

## WINN Project Modification Request Form

Use this form to request a modification (s) to a WINN Grant which meets one or more of the criteria listed below. Once this form is completed, please email it to the Program Administrator prior to the effective date of the change. You will receive an email notification once your modification is approved. Grantees making unauthorized changes to their Project Activities or Budget risk having disallowable costs that will not be reimbursed. Recommended lead time to seek prior approval is 30 days.

### Section I: Grantee Information

Date Submitted:

Submitted by (name, telephone number and email of contact person):

Grantee Name:

WINN Project Name:

POC Name:

POC Title:

POC phone number and email address:

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

### Section II: Modification Request Criteria

Please select the type of Project modification:

- Budget - Changes of 10 percent or more to the type or amount of budget line items in Grantee's Approved Project Budget
- Change to Project Employer Partners, Jobs and/or Wages
- Change in Project Outcomes
- Change to Project Timelines
- Other significant change to Program Design or Workforce Diversity Action Plan

### Section III: Reason for Modification

### Section IV: WINN Review

For completion by GOED

Date Received:

WINN PA Reviewed:

Notes: