

ARPA Award Amendments and Budget Revision Policy

On November 2, 2022, the ARPA Committee approved the following revised policy regarding award amendments and administrative budget revisions:

Requests to Amend a Current Award

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

- (1) Except as provided in (b) (2), moving funds from the “Personnel Services” category to the “Administrative/Indirect Cost” category on an approved Budget Form;
- (2) Except as provided in (b) (2), moving funds from the “Administrative/Indirect Cost” category to the “Personnel Services” category on an approved Budget Form;
- (3) Any request to add a new budget line item not currently listed on an approved Budget Form;
- (4) Any request that would result in a net increase of the Total Overall Budget on an approved Budget Form; or
- (5) The second or more Budget Revision Request in a calendar year from the same awardee.

Budget Revision Requests

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

- (1) A Budget Revision Request may be used to request moving funds from one approved budget line item to another approved budget line item within the same Budget Category (i.e., within “Personnel Services” or within “Administrative/Indirect Cost”).
- (2) If an approved position maintains the same function, a Budget Revision Request may be used to request that a public sector employee position be transitioned into a contractor position; or to request that a contractor position be transitioned into a public sector employee position.
- (3) A maximum of one Budget Revision Request is permitted each calendar year per awardee.
- (4) Budget Revision Requests may be submitted only during the months of July-October.
- (5) 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.
- (6) 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.