

## Modification Request Scenarios

1. Your Tribe submitted a proposal which projected a plan to contract client case management to a non-governmental agency. You experienced a delay in start-up for your project, and discovered the agency is no longer going to be able to provide the services.

You have determined that you can hire a new employee for the remainder of the grant period, who can take on the case management work load.

As a result, you will have to move funds from the Professional Services line item category to the Salaries & Benefits line item category to cover the new employee's payroll.

You must submit a Modification Request, with the Budget Modification box checked, when requesting to move funds between budget line item categories.

2. In your original proposal, your Tribe allocated a position with very specific mental health qualifications. This position was deemed essential to this program because of the person's specific qualifications and training. After a few months, the person in this position decided to retire. Your Tribe is 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 when changes are made to the budget table or narrative included in your contract. This is true even when the requested changes do not alter the overall budget, but instead call for a Line Item Change. In this example, you would also provide a justification explaining how the new employees are qualified for the position.

3. Your Tribe forged an alliance with a NGO when writing the proposal. Two months into the grant, the NGO stopped performing and it became apparent that you would need to replace their services with a new NGO in order to meet your projections. You found a new NGO partner to replace the one that is non-performing who also has the ability to offer additional services and expand the geographical area in which services are provided, however their services are going to cost more than the initial NGO.

A Budget Modification is necessary only if you plan to reallocate funds from another budget line item to cover the additional expenditures of the new NGO. If the movement of funds is not necessary, a Line Item Change is required. Either way, situations like this should be discussed and documented with the Field Representative. The Field Representative may request updated budget pages and an updated Appendix B.