



*Improving the Lives of Older Adults and People with Disabilities  
Through Services, Research, and Education*

**To:** Recipients of Mandatory/Formula Grants Issued by the Administration for Community Living

**From:** Rasheed Williams, Deputy Administrator for Management and Budget

**Subject:** Request for Change in Key Personnel – Mandatory/Formula Grants Module in GrantSolutions

**Date:** September 3, 2021

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The Administration for Community Living (ACL) is issuing the following guidance on how recipients of ACL-funded mandatory/formula grants should make a request for change in key personnel. The purpose of the guidance is to clarify ACL's long-standing policy and interpretation of requirements related to grants management. This guidance supersedes any previous guidance related to Changes in Key Personnel. The guidance applies to all mandatory/formula grants and will become effective 30 days after the date of the guidance.

### **Regulatory Requirement**

Pursuant to § [2CFR 200.308\(c\)\(2\)](#), recipients of federal funds must request approval from the grantor for a number of changes related to the grant, including a Change in Key Personnel identified in the application for federal funds or in the grant award. The regulation defines a Change in Key Personnel as the replacement or change in status (such as an absence for any continuous period of 3 months or more, or reduction of time devoted to the project by 25 percent or more from the level in the approved application) of the Principal Investigator/Project Director (PI/PD).

### **Amendment Submittal Process**

All requests for Change in Key Personnel should be submitted via email by the grantee with the required documents to the ACL program representative for confirmation. The ACL program representative will acknowledge the change in Key Personnel within ten business days and forward the request and coordinate closely with the ACL Center for Management and Budget (CMB) to document the change.

### **Documents Required**

- A dated cover letter signed by the Authorized Organizational Representative (AOR) or designee that includes:
  - Grant Award Number and Grantee Organization Name
  - Justification for the change in key personnel
  - New personnel contact information (name, title, business phone number and business email address)
- A resume, biographical sketch or curriculum vitae of the proposed individual

**Future Correspondence**

The new key leadership personnel will be included on email correspondence the next time a Notice of Award (NOA) is issued.

For any questions, please contact your respective ACL grant point of contact.

Best,

Rasheed Williams  
Deputy Administrator for Management and Budget