

APPENDIX – Sample Grant Modification Request

To: Joseph Dough
Program Manager
Arizona Human Services Department

From: Tom Sawyer, Executive Director
Agency for Homeless Relief

Date: May 21, 2019

RE: AZHSD 012345 Agency for Homeless Relief
Budget Modification Request

Dear Mr. Dough:

Please find the enclosed budget modification request. The modification seeks to move funds from the job training category to child care support. Specifically, the Agency for Homeless Relief (AHR) is requesting to move \$30,000 from job training to pay for additional child care services for unemployed parents who are enrolled in a 12-week job training program. Because AHR's job training partners were able to provide additional training support at no additional cost, we are able to realize savings in the job training category of our budget. At the same time, we have realized an increased need for child care support services since our last quarterly report. The reallocation of funding to the child care support services would provide child care for an additional 20 children for 12 weeks.

The ability to offer child care services to parents enrolled in job training allows for greater stability in these families and an improved opportunity for successful completion of job training. This success, in turn, generates greater overall success in our homeless assistance program designed to move families out of temporary shelters and into permanent housing.

Please let me know if you have any questions or require additional information regarding this request.

Thank you,

Tom Sawyer
Executive Director
Agency for Homeless Relief