

Military Enhancement Plan Grant Amendment Request Criteria



Counties and Municipalities may request amendments only to limited items included in the Purpose of the Grant as defined in the Grant Award Agreement. SCDVA will not consider amendments requesting additional funds. SCDVA will not approve amendments substantially altering the Purpose of the Grant. “Substantially altering” means a change to the proposal such that it has a fundamentally different character than the Purpose of the Grant in the approved proposal, including but not limited to a change of more than 33% of the overall budget included in the original proposal. SCDVA has final authority in deciding whether a amendment substantially alters the Purpose of the Grant.

Required Amendment Information

The receiving County or Municipality must submit the request for Amendment in the Grant Amendment Request form. In addition to the brief justification for the amendment required on the form, the County or Municipality must submit the following:

- A detailed account of all changes to the Purpose of the Grant from the original proposal
- A detailed reasoning for what conditions have changed since the original award causing the request for amendment
- An updated explanation of how funds will be spent, highlighting the changes from the original proposal
- An updated detailed budget specifically highlighting any reallocations, deletions, and additions

SCDVA will not consider amendments without all the required information.

Evaluation Process

The Military Affairs Director and General Counsel will review the amendment to assure it does not substantially alter the Purpose of the Grant and does not include a request for additional funds. The Military Affairs Director and General Counsel will make a recommendation to the Secretary regarding approval or denial of the amendment. The Secretary has full discretionary authority over final approval or denial of amendments.

Approval & Denial Process

If the amendment is approved, the County or Municipality will receive an Grant Amendment Approval Letter and sign a Grant Award Amendment Agreement. Any unspent funds must be returned to the Military Enhancement Plan Fund.

If the amendment is denied, the County or Municipality will receive a Grant Amendment Denial Letter. Using the Grant in an unapproved manner may result in a request to return unspent funds to the Military Enhancement Plan Fund.

Example 1—Approval

SCDVA has approved a grant for a first phase of an engineering project adjacent to a military installation. The budget includes a preliminary environmental survey. The recipient County discovers the environmental survey is not needed until the second phase of the project, which will be funded in a separate federal grant process. The County also has a cost overrun for the required permits in the initial budget. The County submits a grant amendment to remove the environmental survey from the scope of the Purpose of the Grant and to reflect the reallocation of budgeted funds to the permits. SCDVA approves this amendment, including the condition that excess funds must be returned to the Military Enhancement Plan Fund.

Example 2—Denial

SCDVA has approved a grant to clear, relandscape, and provide drainage along a roadway leading to a military installation. After receipt, the County requests to change the clearing and landscaping budget items in the Purpose of the Grant to instead fund a parking lot resurfacing project in an adjacent area. SCDVA will not approve this amendment because it fundamentally alters the character of the Purpose of the Grant. If the County cannot complete the Purpose of the Grant as approved, the County must return any unspent funds to the Military Enhancement Plan Fund.