



Project and Budget Revisions and No-Cost Extensions

Please note that all project and budget revisions must be submitted *no later than 10 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 can go into effect. Budget revisions must be submitted in writing via email to the assigned Grant Officer, Grant Specialist and Regional Lead. All revisions will be documented in the grantee's file. **The 10% is a cumulative percentage; once the 10% threshold is exceeded, all revisions must receive FNS approval.**

» The request should include:

- An explanation for the revision
- The approved line item budget along with the newly requested line item budget.

The revised request should clearly show where funds are being shifted from and where they are being moved to.

- A new budget narrative that identifies the calculations for the revised amounts
- An updated 424A budget form that corresponds with the proposed changes

» 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 require FNS approval only if a new item is added to the budget. **The 10% is a cumulative percentage; once the 10% threshold is exceeded, all revisions must receive FNS approval.**

» The submission for a budget revision under 10% of the total budget should include:

- An explanation for the revision
- A revised budget narrative that clearly shows where funds are shifted from and where they are moved to.
- If funds change budget categories, the grantee must also submit a revised SF-424A (page 2 only).

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 Specialist and Regional Lead. You must receive notice of approval before the change is put into effect. The revisions will be documented in your grant file.

No-Cost Extensions

Upon approval from the Program Officer (Regional Lead) and Grant Officer, a grantee may have a one-time opportunity to extend the project period for six months with no additional funding.

Should you require additional time to complete the project goals and objectives, please submit a no cost extension request via email to your Grant Specialist and Regional Lead. The request should include:

- » A written explanation for the no-cost extension submitted in letter form. The letter should be addressed to the Grant Officer that provided your 529 at the start of the grant. If you aren't sure who that is, your Grant Specialist and Regional Lead can help.
- » 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 Program and Grant Officers.
- » The request must be received at least 10 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: [Grant Year] [Grant Type] [Grantee Name]

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		
	<i>Federal</i>	<i>Non-federal</i>	Total	<i>Federal</i>	<i>Non-federal</i>	Total
Personnel	\$6,551	\$0	\$6,551	\$6,551	\$0	\$6,551
Project Director, .10 FTE	\$5,381		\$5,381	\$5,381		\$5,381
Administrative Assistant, .05 FTE	\$1,170		\$1,170	\$1,170		\$1,170
Fringe benefits	\$2,353	\$0	\$2,353	\$2,353	\$0	\$2,353
Project Director, .10 FTE	\$1,870		\$1,870	\$1,870		\$1,870
Administrative Assistant, .05 FTE	\$483		\$483	\$483		\$483
Travel	\$3,869	\$0	\$3,869	\$3,869	\$0	\$3,869
Local mileage .51/mile	\$510		\$510	\$510		\$510
Mandatory meeting and national conference for two people	\$3,359		\$3,359	\$3,359		\$3,359
Equipment	\$11,500	\$0	\$11,500	\$11,500	\$12,500	\$24,000
Kitchen upgrades - 4 pieces of equipment	\$11,500	\$0	\$11,500	\$11,500	\$12,500	\$24,000
Supplies	\$5,752	\$0	\$5,752	\$5,752	\$0	\$5,752
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
Contractual	\$13,663	\$15,000	\$28,663	\$13,663	\$2,500	\$16,163
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		
Construction	\$0	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0	\$0
Total direct costs	\$43,688	\$15,000	\$58,688	\$43,688	\$15,000	\$58,688
Indirect costs @ 3.00%	\$1,311	\$0	\$1,311	\$1,311	\$0	\$1,311
TOTAL COSTS	\$44,999	\$15,000	\$59,999	\$44,999	\$15,000	\$59,999