

Required Notifications

Subrecipients must provide written notification to their grant coordinator of the following occurrences:

1. Any change of address for authorized official, project director, or financial director for the grant-funded project.
2. Any lawsuit filed against a grant funded project or program. (Note: Notification of EEOC claims or lawsuits claiming discrimination must follow the procedure outlined in [Chapter XXIV. Discrimination/Complaint Process](#).)
3. Any cessation or interruption of implementation of project activities arising from litigation, loss of staff, or programmatic restructuring
4. Change in project site or location
5. Change in the name of the person responsible for reporting civil rights findings of discrimination
6. Addition of equipment and/or Sensitive Minor Equipment to project budget not previously identified (Note: Sensitive Minor Equipment requires prior approval, see [Chapter XVI. Allowable Costs](#) and [Chapter XVII. Unallowable Costs](#).)
7. Change in e-mail address of project director, financial director, authorized official or any personnel funded by this grant
8. Any change in the subrecipient's banking information that is being used for direct deposit payment of grant funds must be reported. The subrecipient must submit a new Automated Clearing House (ACH) form to their grant manager.
9. In the event of a formal allegation of civil rights discrimination, including those related to employment, subrecipients must immediately notify their grant coordinator within ten (10) days. Subrecipients must report, in writing, the status of any on-going investigations to the AG's Office. A subrecipient may request exemption or modification of this requirement by submitting a written request to their grant coordinator.
10. In the event a federal or state court or a federal or state administrative agency makes an adverse finding of discrimination against a subrecipient agency, after a due-process hearing, on the basis of race, color, national origin, religion, age, sex, or disability the subrecipient agency must send a copy of the finding to their grant coordinator within ten (10) days.
11. Documentation of current unique entity identifier as issued by SAM.gov
12. Receipt of any additional federal grant funds to be used for a currently funded program.
13. Non-acceptance of award-submitted on agency letterhead

Subrecipients must provide written notification to their grant coordinator within **thirty (30)** days from the date of occurrence of any of the following:

1. Change in or temporary absence of the project director or financial director
2. Change in authorized official.
3. Significant changes in grant funded personnel positions which will affect the grant outcomes.

