Redirection of funds occurs when the grantee determines that a project can be improved if approved funds are moved from one budget category to another within the current budget period.

* The revised budget must be detailed in nature to support all proposed costs as identified on the approved application.
* The recipient must ensure that a revised budget does not exceed 25% or $250,000, whichever is less. A revised budget, redirection, and reallocation of funds are one in the same. They all arrive to CDC as a request from the recipient to augment the budget.
* *Note:* States have been provided the flexibility to redirect funds up to 30% or $1M (whichever is less) through the year 2014. Consideration to expanding this waiver to Washington D.C., Territories and Affiliated Nations will be made on a case by case basis.

**Please coordinate your request with your assigned Grant Management Specialist (GMS)/Grant Management Officer (GMO).**

## PGO Tips

All correspondence must be on official agency letterhead and must include:

* Date
* Recipient name and Notice of Award number
* Point of contact – name, phone number, and email address
* Two signatures – Authorized Business Official and Project Director
* Accurate math calculations

The recommended guidance for completing a detailed budget can be found on the CDC website at the following internet address: [Grants Budget Preparation Guidance](https://www.cdc.gov/grants/documents/budget-preparation-guidance.pdf).

When using the budget table below, please ensure that the “awarded budget” column total matches the original authorized amount and that the “redirected” column zeros out. Also, all budgets should be in dollar amounts only. Do not include cents.

If changes to cost categories affect key personnel, contracts, or consultants, please refer to the applicable template for specific instructions or contact your assigned GMS for additional clarification.

## Required Documentation

* Brief explanation with reasons for redirection.
* Detailed budget of redirection (document change in cost category)
Please note that the budget must not exceed the original authorized amount.

## Redirection of Funds — Recipient Template

Click here to enter a date.

Centers for Disease Control and Prevention

Office of Grants Services

ATTN: Click here to enter text.

2920 Brandywine Road

Atlanta, GA 30341

Re: Click here to enter text.

Request Redirection of Funds

Dear Grant Management Specialist:

This letter is to request a redirection of funds in the amount of Click here to enter text. under the Notice of Award listed above. Funds are requested to

Click here to enter text.

Click here to enter text.

Click here to enter text.

*Insert statement specifying if redirection remains within the scope of the program announcement and will be used to support the ongoing activities of our cooperative agreement.*

Click here to enter text.

*If applicable, insert statement and provide the new, approved and negotiated indirect cost rate agreement. If no change is required, state “Indirect costs have not been affected by this redirection of funds.”*

Below is an itemized budget with justification that identifies the categories and amounts affected by this request.

| COST CATEGORY | ORIGINAL AWARDED BUDGET | REQUESTED REDIRECTION | NEW REVISED BUDGET | JUSTIFICATION |
| --- | --- | --- | --- | --- |
| Personnel | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Contractual | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Travel | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Total Direct Costs | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Indirect Costs | Click here to enter text. | Click here to enter text. | Click here to enter text. |  |
| Total Award | Click here to enter text. | Click here to enter text. | Click here to enter text. |  |

If you have any questions regarding this request, please feel free to contact Click here to enter text.

Sincerely,

Project Director

/s/ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Business Official

/s/ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_