

5. Submitting a Grant Amendment

- 1) To submit a grant amendment click on the *My Awards* section of the portal and select the award you want to amend:



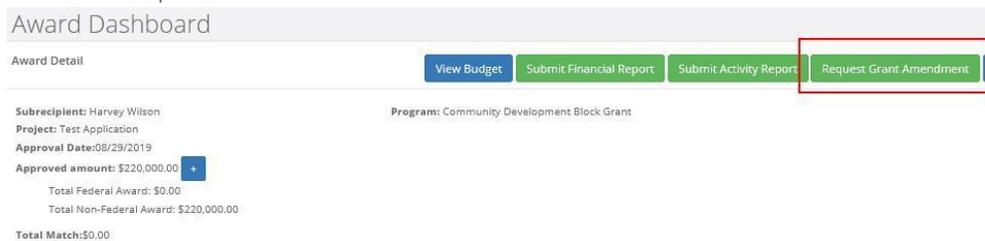
My Awards

Show 10 entries

Grant Title	Award Sta
Community Development Block Grant	Awarded

Showing 1 to 1 of 1 entries

- 2) Click on "Request Grant Amendment":



Award Dashboard

Award Detail

View Budget Submit Financial Report Submit Activity Report Request Grant Amendment

Subrecipient: Harvey Wilson
Project: Test Application
Approval Date: 08/29/2019
Approved amount: \$220,000.00
Total Federal Award: \$0.00
Total Non-Federal Award: \$220,000.00
Total Match: \$0.00

Program: Community Development Block Grant

3) Complete the basic award details and click “Save and Continue”:

Grant Amendment

AWARD DETAILS FINANCIAL INFORMATION ATTACH FILES

Please edit the appropriate information below.

Organization Name: Harvey Wilson

Project Name: Test Application

EIN: 48-4567892

Performance Period End: 11/12/2020

[Save and Continue](#)

4) If applicable, check the “This amendment includes a financial change” box. This will allow you to make adjustments to your budget that will be submitted for approval:

AWARD DETAILS FINANCIAL INFORMATION ATTACH FILES

This amendment includes a financial change

Budget Settings

Multi-Term Budget: No Yes

Indirect Costs: Not Applicable 0.00 %

Match / Cost Share: Not Applicable 0.00 % \$ 0.00

Budget Stage: Post-Award

Actions:   

Budget Summary

\$45,000.00	Total Direct Costs
\$0.00	Total Indirect Costs
\$45,000.00	Total Amount (Direct + Indirect)
\$0.00	Match / Cost Share
\$0.00	Program Income

Budget Items

1. Administrative and Legal Expenses

	Ext Cost	Direct Cost	Ind Cost	Cost Share
Administrative and Legal Expenses Totals:	\$27,500.00	\$45,000.00	\$0.00	\$0.00

Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Item Type
Legal Expenses	n/a	5.00	\$5,500.00	\$27,500.00	\$45,000.00		Direct Cost

[Add Row](#)

5) Upload any documentation needed to support the amendment by clicking the “Upload File” button, include additional notes/clarification in the narrative, and click “Submit Amendment”:

Grant Amendment

AWARD DETAILS FINANCIAL INFORMATION ATTACH FILES

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.

[Upload File](#)

Amendment Files

Show 10 entries Search:

File Name	File Size	Actions
No files have been uploaded		

Showing 0 to 0 of 0 entries [Previous](#) [Next](#)

Amendment Narrative:

You can include a narrative below with any extra information about the amendment.

8000 characters remaining

[Back](#) [Submit Amendment](#)

6) Include any final notes for the grantor to consider and click "Save":

Submit Amendment

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.

5000 characters remaining.

[Cancel](#) [Save](#)

7) You will be notified that your amendment was successfully submitted:



8) You can locate the status of your Amendment in the Award Amendments section:

