

## Requesting Changes

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| <b><i>Instructions for:</i></b>       | Requesting WFF grant project changes.   |
| <b><i>Purpose:</i></b>                | <p>WFF will consider changes to the grant plan and/or contract if the changes meet the following criteria:</p> <ul style="list-style-type: none"> <li>• Need is driven by business.</li> <li>• Improves or does not decrease the project value for businesses/trainees.</li> <li>• Provides the same or greater benefit to the State.</li> <li>• Meets the original intent and purpose of the project and does not significantly change the criteria on which the grant award was issued.</li> </ul>  |
| <b><i>Process:</i></b>                | <p>Please contact OSD for approval regarding any changes you wish to make to your application plans, budget detail, and/or contract. For all types of changes, please submit your request via email to <a href="mailto:WisconsinFastForward@dwd.wisconsin.gov">WisconsinFastForward@dwd.wisconsin.gov</a> with as much detail as possible concerning plan changes and justifications.</p> <p><b>Three types of changes that OSD will consider:</b></p> <ol style="list-style-type: none"> <li><b>1. Program Budget Detail Changes:</b><br/>Approval/denial will be provided in an email. OSD needs to know about budget changes to ensure that appropriate grant expenditures are not denied for reimbursement. <b>Examples:</b> Instructor substitution or price differences within a budget category, such as hammer prices increased but nail prices fell.</li> <li><b>2. Program Changes:</b><br/>Approval/denial will be provided in an email and may include an official signed form. Please note that grant awards are competitively issued based on grant application details, and training project changes might have affected award decisions. <b>Examples:</b> Changes in business partners, training providers, planned courses, using unexpected savings for unplanned expenditures, etc.</li> <li><b>3. Contract Changes:</b><br/>Approval/denial will be provided in an email. OSD strives to limit contract changes, all of which require an official amendment to a grant contract. <b>Examples:</b> Changes between budget line items or the grantee organization due to unforeseen circumstances, such as an acquisition. OSD may also approve changes to a grant period or the number of trainees served, which may reduce a contracted grant award.</li> </ol> |
| <b><i>Additional Information:</i></b> | Contract Section VI: Grant Revisions and/or Terminations  |