Grant Amendments

Using amendments to effectively manage your AmeriCorps grant
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
Each grantee agrees to administer the following in accordance with the approved application:

- Activities
- Budget
- Personnel structure
Purpose and Role of Amendments

Activities:

- **Original**
  - Plan A

- **Reality**
  - Plan B

Budget:

- **Original**
  - $\$

- **Reality**
  - $$$

Personnel:
Requesting an Amendment

- Programmatic Changes (Activities)
- Budgetary Changes
- Other Changes
Amendment for Program Changes

Programmatic Changes (Activities)

- 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)
- 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

Budgetary Changes

Other Changes
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

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

Change authorized representative

Remove special conditions

Change performance measures

Transfer funds between subgrantees
Amendment for Other Changes

- Change authorized representative

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

- No-cost extension

- Remove special conditions

- Change performance measures

- Transfer funds between subgrantees
Amendment for Other Changes

- 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

- 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
• 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
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).
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
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

Answer: A, B, C, D
High Quality Performance Measures

Terminology Review
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: A no-cost extension is a one-time extension of the award period for up to 12 months to allow for the completion of program activities.

No-cost extensions require an amendment that can be initiated by the grantee prior to the end of the award period.
**Special Condition:**
A special condition is an item included in the Notice of Grant Award that requires the grantee to accomplish certain tasks or meet certain requirements within a particular period of time in order to comply with the terms of the grant. Once the special condition is met, an amendment must be initiated by CNCS staff to lift it from the award.
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.
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
Congratulations!

You’ve successfully completed the Grant Amendments module.