



## **AVENUE NYC/COMMERCIAL REVITALIZATION BUDGET MODIFICATIONS**

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## **Avenue NYC/Commercial Revitalization Budget Modifications**

### **Restrictions on Requests for Budget Modifications:**

- A modification that involves the transfer of funds from a program line to salaries or OTPS may be made only after 60% of the dollars identified in a contract as Program Funds have been committed by a corporation. A commitment entails a “binding” of funds for a specific expenditure; a contract or bill is not always required. The intent to use funds as allocated is, in itself, not a commitment, while the selection of a consultant following a proposal review process is considered a commitment.
- A budget modification cannot increase the financial obligation of SBS.
- No modification that increases an individual’s salary rate (i.e. raises annual, hourly or weekly pay) will be approved.
- The maximum modification to any individual budget line may not increase that line by more than 10% of the total contract amount.
  - Individual items within the Personnel Services (PS) and OTPS categories (i.e. commercial rent, postage, etc.) are not considered separate budget lines. Therefore, a modification to either the total PS or total OTPS budget lines may not exceed the 10% limit.
- All modifications must be approved in writing by SBS.

### **Instructions for Drafting a Budget Modification Request Letter:**

- The body of the letter should address the reasons why a budget modification is necessary.
- A chart should be included within the letter showing:
  - The existing budget
  - The subtractions and additions proposed for each line (the sum of which must equal zero)
  - The proposed new budget
- If more than one modification is requested during the course of a contract term, the chart included within the letter should include columns with the following:
  - The original budget
  - The existing modified budget
  - The total additions and subtractions being proposed to the original budget
  - The new proposed budget