

Arizona Department of Homeland Security

Budget Modification Guidelines

Some Arizona Department of Homeland Security awards carry unique rules about budget revisions.

Once the Arizona Department of Homeland Security awards a grant to your agency, we prefer that you stay within the confines of your original approved budget included in your project workbook and scope of work. The Arizona Department of Homeland Security (AZDOHS) realizes that occasionally circumstances arise which might necessitate the need for a budget modification. We feel that to the extent allowed by the Federal OMB Guidelines and State Procurement Code, each organization should be entitled to manage their own budget for the overall benefit of the communities being served through the grant program.

It is important to remember the originally approved project scope and the public justification of how the request is to the benefit of the area being served in planning for budget modifications. Excessive red tape also takes away from your ability to run effective projects and AZDOHS strives to make this process as user friendly as possible for grant programs.

Please keep these guidelines in mind for budget changes:

These budget changes are not allowed:

- Requesting additional funding over and above the amount you were originally awarded
- Requesting use of carry-over funds beyond the final date of your grant agreement
- Timeline extensions: while from time to time extensions have been granted; the U.S. Department of Homeland Security will not be awarding timeline extensions in the future, and thus the AZDOHS will be extremely limited in granting extensions. Thank you in your understanding and immediate action for expenditures that require significant time and procurement considerations.

The following are examples of changes that can be made with PRIOR written approval from the Regional Strategic Planner in the Arizona Department of Homeland Security:

- Any transfers of funds from budget categories or re-budgeting for the project
- Changes in the Project Scope of Work, Activities, Equipment changes, etc

Any memos sent to the AZDOHS for either approval or informational purposes as outlined above should be sent to your assigned Strategic Regional Planner.

In addition, budget changes often reflect underlying changes in the scope of your program. **ANY** changes in the scope of the project **require** prior approval.