

Coastal Impact Assistance Program

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**GULF OF MEXICO  
GRANT WORKSHOP**

**DAY 2**

**JUNE 25, 2009**

# Coastal Impact Assistance Program

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## **AMENDMENTS TO EXISTING GRANTS**

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**The Process for Amendments  
is Located in 43 CFR Part 12**

**Section 12.72 CHANGES**

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**USE GRANTS.GOV?  
OR  
SUBMIT REQUEST  
DIRECTLY TO  
CONTRACTING  
OFFICER?**

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**DOES THE CHANGE  
RESULT IN  
REVISIONS TO THE  
FORMS?**

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**IS THIS AN  
AMENDMENT TO ADD  
MORE FUNDS FOR  
ANOTHER PHASE OF  
THE PROJECT?**

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**THEN SUBMIT AN  
UPDATED  
APPLICATION  
THROUGH  
GRANTS.GOV**

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**CLEARLY MARK THE  
APPLICATION AS AN  
UPDATE TO AN  
EXISTING GRANT  
IN THE TITLE**



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## Programmatic Changes

**Grantees or subgrantees must obtain the prior approval of the awarding agency whenever any of the following actions is anticipated:**

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## Programmatic Changes

**Any revision of the scope or objectives of the project (regardless of whether there is an associated budget revision requiring prior approval)**

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## Programmatic Changes

**Send a Written Request with a Detailed Explanation to the Contracting Officer with a “cc” to the Project Officer**

**The Contracting Officer Will Execute an Amendment to the Grant**

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## Programmatic Changes For Non-Construction Projects

**Obtain the Prior Approval of  
the Awarding Agency  
Whenever any of the Following  
Changes are Anticipated Under  
a Non-Construction Award:**

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## Programmatic Changes For Non-Construction Projects

**Cumulative Transfers Among Direct Cost Categories, or, if Applicable, Among Separately Budgeted Programs, Projects, Functions, or Activities which Exceed or are Expected to Exceed 10% of the Current Total Approved Budget, (Whenever the Awarding Agency's Share Exceeds \$100,000)**

**BECAUSE THERE'S NO CHANGE TO TOTAL \$\$--NO NEED TO SUBMIT ON GRANTS.GOV**

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## Programmatic Changes

**Transfer of Funds Allotted for Training Allowances (i.e. from Direct Payments to Trainees to Other Expense Categories)**

**NO NEED TO SUBMIT ON  
GRANTS.GOV**

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## Programmatic Changes For Construction Projects

**Grantees and Sub-grantees Shall Obtain Prior Written Approval for Any Budget Revision Which Would Result in the Need for Additional Funds**

**Submit Through Grants.gov with Revised SF-424 Forms, Project Narrative, and Budget Narrative**

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**--THE END--**