**Budget Variance Policy**

**Overview**

This policy pertains to budget variances in both the CNCS Share and Grantee Share of an AmeriCorps budget. It includes information on how variances are monitored and when a formal grant amendment is necessary.

**CNCS Share Variances**

OneStar tracks its sub-grantees’ budget variances to ensure compliance with the required Terms and Conditions of the grant. Variances are tracked through analysis of sub-grantees’ Periodic Expense Reimbursement Requests (PER) and the PER Tracking Spreadsheets as outlined in the AmeriCorps Sub-Grantee Reimbursement Process document.

Sub-grantees may have budget changes without a formal Budget Line Adjustment Request (BLAR) or formal approval as long as the cumulative overages do not exceed 10% of the total budget.

* OneStar monitors budget overages with each submitted Periodic Expense Report (PER) to ensure adherence to the 10% policy; however it is the responsibility of the sub-grantee to ensure management of their budget and compliance with all requirements.
* An overage greater than 10% may be allowed in certain circumstances but will require prior written approval by OneStar.
* While this policy does set a threshold for overages, other programmatic or budgetary changes may warrant a BLAR or formal amendment even if it is below the 10% threshold. *See applicable Grant Terms and Conditions.*
* As always, any significant budget and/or programmatic changes should be communicated by the sub-grantee to their assigned OneStar Grants Officers.

**Grantee Share Variances**

OneStar does not formally track variances that increase grantee share; however, OneStar does track compliance with match percentages so that any variances in grantee share that result in decreased matching percentages are noted as non-compliant and discussed and resolved with the sub-grantee.

OneStar tracks compliance with match percentages through the PER Monitoring Process and the AmeriCorps Sub-Grantee Reimbursement Processes.