

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 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.
- (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.