



# Office of Budget and Management

John R. Kasich  
Governor

Timothy S. Keen  
Director

## MEMORANDUM

**To:** Fiscal Officers and Controlling Board Designees for State Agencies, Boards and Commissions  
**From:** Randy Cole, Controlling Board President  
**Date:** September 21, 2011  
**Re:** New submission process for non-substantive change letters through e-CB

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A non-substantive change to a previously approved Controlling Board request requires the approval of the President of the Controlling Board. These were typically emailed to the Controlling Board President and/or Executive Secretary for consideration. Since most of the requests are done through e-CB, the requesting agency can now complete the request for change using a new e-CB application.

The same guidelines as presented in the Controlling Board manual apply. Non-substantive changes include the following:

- The term or fiscal year for which the contract is approved.
- The term or fiscal year change must be within the current biennium.
- The contract amount allocated to each fiscal year of the biennium.
- The appropriation line item number or name or fund identified in the request.
- The subcontractor(s) identified in the contract.
- The Company/Organization identified in the request has changed its name.
- Any other change which the President identifies as a non-substantive

Anyone with e-CB access can create and submit a non-substantive change request to the Controlling Board president through the new application.

Starting October 1, 2011 all non-substantive changes should be submitted through the e-CB website. A job aide may be found in the **Important Information** section on the website: [www.ecb.ohio.gov](http://www.ecb.ohio.gov). For technical support please contact OBM ITO Help Desk by either calling 614-466-4444 or email to [obm.appsupport@obm.state.oh.us](mailto:obm.appsupport@obm.state.oh.us). Any other questions or concerns please feel free to contact the Controlling Board office at 614-466-5721.