



# RENEWABLE RESOURCE GRANT PROGRAM

## DNRC Grant Amendment Request Process

1. **Grant recipient prepares WRITTEN grant amendment request.**
  - a. **Determine updates needed to the grant agreement.** Review the following sections of the grant agreement. If applicable, also review executed grant amendment(s).
    - ✓ Section 2. Term
    - ✓ Attachment A – Scope of Work
    - ✓ Attachment B – Budget
  - b. **Include a justification.** Justification must support the change of scope, schedule, term date, and/or budget.
  - c. **Include a proposed scope, schedule, term date, and/or budget that reflects necessary updates.** Identify changes.

2. **Grant recipient submits WRITTEN grant amendment request to DNRC Grant Manager.**

The Authorized Representative or a designee from the recipient organization must submit the amendment request IN WRITING to the DNRC Grant Manager. Grant amendment requests may be submitted via email. If an individual outside the recipient organization is submitting the amendment request, the amendment request must include approval from a recipient contact person (e.g., a signature on the form, email correspondence, etc.).

3. **DNRC Grant Manager reviews the written amendment request and provides written response to grant recipient to approve it, not approve it, or request more information.**

DNRC will review the recipient's written amendment request and notify the 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 recipient in writing if the request is not approved and/or if more information is needed.

**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.**