Request for Grant Agreement Amendment Instructions

Requesting an Amendment

Sub-grantees are required to make a formal request for an amendment to a grant agreement if the change proposed will result in a significant modification to an approved project. Conditions under which sub-grantees must request a grant agreement amendment are:

A. Budget Changes
   1. Any request to increase the total grant award.
   2. Insofar as the maximum LSTA allowable costs do not exceed the contracted maximum, and the activity level, scope or object of the project remains the same, the Sub-Grantee shall have the option to make line item changes in “Washington State Library LSTA Sub-Grant Budget,” Exhibit C without a formal amendment. Cumulative line item changes greater than ten percent (10%) of the total amount awarded require written notification to the Office of the Secretary of State Washington State Library (OSOS/WSL) within ten working days.

B. Period of Performance Changes – Modification of the duration of grant agreement.

C. Statement of Work Changes
   1. Changes in the direction, scope, or objectives of the approved project.
   2. Changes to specified firms, vendors, or individuals stipulated in the scope of work to provide services for the project.

D. Other Changes – Changes in terms and conditions.

Amendment Review Process

A. Any requests for a grant agreement amendment must be submitted at least six weeks before the end of approved "Period of Performance" in order to be considered for approval.

B. The request for a grant agreement amendment will be reviewed by OSOS/WSL staff based on the criteria outlined below.

C. If OSOS/WSL staff recommends approval of the request, a formal grant agreement amendment will be circulated for review and signature by the authorized officials of both parties.

D. Depending on the significance and type of change requested, the amendment may be approved by OSOS/WSL at one of two levels. Formal amendments that affect the scope, the overall budget, or other contract conditions may be approved by the LSTA Administrator. Amendments, which affect the federally prescribed procedures for the use of federal funds, must be approved by the Institute of Museum and Library Services. The section below provides additional information on approving grant agreement amendments.

E. Once the approved amendment is signed by both parties (fully executed) and received by the sub-grantee, the requested change may be implemented.
Approving Grant Agreement Amendments

The LSTA Administrator is authorized to approve changes to grant agreements for:

- Budget changes;
- Scope of Work changes;
- Period of Performance changes which do not extend beyond a federal fiscal year and which do not exceed the "life span" of the federal funds used to support the project.
- Changes to the terms and conditions, which do not violate mandated state and federal requirements.

The OSOS Financial Services Manager will sign the contract amendment document.

The federal Institute of Museum and Library Services (IMLS) Program Officer will approve contract changes that require the extension of a project beyond a federal fiscal year, and past the "life span" of the funds used to support the project. The conditions for requesting such an extension from OSOS/WSL are:

- Documentation (such as a contract, a purchase order, an invoice, or a similar document) submitted to OSOS/WSL showing that project funds have been “obligated” during the period of the original contract.
- Agreement that the use of federal funds will not extend beyond March 15 of the succeeding year.

The federal Institute of Museum and Library Services (IMLS) is required to approve contract changes that request purchase of equipment valued at $5,000 or greater.

Requests for federal approvals shall be made through the OSOS/WSL LSTA Administrator.

Amendment Review Criteria

Criteria to be met for approval of contract/grant agreement amendments are as follows:

- Circumstances requiring the change are beyond the control of the sub-grantee or the subcontractor.
- Circumstances that were not and could not have been anticipated.
- Modification does not alter the direction of the original proposal in a critical way.
- It is possible to accommodate the requested modification through the OSOS/WSL systems, including budgeting, accounting, contracting, purchasing, and any other systems or procedures which may be applicable.
- Any financial accommodation can be achieved without significant impact on programs already obligated or planned in the budgeting process, or on projects and programs identified in the statewide and/or OSOS/WSL planning processes.
- Modification is feasible within the programmatic, fiscal, and time constraints of IMLS requirements and the Library Services and Technology Act.
Request for Grant Agreement Amendment

Note: Upon the recommendation of the Office of the Secretary of State Washington State Library staff (OSOS/WSL), a formal grant agreement amendment will be mailed to the Sub-Grantee for signature. All amendments must be fully executed before they become a formal part of the grant agreement.

Grant Number: _____________________ Contract Number: _____________________

Sub-Grantee Name: _______________________________________________________

Project Title: ___________________________________________________________

Submitted By: _____________________ Date Submitted: _____________________

1. Type of amendment to the Grant Agreement Requested (check as applicable):

☐ A. Budget. Amendment to approved budget to adjust for transfers exceeding allowable line item changes, in accordance with the “Consideration” clause of the agreement. Complete budget form on next page or specify what changes are desired:

Use additional sheet if necessary (Also complete items 2, 3, and 4 below)

☐ B. Period of Performance. Amendment to secure approval to modify the duration of the grant agreement in accordance with the “Period of Performance” clause of the agreement. Specify what changes are desired:

Use additional sheet if necessary (Also complete items 2 and 4 below)

☐ C. Changes in the Statement of Work. Amendment to secure approval for changes to the scope or objectives of the approved project, in accordance with “Statement of Work” of the grant agreement. Specify what changes are desired:

Use additional sheet if necessary (Also complete items 2 and 4 below)

☐ D. Other Changes in Terms or Conditions. Specify the desired change:

Use additional sheet if necessary (Also complete items 2 and 4 below)
Note: Amendments apply to only those portions of the agreement that are specifically cited. All other terms and conditions remain in effect.

2. Justification of Modification Request. Please address all applicable items in A, B, C, D above. If requesting an extension, please estimate the unobligated contract/grant balance as of the last day of the current grant period. (Attach additional pages if needed.)

3. Budget Amendment.

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<tr>
<th>Budget Categories</th>
<th>Approved Grant Funding</th>
<th>Requested Adjustment (+ / -)</th>
<th>Amended Grant Funding</th>
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<tbody>
<tr>
<td>01 All Staff Salary, Wages, &amp; Benefits</td>
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<td>02 Contracts with Others</td>
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<td>07 Other Itemized:</td>
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<td><strong>TOTALS</strong></td>
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Signature of Program Manager __________________________ Date __________________________

Send completed form with required signature to: Anne Yarbrough
Grants Program
Washington State Library
Post Office Box 42460
Olympia, Washington 98504-2460

OSOS/WSL Recommendation (as applicable):

LSTA Administrator  □ Approved  □ Disapproved (Specify): __________________________

Financial and Support Services Manager  □ Approved  □ Disapproved (Specify): _______