



The Commonwealth of Massachusetts Executive Office of Public Safety & Security Office of Grants & Research

Grant Award Modification (GAM) Guidance

- All spending (ANY AMOUNT) exceeding an approved cost category's allocation as reflected in your approved budget, will require the awardee to complete the GAM form and submit to your OGR program coordinator for approval **prior** to spending.



As an example the image below reflects a quarterly report that will no longer be acceptable as there is spending exceeding the amount in the approved cost category.

Quarterly Cash Expenditures

Cost Categories	Approved Budget	Quarter 1	Quarter 2	Quarter 3	YTD Cash Expenditures	Balance
Contract Costs		\$ -	\$ -	\$ -	\$ -	\$ -
Equipment Costs	\$ 40,000.00	\$ 30,000.00	\$ 10,010.00	\$ -	\$ 40,010.00	\$ (10.00)
Supplies Costs	\$ 20,000.00	\$ 15,000.00	\$ 2,500.00	\$ -	\$ 17,500.00	\$ 2,500.00
Other Costs		\$ -	\$ -	\$ -	\$ -	\$ -
TOTALS:	\$ 60,000.00	\$ 45,000.00	\$ 12,510.00	\$ -	\$ 57,510.00	\$ 2,490.00

The only exception may be the final quarterly report of the project period. Your grant manager has the discretion to approve spending exceeding \$1,000 per cost category in the final report without a GAM needed.

- Total spending must never exceed the amount of the grant award.
- A GAM will be needed for any spending in a cost category that has not previously been approved.
- It is strongly encouraged that no more than three (3) GAMs occur during a given performance period. Additional requests may or may not be approved.
- All GAM requests must be submitted to OGR at least 30 days prior to the end of the project period.
- GAMs must be reviewed and approved by the OGR program coordinator and division manager prior to the proposed spending change.
- GAM requests received after the Contract/ISA start date, for costs that occurred during the project period, cannot be processed after the Contract/ISA has ended.