

# PROJECT MODIFICATION REQUEST GUIDANCE

## WHAT IS A PROJECT MODIFICATION REQUEST?

Budget revisions are often necessary throughout the lifetime of a grant. Budget revisions require approval which is obtained by submitting a Project Modification Request (PMR) in Egrants. PMRs are comprised of a revised budget and detailed justification for the revisions.

## WHAT MODIFICATIONS CAN I MAKE TO MY GRANT?

Your School Safety and Security grant may consist of up to two different types of funding, commonly referred to as Part A and Part B.

**Part A** consists of noncompetitive funding which was awarded to any Act 44 eligible school entity that submitted a complete application within the 2018 funding announcement timeframe. Part A funding may be modified as needed.

**Part B** consists of the competitive portion of funding which was awarded to Act 44 eligible school entities that received the highest scores within their regions. Part B funds are subject to much stricter grant modification eligibility due to the competitive nature of the funding. As reviewers based their scores on what was detailed in the application, it is not possible to modify the grant in a way that changes the scope of the project as proposed within the application.

If you are unsure of whether a modification you would like to make is allowable, please email details regarding the modification to [RA-CD-SSSC@pa.gov](mailto:RA-CD-SSSC@pa.gov) for guidance.

## WHEN SHOULD A PROJECT MODIFICATION REQUEST BE SUBMITTED?

As budget revisions require approval, it is necessary to submit a PMR prior to expending any money not currently listed in your budget.

PMRs should be submitted when there is a change:

- Between budget categories that exceeds 10% of the total project cost
- To purchase additional items or items not included in the approved project budget
- To the personnel positions listed in the approved project budget (including salary)
- Which would affect the project's objectives or scope, e.g., a change in the target population and/or services to be provided
- In the dates of the project's duration

## WHY SHOULD A PROJECT MODIFICATION REQUEST BE SUBMITTED?

A budget which accurately reflects grant expenses is necessary to effectively manage funds. Grant funds spent on unapproved items may be subject to recovery.

## HOW ARE PROJECT MODIFICATION REQUESTS SUBMITTED?

PMRs are created in and submitted through Egrants. A separate guide has been created to walk you through the Egrants PMR process and can be found on the [PCCD Grant Training Site](#).

**If you have any grant specific questions or would like clarification on any of the information provided above, please email [RA-CD-SSSC@pa.gov](mailto:RA-CD-SSSC@pa.gov)**