



How to Enter a Grant Amendment – Prime Recipient (Grantee)

Find and open the correct Project Dashboard for the award you need to amend. Once in the Project Dashboard, select “I have received a grant adjustment notice and need to amend my grant agreement”

Project Dashboard: Conservation Programs

Department: Department of Administration

Overview	Documents	Grant Lifecycle	Goals & Metrics	Budgets	Contracts & Accounts	Spend
Active Grants US11417 The Community Forest and Open Space Conservation Program (CFP) - FY 2022 Stage: Implementation Awarded: \$1,000,000.00 * Match: \$100,000.00 Available Actions <ul style="list-style-type: none"> <input type="radio"/> I would like to access details of this grant <input type="radio"/> I would like to request an account setup <input type="radio"/> I want to update my scheduled reports <input type="radio"/> I want to update my submitted reports <input checked="" type="radio"/> I have received a grant adjustment notice and need to amend my grant agreement <input type="radio"/> I am ready to initiate grant closeout. <input type="radio"/> I would like to view/manage my contract & account details <input type="radio"/> I would like to create/manage goals and metrics for this grant <input type="radio"/> I would like to create/manage a budget for this grant 						Data I Project Te: <u>K. Benoit</u> <u>B. Murphy</u> <u>L. Sullivan</u> <u>S. Thomp</u>

*These funds have been made available for allocation and pass-through funding.

Once you select this, a “Grant Status – Grant Amendment” form will open. All information previously entered about your award will pre-populate in the form. From “Amendment Type” select from the drop-down menu.

Grant Status - Grant Amendment

Conservation Programs

Complete Status Form	
Grant:	US11417 The Community Forest and Open Space Conservation Program (CFP) - FY 2022
Internal Grant ID:	XXXXXXXXXXXXXXXXXXXXXXXXX (RIGID)
Internal Grant Name:	Award Line Sequence
Do you consider this a competitive grant?:	Yes
Amendment Type*:	Select Amendment Type: Select Amendment Type: Award Amount Contract Extension Budget Scope of Work Other (specify in notes)
Award Notification Date*:	
Adjustment Notification Date*:	
Award Adjustment \$:	
Adjusted Total Award \$:	1,000,000.00



Make the changes necessary as noted by your adjustment notice. At the bottom of the page, there is a spot for you to attach a copy of the adjustment notice for your record. Once complete, click "Save"

Upload Files

Please attach your grant adjustment notice, and any other files necessary for this stage

Attach Files:

Once saved, these changes will be made/updated to your grant award. To see a history of grant amendments that have been made to your award, go to the "Grant Lifecycle" tab from your Project Dashboard.

Project Dashboard: Conservation Programs

Department: Department of Administration

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Overview
Documents
Grant Lifecycle
Goals & Metrics
Budgets
Contracts & Accounts
Spending

Active Grants

US11417 The Community Forest and Open Space Conservation Program (CFP) - FY 2022

Stage: Implementation Awarded: \$1,050,000.00 * Match: \$100,000.00

Available Actions

- I would like to access details of this grant
- I would like to request an account setup
- I want to update my scheduled reports
- I want to update my submitted reports
- I have received a grant adjustment notice and need to amend my grant agreement
- I am ready to initiate grant closeout.
- I would like to view/manage my contract & account details
- I would like to create/manage roles and matrix for this grant

Project Team

K. Benoit (Lead)

B. Murphy

L. Sullivan

S. Thompson

The "Grant Lifecycle Report" will show you all submitted changes that have been made, as well as who made the change, and any notes or files that were included with the change.

Grant Lifecycle Report

Conservation Programs

US11417 The Community Forest and Open Space Conservation Program (CFP) - FY 2022							
Stage	Completed On	Completed By	Files	View/Edit	Last Updated On	Last Updated By	Notes
Application Submitted	09/01/2021	K. Benoit					
Grant Awarded	09/06/2021	K. Benoit			10/21/2021	K. Benoit	
Grant Amendment	02/23/2022	K. Benoit					
Report Submitted September Budget Report (09/30/2021)	09/30/2021	K. Benoit					