

Subject: Budget Amendments

Purpose: To provide information on the process for providers to submit budget amendments and requests for additional funding.

The Office of Community Services (OCS) allocates funding based upon the utility company(ies) within the geographic service territory being served by the local Electric Partnership Program provider. Funds are allocated between **Training** and **Program Operations**.

- **Training.** Only those costs related to Electric Partnership Program training, sponsored by the Department of Development, can be charged to this source of funds.
- **Program Operations.** Authorized providers must:
 - provide audits / inspections. The administrative / audit fee may only be collected after services and measures have been provided on the unit.
 - develop partnerships and action plans with the client,
 - follow-up with the client by an appropriate visit to reinforce the action plan and other client specific activities,
 - install measures for the costs identified in the *Electric Partnership Program Price Sheet*, which was included in the Request for Proposal solicitation.

Providers must continue to deliver services on approved units until all allocated funds in the Funding Agreement have been exhausted or until the Funding Agreement has expired.

Budget Amendments

Please use the Budget Amendment form to complete adjustments to the budgets of the local providers. However, this form must be accompanied by a letter sent to the Office of Community Services (Attention: Residential Programs Manager) detailing the budget amount for the amendment. The following information is required:

- Utility Service territory(ies) in which funds are being amended,
- Dollar amount of budget amendment,
- Reason needed for budget amendment
- Signature of authorized person.

The reasons for the Budget Amendment may encompass many issues. Below are a couple of the issues that have been identified. If you have any questions, please feel free to call either your technical or administrative field representative.

- ❖ Request for additional funds to continue delivering services within the utility service territory. Any request for additional funding must be submitted in writing at least 60 days prior to the funding agreement end date.

- ❖ Request to purchase additional computer hardware. A written request will allow the provider to use Program Operations funds to purchase computer hardware specific to the Electric Partnership Program (such as the Tablet PCs).