

SBSH Milestone Two Instructions

Key Milestone Number Two will be submitted through Salesforce no later than September 30, 2024, and provides an opportunity for Hubs to make a budget modification request.

Section 2.4 (d) of the Grant Agreement outlines details related to the project budget. This section, in addition to Exhibit B – Key Milestones and Exhibit D-2 Budget Modification Request for Key Milestone Two, provides the necessary steps to submit Key Milestone Two and to make additional budget modifications.

All Hubs will select one of the following scenarios and complete the documented steps (listed on page 2).

Scenario One: Grantee does **not desire to update** its Budget (Exhibit C of the Agreement)

Scenario Two: Grantee desires to update its Budget (Exhibit C of the Agreement) AND the reallocation between the two programming and services sub-categories is **up to ten percent (10%)** of the Maximum Grant.

Scenario Three: Grantee desires to update its Budget (Exhibit C of the Agreement) AND the reallocation between the two programming and services sub-categories is **greater than ten percent (10%)** of the Maximum Grant.

Reminders:

- In no event can funds allocated for Direct Grants to Eligible Small Businesses be reallocated at any point.
- Exhibit D-2 must be submitted by all Hubs – even if Hubs do not desire to update its budget.
- The grantee shall certify with signature that the grantee is in compliance with statements 1 - 3 and confirm in statement 4 if they are requesting an update to their budget.
- Submit all documents through the grantee's salesforce portal.
 - o Attach Exhibit D-2
 - o If applicable, attach the Budget Modification Template
 - o Do NOT make any changes to the Milestone Description
 - o Hubs may elect to add comments, if they desire.
 - o Check the "Certified" Box (Certified By & Certified Date will auto populate)
- Upon the approval of Key Milestone Two, the Budget Modification Template submitted shall become the controlling budget.

Key Milestone Two – Submission

1

Grantee does **not desire to update** its Budget (Exhibit C of the Agreement)

Grantee will submit Exhibit D-2 – Budget Modification Request and indicate that the Grantee does not desire to update its Budget.

2

Grantee desires to update its Budget (Exhibit C of the Agreement)

AND

the reallocation between the two programming and services sub-categories is **up to ten percent (10%)** of the Maximum Grant.

Grantee will submit Exhibit D-2 – Budget Modification Request and indicate that Supporting Documentation is attached

AND

Grantee will submit the Budget Modification Spreadsheet Template. This budget will become the Grantee's Controlling Budget.

3

Grantee desires to update its Budget (Exhibit C of the Agreement)

AND

the reallocation between the two programming and services sub-categories is **greater than ten percent (10%)** of the Maximum Grant.

Grantee will submit Exhibit D-2 – Budget Modification Request and indicate that Supporting Documentation is attached

AND

Grantee will submit the Budget Modification Spreadsheet Template with **no more than 10%** of the maximum grant reallocated between the two programming and services sub-categories. This budget will become the Grantee's Controlling Budget.

After the Key Milestone 2 due date, additional reallocation(s) between the two programming and services sub-categories is allowable only upon review and written approval of the Grant Manager.

Hubs may submit a written request to make further reallocations between the two programming and services sub-categories and submit a revised Budget Modification Spreadsheet Template.