

## Award Amendments and Administrative Budget Revisions Policy

On August 26, 2022, the ARPA Committee approved the following policies regarding award amendments and administrative budget revisions:

### **Requests to Amend a Current Award**

An awardee must submit an **ARPA Grant Application** (via [ARPA@georgiacourts.gov](mailto:ARPA@georgiacourts.gov) and subject to review by the ARPA Committee) to request an amendment to a current award for all the following requests:

- Moving funds from the “Personnel Services” category to the “Administrative/Indirect Cost” category on an approved Budget Form;
- Moving funds from the “Administrative/Indirect Cost” category to the “Personnel Services” category on an approved Budget Form;
- Any request to add a new budget line item not currently listed on an approved Budget Form;
- Any request that would result in a net increase of the Total Overall Budget on an approved Budget Form; or
- The second or more Budget Revision Request in a calendar year from the same awardee.

### **Budget Revision Requests**

An awardee may submit a Budget Revision Request in writing to the ARPA Team (via [ARPA@georgiacourts.gov](mailto:ARPA@georgiacourts.gov)) for administrative approval by the ARPA Team as follows:

- A Budget Revision Request may be used to request moving up to ten percent of the total approved funds within a Budget Category (i.e., within “Personnel Services” or within “Administrative/Indirect Cost”) from one or more approved budget line items (e.g., bailiffs) to one or more other approved budget line items (e.g., district attorneys) within the same Budget Category.
- A maximum of one Budget Revision Request is permitted each calendar year per awardee.
- Budget Revision Requests may be submitted only during the months of July-October.
- Any Budget Revision Request that includes significant changes to an approved Budget Form, in the judgment of the ARPA Team, may be referred to the ARPA Committee for review.
- The ARPA Team is not required to approve any Budget Revision Request and reserves the option to refer any Budget Revision Request to the ARPA Committee for review.