

Section 7.2.8: Recipient Mailing Address Change

PURPOSE AND POLICY

Each agency should establish and follow a process for processing grant adjustment requests. An approved subgrant modification or amendment is required for changes in the subgrantee organization's mailing address. The Office of Grants and Federal Resources (GFR) recommends that grant adjustments are processed via the eCivis Subrecipient Manager (SRM).

PROCEDURE

1. **Submit grant adjustment request.**

The subgrantee submits a request for a grant adjustment in writing to the grant program manager, preferably through the eCivis Subrecipient Manager (SRM). The request should include all pertinent information the grantor requires to render a decision.

2. **Approve or deny the grant adjustment request and notify the grantee.**

The grant program manager reviews the subgrant adjustment request to determine if the requested change is allowable under the grant terms and conditions, is necessary and reasonable, is consistent with the goals and objectives of the subgrant and complies with any applicable state and federal policies and regulations. Grant program managers should consult with their agency leadership and follow internal policies regarding modification or amendment requests.

If a change is needed, the grant program manager asks the subgrantee, in writing, to make the changes and resubmit the request.

If the grant program manager denies the modification or amendment request, the grant program manager will notify the subgrantee in writing.

Once the modification or amendment is finally approved, the grant program manager will notify the subgrantee in writing.

3. **Record of grant adjustment disposition.**

Once the modification or amendment has final approval (or denial), the grants program manager records the change in the award file, preferably via the eCivis SRM