

California State Library
California Civil Liberties Public Education Program
Grant Award Modification Instructions – FY 09/10

1. This form is used to revise the current approved budget.
2. **All modifications must be in writing to the CCLPEP Project Manager.** The grantee wishing to request such an adjustment must file the Grant Award Modification (CCLPEP 4), according to instructions. The change is subject to approval.
 - a. Complete section 1 using the information furnished in the subject line of the original Grant Award Letter signed by the State Librarian. Indicate the type of modification in section 2. Show all budget categories in section 3, including current budget, proposed adjustment and revised budget. Include a justification for the requested modification in section 4.
 - b. Section 5 -- The form must be signed and dated by the grantee or the Project manager and by the Project Financial Representative, if other than the grantee. SECTION 6 is for State Library use – please do not write in this section.
 - c. Budget modifications should be submitted at least four weeks in lead time. Advance planning must be done to avoid last minute adjustments during the closing days of the project period.
 - d. Any adjustments in approved budgets must be documented and documentation retained in project accounts. Adjustments should be reported on the next quarterly financial statements.
 - e. All CCLPEP funds should be expended or obligated by June 30, 2011.
3. Mail one copy of the grant award modification form (CCLPEP 4) with original signatures to:

**California State Library
Fiscal Office - CCLPEP
P.O. Box 942837
Sacramento, CA 94237-0001**

Note that documents must be sent to the Fiscal Office. Sending them to any other address or person will delay the approval process. If direct delivery is used, the street address is:

**California State Library
Fiscal Office - CCLPEP
900 N Street
Room 155
Sacramento, CA 95814**