



Instructions for Work Program Amendment Requests (Projects Beginning Prior to July 1, 2011)

Important Information about Work Program Amendment Requests:

- Work program amendment requests are allowed when a change of substance to an result, outcome, or a budget item is deemed necessary.
- Amendment requests must be submitted before a change to an result, outcome, or budget item is implemented.
- Work program amendments are obtained by submitting an amendment request to LCCMR for review. This request can be submitted as part of a status update report or at any other time if the need for a change is determined at a time that does not coincide with a status update report.
- If you have any questions about requesting an amendment – e.g., whether an amendment is necessary for a proposed change or how to make the request – please contact LCCMR staff at 651-296-2406.

Work Program Document

1. In the “Date of Report” field on p. 1 of your work program, insert the date you are submitting the amendment request.
2. In Section III “Project Summary as of [date]”, insert text labeled “Amendment Request” underneath your last completed “Project Status as of [date]” update that indicates the date of the request followed underneath by a clear explanation of the reason for the amendment being requested. For example:

Amendment Request (mm/dd/yyyy):

[Explanation]

If funds are being proposed to be shifted between activities or between budget categories, indicate the result number and/or the specific budget categories.

3. Throughout the work program, apply underline formatting to all new text being inserted into the work program as a result of the amendment request (including the “Amendment Request” explanation in Section III) and apply ~~strikethrough formatting~~ to text to be deleted as a result of your requested amendment if approved. In MS Word, font formatting can be accessed through Format>Font or Home>Font depending on your version of Word, or by right-clicking and selecting “Font”. Be sure to make the changes in all sections of the document impacted by the amendment request. This may include making changes in sections that you normally make no changes to in your status update reports.

DO NOT USE “TRACK CHANGES” function to apply strikethrough and underline formatting. This can result in confusion for LCCMR staff as to what text is intended to be your final text. Work program amendment requests using the “Track Changes” function to apply strikethrough and underline formatting may be returned for correction.

Attachment A

If your amendment request involves shifting dollars between activities or budget items, you will also need to make changes to your Attachment A.

1. For each Result impacted by the amendment request, insert a new column next to the appropriate existing Result budget column – i.e., “Result [#] Budget:”. Label the new column “Revised Result [#] Budget [date of request]”.

2. In the original “Result [#] Budget” column, apply ~~strikethrough~~ formatting to the numbers.
3. In the new “Revised Result [#] Budget [date of request]” column, insert the proposed new dollar amount for that budget item.
4. If you are adding new budget line items, insert a new row with the added budget item indicated in addition to the new column. Please date the new budget item.

For example, in the table below:

- The shaded column is what would be inserted for a “Revised Result [#] Budget” column (it is not necessary to shade the column on your Attachment A).
- The “Personnel” row represents a budget item that is being requested to be reduced in an amendment.
- The “Professional/Technical Contracts” row represents a budget item that is being requested to be increased in an amendment.
- The “Equipment/Tools/Supplies (mm/dd/yyyy)” row represents a budget item that is being requested to be added new in an amendment.

Environment and Natural Resources Trust Fund Budget	Result 1 Budget:	Revised Result 1 Budget mm/dd/yyyy	Amount Spent	Balance
	<i>Fill in your result title here</i>			
BUDGET ITEM				
Personnel John Smith, Project Manager: \$10,000 (75% salary, 25% benefits); .15 FTE	20,000	10,000	0	10,000
Professional/Technical Contracts Data Services Consulting, Inc.: Field data acquisition	20,000	25,000	0	25,000
Equipment/Tools/Supplies (mm/dd/yyyy) [general description of item or item type]	0	10,000	0	10,000

5. Update all relevant “Balance” columns. If you are using any formulas in your spreadsheet to calculate the “Balance” columns, including the “Total Balance” column, be sure to update the formulas to use the new revised budget column in the calculation.

Amendment Approval

If your amendment request is approved, you will need to make some revisions to your work plan before your next status update report submission:

1. In Section III, where you inserted an explanation of your amendment request (see instruction #3 above), insert the text “**Amendment Approved: [date of LCCMR approval]**” directly underneath the amendment request explanation.
2. Throughout your work plan, remove underline formatting from all new language inserted as a result of the approved amendment and delete all stricken language that is obsolete as a result of the amendment.
3. In Attachment A, delete the old budget column(s).