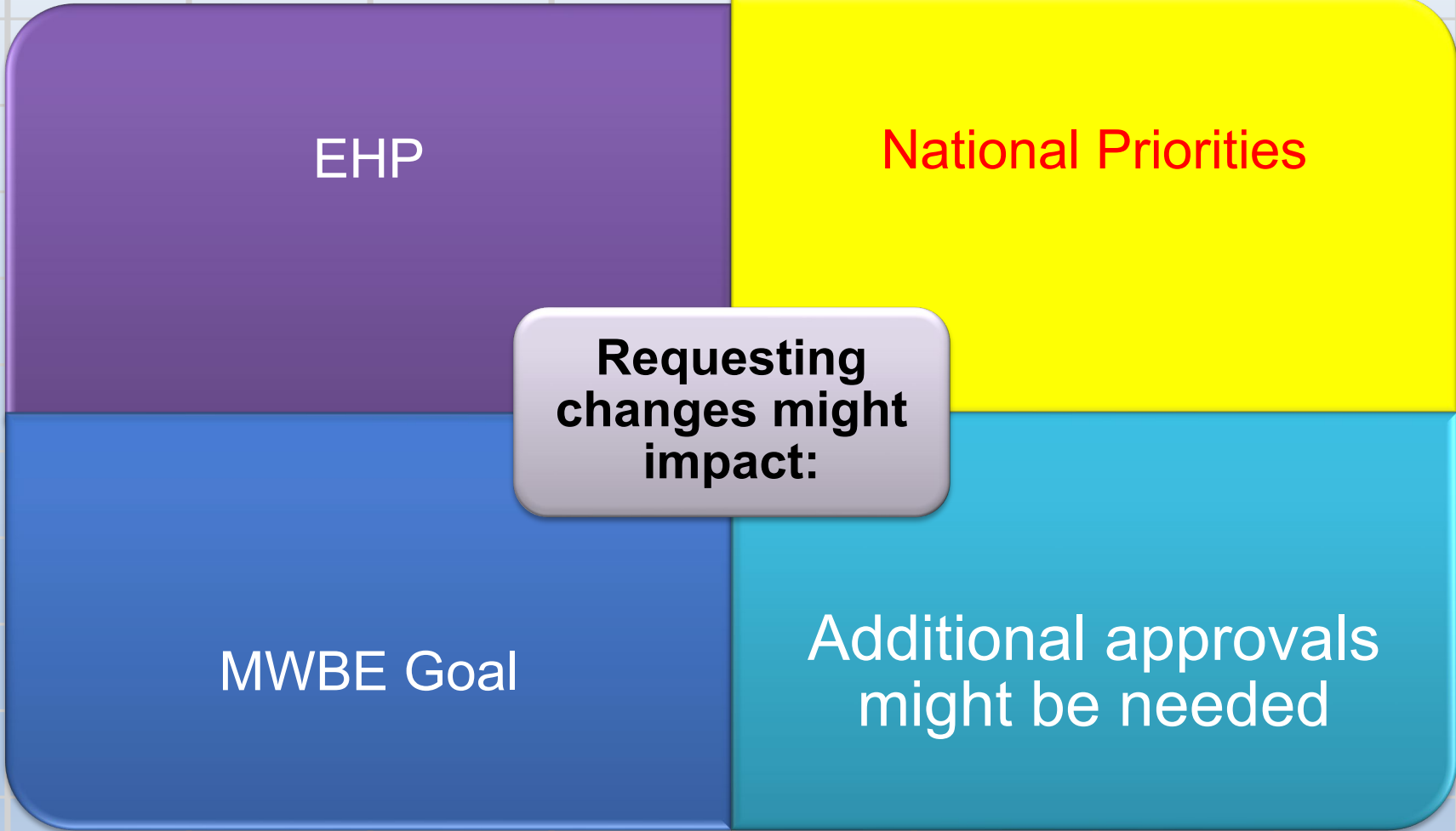


# Amendments

## Changes to Scope of Work and/or Budget Reallocations

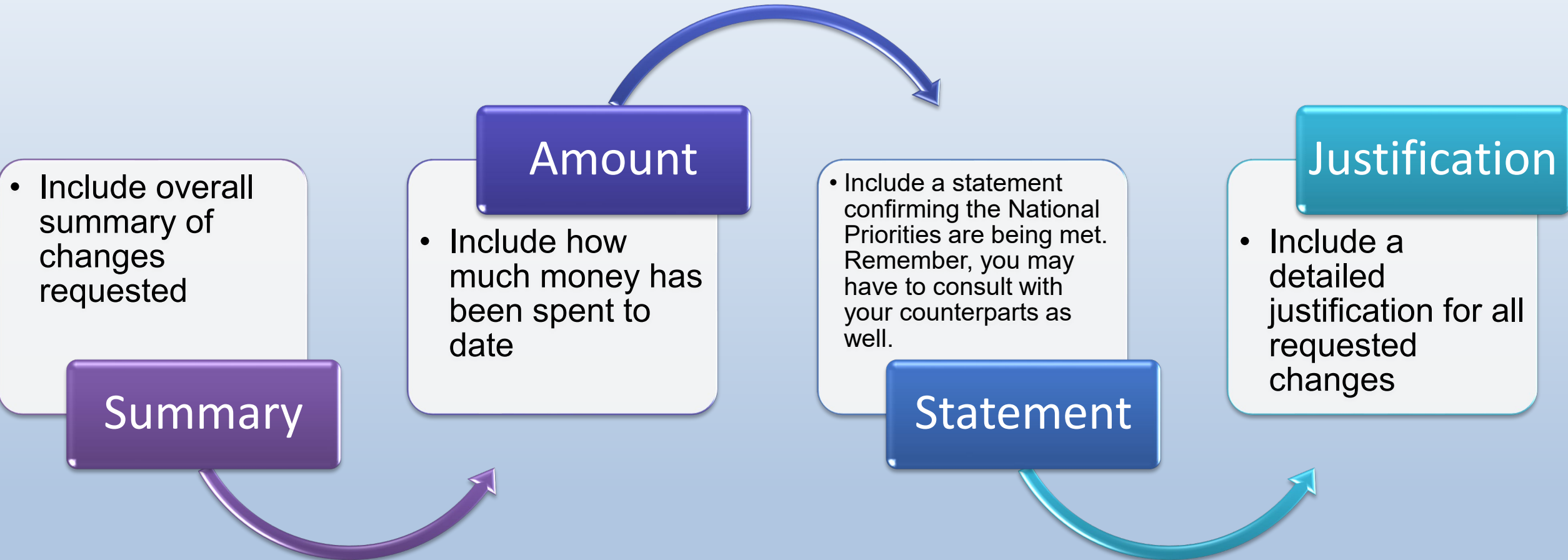


# Amending Competitive Grant Contracts



Amendments requesting new projects will not be approved unless all outlined projects in the original contracts have been completed.

# Amendment Requests



# Expenditure Tracking

Budget as it appears in E-Grants

Expenditures tracked per FCR

Empire County FY2024 State Homeland Security Program C123456												
G&T	IJ/National Priority	Budget Description	Budget \$	Amend #1	Amend #2	Amend #3	Amend #4	Amend #5	FCR#1	FCR#2	FCR#3	Total Expenditure Balance
	<b>Consultant</b>											
23	Enhance Cyber Security Capabilities	Consultant for Cybersecurity Planning	\$18,193.00									\$0.00
23	Enhance Cyber Security Capabilities	Consultant for COOP/COG Plan Development	\$18,192.00									\$0.00
	<b>Consultant Total</b>		<b>\$36,385.00</b>						<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$18,193.00</b>
	<b>Equipment</b>											
5	Enhance the Protection of Soft Targets/Crowded Places	Law Enforcement Training Simulator	\$23,900.00									\$0.00
	<b>Equipment Total</b>		<b>\$23,900.00</b>						<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$23,900.00</b>
	<b>Travel and Subsistence</b>											
51	Strengthen CBRNE Preparedness and Response Capabilities	Travel Costs for approved Hazmat Training	\$3,000.00									\$0.00
	<b>Travel and Subsistence Total</b>		<b>\$3,000.00</b>						<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,000.00</b>
	<b>All Other Expenses</b>											
51	Strengthen CBRNE Preparedness and Response Capabilities	Training Costs for approved Hazmat Training	\$20,000.00									\$0.00
	<b>All Other Expenses Total</b>		<b>\$20,000.00</b>						<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$20,000.00</b>
	<b>GRAND TOTAL</b>		<b>\$63,285.00</b>						<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$45,093.00</b>

Investment justifications tracked here with National Priority Areas outlined in Red

Budget amendments tracked here

# Sample Amendment Request

Subject: Empire County FY2021 SHSP C123456 Amendment Request

Dear DHSES Contract Representative,

Empire County would like to reallocate the budget for our awarded FY2021 SHSP Grant (C123456). We would like to add a budget line for Portable Radios for \$14,400. We recently learned a lot of the current radios have been malfunctioning and they are out of date. We would like to reduce the amount allocated to PPE to \$5,600 as we have used other grant funds to purchase PPE and this budget line is no longer necessary at this time. We believe Portable Radios would fall under the Advance Public Safety Interoperable and Emergency Communications IJ/National Priority. These changes will not impact our National Priorities requirement.

We have completed all other projects in this contract. Should this reallocation be approved, the purchase and payment of the Portable Radios will be completed with the grant's remaining timeline. Please see the current and proposed budget from the expenditure tracking sheet below:

**Include the name of the county and contract number.**

**1<sup>st</sup> Paragraph: Include what you would like to change in your contract and the justification for the change. Confirm the National Priorities will be met or ask for confirmation from DHSES Contract Rep.**

**Include a statement confirming the projects will be completed within the performance period of the contract.**



# Sample Amendment Request

Empire County FY21 State Homeland Security Program C123456 10/01/2021 - 08/31/2025		Amendments	
IJ/National Priority	Budget Description	Budget	Amend #1
<b>Consultant Services</b>			
<b>Enhance Cyber Security Capabilities</b>	<b>Consultant Costs to Conduct Cyber Security Exercises</b>	\$10,000.00	\$10,000.00
<b>Consultant Services Total</b>		<b>\$10,000.00</b>	<b>\$10,000.00</b>
<b>Equipment</b>			
<b>Enhance the Protection of Soft Targets/Crowded Places</b>	<b>Physical Security Enhancement Equipment (DHS EHP Approval required prior to purchase if not portable/mobile)</b>	\$25,000.00	\$25,000.00
Advance Public Safety Interoperable and Emergency Communications	Portable Radios		
		\$0.00	\$14,400.00
<b>Addressing Emerging Threats &amp; Build and Sustain CBRNE Detection and Response Capabilities</b>	<b>Personal Protective Equipment (CBRNE PAPR and protective clothing)</b>	\$20,000.00	\$5,600.00
<b>Equipment Total</b>		<b>\$45,000.00</b>	<b>\$45,000.00</b>
<b>Supplies</b>			
<b>Enhance Cyber Security Capabilities</b>	<b>Supplies for Cyber Security Exercise</b>	\$5,000.00	\$5,000.00
<b>Supplies Total</b>		<b>\$5,000.00</b>	<b>\$5,000.00</b>
<b>Rental of Facilities</b>			
<b>Enhance Cyber Security Capabilities</b>	<b>Costs for Facility Rental for Cyber Security Exercise</b>	\$5,000.00	\$5,000.00
<b>Rental of Facilities Total</b>		<b>\$5,000.00</b>	<b>\$5,000.00</b>
<b>All Other Expenses</b>			
<b>Enhance Cyber Security Capabilities</b>	<b>Cloud Based Cyber Security Awareness Training Service</b>	\$15,000.00	\$15,000.00
Advance Public Safety Interoperable and Emergency Communications	Satellite Phone Service	\$2,000.00	\$2,000.00
Advance Public Safety Interoperable and Emergency Communications	Wireless Service Fees	\$2,000.00	\$2,000.00
<b>All Other Expenses Total</b>		<b>\$19,000.00</b>	<b>\$19,000.00</b>
<b>GRAND TOTAL</b>		<b>\$84,000.00</b>	<b>\$84,000.00</b>

**Attach or include in the body of the e-mail when submitting an amendment request.**



# Amendment Approval Process

