



U.S. Department of Labor  
Employment and Training Administration  
Region 2 - Philadelphia

# Discretionary Grantee Conference

## **Grant Modifications**

### *Submission and Approval Process*

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## Objectives

- Discuss types of grant modifications
- Learn documentation needed
- Outline approval process

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## Grant Modifications

- Allowable
- Necessary and reasonable
- Articulated in Part IV of grant award agreement
- Require Grant Officer approval
- Five types of modifications
  - No Cost Extension
  - Budget Realignment
  - Change in Statement of Work
  - Change in Signatory Official
  - Equipment Purchase Approval

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## No Cost Extension

- Extend the grant end period
- No additional funding
- Funds available to extend the grant



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## No Cost Extension

- Information needed:
  - Request letter signed by signatory official on organization letterhead
  - Clearly delineate deliverables to be accomplished during the additional time
  - Revised timeline/work schedule
  - Demonstrate funds exist to extend grant



## Budget Realignment

- Reallocating funds between line items
- Funds in Personnel and Fringe Benefits
- Funds above and/or below 20%



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## SF 424A

Microsoft Excel - SF 424A and Budget Worksheets - R6 Revised to PEC 04 14 08 pm (FINAL).xls [Read-Only]

BUDGET INFORMATION - Non-Construction Programs  
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. Congressional Earmark 2008	17.261	\$	\$	\$ 500,000.00	\$	\$ 500,000.00
2.						
3.						
4.						
5. Totals		\$	\$	\$ 500,000.00	\$	\$ 500,000.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				
	(1)	(2)	(3)	(4)	(5)
a. Personnel	\$ 96,960.00	\$	\$	\$	\$ 96,960.00
b. Fringe Benefits	30,133.00				30,133.00
c. Travel	30,860.00				30,860.00
d. Equipment	13,000.00				13,000.00
e. Supplies	11,875.00				11,875.00
f. Contractual	130,000.00				130,000.00
g. Construction					
h. Other	155,500.00				155,500.00
i. Total Direct Charges (sum of 6a - 6h)	\$ 468,328.00	\$	\$	\$	\$ 468,328.00
j. Indirect Charges	31,672.00				31,672.00
k. TOTALS (sum of 6i and 6j)	\$ 500,000.00	\$	\$	\$	\$ 500,000.00
7. Program Income	\$	\$	\$	\$	\$

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

Previous Editions Usable

SF424A Page 1 | SF 424A Page 2 | a. Personnel | b. Fringe | c. Travel | d. Equipment | e. Supplies | f. Contractual | h. Other (Including Training) | i. Indirect

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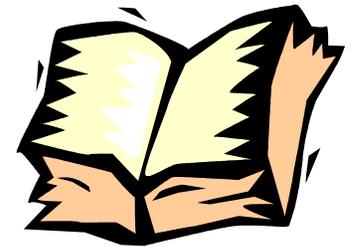
## Budget Realignment

- Information needed:
  - Request letter signed by signatory official on organization letterhead
  - Narrative explanation for change
  - Current SF 424A
  - Revised SF 424A



## Change in Statement of Work

- Modifying deliverables or services
- No additional funds will be provided
- Information needed:
  - Request letter signed by signatory official on organization letterhead
  - Clearly written justification for change
  - Narrative of revised deliverables
  - Revised timeline/work schedule





## Change of Signatory Official

- Modifying authorized official
- Information needed:
  - Letter of change from signatory official on organization letterhead
  - Effective date of change





## Equipment Purchase

- Request to procure equipment over \$5,000
- Information needed:
  - Request letter signed by signatory official on organization letterhead
  - Identify equipment listed in grant award
  - Justify equipment is integral to operation of grant program
  - Confirm that procurement rules will be followed



## Approval Process

1. Grantee request is submitted to Federal Project Officer
2. Federal Project Officer reviews and recommends approval
3. Grant Officer review and approval
4. Grantee receives approval notification

*Allow at least 30 days for modification approval*

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## Things to Remember:

- ✓ Submit all necessary documents with your request
- ✓ Include clearly written justification
- ✓ Within terms of grant agreement
- ✓ Necessary and reasonable
- ✓ Ask questions if you are not sure
- ✓ Never assume you have an approval
- ✓ Approval = Grant Officer's signature

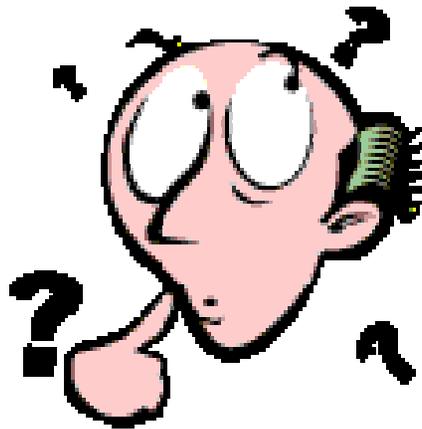


## True or False

1. A grantee can purchase equipment listed once the grant award is received.
2. A grantee can submit a budget modification including only a revised budget and a letter signed by signatory official.
3. A revised timeline/work schedule should be included with a No Cost Extension & Statement of Work modification request.



## Questions



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