The following are examples of errors that can occur on Award Notices and how they are rectified. These scenarios are not all inclusive as each case will be unique and, therefore, needs individual attention, handled on a case-by-case basis through communication between EPA and the grantee. Should an error be found on an award, the grantee needs to immediately contact both the EPA Project Officer and Grants Specialist to discuss and identify options, if applicable, for resolution.

<table>
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<tr>
<th>Error on Award Notice</th>
<th>Formal Amendment Required?</th>
<th>Steps for Resolution</th>
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| The grantee has a new Tribal Chair. The previous Chair’s name is reflected on page 1 of the Award Notice. | NO                          | 1) Grantee notifies EPA Project Officer and Grants Specialist (If grantee’s Project Manager or Finance staff has also changed, the Grants Office may request a new Key People List for the file)  
2) Grantee makes pen/ink correction reflecting name of new Tribal Chair on the Award  
3) Grantee returns to EPA signed Award                                                                 |
| The day within the budget period on page 1 of the Award Notice is transposed.         | YES                         | 1) Grantee notifies EPA Project Officer and Grants Specialist  
2) Grantee receives in writing from EPA (usually via email) confirming the error on the award--also, EPA confirms that a formal amendment will be required  
3) Grantee follows up with EPA to ensure the amendment is processed  
4) Grants Office updates the record in the Grants Management System with the new award date and budget period |

Grants Management Office – February 2011
Distribution for RTOC (additional info for Oct 2010 Grant Action #4/ “E” on Grant Workgroup Followup List)
### The budget table on page 3 of the Award Notice does not match that of the SF424A from the application submitted by the grantee.

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<td>MAYBE</td>
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#### MAYBE

1. Grantee notifies EPA Project Officer and Grants Specialist.
2. A conference call with the grantee’s Project Manager, EPA Project Officer and Grants Specialist may be necessary to determine what changes occurred with the budget or identify the final budget the EPA Project Officer has recommended to the Award Official for approval.
3. Depending on the outcome of the discussion regarding options for resolution, EPA may or may not need to issue a formal amendment to adjust the budget table.
4. EPA confirms in writing (usually via email) the issue(s) discussed on the call and any followup actions necessary for resolution—including issuing a formal amendment, if necessary.
5. Grantee returns to EPA signed Award (with error) so as to not delay the grantee’s ability to draw down on funds.

3) Grantee returns to EPA signed Award (with error) so as to not delay the grantee’s ability to draw down on funds.