

# State Department of Agriculture

Division:

Phone:

Email:

## MEMORANDUM

**TO:** Joey Yonce; Grants Specialist, SPRS Block Grant Program

**FROM:** Tom Jones; Director, Agriculture Administration

**DATE:** April 15, 2022

**RE:** Request to Amend the Budget for AMS Agreement (insert number)

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The State Department of Agriculture (insert your Department) would like to amend the project entitled the Seafood Processors Pandemic Response and Safety (SPRS) Block Grant Program in AMS Agreement (insert number). Please see the detail below that describes the reason and extent of the changes to the project:

### **JUSTIFICATION:**

Upon execution of the project entitled the Seafood Processors Pandemic Response and Safety (SPRS) Block Grant Program in AMS Agreement, the Department's staff realized that funds in the amount of (insert amount) had not been properly categorized. This is due to financial efficiencies found within the project that saved money while maintaining the continuity of the project. This is (insert percentage) of this project's budget of (insert amount). The Department has worked to determine the best usage of these funds. As a result of this effort, the Department requests to redirect these funds to the (insert approved category for project from Project Narrative).

### **DESCRIPTION:**

With the additional funding of (insert amount) in this new category, the Department plans to (provide justification/rationale for funds transfer and benefit of change).

Specifically, the additional funds will be used as follows (example):

| <b>Cost Category</b> | <b>Original</b> | <b>Amended</b> |
|----------------------|-----------------|----------------|
| Supplies             | \$ 17,800       | \$ 14,557      |
| Contractual          | 5,000           | 5,000          |
| <i>Other</i>         | <i>0</i>        | <i>3,243</i>   |
| <hr/>                |                 |                |
| Total SPRS Funds:    | \$ 22,800       | \$ 22,800      |

**Other (\$3,243.00)**

(Provide detailed information for activities and amounts for the total requested change)

If you have any questions concerning this requested amendment, please feel free to contact me. If necessary, I will be more than happy to discuss and ratify this request to ensure that it meets the requirements of the Seafood Processors Pandemic Response and Safety (SPRS) Block Grant Program.

Sincerely,

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Authorized Representative