

FAQ – Budget Amendment Requests

Q: Do I need to complete a Budget Amendment Request?

A: Budget Amendment Requests must be submitted and approved for changes made to budget allocations in the Project Award Schedule (Exhibit A of the Grant Agreement). Budget Amendment Requests will **not** be required for budget variances of no more than 10.0%. The total awarded amount for the grant must remain the same.

Q: How do I calculate budget variance?

A: $(\text{Allocation} \times 0.1) + \text{Allocation} = \text{Allowed Variance of Line Item}$. If you would like to spend more than the allowed variance of a line item on the Project Award Schedule, then you must submit a Budget Amendment Request for approval. If you plan to spend less than the allowed variance of a line item, then you will not need to submit a Budget Amendment Request.

Q: What is the difference between current allocation and requested allocation?

A: Current allocation refers to the current awarded amount of a line item per the Project Award Schedule (Exhibit A of the Grant Agreement). Requested allocation refers to the revised award amount of a line item that is being requested through the amendment.

Q: How long do written answers need to be on the narrative?

A: Please provide sufficient and succinct information in order to accurately detail the need for moving funds to a specific project as well as the rationale for moving funds away from a project.

Q: Can I submit a Budget Amendment Request for a new project?

A: Funds may be moved from already approved projects which were outlined in the FY21 grant application. Exceptions will be made if a project is no longer feasible due to pandemic implications.

Q: Do I need to submit a Scope of Work with my Budget Amendment Request?

A: The Scope of Work template must be submitted for any proposed projects that were not approved and outlined in the FY21 grant application. New projects will only be accepted if an approved project is no longer feasible due to pandemic implications.

Q: If approved, where will I find the relevant documentation?

A: Approved Budget Amendment Requests will be uploaded to the Budget Amendment Requests task on the SurveyMonkey portal (<https://nmtourism.smapply.io>). An amendment to Exhibit A (Project Award Schedule) of the Grant Agreement will be uploaded to the Grant Agreement task.

For further assistance, please contact:

NM Clean and Beautiful Program Coordinator

Lucy Stanus

lucy.stanus@state.nm.us

505-660- 4734