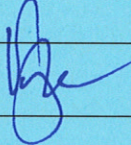


TITLE: SUBMITTING GRANT AMENDMENTS TO GRANTOR	POLICY NO.: CDLO 102
PURPOSE: Learn process of submitting Grant Amendments to Grantor.	

The Office of Local Defense Community Cooperation (OLDCC) provides a manual for all Grant actions on their website: www.oldcc.gov.

- 1) If the Amendment does not require changes in funding, a narrative is prepared and sent to the OLDCC Program Manager (PM) for his review. See OLDCC manual for directions on how to submit the Amendment.
- 2) If the Amendment request includes any funding adjustments or an increase in funding, the narrative must include a justification and a detailed explanation of the adjustments.
- 3) Submit the Amendment
- 4) Amendment will be sent to the Authorizing Official for his review, signature and submission.
- 5) OLDCC Technical Review Committee will review and determine if approved.
- 6) If the TRC requests additional information, the Amendment request will be sent back for revisions. Make the revisions and resubmit.
- 7) If the TRC approves the amendment, it will be in the OLDCC system under the "Amendment" TAB.
- 8) Print a copy of the request and approval for file.