

How to Submit a Grant Amendment

Subrecipients (grantees) have the capability to submit a grant amendment through their eCivis portal. This grant amendment can include financial or programmatic amendments. To complete a grant amendment:

1. From your award dashboard, click on request grant amendment:

The screenshot shows the 'Award Dashboard' for a grant. At the top right, the user is identified as Anna Haney with a 'Log out' link. Below the dashboard title, there are several action buttons: 'View Budget', 'Submit Financial Report', 'Submit Activity Report', 'Request Grant Amendment' (highlighted with a red box), and 'Manage Project Team'. The main content area displays award details for the 'Arizona Department of Administration' under the 'Next Generation 9-1-1 Program'. Key information includes the project name 'Arizona NG911 Project', approval date '09/20/2019', and approved amount of '\$530,000.00'. A table of 'Pending Tasks' is also visible, listing 'Financial Report Request' tasks with due dates.

2. There are three sections of the grant amendment:
 - Award details
 - Financial information
 - Attach files

In the award details, you can amend the below data fields: organization name, project name, EIN, and performance period. The award details (shown below) will auto-populate from the original fields. If you'd like to change any of the fields on this page, simply click on the inside of the box and edit the data field. If there are no changes needed to these data fields, click save and continue.

The screenshot shows the 'Grant Amendment' form. At the top, there are three tabs: 'AWARD DETAILS' (highlighted with a red box), 'FINANCIAL INFORMATION', and 'ATTACH FILES'. Below the tabs, the user is prompted to 'Please edit the appropriate information below.' The form contains four input fields: 'Organization Name' (Arizona Department of Administration), 'Project Name' (Arizona NG911 Project), 'EIN' (123456789), and 'Performance Period End' (10/01/2022). A 'Save and Continue' button is located at the bottom right of the form.

- If the grant amendment includes a budget adjustment, check the box below titled "This amendment includes a financial change."

The screenshot shows a progress bar with three steps: AWARD DETAILS, FINANCIAL INFORMATION, and ATTACH FILES. Under AWARD DETAILS, there is a checkbox labeled "This amendment includes a financial change" which is highlighted with a red rectangular box. To the right of the progress bar are "Back" and "Continue" buttons.

- Once the box is checked, your grant award budget will appear. You can now open budget line items and request the budget adjustment.

The screenshot shows the "Grant Amendment" form with the "This amendment includes a financial change" checkbox checked. Below this, there are two main sections: "Budget Settings" and "Budget Summary".

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: [Save] [Cancel] [Print]

Budget Summary:

- Total Direct Costs: \$530,000.00
- Total Indirect Costs: \$0.00
- Total Amount (Direct + Indirect): \$530,000.00
- Match / Cost Share: \$0.00
- Program Income: \$0.00

Budget Items:

	Ext Cost	Direct Cost	Ind Cost	Cost Share
1. Personnel	\$150,000.00	\$150,000.00	\$0.00	\$0.00
2. Fringe Benefits	\$75,000.00	\$75,000.00	\$0.00	\$0.00

- To move money between budget categories, click on the budget category, and add/delete rows from each budget category. Then scroll down and click the blue "save changes."

In the example below, 5a is the original budget and 5b is the requested changes:

a. Original budget: \$1,650,000 in Contractual category

5. Supplies

	<u>Ext Cost</u>	<u>Direct Cost</u>	<u>Ind Cost</u>	<u>Cost Share</u>
	\$0.00	\$0.00	\$0.00	\$0.00

6. Contractual

		<u>Ext Cost</u>	<u>Direct Cost</u>	<u>Ind Cost</u>	<u>Cost Share</u>
Contractual Totals:		\$1,650,000.00	\$1,650,000.00	\$0.00	\$0.00

Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Item Type
911 services	911 services	1.00	\$150,000.00	\$150,000.00	\$150,000.00		Direct Cost
Contract Services	contract services	1.00	\$1,500,000.00	\$1,500,000.00	\$1,500,000.00		Direct Cost

[Add Row](#)

b. Requested Changes: move \$250,000 to the Supplies category and keep \$1,400,000 in the Contractual category.

5. Supplies

		<u>Ext Cost</u>	<u>Direct Cost</u>	<u>Ind Cost</u>	<u>Cost Share</u>
Supplies Totals:		\$1,250,000.00	\$1,250,000.00	\$0.00	\$0.00

Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Item Type
Supplies	Supplies	1.00	\$1,250,000.00	\$1,250,000.00	\$1,250,000.00		Direct Cost

[Add Row](#)

6. Contractual

		<u>Ext Cost</u>	<u>Direct Cost</u>	<u>Ind Cost</u>	<u>Cost Share</u>
Contractual Totals:		\$1,400,000.00	\$1,650,000.00	\$0.00	\$0.00

Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Item Type
911 services	911 services	1.00	\$150,000.00	\$150,000.00	\$150,000.00		Direct Cost
Contract Services	contract services	1.00	\$1,250,000.00	\$1,250,000.00	\$1,500,000.00		Direct Cost

[Add Row](#)

- Once completed, scroll down and provide a budget narrative of the amendment request. You can also upload files in the next screen. Click save changes and save narrative. Once you click save in both areas, click the blue continue button to move onto the next section of the grant amendment, attach files.

Save Changes Discard Changes

Budget Narrative

Enter your budget narrative below.

Moved 50k from contractual to equipment. The consultants were under budget and we'd like to use \$50,000 to purchase a piece of equipment.

Save Narrative

7862 characters remaining

Back Continue

- The last stage of the grant amendment is attach files. Here you can upload files and/or provide additional grant amendment narrative. When complete, 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

8. Once submitted, the grant amendment will appear as pending on the home page of your grant award dashboard:

Award Amendments

Show 10 entries Search:

Created Date	Status	Actions
10/07/2019	Approved	View Amendment
10/07/2019	Pending Approval	View Amendment
10/07/2019	Approved	View Amendment

Showing 1 to 3 of 3 entries

Previous 1 Next

Reload

*Note: grantees can only submit one grant amendment at a time. Once approved, grantees may submit an additional grant amendment.