

**CRIMINAL JUSTICE COUNCIL**  
**\*\*\* SUBGRANT ADJUSTMENT REQUEST \*\*\***

TO: \_\_\_\_\_, Project Monitor

Your consideration of the following adjustment is requested.

Subgrant Number:	By: _____ (Signature)
Subgrantee:	Title: _____
Project Title:	Date: _____

**\*\* TYPE OF ADJUSTMENT \*\***

A. Change Project Period:

CURRENT PERIOD >	Begin	End	PROPOSED PERIOD >	Begin	End
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B. Modify Project Budget:

	----- Total Project Budget -----	Identify items deleted/added		
Budget Category	Current Budget	< ----Change---- > -                    +		Proposed Budget
Personnel	\$	\$	\$	\$
Fringes				
Contractual				
Travel				
Supplies				
Operating				
Equipment				
Other/Audit				
Indirect		\$	\$	
<b>TOTAL AWARD \$</b>		(-)	(+)	\$

C. Other modification to current agreement:

(Describe - use reverse side, if needed)

Explanation of Need: On reverse side describe briefly the need for the adjustment.

