LOS ANGELES COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT

1000 S. Fremont Avenue, Unit #40
Building A-9 East, Ground Floor
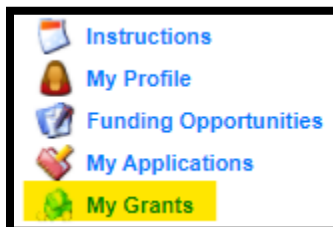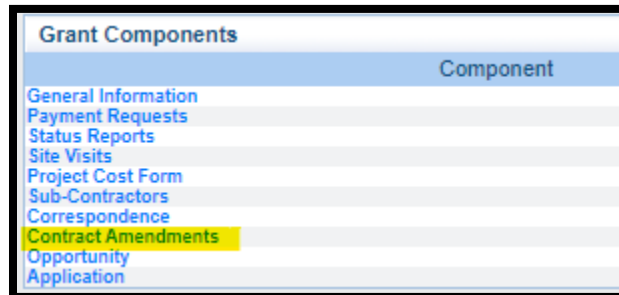Alhambra, CA 91803
(626) 588-5060

www.RPOSD.LACounty.gov

Grant Amendment Requests – Grantee Steps

From "My Grants" select your grant title

From the Grant Components page, select "Contract Amendments"

Select "Add" to start a new amendment

For "Title" enter the project name. For "Contract Amendment Type", select the type of change you are requesting and "Save"
NOTE: For multiple change requests to a grant, select one "Contract Amendment Type". You will have a chance to add to your amendment in a later step

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Once you save, select "Return to Components"

General Information	Return to Components
ID:	05302
Title:	Testing, Budget increase
Amendment Type:	Budget Revision
Status:	Editing

This will take you to the Contract Amendment Components page
Select "Amendment Request"

Contract Amendment

Contract Amendment: 05

Grant:	00340-Test
Status:	Editing
Program Area:	Test Program
Grantee Organization:	Test Organization - Application
Program Manager:	Agie Jordan III
Submitted Date:	

Components   Preview | Submit

Name	Complete?	Last Edited
General Information	✓	11/09/2020
Amendment Request		

Fill out the form based on your needs, (This is where you can have multiple requests) then "Save"

Timeline Amendment

Our agency/organization is requesting an amendment to the grant timeline	[▼]
Type of project	[▼]
Justification for amendment to timeline	[ ]
Upload proof of authorization to amend project timeline	Choose File No file chosen

Project Name

Our agency/organization is requesting an amendment to the project name	[▼]
Proposed name of grant project	[ ]

Project Summary Amendment

Our agency/organization is requesting an amendment to the project summary/scope of work	[▼]
Justification for change of project summary/scope of work	[ ]
Proposed new project summary/scope of work	[ ]
Upload proof of authorization to amend project summary/scope of work	Choose File No file chosen

Project Budget Amendment

Our agency/organization is requesting an amendment to the grant budget	[▼]

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Mark the form as complete

Submit your request once you see check marks on both sections. A notification will pop up, click OK

You have successfully submitted an amendment request when you see the following message pop up.

Your Grants Officer will receive notification and will follow up with you regarding this request via email.

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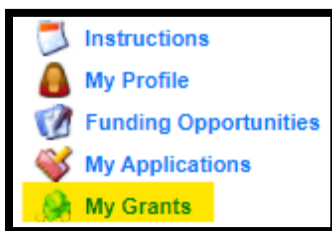Alhambra, CA 91803
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Your Grants Officer will unlock/negotiate the form(s) you need to update based on your Amendment Request.

You will receive an email from laparks@mail.webgrantscloud.com for every form unlocked. Repeat the following steps to update each form as requested.

From Address	Subject	Body	Attachment	Date Created	Status
rposd@webgrantsmail.com	WebGrants - Grant - 00340 - Grant Timeline Negotiation	**** Do Not Respond to This Email **** Dear Testing Tester, Your Grant Timeline has been unlocked. You are requested to log into the WebGrants grants management system and edit your Grant Timeline and resubmit it. The grant details appear below: Number: 00340 Title: 00356 - Test You are requested to make the following modifications to your Grant Timeline and resubmit the Grant Timeline within [Days] days. If you do not resubmit your Grant Timeline within [Days] days, your Grant Timeline status will change to Expired. Comments appear below: Update the form to reflect proposed changes per Amendment Request #1 You may log into the WebGrants grants management system at the following location: https://grantfunding.rposd.lacounty.gov		11/12/2020 10:51	Sent

From "My Grants" select your grant title.

Select the Grant Component based on your email alert.

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Select "Correcting Version"

Instructions

Acquisition - Grant Timeline

REMINDER: Save your progress often! The "Save" button is on the top right of this page.

To enter your data in this form, select "Edit" at the top of the screen. When you have completed your entry for each open field, select "Save".

When you have completed the entire form, be sure to "Mark as Complete".

For further assistance when filling this form, select "Help" located on the upper left of this page.

Click here for the Measure A Grants Administration Manual.

Grant Status Updates (GSU's) will be required throughout the lifespan of the grant. Grants Officer will schedule these updates accordingly based on the timeline provided below.

Tasks   **Correcting Version | Return to Components**

Please note: Grantees are subject to site visits based on timeline and as deemed necessary by the Grant Officer.

Select "Edit" and complete the form to reflect your proposed changes.

Menu | Help | Log Out   Back | Print | Add | Delete | Edit | Save

Be sure to "Save" your changes.

Menu | Help | Log Out   Back | Print | Add | Delete | Edit | Save

NOTE: If you leave the page and come back, be sure to select "Correcting Version" to make edits to the negotiated version. Your changes will only reflect in the "Correcting Version" for the time being. The correcting version will show until Grants Officer approves the changes after the Amendment has been approved and executed.

Select "Submit Component" when you have completed the changes.
 The system will inform you that submitting your form will lock it from further editing.
Select "OK"

The following page will inform you of successful re-submission.

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Select "Submit Component" when you have completed the changes.
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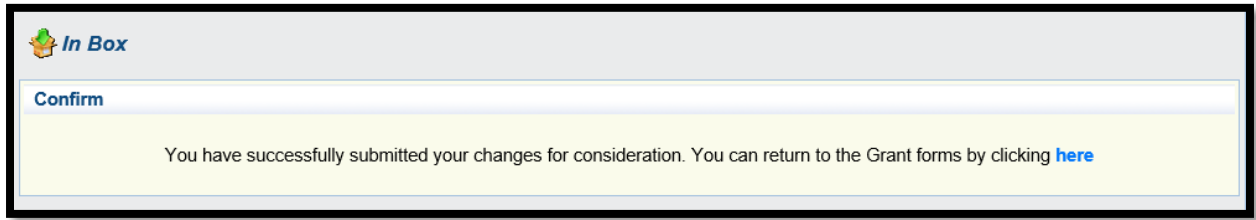Select "OK"

The following page will inform you of successful re-submission.

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📥 In Box

Confirm

You have successfully submitted your changes for consideration. You can return to the Grant forms by clicking **here**

Your Grants Officer will receive an alert and follow up with you.
Repeat the steps if you received multiple emails for the same Grant.

Note: If the amendment request is approved, the Grantee will receive a request for signature via Adobe Sign. The amendment is not executed until all parties have signed the document.