

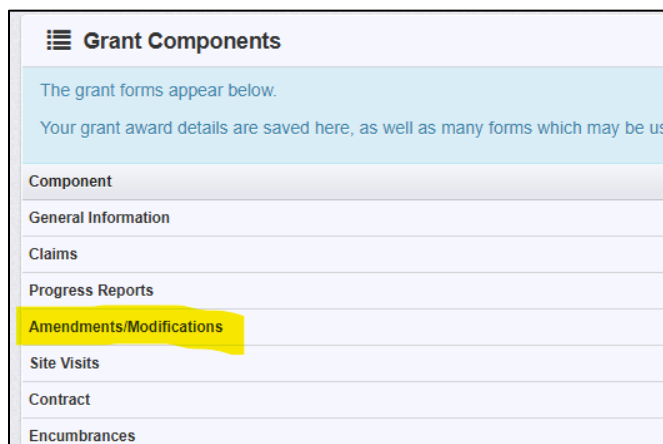
## **Amendment/Modification Request Tutorial**

At some point during the implementation of your subaward program or project, you may need to make a change to your plan. Changes to the program or project could include (but are not limited to) any of the following:

- **Change in scope:** a significant shift in subaward goals, activities, project sites, timeline, or intended outcomes.
- **Change in budget:** moving funds to different line items, consolidating line items, or moving funds to different budget categories.
- **Change in performance period:** shift in start or end dates.
- **Change in staff:** updates to contact information or shifts in project staff (e.g., project coordinator, accountant, or authorized organizational signatory).
- **Other modifications:** any type of change not covered in the change types above. Examples include shifts in project partners or payment type (e.g., switching from advance payment to reimbursement).

**If you need to make a change to your subaward program or project, it is critical that you submit an Amendment/Modification request in [WebGrants](#). Follow the steps outlined below to submit your Amendment/Modification request.**

**Step 1:** Sign into [WebGrants](#), open your grant, and click on the grant component, "Amendments/Modifications".



**Step 2:** Click the "Add Amendment/Modification" button.

Grant List   Genera   Claims   Progre   Amendm   Site V   Contra   Encumb   Corres   Partne   Eligib   Progra   Key Mi   Budget   Intern   Closeo									
Amendments/Modifications									
ID	Type	Status	Title	Last Submitted Date					
1011 - 001	Budget Revision	Approved	Test	Sep 17, 2024 8:11 AM					
1011 - 002	Budget Revision	Editing	Test						
1011 - 003	All Types	Editing	test 2						

**Step 3:** Enter a descriptive title that summarizes the modification request. For example, if you are needing to consolidate line items within your Supplies budget category, you could create the title “Supplies Budget Category Consolidation Request”. Click the "Save Form" button.

### General Information - Amendment/Modification - Edit

Save Form

In the form below, provide a short and concise title for the modification/amendment request.

Status\*:

Amendment Title\*:

**Step 4:** Click on the "Amendment Form" from the Amendment/Modification components table.

Amendment/Modification Preview   Attachments   Alert History   Map		
Amendment/Modification Details		
Amendment/Modification cannot be Submitted Currently		
• Amendment/Modification components are not complete		
Component	Complete?	Last Edited
General Information	✓	Aug 28, 2025 6:43 AM - Evan Tester
Amendment Form		-

**Step 5:** Complete the form by selecting the type of modification and providing a thorough justification. Click "Save Form" when you have completed all required fields.

Modification Types

Save Form

Select the modification types from the questions below.

A change in scope is a significant shift in subaward goals, activities, project sites, timelines, or intended outcomes.

Change in Scope\*:

A change in budget is a shift in budget category or line-item costs. If you are submitting a change in budget request, please include your updated budget (we recommend using this [budget template](#)) in the "Supporting Documentation" section of this form.

Change in Budget\*:

A change in performance period is a shift in start or end dates.

Change in Performance Period\*:

A change in staff includes updates to contact information or shifts in project staff (e.g., project coordinator, accountant, or authorized organizational signatory). Provide the new contact's name in the Modification Justification below and make sure that the new contact completes their registration in WebGrants.

Change in Staff\*:

Other modifications include any type of change not covered in the change types above. Examples include shifts in project partners, reporting requirements, or payment type (e.g., switching from advance payment to reimbursement).

Other (specify type of modification)\*:

Save Form

Justification

Save Form

For each modification type selected above, describe the changes and why they are necessary. \*:

Type your description of the needed change here and why the change is necessary.

4920 character(s) left

How will the requested change(s) modify the goals, milestones, outcomes, and/or performance metrics outlined in their original award (i.e., executed agreement)?\*:

Outline how the change will modify the scope of work for the project outlined in the agreement.

4904 character(s) left

By submitting this modification form, the subrecipient permits ODF to modify the previously signed agreement, as appropriate\*:

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**Step 6:** After you click "Save Form", scroll down to the bottom and attach any supporting documentation (e.g., updated budget category information) by clicking the "Add New Attachment" button and uploading the document(s).

By submitting this modification form, the subrecipient permits ODF to modify the previously signed agreement, as appropriate\*: **Yes**

Last Edited By: Evan Tester - Aug 29, 2025 8:02 PM [Edit Form](#)

**Supporting Documentation** - Other Attachments [✓ Mark as Complete](#) [+ Add New Attachment](#)

Upload all supporting documentation.

Examples: Revised scope of work, revised budget, or new project partner letter of support.

Description	File Name	Type	Size	Upload Date	Delete
No files attached.					

Last Edited By: Evan Tester - Aug 29, 2025 8:02 PM

**Step 6:** Once you have attached all supporting documentation click the orange "Mark as Complete" button.

**Supporting Documentation** - Other Attachments [✓ Mark as Complete](#) [+ Add New Attachment](#)

Upload all supporting documentation.

Examples: Revised scope of work, revised budget, or new project partner letter of support.

Description	File Name	Type	Size	Upload Date	Delete
No files attached.					

Last Edited By: -

**Step 7:** Once you have marked the Amendment Form as complete, you will be able to submit the request by clicking "Submit Amendment/Modification".

Amendment/Modification Preview Attachments Alert History Map

**Amendment/Modification Details** [✓ Submit Amendment/Modification](#) [✗ Withdraw](#) [Copy](#) [Preview Amendment/Modification](#)

• Amendment/Modification is in compliance and is ready for Submission!

Component	Complete?	Last Edited
General Information	✓	Aug 28, 2025 6:43 AM - Evan Tester
Amendment Form	✓	Aug 28, 2025 6:47 AM - Evan Tester

**ODF staff will review the modification request and either make the requested updates and let you know they have been completed or follow up with next steps.**