



Grant Amendment Request Process

CITT Off-Season Stock Water Mitigation Grant Program

Amendment requests must be in writing and submitted by the Authorized Representative of the organization. Amendments may be requested to update the term, the scope, schedule and/or budget for your project and may be submitted via email to the Grant Manager.

Follow the steps below to request an amendment to your grant agreement.

1. Prepare Amendment Request.

- a. **Determine updates needed to the grant agreement.** Review these sections:
 - ✓ Section 2. Term
 - ✓ Attachment A - Scope of Work and Schedule
 - ✓ Attachment B – Budget
- b. **Include a justification.** Justification must support the change of scope, schedule, term date, and/or budget.
- c. **Include a draft scope, schedule, term date, and/or budget that reflects necessary updates.** Identify changes if not obvious.

2. Submit Amendment Request.

The Authorized Representative must submit the amendment request **IN WRITING** to the DNRC Grant Administrative Specialist. Grant amendment requests may be sent via email.

3. DNRC Grant Manager Review.

DNRC will review the grant recipient's written amendment request and notify the grant recipient in writing if the request is approved and whether a formal amendment to the grant agreement is necessary. DNRC Grant Manager will notify the grant recipient in writing if the request is not approved or if more information is needed.

Grant Recipient must receive DNRC's WRITTEN APPROVAL of an amendment request before making purchases or agreements on goods or services other than those specifically identified in the grant agreement.