

Administrative Office of the Courts
Department of Family Administration

Frequently Asked Questions: *Grant Budget Modifications*

What types of modifications are permitted?

The Department of Family Administration encourages grantees to modify their grant budgets whenever necessary to ensure the efficient and effective use of funds.

Modifications \$25,000 or greater OR 10% or more of your grant award amount require prior approval before expenditures are incurred.

Ex.#1 You were awarded \$100,000. You want to move \$10,000 from Personnel to Contracts – A modification request must be approved before funds are expended in the new line item.

*Ex. #2 You were awarded \$300,000. You want to move \$25,000 from Personnel to Contracts. A modification request **MUST** be approved before funds are expended in the new line item.*

Modifications less than \$25,000 or 10% of your grant award require the submission of the “Budget Modification” spreadsheet with an explanation of the modification, but do not require pre-approval.

What forms do I use?

The “Budget Modification” spreadsheet found on the last page of your Financial Reporting Workbook should be used for all modifications.

**Use the arrows on the bottom left-hand corner to navigate between spreadsheets. The “Budget Modification” spreadsheet is farthest to the right.*

What information should be included on the modification form?

The Budget Modification form allows you to enter adjustments by budget category. The “Justification” column should include a breakdown of the modified category by line items being affected by the modification. Be sure to provide a specific explanation of the modification. *See Example at the end of these questions/answers.*

How do I add a position or line item that was not included in the original budget?

Any positions or line items that were not included in the original budget should be described in the "Justification" section of the Budget Modification Form.

Because these types of modifications will require your Financial Workbook to be revised to include the new position or line item, you will not be able to charge expenses to this line item until you receive your modified Workbook. Contact the Grants Staff when you need to request this type of modification so that we can expedite the process.

When do I submit a request to modify my budget?

Modifications greater than \$25,000 or 10% or more of your grant award amount must be submitted prior to expenditure of funds outside of the original budget.

Modifications less than \$25,000 or less than 10% of your grant award do not require prior approval and can be submitted with your quarterly financial reports.

How do I submit a request to modify my budget?

For modifications greater than \$25,000 or 10% or more of your grant award and therefore requiring prior approval,

Email to: DFAGrants@mdcourts.gov

Mail Original to: Connie Kratovil-Lavelle, Executive Director
Department of Family Administration
Administrative Office of the Courts
580 Taylor Avenue, 2nd Floor
Annapolis, Maryland 21401

Modifications less than \$25,000 or less than 10% of your grant award do not require prior approval and can be submitted with your quarterly financial reports.

Who do I contact with questions?

Grants Staff:

Jennifer White, Grants Assistant	410-260-1730	Jennifer.White@mdcourts.gov
Mona, Wilhelmy, Financial Officer	410-260-3522	Mona.Wilhelmy@mdcourts.gov

EXAMPLE:

Item	Approved Grant Budget	Request for Modification (+/-)	New Approved Grant Budget	JUSTIFICATION (Please provide detailed information of changes in line items in the cover letter for this form)
Personnel	47,719.00	-5,000.00	42,719.00	Volunteer Advocate position was vacant for 3 months; \$5,000 is being moved from that position's salary into training line item & Contracts/Consultants.
Fringe Benefits	6,907.00	0.00	6,907.00	
Contracts/Consultants	5,000.00	+2,500.00	7,500.00	New contract with a trainer has been added to conduct training on handling domestic violence cases that involve custody issues.
Equipment/Software	0.00	0.00	0.00	
Printing/Photocopying	0.00	0.00	0.00	
Supplies	0.00	0.00	0.00	
Travel	600.00	0.00	600.00	
Other Direct Costs	4,640.00	+2,500.00	7,140.00	\$2,500 is being added to the training line item.
Indirect	0.00	0.00	0.00	
Total	64,866.00	0.00	64,866.00	