

Budget Revisions

A. Purpose of Procedure

The budget is part of the formal contract between the agency and the Iowa Department of Public Health. Approval for budget revisions is required as described in this procedure.

B. Scope of the Procedure

Prior written approval is required for the following budget revisions:

- Budget line changes that exceed the maximum 10% on a cumulative total basis and anticipated expenditures against a budget line not previously approved require a written request for a contract amendment.
- Acquisition of an additional item meeting the federal definition of equipment reported in the equipment line item of the budget.

Revisions to the budget must follow the procedures below.

C. General Procedure

The budget revision process is described below.

Actions Needed

If	Then
Budget line changes exceed the maximum 10% on a cumulative total basis	<ul style="list-style-type: none"> ● Submit a written request for a contract amendment. Include a summary of the proposed change(s), and ● A revised budget summary page.
An additional item of equipment is purchased	<ul style="list-style-type: none"> ● A letter summarizing the proposed addition, and ● A revised budget summary page.

Deadline for Request

Submit a budget revision request for the current fiscal year no later than September 1.

Submission of Requested Budget Revisions

Submission of requested budget revisions must be submitted via IowaGrants.gov.