

ABC Community College
123 Grants Avenue
Dallas, TX 75202
(123) 456-7890

US Department of Labor
Federal Project Officer:
Employment & Training Administration
525 Griffin Street, Suite 317
Dallas, TX 75202

January 1, 2014

RE: Grant Number –
Request prior approval to modify budget

Federal Project Officer:

ABC Community College (ACC) requests grant officer approval to modify the current budget.

The revision is necessary because ACC's original budget listed 10 manikins priced at \$2,000 each in the budget's equipment line item. These items were inappropriately placed in the budget's equipment line item based on the college's definition of equipment. In order to correct our budget so that we may ensure adequate funds are in the correct category, we requests to move \$20,000 from the equipment line item to the supply line item.

At this time no other revisions are necessary.

Attached you will find a revised 424A and budget narrative, and a budget modification worksheet to identify where the changes were made.

Please contact John Dow, TAACCCT Project Director, at (XXX) XXX-XXXX if additional information is needed.

Respectfully,
Signature Authority