



**DEQ**  
Michigan's  
Nonpoint Source  
Program

**ENVIRONMENTAL SCIENCE AND SERVICES DIVISION  
NONPOINT SOURCE PROGRAM  
POLICY AND PROCEDURES**

**SUBJECT: GRANT ADMINISTRATION  
Budget Changes**

**NUMBER: GA 008**

**DATE: January 4, 2006**

**Page 1 of 1**

**REVISION:**

**Issue:**

The Nonpoint Source Program requires every change in a contract to be agreed to and approved by the Department of Environmental Quality (DEQ) Project Administrator in writing. Changes to the budget occur regularly, and documenting all budgetary changes is time-consuming and tedious. This policy allows some flexibility in making budgetary changes to contracts.

**Definitions:**

"Grant" will mean any Nonpoint Source grant in the DEQ.

**Policy:**

Under the Staffing and Fringe category only, grantees may exceed individual line items, up to the category total, without need for prior approval from the DEQ. Such staff/fringe line item overages will simply show up on the quarterly status report budget, and an explanation of such will be included in the quarterly narrative. The DEQ does reserve the right to request timesheets at any time and to deny any inappropriate charges.

Upon written approval from the DEQ Project Administrator (PA), grantees may make other budget changes that amount to less than ten percent of the total grant budget via a Notice of Change (NOC) with an attached Budget Revision Form. If more than one such request is submitted, the DEQ PA and/or analyst reserves the right to require an amendment request to be submitted.

Upon written approval from the DEQ PA, grantees must submit amendment requests with a Budget Revision Form when budget changes involve ten percent or more of the total grant amount.

Approval by the DEQ PA and analyst are required for all NOCs and amendments.

**Exceptions/Variances:**

Exceptions or variances to this procedure may be approved by the Environmental Science and Services Division (ESSD) Chief.

Review of, and updates to, this policy/procedure will be the responsibility of the ESSD Administration and Grant Management Section.

Approved: \_\_\_\_\_  
Amy A. Butler, Division Chief, ESSD

Date: 1-5-06