

## **INSTRUCTIONS FOR REQUESTING MODIFICATIONS AND TIME EXTENSIONS TO YOUR GRANT AGREEMENT**

We understand budgets submitted with grant applications are best estimates of expenditures necessary for the successful completion of the proposed project. Once any project is underway adjustments to the proposed budget are sometimes needed. Minor budget modifications can be made without prior written approval from Ohio EPA provided the modifications do not increase the total grant award or the specific retrofits your project proposed. Once you have determined a modification to the budget is necessary, within 30 days you must notify Ohio EPA in writing (or e-mail) of these changes.

If the modification to the budget is being made as a result of a more significant change in your project activities, however, you will also need written approval of the proposed changes in activities. For example, if you decide to substitute a different type of pre-heater or filter cleaner that was available more cheaply, you could notify Ohio EPA after the fact. If you decide to substitute a different type of retrofit equipment or install the equipment on a different bus than you proposed in your grant application, those changes would require prior written approval from Ohio EPA. Requests for an increase in the overall award amount cannot be approved.

If you want to modify your retrofit plans (for example to retrofit a different bus than originally proposed) or schedule, or if you feel you need an extension of your Project Period, you must request prior approval in writing (or e-mail) from Ohio EPA. Please prepare all written requests on your organization's letterhead. At the top of the front page, type "**Activity/Budget Modification Request**" or "**Project Period Extension Request**", and reference your Clean Diesel School Bus Fund Grant ID number. E-mailed requests need not be on letterhead as long as the communication clearly identifies the school district making the request. Staff in the Office of Environmental Education will respond in writing (or by email) to these requests. The written/e-mailed request and Ohio EPA's written/e-mailed approval will serve as a modification to your Grant Agreement, to be kept on file with the contract.

Please call the Office of Environmental Education at (614) 644-2873 with any questions about budget or activity modifications you may want to make.