**Budget Adjustment Requests (BAR)**

# Instructions for CalFresh Outreach Subcontractors

DEFINITION

A Budget Adjustment Request or BAR is a line item shift of funds from one budget line item to another budget line item in the Annual Budget Detail.

Example: Shifting $5000 from the Personnel line/category to the Operating Expense line/category.

APPROVAL GUIDELINES

A BAR must be submitted and approved by your CHC Fiscal Analyst prior to adopting the revised budget.

There are no limits to the number of BARs or amount of funds able to shift in any given year; however, it is recommended that BARs be submitted no more frequently than quarterly.

Steps for Submission of a BAR:

* It is recommended to consult with your Fiscal Analyst prior to submitting a BAR
	+ Reach out to schedule a video conference if additional support is needed
* When submitting your BAR, provide the following documentation:
	+ Brief description of the changes to each line item that is being impacted
	+ Revised Annual Budget Detail and Budget Summary
		- Must follow the below outlined formatting guidelines
* Ensure that the annual contract total amount of your Federal Share and State Share budget does not increase or decrease and the ratio of Federal Share to State Share also is unchanged.

# BUDGET ADJUSTMENTS THAT REQUIRE CHC, CDSS, AND/OR USDA PRE-APPROVAL

Certain purchases require pre-approval prior to purchase. *Note* that reimbursement is not guaranteed if a purchase of an item requiring approval is made prior to receiving approval.

The following modifications to budgets require pre-approval and apply to both the prime contract and subcontracts:

* Requests for equipment that was not approved in the original contract (these require CDSS and/or USDA pre-approval and may have an extended timeline). Please note that any item costing more than $5,000 per unit is considered equipment. This $5,000 threshold factors in the full unit cost, including acquisition costs (taxes, shipping, delivery, assembly, etc.).
* Revision in SOW that would impact the overall quality of program delivery, audiences reach, settings, or outcomes
* Requests for theft sensitive items, such as computers, cameras, etc., (regardless of dollar amount) that were not approved in the original contract.
* Requests for attendance at conferences or out-of-state travel that were not approved in the original contract.

FORMATTING GUIDELINES

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| Additions | Any added expense or line item to the budget must be format so the text is **Bold, underline, and color coded (see key below)**Examples: * Adding a new operating expense that was not in the originally approved budget
* Adding a new position that was not in the originally approved budget
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| Removals | Any expenses or line items that you are removing from the budget must be formatted so the text is ~~Strikethrough and color coded (see key below)~~Examples: * Completely eliminating a position for which no expenditures will be billed
* Completely eliminating another cost item and expense that will no longer be purchased
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| Changes | Any changes to the wording or the dollar amount for an expenses or line item must be formatted so the text is **Bold and color coded (see key below)**Examples: * Changing airfare in the travel line from the original amount to a new amount
* Changing an existing salary or FTE for a personnel line item
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| Key | BAR #1 = **Red**BAR #2 = **Purple** | BAR #3 = **Green** BAR #4 = **Blue** | BAR #5 = **Orange** |
| NOTE: Subsequent BARs will have a color code assigned as needed. |