Creating a Title IV Contract Amendment - District Guidance

It is always best to review your current budget areas. This is found under your grant components and select claims. What appears is the current version of your budget and would reflect any previously approved amendments. Once reviewed, go back and create your amendment.

<u>DISTRICT STEPS -</u> **How to do a Contract Amendment**
Log into WebGrants
• On the left side, you will see your dashboard
• Select Grants - Here, you will see all the grants to which you have been assigned
• Select the grant you are working on, in this case, Title IV
• Note that your total allocation for Title IV is at the top of the page
• Under Grant Components - Select "Contract Amendment"
• Select "Add Amendment" (located on the green bar)
• Default Status is "Editing"- leave as is - "Amendment Type"- select the budget you wish to create an amendment for: SH, WR, or EUT
• "Title"- districts should enter a title that makes sense in their tracking of budgets/revisions
• Save Form (green bar on the right side)
• Select the Budget Amendment you created (at the bottom under amendment details)
• Select +Add Row if adding a new activity or select or click on the specific budget activity line item to enter edits and changes. (Items that remain the same do not require edits.)
• Justification for Amendment - Enter an activity description that is specific but brief for why you are moving funds or adding a new activity; the description establishes whether it is reasonable, allowable, and approvable.
• Enter the Amount you are increasing /decreasing. (A decreased amount should always have a minus i.e. -$1,500)
• When all edits are complete, select "Save Row," "Mark as Complete," and "Submit."

GRID SECTION
Complete the section by entering the category totals for all budgeted items.
Click Edit Grid and enter totals.
When the grid is completed, the totals entered will equal the overall total of the newly edited budget.
When all grid edits are complete, select "Save Form" and "Mark as Complete" and submit when ready.
Note: If you find the grid section is not saving your edits, please put a note in WebGrants.

AMENDING A SINGLE BUDGET
• Note the total amount of the budget you are amending.
• The ***Current Budget Amount*** reflects the most recent budget. The ***Proposed Increase/Decrease per activity*** shows what budget activity you are moving funds from and to.
• For every positive $ amount being added or increased within the budget, the same $ amount must be shown as a negative so the bolded total at the bottom of the form shows as $0.00.
• If a negative or positive $ amount exists after completion, please go back and find the error prior to submission.

AMENDING MULTIPLE BUDGETS
Districts may move funds from one budget area to another. This would require multiple budgets. You follow the same steps above, except your overall budget total for that area may be different depending upon the movement of funds. The total of all submitted amendments must equal the grant award.