



YouthBuild

Modifications

YouthBuild Grants Management
& Region 3 Peer to Peer Forum
May 23-24, 2013

eta

EMPLOYMENT AND TRAINING ADMINISTRATION
UNITED STATES DEPARTMENT OF LABOR



Introductions

- Elizabeth Nicholson,
Federal Project Officer



Purpose of Session

- To explain what a modification is and when one is required.
- To improve the quality of modification requests submitted to FPOs.
- To support you in getting approval for your requests.



Purpose of Session

- Feel free to ask general questions.
- Specific questions concerning your grant should be discussed directly with your FPO.



Session Overview

- What is a Modification?
- The Role of the FPO
- The Role of the Grantee
- Types of Modifications
- The Modification Process
- Successful Modifications
- Modifications - Exercise

How many of you have done a modification before?



I can make changes to the grant
whenever I feel like it.

Common Misconception:

I can make changes to the grant
whenever I feel like it.

What is a Modification?

What is a Modification?

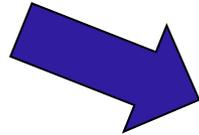
A **Modification** is a formal process used:

- To make changes to your grant agreement
- Or to request permission to purchase equipment.

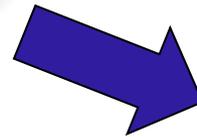
What is a Modification?



Discuss
changes with
your FPO



Formal
Modification



Updates made
to Official Grant
File at N.O.

What is a Modification?

Changes to the grant agreement
may not be implemented
until the modification is processed and official
written notification of approval is received
from the Grant Officer.

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Changes to the grant agreement
may not be implemented
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from the Grant Officer.

Award means that everything in the grant is correct or approved.

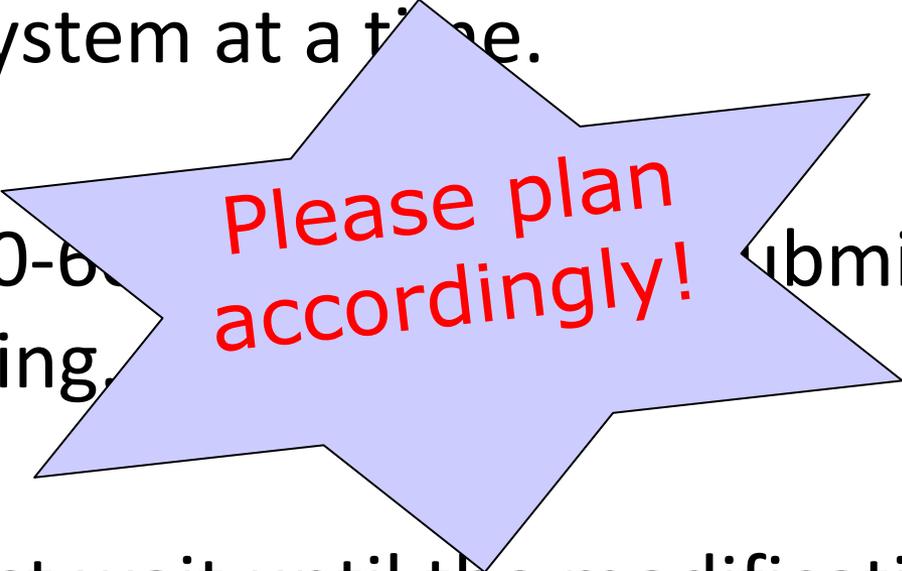
Common Misconception:

Award means that everything in the grant is correct or approved.



Changes (modifications) may need to be made after the FPO receives the grant.

What is a Modification?

- There can only be one modification in DOL's system at a time.
- Allow 30-60 days for processing.  Please plan accordingly!
- You must wait until the modification is approved before you can have another in process.

The Role of the FPO



The Role of the FPO

- Provide technical assistance on regulatory impact.
- Act as sounding board on ideas for changes.
- Make RECOMMENDATIONS.
- The FPO doesn't write the request for you.



The Role of the FPO

- Initiate the modification process through the Regional or National Office.
- Liaison to clarify issues raised by Program Office or the Grant Officer.

The Role of the Grantee

The Role of the Grantee

- Discuss any changes you're considering with your FPO.
- Examples: Changes to approved proposal or budget, changes to staff, changes to authorized signatory, etc.
- Also, discuss any concerns regarding meeting your performance outcomes, or utilizing your grant budget.

The Role of the Grantee

- Send a draft to FPO before obtaining signature.
- Work with your FPO to develop your modification request. It is **your** responsibility to develop a complete and accurate request.
- Check for typos , calculation errors and reasonableness **BEFORE** submitting to your FPO.

The Role of the Grantee

- Provide your request and respond to feedback in a timely manner.
- If changes are not made timely, there is the risk of disallowance of grant funds.
- The quality of your submission is a reflection of the quality of your grant management.

The Role of the Grantee

- The quality of your submission is a reflection of the quality of your grant management.

Types of Modifications

Types of Modifications

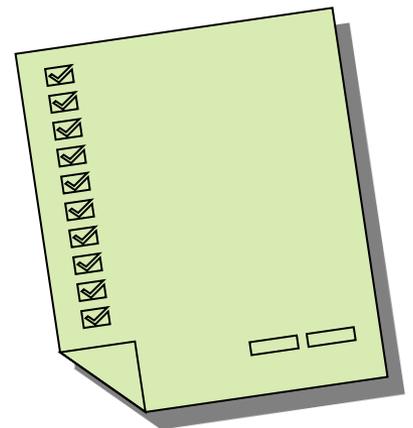
- Change to the Statement of Work (SOW)
- Budget Realignment
- Equipment Purchase Approval
- Change of Authorized Signatory
- Change of Address
- Change of Organization/Institution Name
- Change to Work Site (YouthBuild)
- Indirect Cost Rate Agreement
- No-Cost Extension

Types of Modifications

The **Modifications Tool** provides guidance on what is required for all modification requests.

Request a copy from your FPO.

Please use checklists included when developing your request package.



Types of Modifications

Modification Tool

Modifications Tool - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View

Clipboard Font Alignment Number Styles Cells Editing

A24

	A	B	C	D	E	F	G	H	I	J	K	L
2	Modifications											
3												
4												
5												
6												
7												
8												
9												
10	1.											
11	2.											
12	3.											
13	4.											
14	5.											
15	6.											
16	7.											
17	8.											
18	9.											
19												

Ready

Mod Process Change to SOW Budget Realignment Equipment

Start Internet ... Inbox - Mail... 2 Windows... Modifications-... Microsoft E... 8:30 AM

Types of Modifications

Modification Tool – Change to SOW Tab

The screenshot displays the Microsoft Excel interface. The title bar reads "Modifications Tool - Microsoft Excel". The ribbon is set to "View", showing options for "Workbook Views" (Normal, Page Layout, Full Screen), "Show" (Ruler, Gridlines, Formula Bar, Headings), "Zoom" (Zoom 100%, Zoom to Selection), "Window" (New Window, Arrange All, Freeze Panes, Save Workspace, Switch Windows), and "Macros".

The spreadsheet content is as follows:

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Modifications Change to the Statement of Work (SOW)												
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													
14													
15													
16													
17													
18													

At the bottom of the spreadsheet, the text reads: "Any change to your originally awarded proposal. Exception: **Cannot** make changes to your proposed Performance Outcomes. Request should include: Request Letter: Letter on letterhead signed by Authorized Signatory Subject line including modification request type, grant name and grant number Include an explanation of requested changes and why you are requesting Reference the page numbers of revised SOW pages. Supporting Documents:"

The status bar at the bottom shows "Ready" and a zoom level of 87%. The taskbar at the very bottom includes the Start button, several open applications (Internet Explorer, Mail, Windows Explorer, Microsoft Excel), and the system clock showing 8:43 AM.

Types of Modifications

All modifications require a request letter:

- On grantee letterhead
- Including Grant name, number & type of Mod
- Outlining request
- Providing explanation/detail for each change
- Signed by the **Authorized Signatory** on the grant.

Types of Modifications

The **BEST** request letters:

- Present changes in an organized way
- Clear
- Concise
- Complete
- Correct/accurate
- Compelling justification and rationale

Change to the Statement of Work

Change to the Statement of Work

- Any change to your originally awarded proposal.
- Discuss all changes with your FPO so that they can advise you.
- Exception: Performance Outcomes **cannot** be changed

Change to the Statement of Work

- Include:
 - Request Letter on Letterhead signed by Authorized Signatory
 - Explanation of changes and why
 - Revised pages of SOW

Budget Realignment

Budget Realignment



- Realign funds among budget line item categories (Personnel, Fringe Benefits, etc.)
- * **See your Special Clauses & Conditions:**
 - Budget Line Item Flexibility – 20%
(Except in Personnel, Fringe Benefits or Indirect Cost)
 - Mix or Match

Budget Realignment



- Include:
 - Request Letter on Letterhead signed by Authorized Signatory
 - Budget Change Worksheet
 - A revised 424A (2 pages)
 - A revised Budget Narrative

Grantee:

Grant #:

Mod #:

Modification Request : Budget Realignment

Budget Change Worksheet

	Original Budget (or most recently approved Budget)	Change Amount	New Budget (Must match Revised 424-A amounts)
Budget Line Item Categories			
a. Personnel			\$0.00
b. Fringe Benefits			\$0.00
c. Travel			\$0.00
d. Equipment			\$0.00
e. Supplies			\$0.00
f. Contractual			\$0.00
g. Construction	\$0.00	\$0.00	\$0.00
h. Other			\$0.00
i. Total Direct Charges (sum of a-h)	\$0.00	\$0.00	\$0.00
j. Indirect Charges			
k. TOTAL (sum of i & j)	\$0.00	\$0.00	\$0.00

Grantee:

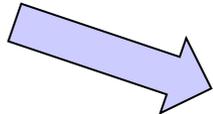
Grant #:

Mod #:

Modification Request : Budget Realignment

Budget Change Worksheet

	Original Budget (or most recently approved Budget)	Change Amount	New Budget (Must match Revised 424-A amounts)
Budget Line Item Categories			
a. Personnel	\$1,200,000.00	(\$50,000.00)	\$1,150,000.00
b. Fringe Benefits	\$253,000.00	(\$3,000.00)	\$250,000.00
c. Travel	\$50,000.00	\$0.00	\$50,000.00
d. Equipment	\$1,455,000.00	\$45,000.00	\$1,500,000.00
e. Supplies	\$47,000.00	\$3,000.00	\$50,000.00
f. Contractual	\$500,000.00	\$0.00	\$500,000.00
g. Construction	\$0.00	\$0.00	\$0.00
h. Other	\$495,000.00	\$5,000.00	\$500,000.00
i. Total Direct Charges (sum of a-h)	\$4,000,000.00	\$0.00	\$4,000,000.00
j. Indirect Charges			
k. TOTAL (sum of i & j)	\$4,000,000.00	\$0.00	\$4,000,000.00



Grantee Name:

Grant Number:

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	Non-Federal	Federal	Non-Federal	Total
		(c)	(d)	(e)	(f)	(g)
1. H1B				\$4,000,000.00.00	\$1,000,000	\$5,000,000
2.						
3.						
4.						
5. Totals				\$4,000,000	\$1,000,000	\$5,000,000

Section B - Budget Categories

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1)	(2)	(3)	(4)	
a. Personnel	\$1,150,000				\$1,150,000
b. Fringe Benefits	\$250,000				\$250,000
c. Travel	\$50,000				\$50,000
d. Equipment	\$1,500,000				\$1,500,000
e. Supplies	\$50,000				\$50,000
f. Contractual	\$500,000				\$500,000
g. Construction	\$0				\$0
h. Other	\$500,000				\$500,000
i. Total Direct Charges (sum of 6a-6h)	\$4,000,000				\$4,000,000
j. Indirect Charges	\$0				\$0
k. Totals (sum of 6i-6j)	\$4,000,000				\$4,000,000

7. Program Income

Grantee Name:

Grant Number:

Budget Information - Non Construction Programs

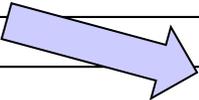
OMB Approval No. 0348-0044

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	Non-Federal	Federal	Non-Federal	Total
		(c)	(d)	(e)	(f)	(g)
1. H1B				\$4,000,000.00.00	\$1,000,000	\$5,000,000
2.						
3.						
4.						
5. Totals				\$4,000,000	\$1,000,000	\$5,000,000

Section B - Budget Categories

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1)	(2)	(3)	(4)	
a. Personnel	\$1,150,000				\$1,150,000
b. Fringe Benefits	\$250,000				\$250,000
c. Travel	\$50,000				\$50,000
d. Equipment	\$1,500,000				\$1,500,000
e. Supplies	\$50,000				\$50,000
f. Contractual	\$500,000				\$500,000
g. Construction	\$0				\$0
h. Other	\$500,000				\$500,000
i. Total Direct Charges (sum of 6a-6h)	\$4,000,000				\$4,000,000
j. Indirect Charges	\$0				\$0
k. Totals (sum of 6i-6j)	\$4,000,000				\$4,000,000



7. Program Income

Section C - Non-Federal Resources

	(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) Totals
8.	H1B Technical Skills Match			\$1,000,000	\$1,000,000
9.					
10.					
11.					
12.	Total (sum of lines 8 - 11)			\$1,000,000	\$1,000,000

Section D - Forecasted Cash Needs

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th quarter
13.	Federal				
14.	Non-Federal				
15.	Total (sum of lines 13 and 14)				

Section E - Budget Estimates of Federal Funds Needed for Balance of the Project

(a) Grant Program	Future Funding Periods (Years)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16.				
17.				
18.				
19.				
20.	Total (sum of lines 16-19)			

Section F - Other Budget Information

21. Direct Charges	22. Indirect Charges
23. Remarks	

Budget Narrative – For Modifications Exercise

Grant Name: _____

Grant Number: _____

Federal Request:	\$4,000,000.00
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The following table reflects the entire budget and uses the same object class categories as SF 424A:

Item	3 Year Total
a. Personnel:	\$1,160,000.00
b. Fringe Benefits:	\$250,000.00
c. Travel:	\$50,000.00
d. Equipment:	\$1,500,000.00
e. Supplies	\$50,000.00
f. Contractual	\$500,000.00
g. Construction	\$0.00
h. Other	\$490,000.00
I. Total Direct Charges	\$4,000,000.00
j. Indirect Costs	\$0.00
k. TOTAL	\$4,000,000.00

PERSONNEL:

% of Time	a. Personnel:	3 Year Total	\$1,160,000	
			Salary per Year	3 YR Total
	Job Title			
100%	1. Project Director		\$85,000	\$255,000.00
30%	2. Administrative Assistant		\$25,000	\$25,000.00
50%	3. Instructor 1		\$55,000	\$82,500.00
50%	4. Instructor 2		\$55,000	\$82,500.00
100%	5. Instructor 3		\$55,000	\$165,000.00
100%	6. Outreach Coordinator		\$ 60,000	\$180,000.00
100%	7. Learning Lab Tutor		\$30,000	\$90,000.00
100%	8. Case Manager 1		\$45,000	\$135,000.00
100%	9. Case Manager 2		\$45,000	\$135,000.00
	Totals			\$1,150,000

Explanation of Personnel expenditures here:

The full-time Learning Project Director position ...

The part-time Administrative Assistant will be responsible for ...

Equipment Purchase Approval

Equipment Purchase Approval

Grantees must follow DOL's Definition of Equipment.*

*** See Code of Federal Regulations (CFR)**

Equipment Purchase Approval

DOL Definition of Equipment:

Item of equipment with a per unit acquisition cost of \$5,000 or more, and a useful life of more than one year.



Equipment Purchase Approval

- Grantee must provide their FPO with a list of all Equipment, including the per unit cost, and total cost within the **first 90 days** of the grant.

Use: Master Equipment List Template from
Modifications Tool

Equipment Purchase Approval

Equipment List

Grantee: _____

Grant Number: _____

Period of Performance: _____

Equipment Budget Line
Item (424A) Amount:

Approved Equipment
Expenditures to Date: \$0.00

Remaining Balance: \$0.00

Equipment Item Name	Description	Purpose of the Acquisition (Describe how the Equipment will be used.)	Useful Life	SOW Page Reference	Qty	Item Cost	Total Cost	Procurement Type	Mod #	Apprvl Date
1.							\$0.00			
2.							\$0.00			
3.							\$0.00			
4.							\$0.00			
5.							\$0.00			
6.							\$0.00			
7.							\$0.00			
8.							\$0.00			
9.							\$0.00			
10.							\$0.00			
11.							\$0.00			
12.							\$0.00			
13.							\$0.00			
14.							\$0.00			
15.							\$0.00			
TOTAL:							\$0.00			

Equipment Purchase Approval

- Grantee must follow their organization's procurement policies and procedures.
- Grantee must receive **PRIOR** approval from DOL Grant Officer **before purchasing** equipment.

Equipment Purchase Approval

- Equipment should be purchased as early in your grant as possible.
- Preferably within the 1st year.
- Definitely not in the last year of the grant.
- Equipment should be purchased and in place to benefit the participants of your grant training program.

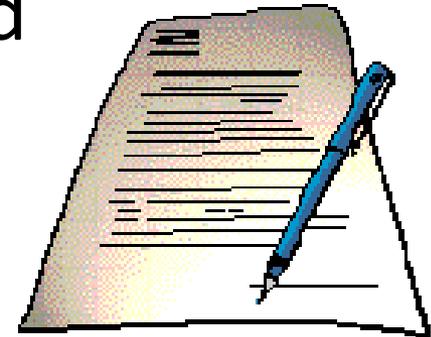
Equipment Purchase Approval

- Include:
 - Request Letter on Letterhead signed by Authorized Signatory
 - Strong justification and rationale
 - List of equipment and per unit cost
[See Modifications Tool for list template]
 - Procurement policy (Attest to following)
 - Procurement method
 - Quotes on vendor letterhead

Change of Authorized Signatory

Change of Authorized Signatory

- Include:
 - Letter notifying FPO of change
 - New contact information
 - Effective date of change
 - Signed by current Authorized Signatory



Change of Address

Change of Address

- Include:
 - Letter notifying FPO of change
 - Provide new address information
 - Effective date of change



Change of Organization / Institution Name

Change of Organization / Institution Name

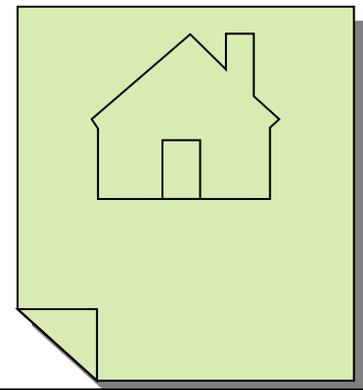
- Include:
 - Letter notifying FPO of change
 - Provide new name information
 - Effective date of change
 - Supporting Documentation
(Board Meeting Minutes, etc.)



Change of Work Site [Youthbuild]

Change of Work Site (YouthBuild)

- Include:
 - Letter notifying FPO of change
 - ETA-9143
- Attachment 1 (Works Site Description)
- Attachment 1A (Ind. Housing Project Site Est.)
- Attachment 1B (Homeless Housing)
- Attachment 1C (Reloc Narr.)
- Attachment 1D (Doc. Of Access)
- Attachment 1E (Applicant's Roles & Responsibilities)



Indirect Cost Rate Agreement

Indirect Cost Rate Agreement

If you're charging Indirect Costs to your grant you **MUST** have a current Indirect Cost Rate (ICR) Agreement on file with DOL.

An ICR is required when an organization operates under more than one grant or other activity, whether Federally-assisted or not.

*Financial session will provide more detail.

Indirect Cost Rate Agreement

- You need to have a current ICR Agreement in your DOL grant file.
- You need to submit (through a formal modification) a new ICR Agreement if current one expires.

Indirect Cost Rate Agreement

- Letter to incorporate new ICR should include:
 - New rate that applies to grant
 - Date current rate expires
 - If rate has changed, effect on budgeted amount
 - Attachment: New ICR Agreement

No-Cost Extension

No-Cost Extension



- A No-Cost Extension extends the grant period of performance.
- You would need remaining grant funds for the additional months.
- No guarantee that it will be granted.
- Requires strong justification for approval .

No-Cost Extension

The focus should be on achieving outcomes and utilizing grant funds **during** the awarded period of performance.

A No-Cost Extension should only be used as a last resort.

No-Cost Extension

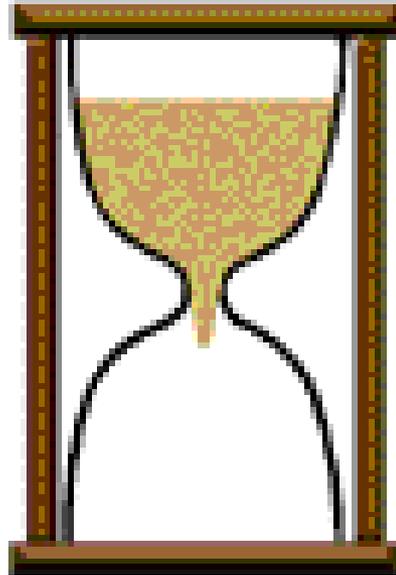
ANY grant requesting a no-cost extension with **\$100,000** remaining as of the last ETA 9130 Quarterly Report **MUST** receive concurrence from the Assistant Secretary.

The Modification Process

The Modification Process

- ✓ Grantee submits necessary and **complete** paperwork
- ✓ FPO reviews and provides feedback
- ✓ Grantee revises and submits final request (signed)
- ✓ Some modifications require National Program Office concurrence
- ✓ FPO submits for Regional management review
- ✓ Once Regional approval given, FPO initiates into electronic system [30 + Days begins now]

The Modification Process



The Modification Process

- Grant Officer Approval
- NOW you can implement changes



The Modification Process

Bundling – [Remember-Only 1 mod in system at a time]

Combining several requests into one.

For ex. Budget Realignment and Change to Authorized Signatory.

Consult with your FPO to find out if you can bundle your requests together.

Successful Modifications

Successful Modifications

- Plan ahead (Allow for time to process).
- Submit modification requests as soon as possible & respond to feed-back quickly.
- Use Modifications Tool and templates.
- Check for accuracy **before** sending to your FPO (have a 2nd set of eyes review).

Successful Modifications

- Work with FPO to arrive at a Final Copy.
- Once Final is agreed on, email **complete** package to FPO with all required documents.
- Allow time required for processing:
30-60 Days at a minimum

(Do not contact your FPO for status before 30 Days)

Common Misconception:

He who has the most modifications wins.



Questions?



eta

EMPLOYMENT AND TRAINING ADMINISTRATION
UNITED STATES DEPARTMENT OF LABOR

Test Your Knowledge

What is a modification?

- A) A formal process used to make changes to your grant.
- B) To request a new FPO.
- C) To request permission to purchase equipment.
- D) Both A and C

Test Your Knowledge

What is a modification?

- A) A formal process used to make changes to your grant.
- C) To request permission to purchase equipment.
- D) Both A and C

Test Your Knowledge

Whose responsibility is it to submit a quality proposal?

- A) FPO
- B) VP of Modifications and Remunerations
- C) Grantee
- D) Don't look at me

Test Your Knowledge

Whose responsibility is it to submit a quality proposal?

C) Grantee

Test Your Knowledge

Whose responsibility is it to submit a quality proposal?



C) Grantee (that's you!)

Test Your Knowledge

What's bundling?

- A) A marketing plan from AT&T
- B) Combining several type modifications into one request
- C) What you do when it's cold outside
- D) All of the above

Test Your Knowledge

What's bundling?

- B) Combining several type modifications into one request

Test Your Knowledge

Who has to approve your modification request before you can proceed with changes or purchase equipment?

- A) Grantee
- B) FPO
- C) Grant Officer
- D) Secretary of Labor

Test Your Knowledge

Who has to approve your modification request before you can proceed with changes or purchase equipment?

C) Grant Officer

Test Your Knowledge

You should allow a minimum of how many days for your modification request to process?

- A) 2 Days
- B) 10 Days
- C) 30 Days
- D) 45 Days

Test Your Knowledge

You should allow a minimum of how many days for your modification request to process?

C) 30 Days

Modifications Exercise



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**Thank you &
Best Wishes for
Successful
Modifications**

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