

## Accomplishment Plan Amendment Requests

We understand at the time of the Accomplishment Plan (AP) submission and approval, managers provided the best estimate of work to be accomplished with in the budget estimates provided. The (AP) outlines the original scope and intention of the work proposed within the appropriation language.

Types of AP amendment requests:

**Changes in narrative:** changes to one of the items below that is explained in more detail in the text section

**Changes in timeline:** completing the work is either expedited or delayed, often this is due to seasonal factors

**Changes in outputs:** changes in overall acres anticipated to be completed, i.e. changes in tables 1a, 1b and 3

**Changes in funding allocation:** shifting acres or dollars to difference habitat types or across sections occurring in tables 2 and 4

**Changes in budget:** shifting of monies allocated in line items in excess of a 10% difference in any single budget line item

**Changes in parcel list:** additions or deletions of parcels for acquisition, restoration or enhancement

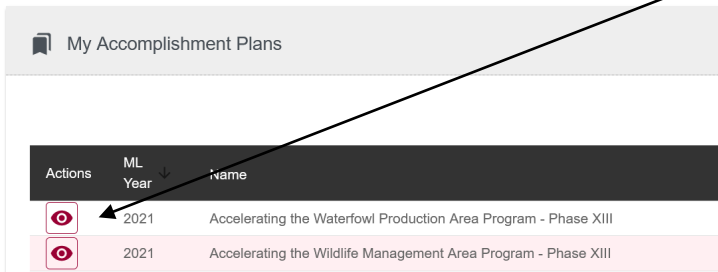
Amendment requests must be submitted and approved prior to the change in activity taking place, or you risk not getting reimbursed for the expenses associated with the amendment.

If you have questions about the amendment process, whether an amendment is necessary, or experience technical difficulties when making the change in the system, please contact OHF staff at: 651-297-7141.

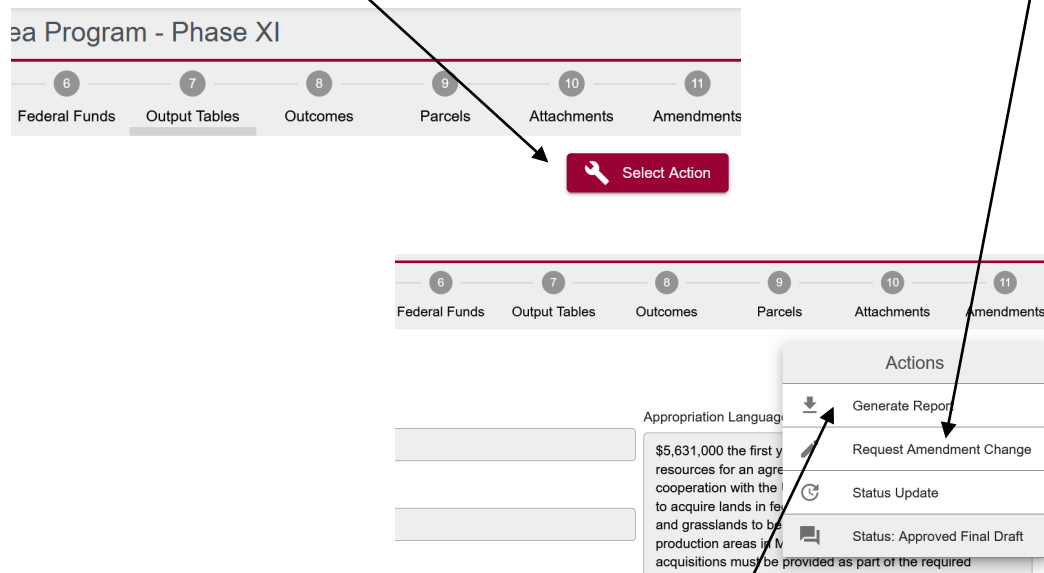
**Anticipate a 2-week return from request submission to approval of your amendment.**

## Making an Accomplishment Plan Amendment Change in the system

- 1) Log into the on-line Program Management System and open up the accomplishment plan by clicking on the arrow on the right side of the grey Accomplishment Plan (AP) bar that will open up your AP dashboard. Click on the “eye” on the left hand side to open up your selected AP.

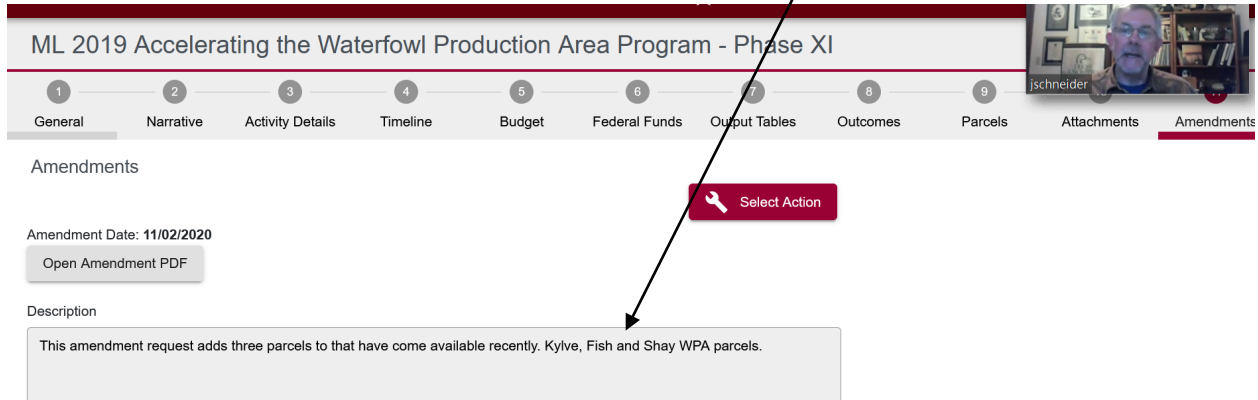


- 2) Click on the Red Select Action button in the upper right hand corner and select “Request Amendment Change” under the dropdown.

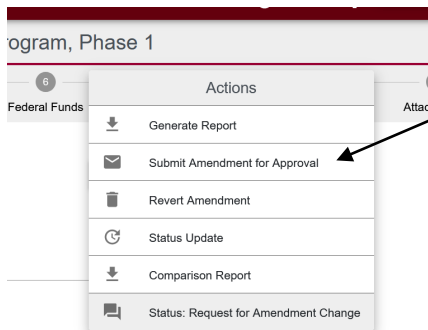


- 3) Make the necessary changes in each tab in the system. It is not necessary to use strike-out underline as the system will do this for you automatically when you replace text or figures. The budget tab will have an additional column for add revised numbers to.
- 4) SAVE your work after each tab.
- 5) You may view your work, which will be shown in strike-out and underline format automatically generated by the system by clicking the Generate Report button that is part of a drop down under the Select Action button.

- 6) You may go back in and make additional changes to the amendment and view multiple times as necessary. SAVE your work after each change, prior to viewing the Generated Report.
- 7) **IMPORTANT:** Special notes about the amendment, briefly explain **WHY and WHAT** is being requested in the text box in the amendment tab. This is also the area to explain your request for retroactivity, if necessary. The text for this will be included on page 1 of the printable version.



- 8) Once all your changes are completed, you MUST hit the “Submit Amendment for Approval” button also under the select action button. Once that button is pushed, no further changes can take place and an e-mail is sent to staff to alert them of your amendment request.



- 9) The amendment request is reviewed by staff. You may be contacted to provide clarifying and additional information regarding the amendment request.
- 10) Once the amendment is approved, you will receive a change of status notification from the system, and later an e-mail letter of the approval. The system status will change back to “approved final draft”. When the status changes, the system will automatically accept and replace the changes and reflect a new version of the accomplishment plan.
- 11) Past amendment requests, in strike out and underline format, can be viewed on the Amendment Tab by clicking on the date.
- 12) Anticipate a 2-week return from request to approval of your amendment.