

## K14 Technical Assistance Providers (TAPs) – Program and Budget Modification Requests

If the host seeks to change the approved K14 TAP program or budget in a way that is substantially different than what was approved, then a modification request needs to be submitted.

Substantially different in terms of the program means that the scale, scope or purpose has changed significantly from what was proposed by the host and approved by the Chancellor's Office. This may require a change to the work plan and budget.

A substantial change to the budget would add cost categories that were not included in the proposed budget, or move a significant amount of funds between cost categories (object codes) to an extent that the nature of the work has changed.

### Process to Request Program or Budget Modification

1. Send an email to the Fiscal Agent, [Santoyo\\_Sarah@rsccd.edu](mailto:Santoyo_Sarah@rsccd.edu), and copy the Regional Consortium Chair/Director, to summarize the modification request and the rationale for it.
2. The Fiscal Agent representative will consult with the Chair to review the request and confirm that it allowable within the grant terms and purpose.
  - a. If approved at this level, the Fiscal Agent will forward the request for approval by the Chancellor's Office.
  - b. If not approved at this level, the request will be returned to the host with request for additional information or clarification and/or with an explanation for why the request was not approved.
3. Once the Fiscal Agent receives the Chancellor's Office's decision on the modification request the information with further instructions, if needed, will be sent to the host.