Budget Modification Guidance

In general, grantees are allowed a certain degree of latitude to rebudget within and between budget categories to meet unanticipated needs and to make other types of post-award changes. These budget modifications are allowed provided they are for activities detailed in the approved OWP for that budget period and do not meet one or more of the below prior approval requirements.

When do you need to request approval for a revision to your project's budget?
The 45 CFR Part 74.25 and 45 CFR Part 92.30 states that written approval is required from ACF/ANA prior to grantees implementing a budget modification that does one or more of the following:

- Changes the scope of the project. For ANA's purposes, a change in scope may result from a significant alteration of the approved project activities, change in the direction of the project, the type of services delivered, the number of beneficiaries to be served, or training provided.
- Exceeds the threshold for significant re-budgeting. This occurs whenever a grant with a Federal share exceeding 100,000 makes cumulative transfers among direct cost budget categories for the current period that exceeds 25% of the total approved budget. For example, a project with a total approved budget of 200,000 would need to request approval for modifications among direct cost categories in an amount greater than or equal to 50,000.
- Changes the salary in an amount greater than or equal to 25% or equivalent to a three month absence for any key personnel position.
- Adds new line items that fall under the cost principals prior approval requirements according to the OMB Circulars. For federally recognized tribes the relevant circular is OMB Circular 87 and for native non-profits the relevant circular is OMB Circular 122.
- The sub award, transfer, or contracting of any work under an award, unless approve in the application.
- Results in a need for additional federal funding
- Moves funds from direct costs to indirect costs and vice versa.
- Involves the transfer of funds allotted for training allowances (this is a direct payment to trainees) to other budget categories.

Please ensure your ANA program specialist has a copy of your current working budget. For further guidance and information, please contact your Office of Grants Management (OGM) specialist and ANA program specialist.

Note: Modifications to the Non Federal Share must adhere to the same instructions as the Federal share budget.

Budget Modification Instructions:

For requests requiring written prior approval grantees should provide the following:

1. A letter requesting the modification to the approved project budget, including narrative that briefly describes how un-obligated funds resulted among line items, i.e. donations from project partners or a decreased IDC rate. The narrative should also demonstrate that reductions among budget line items will not affect originally anticipated results and benefits or project goal.

2. A revised 424 signed by the authorized organizational representative.

3. A revised 424A with the new budget category amounts.

4. A revised line item budget showing all line items and amounts for both the current approved budget and the modified budget being requested for approval. (An example of the preferred format for the revised line item budget is included on page 3 of this guidance package.)

5. A revised Budget Justification Narrative, reflecting the revised budget.

6. Current indirect cost rate agreement if the budget is changed due to an increase or decrease in indirect costs.

7. Any additional information the grantee believes is relevant to the request (e.g., price quotations).

Sample Budget Modification

October 6, 2010 Grant No.: 90- N_ - ####

Administration for Children and Families
Office of Grants Management
Division of Discretionary Grants
Attn: Mr. /Ms. Grant Specialist
370 L'Enfant Promenade SW
Mail Stop: Aerospace-6 East
Washington, D.C. 20447 -0002

Dear OGM Grant Specialist:

The purpose of this letter is to request a budget modification to our language grant.

Due to a slight delay in the start up of language instruction activities, one month worth ($4,000) in un-obligated funds has been identified in Training Stipends. To ensure the amount of hours dedicated to language learning stays consistent with the goals presented in our project proposal, we have added a requirement for 100 hours of volunteer time to be spent conversing with Elders in the Elder Center. $325 in un-obligated funds have also been identified in the line item for Post Award training, this is due to a slightly overestimated amount for airfare to attend the training.

We are requesting to reallocate $3,500 from Training Stipends to include a new line item for Professional Printing of Language Books. This will allow us to have a quality language resource that can be used for future generations. The reallocation of funds from Training Stipends, which does not incur indirect costs, to the new printing line item, which does, increases the total amount for indirect costs. The additional $775 in un-obligated funds will be moved to Indirect Costs to cover this increase. This budget modification does not affect the non federal share portion of the budget, please see the attached line item budget and budget narrative for additional details.

We look forward to continuing to work with the Administration for Native Americans and are committed to another successful project year. If you have any questions or require additional information, do not hesitate to contact ABC at (907) 555-xxxx. Thank you for your assistance in this matter.

Respectfully,

Signature of Authorizing Official

Cc: ANA Program Specialist

OMB Number: 4040-0004
Expiration Date: 01/31/2009

Application for Federal Assistance SF-424 Version 02

* 1. Type of Submission:	* 2. Type of Application:	* If Revision, select appropriate letter(s):
☐ Preapplication	☐ New	
☑ Application	☐ Continuation	* Other (Specify)
☐ Changed/Corrected Application	☑ Revision	Budget Modification

* 3. Date Received:	4. Applicant Identifier:

5a. Federal Entity Identifier:	* 5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:	7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name:

* b. Employer/Taxpayer Identification Number (EIN/TIN):	* c. Organizational DUNS:
00 1234567	123456789

d. Address:

* Street1:	1234 Main St
Street2:	
* City:	Happy Mountain
County:	
* State:	
Province:	
* Country:	USA
* Zip / Postal Code:	12345

e. Organizational Unit:

Department Name:	Division Name:

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:	Ms.	* First Name:	Jane
Middle Name:			
* Last Name:	Dobson		
Suffix:			

Title: Tribal Administrator

Organizational Affiliation:

* Telephone Number:	(555) 555-5555	Fax Number:	(555) 555-5454

* Email: jdobson@email.com

Application for Federal Assistance SF-424 Version 02

9. Type of Applicant 1: Select Applicant Type:

Tribe

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

11. Catalog of Federal Domestic Assistance Number:

97-12345

CFDA Title:

Native Language Preservation

*** 12. Funding Opportunity Number:**

HHS-2009-ACF-ANA-NL-0041

* Title:

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

List all geographic areas affected by this project

*** 15. Descriptive Title of Applicant's Project:**

Indicate title of this project

Attach supporting documents as specified in agency instructions.

Add Attachments | Delete Attachments | View Attachments

Application for Federal Assistance SF-424 Version 02

16. Congressional Districts Of:

* a. Applicant
* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment | Delete Attachment | View Attachment

17. Proposed Project:

* a. Start Date:
* b. End Date:

18. Estimated Funding ($):

* a. Federal	163,359
* b. Applicant	40,843
* c. State	
* d. Local	
* e. Other	
* f. Program Income	
* g. TOTAL	

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

☐ a. This application was made available to the State under the Executive Order 12372 Process for review on

☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.

☑ c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)**

☐ Yes ☑ No Explanation

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

☐ - ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: Ms * First Name: Jane

Middle Name:

* Last Name: Dobson

Suffix:

* Title: Tribal Administrator

* Telephone Number: (555) 555-5555 Fax Number: (555) 555-5454

* Email: jdobson@email.com

* Signature of Authorized Representative: * Date Signed: Date

Authorized for Local Reproduction

Standard Form 424 (Revised 10/2005)
Prescribed by OMB Circular A-102

*** Applicant Federal Debt Delinquency Explanation**

The following field should contain an explanation if the Applicant organization is delinquent on any Federal Debt. Maximum number of characters that can be entered is 4,000. Try and avoid extra spaces and carriage returns to maximize the availability of space.

424A BUDGET INFORMATION-Non-Construction Programs

SECTION A-BUDGET SUMMARY						
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Un-obligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. ANA-NL	93.587	$	$	$163,359	$40,843	$204,202
2.						
3.						
4.						
5. Totals		$	$	$163,359	$40,843	$204,202

SECTION B-BUDGET CATEGORIES					
6. Object Class Categories	GRANT PROGRAM OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
a. Personnel	$65,000	$	$	$	$65,000
b. Fringe Benefits	$16,562				$16,562
c. Travel	$2,023				$2,023
d. Equipment	0				0
e. Supplies	$3,588				$3,588
f. Contractual	0				0
g. Construction	0				0
h. Other	$51,271				$51,271
i. Total Direct Charges (sum of 6a-6h)	$138,444				$138,444
j. Indirect Charges	$24,915				$24,915
k. TOTALS (sum of 6i and 6j)	$163,359	$	$	$	$163,359
7. Program Income	$	$	$	$	$ 0.00

SECTION C-NON-FEDERAL RESOURCES				
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8. ANA-NL	$40,843	$	$	$40,843
9.				
10.				
12. TOTAL (Sum of lines 8-11)	$40,843	$	$	$40,843

SECTION D – FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13.Federal	$163,359	$45,000	$39,453	$39,453	$39,453
14. Non-Federal	$40,843	$10,210	$10,211	$10,211	$10,211
15. Total (sum of lines 13 and 14)	$204,199	$55,210	$49,664	$49,664	$49,664

SECTION E- BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT				
(a) Grant Programs	FUTURE FUNDING PERIODS (Years)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16.	$162,233	$	$	$
17.				
18.				
19.				
20. Total (sum of lines 16-19)	$162,233	$	$	$

SECTION F - OTHER BUDGET INFORMATION	
21. Direct Charges: $138,444	22. Indirect Charges: $24,915
23. Remarks:	

Federal Budget			
Budget Line Items	**Current Approved Budget**	**Budget Revisions**	**New Budget**
Personnel			
Project Manager	$45,000		$45,000
Project Assistant (.50 FTE)	$20,000		$20,000
Personnel Total	**$65,000**		**$65,000**
	-		
Fringe Total	**$16,562**		**$16,562**
	-		
Travel			
ANA Post award	$2,348	-$325	$2,023
Travel Total	**$2,348**		**$2,023**
	-		
Equipment Total	**$0**		**$0**
	-		
Supplies			
Office supplies	$800		$800
Project Camera	$1,400		$1,400
Computer System	$1,388		$1,388
Supplies Total	**$3,588**		**$3,588**
	-		
Contract Total	**$0**		**$0**
	-		
Other			
Communications	$600		$600
Cell phone	$660		$660
(NEW)Professional Printing of Language Books		$3,550	$3,550
Training Stipends for 4 Language Participants	$40,000	($4,000)	$36,000
Language symposium registration	$500		$500
Language committee meetings	$6,600		$6,600
Language committee travel	$3,361		$3,361
Other Total	**$51,721**		**$51,271**
Total Direct Costs	**$139,219**		**$138,444**
IDC (24.33% of direct costs, does not include Stipends)	**$24,140**	$775	**$24,915**
Budget Total	**$163,359**	$0	**$163,359**

Category	ANA	Match	Justification
			Personnel
Project Manager	$45,000		Full time employee 2080 hours @ $21.63/hour. Position will be responsible for carrying out all project objectives. See OWP activities and staffing data table for additional information regarding duties.
Project Assistant	$20,000	$10,000	Three quarter time employee half paid by ANA, 1040 hours @ $19.23/hour, 25% paid by grantee. Position will be responsible for assisting the project manager. See OWP activities and staff data table for additional information regarding duties.
Secretary		$6,740	Part time (25%) 520 hours x $12.96/hour
Fringe Benefits	$16,562	$2,458	**Full time employee @ 25.48%** Social Security: 6.20% Medicare: 1.45% Work Comp: 1.11% Retirement: 2.54% Medical: 11.84% Dental: 1.32% Vision: 0.38% Life Ins.: 0.21% Long Term Disability: 0.43% **Part time employee @ 14.68%** Social Security: 6.20% Medicare: 1.45% Work Comp: 1.11% Medical: 5.92%
Personnel subtotal	$81,562	$19,198	
			Travel
ANA Post Award Training	$2,023		Air fare: ($187 + $200 x 3 nights motel + $64 x 3.5 days per diem) x 2 staff
Language Symposium		$1,865	Personal vehicle use: 233 miles x $.55 = $128.15; Lodging 4 people in double occupancy = $800/week; Per diem = $49/day x 4.5 days x 4 people = $882; Parking = $55
Travel subtotal	$2,348	$1,865	
			Supplies
Office supplies	$800	$1,600	Cost estimate is approximately $200/month, which will cover general supplies including: paper, pens, printer cartridges, blank CD-Rs w/cases, video tape, 2 -8 Gb memory sticks, feast food for language committee meetings, and gifts for elder participants. Supply costs will also be used for 2 -250 Gb portable hard drives @ $300 each, software including publishing software and necessary upgrades. Grantee will match in the amount of $1,600.
Camera	$1,400		Canon EOS 50D Digital SLR @ $1,400, which includes a rechargeable battery unit and a 2-Gb memory card. Costs estimates Internet site: http://www.usa.canon.com/consumer/controller?act=ModelInfoAct&fcategoryid=139&modelid=17499
Computer system	$1,388		Dell Precision M2400 lightweight work station computer system w/ 2 Gb SDRAM and a minimum 160 Gig hard drive @ $1388. Costs estimates Internet site: http://www.dell.com/us/en/business/notebooks/workstation_precision_m2400/pd.aspx?refid=workstation_precision

Category	ANA	Match	Justification
			m2400&s=bsd&cs=04
Supplies subtotal	$3,588	$1,600	
			Other
Office Space		$7200	$600/month x 12 months to be used as match.
Communications	$300	$900	Cost estimates are $100/month to include postage, telephone, and Internet. Grantee match amount is $900.
Cell phone	$660		Based on previous billing statements, costs are estimated to be $55/month.
Utilities		$4200	$300/ moth to cover utility costs.
Office furniture		$2580	Furniture lease is estimated at $215/month and is provided as match by the grantee.
(NEW) Professional Printing of Language Books	$4,000		$4000 to hire a professional printing company to publish 25 language books to be used in local school classrooms.
Training allowance for 4 language participants	$36,000		4 language participants $1000 per month (10x hour x 100 hours per month.)
Language Symposium registration	$500		The program is charging $125/student. The grantee will be sending four students.
Language committee meetings	$6,600	$3,300	Cost estimated at 11 language committee members x 6 meetings x 3 hours/meeting x $50/hour.
Language committee travel	$3,361		The language committee members come from multiple communities. Costs are based on figures from past language committee travel. Cost is estimated @1,500 miles total language committee travel x $.55/mile + (4 motel rooms @ $70 each + per diem @ $59 x 1.5 days x 4 committee members) x 4 meetings. Not all committee members will need motel rooms or collect per diem.
Other subtotal	$15,421	$18,180	
Total Direct	$102,919	$40,843	
IDC @ 24.33%	$24,915		
Total	$163,359	$40,843	