



Fact Sheet

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Grant Award Modifications: Budget Modifications

Under federal regulations, you are required to expend federal funds only as approved in your award package. The COPS Office realizes that agencies and organizations may need to reprogram award funds and has provided this fact sheet 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 COPS Office program manager or grant program specialist 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 or grant program specialist prior to reprogramming of funds
	More than 10 percent of total approved budget	Submit a formal budget modification in JustGrants requiring approval from the COPS Office after discussing with your Program Manager

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. An organization may not expend award funds or drawdown reimbursements for budget modifications until after the modification has been approved by the COPS Office in writing.

What to do if you need a budget modification

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

1. Contact your program manager (PM) or grant management specialist (GMS) 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 or GMS agree to the change, log in to your account via JustGrants and submit a Grant Award Modification (GAM). For instructions on submitting, please visit <https://justicegrants.usdoj.gov/training-resources/justgrants-training/grant-award-modifications>.
3. 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
4. Once your budget modification is submitted, inform your PM or GMS 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 for pre-approval by the COPS Office.
 - b. For consultant rates over \$650 per day, a consultant rate justification must be submitted to the COPS Office for pre-approval (see the Consultant/Contractor Rate Information fact sheet).
 - c. If claiming indirect costs, beyond the de minimis rate, include a current Indirect Cost Rate Agreement.

Documentation for personnel and consultant costs

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 be reviewed to ensure it meets programmatic and financial requirements. At any point, the PM, grant program specialist (GPS), or GMS may reach out to you for clarification, changes, or justification. Based on the changes, the modification may be returned to you for revisions. After receiving notice from the COPS Office/JustGrants, you will be able to access the modification, make the necessary budget adjustments, and resubmit the saved changes.

After the GAM is fully reviewed, you will receive an automated email from JustGrants when the modification has been processed and either approved or rejected.

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 approved budget in JustGrants reflecting the approved changes.

Other resources

Your PM or GMS 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 or GMS.

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/programdocuments>.

Finally, your Award Owner's Manual, Award Package, Cooperative Agreement (if applicable), and Terms and Conditions will provide more information on specific requirements that are applicable to your award.

Please contact your PM or GMS 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 <https://cops.usdoj.gov>.