

Office on Violence Against Women Grant Award Modification Resource Sheet

A Grant Award Modification (GAM) is a request to modify a key fact or detail of the award. There are three types of GAMs in JustGrants: programmatic, financial, and project period extension (PPE). All GAMs initiated by the recipient are submitted in JustGrants by the Grant Award Administrator assigned to the award. For more information about GAMs, see the [DOJ Financial Guide](#).

This resource provides an overview of the different types of GAMs that recipients submit when a modification is necessary. Note: GAMs are not for conveying regular updates or grant information that does not change any fundamental details of the award.

Programmatic GAMs

A Programmatic GAM is used to update changes in project scope or to obtain prior approval for changes with programmatic costs and activities. Programmatic GAMs have two sub-types: Costs and Scope.

Programmatic Costs GAM

- Consultant Rates in Excess of the Threshold Rate
 - Requests must include justification supported by documentation demonstrating the consultant has previously received the higher rate for comparable work.
- Foreign Travel
- Confidential Funds
- Costs Identified in the Award Package Requiring Prior Approval (*for example: NEPA or non-OVW training requests*)

Programmatic Scope Change GAM

- Altering programmatic activities
- Changing the purpose of the project
 - A “Scope – Changing the purpose of the project” GAM should be submitted by a recipient only in rare circumstances and in consultation with your grant manager.
- Changing the project site
- Experiencing or making changes to the organization or staff with primary responsibility for implementation of the award, including:
 - Changes in key personnel
 - Contracting out and/or subawarding (e.g., a project partner), if authorized by law, the services of a third party to perform activities which are central to the purpose of the award
 - Otherwise obtaining the services of a third party (if authorized by law) to perform activities which are central to the purpose of the award

Financial GAM

There are three types of Financial GAMs – Budget Modification, Sole Source, and Budget Reduction.

- **Budget Modification:** A request to modify an approved budget to reallocate funds among the budget categories. To create a budget modification GAM, an award must first have a final budget clearance.

The following criteria will trigger a budget modification GAM:

1. The proposed cumulative change is greater than 10% of the total award amount.
 2. Adding funds into a category that wasn't previously approved in the budget. For example, if the "Travel" category had \$0 allocated in the most recent approved budget, the adjustment to transfer funds from Equipment to Travel requires a GAM.
- **Sole Source Approval:** A request must be initiated to establish a non-competitive contractual agreement with a contractor under a grant when the contract amount exceeds the simplified acquisition threshold.
 - **Budget Reduction:** This type of GAM is not permitted for OVW recipients.

Note: If the *Create New GAM* button is gray for a Financial GAM, it indicates that there is already an active GAM of the same type or subtype. A second GAM of the same type may not be created until the initial one is resolved.

Project Period Extension GAM

A Project Period Extension (PPE) GAM is used to extend the duration of the project by changing the end date. A PPE GAM should be submitted in JustGrants no later than **30** calendar days before the current end date. Recipients can seek a PPE for up to 12 months (any requests for longer periods should be discussed with the assigned Grant Manager prior to GAM submission). The PPE GAM must be submitted with a signed letter attached to it. The letter must be on letterhead and signed by the Authorized Representative or designee (this is not required for recipients who are Indian Tribal governments). Include in the letter:

- **New project end date**
 - The additional months must align with the timeline in the PPE GAM.
- **Justification for the extension**
 - Provide a justification for the extension of your award. Explain why award funds have not been used by the original end date. If this is a second or third request, clarify why more time is necessary and outline the reasons for previous delays.
- **Activities, goals, and objectives that will be completed during the extended period**
 - What activities will be performed during the extended period that address the project goals and objectives? Tie your response to the goals and objectives in your application (i.e. Goal #1, Objective #2)
- **Balance remaining on the award**
 - What is the remaining amount of funds? Does the extension have budget implications? A separate budget document may be attached to show the total award amount and the funds remaining, if necessary.

Note: If the *Create New GAM* button is gray for a PPE, it is because there is an active GAM of the same type or subtype. A second GAM of the same type cannot be created until the first one is resolved.

Resources

- ❖ [JustGrants Job Aid Reference Guide: Grant Award Modification Job Aid Reference Guide](#)
- ❖ [DOJ Grants Financial Guide \(2024\)](#)
- ❖ [Part 200 Uniform Requirements](#)
- ❖ eLearning Videos: [Grant Award Modifications](#)