

## Budget Modification Request Instructions (11/21/16)

Your current grant agreement has the following clause:

*(c) Budget Modifications.* Modifications greater than 10 percent of any budget line item in the most recently approved budget (listed in 4.1(a) or incorporated in Exhibit C) requires prior approval from the STATE and must be indicated on submitted reports. Failure to obtain prior approval for modifications greater than 10 percent of any budget line item may result in denial of modification request or loss of funds. Modifications equal to or less than 10 percent of any budget line item are permitted without prior approval from the STATE provided that such modification is indicated on submitted reports and that the total obligation of the STATE for all compensation and reimbursements to the GRANTEE shall not exceed the total obligation listed in 4.1(b) or Exhibit C.

As noted above you must notify MDH of any budget modifications for the purpose of maintaining an accurate budget supporting the approved work plan. This includes modifications over and under 10% of a line item of the current budget. The attached form can be used for those budget modifications. Please complete the attached form when modifications are needed to the current budget and email to your grant manager. If MDH approval is needed for modifications over 10% a dated signed copy will be returned.

For a budget modification, please follow the directions below:

- Modifications under 10% of line item
  - Complete Budget Modification Request Form
  - E-mail to Grant Manager
    - No approval needed from Grant Manager to proceed
  
- Modifications over 10% of line item
  - Complete Budget Modification Request Form
    - Explanation must be also submitted (space on form)
  - E-mail to Grant Manager
    - Grant Manager to review and forward to Financial Specialist for review
    - Grant Manager to sign and date form and return to Grantee
      - This is the effective date for the modification
  - Grantee can proceed once form is signed

Family Home Visiting Program  
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