

## GRANT CHANGES – OVERVIEW

Cooperators shall consult the Forest Service promptly when there is reason to believe that a revision to the original grant award will be desired for any of the following reasons:

- **To extend the time period for availability of funds (federal or match) (“increase duration”)**
- **To make a change to the program (“programmatic revision”)**
  - a. Any revision of the scope or objectives of the project.
  - b. Changes in key persons in cases where the key person is specified in the grant narrative (in the case of educational institutions, this includes changes due to the approved project director reducing time devoted to the project by more than three months or 25%).
  - c. Contracting out, subgranting, or otherwise obtaining the services of a third party to perform activities which are central to the purposes of the grant award (unless described in the original application and funded in the approved awards).
  - d. Transfer of funds allotted for training allowances (direct payment to trainees) to other categories of expense.
- **To change the budget (“budget revision”)**
  - e. For grants with federal funds of more than \$100,000: Cumulative transfers (reprogramming) among direct cost categories, or if applicable, among separately budgeted programs, projects, functions, or activities which exceed or are expected to exceed 10% of the current total approved budget (federal plus non-federal).
  - f. The revision pertains to the addition of items that require prior approval from the Forest Service. (Computers and equipment are the most common examples; see “Grant Costing Guidelines” [Tab 4 - Elements for Writing Grant Proposals])

If *any* of the above are true, submit a formal request for grant revision (instructions on page 3).

If you are uncertain about the need for prior approval, you are encouraged to consult your Forest Service program manager for guidance. If none of the above are true, then simple budget changes or adjustments in activities to accomplish the same objectives might NOT require a formal grant revision from the Forest Service. It is NOT desirable for work on a grant to come to a halt because of delays for unnecessary paperwork. See “recordkeeping and reporting” (below).

For more detail on the above guidance, consult applicable OMB Circulars for your organization (see your grant award). You must always follow your organization’s internal procedures for making changes.

## **RECORD-KEEPING AND REPORTING WITH RESPECT TO BUDGET CHANGES**

When budget changes are made that do not trigger the need for a formal grant revision, do identify the change and its rationale in the progress report for the period in which the change occurred. This should be done when budget changes are made between cost categories but are below the 10% cumulative change, or when budget changes are made but the federal grant share is \$100,000 or less.

It is important that a record system be created and used that tracks budget changes so that it is clear what the cumulative changes have been and whether the 10% threshold has been met. The tracking record needs to be retained in the official grant file; however, it is important for all individuals responsible for grant administration to also have a copy of the record for their working file.

## REQUESTING GRANT REVISIONS – INSTRUCTIONS

The revision is not approved until it is approved (see below).

State & Private Forestry in Region 5 will not consider requests for extensions and formal revisions unless progress and financial reporting is up-to-date.

All requests for revisions must be received 30 days prior to the expiration date of the grant.

Use the new version of the SF-424 form (“Version 02”), found at  
<http://www.fs.usda.gov/detailfull/r5/communityforests/?cid=stelprdb5346830&width=full>

Submit	Revision - Increase Duration	Revisions – Programmatic	Revision - Budget
<b>Letter</b> with a written justification for the proposed change(s). Details may be provided in the letter or in an attached revised narrative.		(consider revised narrative)	(consider revised narrative)
a <b>new SF-424</b> , filled out with the same information as the original grant application, except: #1 “Type of Submission” would be “Changed/corrected Application” #2 “Type of Application” would be “Revision.” #5b Fill in federal grant # assigned by the FS when the grant was awarded #9 Fill in the appropriate categories based on the instructions for the new SF-424, which include “W” non-US entities #17a “Start Date” should be the date that expenditures were authorized when the grant was awarded #20 should be reviewed and updated #21 New signature with new date signed	#2 letter code C=Increase Duration  #17b “End Date” would be the <u>new</u> desired end date (for extensions)	#2 letter code E=Other and specify reason	#2 letter code E=Other and specify “Budget Changes”  <b>new SF-424A</b> budget form showing new budget

*1/15/2011 K Friday revised with B Mestaz guidance re FS-1500-19  
9/2011version - L Tippin and B Mestaz approved  
3/28/13 revision – KSF clarified info on new SF-424*

After the above request is submitted and if the request is received favorably:

1. The Forest Service will fill out a FS-1500-19 form and the Forest Service Grants & Agreement Specialist will sign and date it (blocks 12A and 12B).
2. The Forest Service will send the FS-1500-19 form to the grantee.
3. The Grantee will sign & date the form (blocks 11A & 11B) and return it to the Forest Service.
4. The Forest Service Signatory Official will sign and date it (blocks 11C and 11D).
5. The Forest Service will send the complete document to the grantee.

The revision does not take effect until all these bilateral signatures are in place. The formal, signed grant revision letter (FS-1500-19) indicates that the terms and conditions of the grant revision have been accepted. Until this is done, the terms and conditions of the original grant award remain in effect.