



*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 – Non-Discretionary Grants Module in GrantSolutions

**Date:** September 3, 2021

---

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 § [2 CFR 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 a Change in Key Personnel for your federal grant should be submitted by the grantee in the [Grants Management Module](#) as a new amendment by accessing **Manage Amendments**, click **New**, select appropriate key personnel change amendment and **Create Amendment**.

Change in Key Personnel amendments:

- ACL Change PI/PD Info

GrantSolutions has a training video showing grantees how to request and manage grant amendments – which in addition to changes in personnel, includes information regarding no-cost extension requests, supplements, changes in address, and more. You can access the video is at the bottom of [this page](#).

### **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

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

Best,

Rasheed Williams  
Deputy Administrator for Management and Budget