

Grant Modifications and When Are They Needed?

**Region 3 Discretionary Training
Forum**

**April 26-29, 2011
*Atlanta, GA***

***Presented by:*
Connie Taylor, FPO**

Purpose

- Purpose – Provide guidance on modifying grants, outlining the modification process, and determining when modifications are needed.
- Objective – Enable grantees to develop and submit approvable modification requests.
- References: 29 CFR 95 & 97

Grant Modification Process Overview

- The role of the FPO.
- What is a Modification?
- Types of Modification Requests.
- When are Modifications Needed?
- Supporting Documentation.

Role of the FPO

- Provide technical assistance on regulatory impact.
- Act as sounding board on ideas for changes.
- Make RECOMMENDATIONS.
- Initiate the modification process through the Regional or National Office.
- Liaison to clarify issues raised by Program Office or the Grant Officer (Grant Officer is BJai Johnson).

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.

Types of Modifications

- Change in Scope of Work
- Budget Realignment
- Equipment Approval
- Change of Address
- Change of Signature
- No-Cost Extension

Interactive Assessment



Change to the Scope of Work

Any change to the program design (target occupation and/or industry, target populations, training activities and services, outcomes and timelines);

- Strategic partners (removing initial partners or adding new partners);
- Location of grant-funded activities; and
- Performance outcomes or other performance criteria.

- Address who, what, when, where and how.
- Discuss all significant changes with FPO; may result in the need for a modification.

Change of Address

- Letter notifying FPO of change.
- Effective date of change.
- Provide new contact information.

Interactive Assessment



Equipment Approval

- DOL threshold – Item of equipment with a per unit acquisition cost of \$5,000 or more, and a useful life of more than one year.
- Required/Supporting Documentation
 - detailed narrative justification and rationale
 - letter of request signed by Signatory of grant
 - 424a and Budget Narrative.



Equipment Approval-Continued

- Required/Supporting Documentation
 - 3 Quotes.
 - Sole Source-Identify sole source and provide copy of the agency's sole source policy.
- Grantee must receive PRIOR approval from DOL/ETA Grant Officer before purchasing equipment.

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)	
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	\$	\$	\$	\$	\$
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Interactive Assessment



No-Cost Extension

- **The period-of-performance is extended to allow time to complete the project/program and/or utilize funding to achieve increased benefits in terms of greater number of participants trained.**
- **More than one request for a no-cost extension is discouraged.**
- **Request submitted no earlier than 6 months before the grant expiration date.**
- **Required/Supporting Documentation**
 - detailed narrative justification
 - letter of request signed by Signatory of grant
 - revised timeline

No Cost Extension

- Submit **no earlier than 6 Months** from the expiration date.
 - Submit no later than **60 days (Region prefers 90 days)**.
- **ANY** Grant requiring a No-Cost Extension (NCE) with **\$100,000** remaining as of the last ETA 9130 Quarterly Report **MUST** receive concurrence from the Assistant Secretary. This concurrence includes Earmark grants.

Interactive Assessment



Budget Modification



- Realign funds
- Budget Line Item Flexibility - 20%
- No flexibility for Personnel & Fringe Benefits
- Mix or Match

Budget Modification-Continued

- Required/Supporting Documentation
 - Letter of request signed by Signatory of grant describing detailed narrative justification.
 - Revised 424A and budget narrative.
 - Budget Worksheet.

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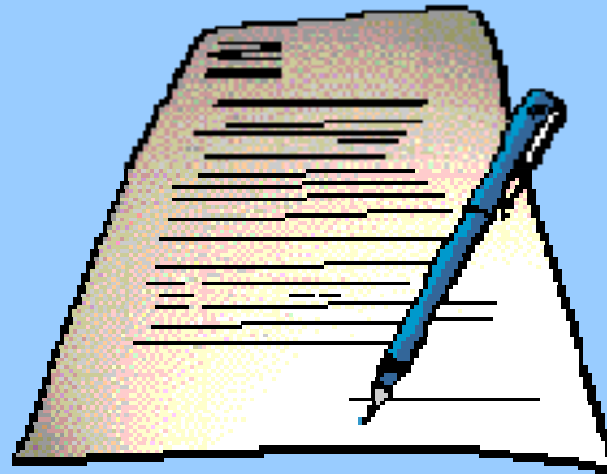
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Standard Form 424A (Rev. 7-97)
Prescribed by OMB Circular A-102

Previous Edition Usable

Change of Signatory Official

- Letter notifying FPO of change.
- Effective date of change.



What should be included in a modification request?

- **A well-constructed signed modification request identifies:**
 - *Identifies the Grant Number and Modification Request Number.*
 - *A compelling justification and rationale.*
 - *The impact on the project.*
 - *What is changing.*
 - *Request signed by the Signatory.*
 - *Backup documents (Revised 424A & Budget Narrative, and worksheets for Equipment and Budget)*

SUMMARY

- Modification is ...
- Types of modifications
- At least 30 days to complete
- Narrative justification is KEY
- Required documentation
- Prior approval to purchase equipment.

When does the Grant Modification become Effective?





***Changes to the grant agreement may
NOT be implemented until official
written notification of approval is
received from the Grant Officer.***



Thank you

**Do you have
any
Questions?**