



Post Award Amendment Request

Entity name:

Requested by:

Date:

<input type="text"/>	<input type="text"/>
----------------------	----------------------

Address:

Contact number:

<input type="text"/>	<input type="text"/>
----------------------	----------------------

Change description:

Change reason:

Impact of change:

- Scope:
- Abatement Strategy:
- Budget:
- Timeline:
- Other:

Budget Revision:

Approved by:

Date:

<input type="text"/>	<input type="text"/>
----------------------	----------------------



Change in Scope

Fund recipients must submit a post award amendment in order to change the scope or strategies for projects.

A Post Award Amendment is required for:

- Changes to the strategies or purposes, such as changes to the service area or elimination of a care delivery site.
- Transfer of the performance of substantive programmatic work to a third party through a sub-award, contract, or any other means.
- Budget revisions that cause a project to change substantially from that which was approved.

Budget Revision

Fund recipients must submit a post award amendment in order to reallocate funds to address unexpected program changes.

Re-budgeting involves the transfer of funds to a new/different strategy or cost categories—such as personnel, fringe, travel, equipment, supplies, contractual, other, or indirect—that were not previously approved in the funded application. For example, if no equipment was requested in the approved application, but the recipient now wants to use funds to purchase an item of equipment, then a post award amendment needs to be submitted.

A Post Award Amendment is required for:

- Reallocation of funds within a budget period that exceeds 25% of the approved total budget, or \$250,000, whichever is less.
- The purchase of a unit of equipment exceeding \$25,000, such as a transport van, that was not previously approved in the funded application.
- Reallocation of funds between approved strategies, regardless of amount.