

## Project and Budget Revisions and No-Cost Extensions

Please note that all project and budget revisions must be submitted **no later than 45 days before** the project expiration date.

### **Budget Revisions**

Any revision or modification to the budget that is **more than 10%** of the total project amount (grant award + match) must receive approval from FNS before the modification is put into effect. Budget revisions must be submitted in writing via email to the Grant Officer and Regional Lead.

- » The request should include:
  - An explanation for the revision
  - The approved line item budget along with the newly requested line item budget
  - A new budget narrative that identifies the calculations for the revised amounts
  - An updated 425 budget form that corresponds with the proposed changes
  
- » **The 10% is a cumulative percentage; once the 10% threshold is exceeded, all revisions must receive FNS approval.**
  
- » Grantees should carefully scrutinize their proposed budgets mid-way through the grant, assuring that the line item amounts are accurate and reflect the proposed activities.

Revisions resulting in transfers totaling less than 10% of the total budget do not require FNS approval (unless new line items are added); however, a revised narrative & line item budget must be submitted to the Grant Officer and Regional Lead. The revisions will be noted in your grant file.

### **Project Revisions**

Project revisions that require pre-approval from FNS include:

- » Revisions to the scope or objectives of the projects or addition of new activities
- » Changes to key personnel (e.g. project director)
- » Changes in funding needs greater than 10% of the total project cost (funding plus match)
- » No cost extensions (see next section)

Submit all project revisions via email to your Grant Officer and Regional Lead. You must receive notice of approval before the change is put into effect. The revisions will be noted in your grant file.

### **No-Cost Extensions**

Upon approval from the project Grant Officer, a no cost extension allows a grantee to extend the project period up to twelve months with no additional funding. Should you require additional time to complete

the project goals and objectives, please submit a no cost extension requests via email to your Grant Officer and Regional Lead. The request should include:

- » A written explanation for the no-cost extension
  - Submitted in letter form
- » An updated project timeline with updated activity due dates, etc.
- » If you are making any revisions to the budget (even if it is less than 10% of the total budget) as part of the no cost extension, please provide a budget revision
- » No cost extensions are available but not guaranteed and must be approved by the project grant officer
- » The request must be received at least 45 days before the close of the project period

## Sample Budget Revision Cover Letter

To: Dawn Addison, USDA  
From: Grantee  
CC: Regional Lead  
Date: November 25, 2016  
Subject: Farm to School Budget Revision

I am writing to request that funds be shifted from one area of my farm to school grant into another area. We received a twenty-five percent match from the Generous Foundation in the amount of \$15,000. We initially thought we would use those entire funds on consultant work to assist us in the setup of our farm to school program. As we approached different groups, we realized that almost all of our assistance was provided to us free of charge. As a result we only ended up spending ~ \$2,500 on consulting fees leaving us with an additional \$12,500.

We are requesting to move the \$12,500 to the equipment line. Originally we thought we would need a steamer, two mixers and a Robo Coupe. We have discovered that we do not need those items and instead request 2 hot holding cabinets (\$9,000) and one cold holding cabinet (\$3,500) to properly hold locally grown foods for service. We also need a mixer, but the size and model will cost \$11,500. Together those two items will cost us \$24,000 – the amount we have left over from unused consulting fees plus the original budgeted amount for equipment.

Thank you for your attention to this matter.

F2S Grantee  
Nutrition Services Director  
State Public Schools



## Sample Budget Revision

Be sure to include both the original and revised budget figures.

Sample Budget Revision Document						
	Original			Revised		
	Federal	Non-federal	Total	Federal	Non-federal	Total
<b>Personnel</b>	<b>\$6,551</b>	<b>\$0</b>	<b>\$6,551</b>	<b>\$6,551</b>	<b>\$0</b>	<b>\$6,551</b>
Project Director, .10 FTE	\$5,381		\$5,381	\$5,381		\$5,381
Administrative Assistant, .05 FTE	\$1,170		\$1,170	\$1,170		\$1,170
<b>Fringe benefits</b>	<b>\$2,353</b>	<b>\$0</b>	<b>\$2,353</b>	<b>\$2,353</b>	<b>\$0</b>	<b>\$2,353</b>
Project Director, .10 FTE	\$1,870		\$1,870	\$1,870		\$1,870
Administrative Assistant, .05 FTE	\$483		\$483	\$483		\$483
<b>Travel</b>	<b>\$3,869</b>	<b>\$0</b>	<b>\$3,869</b>	<b>\$3,869</b>	<b>\$0</b>	<b>\$3,869</b>
Local mileage .51/mile	\$510		\$510	\$510		\$510
Mandatory meeting and national conference for two people	\$3,359		\$3,359	\$3,359		\$3,359
<b>Equipment</b>	<b>\$11,500</b>	<b>\$0</b>	<b>\$11,500</b>	<b>\$11,500</b>	<b>\$12,500</b>	<b>\$24,000</b>
Kitchen upgrades - 4 pieces of equipment	\$11,500	\$0	\$11,500	\$11,500	\$12,500	\$24,000
<b>Supplies</b>	<b>\$5,752</b>	<b>\$0</b>	<b>\$5,752</b>	<b>\$5,752</b>	<b>\$0</b>	<b>\$5,752</b>
Meeting materials	\$600		\$600	\$600		\$600
Education and Outreach materials	\$2,800		\$2,800	\$2,800		\$2,800
Student Taste Tests (2) in seven buildings	\$2,352		\$2,352	\$2,352		\$2,352
<b>Contractual</b>	<b>\$13,663</b>	<b>\$15,000</b>	<b>\$28,663</b>	<b>\$13,663</b>	<b>\$2,500</b>	<b>\$16,163</b>
Farm to School Consultant		\$15,000	\$15,000		\$2,500	\$2,500
Field Trips	\$3,063		\$3,063	\$3,063		\$3,063
Program evaluation	\$5,000		\$5,000	\$5,000		\$5,000
Communities in Schools - Wellness Coordinator	\$4,600		\$4,600	\$4,600		\$4,600
National Conference registration - two people	\$1,000		\$1,000	\$1,000		\$1,000
<b>Construction</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Other</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total direct costs</b>	<b>\$43,688</b>	<b>\$15,000</b>	<b>\$58,688</b>	<b>\$43,688</b>	<b>\$15,000</b>	<b>\$58,688</b>
<b>Indirect costs @ 3.00%</b>	<b>\$1,311</b>	<b>\$0</b>	<b>\$1,311</b>	<b>\$1,311</b>	<b>\$0</b>	<b>\$1,311</b>
<b>TOTAL COSTS</b>	<b>\$44,999</b>	<b>\$15,000</b>	<b>\$59,999</b>	<b>\$44,999</b>	<b>\$15,000</b>	<b>\$59,999</b>