

# Project Change Notices : A Quick Guide

When should you do a Project Change Notice?

- You need to revise your budget
- Have a change in personnel funded on the grant
- Have a change in project scope

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<b>NEVADA OFFICE OF THE ATTORNEY GENERAL</b>							
<b>FFY 2016 VIOLENCE AGAINST WOMEN ACT</b>							
<b>1. PROJECT CHANGE NOTICE</b>							
SUBGRANTEE:				SUBGRANT: 2016-VAWA-			
				CHANGE NUMBER: <input type="text"/>			
PROJECT TITLE:				CFDA No.: 16.588/16.017			
				FEDERAL FUNDS: \$ 0.00			
				MATCHING FUNDS: \$ 0.00			
GRANT PERIOD: July 1, 2016 - June 30, 2017				TOTAL GRANT AWD: \$ 0.00			
<p>Instructions for Budget Revision: Under Approved Budget, complete STOP/SASP columns with current award amounts. Under Revision Amounts, enter amount to add to line item and amounts to subtract (ex: -120.50). Total should equal \$0.00 unless additional funds are requested. Revised budget column will be the final budget revision request. Attach explanation and submit.</p>							
<b>2. APPROVED BUDGET FOR PROJECT</b>				REVISION AMOUNTS (+/- FOR EACH LINE ITEM)	FOR NVAOG USE ONLY		REVISED BUDGET
CATEGORY:	STOP	SASP	TOTALS		STOP	SASP	TOTALS
Personnel	\$0.00	\$0.00	\$0.00				\$0.00
Fringe	\$0.00	\$0.00	\$0.00				\$0.00
Consult/Contract	\$0.00	\$0.00	\$0.00				\$0.00
Travel	\$0.00	\$0.00	\$0.00				\$0.00
Supplies/Operat	\$0.00	\$0.00	\$0.00				\$0.00
Equipment	\$0.00	\$0.00	\$0.00				\$0.00
Training	\$0.00	\$0.00	\$0.00				\$0.00
Other	\$0.00	\$0.00	\$0.00				\$0.00
Match	\$0.00	\$0.00	\$0.00				\$0.00
<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>			<b>\$0.00</b>
<p>Instructions for Other Changes: Complete Name and Title for existing Project Director, Fiscal Officer, Project Staff, Board President or Equivalent Position in governmental units under From column and complete new information under To column. If this PCN is to request a change in scope, then please check box. Attach explanation and submit.</p>							
<b>OTHER CHANGES:</b>		<b>3. FROM</b>		<b>TO</b>			
<b>Personnel:</b>	Name						
	Title						
	Phone/Email						
	Name						
	Title						
	Phone/Email						
	Name						
	Title						
	Phone/Email						
<b>4. Change in Project Scope:</b> <input type="checkbox"/>							
<b>AGENCY APPROVAL</b>				<b>5. SUBGRANTEE ACCEPTANCE</b>			
Adam Paul Laxalt Attorney General				Executive Director Name/Title		President - Board of Directors, or Equivalent	
By: <b>Debbie M. Tanaka</b>				X		X	
NV STOP/SASP Administrator				Signature		Signature/Date	
X /				Signature		Signature/Date	
Signature of Approving Official/Date							

1. **Identifying information:** In this section you'll need to fill out the Sub-grantee Name, Project Name, Sub-Grant Number, and Change Number (*1 for the first change requested, 2 for the next etc.*) The rest of the information is already filled out or will fill out automatically when the next section is complete.
2. **Budget:** Everyone will fill out their current budget regardless if they are requesting a change in budget or not. This should also auto fill in the 'federal funds,' 'matching funds,' and 'total grant award' amounts in section 1. Those who are not revising their budget will just fill out their current amounts and move along, but those who are requesting revisions will also fill out the revision amounts column following the instructions on the form. (*See highlighted column.*)

APPROVED BUDGET FOR PROJECT				REVISION AMOUNTS (+/- FOR EACH LINE ITEM)	FOR AWARD USE ONLY		REVISED BUDGET TOTALS
CATEGORY:	STOP	SASP	TOTALS		STOP	SASP	
Personnel	\$0.00	\$0.00	\$0.00				\$0.00
Fringe	\$0.00	\$0.00	\$0.00				\$0.00
Consult/Contract	\$0.00	\$0.00	\$0.00				\$0.00
Travel	\$0.00	\$0.00	\$0.00				\$0.00
Supplies/Operat	\$0.00	\$0.00	\$0.00				\$0.00
Equipment	\$0.00	\$0.00	\$0.00				\$0.00
Training	\$0.00	\$0.00	\$0.00				\$0.00
Other	\$0.00	\$0.00	\$0.00				\$0.00
Match	\$0.00	\$0.00	\$0.00				\$0.00
<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>			<b>\$0.00</b>

3. **Personnel:** Follow instructions on the form, only those requesting a personnel change need to fill this section out.
4. **Change in project Scope:** Follow instructions on form, only those requesting a change in project scope need to fill this section out.
5. **Sub-grantee Acceptance:** Once the other areas are filled out, then print the form and have this final section signed.

Please also note the 2<sup>nd</sup> page, which you can find by clicking the yellow tab labeled –“ Explanation.” On this page you can provide a written explanation as to what changes are being made, why, and anything else you feel you need to let us know about. If you are looking for budget revisions to be made, please submit justification for the changes.

For personnel change we request you send in the job description and resume for the replacement with your completed PCN.

When the form is filled out and signed, please send a signed copy to Megan Nelson at either of the following emails...

[MNelson@ag.nv.gov](mailto:MNelson@ag.nv.gov)

Or

[AGGrants@ag.nv.gov](mailto:AGGrants@ag.nv.gov)

You may also send it in through the postal system to...

Attn: Megan Nelson - Grants  
 Office of the Attorney General  
 100 N Carson St  
 Carson City, NV 89701