



### **FA-3 PRIOR APPROVAL REQUESTS**

#### **POLICY:**

Title X delegate agency must seek prior approval requests to make post-award changes to their approved application. Prior approval requests must be made in writing (e-mail is acceptable) to the state office within the budget period.

#### **PROCEDURE:**

1. Examples of activities requiring prior approval are:
  - a) change in scope
  - b) during the budget period, when the delegate agency experiences a surplus of funds due to:
    - i. increased revenues;
    - ii. decreased expenses; or
    - iii. a combination of both.
  - c) approved funds are moved from one budget category or line item to another within the budget period which exceed 10% of the total approved budget
  - d) new contractor or consultant

In the activities stated above, the delegate agency must submit a brief explanation with reason(s) for the change. Should there be a budget change; the budget justification must explain the budget line item changed and a brief explanation with reason(s) for the change. The revised budget must be detailed to support all proposed costs.

Upon receipt and acceptance of the revised delegate budget, the state office will provide an amended monthly reimbursement report excel book with the approved budget noted in the 'approved budget' column. This workbook will be used for monthly reimbursement report submission for the remainder of the grant period.

2. A prior approval request may require an amendment to the post-award.