



Grant Amendments

***Using amendments to effectively manage
your AmeriCorps grant***

Learning Objectives

After completing this module, you should be able to:

- Identify the purpose and role of amendments
- List the various types of amendments
- Explain when to initiate or request an amendment
- Describe the process for submitting amendments

Background

Each grantee agrees to administer the following in accordance with the approved application:

- Activities
- Budget
- Personnel structure

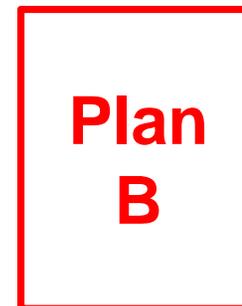


Purpose and Role of Amendments

Original

Reality

Activities:

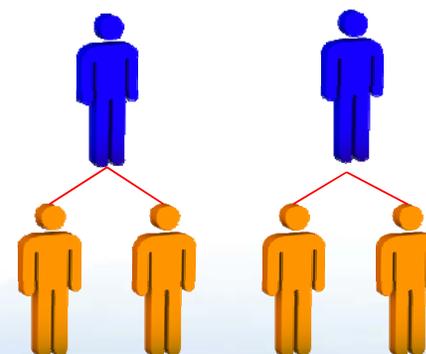
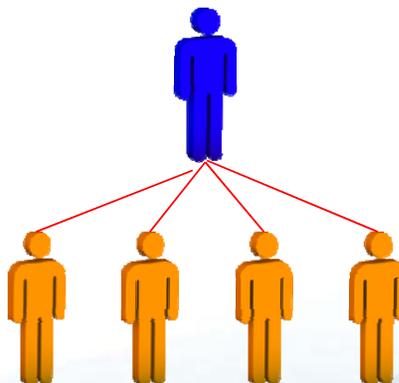


Budget:

\$\$

\$\$\$

Personnel:



Requesting an Amendment

**Programmatic Changes
(Activities)**

Budgetary Changes

Other Changes

Amendment for Program Changes

Programmatic Changes (Activities)

Budgetary
Changes

Other
Changes

- Changes in the scope, objectives, or goals of the program, whether or not they involve budgetary changes;
- Substantial changes in the level of participant supervision;
- Entering into additional subgrants or contracts for AmeriCorps activities funded by the grant, but not identified or included in the approved application and grant budget.

Amendment for Budget Changes

Programmatic
Changes
(Activities)

**Budgetary
Changes**

Other
Changes

- Specific costs requiring prior approval per OMB circulars
- Purchases of equipment over \$5,000 using grant funds
- Changes that amount to 10% or more of the total budget

Amendment for Other Changes

**Programmatic
Changes
(Activities)**

No-cost extension

Change authorized representative

**Budgetary
Changes**

Remove special conditions

Change performance measures

**Other
Changes**

Transfer funds between subgrantees

Amendment for Other Changes

No-cost extension

Change authorized representative

Remove special conditions

Change performance measures

Transfer funds between subgrantees

- Must request prior to end of award period
- May extend grant period for up to 12 months
- See AmeriCorps FAQs for additional information

Amendment for Other Changes

No-cost extension

Change authorized representative

Remove special conditions

Change performance measures

Transfer funds between subgrantees

- Change the individual within the grantee organization with the legal authority to accept and administer the grant on behalf of the organization

Amendment for Other Changes

No-cost extension

Change authorized
representative

Remove special
conditions

Change performance
measures

Transfer funds
between subgrantees

- Required to remove special conditions included in original Notice of Grant Award
- Special conditions must first be met before amendment may be requested

Amendment for Other Changes

No-cost extension

Change authorized representative

Remove special conditions

Change performance measures

Transfer funds between subgrantees

- May add or remove a measure
- Change output or outcome targets
- Modify aspects of a measure not in alignment with National Performance Measure instructions
- Update performance measures

Amendment for Other Changes

No-cost extension

Change authorized representative

Remove special conditions

Change performance measures

Transfer funds between subgrantees

- State commissions allowed to move funds between formula subgrantee
- State commissions NOT allowed to move funds between competitive subgrantees
- No approval required to transfer AmeriCorps member slots

Submit Requests in eGrants



Submitting an Amendment

- **Type(s) of amendment selected determine changes required in application**
- **Prime amendment must be initiated to modify subgrants before subgrantees can amend their grants**
- **Amendments are approved by CNCS Office of Grants Management and, when relevant, CNCS Program Office**

Who Can Initiate Requests?

Grantees

**CNCS
Program /
Grants
Officers**

Who Can Initiate Requests?

Grantees

Request No-cost
Extension

Modify Subgrants (if
applicable)

Change Authorized
Representative

Adjust Match

Modify Performance
Measures or
Workplans

Revise Budget

Revise Narrative

Who Can Initiate Requests?

Add or Remove
Special Conditions

Augment or
Deobligate Funds

Terminate Grant

**CNCS
Program /
Grants
Officers**

Case Study

The EduCorps Program has six full-time AmeriCorps members leading tutoring programs for students. EduCorps' Year 3 continuation grant was awarded eight months ago and has a total budget of \$300,000 (\$150,000 in federal funds and \$150,000 in matching funds).

Program Changes

Because of delays in member recruitment, two of the six full-time members were enrolled within the past month. The program has had some budgetary changes and needs to transfer a total of \$20,000 among its approved direct cost categories in the budget. The program also incorrectly entered Performance Measure ED4A, the mentoring output measure, rather than ED2, the tutoring output measure, in its Year 3 continuation application.

**What type of amendment should EduCorps pursue?
Select all that apply, then select the 'submit' button.**

A. Modify Performance Measures or Workplans

B. Modify Scope and Objectives

C. No-cost Extension

D. Budget Amendment

submit

**What type of amendment should EduCorps pursue?
Select all that apply, then select the 'submit' button.**



A. Modify Performance Measures or Workplans



B. Modify Scope and Objectives



C. No-cost Extension



D. Budget Amendment

Terminology Review



Terminology Review

Amendment

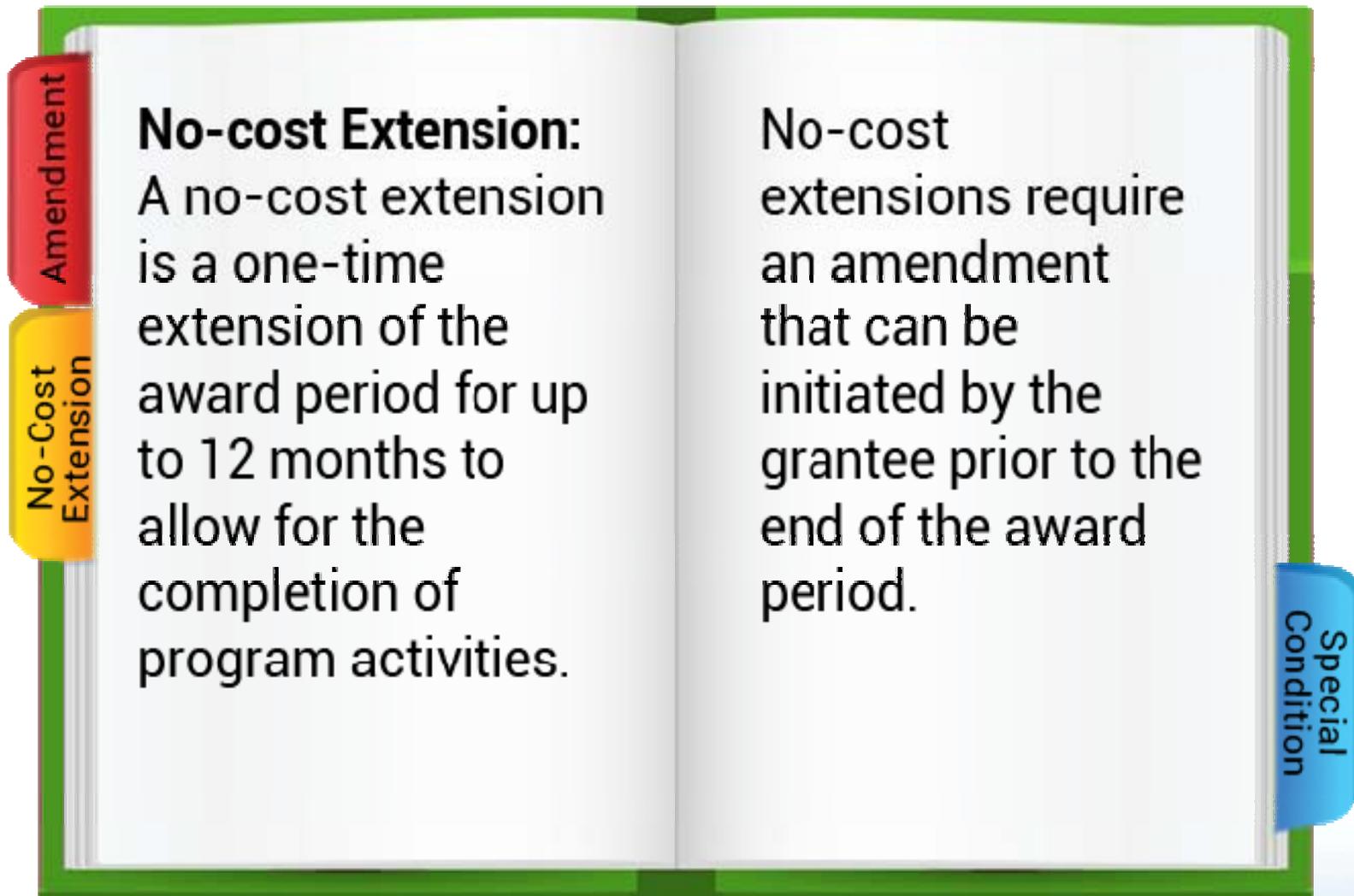
Amendment: An amendment is the modification of an approved grant application to reflect a significant change in program activities, budget, or other aspects of a grant.

Amendment requests are submitted via eGrants and must be approved by the CNCS Office of Grants Management.

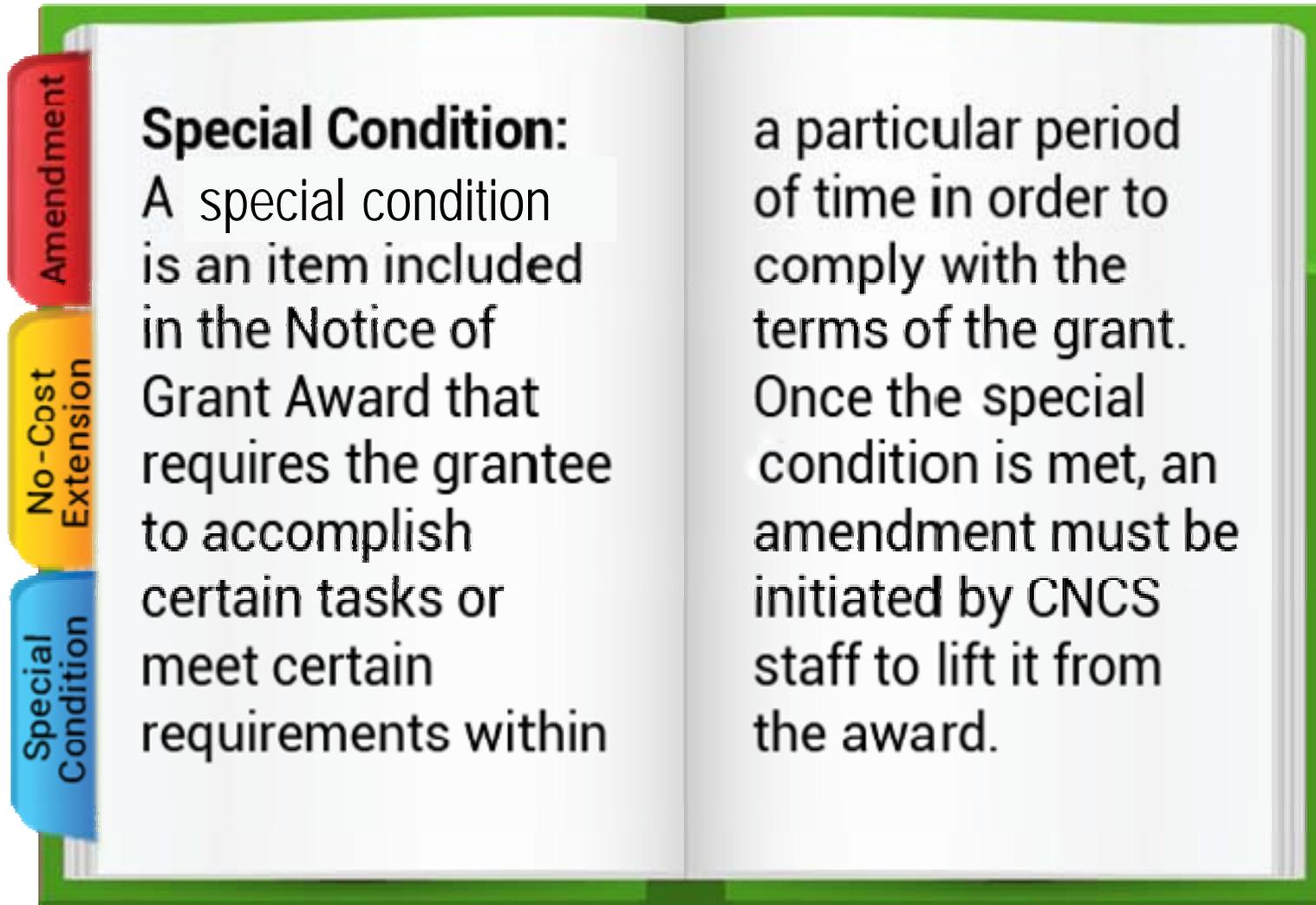
No-Cost
Extension

Special
Condition

Terminology Review



Terminology Review



Additional Resources

The Corporation's website and National Service Knowledge Network contain links to all statutes, regulations, provisions, FAQs, and other guidance for grant management.

www.nationalservice.gov

Note: The examples used in this e-Course are for informational purposes only and do not represent all requirements for AmeriCorps State and National grantees and AmeriCorps members.

Summary

In this module, you learned about:

- Purpose and role of amendments
- Various types of amendments
- When it is necessary to initiate or request an amendment
- The process for submitting amendments



Thank You

Congratulations!

You've successfully completed the Grant
Amendments module.