



Budget Amendment and In-Line Adjustment Requests

As stated in the award conditions, any changes to your approved budget MUST be approved by your DCJS grant monitor 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 Amendment

A budget amendment allows grantees to move a portion of the approved budget from one category to another. No more than two (2) budget amendments will be permitted during the grant period. Budget amendments must be requested online using GMIS; it is helpful to email your grant monitor with your plans to submit a budget amendment prior to GMIS submission. Budget amendments must be submitted no later than 45 days prior to the end of the grant period, as noted in the special conditions of your award package. The budget amendment request must explain:

- Why the change is being requested
- Where the funds are being moved *from*
- Where the fund are being moved *to*

All proposed changes must be itemized and appropriately justified. The "Budget Amendment Request Narrative" form must be used to submit this information to your grant monitor for review prior to uploading it into GMIS. Once the form is completed and reviewed by your grant monitor, it must be uploaded into GMIS to accompany the budget amendment request. Please double check all figures and ensure that the narrative aligns with the proposed budget amendment in GMIS.

Review/Approval

After you submit a budget amendment request in GMIS, your local Finance Officer will get an email to review and approve your request before it is submitted to DCJS. After your local Finance Officer approves the amendment, your grant monitor will get a notification indicating that a budget amendment has been submitted and needs to be reviewed. At this point, your grant monitor may either approve or deny your request. If it is approved, Grants Administration will receive the budget amendment request for final review and approval. If it is denied, your Finance Officer will receive an email with the reasons why the request was denied and notification to revise and resubmit the request. This process may take up to 21 days to be completed. Contact your grant monitor if you have any questions.

In-Line Budget Adjustments

In-Line Budget Adjustments allow you to move funds within the same budget category. In-line adjustments can be submitted to your grant monitor anytime during the year, but must be approved by your grant monitor prior to funds being expended. To submit a request for an in-line adjustment, send an email with the "In-Line Budget Adjustment" form to your grant monitor that explains:

- Why the change is being requested
- Where the funds are being moved from
- Where the fund are being moved to

Once the adjustment is approved, retain documentation of the adjustment for your records.