



State of Alaska
Department of Labor and Workforce Development

Division: Employment and Training Services	Policy: 07-526
Subject: Grant Amendments	Pages: 3
Reference: Federal Regulation 2 CFR 200 ; Alaska Technical and Vocational Education Program AS 23.15.820 ; Displaced Homemakers' Program 8 AAC 88.10-190 ; Adult Basic Education Program 8 AAC 99.10-200 ; State Training and Employment Program AS 23.15.620	Effective: 2/4/2016
Approved:  Mike Andrews, Director	 Date

1. Parties Affected

This policy applies to the Division of Employment and Training Services (DETS) staff and recipients of public funds from the DETS.

2. Purpose

This policy is intended to clarify the authority of DETS staff to approve grant amendments, establish conditions for appropriate grant amendments, direct recipients of grant funds on the process for requesting grant amendments, and ensure a timely and accurate response to requests for grant amendments.

3. Policy

Grant recipients are required to report deviations from budget or project scope or objective, and request prior approvals for budget and program plan revisions.

- a) Requesting Grant Amendments:** Recipients of grant funds have an obligation to make a timely request for an amendment to a grant agreement. Recipients must request a grant amendment if they expect to change the scope of work, have difficulty fulfilling the terms and conditions of the agreement or need to adjust a budget line item.

- b) **Grant Amendment Limits:** Except as noted below, adjustments that transfer up to \$2,500 or 10 percent, whichever is greater, of a budget category does not require DETS approval; budget category adjustments above this amount require DETS approval. The thresholds identified in this policy are summative across all amendments and are relative to the originally-negotiated budget category amounts as specified in the budget.

Exceptions:

- i) adjustments to budget line items within a budget category do not require DETS approval
 - ii) adjustments between funding sources require DETS approval
 - iii) all transfers into Personal Services require DETS approval
 - iv) all transfers of funding out of participant services, or equivalently-defined budget categories, require DETS approval
- c) **Notification Requirements:** DETS must be notified in writing of all amendments, including those not requiring DETS approval, explaining the need for the revision.

Grant amendment requests requiring DETS approval must be made in writing at least three working days in advance of an intended change. If a grant recipient encounters an unforeseen situation that requires an immediate or retroactive adjustment to the scope of work, terms and conditions, or budget, then the Program Coordinator II or their designee is authorized to make reasonable exceptions under these conditions.

- d) **Frequency of Grant Amendments:** Recipients of funding from DETS may request no more than one grant amendment per quarter. Each grant amendment may include any or all of the elements of the grant including the scope of work, terms and conditions, budget, objectives, and outcomes. DETS will not accept grant amendment requests within 45 days of the grant end date without prior approval from the Program Coordinator II or their designee. If a grant recipient requires more than one amendment within a quarter, the Program Coordinator II will determine if the situation warrants an exception to the policy.
- e) **Timely Decisions on Grant Amendments:** Grant amendment requests should be received by DETS three working days in advance of the intended change. Staff authorized to make the decision have three working days to approve, deny, or request additional information. If additional information is requested, the authorized staff has three days to make a decision to approve or deny the amendment after the additional information is received. If an amendment is denied the staff will provide a written justification for the denial.

f) **Appeals:** Grant recipients may appeal decisions of the Grants Administrator and Program Coordinator I to the appropriate Program Coordinator II within five working days of a written denial. Grant recipients may appeal decisions of the Program Coordinator II to the Director or designee within five working days of a written denial. All appeals and responses must be in writing. DETS staff has five working days to make a decision regarding an appeal. DETS staff may request additional information from the grant recipient, bearing in mind that decisions must be made in a timely manner. DETS staff must negotiate with the grant recipient to determine a reasonable time for additional information to be submitted. Once additional information is received, staff has three working days to make a decision.

Policy Summary

Amendment Budget or outcome Requests	Amendments up to \$2,500 or 10 percent*, whichever is greater	Amendments over \$2,500 or 10 percent, whichever is greater, but not exceeding 20 percent	Amendments over 20 percent but not exceeding 35 percent	Amendments exceeding 35 percent
Appeals		Appeals directed to Program Coordinator II	Appeals directed to the DETS Director	Appeals directed to Commissioner

4. Definitions

- a) **Budget category** is a major categories used to classify and sort funds i.e. personal services, travel, contractual, supplies, sub-grants, participant services, equipment, and administration.
- b) **Funding source** is the program funds i.e. cost category used to support the activities and outcomes of the project.
- c) **Grant** is an award of public funds DETS issues through competitive or designated processes to facilitate the mission of the DETS and department.
- d) **Grant amendment** is the change to a grant that facilitate the successful accomplishment of grant objectives. Grant amendments may include the adjustments to the scope of work, terms and conditions, and budget.
- e) **Line item** is an itemized costs associated with a particular budget category.