

## Section 5: Annual Funding Reviews

### 5.0 INTRODUCTION

In order for HQUSACE to secure adequate funds for States to accomplish their Two-Year Joint CA Execution Plan, the States are to conduct annual funding reviews to verify their original CA cost estimates. The reviews should be accomplished by the State Grant Administrator, assisted by SPM consultation with the IPM, to learn of any changes in the plan or schedules at the installation. If the reviews reveal expected funding shortages, HQUSACE will request additional funds from the DoD Components. If the reviews reveal expected surpluses, HQUSACE will apply these funds as carry-over from YEAR 1 to YEAR 2 for that State, or to other States, or return them to the DoD Components, as appropriate.

### 5.1 REVIEW OF FUNDING

States will review their funding requirements annually, between February 1 and April 15 of YEAR 1 and YEAR 2. To begin the review, the SPM will contact the IPM to learn of any anticipated work plan changes. Two-Year Joint CA Execution Plans can be updated at this time, if necessary. The State Grant Administrator will determine if the obligated funds, as shown in the current CA funding letter from HQUSACE, are sufficient for it to complete its Two-Year Joint CA Execution Plan in the current YEAR, or whether adjustments are required (increases or decreases in funding levels). The State Grant Administrator will look to the following year, and make a similar assessment. Therefore, the annual review during YEAR 1 will look at the cost estimates for YEAR 1 and YEAR 2. The State Grant Administrator will provide all funding adjustments to the appropriate DoD Component representatives in **Appendix G** and to HQUSACE. The annual review during YEAR 2 will only involve YEAR 2 and not involve the following year, because the next CA will be starting in July, at the end of YEAR 2. It can, however, serve as an opportunity to start the next CA cycle.

### 5.2 REPORTING SCHEDULE

States will report any estimated funding adjustments to HQUSACE preferably by April 15, but no later than May 1. The State will provide a brief reason for the adjustment, and indication of coordination with the IPM. Or, the State will report to HQUSACE that no adjustment is necessary. HQUSACE will prepare budgets for adjusted YEAR 1 and YEAR 2 funding requirements and submit them to the DoD Components by May 15. States may be asked for further information regarding their adjustments. The DoD Components will provide funds needed for the remainder of YEAR 1, and for all of YEAR 2 by May 30. HQUSACE will issue funding letters by July 1 to adjust YEAR 1 funding, and provide YEAR 2 funding to the States. This action completes the annual funding review.

A State, at any time during the CA period, may alert HQUSACE to any funding adjustment need.