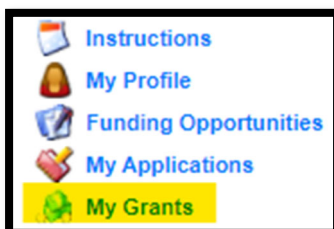


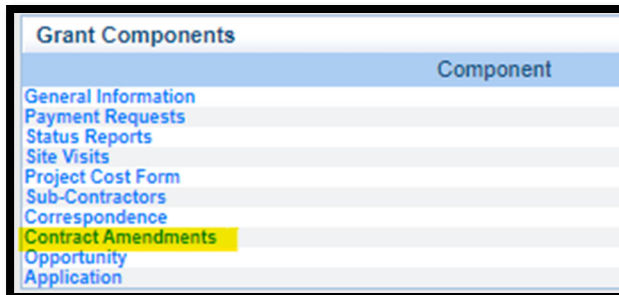


## Grant Amendment Requests – Grantee Steps

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	<a href="#">Return to Components</a>
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			<a href="#">Preview</a>   <a href="#">Submit</a>
	Name	Complete?	Last Edited
<a href="#">General Information</a>			11/09/2020
<a href="#">Amendment Request</a>		<input checked="" type="checkbox"/>	

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	<input type="text"/>
Type of project	<input type="text"/>
Justification for amendment to timeline	<input type="text"/>
Upload proof of authorization to amend project timeline	<input type="button" value="Choose File"/> No file chosen
Project Name	
Our agency/organization is requesting an amendment to the project name	<input type="text"/>
Proposed name of grant project	<input type="text"/>
Project Summary Amendment	
Our agency/organization is requesting an amendment to the project summary/scope of work	<input type="text"/>
Justification for change of project summary/scope of work	<input type="text"/>
Proposed new project summary/scope of work	<input type="text"/>
Upload proof of authorization to amend project summary/scope of work	<input type="button" value="Choose File"/> No file chosen
Project Budget Amendment	
Our agency/organization is requesting an amendment to the grant budget	<input type="text"/>



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**Mark the form as complete**

**Contract Amendments**

Contract Amendment: 05

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

**Instructions**  
Submitting a request for an amendment may require a status update or site visit to be completed prior to approval.

**Timeline Amendment** [Mark as Complete](#) [Return to Components](#)

Our agency/organization is requesting an amendment to the grant timeline ☒ Yes  
Type of project Development

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

**grantfunding.rposd.lacounty.gov says**

Submitting the Contract Amendment will lock all sections from further editing. Have you completed all sections? Are you sure you are ready to submit this Contract Amendment?

[OK](#) [Cancel](#)

**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**

Name	Complete?	Last Edited
General Information	<input checked="" type="checkbox"/>	11/09/2020
Amendment Request	<input checked="" type="checkbox"/>	11/09/2020

[Preview](#) [Submit](#)

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

**Contract Amendment Submitted Confirmation**

You have successfully submitted your Contract Amendment numbered 05 for Grant titled: Test. You can return to the Grant forms by clicking [here](#)

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

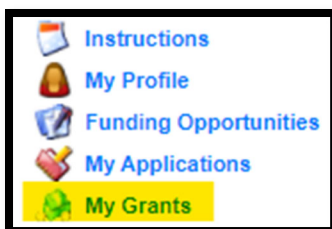


Your Grants Officer will unlock/negotiate the form(s) you need to update based on your Amendment Request.

You will receive an email from [rposd@webgrantsmail.com](mailto:rposd@webgrantsmail.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	<p>**** Do Not Respond to This Email ****</p> <p>Dear Testing Tester,</p> <p>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</p> <p>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.</p> <p>Comments appear below: Update the form to reflect proposed changes per Amendment Request #1</p> <p>You may log into the WebGrants grants management system at the following location: <a href="https://grantfunding.rposd.lacounty.gov">https://grantfunding.rposd.lacounty.gov</a></p>		11/12/2020 10:51 Sent	

From “My Grants” select your grant title.



Select the Grant Component based on your email alert.





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

**Correcting Version** | [Return to Components](#)

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.



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

### Grant Tracking

Grant: 00340 - Test - 2019

Status: Underway  
Program Area: Test Program  
Grantee Organization: Test Organization - Application  
Program Officer: Stephanie Garcia  
Awarded Amount: \$51,000.00

#### 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.

#### Versions

**Negotiated Version:** This is a negotiated version. This version may be submitted for consideration. You may edit this version before you submit it.

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"

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.

#### Versions

**Negotiated Version:** This is a negotiated version. This version may be submitted for consideration. You may edit this version before you submit it.

#### Tasks

[Submit Component](#) | [Return to Components](#)

Message from webpage

Submitting this form will lock it from further editing. Are you sure you are ready to submit this form?

OK Cancel

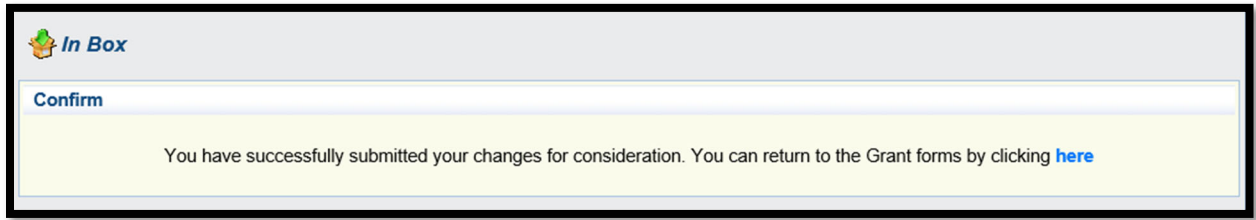
The following page will inform you of successful re-submission.



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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.