

## Budget Amendment and In-Line Adjustment Requests

As stated in the Payment Terms section of your contract, any changes to your approved budget **MUST** be approved by an Office of Family Violence (OFV) staff in advance of funds being obligated and/or expended. There are two ways that budgets can be changed: A budget amendment or an in-line budget adjustment.

### Budget Amendments

A budget amendment allows subrecipients to move a portion of the approved budget from one category to another. No more than **three (3) budget amendments** will be permitted during the fiscal year, with no more than **one (1) permitted per quarter**. All budget amendments must support the approved work plan.

Budget amendments must be signed by a person with authority to make contract changes and include the following:

1. Budget amendment request form
2. Revised budget
3. Revised budget narrative in which changes are highlighted in bold.

Other parameters for agencies to consider when submitting a budget amendment include:

1. All requests are required to be submitted at least 10 business days before the anticipated effective date of the amendment.
2. Effective dates for budget amendments begin on the first day of the month following OFV approval.
3. Budget amendments cannot be made retroactively.
4. OFV staff are available for consultation in advance of the submission for clarification and guidance.

### In-Line Budget Adjustments

In-line budget adjustments allow you to reallocate funds within a single budget category. These changes, like the budget amendments, must be approved by your OFV in advance. Requests are to be made at least 10 business days in advance of the effective date, which is to begin the first day of the month following OFV approval. In-line adjustments must also support approved work plans. To submit a request for an in-line adjustment, send an email to your assigned OFV contract administrator that explains the nature and rationale of requested changes including the category in which changes are being made. Requests for adjustments within more than one category should be submitted as a budget amendment.

In-line budget adjustment requests must include the following:

1. Email to OFV contract administrator (see above)
2. Revised budget narrative in which in-line changes are highlighted in bold.

### Review and Approval

OFV staff will review all budget amendment and in-line adjustment requests for allowability and consistency with approved work plans and will approve once any questions, inconsistencies or concerns are resolved. Once budget amendments are approved, subrecipients will receive a fully executed copy of the budget amendment request form and revised budget from OFV. Approvals for in-line adjustments will be made via email.