

AMENDMENT/ CONTINUATION CHECK LIST

Date the required items EMAILED to Carol _____

Agency: _____ YR _____ **Amendment** for current contract
year? _____ **OR CONTINUATION** for next contract year _____

1) **Excel Budget Justification** _____

All columns **MUST** have something in them, **Is your CURRENT PO/CR listed _____, For continuation LEAVE blank**

1a) Does previous (current) budget column match your price sheet? _____

1b) Are the FY Years Correct? _____

Amend: The FY years are the same

Continuation: the FY years are different

1c) Are the line items in correct order? _____

1d) Are ALL columns filled in the narrative portion? To include "N/A" or "Not Allowed?" _____

2) **Price Sheet** _____ Does each line item match the excel line item justification? _____

2a) For current contract year (amend) does it have the correct FY year?

2b) For current contract year (amend) do you have the current PO/CR listed? _____

2c) For continuation please leave PO area blank _____

3) **LOGIC MODEL-FOR CONTINUATION (3 column)** _____ Please **Check**
Year, is it correct? _____

4) Budget Justification/Narrative/in WORD with rounded up or rounded down

and "R/T (Round trip) Pages numbered and dated? Tape

run? _____

AMENDMENT DURING CURRENT FY YEAR:

Excel justification

Price Sheet

Budget Narrative

Price Sheet

Are all the above correctly filled out and submitted?

CONTINUATION FOR NEXT FY YEAR:

Excel justification

Price Sheet

Budget Narrative

Price Sheet

3 column logic model in SMART format?

Are all the above correctly filled out and submitted?