

Instructions for DEQ Amendment Form Nonpoint Source Program

Revised 4/2/09

Grantees should discuss any changes to grant contracts with their Department of Environmental Quality (DEQ) Project Administrator (PA), who will determine if an amendment or notice of change is needed. If the PA determines an amendment is needed, the directions below should be followed to fill out the amendment form.

An amendment to a grant contract is needed for any of the following:

- A change in the project scope (as defined by the Nonpoint Source (NPS) Program PA).
- A change in the contract end date.
- A change in the amount of the grant.
- A change to the distribution of funds of 10% or more in the grant budget.

Open the form in Word.

- The form will open up highlighting the first gray box (which is after the DEQ Tracking Code/Project Number). Fill in the DEQ Tracking Code.
- TAB to the next gray box, which is the Amendment request number. Fill in the amendment request number, which is 1 if this is the first amendment for this project, 2 for the second amendment, etc. *Notices of Change are not included in this count.*
- TAB to the next gray box, which is the name of the agency requesting the amendment. Note that this must be the grantee and not a consultant.
- TAB to the next gray box and fill in the agency name again.
- TAB to the next gray box and fill in the date the original grant contract was signed by the DEQ.
- TAB to the next gray box and fill in the name of the grant project.

Below this are three possible changes. TAB to the **Project Scope**. If your grant requires a change in project scope, type in what that change consists of. If your grant does not require a change in project type, type: *There is no change in project scope*. Whatever you type in this gray box will replace the text currently in the gray box.

TAB to the next gray box under **Contract Period**. If you are changing the end date, change the current date first, then TAB to the next box and put in the new proposed end date. Then TAB to the next gray box and hit the Delete button so the text in the gray box disappears. Then TAB to the Compensation. If you are not changing the Contract Period, TAB to the gray box and type: *There is no contract period change*. Then TAB to the Compensation.

Type in a description of the **Compensation** change OR write: *There is no compensation change*. The description should include the amount(s), the source, and destination of funds.

NOTE: Changing the budget also requires submitting a budget revision form along with the amendment. Add "See budget revision form" in the description of the Compensation change.

Save this document onto your computer. **Print** two originals, sign both originals and mail to the Financial Analyst assigned to the grant. If a budget revision is included, print two copies of the Budget Revision Form and attach to the amendment forms. In addition, **e-mail** an electronic version of the amendment to the PA; attach the e-copy of the Budget Revision Form, if applicable.

The PA must route rationale for the amendment with the amendment form. The rationale should generally be contained in the e-mail exchange(s) between the PA and the grantee.

Once the amendment form is signed by the DEQ, one signed original will be returned to the grantee.