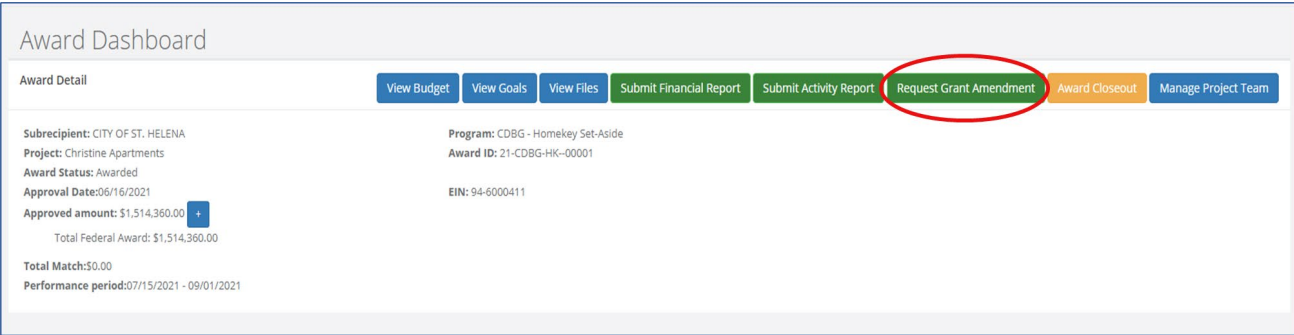
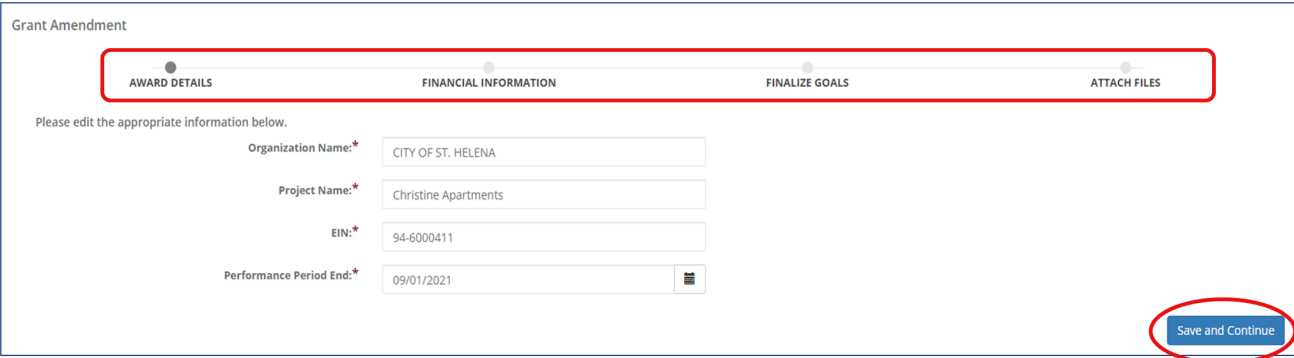
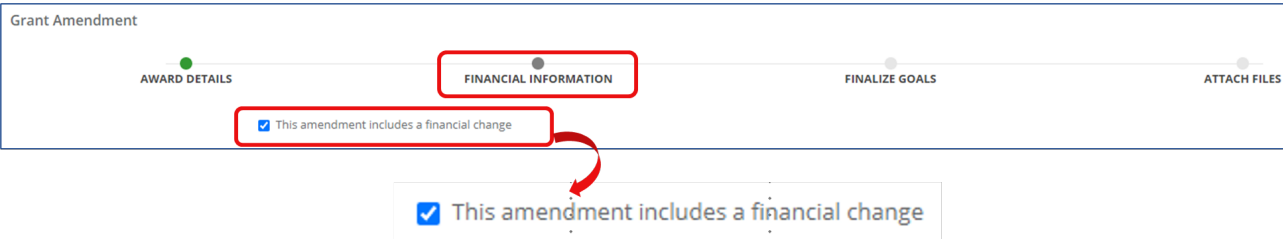
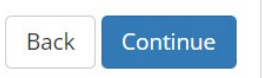
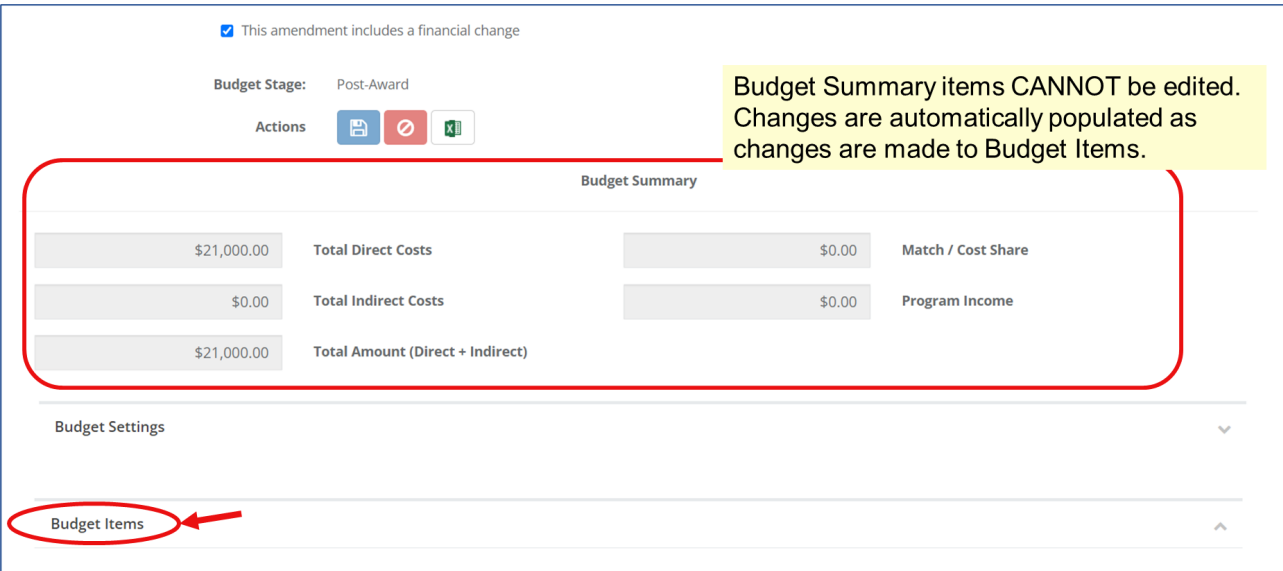




Completing an Amendment Request in the Grants Network Portal.

Step	Action
1	Grantee logs into their Grants Network Portal account.
2	Find the award for which you wish to request an amendment under <b>My Awards</b> , then click on the award title.
3	<p>This takes you to the <b>Award Dashboard</b>. Click the <b>Request Grant Amendment</b> button.</p>  <p>The screenshot shows the 'Award Dashboard' for a grantee. At the top, there are several buttons: 'View Budget', 'View Goals', 'View Files', 'Submit Financial Report', 'Submit Activity Report', 'Request Grant Amendment' (circled in red), 'Award Closeout', and 'Manage Project Team'. Below the buttons, the dashboard displays details for the award: Subrecipient: CITY OF ST. HELENA, Project: Christine Apartments, Award Status: Awarded, Approval Date: 06/16/2021, Approved amount: \$1,514,360.00, Total Federal Award: \$1,514,360.00, Total Match: \$0.00, and Performance period: 07/15/2021 - 09/01/2021.</p>
4	<p>This takes you to the <b>Grant Amendment</b> screen.</p> <ul style="list-style-type: none"> <li>You should see 4 progress tabs that represent steps in the process: <b>Award Details</b>, <b>Financial Information</b>, <b>Finalize Goals</b>, and <b>Attach Files</b>. The <b>Award Details</b> tab is selected.</li> </ul>  <p>The screenshot shows the 'Grant Amendment' screen. At the top, there are four progress tabs: 'AWARD DETAILS' (selected), 'FINANCIAL INFORMATION', 'FINALIZE GOALS', and 'ATTACH FILES'. Below the tabs, there is a form with the following fields: Organization Name (CITY OF ST. HELENA), Project Name (Christine Apartments), EIN (94-6000411), and Performance Period End (09/01/2021). A 'Save and Continue' button is circled in red at the bottom right.</p> <p>Review your information and click the <b>Save and Continue</b> button.</p>
5	<p>This takes you to the <b>Financial Information</b> tab. If the amendment request includes a financial change, as indicated on your Revision / Amendment Form, click the box labeled, <b>“This amendment includes a financial change.”</b></p> <ul style="list-style-type: none"> <li>This step is <b>CRITICAL</b> to allowing budget changes of <b>ANY KIND</b>.</li> </ul>



Step	Action												
	<p>■ <b>If it does not include a financial change, leave this box unchecked.</b></p> 												
<p><b>6a</b></p>	<p><b>IF</b> the amendment includes <b>NO</b> financial changes... Click the blue <b>Continue</b> button. Go to Step 7.</p> 												
<p><b>6b</b></p>	<p>IF the amendment <b>DOES</b> include financial changes... The Grantee will be presented with a set of fields showing budget information.</p> <ul style="list-style-type: none"> <li>■ <b>Budget Summary</b> information <b>CANNOT</b> be edited. It will be automatically updated when the Grantee updates the separate <b>Budget Items</b>.</li> <li>■ To make changes, scroll down to the <b>Budget Items</b> section.</li> </ul>  <table border="1" data-bbox="256 1394 1403 1562"> <caption>Budget Summary</caption> <tr> <td>\$21,000.00</td> <td>Total Direct Costs</td> <td>\$0.00</td> <td>Match / Cost Share</td> </tr> <tr> <td>\$0.00</td> <td>Total Indirect Costs</td> <td>\$0.00</td> <td>Program Income</td> </tr> <tr> <td>\$21,000.00</td> <td colspan="3">Total Amount (Direct + Indirect)</td> </tr> </table>	\$21,000.00	Total Direct Costs	\$0.00	Match / Cost Share	\$0.00	Total Indirect Costs	\$0.00	Program Income	\$21,000.00	Total Amount (Direct + Indirect)		
\$21,000.00	Total Direct Costs	\$0.00	Match / Cost Share										
\$0.00	Total Indirect Costs	\$0.00	Program Income										
\$21,000.00	Total Amount (Direct + Indirect)												
	<ul style="list-style-type: none"> <li>■ Click on the name of the budget item you want to change.</li> <li>■ Make changes in the cost fields or add a row for new expenditures.</li> </ul>												



Step	Action																
	<ul style="list-style-type: none"><li>■ <b>ONLY CHANGE</b> the <b>Cost</b> field, <b>DO NOT CHANGE</b> Description, Units, Unit Cost, Extended Cost, or Item Type.</li><li>■ If you need to add cost to a category (e.g., Activity Delivery), simply replace the zeros in the <b>Cost</b> field with the new cost.</li></ul> <table border="1"><thead><tr><th>Title</th><th>Description</th><th>Units</th><th>Unit Cost</th><th>Extended Cost</th><th>Cost</th><th>GL Code</th><th>Item Type</th></tr></thead><tbody><tr><td>Enter title</td><td>Enter detail</td><td>0.00</td><td>\$0.00</td><td>\$0.00</td><td>\$5,000.00</td><td></td><td>Direct Cost</td></tr></tbody></table> <p><a href="#">Add Row</a></p> <ul style="list-style-type: none"><li>■ Once budget changes are complete, click <b>Save Changes</b>.</li></ul> <p><b>Save Changes</b> <b>Discard Changes</b></p> <ul style="list-style-type: none"><li>■ A pop-up window appears, listing the budget revisions. Add a note that says, "<b>The budget changes made are shown in the attached Revision / Amendment Request form.</b>" then click <b>Save</b>.</li></ul> <div><p>Save Budget</p><p>Revisions:</p><ul style="list-style-type: none"><li>Pre-Award: Budget Created by l. House on 10-15-21 10:32 AM</li><li>Pre-Award: Agency Amendment by e. CSM on 10-15-21 10:35 AM</li><li>Awarded: Grant Awarded by e. CSM on 10-15-21 10:38 AM</li><li>Post-Award: Budget Locked by e. CSM on 10-15-21 10:39 AM</li></ul><p>New Note:</p><p>The budget changes made are shown in the attached Revision / Amendment Request form.</p><p>1000 characters remaining.</p><p>Cancel <b>Save</b></p></div>	Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Item Type	Enter title	Enter detail	0.00	\$0.00	\$0.00	\$5,000.00		Direct Cost
Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Item Type										
Enter title	Enter detail	0.00	\$0.00	\$0.00	\$5,000.00		Direct Cost										




Step	Action
	<ul style="list-style-type: none"><li>■ In the Budget Narrative section, enter the phrase, “<b>The budget changes made are shown in the attached Revision / Amendment Request form.</b>”</li><li>■ If the Grantee prefers, they may enter a short description of the change to the narrative.</li></ul> <div data-bbox="224 604 1511 1121"><p>Budget Narrative</p><p>Enter your budget narrative below.</p><p>&lt;/&gt; H1 H2 H3 B I U [List Icons] %</p><p>The budget changes made are shown in the attached Revision / Amendment Request form.</p><p>8000 characters remaining</p><p>Save Narrative [Icon]</p></div> <ul style="list-style-type: none"><li>■ When the narrative is complete, click <b>Save Narrative</b>.</li><li>■ Another pop-up window will appear. Inserting a note in this window is <b>NOT</b> required. <b>SKIP</b> this note and click <b>Save</b>.</li></ul> <div data-bbox="534 1308 1198 1850"><p>Save Budget</p><p>Revisions:</p><p>New Note:</p><p>Skip this note.</p><p>1000 characters remaining.</p><p>Cancel Save</p></div>

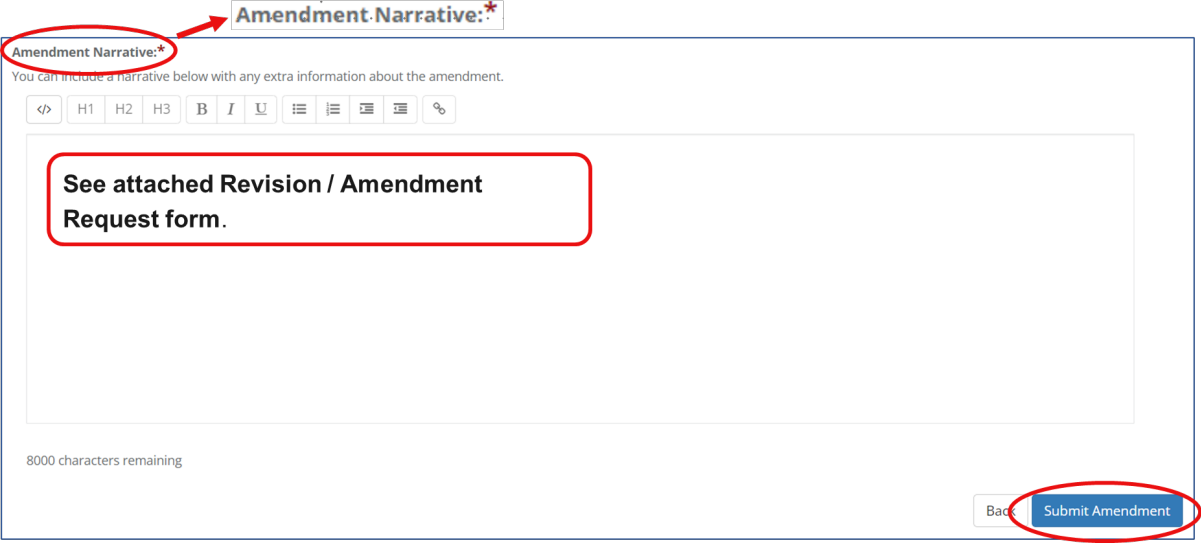
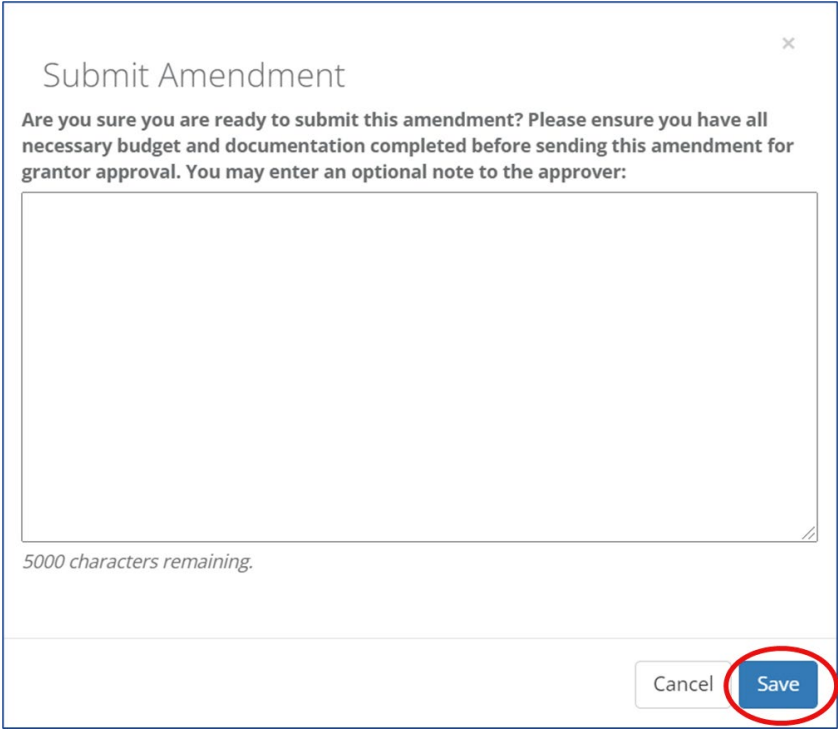


Step	Action
	<ul style="list-style-type: none"> <li>Once all updates are complete, click the blue <b>Continue</b> button at the bottom of the screen.</li> </ul> <div data-bbox="245 516 542 583" style="border: 1px solid gray; padding: 5px; display: flex; gap: 10px;"> <span>Back</span> <span style="background-color: #0056b3; color: white; padding: 5px 15px; border-radius: 5px;">Continue</span> </div>
<p><b>7</b></p>	<p>This takes you to the <b>Finalize Goals</b> tab. <b>Grantees should enter information on this tab ONLY if they show Beneficiaries changes on their Revision / Amendment Request form.</b></p> <ul style="list-style-type: none"> <li>If there are changes, enter the updates in the fields provided.</li> <li>When updates are complete (or if there are none), click the <b>Save and Continue</b> button at the bottom of the screen.</li> </ul> <div data-bbox="224 961 1502 1701" style="border: 1px solid gray; padding: 10px;"> </div>
<p><b>8</b></p>	<p>This takes you to the <b>Attach Files</b> tab. Click the green <b>Upload</b> button.</p>



Step	Action						
	<ul style="list-style-type: none"><li>■ A pop-up window appears. Grantees can drag documents into the indicated space or click it to browse for files to upload. <small>Version January 2024</small></li><li>■ Upload the <b>SIGNED</b> Revision / Amendment Request form first, followed by any supporting documentation.</li></ul> <div data-bbox="232 611 1511 1213"><p>Please upload any files necessary to include with your grant amendment. These documents will be added to your original award package. It is highly recommended that you include a narrative explaining your grant amendment request.</p><p><b>Upload File</b> </p><hr/><p>Amendment Files</p><p>Show <input type="text" value="10"/> entries Search: <input type="text"/></p><table border="1"><thead><tr><th>File Name</th><th>File Size</th><th>Actions</th></tr></thead><tbody><tr><td colspan="3">No files have been uploaded</td></tr></tbody></table><p>Showing 0 to 0 of 0 entries <span>Previous</span> <span>Next</span></p></div> <div data-bbox="232 1245 1330 1608"><p>Select files for your award approval.</p><div data-bbox="280 1373 1279 1440"><p>Drag files here or click to select &amp; upload.</p></div><p><b>Done</b></p></div> <ul style="list-style-type: none"><li>■ Click the <b>Done</b> button when all files are uploaded.</li></ul>	File Name	File Size	Actions	No files have been uploaded		
File Name	File Size	Actions					
No files have been uploaded							
9	<p>Fill in an <b>Amendment Narrative</b>.</p> <ul style="list-style-type: none"><li>■ Type in “<b>See attached Revision / Amendment Request form.</b>”</li></ul>						



Step	Action
	 <p><b>Amendment Narrative:*</b></p> <p>Amendment Narrative:*</p> <p>You can include a narrative below with any extra information about the amendment.</p> <p>&lt;&gt; H1 H2 H3 B I U [List Icons] [Link Icon]</p> <p><b>See attached Revision / Amendment Request form.</b></p> <p>8000 characters remaining</p> <p>Back Submit Amendment</p>
<b>10</b>	When your narrative is complete, click the blue <b>Submit Amendment</b> button.
<b>11</b>	<ul style="list-style-type: none"><li>A pop-up warning window appears. The Grantee has the <b>OPTION</b> of entering a few short notes to the approver. If the amendment is complete, click <b>Save</b>.</li></ul>  <p>Submit Amendment</p> <p>Are you sure you are ready to submit this amendment? Please ensure you have all necessary budget and documentation completed before sending this amendment for grantor approval. You may enter an optional note to the approver:</p> <p>5000 characters remaining.</p> <p>Cancel Save</p>