

► Competitive Grant: Grant Agreement Modification



When a Grantee decides to make changes to a [Competitive Grant](#), they need to complete a Grant Agreement Modification. Similar to an Entitlement Grant Amendment, the Competitive Grant Agreement Modification is only needed if there are:

- Changes to the program activity and request for a no cost time extension
- Budget transfers greater than 10% of the total approved budget into a previously approved line
- Any changes to 200-320, Subgrantee Budget, where the above three conditions apply
- Changes to the approved equipment*
- Changes to indirect costs

If the Grantee determines a Grant Agreement Modification is required, the following information needs to be submitted via EWEG.

Cover Letter (Upload Tab)	Budget Modification Request Worksheet (Upload Tab)	Revised Budget Detail (Budget Tab)
<ul style="list-style-type: none">• The cover letter must be signed by CSA/CEO.• Must provide a compelling programmatic rationale for the modification.• Justification for project changes and budgetary decreases as well as increases.	<ul style="list-style-type: none">• Must be signed by SBO/CFO.• Must reflect the approved budget's proposed plus and minus changes and the proposed revised budget.• Section I: Enter the previously approved budget.• Section 2: Show the requested changes (+) and (-)• Section 3: Enter the new revised budget.	<ul style="list-style-type: none">• Create Amendment 2 in EWEG. Edit the budget to reflect the uploaded Budget Modification Request Worksheet• When working in EWEG, always subtract funds from a line before adding funds to another line.• Run a consistency check and submit Amendment 2.

Click here for more detailed information on [Grant Agreement Modifications](#).

* Grantees are limited to the specific equipment items listed in the final approved grant application budget. To comply with federal requirements, all equipment purchases require prior NJDOE approval. You can pay more or less than the approved amount, but the approved equipment item itself cannot be changed without permission.