

GCERC Post-Award Amendment Requirements Checklist For Gulf Coast Ecosystem Restoration Council Grants and IAAs

For all award amendments:

- Before submitting any information in PIPER or GrantSolutions, submit a completed [change request form](#) to the Council Staff Grant Award Specialist via email. The Grant Specialist will indicate what information will need to be provided in GrantSolutions and PIPER.**

After communicating with Council staff regarding your need, you may refer to this checklist which provides guidance on submitting an amendment for a RESTORE Council award.

The checklists included in this document are organized based on the amendment type identified in GrantSolutions (Monetary or Non-Monetary Amendments). There are two checklists for each amendment type: the first is for project award amendments. The second checklist is for a program award that is being amended to add project-specific workplans.

Please scroll through to find the appropriate checklist, or select your amendment from the list below to skip to the appropriate checklist:

Non-Monetary Amendments

- [No-cost time extension](#)
- [Add project workplan\(s\) without change in funding amount](#)
- [Other project/program award application record changes \(change in scope/leveraging/metrics/etc.\) without change in funding amount](#)

Monetary Amendments

- [Increase/decrease award funding amount or duration](#)
- [Add project workplan\(s\) with change in funding amount](#)
- [Other project/program award application record changes \(change in scope/leveraging/metrics/etc.\) with change in funding amount](#)

Non-monetary Amendment to a Project Award:

PIPER Requirements (Access at <https://www.restorethegulf.gov/apps/piper/web>)

- PIPER Project general information and narrative information updates **Note: Detailed instructions for submitting an amendment request in PIPER are available in the [PIPER Amendment Module User guide](#).** Depending on the nature of the amendment request, the PIPER amendment request may include updates to the following:
 - Award [Metrics](#) (PIPER Web Form)
 - Award Leveraged Funding Data (if applicable) (PIPER Web Form)
 - Award Milestones Data (PIPER Web Form)
 - Award Environmental Compliance Data (PIPER Web Form) **Note: The EC checklist is locked for planning-only activities, and does not need to be revised.**
 - Award GIS Files ([Link to GIS Template](#)) (PIPER Upload)
 - Observational Data Plan (eODP) (PIPER Upload) - **Note: Additional guidance on developing Program ODPs is available in the [ODP Guidance](#).**
 - Map

GrantSolutions Requirements (Access at <https://www.grantsolutions.gov>)

Depending on the nature of the amendment request, the GrantSolutions amendment request may include updates to the following:

- Completed SF-424 (Application for Federal Assistance) (GrantSolutions Web Form)
- Completed SF-424A (Budget) (GrantSolutions Web Form)
- [GrantSolutions Application Checklist](#) (upload to GrantSolutions)
- [RESTORE Certification](#) (upload to GrantSolutions)
- Updated Budget Narrative ([link to Budget Narrative Template](#)) (upload to GrantSolutions)
- Additional sub-budget(s) and associated narrative(s) (e.g., subrecipients or co-funding) (upload to GrantSolutions)
- Subrecipient and Contractor Worksheet, if applicable ([link to Sub-recipient Template](#)) (upload)
- Applicable Negotiated Indirect Cost Rate Agreement(s) (upload to GrantSolutions)

For Non-Monetary amendments to add project-specific workplans to a program award

PIPER Requirements (Access at <https://www.restorethegulf.gov/apps/piper/web>)

- Update PIPER Program Award application, if appropriate (PIPER Web Form) **Note: Detailed instructions for submitting an amendment request to add a project workplan in PIPER are available in the [PIPER Amendment Module User guide](#).**
- Update [Metrics](#) to add information about new project metrics (PIPER Web Form)
- Updated Leveraged Funding Data (if applicable) (PIPER Web Form)
- Updated Milestones Data, when adding new project workplan to a program at least one new milestone is required for each project (PIPER Web Form)
- PIPER Workplan narrative (submitted through PIPER Workplan Editor). Information requested in the PIPER Workplan Editor is listed in the Project [Workplan Template](#). **Note: Each workplan should include a separate project-specific EC checklist if the project involves implementation.**
- Update GIS Files Upload for existing award application - ([Link to GIS Template](#))
- Updated Program eODP Upload - If adding new workplan(s), the Program ODP should be updated to add in the new project-specific information. ([link to Program ODP Template](#)) - **Note: Additional guidance on developing Program ODPs is available in the [ODP Guidance](#).**

GrantSolutions Requirements (Access at <https://www.grantsolutions.gov>)

- Completed SF-424 (Application for Federal Assistance) (GrantSolutions Web Form)
- Completed SF-424A or worksheet, as applicable (see below)
 - If requesting additional funding be added to the award, complete SF-424A (Budget) (GrantSolutions Web Form)
 - If requesting release of previously awarded funds, complete SF-424A Revision Worksheet (upload to GrantSolutions)
- Completed SF-424C or worksheet as applicable (for projects including construction only) (see below)
 - If requesting additional funding be added to the award for construction activities, complete SF-424C (Construction Budget) (GrantSolutions Web Form)
 - If requesting release of previously awarded funds for construction activities, complete SF-424C Revision Worksheet (upload to GrantSolutions)
- Completed SF-424D (Construction Assurances), if applicable (for projects including construction only where an SF-424D has not been previously submitted) (upload to GrantSolutions)
- Project-level Budget Narrative(s), one per project ([link to Budget Narrative Template](#)) (upload to GrantSolutions)
- Amendment Narrative (upload to GrantSolutions)
- Additional project-level sub-budget(s) summary and associated narrative(s) (e.g., subrecipients or co-funding) (upload to GrantSolutions)
- Subrecipient and Contractor Worksheet, if applicable ([link to Sub-recipient Template](#)) (upload to GrantSolutions)
- Applicable Negotiated Indirect Cost Rate Agreement(s) (upload to GrantSolutions)

For Monetary Award Amendments to a Project Award:

PIPER Requirements (Access at <https://www.restorethegulf.gov/apps/piper/web>)

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 - Award GIS Files ([Link to GIS Template](#)) (PIPER Upload)
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