

# Project Modifications: Requests

- ✓ Project Modification Request: PMR
- ✓ A flexible tool to modify parts of subgrant agreement
- ✓ Assistance in meeting project's performance/goals
- ✓ A request - not guaranteed to be approved/awarded

A PMR should

- Never be used to overcome poor project planning and execution
- Be submitted in a timely manner - no PMR will be processed during the last 90 days of the subgrant agreement.

# Project Modification Form

## Project Modification Request Form

Workforce Innovation and Opportunity Act (WIOA) Title I Governor's Discretionary Funds Projects

Complete the form when you have justified reasons to request a modification to your subgrant agreement in order to ensure the project's success and in accordance to the Code of Federal Regulations 2 CFR 200.308 (Uniform Guidelines). Previous discussion with the project management team is recommended.

|                                     |  |                 |  |
|-------------------------------------|--|-----------------|--|
| Subrecipient                        |  |                 |  |
| Subrecipient Code                   |  | Subgrant Number |  |
| Grant Program and Program Year (PY) |  | Grant Code(s)   |  |
| Project Contact                     |  | Email           |  |
| Grant Term                          |  | Date Submitted  |  |

1. Select the change(s) you are requesting to make (please add justification in box 2).

|  |  |  |   |  |  |   |  |  |
|--|--|--|---|--|--|---|--|--|
| <input type="checkbox"/> Scope of Work   |  |  | <input type="checkbox"/> Budget<br><b>Detail changes in box 3</b>   |  |  | <input type="checkbox"/> Performance Outcomes<br><b>Detail changes in box 2</b> |  |  |
| <input type="checkbox"/> Project Extension<br>Proposed Extended Date:<br>_____ |  |  | <input type="checkbox"/> Participants Served<br>From: _____ To: _____<br><i>(Reducing participants served may reduce funding award)</i> |  |  | <input type="checkbox"/> Other (Please describe in Question 3 below)            |  |  |

2. Provide justification for your request and include sufficient details including any impact to your project's planned participants, actual participants, planned expenditures, and actual expenditures to date. If changes to the scope of work are requested, describe the changes and explain how it differs from your original work plan. If changes to the budget are requested, explain why you are reducing funds from one line item and increasing funds in another line item.

# Project Modification Reasons

Prior approval required for program or budget-related reasons:

- ✓ Budget Realignment
- ✓ Administrative/Operational Changes
- ✓ Statement of Work Changes:
  - ✓ Project Scope
  - ✓ Credentials / Industry changes
  - ✓ Performance goals and measurements
- ✓ Change in Key Staff or Subcontractors

**Highlight** all modifications on current exhibits

# Project Modification Process

Email request to EDD WSB Project Management Team: [WSBProjectManagement@edd.ca.gov](mailto:WSBProjectManagement@edd.ca.gov).

Expect the approval process to take between 7-9 weeks

Contact *PM Team* to discuss options, request PMR Form

Submit PMR Form to *PM Team*

Modify exhibits as directed (PM can provide)

Submit email request with PMR form with modified exhibits

*PM Team* to process PMR

After EDD approval, new exhibits will replace prior in subgrant agreement

**Highlight** all modifications on current exhibits