

Modification Scenarios

1. Your agency's original proposal included funding for two case managers. However, a lot has changed since the proposal was written and COVID-19 has changed the nature of how you provide services. To better reflect the current realities, you are in need of technology options not previously considered.

You have determined that your funds would be better spent by reducing one of the case managers to a half-time position and redirecting the funds for the other half to Services and Supplies so you can make technology purchases that will support the delivery of online services.

You must submit a Modification Request form, with the Budget Modification box checked since you are requesting to move funds between budget line items. The budget table will show a reduction of funds in Salaries & Benefits and an increase in funds for Services & Supplies. The narrative section will include an explanation of the current circumstances and the justification for your proposed modification.

2. Your original proposal included a position with very specific mental health qualifications. This position was deemed essential to your project because the diversion model you're implementing calls for specific qualifications and training. Part way through your grant, the person in this position decided to leave your agency. You are able to hire two part-time people to get most of the work done but will have to reduce the type of services and the quality from those originally proposed. However, there will be no change in the budget as the cost of both part-time persons is the same as the cost of the original employee.

You must submit a Modification Request. Even though these changes do not alter the overall budget, you are still proposing a noteworthy change. You must provide a justification that explains the proposed change and substantiates how the new employees are qualified for the position.

3. Your agency developed the original budget (submitted with your proposal) with the intention of using a qualified staff member to complete the required data collection/reporting and evaluation. A few months into the project, the staff person left your agency and it now feels imperative to hire an outside evaluator. You have assessed local evaluator options and determined the amount originally set aside for the staff position is insufficient to cover the cost of an outside evaluator. Consequently, you have identified a couple other line items that you can reduce in order to come up with the amount needed to fund your evaluator.

As long as the core components of your project will remain the same, your Field Representative can likely approve this type of modification. Much like scenario #1, you would need to submit a Modification Request in support of the proposed budget change. The budget table would show the staff position eliminated and that funding amount reduced, and would also show a reduction in the other impacted line items. Also, the budget table would show an equivalent increase in the Professional Services line to reflect the amount now being allocated to your evaluation. The narrative would explain and justify all of the changes being proposed.