

FAMILY DEVELOPMENT AND SELF-SUFFICIENCY (FaDSS)
PROGRAM REQUEST FOR BUDGET AMENDMENT
INSTRUCTIONS

SUBMISSION REQUIREMENTS

The FaDSS Program Request for Budget Amendment must be submitted at least one month prior to the submission of an Expenditure Report based upon the new budget. Submit the budget amendment (BA) with authorized signature and required budget detail attachment to the Division of Community Action Agencies (DCAA) email box dcaa@iowa.gov. In the subject line, please include the grantee contract number and indicate the email contains a BA.

HEADINGS

GRANTEE: Enter the name of the grantee as it appears in the FaDSS contract.

CONTRACT NUMBER: Enter the FaDSS contract number as it appears in the FaDSS contract.

REQUEST:

PROGRAM FUNDS EXPLANATION:

The following is an overview of the funding categories.

Current Budget – Enter the approved budget as outlined in the FaDSS contract attachment or most recent approved budget amendment.

Change (+/-) - Enter the difference between your current contract Attachment 1 and the proposed amounts. Proposed increases from your current contract will appear as positive numbers and proposed decreases from your current contract will appear as negative numbers. Negative numbers should be presented in parentheses.

New Budget – The new proposed budget will automatically calculate based on the information for the current budget and change column.

In an attachment to the Proposed Program Budget Amendment form, provide the reasons for the budget amendment request. For each cost category that has changes please explain the reason for the changes and when there are increased to the category please explain the cost detail of the increase. The attachment must contain adequate detail to facilitate review and approval of the proposed budget amendment request.

FUNDING CATEGORY EXPLANATION

1) Indirect - costs of administering the program. Indirect costs associated with administering the program must be consistent with the organization's recognized federal indirect cost rate agreement.

2) Personnel

a. Salaries - salaries of staff in the FaDSS program,

b. Benefits - the entire cost of benefits associated with the salaries.

3) Travel - costs associated with the program including in-area and out-of-area travel.

4) Space/Utilities - costs associated with housing your program and its services.

5) Equipment - non-consumable, tangible personal property to be used in the performance of the proposed plan, having an acquisition cost of \$5,000 or more, and a useful life expectancy of greater

than one year. Purchases of equipment involving \$5,000 or more of FaDSS Funds must be approved in writing by the Department of Human Rights prior to purchase.

6) Consultants - are those who will provide specific services through a written agreement with your program. Complete required form for Consultants, if needed.

7) Other - other costs associated with the program. Other funds are broken down in lines a-g. The subtotal is automatically calculated.

8) Third Party Payments - are funds expended on behalf of families enrolled in the FaDSS program. Funds may be utilized to assist individual families or activities benefitting multiple families. Grantees are not required to allocate third party funds from their FaDSS grant. However, if grantees designate third party funds, the monies must be utilized within the fiscal and program requirements of the FaDSS program. Refer to Policy 8.0 Third Party Funds

AUTHORIZING SIGNATURE:

The signature of the person authorized to enter your program into contracts must appear on the signature line for the request to be considered.

OVERVIEW OF THE APPROVAL PROCESS

DCAA staff will review the request to ensure it is complete and contains the budget detail. Incomplete requests will be returned to the grantee for revision. The DCAA issue contract amendments for approved request.

State Program Managers are by the FaDSS Council to approve requested budget amendments. If a grantee is unsatisfied with the decision of the Program Manager, a request for appeal may be made to the FaDSS Council.