

Guide for Recipients: Requesting an Amendment

Effective July 2024

If you need to request an amendment to your Award Agreement, follow these steps to ensure a smooth process.

1. Review Your Reporting Status

Before submitting a request for an amendment, check the status of your financial and performance reports in AmpliFund.

- **Current Reports:** If all your reports are up-to-date and have been approved by the Program Manager, you can proceed to the next step.
- **Outstanding Reports:** If you have any pending reports, you must update and submit them for approval before requesting an amendment. The Program Manager will review these reports and ensure they are current.

2. Prepare Your Request

Once your reporting status is current, you need to prepare a written request for the amendment. Your request should include:

- **Statement of Need:**
 - **Reason for Change:** Clearly explain why the amendment is necessary. Use the Statement Amendment Request Collection Template located on the website of your program.
 - **Justification:** Describe why the proposed change is appropriate for your project.
 - **Impact:** Indicate how the amendment will affect your project or agreement.
 - **Additional Information:** Provide any other relevant details that may assist in evaluating your request.
- **Supporting Documentation:**
 - **Estimates or Bids:** Attach any estimates or bids for anticipated expenses.
 - **Revised Budgets/Plans:** Include updated budgets or project plans if applicable.
 - **Relevant Documents:** Attach any other supporting documents that are pertinent to your request.

3. Submit Your Request:

You must submit your amendment request on AmpliFund. You must include a written request and all supporting documentation. Make sure to:

- **Amendment Submission on AmpliFund:**
 - **Action Required:** Submit your amendment request through AmpliFund for review.
 - **Guidance:** For detailed instructions on how to create and submit an amendment request, refer to this:
<https://dednebraska.zendesk.com/hc/en-us/articles/13860511573659-How-to-Create-Submit-an-Amendment>
- **Ensure Completeness:** Double-check that your request includes all required information and documentation.
- **Submit Promptly:** Provide your request as soon as your reporting is current to avoid delays.

4. Receive Decision

- **Approval:** If your request is approved, you will be notified, and the amendment process will begin, if applicable.
- **Denial:** If your request is denied, you will receive the reasons for the denial, which you can use to address any issues or prepare for future requests, if applicable.

5. Amendment

Once the amendment is approved:

- **Amendment Signing:** Legal Counsel will draft and post the amendment on DocuSign, if applicable.
- **Update Records:** After the amendment is signed, the Program Manager will update relevant records in AmpliFund.

Contact Information

For any questions or assistance during this process, please contact the Program Manager directly.