COPS
Community Oriented Policing Services
U.S. Department of Justice

Fact Sheet

www.cops.usdoj.gov

Budget Modifications for CPD Awardees

Under federal regulations, you are required to expend federal funds only as approved in your Federal Clearance Memo (FCM). The COPS Office realizes that agencies may need to reprogram award funds and has provided this fact sheet for CPD awardees to assist in the process. Awardees may reprogram up to a total of 10 percent of their entire budget (over the course of the award) without submitting a formal budget modification. However, awardees should notify their COPS Office Program Manager (PM) prior to any reprogramming of funds regardless of whether a formal budget modification is needed. Once the reprogramming of funds reaches 10 percent of the award, your agency must submit a formal budget modification requesting approval from the COPS Office for any additional budget modification requests.

Reprogrammed funds must be allocated for items covered within the scope of the original award. Any funds that are being requested to account for a change in scope from the original funded project must first receive approval from the COPS Office to expand or change the scope. Be advised that reprogramming requests for unallowable costs will not be approved. The COPS Office will not approve any modification request that results in an increase of federal funds.

What to do if you need a budget modification

If your budget requires a modification, please follow these steps:

1. Contact your PM and discuss the modification and reasoning for the change in budget. This process may require back and forth discussion and further documentation.

2. Once your agency and the PM agree to the change, log in to "Account Access," which is located in the upper right corner of the COPS Office website, www.cops.usdoj.gov.

3. Once in the system, find the appropriate award, and within the Action menu, select "Modify."

4. You will see the Budget Summary page with the last approved budget amounts. The totals will be read-only. Select "Modify" for each category (Civilian/Nonsworn Officer Positions, Equipment/Technology, etc.) that requires a modification.

5. Each change will need to be entered in the system by either adding or modifying the amount. For every item that is modified, it is required to have an accompanying narrative explaining the modification. The narrative *must* include the following:

   a. A brief description of each item and change that includes its purpose and how the item relates to the overall project

   b. A calculation breakdown for each new item

6. After each section change, please select "Save to Budget Summary" to save all work. Each time "Save to Budget Summary" is selected, you will be returned to the Budget Summary page.

7. After modifying all of the appropriate items and providing the required narrative, please select "Validate" at the bottom of the Budget Summary page.

8. In the Budget Summary page, compare the current and modified data for each item. If there is an error, select "Cancel" to return to the Budget Summary page. If the modification is correct, select "Submit."

9. Once your budget modification is submitted, please inform your PM via e-mail. In addition, please include any relevant documentation as needed for the modification. This documentation may include but is not limited to the following:

   a. For any new personnel and/or consultants that you plan to hire noncompetitively, a resume must be submitted to your PM for prior approval.

   b. For consultant rates over $550 per day, a consultant rate justification must be submitted to your PM for prior approval (see Consultant Rate Justification Fact Sheet).

   c. Indirect Cost Rate Agreement.

   d. Documentation for personnel and/or consultant costs.

Once you have completed all of the above steps, the budget modification is with the COPS Office. It is important to note that throughout the COPS Office review, no other processes including extensions can be submitted. The budget modification typically takes 30 days to process.

Next Steps

Your budget modification will go through two rounds of review at a minimum: by your PM and by a Budget Analyst (BA).

The PM will review the budget programmatically and may reach out to you for clarification, changes, or justification. Any changes required by your PM will result in the rejection of the modification. You will receive notification from the COPS Office, and you will be able to access the modification and make the necessary changes. The awardee will have to reenter the system, make the budget adjustments where necessary, and resubmit the saved changes.

Once the budget modification has been programmatically approved, a BA is assigned. The BA will review the modification to ensure the budget is allowable and meets all regulations and policies. The BA will work with the program manager for any points of clarification, changes,

or justification. Any changes required by the BA will result in the rejection of the modification, and the awardee will have to resubmit.

In the case of any rejection, an automatic notification will be sent out via e-mail, and the grant's status changes to the green "No Action Required" icon, from which you can initiate another request.

In the case of any approval, an automatic notification will be sent out via e-mail.

Implementation of the modified award budget may begin following this written approval from the COPS Office. The modification approvals for active awards will be accompanied by a modified FCM reflecting the approved changes.

Other Resources

Your PM can provide you with "modification budget detail worksheets" to help keep track of your costs and modifications. This tool can be used to track all of your costs, and when you submit a budget modification, it can be useful to submit as supplemental documentation to your program manager.

In addition, the sole source justification, consultant/contractor rate justification, and indirect cost rate agreement fact sheets provide additional information. These fact sheets are available at http://www.cops.usdoj.gov/Default.asp?Item=2450.

Finally, your Award Owner's Manual, Award Document, Cooperative Agreement, FCM, and Terms and Conditions will provide more information on specific requirements and policies that are applicable to your award. Your Award Owner's Manual will include a list of allowable and unallowable items.

Please contact your PM for further direction on any additional requirements that may be applied to your modification request or any other questions.