



## Instructions for Amendment Form

### Step 1: Determine if an Amendment is needed.

Grantees should discuss any changes to grant contracts with their Department of Environment, Great Lakes, and Energy (EGLE) 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 positive change in the grant amount (adding funds).
- A change in the distribution of funds totaling 10% or more of the grant budget.

Please note that 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 EGLE 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: "Agency Name." Fill in the name of the agency as it appears on the project contract.
- 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 EGLE.
- TAB to the next gray box and fill in the name of the grant project.

Below this section 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, not why the change is needed. 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. Depending on the magnitude of the change you may be asked to submit a revised timeline and/or work plan. 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.



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- Tab to the next gray boxes under Authorized Signatures. Type the Name and title of the person signing for the Grantee Organization (this should be the same person that signed the contract).
- **Sign and date the form**

### **Step 3: Get Your Amendment Approved.**

1. Email your PA
  - a. an electronic version of your signed amendment,
  - b. an electronic version of the cover letter with the rationale,
  - c. the electronic Budget Revision Form, if applicable.
  - d. a revised work plan and/or timeline, if applicable.
2. The PA will then review and forward it to be processed.
3. A signed amendment will be e-mailed back to the grantee as a PDF document.

Note: Amendments should be submitted at least 45 days prior to your contract end date to allow adequate time for EGLE to review, process and approve your amendment request. Changes cannot be made to a contract once the end date has passed.