

Grant Modifications

U. S. Department of Labor
Employment and Training Administration
Region 3 – Atlanta
Discretionary Roundtable
May 30 – June 1, 2007

M. Christopher Evans

Introduction

- Outline

- Types of Modifications

- Attachments Needed

- Approval Process

- E-Grant Modifications

Types of Modifications

- No-Cost Extension
- Budget Realignment
- Change in Statement of Work
- Change of Signatory Official
- Line Item Changes
- Equipment Approval

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
- Funds under 20% notification
- 424A
- Narrative explanation for change

424A

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)	(5)	
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	\$	\$	\$	\$	\$	

Authorized for Local Reproduction

Standard Form 424A (Rev. 7-97)
Prescribed by OMB Circular A-102

Previous Edition Usable

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

Line Item Changes

- Letter of request to FPO
- Amount of Increase and/or Decrease
- Narrative stating why

Equipment Approval

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

Approval Route

- FPO Approval
- OSID Manager
- OSID Director
- National Office Review/Approval
- Hard Copy

E-Grant Modifications

- EPS Checklist Completed by FPO
- Initiator's Job
- Director's Approval and Submission
- Initiator's Notification to FPO
- National Office Review Team
- National Office Grant Officer's Approval
- Initiator's Notification to FPO
- Hard Copy to Grantee and FPO

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