



CATPA GRANT Modification Request

Project Information

Grantee Name: _____
Project Title: _____ **Project Director:** _____
Grant Number: _____ **Financial Officer:** _____

Submission Information

Prepared By: _____ **Submission Date:** _____
Contact Phone: _____ **Request Number:** _____

Check all of the following affected by this Modification Request.

Budget Revision Request

- Total Budget Request
- Adjustment to move less than \$10,000 per Budget Category
- Adjustment to move less than 10% per Budget Category
- Adjustment to move more than \$10,000 per Budget Category
- Adjustment to move more than 10% per Budget Category
- Increase existing award
- Decrease existing award
- Request to purchase equipment valued at more than \$5,000

Program Revision Request

- Add or delete project initiatives
- Add or delete project goals
- Add, delete or modify existing program objectives
- Add, delete or modify existing program measurements

Acknowledgement

I certify that the information provided in this Modification Request is accurate. I certify that the requested expenditure and/or program modifications are not authorized for this CATPA grant project without written approval from CATPA. I also certify that I am authorized to submit this form.

Project Director's Signature _____
Financial Officer's Signature

Review Process

CATPA Staff Staff Review Date:

CATPA Board Board Review Date:

Denied

CATPA Grant Manager's Signature _____
CATPA Director's Signature

Grantee Name:
Project Title:
Grant Number:



CATPA
Colorado Auto Theft
Prevention Authority
Department of Public Safety

Reasoning for Modification Request

Reasons for this request:

Grantee Name:
Project Title:
Grant Number:



CATPA
 Colorado Auto Theft
 Prevention Authority
 Department of Public Safety

Budget Revision Request

	Current Grant Budget	Revision Requested	Requested Modified Budget
PERSONNEL - SALARY			
PERSONNEL - OVERTIME			
SUPPLIES & OPERATING			
TRAVEL			
EQUIPMENT			
CONSULTING SERVICES			
SUBTOTAL BEFORE GRANT ADMINISTRATION			
GRANT ADMINISTRATION			
GRAND TOTAL			

Budget Revision Narrative

Provide a brief summary of the above budget revisions.

Grantee Name:
Project Title:
Grant Number:



CATPA
Colorado Auto Theft
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Program Revision Narrative

Provide a brief summary of any project changes including changes to Program Initiatives, Goals, Objectives and Measurements.

Grantee Name:
Project Title:
Grant Number:



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For CATPA Office Use Only

Comments and Notations:

Processes Required:

- Contract Amendment**
- Grant Funding Change Letter**
- Option Letter**
- Grant Equipment Certification Form**
- Equipment Inventory Update**

Completion Date: