LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA)
Award Budget Modification Instructions

LSTA awardees are given the opportunity during the project period to respond to local and/or unforeseen developments by modifying their approved budget and proposing funds be moved between categories/subcategories.

General Information

All budget modifications must be discussed and approved in advance by the grant monitor. An Award Budget Modification form must be submitted to the grant monitor for approval of <u>all</u> budget modifications no later than 30 days prior to the project end date.

Submitting a budget modification request is required for budget modifications of any amount. Budget modification requests are submitted in Zengine. Please go to www.library.ca.gov/grants/manage/ to locate the link to the Zengine portal for your grant opportunity.

Funds may not be moved into a category for which no funding was originally approved without being discussed and approved in advance by the Grant Monitor.

Augmentations of any amount must be discussed in advance with the Grant Monitor. A budget modification request must be submitted to the Grant Monitor for approval no later than 30 days prior to the project end date.

Requested changes that include additional equipment ($5,000 or more per unit) will require IMLS approval. Please be sure to include a detailed explanation for such equipment.

Budget modification requests must clearly explain what funds are being moved to which categories and justify the reasoning for requesting these changes.

> *For example, if you are reducing the Supplies category by $500 and increasing the Services category by $500, in the applicable justification fields, please discuss why the $500 in Supplies is no longer needed and explain the need for the additional $500 in Services. Please demonstrate how the proposed changes will support the project.*

The approved revised budget will be reported on the next financial report.

Any modifications to approved budgets must be documented and documentation retained in project files.

Submitting a Budget Modification Request

Your project's assigned Project Advisor or Library Programs Consultant must be made aware of and review any budget modification request you plan to submit. Please work with your assigned Project Advisor or Library Programs Consultant while completing a budget modification request.

Budget modification requests will be completed in the State Library's online grants management system, Zengine. Please visit the [Manage Your Current Grant webpage](#) to locate the Zengine portal link for your grant opportunity.

Step 1: Select the option to Request an Amendment. Click the Blue Open Button. Then click the Green New Item Button.

Step 2: Select the radio button for the Budget Modification option. Enter current budget and proposed modification.

Step 3: Enter Proposed Budget changes. Include a justification explaining all requested modifications.

Step 4: Answer the final questions.

Step 5: To submit the completed request, select the blue Mark Complete button.

Once submitted, the Grant Monitor assigned to your project will review the request. If revisions are needed, your grant monitor notify you, providing revision details and instructions.

Upon approval, an email notification from DocuSign will be sent requesting the Authorized Representative's signature on the request form. Please follow the DocuSign instructions to complete the electronic signature process. **The request is not considered complete until the DocuSign signature process is complete.**

NOTE: Budget modifications involving **returned funds** shall follow the procedure detailed above **and** include the following in the relevant justification sections:

- The amount being returned
- Explanation of and reasoning for returning funds
- Any project activities that will not be completed or other project interruptions due to the inability to spend the project funds as planned.

Further Assistance

The Project Advisor or Library Programs Consultant assigned to your project are available to provide support to you while you complete your request.

If you need additional assistance completing this request or for questions regarding Zengine, please contact your Grant Monitor.

If you are not sure who your Grant Monitor is, please refer to your project's award letter included in your award packet or contact LSTAGrants@library.ca.gov.

Watch the How To Video below: