



Instructions for DEQ Amendment Form Nonpoint Source Program

Step 1: Determine if an Amendment is needed.

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 in the distribution of funds of 10% or more in the grant budget.

Please note that as of April 2009, the amendment form needs to state only what the change is. The rationale for the amendment should be provided in a cover letter or in email from the PA.

Step 2: Fill out the Amendment Form.

Open the form in Word and save this document onto your computer.

- The form will open up highlighting the first gray box. Fill in the DEQ Tracking Code.
- TAB to the next gray box. 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: "Other Agency." Fill in 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 requesting the amendment 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: Project Scope, Contract Period and Compensation.

- TAB to the **Project Scope**. If your grant requires a change in project scope, type in what that change consists of. You must also attach a modified work plan.

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, enter 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.

- Tab to the next gray box under 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.

- **Sign and date the form**

Step 3: Get Your Amendment Approved.

IF your organization needs signed original documents:

1. **Print two originals.**
2. Sign both originals and mail to Amy Peterson in Lansing:
3. Include two print copies of the Budget Revision Form, as applicable, and attach to the amendment forms.
4. E-mail the PA an electronic version of the cover letter and provide rationale for the amendment. The PA will then review and forward the email to Amy Peterson, upon which time it will be processed in Lansing.
5. An original signed amendment will be sent back to the grantee.

If your organization does not need signed original documents e-mail:

1. **A PDF** version of your signed amendment to your PA.
2. An electronic version of the cover letter with the rationale to the PA.
3. The electronic Budget Revision Form, if applicable.
4. The PA will then review and forward to Amy Peterson in Lansing to be processed.
5. A signed amendment will be e-mailed back to the grantee as a PDF document.