

CRIMINAL JUSTICE COORDINATING COUNCIL
SUBGRANT ADJUSTMENT REQUEST
FEDERAL GRANT # FY13 STATE APPROPS

ADJ REQUEST #: 3

REQUEST DATE: _____

SUBGRANTEE: Sample Form

SUBGRANT #: A12-8-XXX

PROJECT NAME:

NATURE OF ADJUSTMENT:

Mark all that apply.

Adjustments of each type
shown should be entered
in the section indicated.

____ REVISED BUDGET Go To SECTION I
____ PROJECT PERIOD AND/OR EXTENSION. Go To SECTION II
____ PROJECT OFFICIALS/ADDRESSES. . . Go To SECTION III
____ PROJECT PERSONNEL. Go To SECTION III
____ GOALS AND OBJECTIVES Go To SECTION III
____ OTHER. Go To SECTION III

MUST BE JUSTIFIED AND EXPLAINED THOROUGHLY IN SECTION IV.

SECTION I. REQUEST FOR BUDGET CHANGE - JUSTIFY IN SECTION IV.

	CURRENT APPROVED	REVISIONS +/-	REVISED BUDGET
PERSONNEL	\$ 6,338	_____	_____
EQUIPMENT	0	_____	_____
SUPPLIES	0	_____	_____
TRAVEL	45	_____	_____
PRINTING	0	_____	_____
OTHER	391	_____	_____
TOTAL	\$ 6,774	_____	_____
Federal	\$ 6,774	_____	_____
Match	\$ 0	_____	_____

SECTION II. REQUEST FOR CHANGE IN PROJECT PERIOD - JUSTIFY IN SECTION IV.

CURRENT GRANT PERIOD	REQUESTED GRANT PERIOD	FOR EXTENSION,
Start Date: 07/01/12	Start Date: _____	# OF MONTHS: _____
End Date: 09/30/12	End Date: _____	

NOTE: The maximum extension request cannot exceed 12 months.

SECTION III. REQUESTS FOR REVISIONS TO PROJECT OFFICIALS/ADDRESSES, PROJECT PERSONNEL,
GOALS AND OBJECTIVES, AND/OR OTHER NON-BUDGET, NON-PERIOD CHANGES
(JUSTIFY IN SECTION IV.)

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SECTION IV. JUSTIFICATION OF ALL REQUESTED ADJUSTMENTS, REVISIONS, AND/OR CHANGES

All requested adjustments in Sections I, II & III (page 1) must be justified in detail in this Section. Include item costs, descriptions, equipment lists, detailed explanations, and any other information that would further clarify and support your request for adjustment. Attach additional pages as needed.

SUBMITTED BY:

Signature of Financial Officer or Project Director

Title

Date

CJCC ROUTING AND APPROVALS:

Approval

Disapproval

Reviewer Signature

Reviewed By:

Authorized By:
