



**CJPPD Sub Grantee Grant Amendment Request Form**

<b>Instructions</b>
<ul style="list-style-type: none"><li>▪ This form is used to request an amendment to an existing grant award.</li><li>▪ The sub grantee may need to submit with this form their amended Budget and/or Project Narrative if applicable.</li><li>▪ The form requires signature from the sub-grantees designated project director.</li><li>▪ Once the request is approved a copy of the form will be signed by the OPM Grant Administrator and sent to the sub grantee as final confirmation of the amendment.</li><li>▪ Any questions please contact your OPM Grant Administrator.</li></ul>

<b>Grant Information</b>
Grantee Name:
Existing Grant Number:
Existing Grant Period:
Sub Grantee's Project Director's Signature:
Date:

<b>Contract Amendments</b>	
Please check the following box that applies to your request and attach an updated budget and narrative.	
<input type="checkbox"/>	Increase the Grant Award (Requires updated budget and narrative)
<input type="checkbox"/>	Decrease the Grant Award (Requires updated budget and narrative)
<input type="checkbox"/>	Extend the Grant Period (Requires updated budget and narrative)

<b>Program Office Approvals</b>	
Please check the following box that applies to your request. Contact your OPM grant administrator to verify if additional attachments are required.	
<input type="checkbox"/>	Budget Modification - Does not involve an increase in grant award amount. Involves reallocation between budget categories
<input type="checkbox"/>	Change in Scope
<input type="checkbox"/>	Release of Special Conditions



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- This section is to be completed by an OPM Grant Administrator.
- Please check off the items that are approved or denied and provide an explanation.
- This form is to be signed and returned to the sub grantee as an official decision of the amendment.

**Sub Grantee Amendment Request Approved**

The following request was **Approved**:

Increase in Grant Award	Budget Modification
Decrease in Grant Award	Change in Scope
Extend the Grant Period	Release of Special Conditions

**Notes:**

**Sub Grantee Amendment Request Denied**

The following request was **Denied**:

Increase in Grant Award	Budget Modification
Decrease in Grant Award	Change in Scope
Extend the Grant Period	Release of Special Conditions

**Notes:**

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**Signature of OPM Grant Administrator:**

**Date:**