

## 2025 BUDGET REVISIONS AMENDMENT INTRODUCTION

Recipients generally have some flexibility to re-budget within and between cost categories to meet unanticipated needs and to make other post-award changes. There are two types of budget revisions: Significant Budget Revision and Non-Significant Budget Revision.

All revisions begin with an email from the recipient to the Program Specialist stating the reason for making the revision and the dollar amount of the revision. The Program Specialist will determine whether the recipient is seeking a Significant or Non-significant Revision and ask for the appropriate documents as identified in the following pages.

Whether you will be submitting for a Significant or Non-Significant Revision is determined by the Federal Share listed on the Notice of Award for the current period of performance (see table below).

| SIGNIFICANT BUDGET REVISION THRESHOLD   |   |
|---|---|
| 10% Change between Direct Cost Categories   | 25% Change between Direct Cost Categories   |
| Federal Share is greater than or equal to \$250,000.  | Federal Share is less than or equal to \$249,999.   |
| Example: Federal Share is \$900,000 for the period of performance and the recipient wants to move \$90,500 or more between categories. This requires a significant revision | Example: Federal Share is \$200,000 for the period of performance and the recipient wants to move \$50,000 between categories. This requires a significant revision |

Anything **below** the thresholds shown in the table above will require a **Non-Significant Budget Revision** (less than 10% when the Federal Share is \$250,000 or greater / less than 25% when the Federal Share is less than \$250,000).

It is worth noting, these threshold amounts are cumulative over the period of performance. Once the total revisions reach either thresholds, all revisions will require prior written approval. It will be important for the recipient to track all their revisions internally to ensure compliance with the federal regulations.

One main difference between a Significant Revision and a Non-Significant Revision is the documentation required to be submitted (see table on previous page) to process and approve the amendment.

A **Significant Budget Revision** is required for the following revision requests regardless of the dollar amount:

- changes in approved cost-sharing from de minimis to negotiated indirect,
- purchasing equipment,
- new subawards or contracts being added to the budget.

\* A list of costs requiring prior written approval can be found in 45 CFR Part 75.407.

\*\* A list of revisions to the budget and program plan requiring prior approval can be found in 45 CFR Part 75.308.