

CHAPTER 7-220
AMENDMENTS AND POST-AWARD CHANGES
FOR A TECHNICAL STUDIES PROGRAM COOPERATIVE AGREEMENT

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7-220-00 What does this chapter do?

If you need to make a program or budget change to your cooperative agreement, this chapter explains which changes require our approval, how you should submit your request for a change, and how we will process your request. This chapter applies to cooperative agreements awarded to you for the technical studies program, including Applied Science cooperative agreements and Underground Mine Mapping cooperative agreements, by us, the Office of Surface Mining Reclamation and Enforcement (OSM).

7-220-10 When can you request changes to your cooperative agreement?

- A. You must submit your proposed change or amendment and get our approval before you actually make the change or obligate any funds. If you incur costs prior to our approval, we may disallow those costs.
- B. We will not approve any change in your agreement if we receive your request after the scheduled end date of the performance period. If you have unforeseen circumstances that are out of your control, then we will consider your explanations on a case-by-case basis.
- C. If you are requesting a time extension, you must submit your request at least 30 days prior to the scheduled performance period end date. If we approve your request, we will normally approve only one extension for a period no longer than one year. If you require additional consideration, you must justify your special or unusual circumstances.

7-220-20 What changes require an application and amendment?

- A. You must submit a formal application for an amendment to your cooperative agreement if you wish to change any of the following items.
 - 1. Adding more funds to your agreement.
 - 2. Deobligating unneeded funds before the end of your performance period.
 - 3. Extending or shortening your performance period.

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4. A material change in the level of financial contribution by other contributors to your project.
- B. If you are unsure if your change requires an amendment, please contact the grant specialist in our awarding office for assistance.

7-220-30 How must you apply for an amendment?

- A. You may submit your application for an amendment to our awarding office by regular mail or e-mail. You must have the capability to submit signed documents. Scanned documents are acceptable.
- B. Your amendment application must include the following items at a minimum.
1. Signed Application for Federal Assistance, form [SF-424](#).
 2. A program narrative explaining and justifying the requested change. You may use our optional form [OSM 51](#) or any format, or include the narrative in your transmittal letter.
 3. Revised budget information, if you are requesting a change in the budget.

7-220-40 What changes require your written request and our approval?

- A. You may request the following changes to your cooperative agreement by a written request. These changes require our prior approval but do not require a formal application and amendment.
1. Changes in key personnel working on your project.
 2. Changing the scope of your project. Scope changes are changes in the goals or objectives of the agreement, or the work you will perform, from your original application that have the potential to affect the success of your program.
 3. Cumulative budget transfers between direct cost categories that exceed ten percent (10%) of the approved budget.
 4. Any cost item not included in the original budget that requires our approval to be allowable. An example of a cost item which is allowable only with our prior approval is equipment. You can find more information regarding these cost items in the applicable Office of Management and Budget (OMB) cost principles at 2 CFR part 220 or part 225.
- B. Your written request must include a narrative justification of the requested change. If you are requesting a budget change, you must include revised budget information. You must send this request to the grant specialist in our awarding office. You may send the request by regular mail

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or by e-mail.

7-220-50 How will we process your change requests?

- A. We will make a decision on your request within 30 days of receiving it. If we need more time to consider your requests, we will notify you as to when we will decide.

- B. If we approve your request, we will send you our approval in writing within 30 days of receiving your request. In the case of an amendment, we will process your application and approve the amendment in the same way we process new cooperative agreement applications as described in chapter [7-210](#).