

**From:** [Marcie Bruner](#)  
**To:** [Patricia Skipper](#)  
**Subject:** Budget Adjustments of funds for Homeland Security Projects  
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Homeland Security Grant Guidelines allow for budget adjustments to be made if the changes in the request are allowable within the rules of the grant. Budget adjustments are sometimes necessary when items come in under budget or staffing changes during the middle of the performance period of the grant. FEMA requires a certain percentage of our funds to be spent in the Intel and Domestic Violent Extremists national priority areas so in order to be able to fully expend all the funds in the projects it is allowable to request budget adjustments to use funds that are estimated to be unspent on other items needed within the project.

I have met with several members from Collin County to discuss possible options to help them fully expend all their funds and we determined that it may be necessary to request a budget adjustment and purchase some necessary equipment or software to be utilized by the intel analysts since all the funding initially allocated for staff salaries will not be used.

Please feel free to contact me if you have additional questions.

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