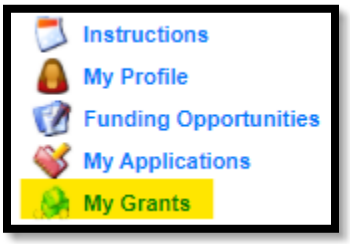
LOS ANGELES COUNTY
REGIONAL PARK AND
OPEN SPACE DISTRICT

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

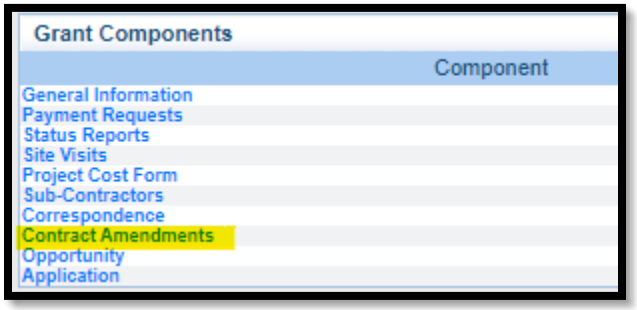
www.RPOSD.LACounty.gov

Grant Amendment Requests – Grantee Steps

From "My Grants" select your grant title



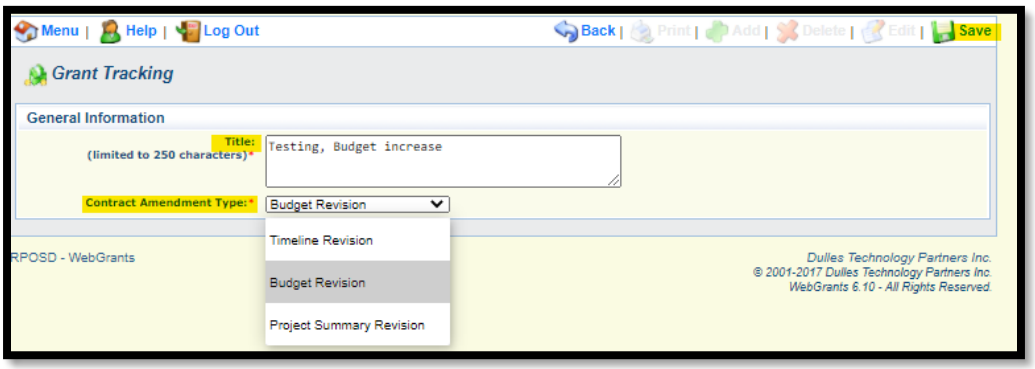
From the Grant Components page, select "Contract Amendments"



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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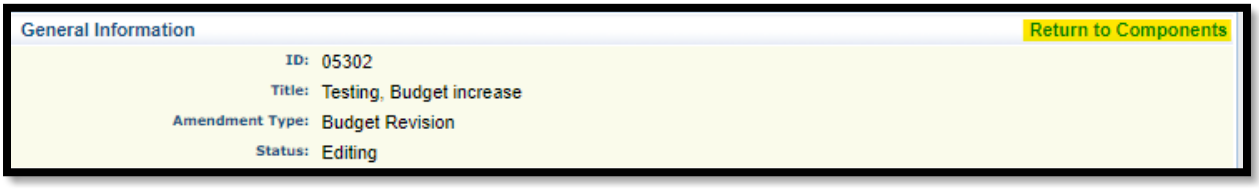
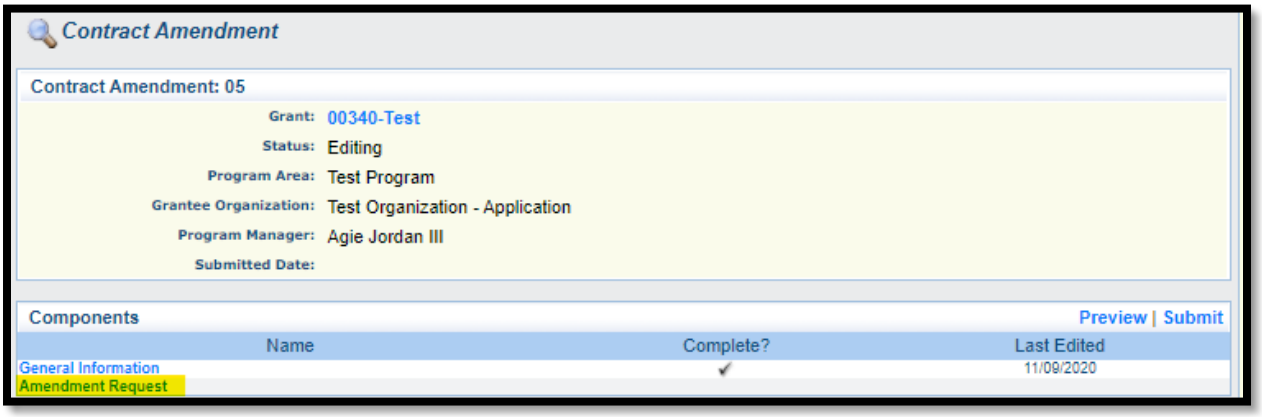
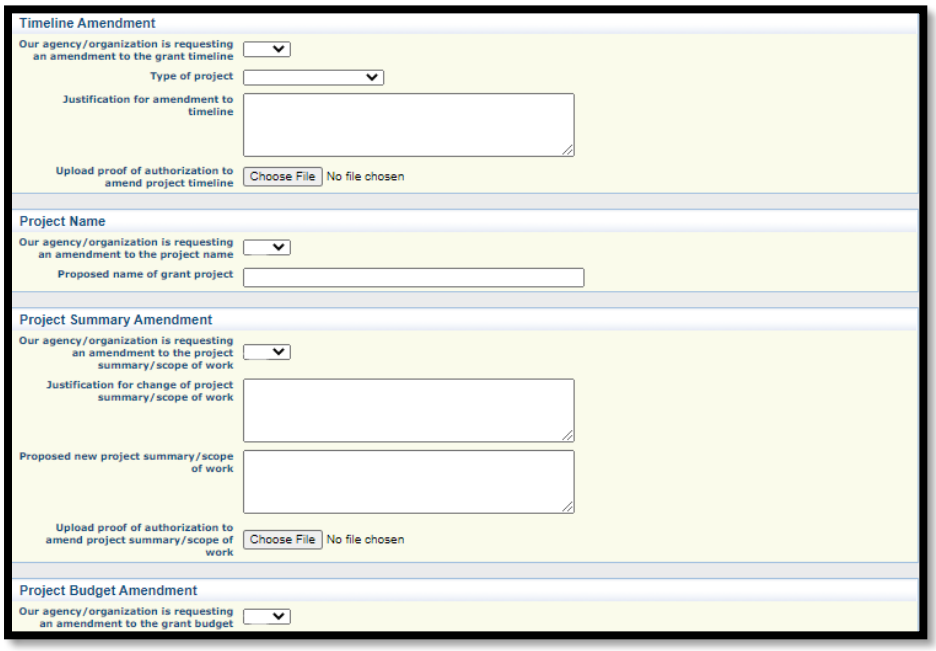
Once you save, select “Return to Components”



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



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



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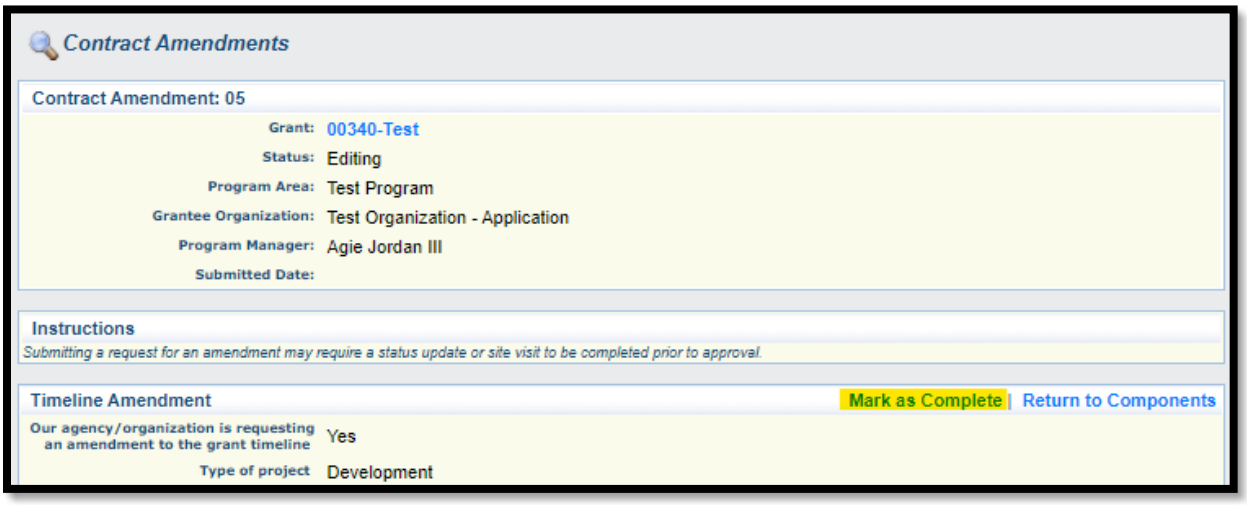
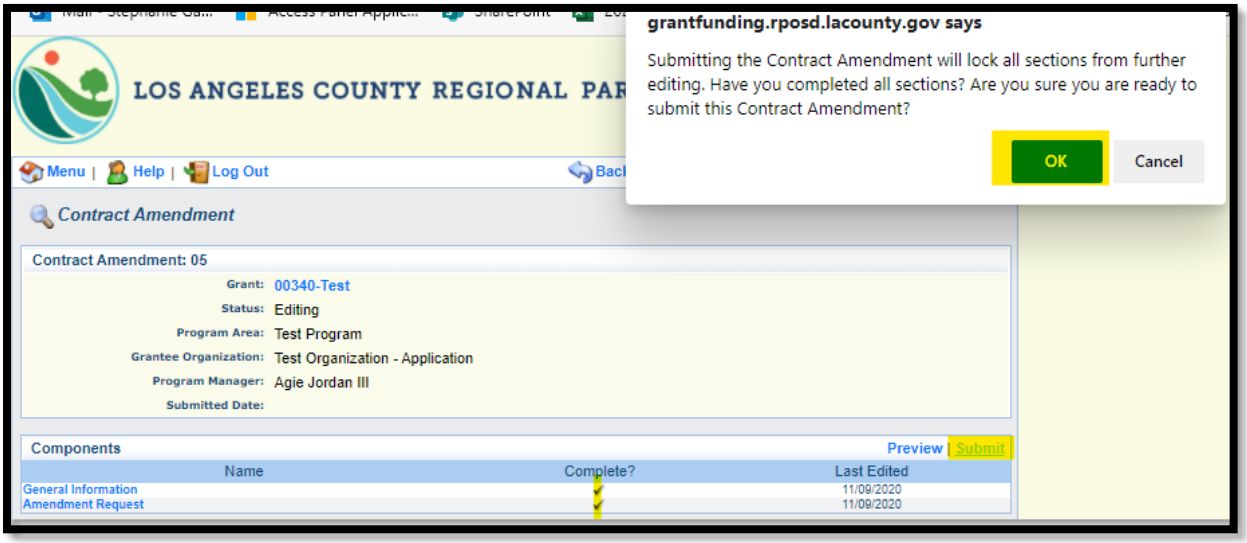
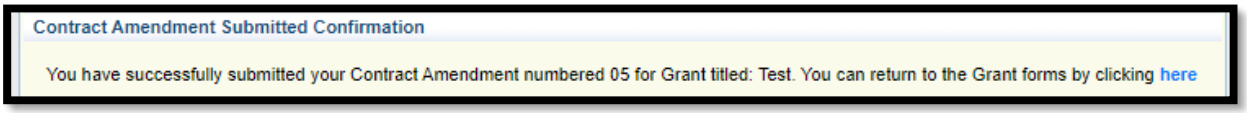
Mark the form as complete



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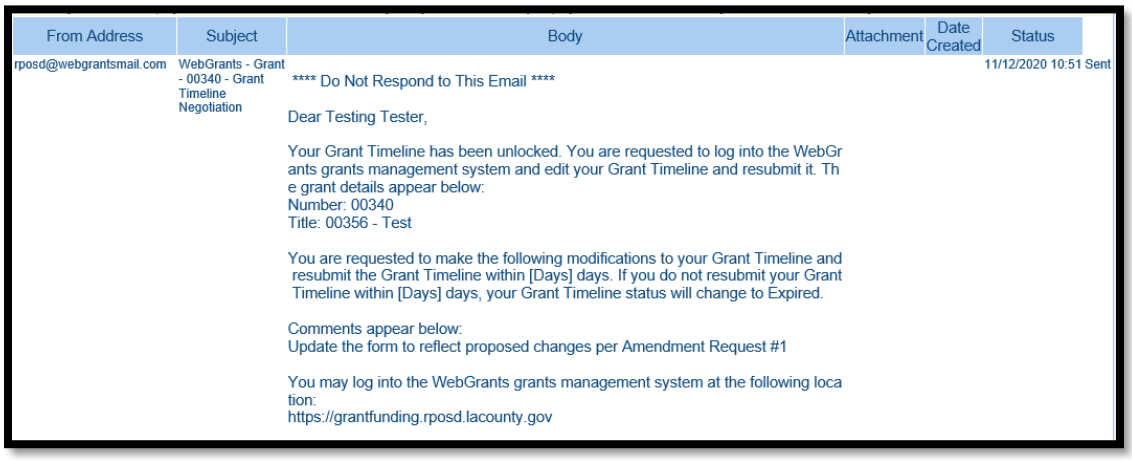
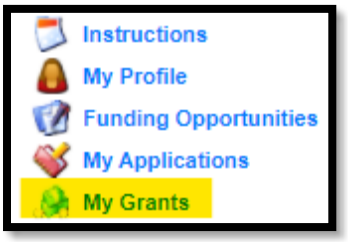
Your Grants Officer will unlock/negotiate the form(s) you need to update based on your Amendment Request.

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

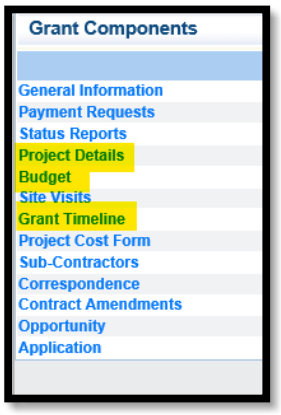


From Address	Subject	Body	Attachment	Date Created	Status
rposd@webgrantsmail.com	WebGrants - Grant - 00340 - Grant Timeline Negotiation	**** Do Not Respond to This Email **** Dear Testing Tester, Your Grant Timeline has been unlocked. You are requested to log into the WebGrants grants management system 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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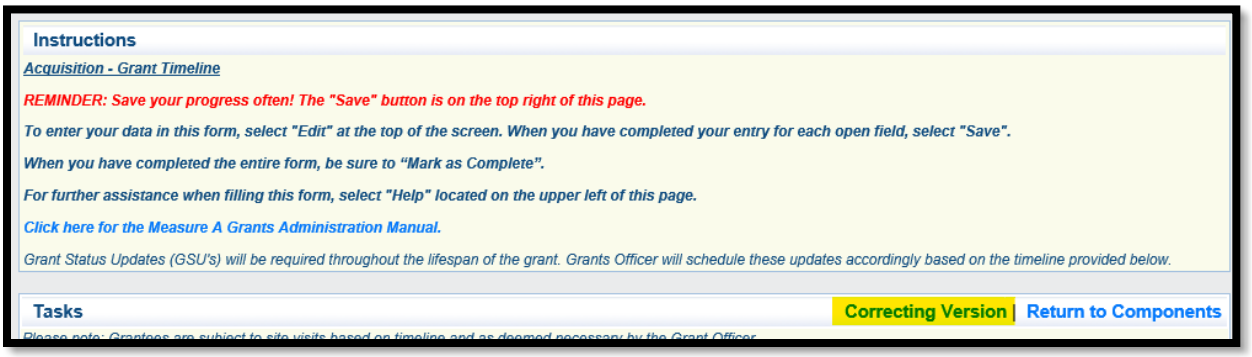
Select “Correcting Version”



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

Be sure to “Save” your changes.

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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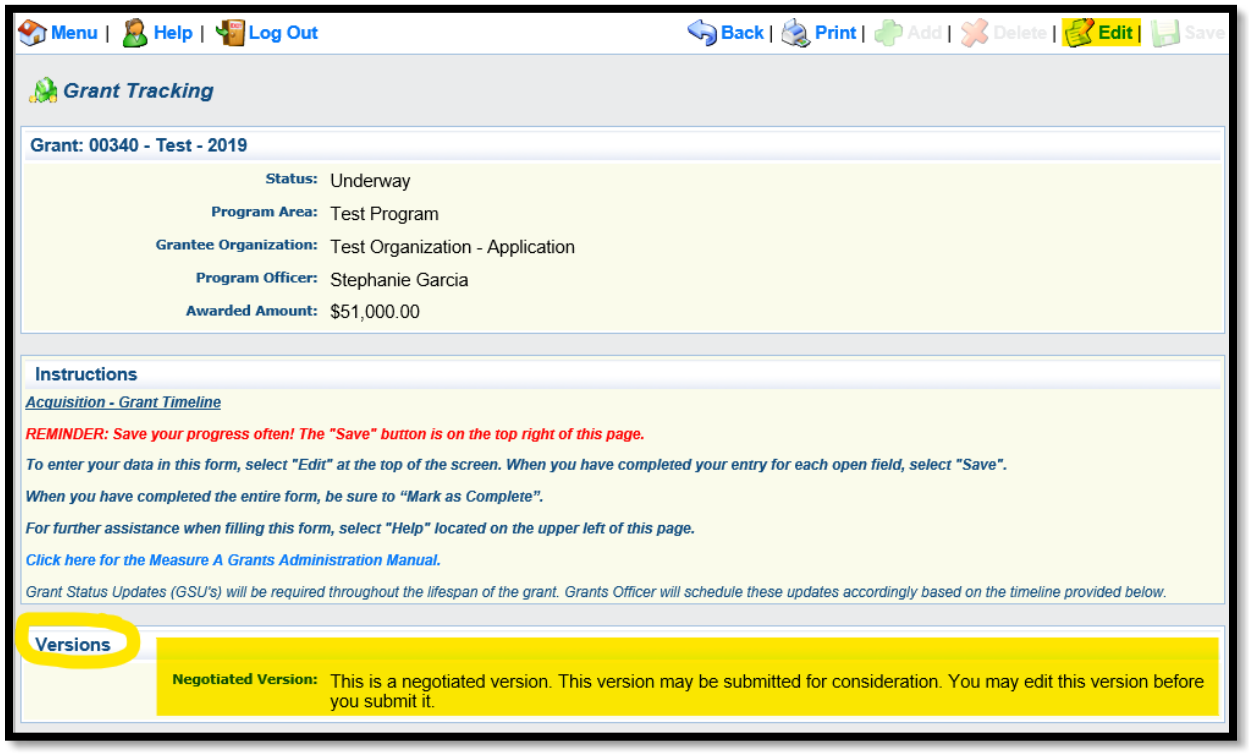
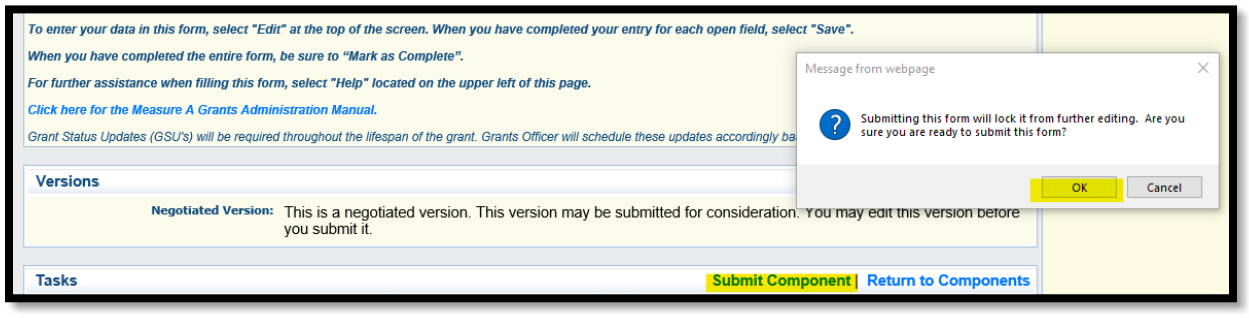


Select "Submit Component" when you have completed the changes.
The system will inform you that submitting your form will lock it from further editing.
Select "OK"



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

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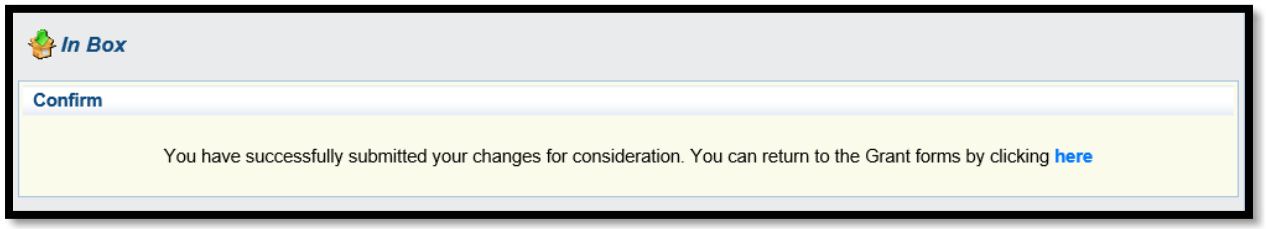

Your Grants Officer will receive an alert and follow up with you.
Repeat the steps if you received multiple emails for the same Grant.

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.