Region 6 Mod YouthBuild

2014 YouthBuild Webinar Series

YouthBuild

Webinar Resources

- Presentation slides and resources mentioned in the webinar will also be available in the Community of Practice.

- http://login.icohere.com/youthbuild

- To request a CoP password, email youth.build@dol.gov

Grant Modifications

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Overview

- What is a grant modification

- When is a grant modification necessary

- Planning for a modification

What is a Grant Modification?

A grant modification is a change to

- The statement of work

- Budget or

- Agreement

What is a Grant Modification?

- Who initiates?

  - ETA may initiate changes from the National Office

  - Grantees may submit modification requests for consideration

- Consult your FPO to determine if a modification is required.

What is a Grant Modification?

- Grant Modifications must be:
  - Allowable, necessary and reasonable (outlined in Federal regulations)
  - Submitted in timely fashion
  - Approved by the Grant Officer before you may act on them

Decision Making

- Mod decisions are made with ETA objectives in mind
  - In the spirit & letter of ETA intent
  - Needed to get ETA return on investment (grant goals and performance measures)

Grantee Mod Request

ETA Objectives
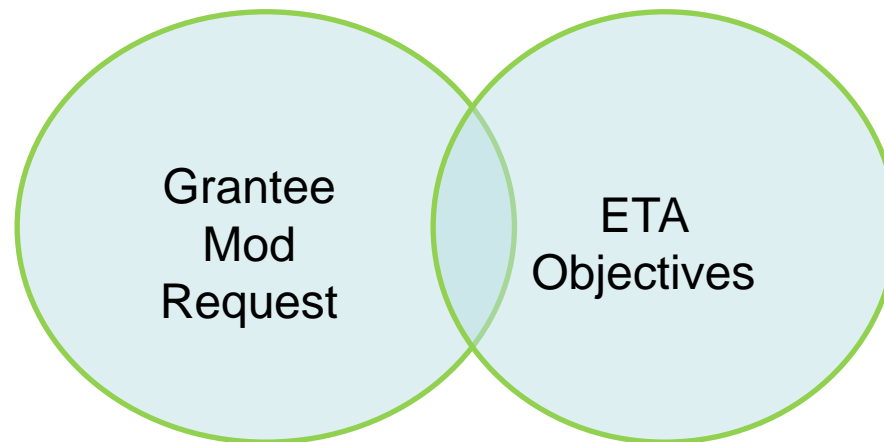
Types of Modifications

- There are five standard modifications:
  - Period-of-Performance extension
  - Budget Realignment
  - Statement of Work
  - Equipment Purchase
  - Administrative

Make a Business Case

- All Mod requests need a dated cover letter, on organizational letterhead, providing:
  - Basics
    - Grant number
    - Award amount
    - Period of performance
  - Number of participants enrolled to date
  - Expenditures to date
  - An explanation of the issue & what led to it

Make a Business Case (contin)

- All Mod requests need a dated cover letter, on organizational letterhead, providing:
  - The specific type of mod requested
  - How the mod will resolve the issue and is necessary to achieve grant goals and performance measures
  - Signature of the authorized representative

What is a Period-of-Performance Extension?

- ## A POP Extension:

  - Extends the grant period (Period of Performance)

  - No additional funding

  - No change to

    - The budget or

    - Performance measures or

    - The statement of work

Requesting A
Period-of-Performance Extension

- Grantee must provide:
  - Cover letter on organization letterhead
  - Revised month-by-month timeline
  - Evidence that existing funds are adequate to extend the grant
  - Any other information requested by the FPO

Having money left at the end of a grant is not alone adequate justification to extend the POP

POP Extensions - Examples

• Grantee is 15 months into an 18-month project. 75/150 trained & placed. Wants 6 more months to train/place the other 75.

• Grantee is 15 months into an 18-month project. 30/150 trained & placed. Wants 6 more months to train/place the other 120. Grant fund is 20% spent.

What is a Budget Realignment?

- A Budget Realignment

  - Reallocates grant funds among the budget categories on the 424a

  - Does not change the
    - Grant award
    - Period of performance
    - Measures/goals or
    - Statement of work

What is a Budget Realignment?
(contin)

- ## A Budget Realignment
  - Is required for any amount of change to
    - Personnel or
    - Fringe benefits or
    - Indirect Costs

  - Is required if changes to other budget line items exceed the budget flexibility provisions outlined in your Grant Award Package (Part IV Special Clauses)
    - 10% line item
    - 20 % line item

Requesting a Budget Realignment

- Grantee must provide:
  - Cover letter on organization letterhead
    - Identify the budget categories which are changing and by how much
  - Include the current 424a budget and a revised 424a budget
  - A revised budget narrative
  - Any other information requested by the FPO

Budget Realignment - Examples

- Grantee is 11 months into a 12-month project. 83 of 75 trained & placed. Grant funds are 95% spent. Grantee wants to move $5,000 out of travel and into supplies to buy five laptops (Supplies currently has a $0 budget).

- Grantee is one year into a 2-year project. 150 of 300 trained & 100 of 240 placed. Wants to move $10K out of Other (tuition) and into Travel.

What is a Change To A Statement of Work?

- Any change to the
    - Major objectives of the project
    - Major activities of the project
    - Performance outcomes
    - Population to be served
    - Other major component of the project

Statement of Work - Example

- Grantee is 4 months into a 3-year multi-faceted project. 12/375 trained & placed. Wants to reduce the LPN goals of the grant.

What is an Equipment Purchase?

- An Equipment Purchase:
  - Equipment
    - Tangible property
      - Different from intellectual property

    - Useful life of at least a year

    - Acquisition cost of $5,000 or more
      - Includes ancillary costs

What is an Equipment Purchase?

- An Equipment Purchase:

    – Should be budgeted for as equipment in the 424a, and be explained in the narrative

    – Requires prior ETA approval, *even if included in the application, grant SOW, budget, other*

Equipment Purchase - Examples

- Grantee is 2 months into a 2-year project. 0 of 200 trained & placed. Wants to purchase $20,000 in HVAC & welding equipment

- Grantee is 32 months into a 3-year project and wants to purchase a $16,000 network server and two $8,000 lathes.

What is an Administrative Change?

- An Administrative Change:
  - Is a change to general grant or grantee information, such as
    - Mailing address
    - Phone number
    - Contact information
    - Authorized Representative

Requesting Administrative Changes

- ## Grantee must provide:
  - Cover letter on organization letterhead
    - What information is changing and why
    - An effective date for the changes
    - Any other information requested by the FPO

How to Submit Modifications

- Grantee:
  - FIRST, consult with your Regional FPO
    - The FPO will work in collaboration to assist in the language and correct actions

  - Requests needing more information are returned as incomplete

  - Requests with enough information to make a decision move forward to the Grant Officer

ETA Roles

- FPO:
  - Provides grantees with technical assistance
  - Participates in the review process
  - Provides the Grant Officer with recommendation to approve or not
  - Communicates with grantees
- Regional Office
  - Reviews Mod requests
  - Forwards recommended modifications to the Grant Officer
  - Directs FPO to initiate any necessary follow-up with grantee
- Grant Officer
  - If the Grant Officer concurs with recommendation, he/she will issue an approval notice to the grantee

Thanks

Please complete the evaluation