**Rhode Island Emergency Management Agency**  
**State Homeland Security Grant Program**

**Surplus Funds.** RIEMA recognizes that the costs associated with category amounts that were submitted as part of their grant application may only have been estimates. Should a community realize a need to realign the category amounts during the grant period, a community may petition RIEMA to either change the quantity of a specific item or transfer funds from one approved category to another. *A determination will be made on your request within 10 business days of RIEMA’s receipt of your documentation.*

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**CHANGE REQUEST**

<table>
<thead>
<tr>
<th>Name of Agency Requesting Change:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Person Requesting Change:</td>
<td>Signature:</td>
</tr>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>Phone Number:</td>
<td>Fax Number:</td>
</tr>
<tr>
<td>Sub-grant Number (Example: 4-81-FY16):</td>
<td></td>
</tr>
</tbody>
</table>

*Describe adjustment or change request in detail. (Attachments accepted):*

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**FOR RIEMA USE ONLY**

Step #1:

( ) – Approved

( ) - Needs more information from requesting agency (provide explanation below)

( ) – Rejected, does not fit grant guidelines (provide explanation below)

Approved by program manager: ______________________ Date _____/_____/_______

*Explanation if required:*

* Original request change is placed in sub-grantee folder. Copy of approval sent to agency requesting change.*