

Grants Management Module:

Amendment Action Types

This job aid is a living document. Check the CDC GrantSolutions internet for the latest version.

The post-award amendment action types (suspenses) available in the Grants Management Module (GMM) are listed below. GMM processes amendments using the following guidance until grantees start using the system. These are the basic steps:

Amendment Action Types

1. The Grants Management Specialists (GMS) or the Grants Management Officers (GMO) will create the amendment for the grantee. They will:
 - a. upload the grantee's request as a PDF file,
 - b. complete the amendment identification,
 - c. complete and validate the application control checklist,
 - d. legitimize the organization, and
 - e. enter the grantee's SF 424-A (optional).
2. The Project Officer (PO) will:
 - a. create the Funding Memo under the Manage Amendments screen,
 - b. enter the grantee's requested budget in the budget worksheet,
 - c. enter the program's recommended funding amount in the budget worksheet using source documents uploaded by the Office of Grant Services (OGS) or from Grant Notes,
 - d. upload any programmatic required support documentation in Grant Notes, and
 - e. recommend the Funding Memo to the CIO Review/Approver.

Amendment Type	Workflow	Description
Administrative Supplement	Monetary	This type of action is requested by recipients. (1) Used to fund a low-cost extension of the final budget period of a project period, generally for salaries. This cannot exceed 25% of approved federal direct costs or \$100,000, whichever is less. (2) Meets unforeseen costs increase within the scope of the approved project that take effect during a current budget period. Must occupy less than 25% of approved federal direct costs or \$250,000, whichever is less.
Program Expansion Supplement	Monetary	This type of action is requested by the recipient or initiated by the awarding office. It is subject to the same requirements for competition as new awards. It addresses one of the following situations: <ul style="list-style-type: none">• Expansion of project size or scope or change in protocol• One-time activities that add effort, personnel, or activities not included in the approved award/budget• Administrative supplement requests that exceeds the specified level

Carryover of Funds	Non-Monetary	This action involves old money not new funds. See the Carryover of Funds Job Aid.
Change of Grantee Address	Non-Monetary	This action is taken when a grantee notifies CDC that their official mailing address has changed.
Change in Key Personnel	Non-Monetary	This action is used when a key personnel change is needed. The Notice of Award (NOA) documents key personnel. For example: Project Director, Program Director, etc.
Change PI/PD	Non-Monetary	This action is typically for research grants.
Closeout by Budget Period	Monetary	This action could involve de-obligation and re-obligation.
Grant Closeout	Monetary	This action could involve de-obligation; may have to restore funds.
No Cost Extension	Non-Monetary	This action is an extension of the project period that does not include additional funds.
Notification of a Contractor or Consultant	Non-Monetary	This happens when the contractor/consultant's contact details are unknown at the time of application. The PO restricts funds until the grantee notifies OGS of these details. The Release of Restriction amendment typically follows this action.
Organization Name Change	Non-Monetary	This action involves a legal name change.
Other	Non-Monetary	This is for administrative actions by OGS.
PPHF Budget Period Extension	Non-Monetary	This action extends Prevention and Public Health Fund (PPHF) budget periods on existing grants. It should be done before the end date of the existing budget. A separate Catalog of Federal Domestic Assistance (CFDA) number for PPHF program activities is needed.
Redirection of Funds	Non-Monetary	This action happens when a redirection of funds exceed the 25% cumulative threshold.
Release of Restriction	Non-Monetary	Prior restrictions on the award are removed.
Special Funding	Monetary	This action relates to processing current fiscal year money for: <ul style="list-style-type: none"> multiple rounds of funding on grantee current budget periods throughout the 12-month period, and partial funding in a NOA due to a federal Continuing Resolution.
Successor of Interest	Monetary	This action involves de-obligating funds from current grantee and re-obligating funds to a new awardee.
Summary Statement/Technical Review Response to Weaknesses	Non-Monetary	The Summary Statement may identify problems with insufficient contractor/consultant details. The grantee will submit a response document to the agency for review. A Notification of a Contractor or Consultant amendment or a Release of Restriction amendment may also be needed.



