The basic agency amendment process is used by federal and state basic agencies to request project changes sought by ARC grantees. The instructions below will guide you through the process of creating and completing the BA Amendment Form.

There are two types of basic agency amendments:

- Minor Basic Agency Amendment
- Major Basic Agency Amendment

**Minor Basic Agency Amendment**

The Minor Basic Agency Amendment Form can be executed solely by the federal or state basic agency to implement:

- A time extension of fewer than three years from the original end date
- A minor change in the budget of 10% or less

The Minor BA Basic Agency Amendment Form can be created either manually by selecting the Minor Basic Agency Amendment Form from the project’s Grant Task Menu or automatically by completing the BAMR Input Form.

**Time Extension and Budget Changes Initiated Using the Minor Basic Agency Amendment Form**

Time extensions of fewer than three years from the original end date and/or budget changes of less than 10% can be requested using the Minor BA Amendment Form.

**How to Create a Time Extension Using the Minor BA Amendment Form**

1. Select the project that you need to extend the time by clicking the project number in the Project # column in your dashboard.
2. Go to the **General Tab.** Click the **BA Amendment Form** in the **Grant Task** menu.

3. Select ‘Minor BA Amendment’ in the **New Amendment** dropdown then click the blue button.
4. The amendment form will open
   a. The following information is populated from the project data: project number and title, grantee, and ARC project coordinator contact information.

5. To request the time extension:
   a. Check the Time Modification checkbox then select the date by using the calendar feature or by entering in the date.

   b. In the Additional Amendment Comment, enter a reason for the time extension.
c. Click ‘I Agree’ then OK on the message that appears.

d. Click Save Changes.

6. After processing, an email will be sent confirming the time extension with a copy of the signed Minor BA Amendment Form attached. A copy of the amendment will be uploaded to the Files section of the Documentation tab.

7. The new date will show in the Reports tab of the project.
How to Create a Minor Budget Change Using the Minor BA Amendment Form

1. Click the project number link in the dashboard for the project that you want to request a change in the budget.
2. Select BA Amendment Form in the Grant Task Menu.
3. Select **Minor BA Amendment** in the **New Amendment** dropdown then click the blue arrow.

4. Select the **Budget Revision Amount** checkbox and enter the amount of the budget change.  
   a. The **Revised Budget Included in Amendment** checkbox must be selected if the budget amount is being revised. If it is not check, a warning message will appear.
   
   b. Click **Attach File** to upload the revised budget.
c. In the **Attach Files to Amendment** window:
   i. Browse to the revised budget that is saved to your local drive
   ii. Select **Project Budget (pdf only)** in the **Select Document Type** dropdown
   iii. Click **Attach Files** then click **Close**

5. Click **I Agree** then **OK** on the message that appears then **Save Changes**.

6. An email will be sent to confirm the amendment.
7. The approved amendment and approved revised budget will be uploaded to the **Documentation>Files** tab.
Executing a Limited Time Extension or Minor Budget Change Using the Interim or Final BAMR Input Form

The BAMR Input Form can be used to execute a limited time extension and/or minor budget change in some circumstances.

How to Create a Minor BA Amendment to Extend the Project End Date Using the BAMR Input Form

The estimated project completion date can be extended using the Interim or Final BAMR Input Form if the requested extension meets the following criteria:

- Fewer than three (3) time extensions have been granted previously by ARC
- The end date is being extended for not more than three (3) years from the original end date

1. Fill in the Interim or Final BAMR Input Form. Following are the sections in the form that will allow you to extend the time on a project:
   a. In the Progress Report section, change the ‘Estimated Construction Completion Date’ to the new end date.
b. Add a comment to explain the reason for the time extension in the **Additional Comments** tab.

c. **Certify the BAMR** by clicking the ‘**Click to Certify**’ button then clicking **Save**.

i. Once the BAMR has been certified, an email will be sent from ARC Grant Management ([arcnet@arc.gov](mailto:arcnet@arc.gov)) with the approved Minor BA Amendment Form attached.

```
This is to inform you that the ARC project number OH-18158 has been amended:

Project Number: OH-18158
Title: Tri-County Rural Water Phase V
Grantee: Tri-County Water and Sewer District

Please refer to the attached documents and include them in your records. If you have any questions regarding the administration of your grant, please address them to the Project Coordinator.

Chris Brazell
Program Coordinator
chrisb@arc.org
(254) 955-1703

 Please do not reply to this email. It is for notification purposes only. Contact the ARC Project Coordinator for this grant if you have any questions.

Appalachian Regional Commission
1666 Connecticut Ave NW
Washington, DC 20036

202-368-7000 - Tel
202-368-7121 - Fax

www.arc.gov
```

ii. The Minor BA Amendment Form PDF will be uploaded to the **Files** section of the **Documentation** tab.
iii. The new end date will be updated in the Report tab.

How to Create a Minor Budget Change BA Amendment Using the Final BAMR Input Form

A minor adjustment to the budget can be executed while completing the Final BAMR Input Form if the change is less than 10% of the overall budget.

1. Fill out the Final BAMR Input Form.
2. In the **Basic Project Information**, select **Final**.

3. In the **Financial Report** section, enter the year-to-date amounts. The YTD total budget should not be less than 90% of the approved total budget. Click the **Confirmation of Final Project Costs** on the same page.
4. Complete the other sections of the Final BAMR Input Form then proceed to Additional Comments.
   
a. Fix any errors that appear on this page as instructed in the error message(s).

b. Add reason for budget change and/or time extension in the Additional Comments field.

c. Click the ‘Click to Certify’ button to finalize the BAMR then click Save.

d. Click ‘OK’ on the message that appears.
5. An email will be generated to confirm that the budget change has been approved.
6. The approved Minor BA Amendment Form can be found in the Documentation>Files tab.
MAJOR BASIC AGENCY AMENDMENT FORM

The Major BA Amendment Form is used to request major changes to the basic agency project that fall in one or more of the following scenarios:

1) The project end date needs to be extended for more than 3 years beyond the original end date.
2) The number of time extension requests exceeds 3 extensions.
3) The change to the budget is greater than 10% of the total budget.
4) A pro rata cost share waiver is needed to raise the ARC cost share from the original percentage to the maximum statutory percentage.

How to Create a Time Extension Request Using the Major Basic Agency Amendment Form

1. Click the Project # link in the Project Number column in the dashboard.

2. Once the project opens, click BA Amendment Form in the Grant Task menu in the General tab.
3. Select **Major BA Amendment** from the **New Amendment** dropdown then click the blue arrow.

4. In the **BA Amendment** form, select the **Time Modification** checkbox then select the date from the calendar or enter the date as mm/dd/yyyy in **End Date** field.
5. Enter a reason for the time extension in the Additional Comments text box

![Additional Amendment Comment](image)

Project needs more time to complete due to delays in getting required permits.

6. Click the blue ‘I Agree’ button. A confirmation message will appear click OK then Save Changes.

![Save Changes Button](image)
The amendment form will be routed to the ARC State Program Manager to review and sign the amendment. After he/she signs, it will be routed to ARC to approve the amendment. An email will be sent to confirm that the amendment has been approved and a copy of the finalized amendment uploaded to the Files tab of the project.

How to Create a Budget Change Request Using the Major BA Amendment Form

If the change to the budget is greater than ten percent of the overall budget costs, then the request must be made using the Major BA Amendment.

1. Click the Project # link in the Project Number column in the dashboard.
2. Once the project opens, click BA Amendment Form in the Grant Task menu in the General tab.
3. Select Major BA Amendment from the New Amendment dropdown then click the blue arrow.
4. In the **BA Amendment** form, select the **Budget Revision Amount** checkbox.

5. Enter the amount of the budget change in the **What is the cumulative amount of changes to project costs?** box.

   ![Budget Revision Amount](image)

   - **Budget Revision Amount:** $588,000.00
   - Total Project Costs: $525,000.00

6. Scroll to the **Revised Budget Included in Amendment** checkbox and select it.

   ![Revised Budget Included in Amendment](image)

   - **Revised Budget Included in Amendment:**

   **Note:** you must attach a revised budget to the amendment form.

7. Click the **Attach File** button at the bottom of the amendment form.
8. Upload the revised budget by clicking **Choose File** then browsing to the location of the file saved on your local drive. The budget must be saved as a PDF in order to upload it.

9. In the **Document Type** dropdown, select **Project Budget (.pdf only)** then press **Attach File** then press **Close**.

The **Attach File(s) to Amendment** window will show the uploaded file. If you upload a document by mistake, you can click **Delete** to remove the file.

10. You may add any comments in **Additional Comments** to explain the budget change.
11. Click the blue **I Agree** button to sign then amendment. Click **OK** on the message that appears then **Save Changes** on the amendment form.

The amendment form will be routed to the ARC State Program Manager to review and sign the amendment. After he/she signs, it will be routed to ARC to approve the amendment. An email will be sent to confirm that the amendment has been approved and a copy of the finalized amendment uploaded to the **Files** tab of the project.