



ARKANSAS DEPARTMENT OF FINANCE AND ADMINISTRATION  
OFFICE OF INTERGOVERNMENTAL SERVICES

**SUBGRANT ADMINISTRATION GUIDE**  
PART I: GENERAL INFORMATION

**G. ADJUSTMENTS TO SUBGRANTS**

Subgrant organizations may request changes and/or corrections for any administrative or financial aspect of subgrant. Subgrant organizations must give prompt notification to DFA/IGS of events or proposed changes which may require an adjustment. In requesting an adjustment, the subgrant organization must set forth the reasons and basis for the proposed change and any other data deemed helpful for DFA/IGS review and approval.

1. **BUDGET REVISIONS**

- a. Subgrant organizations may request one (1) revision to the approved budget during the second quarter of the subgrant year in order to reallocate dollar amounts among budget categories within the existing subgrant amount. The approved amount of federal support may not be increased by this procedure.
- b. *A Budget Revision Request Narrative and the Budget Revision Worksheet* must be used to request budget changes associated with a subgrant. These forms are part of the *Financial Workbook*.
- c. The request is reviewed by DFA/IGS. Once a decision has been made on the proposed adjustment, the subgrant organization is notified via e-mail or other written correspondence of the decision.
- d. Once approved, the revised budget must be signed in **BLUE** ink and returned to DFA/IGS, where it is made a part of the subgrant file.
- e. Requests for budget revisions will be considered from January 1<sup>st</sup> thru March 31<sup>st</sup>. Requests made after 31<sup>st</sup> will not be considered.

2. **CHANGE IN AUTHORIZED OFFICIAL and/or AUTHORIZED OFFICIAL'S CONTACT INFORMATION**

- a. A subgrant organization may make changes to the person who is responsible for authorizing and signing official documents, such as subgrant documents, progress reports, etc.
- b. Changes requiring notification to DFA/IGS include name, address, phone number, email address, fax number, cell phone number, title, etc.
- c. Subgrant organizations are required to notify DFA/IGS of such changes by submitting the *Notification of Change in Authorized Official* form.



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**3. STAFF CHANGES**

- a. A change in or temporary absence of the project manager/director of a subgrant requires notification to DFA/IGS.
- b. A change in or temporary absence of any grant funded positions requires notification to DFA/IGS.
- c. Subgrant organizations may notify DFA/IGS staff via e-mail or phone of any such changes.
- d. Failure to notify DFA/IGS of changes in management will be deemed as noncompliance with the terms of the subgrant agreement and may result in DFA/IGS withholding funds up to the termination of the subgrant award.

**4. CHANGES IN SCOPE OF PROJECT**

- a. Subgrant organizations may make minor changes in methodology, approach, or other aspects of the subgrant to expedite achievement of the subgrant's objectives.
- b. Changes in scope, duration, activities, or other significant areas require prior approval from DFA/IGS. Examples of these changes include:
  - i. Altering programmatic activities;
  - ii. Affecting the purpose of the project;
  - iii. Changing the project site; and
  - iv. Changes in scope that affect a subgrant organization's budget must follow the budget revisions procedures outlined in section G.1.

**5. CHANGE IN MAILING ADDRESS**

- a. Subgrant organizations are required to notify DFA/IGS of changes to their mailing address.
- b. Notification must be made on the subgrant organization's official letterhead.
  - i. Notification must include the previous mailing address, the new mailing address, and the number(s) of all subgrants received by the organization.



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- ii. Notification must be signed and dated in **BLUE** ink by the authorized official of the subgrant organization.

**6. CHANGE IN AGENCY NAME**

- a. Subgrant organizations are required to notify DFA/IGS of changes in agency name, by submitting the following documents:
  - i. A completed W-9 Form;
  - ii. An Articles of Amendment Letter from the Secretary of State's office, and
  - iii. A letter from the Internal Revenue Service confirming amendment to 501(c)(3) status.

**7. CHANGE IN E-MAIL ADDRESS**

- a. Subgrant organizations are required to notify DFA/IGS of changes to their e-mail address.
- b. Notification is made via e-mail.