



**AmeriCorps**

# **Initiating, Processing, or Requesting Post-Award Amendments on ASN Awards**

AmeriCorps State and National

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# AmeriCorps State and National Award Amendments

## Background

After an application is awarded, AmeriCorps staff or the grantee may create an amendment to modify a grant award with changes determined as significant enough to document in between annual application submissions.

The Initiating and Processing Post-Award Amendments on ASN Awards guide provides information on determining if the amendment is necessary based on significant changes, selecting the appropriate amendment type(s), determining if the amendment needs prior approval from AmeriCorps, and shares step-by-step eGrants screenshots.

## AmeriCorps Staff Consultation

AmeriCorps strongly recommends grantees consult with their Portfolio Manager before beginning the amendment process to determine if an amendment is necessary. Additionally, Portfolio Managers can provide recommendations on amendment type, approval process, and initiate amendments that grantees are unable to start.

## Significant Changes

Amendments should only be used for significant or major grant changes (e.g., adjusting existing budget line items that exceed 10% of the overall budget, impactful changes to the program design, adjustments to time periods of the award, etc.).

Minor grant changes (e.g., adjusting existing budget line items that do not exceed 10% of the overall budget, changing the data collection method for an existing performance measure, staffing changes other than an authorized representative (which can be changed in the Portal profile), etc.) do not require an amendment. Alternatively, minor grant changes should be made during the next annual application submission (i.e., continuation or recompute application) or can be executed through the MyAmeriCorps Portal at any time (e.g., slot conversions, modifying enrollment periods, etc.)

## Amendment Types

The alphabetical glossary below is a collection of the most common AmeriCorps State and National amendment types available to AmeriCorps staff and grantees for post-award modifications. Amendments vary by definition/function, who can initiate (AmeriCorps, Grantee, or both), award type (prime or subgrants), available editable text fields, and approval process.

### Adjust Match

Adjusting the approved budget for an increase or decrease in total match.

- Initiated by AmeriCorps or Grantee
- For Primes or Subgrants
- Editable fields include Applicant Info, Application Info, Budget
- eGrants certification or approval needed from Prime Grantee, Portfolio Manager, Senior Portfolio Manager, Grants Specialist

### Augment Funds Awarded

Increasing the amount of funds awarded during a specific budget period.

- Initiated by AmeriCorps
- For Primes
- Editable fields include Applicant Info, Application Info, Narratives, Performance Measures, Budget
- eGrants certification or approval needed from Portfolio Manager, Senior Portfolio Manager, Executive Officer, Grants Specialist

### Add or Remove a Special Condition

Adding a specific requirement unique to a grantee or removing a special condition when the requirement is met.

- Initiated by AmeriCorps
- For Primes
- No editable fields for Grantees
- eGrants certification or approval needed from Portfolio Manager

### Change Authorized Representative

Changing the Authorized Representative for a specific grant.

- Initiated by AmeriCorps or Grantee
- For Primes or Subgrants
- Editable fields include Applicant Info, Application Info, Narratives, Performance Measures, Budget
- eGrants certification or approval needed from Prime Grantee, Portfolio Manager, Senior Portfolio Manager, Grants Specialist

### Change Service Area

Adding or removing service or geographic areas covered by the grant.

- Initiated by AmeriCorps or Grantee
- For Primes or Subgrants
- Editable fields include Applicant Info, Application Info, Narratives
- eGrants certification or approval needed from Prime Grantee, Portfolio Manager, Senior Portfolio Manager

### Deobligate Funds

Reducing the amount of funds obligated.

- Initiated by AmeriCorps
- For Primes
- Editable fields include Applicant Info, Application Info, Budget

- eGrants certification or approval needed from Portfolio Manager, Senior Portfolio Manager, Executive Officer, Grants Specialist

#### Modify Awarded Slots/ Members/VSUs

Increasing or decreasing the total Member Service Years (MSYs) in the budget and performance measures. [Note: Slot conversions do not require an amendment; grantees can convert slots themselves in the MyAmeriCorps Portal.]

- Initiated by AmeriCorps or Grantee
- For Primes or Subgrants
- Editable fields include Applicant Info, Application Info, Performance Measures, Budget
- eGrants certification or approval needed from Prime Grantee, Portfolio Manager, Senior Portfolio Manager, Executive Officer, Grants Specialist

#### Modify Budget Period

Adjusting the start and/or end dates of the budget period.

- Initiated by AmeriCorps
- For Primes
- No editable fields for Grantees
- eGrants certification or approval needed from Portfolio Manager, Senior Portfolio Manager

#### Modify Enrollment Period

Adjusting the start and/or end dates of the member enrollment period. [Note: This amendment type is rarely used since grantees can modify enrollment periods themselves in the MyAmeriCorps Portal.]

- Initiated by AmeriCorps
- For Primes
- No editable fields for Grantees
- eGrants certification or approval needed from Portfolio Manager

#### Modify Funding Codes

Changing or correcting the funding codes tied to an obligation.

- Initiated by AmeriCorps
- For Primes
- No editable fields for Grantees
- eGrants certification or approval needed from Executive Officer, Grants Specialist

#### Modify Performance Measures or Workplans

Adjusting, adding, or removing performance measures.

- Initiated by AmeriCorps or Grantee
- For Primes or Subgrants
- Editable fields include Applicant Info, Application Info, Performance Measures
- eGrants certification or approval needed from Prime Grantee, Portfolio Manager, Senior Portfolio Manager

### Modify Project Period

Adjusting the start and/or end dates of the project period.

- Initiated by AmeriCorps
- For Primes
- No editable fields for Grantees
- eGrants certification or approval needed from Portfolio Manager, Senior Portfolio Manager

### Modify Subgrants

Adding or modifying subgrants on a Prime grant.

- Initiated by AmeriCorps or Grantee
- For Primes
- Editable fields include Applicant Info, Application Info, Subapplications
- eGrants certification or approval needed from Portfolio Manager, Senior Portfolio Manager

### Request No Cost Extension

Extending the budget and project period end dates to complete ongoing activities.

- Initiated by AmeriCorps or Grantee
- For Primes
- No editable fields for Grantees
- eGrants certification or approval needed from Portfolio Manager

### Revise Budget

Adjusting line items and/or matching without changing total AmeriCorps or Grantee share of budget.

- Initiated by AmeriCorps or Grantee
- For Primes or Subgrants
- Editable fields include Applicant Info, Application Info, Budget
- eGrants certification or approval needed from Prime Grantee, Portfolio Manager, Senior Portfolio Manager

### Revise Narrative

Editing one or more application narratives.

- Initiated by AmeriCorps or Grantee
- For Primes or Subgrants
- Editable fields include Applicant Info, Application Info, Narratives
- eGrants certification or approval needed from Prime Grantee, Portfolio Manager, Senior Portfolio Manager

### Terminate Grant

Ending grant prior to the currently approved end date.

- Initiated by AmeriCorps
- For Primes
- Editable fields include Applicant Info, Application Info, Narratives, Performance Measures, Budget
- eGrants certification or approval from needed Portfolio Manager, Senior Portfolio Manager, Executive Officer

### Agency Approval or Follow-up (if necessary)

Some amendment reasons require approval from AmeriCorps prior to amendment creation or processing, including:

- Any amendment involving a change in total awarded funds and/or total awarded MSYs for a prime grant or a competitive subgrant.
  - Amendment types: Augment Funds Awarded, Deobligate Funds, Modify Awarded Slots/ Members/VSYS
- Any amendment terminating a prime grant or a competitive subgrant before the end of the originally awarded project and budget periods.
  - Amendment types: Terminate Grant, Modify Budget Period, Modify Project Period

Additionally, some amendment types require follow-up from AmeriCorps after amendment creation or processing, including:

- Any amendment extending a prime grant's originally awarded project and budget periods.
  - Amendment type: Request No Cost Extension
- Any amendment changing the Authorized Representative for a prime grant.
  - Amendment type: Change Authorized Representative

## Timing Considerations

Certain award timelines and statuses affect amendment processing. AmeriCorps recommends that grantees consider the impact of amendments on other grant processing before initiating:

- Ensuring prime and subgrantees (if applicable) are available to revise and submit their applications and that AmeriCorps staff are available to initiate (if applicable) and process.
- Initiating an amendment to the Prime award before a subgrantee can create an amendment to its subgrant is required. Subgrantees cannot initiate amendments unless the Prime is also amended.
- Understanding that grant may be amended regardless of whether it is a new, recompetes, or a continuation application; however, only the most recently awarded application will be available to amend. If you do not see an amendment link on the last awarded application, this may indicate that there is already an amendment in process.
- Acknowledging Project Progress Report (PPR) data entry timelines and due dates. If there is an open amendment when a grantee is in the process of entering PPR data, it may not be possible for the grantee to submit the PPR until the amendment is awarded or deleted.
- Initiating a No Cost Extension amendment no less than 30-days before the end of the original project and budget periods.

## Grantee Initiated Amendments

The following steps outline how to create and submit a grantee-initiated amendment. Alternatively, reference the [AmeriCorps Initiated Amendment](#) section for steps outlining how request an AmeriCorps-initiated amendment. Friendly reminder that it is recommended to consult your Portfolio Manager prior to initiating an amendment.

### Getting Started

To create an amendment, pick one or more amendment type(s) that best describe the desired changes to the grant. Selecting multiple amendment types allow multiple sections of the application to become editable. Reference the [Amendment Types](#) for what application fields are available for grantees to edit under each amendment type.

### Amending the Prime Grant

Login into [eGrants](#) with a username and password, then follow the steps outlined below:

1. On the Home page, under the "Creating an Application" menu, select "Amendment".





Figure 1: Home screen of eGrants with Amendment action selected.

2. The “Existing Applications” page opens and awards are filtered by amend-ability. Click the “amend” link located next to the grant that needs to be amended.
  - a. If you have one or more applications that can be amended, a list of your eligible grants is displayed.
  - b. If you have no applications that can be amended, a message will be displayed stating that no applications are in an amendable state at this time.

The screenshot displays the AmeriCorps eGrants interface. At the top, the AmeriCorps logo and 'eGrants' text are visible. Below the header, there's a navigation bar with 'EXISTING APPLICATIONS - filtered by Amendability.' and a 'Welcome' message. The main content area is divided into three sections based on grant types: 'Training and Technical Assistance', 'AmeriCorps State', and 'AmeriCorps Fixed Amount Grant (State)'. Each section contains a table with columns for 'Amend. #', 'App. ID', 'App. Type', 'Creation Date', and 'Status'. To the right of each row, there are action links: 'view', 'amend', and 'continue'. The 'amend' link for the first application in the 'Training and Technical Assistance' section is highlighted with a black box. Below each row, there is a 'Select a Report' dropdown menu and a 'GO' button.

Amend. #	App. ID	App. Type	Creation Date	Status	Actions
<b>Grant - Training and Technical Assistance</b>					
3	23TA255347	Amendment	02/28/2023	Awarded	view   <b>amend</b>   continue
4	23CA255348	Amendment	02/28/2023	Awarded	view   amend   continue
<b>Grant - AmeriCorps State</b>					
1	23AC249751	Continuation	08/30/2022	Awarded	view   amend   continue
<b>Grant - AmeriCorps Fixed Amount Grant (State)</b>					
4	21ES258137	Amendment	05/26/2023	Awarded	view   amend   continue
3	22AC244812	Continuation	02/09/2022	Awarded	view   amend   continue

Figure 2: eGrants Existing Applications page with amend action selected.

3. The Start Amendment page opens for the selected grant number and available amendment types appear. Select one or more amendment types, denote an amendment reason in the provided text box, and select "next".

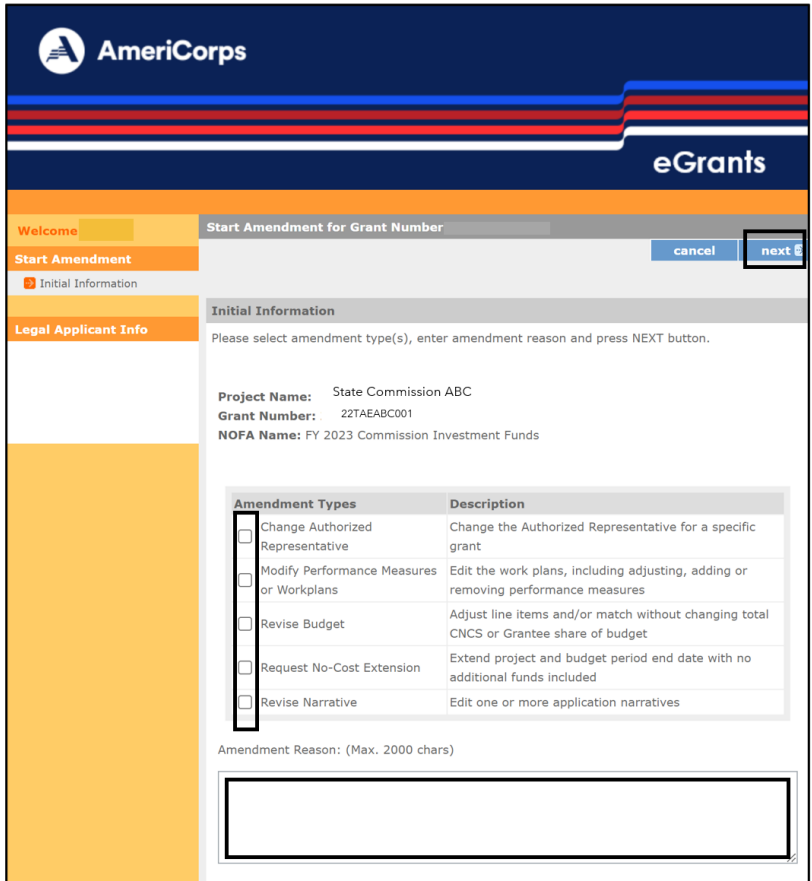


Figure 3: eGrants Amendment page with amendment types, reason, and next button selected.

4. The grant application opens with sections allowed to be amended under the selected amendment type(s) from the previous screen. Proceed with clicking "next" through all the application sections and editing necessary sections for the amendment. If a necessary section is not available to edit, it could be that a different amendment type should be initiated.

The screenshot displays the 'Start Amendment Grant Application' interface. On the left, a navigation menu includes 'Welcome', 'Start Amendment', 'Grant Application Info', and 'Legal Applicant Info'. The 'Start Amendment' menu is expanded, showing options like 'Applicant Info', 'Application Info', 'Narratives', 'Performance Measures', 'Documents', 'Budget Section 1', 'Review', and 'Authorize and Submit'. The main content area is titled 'Start Amendment Grant Application' and features a 'save' button and a 'next' button. The 'Applicant Info' section is highlighted with a red box and contains a 'Please enter/review your applicant and project information.' instruction. Below this, the 'NOFA information' section shows 'NOFA: FY 2023 Commission Investment Funds' and a 'Due Date: 10/04/2022'. A 'Summary' section follows, describing the purpose of the grants. The 'Applicant information' section includes fields for 'Applicant/User' and 'Authorized Representative'. The 'Project information' section provides instructions for first-time and returning applicants, followed by a 'project' field with a 'view/edit' link, a 'Select a project initiative' dropdown menu, a 'Project Director' field with an 'enter new' link and a 'view/edit' link, and a 'Project Website URL' field.

Figure 4: Opened eGrants application displayed with editable sections of the amendment.

- Once edits are completed, navigate to the "Authorize and Submit" page. For Prime grants that need their subgrantees to amend their subapplications, select "open amendment to subapplicants". For Primes grants that do not have subgrantees or do not require subgrantees to amend their subapplications, select "submit amendment to CNCS".

Figure 5: eGrants Authorize and Submit page with choices of "open amendment to subapplicants" and "submit amendment to CNCS" actions selected.

6a. For Primes grants that do not have subgrantees or do not require subgrantees to amend their subapplications, a successful message stating that the prime is now in "Awaiting PO Certification" displays (i.e., Prime amendment was successfully submitted to AmeriCorps for processing) and the amendment initiation process is complete.

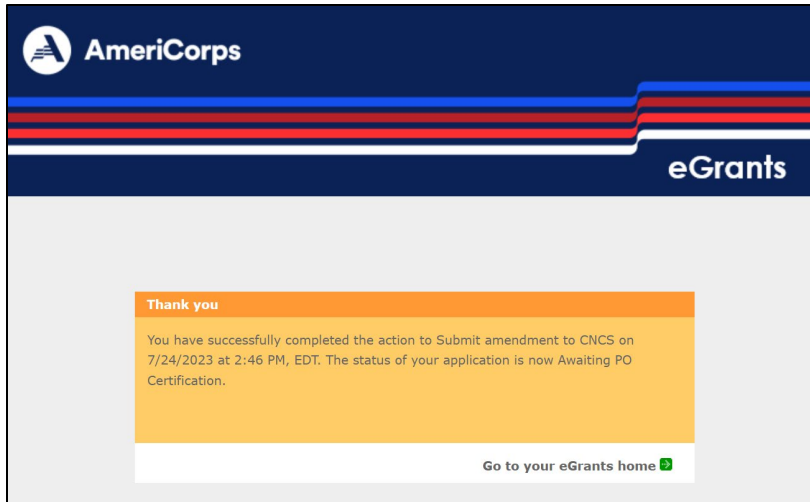


Figure 6a: eGrants successful action message for Primes submitting their amended application to AmeriCorps.

### Amending a Subgrant (if necessary)

6b. For Prime grants that need their subgrantees to amend their subapplications, a successful message stating that the prime is now in "Open for Subapplications" status.

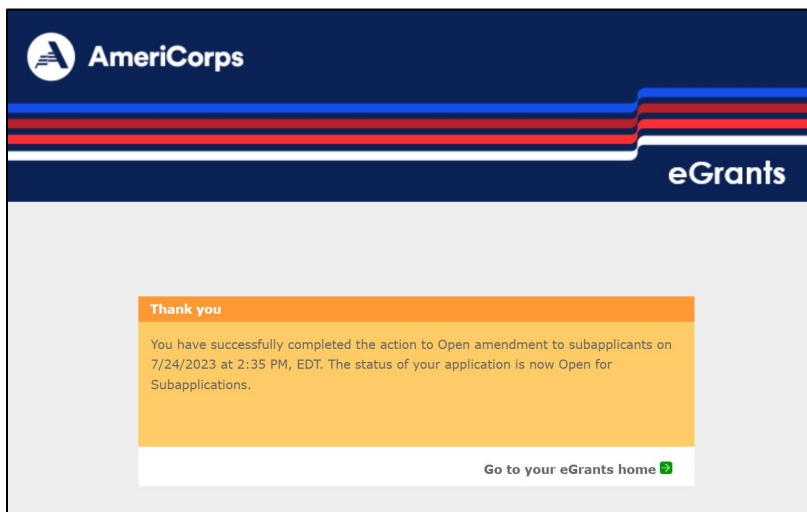


Figure 6b: eGrants successful action message for Primes opening their application for subgrantees to amend their subgrants.

7. Subgrantees now have the ability to edit their subapplication following the opening amendment steps described earlier. Once the subgrantee has completed the amended subapplication, subgrantees select "Submit 424 to prime applicant" under "Authorize and Submit".

Welcome | Start Amendment Grant Application [back](#)

**Start Amendment**

- Applicant Info
- Application Info
- Narratives
- Logic Model
- Performance Measures
- Program Information
- Documents
- Budget Section 1
- Budget Section 2
- Budget Section 3
- Funding/Demographics
- Review
- Authorize and Submit**

**Grant Application Info**

Grant Application ID:  
Grant #:  
Prime Application Info:

NOFA: FY 2023 Public Health AmeriCorps Commission (New and Cont)  
Type: Amendment  
Status: Subapplicant Initial Entry

**Legal Applicant Info**

**Authorize and Submit**

**The Authorize and Submit section is not editable by a prime applicant. If the subapplicant needs to change this information, please return this application to the subapplicant for revision.**

**Authorization:**  
To the best of my knowledge and belief, all data in this application/preapplication are true and correct, the document has been duly authorized by the governing body of the applicant and the applicant will comply with the attached assurances if the assistance is awarded.  
**Authorized by:**  
Authorized on **04/20/2023**

**Assurances: view/print certification**  
I will comply with relevant statutes as referenced in the assurances and will meet the requirements of the grant award and have the legal authority to apply for federal assistance.

**Authorized by:**  
Authorized on **04/20/2023**

**Certifications: view/print certification**  
By selecting "I Agree", you certify that you agree to perform all actions and support all intentions in the Certification sections of this Grant Application.

**Authorized Certifying Official:**  
Certified on **04/20/2023**

**Verify this Grant Application:**  
When an application is submitted, eGrants checks to make sure all the required information has been entered. You can optionally run this check before submitting by clicking this link. If there are errors in your application, a box will be displayed explaining each error.

**Verify this Grant Application** ✓

**Available actions for this Grant Application:**

**Submit 424 to prime applicant** ✓

Figure 7: eGrants Subgrantee amendment page with "Submit 424 to prime applicant" action selected.

8. A successful message stating that the subapplication is now in "Submitted to Prime" status displays (i.e., subgrant amendment was successfully submitted to the Prime for processing).

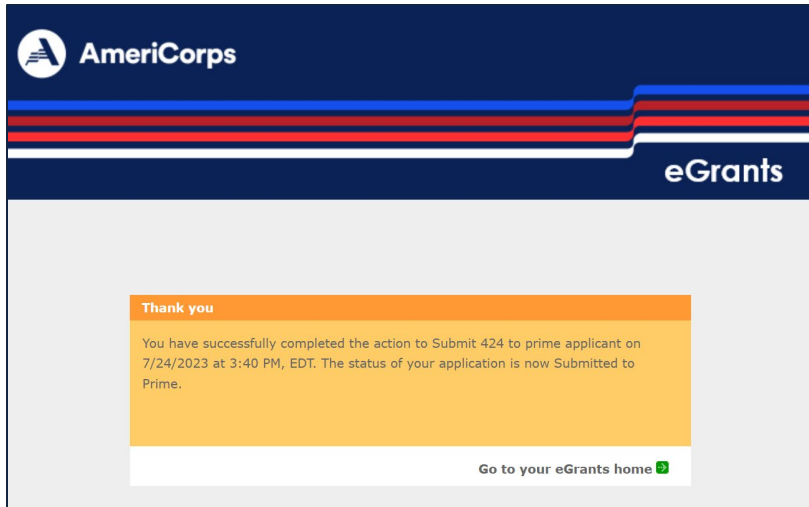


Figure 8: eGrants successful action message for subgrantees submitting their amended application to the Prime.

- Once, the subgrantee(s) have submitted their amended subapplications, Primes select "View All" from "View My Grants/applications" from the eGrants homepage.

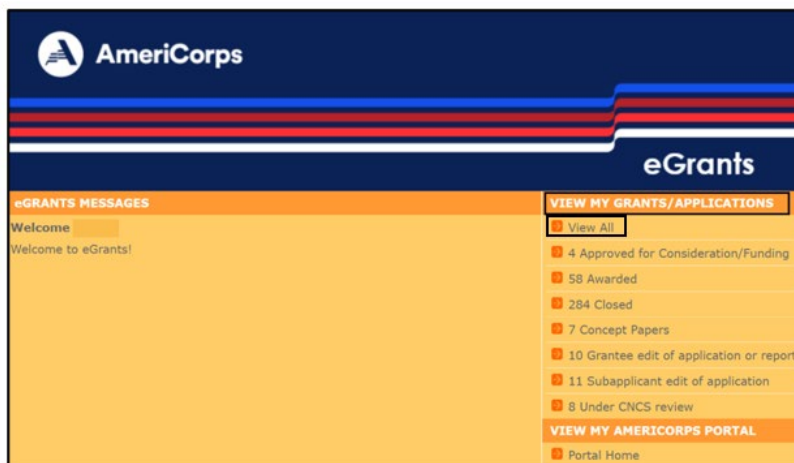


Figure 9: eGrants homepage with "view my grants/applications" action selected.

- Under existing Prime applications, search for the amended Prime grant number and application ID. The application should be in "Open for Subapplications" status. Select "edit".

Amend. #	App. ID	App. Type	Creation Date	Status	
0		Amendment	07/24/2023	Open for Subapplications	edit delete Select a Report [GO]
1		Continuation	08/25/2022	Awarded	view Select a Report [GO]
0		New	03/18/2022	Awarded	view   Select a Report [GO]

Figure 10: Viewing eGrants grants and applications, with the selected amendment in "Open for Subapplications" status and "edit" action selected.



11. Under “Subapplications” section of the amendment, toggle the filter to “Submitted to Prime”, then select “view/edit” of the newly amended subapplication(s).

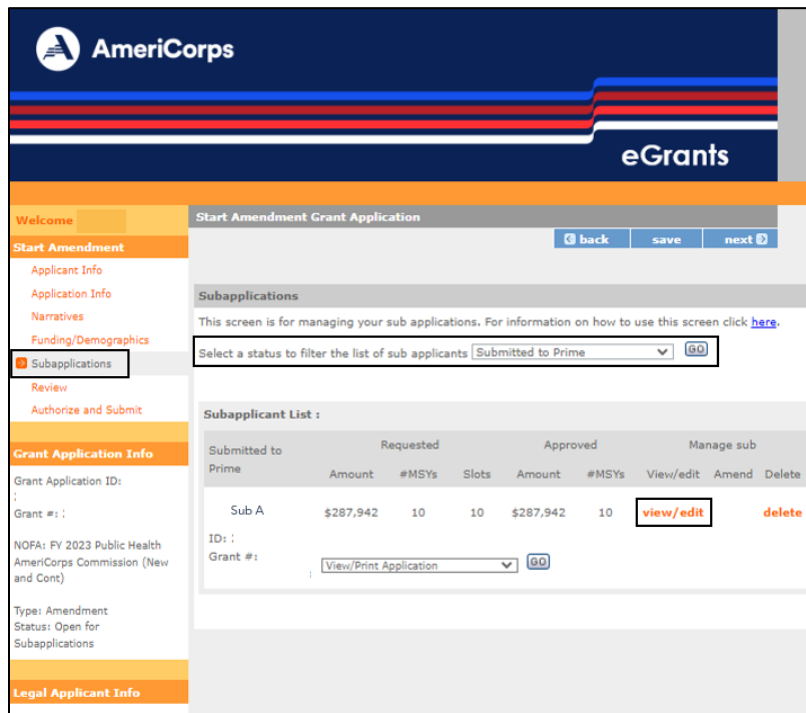


Figure 11: Prime amendment with “Subapplications” subpage open filtered to “Submitted to Prime” status and “view/edit” action selected.

12. The subgrantee’s amendment opens and Prime can view/edit the amended subapplication. Once the Prime approves of the subgrantee’s amendment, toggle the “select a status” filter to select either “For Competitive Submission” or “For Formula Submission” and add any comments as appropriate. Then select “save & close”. The subapplication is now attached to the Prime, and the Prime amendment can be submitted to AmeriCorps.

**AmeriCorps**

**Start Amendment Grant Application**

Sub Applications

cancel save & close

Please enter/edit the necessary subapplicant information for your program.

Subapplicant Name:

Application ID:

Grant #:

State:

\$ Amount Requested: \$378,262.00

#MSYs Requested: 22.14

Slots Requested: 55

\$ Amount Approved: \$378262.00

#MSYs Approved: 22.14

Status: Submitted to Prime

Select a Status:

Recommendation Summary (Max: 4000 chars)

[view/edit subapplication](#)

cancel save & close

Figure 12: eGrant subapplication pop-up with submission status filtered and "save & close" action selected.

- Once all of the subgrantee amendments are in a submitted status, navigate to the "Authorize and Submit" page of the Prime amendment and select "submit amendment to CNCS".

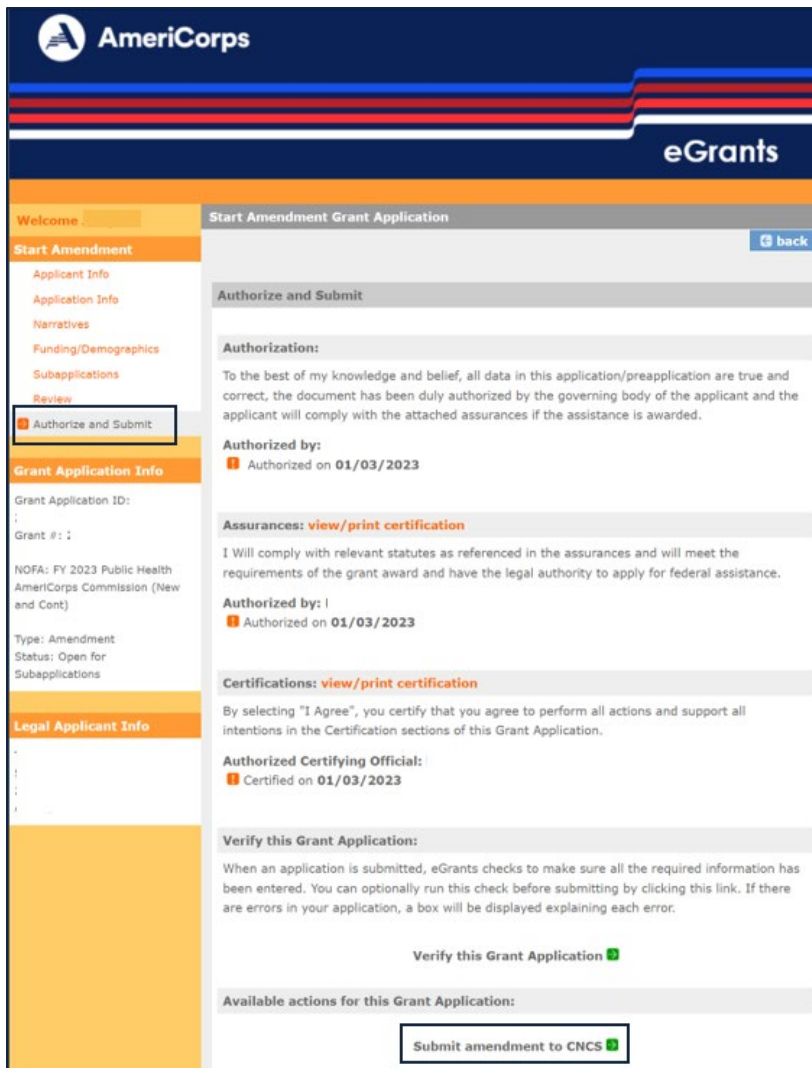


Figure 13: eGrant Prime amendment "Authorize and Submit" page with "Submit amendment to CNCS" action selected.

13. A successful message stating that the Prime is now in "Awaiting PO Certification" status displays (i.e., Prime amendment was successfully submitted to AmeriCorps for processing).

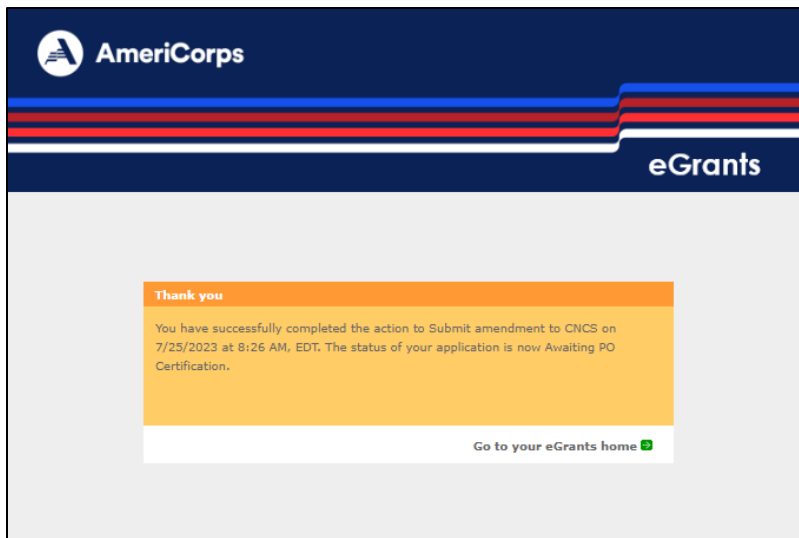


Figure 14: eGrants successful action message for Primes submitting their amended application to AmeriCorps.

## AmeriCorps Initiated Amendments

The following steps outline how to request an AmeriCorps-initiated amendment. Alternatively, reference the [Grantee Initiated Amendment](#) section for steps outlining how to create and submit a grantee-initiated amendment.

1. Prime grantees should contact their Portfolio Manager to discuss and request an amendment that can only be initiated by AmeriCorps agency staff:
  - a. [Augment Funds Awarded](#)
  - b. [Add or Remove a Special Condition](#)
  - c. [Deobligate Funds](#)
  - d. [Modify Budget Period](#)
  - e. [Modify Enrollment Period](#)
  - f. [Modify Funding Codes](#)
  - g. [Modify Project Period](#)
  - h. [Terminate Grant](#)

For amendment types where both AmeriCorps and the grantee can initiate the amendment(s) it is recommended that that grantee initiate.