



# Region 11 AIAN Office of Grants Management

---

Budget Revision and Carryover  
Request Snapshot

March 2024

# Do I need to submit a Budget Revision Amendment prior to the carryover?

About 3 months prior to the end of the Budget Period identify if there will be an unobligated balance, projects you will not be able to complete, and the approximate dollar amount.

Will your program be using the funds for the originally budgeted purpose?

- If yes, no budget revision amendment needed

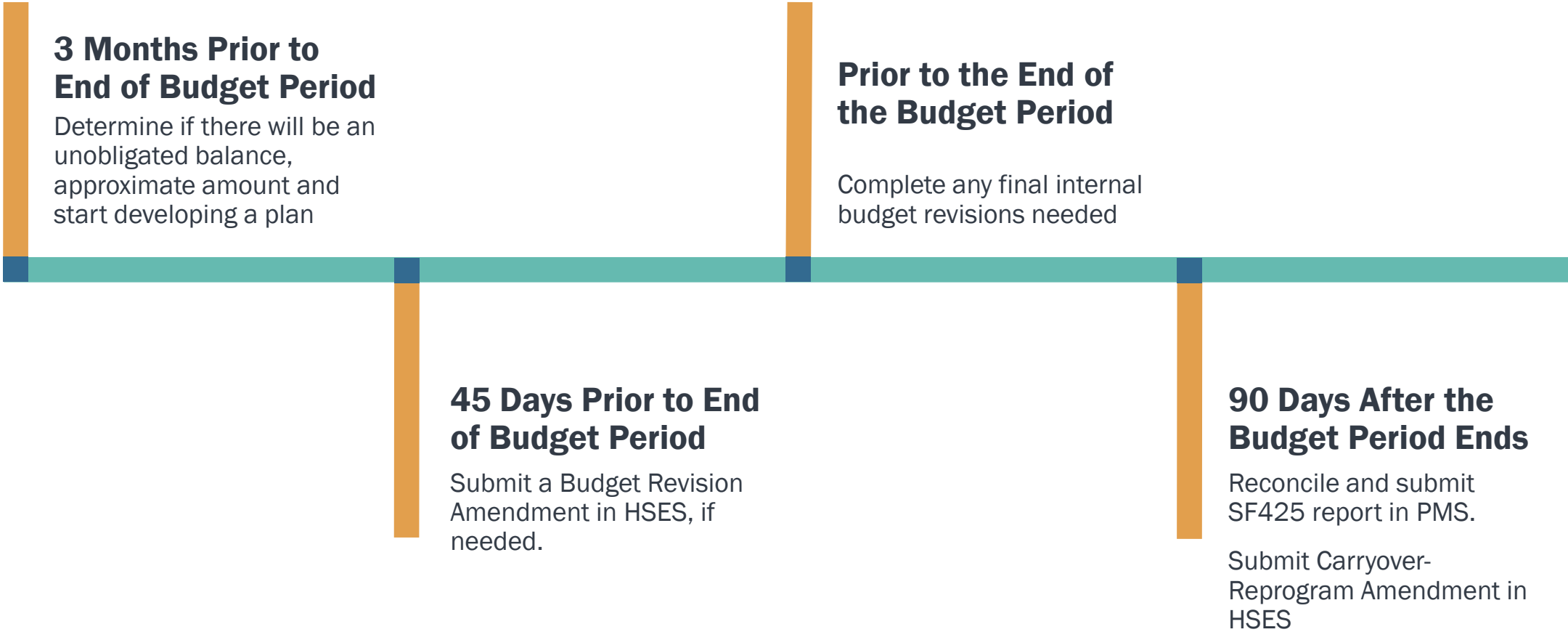
Will your program be moving ANY funds to the equipment or construction line item?

- If yes, a budget revision amendment is required to be submitted 45 days prior to the end of the budget period.

Will your program be moving more than \$250,000 or 25% of your total budget in aggregate (which ever is less) between line items?

- If yes, a budget revision amendment is required to be submitted 45 days prior to the end of your budget period.
- If no, your program can complete an internal budget revision to move the funds between line items and a formal budget revision is not required.

# Budget Revision and Carryover Timeline



# Submitting a Budget Revision Amendment

---

**In HSES, submit a “Budget Revision” amendment in the budget period for which you are requesting the revision and include the following:**

- Complete the SF424 and SF424A (the SF424A should be zero in the total line item)
- Upload a narrative describing the purpose of the revision, why there were cost savings in a particular line item(s), a detailed justification of the line item(s) funds are being moved and how the revision will affect the scope of services
- Upload Governing body/Tribal Council and Policy Council approval

# Submitting a Carryover Amendment

---

**In HSES, submit a “Carryover- Reprogram” amendment in the budget period for which you are requesting the funds to be moved into and include the following:**

- Complete the SF424 and SF424A
- Upload a budget justification narrative explaining why you could not complete the activity in the previous budget period and what the funds will be spent on. Include nonfederal match narrative or a waiver request
- Upload Governing body/Tribal Council and Policy Council Approval
- Ensure the SF425 report has been submitted in PMS and Box 12 has been completed with:
  - CAN breakdown of the unobligated balance, USDA reimbursement and total administrative costs.

# Reminders

---

- **Funds can only be carried over within the 5-year project period and can not be moved from one project period to another**
- **Carryover requests should not be for expenses included in your ongoing budget (i.e. salary and fringe, rent) but should be for one-time expenses or projects**
- **T/TA funds can be carried over but must be used for T/TA activities**
- **Refer to 45 CFR 75.308 Budget Revisions and Prior Approval**
- **Complete Box 12 on you SF 425 and ensure the reported unobligated balance matches the amount requested on your SF424A**
- **If you have unobligated funds, request to move funds to the subsequent budget period annually. If funds remain in older budget periods and an amendment is not initiated by the grantee, the Regional Office may offset the funds.**
- **Keep your program specialist and grants management specialist informed of your plans and reach out with any questions**