

## 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. The dashboard includes a navigation menu on the left with 'My Applications', 'My Awards', and 'My Profile'. The main content area is titled 'Award Dashboard' and contains several buttons: 'View Budget', 'Submit Financial Report', 'Submit Activity Report', 'Request Grant Amendment' (highlighted with a red box), and 'Manage Project Team'. Below the buttons, the 'Award Detail' section displays the following information:

- Subrecipient:** Arizona Department of Administration
- Project:** Arizona NG911 Project
- Approval Date:** 09/20/2019
- Approved amount:** \$530,000.00
- Total Federal Award:** \$500,000.00
- Total Non-Federal Award:** \$30,000.00
- Total Match:** \$0.00
- Performance period:** 09/01/2019 - 10/01/2022

Below the award details is a 'Pending Tasks' section with a search bar and a table of tasks:

Task Type	Due Date	Actions
Financial Report Request	12/01/2019	[Icon]
Financial Report Request	01/01/2020	[Icon]
Financial Report Request	02/01/2020	[Icon]

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' (highlighted with a red box), and 'ATTACH FILES' (highlighted with a red box). Below the tabs, the form contains the following fields:

- Organization Name:** Arizona Department of Administration
- Project Name:** Arizona NG911 Project
- EIN:** 123456789
- 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."

Grant Amendment

AWARD DETAILS      FINANCIAL INFORMATION      ATTACH FILES

This amendment includes a financial change

Back Continue

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

Grant Amendment

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: [Save] [Cancel] [Print]

Budget Summary

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

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>
<b>Contractual Totals:</b>	\$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>
<b>Supplies Totals:</b>	\$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>
<b>Contractual Totals:</b>	\$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](#)

6. 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

7. 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	<a href="#">View Amendment</a>
10/07/2019	Pending Approval	<a href="#">View Amendment</a>
10/07/2019	Approved	<a href="#">View Amendment</a>

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.