

## Adjustments to Awards

All requests for programmatic and/or administrative budget changes must be submitted in writing for OJA review and approval, prior to obligation, in a timely manner by the recipient (emailed requests are acceptable). All requests for changes to the approved award shall be carefully reviewed by OJA for both consistency with this guide and their contribution to project goals and objectives.

**Grant Commencement.** If a project is not operational within 60 days of the original start date of the award period, the recipient must report by letter to OJA the steps taken to initiate the project, the reasons for delay, and the expected start date.

If a project is not operational within 90 days of the original start date of the award period, the recipient must submit a second statement to OJA explaining the implementation delay. Upon receipt of the 90-day letter, OJA may cancel the project. OJA may also, where extenuating circumstances warrant, extend the implementation date of the project past the 90-day period.

### Types of Project Changes.

- Change in project site
- Change in or temporary absence of the project director
- Retirement of special conditions, if required
- Change in project period (no cost extension) is allowed
- Change in the scope of the programmatic activities
- Change to the project budget requiring prior approval

**Budget Changes.** Transfers of funds between the major cost categories as listed in Attachment A of the award may require the approval of OJA. Budget line item transfers of less than 10% of the affected line items do not require prior approval if they do not materially alter the scope of the grant. Any budget change which materially alters the project scope requires prior approval from OJA. All changes in personnel and contractual services require prior approval from OJA. Deviation from these requirements will make such expenditures subject to audit exception. All budget changes must be requested within the grant period. Retroactive budget changes will not be considered.

**Grant Period Changes.** Requests for changes in the award beginning- and end-dates may be requested from OJA. Recipients must provide evidence that such extension is necessary and reasonable. Retroactive extensions will not be considered. In the event that funds have not been obligated by the end of the project period, the following criteria must be met by the recipient agency when submitting a request to extend the obligation deadline:

- a. Quarterly Reports (Fiscal and Narrative): All such reports must be up-to-date and satisfactory.
- b. Special Conditions: All special and general conditions attached to awards must be satisfied, except those conditions that must be fulfilled in the remaining period of the award. This includes the performance and resolution of audits and on-site monitor report findings in a timely manner.
- c. Justification: A narrative justification must be submitted with the extension request. Complete details must be provided, including the justification and the extraordinary circumstances which require the proposed extension. Explain the effect of a denial of the request on the project.
- d. When to File Extension Request: All requests for extension must be made at least one month prior to the end of the original obligation (award period) deadline for the grant.

**Sanctions.** If a recipient materially fails to comply with the terms and conditions of an award, whether stated in a federal statute, regulation, assurance, application, certification, or notice of award, OJA may take one or more of the following actions, as appropriate in the circumstances:

- Temporarily withhold cash payments pending correction of the deficiency by the recipient
- Disallow (i.e. deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance
- Wholly or partly suspend or terminate awards for the project or program
- Withhold further awards for the project or program
- Take other remedies that may be legally available

**Grant Termination.** OJA may terminate any project, in whole or in part, when a recipient materially fails to comply with the terms and conditions of an award or when the recipient and OJA agree to do so. In the event that a project is terminated, OJA will:

- Notify the recipient in writing of its decision
- Specify the reason
- Accord the recipient a reasonable time to terminate project operations
- Request the recipient seek support from other sources

A project which is prematurely terminated will be subject to the same requirements regarding audit, recordkeeping, and submission of reports as a project which runs for the duration of the project period.