

STATE OF NEVADA

STATE EMERGENCY RESPONSE COMMISSION

ORIGINATED BY: Karen J. Kennard	ORIGINATED DATE: 07/10/03	APPROVED BY: SERC
REVISED BY: Karen J. Pabón	REVISED DATE: 01/13/11	
DATE ISSUED: 07/10/03	DATE EFFECTIVE:	SUBJECT: Grant Change Request
PROCESSED BY:	SPECIAL INSTRUCTIONS:	POLICY NO: SERC 8.7

Reference: NAC 459.99156 and 459.99177

PRINCIPLE:

The State Emergency Response Commission (SERC) awards grants with funds from the Federal Government, fees collected from facilities and other sources of revenue within the State of Nevada. It may become necessary for the grantee and/or sub-grantee to request a grant change due to change in circumstances.

POLICY:

Grants are awarded consistent with the SERC approved amounts and conditions. Expenditures must be made in accordance with the grant award. In the event of changed circumstances, the grantee or sub-grantee may submit a grant change request. The request must be submitted to the SERC under signature of the grantee or sub-grantee and include the justification or documentation for the proposed change.

The Executive Director will review grant change requests for completeness and may approve changes involving personnel. Revisions considered to be 10% or greater and/or significant changes to the scope of the intent of the original grant requires approval by the Chair of the Funding Committee and may require review by the Funding Committee at direction of the Chair. Approvals will be made or Committee review will be scheduled within 5 business days. The grantee or sub-grantee will be notified of the resulting action within the next 5 business days. A report of action by the Executive Director or the Chair of the Funding Committee will be made at the next regularly scheduled Funding Committee meeting.

Implementation of any changes may be made only after approval in writing or on the record at a SERC or Funding Committee meeting.

Actions by the Executive Director, Funding Committee Chair or the Funding Committee may be appealed to the SERC.

PROCEDURES:

These guidelines will be followed to properly request and justify a grant change:

- % Change in grant personnel must be made on the Grant Change Request form.
- % Change in funding categories must be requested on the Grant Change Request form and supported by a written justification as to why the change is needed.
- % Change in the use of funds within the same category or change in goals and/or objectives must be requested in a written justification as to why the change is needed.