

Grant Modifications

**U. S. Department of Labor
Employment and Training Administration
Region 3 – Atlanta
Discretionary Roundtable
May 21-23, 2008
Presented by: Connie Taylor & Dwight McCants**

Introduction

- **Outline**

Types of Modifications

Attachments Needed

Approval Process

E-Grant Modifications

What is a Modification?

- A modification is the formal process used to make changes to your grant agreement
- Changes to the grant agreement may not be implemented until official written notification of approval is received from the Grant Officer



Grant Modification

- Prior **written** DOL approval to change a grant agreement is required for:



- Changes to the period of performance (No cost extensions)
- Change of Signatory Official
- Budget transfers, when the cumulative total is greater than or equal to 20 percent for a single line item



Grant Modification

- Prior **written** DOL approval to change a grant agreement is required for:
 - Equipment purchases (Greater than \$5,000)
 - Changes to the approved Scope of Work
 - Any change to the products/deliverables, number of participants to be trained, industries for training, or other performance criteria



What should be included in a modification request?

- A well-constructed modification request identifies:
 - A compelling justification and rationale
 - The impact on the project
 - What is changing



What are some common problems with modification requests?

- Lack of detail regarding the nature and substance of the request
- Not signed by signatory
- Mathematical errors



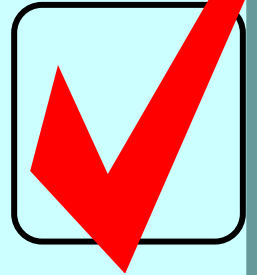
What are some other common problems?

- Timeliness of submission
- Lack of response to requests for additional information or clarification



What Documentation is Needed?

- SF 424A for budget modification
- Narrative justification
- Bids for equipment purchases
- Information regarding procurement procedures



**Submit final modification documents to
your FPO**

No-Cost Extension

Letter of request from signatory official

Do you have the funds to cover extended period?

Budget Realignment

- Letter of request to FPO
- Funds in Personnel and Fringe Benefits
- Funds over 20% to be realigned
- Revised 424-A
- Narrative explanation for change

BUDGET INFORMATION - Non-Construction Programs

OMB Approval No. 0348-0044

SECTION A - BUDGET SUMMARY						
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.		\$	\$	\$	\$	\$
2.						
3.						
4.						
5. Totals		\$	\$	\$	\$	\$
SECTION B - BUDGET CATEGORIES						
6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)	
	(1)	(2)	(3)	(4)		
a. Personnel	\$	\$	\$	\$	\$	
b. Fringe Benefits						
c. Travel						
d. Equipment						
e. Supplies						
f. Contractual						
g. Construction						
h. Other						
i. Total Direct Charges (sum of 6a-6h)						
j. Indirect Charges						
k. TOTALS (sum of 6i and 6j)	\$	\$	\$	\$	\$	
7. Program Income	\$	\$	\$	\$	\$	

Change in SOW

- Letter of request to FPO
- Detailed narrative for change
- Realistic Goals

Change of Signatory Official

- Letter notifying FPO of change
- Effective date of change

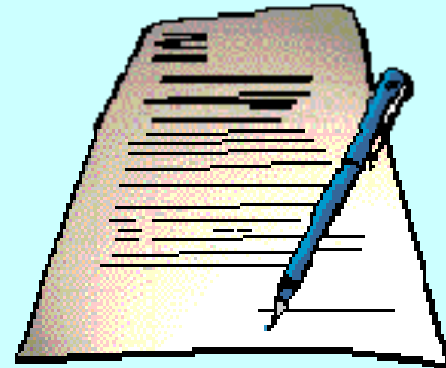
Equipment Approval

- Letter of request to FPO
- Equipment listed in awarded grant
- Bids
- Sole Source



What happens to my request once it has been submitted?

- FPO review
- Concurrence from the CBJTI Program Office
- Process in the region for approval -or-
- Forward to the Grant Officer for approval
- Notification, in writing, of the approval



Reminder

- Submit all necessary documents for your request
- Ask questions if you are not sure
- Never assume you have approval
- Make sure a hard copy is in your hands

