

Attachment #9

Sample Email Language for Requesting a Budget Modification

A request for a Budget Modification begins with an email to the Field Representative identifying the information below:

- The line item(s) in which you have savings in your current budget, the amount of savings, and the reason for the savings.
- Then advise what line item(s) you want to move the savings to, the amount, and why.
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Elements of Email Language for Budget Modification

- “We have realized a savings of \$ _____ in the _____ line item because _____.
- We would like to move the amount of \$ _____ in savings to the _____ line item \$ _____ because _____.”

Sample Email of Budget Modification Request

“We have realized a savings of \$21,210 in the Monitor staff position in Section 1 – Salaries and Benefits for Rental Assistance because we have been able to conduct the program as proposed without this staff.

We would like to move the amount of \$21,210 to Section 2 – Services and Supplies for rental assistance line item “emergency housing costs” in order to provide immediate shelter to eligible participants of this grant.”

You need to articulate the above information for each line item in which you have realized savings and for each line item that you want to move the savings to. Once you can provide this information clearly, the Field Representative will either decline your request or give a tentative approval via an email response and advise you to submit a Budget Modification Request form located in your invoice workbook.