

Tip Sheet for AFI Grantees on Post-Award Amendments (Project Changes)

This document provides tips for AFI grantees on post-award amendments. Grantees should refer to Part II of the [HHS Grants Policy Statement](#) for guidance for all HHS grantees regarding when prior approval is required for a project change, also known as a grant amendment or a post-award amendment. Changes in key personnel and grantee address changes may seem routine, yet these are examples of changes that require post-award amendments.

NOTE: The Administration for Children and Families (ACF) Office of Grants Management (OGM) is the authority on post-award amendments for ACF grants and AFI grantees should take any questions to their [Grants Management Specialist](#). If you are having difficulty contacting your Grants Management Specialist or have not gotten a response from them in a timely manner, elevate the issue by contacting your Office of Community Services (OCS) program contacts (e.g. your Program Specialist, the Program Manager, and/or the Director of the Division of Community Discretionary and Demonstration Programs).

Tips for AFI Grantees:

- **If any information on the grant Notice of Award (NOA) needs to be changed, it will require an amendment.** If the amendment request is approved by OGM, a new, amended NOA will be issued. (The terms Notice of Grant Award [NGA] and Notice of Award [NOA] both refer to the same thing.) The amendment is not complete until the amended NOA has been issued. Grantees can view the current NOA and all previously issued NOAs in [GrantSolutions](#).
 - **Changing any information in field 11 of the current NOA requires an amendment.** This field contains the grantee's organization name, address, and Authorizing Official (AO).
 - **Changing the Principal Investigator (PI) or Program Director (PD)** from the individual named in field 15 of the current NOA requires an amendment.
 - **Changing the Approved Budget** from that which appears in field 16 of the current NOA requires an amendment.
 - **Changing the Project Period** from that which appears in field 9 of the current NOA requires an amendment. Extending the Project Period is typically called a No-Cost Extension (NCE). Note that an NCE does *not* extend the Budget Period of the grant (field 8); AFI grant funds expire after 5 years due to federal appropriations law. AFI grantees that are operating in their approved NCE year are limited to the funds that they had already requested and obligated prior to the end of the Budget Period.
 - Please note that not everything on a NOA for an AFI grant can be changed through an amendment. The Awarding Office, the Assistance Type, and the Budget Period are all examples of information on an AFI grant NOA that *cannot* be changed.
- **If there is a Change in Scope of the grant project, it will require an amendment.**
 - The HHS Grants Policy Statement provides information on what is or is not a Change in Scope for HHS grants: "A change in scope occurs when the recipient proposes to change (or changes) the objectives, aims, or purposes identified in the approved application, such as shifting the research emphasis from one disease area to another, changing the service area, applying a new technology (e.g., changing assays from those approved to a different type of assay), changing the approved design under a construction grant,

eliminating a primary care delivery site, or making budget changes that cause a project to change substantially from that which was approved.”

- **Clear examples of a Change in Scope for an AFI project include a change to the geographic service area of the project** (e.g. You would like to expand from one county to two counties.) **and a change in the asset types offered** (e.g. You would like to add postsecondary education IDAs to your project.). Although these details are not included on your NOA, a change in scope still requires a post-award amendment, and, if approved by OGM, an amended NOA will be issued to indicate that the change in scope has been approved.
- It is not always clear whether or not a specific project change should be considered a Change in Scope. The HHS Grants Policy Statement states “The recipient must make the initial determination of whether a proposed change would be considered a change in scope and should consult with the GMO as necessary.” GMO stands for Grants Management Officer. For ACF grants, you should consult with your Grants Management Specialist, who report to an ACF Grants Management Officer, if you have questions about a possible Change in Scope.
- **Post-award amendments should be requested in GrantSolutions using the Manage Amendments feature.** This is NOT the same as uploading the request as a Grant Note.
 - There is a specific process for requesting amendments that initiates an amendment workflow in GrantSolutions, notifying OGM that an amendment request has been made. You may also want to email your request to your Grants Management Specialist, but this should be done *after* requesting the amendment in GrantSolutions using Manage Amendments.
 - Grantees must provide documentation for amendment requests, such as an official letter with the appropriate signature, a resume (for personnel changes), etc. Documentation should be uploaded to GrantSolutions as part of the amendment request. Consult your Grants Management Specialist regarding what documentation is required for the specific amendment you are requesting.
 - Finding the Manage Amendments feature in GrantSolutions:
 - GrantSolutions has a [training video](#) for grantees entitled Session 3 – GrantSolutions Post-Award Activities for Recipients that goes over managing and processing amendments (around 7 minutes into the video). Although the video is from 2013, grantees may still find it useful. Please note that not all content in the GrantSolutions training videos is applicable to AFI grants.
 - GrantSolutions also has a [Quick Sheet for grantees on Budget Revision Amendments](#). Portions of this Quick Sheet are applicable to all amendment requests, so grantees may find it helpful when requesting an amendment regardless of which amendment they are requesting.