



## Umoja Program Grant Amendment Process

Umoja Program Grants are offered and awarded upon the Central Office's review and approval of submitted RFA: Umoja Program Funds applications. Once approved funding is awarded, the Central Office is responsible for ensuring proper spending and use of funds. Because of this, amendments regarding funds must be submitted, reviewed, and approved to ensure changes are in alignment with Umoja's principles and practices, and in accordance with approved grant awards. Additionally, amendment request allows for proper tracking and monitoring of funds as it relates to stipulations surrounding the approval of the grant.

Amendments are required when:

- there is any change in program workplan activities/goals; or
- adjustments to funding dedicated to specific line items/budget series

If it is determined that an amendment is required, then a Grant Amendment Request Form must be completed by the Umoja Program Campus Coordinator and submitted by the designated Regional Coordinator to the Central Office for review and approval. Amendments with changes in program objectives must submit the following:

1. Grant Amendment Request Form
2. Workplan that reflects program workplan activity/goal changes
3. Budget Detail Sheet that reflects changes in accordance to new workplan
4. Other supporting documentation to justify need for an amendment

Amendments that seek to move funds into different line items/budget series but will require no changes in the workplan activities/goals, such as adding or removing activities/goals, only need to submit a completed Grant Amendment Request Form describing the amendment and the necessity.

Once Grant Amendment Forms are received by the Central Office, please allow up to **2 weeks** from submission date for review. It is important to note that the submission of a Grant Amendment Form does not guarantee approval. If an amendment request is approved, the Central Office will notify the Regional Coordinator who will then contact the Umoja Program Campus Coordinator. The Central Office will add the Grant Amendment Form to the campus/program's file for record. Approved grant amendments are expected and required to be reflected in the end of year report.