



# Fact Sheet

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## Budget Modifications for CPD, LEMHWA, and PASS Recipients

Under federal regulations, you are required to expend federal funds only as approved in your Financial Clearance Memorandum (FCM). The COPS Office realizes that agencies and organizations may need to reprogram award funds and has provided this fact sheet for CPD, LEMHWA, and PASS recipients to assist with the process. If you require any reprogramming of award funds, please see table 1 for next steps.

**Table 1. What to do if you require reprogramming of award funds**

Award amount	Type of reprogramming	Next step
Less than \$250,000	Reprogramming at any level relative to total approved budget	Notify your COPS Office program manager prior to reprogramming of funds
More than \$250,000	Less than 10 percent of total approved budget (over the course of the award)	Notify your COPS Office program manager prior to reprogramming of funds
	More than 10 percent of total approved budget	Submit a formal budget modification requiring approval from the COPS Office prior to reprogramming of funds

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.

Starting with 2017 funding, if a budget modification involves making a new subaward to a state or local government entity, the recipient and its intended subrecipient are required to certify compliance with 8 U.S.C. § 1373 regarding prohibitions or restrictions on sending to, requesting or receiving from, maintaining, or exchanging information on citizenship or immigration status, including any prohibitions or restrictions imposed or established by a state or local government entity or official. For information about the applicable form and how to certify, please contact your COPS Office program manager (PM).

## 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” in the upper right corner of the COPS Office website, [www.cops.usdoj.gov](http://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 in read-only mode. Select “Modify” for each category (Civilian/ Nonsworn Office 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. Every item that is modified must 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, 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 narratives, 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, inform your PM via email. In addition, include any relevant documentation as needed for the modification. This documentation may include the following:
  - a. For any new personnel or consultants you plan to hire noncompetitively, a resume must be submitted to your PM for prior approval.
  - b. For consultant rates over \$650 per day, a consultant rate justification must be submitted to your PM for prior approval (see the Consultant/Contractor Rate Information fact sheet).
  - c. Current Indirect Cost Rate Agreement.
  - d. Documentation for personnel and consultant costs.
  - e. When adding a new subaward to a state or local government entity, the recipient and its intended subrecipient must each complete and submit the applicable Certification of Compliance with 8 U.S.C. § 1373 form.

Once you have completed all of these steps, the COPS Office will review the budget modification. It is important to note that throughout the COPS Office review, no other processes including extensions can be submitted, and extension request should be submitted before requests for budget modifications. The budget modification typically takes 30 days to process.

## Next steps

Your budget modification will go through two rounds of review at a minimum: (1) by your PM and (2) 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 recipient 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 revised budget is allowable and meets all regulations and policies. The BA will work with the PM for any points of clarification, changes, or justification. Any changes required by the BA will result in the rejection of the modification, and the recipient will have to correct and resubmit the modification.

In the case of any rejection, an automatic notification will be sent out via email, and the award'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 email.

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 a budget detail worksheet 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 PM.

For additional information, please review the Sole Source Justification, Consultant/Contractor Rate Information, and Indirect Cost Rate fact sheets. These fact sheets are available at <https://cops.usdoj.gov/cpd/#programdocuments>.

Finally, your Award Owner's Manual, Award Document, Cooperative Agreement, FCM, and Terms and Conditions will provide more information on specific requirements 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.

## Contact the COPS Office

For more information about COPS Office programs and resources, please call the COPS Office Response Center at 800-421-6770 or visit the COPS Office website at [www.cops.usdoj.gov](http://www.cops.usdoj.gov).