GOCCP is committed to streamlining the grant administration process, whenever possible within state and federal guidelines, to minimize the administrative burden on subrecipients and maximize time dedicated to using grant dollars to serve Maryland’s citizens.

When is a Grant Adjustment Notice (GAN) required?

- You are required to submit a GAN if the budget modification changes the scope of the project. This would include altering the goals, activities and/or outcomes, adding budget line items, authorizing use of a subcontractor or other organization that was not identified in the original approved budget, or contracting for or transferring of grant award efforts; or

- If a budget modification affects more than one budget category. For example, if you wish to transfer funds between the Equipment and Personnel categories, GOCCP currently requires the submission of a GAN.

What project changes can I make without submitting a GAN?:

- You are not required to submit a GAN if the proposed changes are within both the same budget category and existing line items and if the overall changes do not exceed the total budget category (i.e. you are not requesting additional funding); and

- You are not required to submit a GAN to change the name(s) of approved grant funded personnel as a result of staffing changes. You can update GOCCP of staffing changes by including this information on your next quarterly progress reports.

What changes to the GAN process is GOCCP considering?

- GOCCP is exploring the possibility of increasing the functionality within its Grants Management System (GMS) to follow the federal government’s guidelines of allowing grantees to move up to 10% of the total award for grant awards that are $250,000 or more between budget categories without a budget modification. Stay tuned for future updates.