

# GRANT BUDGET ADJUSTMENTS AND CHANGES

## FY 2018 SAPCS-Federal RPE

When a grantee intends to make a change to their grant budget or project, the grantee should contact their Grant Manager at the Office of the Attorney General (OAG). Budget adjustments and other budget changes **cannot** increase or decrease the contract award amount and generally do not require a contract amendment. Some adjustments require the prior approval of the OAG.

**Notification: The grantee must notify the grant manager via e-mail or by phone of their intent to submit a budget adjustment or modification.**

### Types of Budget Changes

**1. Budget Adjustments:** Requires prior approval by OAG.

- Adjustment of 10% or More – 10% or more of the awarded funds are moved from one approved budget category to another approved budget category within line items. Funds are reallocated between line items in an approved budget category.
- Adding New Budget Category – Awarded funds are moved from an existing approved budget category to a **new** budget category (one that previously had \$0 awarded).
- Adding New Line Items – Requesting a new line item for an already pre-approved category.
- Personnel Changes – Any change (increase or decrease) in hours worked or annual salary adjustments for awarded positions. Eliminating an awarded position or changing the job function. Requesting to add new positions to the grant award.
  - *These personnel changes require prior approval, even if award amounts are less than 10% of the awarded funds.*
  - *Include justification for change and job description if applicable.*

**2. Other Budget Changes:** Requires notification to OAG before implementation.

- Less than 10% Budget Modification - Less than 10% of the awarded funds are moved within or between approved budget categories and approved line items.
- Budget Category Modification – Funds are reallocated between approved line items within an approved budget category in an amount less than 10% of the total budget for that fiscal year.
- Personnel Modifications – Change in job title only; job function and job description does not change. One time merits for job performance due to lapse salaries. Lapse salaries are funds available from termination/resignation. Submit revised job description with new job title to your grant manager.

***See Chart on Page 5 for a comparison of Budget Adjustments and Budget Modifications***

## **Procedures**

For Budget Adjustment or Modification Requests:

- Notify your grant manager in writing via hardcopy, e-mail or fax that you plan to submit a budget adjustment and discuss any questions about the changes you plan to request.
- Complete a Grant Budget Adjustment and Changes Request Form.
- Mark up a copy of your current Detailed Budget with proposed changes detailed by line item.
- Save your current Detailed Budget with proposed changes detailed by line item.
- E-mail a copy of the Grant Budget Adjustment and Changes Request Form and the changed Detailed Budget to your grant manager.

*The Authorized Official or designee must sign and date the form.*

## **Instructions for Required Forms**

### ***Detailed Budget:***

- Print a copy of your detail budget. Make all changes by marking out the original text or amount and replacing it with the new proposed changes. If you are changing Personnel costs, make sure there is a corresponding change to hours (Scheduled to Work and Scheduled on this grant) and/or Personnel description and Salary.
- If you are adding a new line item, list it under the appropriate budget category.
- Be sure to also update the justification section for any changes that are made.

**Note:** The total awarded amount **cannot** change without a contract amendment.

### ***Grant Budget Adjustment and Changes Request Form:***

Complete the top section. For Grant Title, click the down arrow button and select grant title from the pull down menu. For Budget Version, enter the change number (for example, if this is the initial change for the beginning of the year, enter “1” in this box, or if this is the 3<sup>rd</sup> change, enter “3”). For Type of Action, click the down arrow button and select Budget Adjustment or Other Budget Changes.

### ***Budget Information:***

- List the current approved budget amounts from grantee’s Detailed Budget in Column 1 - *FY 2018 Current Approved Budget*.

- List the requested change in dollars by budget category (indicate whether it is a positive or negative amount) in Column - 2 *Increase or Decrease (+/-)*.
  - The Total for Column-2 Increase or Decrease (+/-) will be zero if entered correctly.
- Column 3 - *FY 2018 Revised Approved Budget* will auto-calculate the proposed new amount for each category.
- The total for each column is auto-calculated in this worksheet.

The awarded totals at the bottom of Column 1 and Column 3 **must be equal**.

- **Reason for Request:** Provide a short justification for the change in each budget category.
- **Requested By:** The Authorized Official or designee must sign and date the form.

**Note:** The Authorized Official is the individual given the authority to sign all grant adjustment requests, inventory reports, progress reports and financial reports or any other official documents related to the grant on behalf of the grantee.

- **Approved By:** *For OAG use only.*

### **Review and Approval**

- **Budget Adjustments:** The OAG will review the request and make a determination. If the budget adjustment is approved, a revised Detailed Budget will be sent to the grantee via e-mail, including the budget approval date. The e-mail will also include a revised Combined Reimbursement Request Form. Approved budgets are retroactive to the beginning of the month in which the request was submitted.
- **Other Budget Changes:** The OAG will review the changes planned and contact the organization if any questions or concerns are identified. . If the budget adjustment is approved, a revised Detailed Budget will be sent to the grantee via e-mail, including the budget approval date. The e-mail will also include a revised Combined Reimbursement Request Form. Approved budgets are retroactive to the beginning of the month for which the request was submitted.

**Note:** Submission of incomplete budget adjustments and other budget changes will **not** be processed. (i.e. form not signed by the Authorized Official or designee; missing brief description for requested change, numbers do not add up).

### **Retention**

Detailed supporting documentation for this form must be kept for seven (7) years or longer in accordance with the OMB Circulars (OMB) and Uniform Grant Management Standards (UGMS). All documents must be available upon request of the OAG or OAG's designee.

**Corrections/Questions**

If you have any questions, or discover an error after sending in the Grant Budget Adjustment and Changes Request Form, immediately contact your grant manager or the financial specialist, as stated on the invoice.

**Comparison Chart**

<b>Budget Adjustment</b>	<b>Other Budget Changes</b>
<b>Does not change</b> the total award amount.	<b>Does not change</b> the total award amount.
Requires written request (hardcopy, e-mail or fax) and OAG prior approval before implementation.	Requires prior notification and the OAG reserves the right to request additional information or disallow the change.  Requires a notification (hard copy, e-mail or fax) and submission of changes to the OAG.
May request approval of new budget category.	Move funds between approved budget categories or approved line items.
May request a change to one or more approved budget categories in an amount that is 10% or more of the total budget for that fiscal year.  May request adding a new line item within an already approved category.	Move funds <b>within</b> an approved budget category or request changes to one or more approved budget categories in an amount that is less than 10% of the total budget for that fiscal year.
Any change (increase or decrease) in hours worked or annual salary adjustments for awarded positions. Eliminating an awarded position or changing the job function. Requesting to add new positions to the grant award.	Change in job title only, job function and job description does not change.  One time merit for job performance due to lapse salaries.
<b>Generally, only one budget adjustment per state fiscal year is allowed.</b>  The grantee may request an additional budget adjustment if they demonstrate circumstances that the OAG deems extenuating.	More than one other budget change may be submitted as long as the total of the different changes does <b>not</b> exceed 10% of the total budget for that fiscal year.
<b>Budget adjustments/modifications will be accepted through December 3, 2018.</b>	May be submitted as changes are identified as needed by the grantee.  <b>Note:</b> The OAG <b>may</b> require a Budget Change from the grantee to close-out the fiscal year.