



1.4.11 PRIOR APPROVAL REQUESTS

POLICY:

Subrecipients must seek a prior approval request to make a post-award change to their approved family planning program application. A prior approval request must be made in writing (e-mail is acceptable) to the ND FPP state office within the project period.

PROCEDURE:

Examples of activities requiring prior approval to make post-award changes to an approved application are:

- Change in project scope or objective
- To move funds from one budget category or line item to another within the project period which exceeds 10% of the total approved budget
- Lack of spending
- Out-of-state travel
- Equipment purchases greater than \$5,000
- New contractor or consultant
- Use of the ND DHHS or ND FPP logo

For a change in project scope or objective, the subrecipient 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(s) changed and a brief explanation with reason(s) for the change. The revised budget must be detailed to support all proposed costs.
 - Upon receiving and accepting the revised subrecipient budget, the state office may provide a revised Family Planning Expenditure Report.

A prior approval request may require an amendment to the contract.