



## Memorandum

**Program:** Office of Contracts Management

**Date :** August 2024

### Contract/Grant Modification Policy

The Office of Contract Management is responsible for modifying all contracts and grants as required by program, operation, or fiscal necessity. This responsibility results in an extremely high volume of transactions that consume a great deal of staff time and resources. In many cases, the requested change is not significant enough to justify the use of staff resources that could be spent on other high priority contracting activities. This reality has resulted in the following policy:

No request for contract or grant modification resulting in an increase of not to exceed contract/grant value of less than \$5,000 will be approved or processed unless specifically required by state or federal grantor mandate or emergency need as jointly determined by Contracts and Program staff.

Proposed reductions in contract or grant budgets that do not result in substantive change to the scope of services will not be formally modified. Purchase orders, however, will be revised as necessary and appropriate to unencumber funding.

Budget revisions that do not result in a change to the not to exceed value of the contract/grant or substantive change to the scope of services will not be formally modified. These types of revisions will be informally processed, and contractors will be required to modify budget and invoice templates as necessary and appropriate.

