

## Section 7.4.1: Programmatic Amendments and Modifications

### PURPOSE AND POLICY

As programmatic needs of a grant agreement change over the course of the grant lifecycle, the grant program manager may need to request an adjustment (modification or amendment) to the grant agreement. The grant agreement should have the information regarding how and when to request a programmatic modification. In some cases, a program modification may be necessary for reasons as simple as changes for key staff (i.e., the program director). This includes changes in name, address, phone number, and email. Other changes may be more complex and will require additional information. [Uniform Guidance §200.308](#) (Revision of budget and program plans) is the federal regulation governing change of program scope in federally funded grant programs; federal grantors or entities subawarding federal funds are subject to this regulation and will make determinations to grant modification requests accordingly.

As authorized by [Arizona Executive Order 2013-09](#) and in compliance with State of Arizona Accounting Manual policy [70.05](#), grants shall be established in eCivis. As such, grant modification requests should be made via eCivis, where allowable. The [eCivis User Guide 4: Implementation](#) section on award modification provides additional information regarding managing modifications in eCivis. For requests to grants managed outside of the eCivis environment, the grantee must follow the procedures prescribed by the grantor.

Changes that would require a programmatic modification or amendment would include:

- Altering programmatic activities;
- Affecting the purpose of the project;
- Changing the project site;
- Change in organization with primary responsibility for implementation of the subgrant; and,
- Change in subrecipient, whom perform activities that are central to the purpose of the award.

### PROCEDURE

If a grant program manager discovers there is a compelling reason to make a change to the grant agreement, he/she should advise his/her supervisor and/or agency head (the responsible party) and proceed with appropriate approval.

#### 1. Review the grant agreement

The grant program manager will refer to the grant agreement to determine the process for requesting a grant modification. If the grant agreement does not explicitly provide the process for such a request, he/she must contact the grantor for instructions in writing. The grant program manager also must review the grant agreement's scope of work and determine which activities are impacted and require the modification.

**2. Submit the program modification request**

The grant program manager will evaluate the programmatic needs and quantify, to the extent practicable, the reason for the programmatic modification. The request should include the date(s) of impact to the program and any other information relative to changes to the program. If the programmatic changes will result in a change to the budget, this should be noted. If the change is such that it will require a budget modification (usually if the change impacts the budget distribution by 10 percent or more), this should be noted in the programmatic modification request and accompanied by a budget modification (see 7.4.2, Financial Amendments and Modifications). The grant program manager will submit the program modification request in writing, preferably through the eCivis SRM. The grantor will notify the grant program manager of approval or denial in writing.