

Budget Adjustments

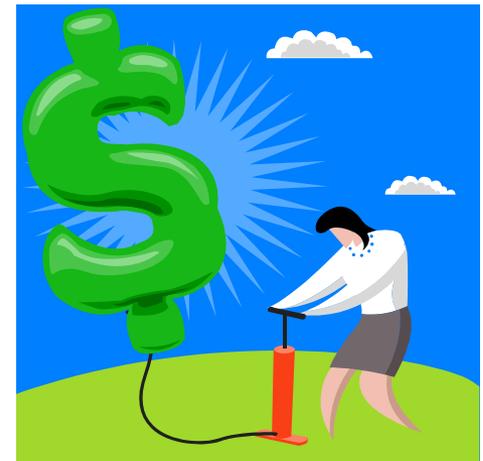


Agenda

- Types of Budget Adjustments
- How to Submit a Budget Adjustment
- Required Documentation

What is a Budget Adjustment?

- A Budget Adjustment is a shifting of funds in your approved contract budget.
- For all budget adjustments, the annual contract total amount does not increase or decrease.



Types of Budget Adjustments

- Budget Adjustment Request (BAR)
- Intra-Line Adjustment Request (ILAR)



Budget Adjustment Request (BAR)

- Shifting of funds between budget line items.
- Line item shifts up to a cumulative maximum of **\$20,000 or ten percent (10%) of the annual contract total**, whichever is less, for all the line item shifts over the life of the contract.

BAR Example

- FFY 2015
 - 12/1/2014: \$5,000 BAR approved
 - 6/13/2015: \$2,000 BAR approved
 - 8/20/2015: \$4,000 BAR approved
- FFY 2016
 - 10/9/2015: \$4,000 BAR approved
 - 9/29/2016: \$5,000 BAR approved
- Total BAR Amount Year to Date: \$20,000



BAR Example

- FFY 2015
 - 12/1/2014: \$5,000 BAR approved
 - 6/13/2015: \$2,000 BAR approved
 - 8/20/2015: \$4,000 BAR approved
- FFY 2016
 - 10/9/2015: \$4,000 BAR approved
 - 9/29/2016: \$6,000 BAR
- Total BAR Amount Year to Date: \$21,000 **X**
 - **need a contract amendment**

How to submit a BAR?

- Consult with your PA prior to submitting a BAR.
- Submit required BAR documentation to your PA via e-mail.

*A BAR must be approved by your PA before the contractor can make changes to their program.

Required BAR Documentation

- Narrative letter
- BAR Form
- Revised Annual Budget Detail and Budget Summary



Revised Annual Budget Detail

Combined Annual Budget Detail
Official Name of Applying Agency
Contract Number: TBD
October 1, 2014 through September 30, 2015
(FFY 2015)

Note: This budget represents both the State Share costs (not reimbursable) and Federal Share costs (reimbursable by USDA). Both State Share costs and Federal Share costs are to be used to conduct allowable CalFresh outreach activities. Budgetary dollars designated as State Share must be from non-Federal sources, as defined by the USDA Guidance, to be used to conduct allowable CalFresh outreach activities. Data entered on this tab will automatically populate the Combined Budget Summary worksheet, which shows the nine-line-item budget to be used for invoicing. Please double-check that all data are accurate and transferred accurately and completely.

PERSONNEL SALARIES: (Add as many lines as necessary to include all outreach staff, actual or proposed)

Percent of Salary Paid from State Share: 0.000%
Total FTE for All Staff Listed: 0.0000
Organization's Total FTEs for Proration: 0.0000
Percent FTE for Proration: 0.000%

	Name	Position Title	Annual Salary	Total FTE (as a decimal)	State Share	Federal Share	Total Dollars
1.			\$ -	0.0000	\$ -	\$ -	\$ -
2.			\$ -	0.0000	\$ -	\$ -	\$ -
3.			\$ -	0.0000	\$ -	\$ -	\$ -
4.			\$ -	0.0000	\$ -	\$ -	\$ -
5.			\$ -	0.0000	\$ -	\$ -	\$ -
6.			\$ -	0.0000	\$ -	\$ -	\$ -
7.			\$ -	0.0000	\$ -	\$ -	\$ -
8.			\$ -	0.0000	\$ -	\$ -	\$ -
9.			\$ -	0.0000	\$ -	\$ -	\$ -
10.			\$ -	0.0000	\$ -	\$ -	\$ -

Revised Budget Summary Page

COMBINED BUDGET SUMMARY
 Official Name of Applying Agency
 Contract Number: TBD
 October 1, 2014 through September 30, 2015
 (FFY 2015)

Budget Line Categories	State Share (Not Reimbursable)	Federal Share (Reimbursable)	Total Program Costs
Personnel Salaries	\$ -	\$ -	\$ -
Fringe Benefits	\$ -	\$ -	\$ -
Operating Expenses	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -
Travel and Per Diem	\$ -	\$ -	\$ -
Subcontractors	\$ -	\$ -	\$ -
Other Costs	\$ -	\$ -	\$ -
Indirect Costs	\$ -	\$ -	\$ -
TOTALS	\$ -	\$ -	\$ -

Note: This Budget Summary worksheet will be automatically populated by data entered from the Annual Budget Detail worksheet. Please check to ensure that all data transfers properly and that all calculations are correct. Total Federal Share Budget must be 70% (or less) of total State Share Budget as reflected below.

Percent of Federal Share to State Share: 0.00%

Subcontractor's BAR Process

- Reviewed and Approved by the prime contractor.
- Prime contractor keeps documentation on file.
- Subcontractor BAR do not need to be submitted to your PA.

Best Practice

- Prime contractors are highly encouraged to utilize the BAR process with their subcontractors.



Questions?



Intra-Line Adjustment Request (ILAR)

- An ILAR is a shifting of funds and/or scope of work (SOW) items within your subcontractor budget line item.

ILAR Limits

- There is no limit to how much can be shifted within the subcontractor line.
- Any ILAR cannot increase or decrease the total subcontract budget line item for the prime contract.

ILAR Example

- Example 1
 - Reducing \$5,000 from Subcontractor A and increasing \$5,000 to Subcontractor B.
 - This ILAR will be approve. 
- Example 2
 - Reducing \$5,000 from Subcontractor A and increasing \$9,000 to Subcontractor B.
 - This ILAR will not be approve. 

Types of ILAR

- Shifting between subcontractors
- Adding a new subcontractor
- Dropping a subcontractor

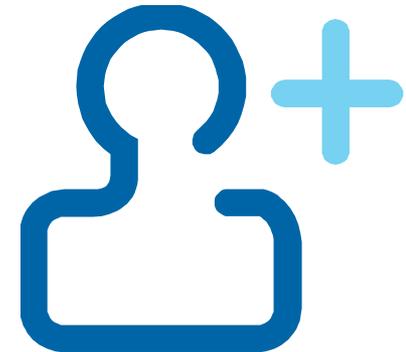
Required Documentation

- Shifting Funds Between Subcontractor
 - ILAR Form
 - Narrative
 - Revised Annual Budget Detail and Summary Page



Adding a subcontractor

- ILAR Form
- Narrative
- Narrative of subcontractor's capabilities
- Revised Annual Budget Detail and Summary Page



Dropping a subcontractor

- ILAR Form
- Narrative
- Exit letter
- Revised Annual Budget Detail and Summary Page



Contract Amendment

- Any line item shifts exceeding \$20,000 or ten percent (10%) of the annual contract total, whichever is less, will require a contract amendment.
- Submitted to the Department of General Services for review and approval.

Technical Assistance

- If you have any questions, please contact your program analyst.

Questions?

