



Michigan's
Nonpoint Source
Program

For Notice of Change Letters or Emails (for minor changes as indicated by your PA):

- Except for changes in personnel, the grantee should discuss the proposed changes with the PA before developing a NOC letter or email.
- Upon verbal approval from the PA, the grantee will send a NOC letter or email to the PA.
- The PA will send a response back to the grantee indicating their official approval, and carbon copy the Administrative Unit staff.
- If the NOC includes budget revisions (such as changes to staff that affect the budget, changing rates, moving money between categories), the Grantee must submit a Budget Revision Form. This form is a tab in the electronic financial status report (e-FSR). Grantees not using the e-FSR should contact their PA.