

Attachment #8

Sample Email Language for Requesting a Line Item Detail Change

A request for a Line Item Detail Change begins with an email to the Field Representative identifying the information below as based on your current Budget:

- Identify the line item you want to modify
- Explain briefly what changes you want to make to your original proposed budget and why
- Describe the addition or deletion of activities, positions, subcontractors, etc.
- Identify the costs or savings associated with these changes

Sample of Email for Line Item Detail Change

"We are requesting to make a Line Item Detail Change within the Services and Supplies Line Item

As of January 1, 2020, we are no longer using the position for FTE Rental Assistant Accountant for the Adult Reentry Rental Assistance Program as this position is being provided with "In Kind" funding.

We are requesting to replace that position with another case manager position due to the massive influx of inquires of homeless parolees for the program. This additional case manager will provide us the assistance needed for enrollments and support of participants.

The allocation for the Rental Assistant Accountant is \$36,000 and the proposed case manager's salary including benefits will be the same."

Once you can provide this information clearly, the Field Representative will decline or approval the request via an email response and advise you to maintain the email in your Administrative File for future reference for auditing and monitoring purposes.