

# Department of Finance and Administration Office of Personnel Management

Policy Title: **Miscellaneous Federal Grant (MFG) Positions** Policy Number: **43**

Authority: **Ark. Code Ann. § 19-7-502**

Revised: **July 1, 2017**

Agencies may receive new or additional federal funds that were not anticipated or contemplated in the agency's appropriation act. Agencies may request Miscellaneous Federal Grant (MFG) positions and appropriations from the Governor and the Chief Fiscal Officer of the State in order to carry out the objectives of the federal programs or to meet federal requirements. MFG positions are subject to the state agency's ability to certify funds.

Whenever an agency director deems it necessary to establish new or additional appropriations or positions; they shall submit a Miscellaneous Federal Grant Program Appropriation and Personnel Authorization Request form to the Department of Finance and Administration, Office of Budget. The agency's assigned budget analyst will review the request and obtain the necessary additional information and signatures. The request is then sent to the Legislative Council or, if the General Assembly is in session, the Joint Budget Committee. Either legislative body may approve or modify the request.

The state agency shall provide justification to the Office of Personnel Management (OPM) for the need to allocate MFG positions. If new classifications are necessary for these positions, OPM may assign the appropriate title and grade after review by the Legislative Council, or if the General Assembly is in session, the Joint Budget Committee.

Salary eligibility for employees in MFG positions shall be determined in the same manner as established for newly hired employees in other legislatively authorized positions.