

Amendments – Revising End Date

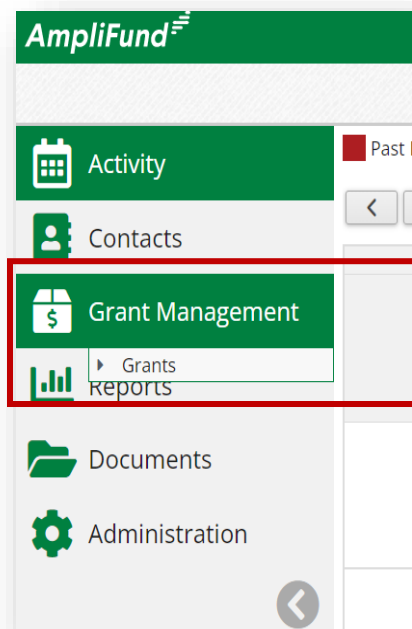
Introduction

The two primary reasons to revise an end date of an award are: (1) to close out early, and (2) to extend the project period. It is imperative to discuss any changes to the project period with your assigned grant manager prior to submitting the amendment.

- (1) **Early Closeouts:** Recipients often complete “simple” purchasing projects rather quickly and may wish to close their award early once all funds have been expended. It is imperative to ensure all activities are complete prior to closing the grant. For example, if you are purchasing an item that must be installed, the grant cannot be closed until installation is complete. Additionally, if the grant paid for any extended warranties or services that will extend outside of the revised end date, you cannot close the grant early. All performance reporting must be complete prior to closing the award.
- (2) **Extensions:** Recipients often have situations that extend beyond their control when it comes to timing and completion of their grant funded projects. Grant regulations permit extensions under three circumstances: (a) natural disasters, (b) litigation and/or state and local legislative schedules, (c) exigent circumstances approved by OCJG’s Bureau Chief. Please be aware extensions will not be permitted solely to expend unused funds. Only one extension request will be permitted and any request must be made a minimum of 30 days prior to the end of the award period. Additionally, extensions requested past the end date of the federal award are prohibited and will be denied.

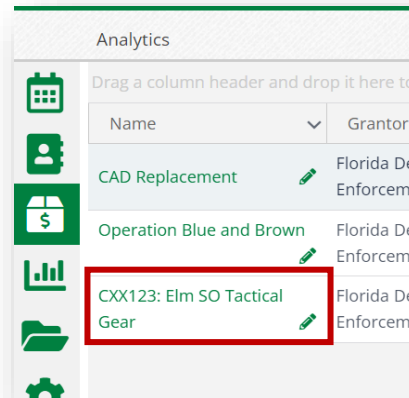
Creating and Submitting the Amendment

1. Log into AmpliFund (www.gotomygrants.com).
2. Select “Grant Management → Grants” from the left menu bar.

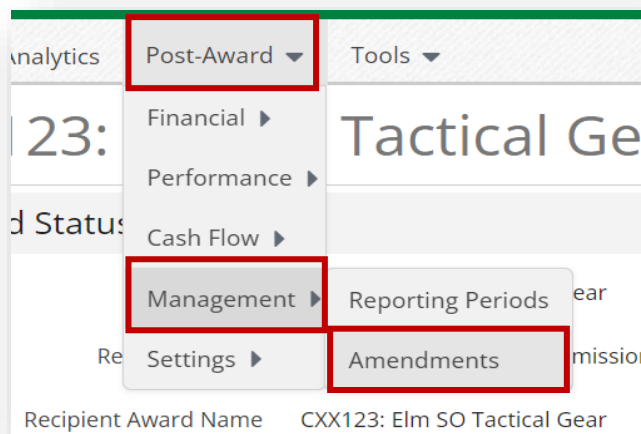


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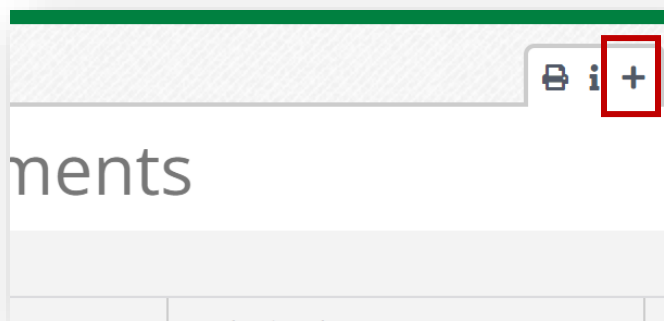
3. Select the name of the grant you wish to submit the amendment on.



4. Select “Post Award → Management → Amendments” from the top menu bar.

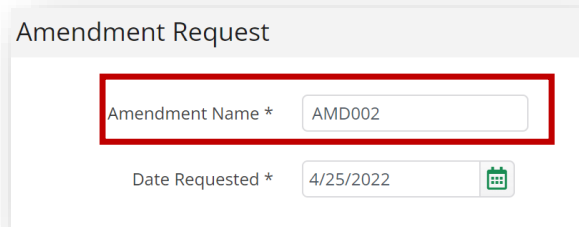


5. Take note of the next sequential amendment number to be used, (i.e. AMD001, AMD002, AMD003). Click the “+” icon on the top right action bar to create a new amendment request.



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6. Enter the correct amendment number in the following format: AMD002.

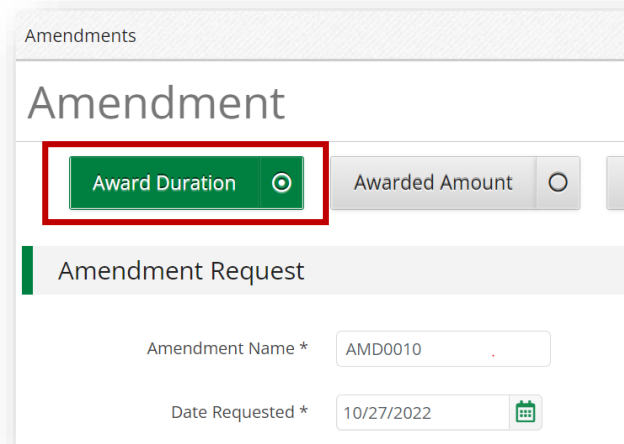


Amendment Request

Amendment Name * AMD002

Date Requested * 4/25/2022

7. Click the circle next to the “Award Duration” amendment type.



Amendments

Amendment

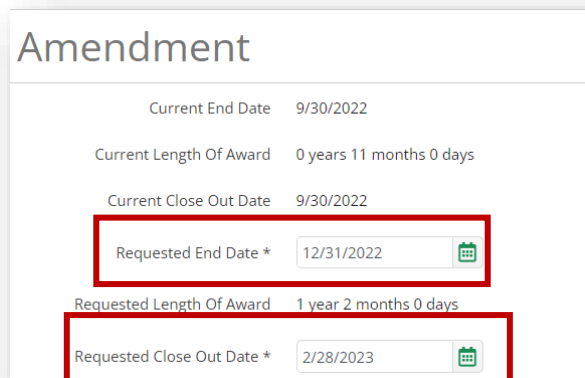
Award Duration ☒ Awarded Amount ☐

Amendment Request

Amendment Name * AMD0010

Date Requested * 10/27/2022

8. Click the “Award Duration” label to populate the required fields for data entry. Enter the revised end date which must be the end of a fiscal quarter. Change the requested closeout date for 60 days after the revised end date.



Amendment

Current End Date 9/30/2022

Current Length Of Award 0 years 11 months 0 days

Current Close Out Date 9/30/2022

Requested End Date * 12/31/2022

Requested Length Of Award 1 year 2 months 0 days

Requested Close Out Date * 2/28/2023

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9. Enter the appropriate justification based on the reason for revising the end date:

- **Early Closeouts**: The justification should provide a statement that all project activities have been completed. If equipment was purchased, the statement should include information about the use of equipment being operational and being used.
- **Extensions**: The justification should include why the extension is necessary to complete the project, the source of delays or setbacks, and a projected timeline for assuring the project will be completed by the revised end date.

10. Click “Submit” on the amendment screen and the popup window to send the amendment request to your OCJG Grant Manager for review.

Amendments

Amendment

Requested End Date * 12/31/2022

Requested Length Of Award 1 year 2 months 0 days

Requested Close Out Date * 2/28/2023

Save Submit Cancel

Submission Reminder

By submitting, you will be sending the amendment to the funder organization.
You cannot make any further changes after submission.

Submit Cancel