

FEDERAL GRANT AMENDMENT INFORMATION FOR SFS

*If a field below does not apply, enter: "N/A".

Contract ID

Grant/Reference Award Number

Project ID

WHAT IS BEING AMENDED?

Award Amount

Award End Date

Enter Additional Comments (if needed)

CONTACT INFORMATION

Grant Manager

Phone and Email

Submitted By

Phone and Email

Date

Note: You must attach a copy of the grant award document. Please submit only those pages that provide basic grant award and accounting information (usually this is the first one or two pages). This form and copy of the grant award should be submitted via email to **FederalGrants@osc.ny.gov**. Include "Federal Grant Amendment" followed by the **Grant Award Number** in the subject line. If your agency has access, also attach a screenshot from the Federal system if OSC draws the Federal funds.

OSC USE ONLY

Prior Award Amount Draw System

Prior Award End Date LOC Doc ID

Attribute Type/Value

Instructions for Completing the AC 3286-A Federal Grant Amendment Form

All amendments to the grant must attach a copy of the grant award document. Please submit only those pages that provide basic grant award and accounting information (usually this is the first one or two pages). This form and copy of the grant award should be submitted via email to FederalGrants@osc.ny.gov. Include "Federal Grant Amendment" followed by the Grant Award Number in the subject line. If your agency has access, also attach a screenshot from the Federal system if OSC draws the Federal funds.

Contract ID

Enter the system generated or smart-coded Contract ID.

Grant/Reference Award Number

If agency draws the grant, the Reference Award Number should be what is listed on the Grant Award Document (GAD). For OSC drawn grants, the Reference Award Number should be the same as what is listed in the Federal Draw System to ensure proper draws for reimbursement.

Project ID

Provide the Project ID associated to the contract (Max of 15 Characters).

WHAT IS BEING AMENDED?

Award Amount

Increase/Decrease from the GAD (must be attached).

Award End Date

From the GAD.

Enter Additional Comments (if needed)

Include any additional comments if necessary. If the grant is related to a disaster, list the disaster and include the Public Law Authority.

CONTACT INFORMATION

Grant Manager

Name of the grant manager that can be contacted if OSC has any questions about actual transactions against the project. This may or may not be the same person submitting the form.

Phone and Email

List Grant Manager phone and email.

Submitted By

Name of the person submitting the form who can be contacted if OSC has any questions about the form. This may or may not be the Grant Manager.

Phone and Email

E-mail will be used to provide notification when the grant amendment is complete.