Being True to Your Proposal and Responsive to Changing Circumstances

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SS/HS PD Consortium

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Session Objective: Share applicable regulations that pertain to program changes; discuss roles of FPO, TAS, and CMT in program changes; and review the process for requesting a program change.

Session Caveat: We cannot respond to requests for advice regarding a specific program change.

Applicable regulations - EDGAR 80.30 Changes:

(a)General. Grantees and sub-grantees are permitted to re-budget within the approved direct cost budget to meet unanticipated requirements and may make limited program changes to the approved project. However, unless waived by the awarding agency, certain types of post-award changes in the budgets and project shall require the prior written approval of the awarding agency.

(d)Programmatic changes. Grantees or sub-grantees must obtain the prior approval of the awarding agency whenever any of the following actions is anticipated:
(1) Any revision of the scope or objectives of the project (regardless of whether there is an associated budget revision requiring prior approval).

Program Requirement: Attachment Z Memorandum attached to the grant award notification that limits grantees from moving more than 10% of funding within a budget without prior approval

Key Terms

<u>Scope</u> – Set of activities, actions, programs, and services defined in the original application (and logic model) that are deemed necessary for the achievement of project goals and objectives.

<u>Approved Application</u> – Application submitted, read, and scored by the 3-person peer review panel.

<u>Scope creep</u> – Expanding or changing activities, actions, programs and services that were not specified in the original application and may directly or indirectly contribute to the achievement of the project goals and objectives.

Roles Defined

Federal Project Officer (FPO) – Reviews, approves, or declines program change requests; can provide feedback and alternative suggestions for responding to changing circumstances.

Technical Assistance Specialist (TAS) – Provides resources in response to Project Director's (PD) request for assistance with submitting a program change request.

Core Management Team (CMT) – Reviews unexpected conditions, events or data that serves as the basis for the program change to determine possible alternatives or solutions.

Process

Step #1 – Review with CMT and others the specifics of the "change event;" some questions to consider:

- ✓ What evidence is available to demonstrate the "change event?"
- ✓ How does the "change event" impact the grant – which element, activities, objectives, outcomes?
- ✓ What resources are involved – funds, staff, partners, materials, time, etc.?
- ✓ What are some possible ways to respond to the "change event?"

Step #2 – Review above questions with your FPO. Your FPO can help identify and prioritize the options that you may pursue and specific information that you should include in the written program change request.

Step #3 – Review prioritized options with your TAS. Identify any additional information that may be useful for presenting to the CMT.

Step #4 – Present options and materials to CMT. Prepare program change request.

Questions?