CCCFF - How to Enter an Amendment

Browser: Log into AmpliFund, https://ne.amplifund.com using Google Chrome, Mozilla Firefox, or Microsoft Edge.

Eligible Amendment Types

Before submitting an amendment, you will need to select a type. See below for the eligible and ineligible amendment types for your program.

NOTE: If an amendment type is submitted that is not eligible, the amendment will be rejected.

Types of Amendments accepted for Civic & Community Center Financing Fund (CCCFF):

- Award Duration

Types of Amendments not accepted for Civic & Community Center Financing Fund (CCCFF):

- Awarded Amount
- Category Budget
- Performance Goal

Navigating to Amendments

1. Login into AmpliFund > Grant Management (left navigation) > Grants > [Choose Your Grant] > Post-Award (tab) > Management > Amendments
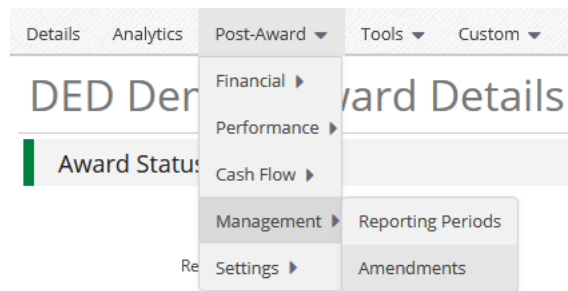
This page will show you all previously saved and submitted Amendments as well.

2. Click on the Amendment Name for a summary popup.

3. Click on the Magnifying Glass (in the same row as the Amendment Name) to view the entire Amendment.

4. If you had a saved or unsubmitted Amendment, you could click the **Pencil icon** to continue to complete it, or the **trashcan icon** to delete it.


Creating an Amendment

5. When you have navigated to the Amendment page, click the **+ icon** in the top right of the screen.

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NOTE: *The 4 types of Amendments are shown at the top of this creation screen. Not all programs will allow (approve) every type. Those Amendment types will be rejected. See the ʻEligible Amendment Typesʼ list above.*

6. Select 1 or more Amendment Types you wish to use.
    a. To select an Amendment Type, click on the circle.
    b. To unselect an Amendment Type, re-click on the circle. (There must be at least 1 Amendment Type selected at all times).
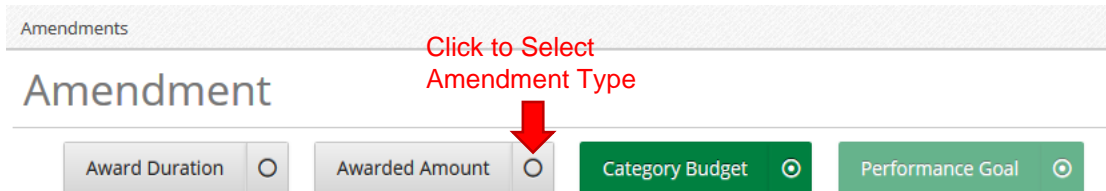
7. After selecting 1 or more Amendment Type, click on the left side of the green button to see the Amendment screen for the type of Amendment you wish to complete. If you select more than one Amendment Type, make sure you click on the left side of each Amendment Type to toggle between the different screens.
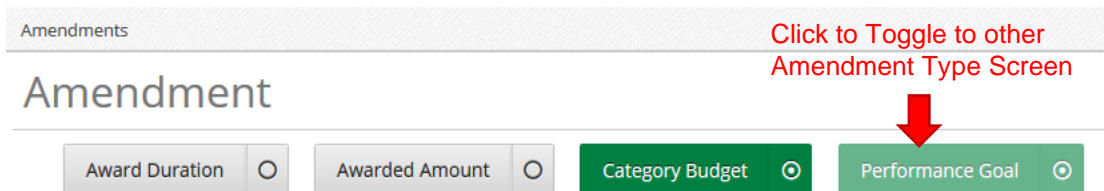
8. Enter the **Amendment Name:** Amendment #X
    a. If there have been 2 *APPROVED* previous Amendments, current request is #3.
    b. On the Award, navigate to Post-Award (tab) > Management > Amendments to see any previously created and *APPROVED* Amendments.

9. Enter the **Date Requested:** [Enter todayʼs date.]

10. At anytime, you can click **Save** on the bottom right of your screen to save your progress.

Amendment Types – Instructions

Award Duration

11. Enter your new **Requested Length of Award** years and months. This length of time will be the original length of the award + the length of the extension request (e.g., if your original award has a two year term and you need an additional six month extension, then your Requested Length of Award should be 2 years

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and 6 months (see below)). After entering in this, the **Requested End Date** and **Requested Close Out Date** will auto-calculate based on what you entered.

    a.   Enter the request as either for a 6 or 12 month extension.

Requested Length Of Award*	2	years and	6	months

12. Edit the **Requested Close Out Date** to be 1 day after the **Requested End Date**.

    Requested End Date   9/29/2022

    Requested Close Out Date   9/30/2022 📅

13. **Justification –** Enter the following:
    a.   Reasoning for the request,
    b.   Revised estimated completion date, and
    c.   Any other pertinent information related to the request.

14. **Upload File(s) –** *Optional* (Any other pertinent information related to the request)

15. **Internal Notes –** Internal notes will stay within your organization. Access is not granted to users outside of your organization, including DED.

Award Duration

Current Length Of Award	2 Years and 0 Months
Current End Date	3/30/2022
Current Close Out Date	3/31/2022

Requested Length Of Award*	2	years and	6	months

    Requested End Date   9/29/2022

    Requested Close Out Date   9/30/2022 📅

Submitting the Amendment

16. When you are done completing the Amendment, click **Submit** on the bottom right of the screen.

[Save] [Submit] [Cancel]

NOTE: After submitting, you will not be able to edit your Amendment.

17. Click **Submit** again.

This will notify your DED Program Manager of your Amendment request.

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Submission Reminder

By submitting, you will be sending the amendment to the funder organization.

You cannot make any further changes after submission.

Submit Cancel

Notifications

18. The **Recipient Grant Manager** will receive an email from AmpliFund that the Amendment <u>was successfully submitted</u>.

AmpliFund

Hello John Doe,

You are receiving this AmpliFund notification email because Amendment #2 for DED Demo has been officially submitted to Basic LLC (TEST).

Amendment Name → (Amendment #2)
Recipient Name → Basic LLC (TEST)

Log in to AmpliFund to view the amendment.

Regards,
AmpliFund Administrator
Basic LLC (TEST)

AmpliFund is the leading enterprise grant management platform designed for nonprofit and public sector organizations to manage every phase of the grant management process.

19. The **Recipient Grant Manager** will receive an email from AmpliFund that a <u>decision has been made</u> after DED reviews the amendment.

NOTE: *This automatic email has the Amendment Name, but not specific directions on what to do on your specific Amendment Type.*

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AmpliFund

Hello John Doe,

You are receiving this AmpliFund notification email because Basic LLC ——► **Recipient Name**
(TEST) has made a decision regarding your amendment request for DED ——► **Award Name**
Demo.

Amendment Name   Amendment #2

- This may affect line items on the budget. Go to the budget page
  to make any necessary changes.
  Award Duration Approved
  This may affect line items on the budget. Go to the budget page
  to make any necessary changes.
  This may affect performance goals on the performance plan. Go
  to the performance plan page to make any necessary changes.

For more detail, log in to AmpliFund to view the amendment.

Regards,
AmpliFund Administrator
Basic LLC (TEST)

AmpliFund is the leading enterprise grant management platform designed for nonprofit and public sector organizations to manage every phase of the grant management process.

20. The Recipient Grant Manager will also receive these messages in AmpliFund's **Message Center**.

21. To view the Message Center: Login into AmpliFund > Activity (left navigation) > Message Center > [click Subject name]

NOTE: The number in parenthesis doesn't go away unless the Message is deleted in the message center. To delete, click the Subject name then the trash icon in the top right corner.
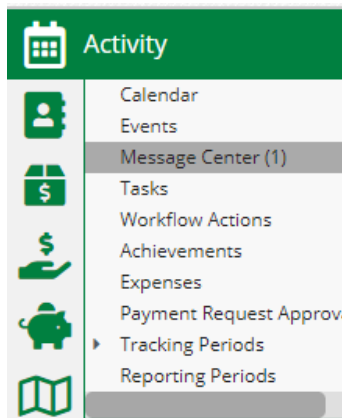
Clicking on the **View the amendment** link will take you to the outstanding amendment.

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Viewing the Amendment Response

22. Login to AmpliFund > Grant Management > Grants > [Choose Your Grant] > Post-Award (tab) > Management > Amendments

23. View the amendment one of two ways:
    a. To see the short summary popup, click the **Amendment Name**.
    b. To see the complete amendment, click the **Magnifying Glass**.

Amendment #2   Q

Click to See   Click to Entire
Summary Popup   Amendment Response

Summary Popup

Amendment #2

Amendment Type	Date Created	Date Submitted	Amendment Creator Type	Submitted By	Internal Notes	Status	Response Sent
Award Duration	3/12/2021	3/12/2021	Recipient	John Doe		Approved	Yes

Close

Entire Amendment Response

Amendment Request Response

Status	Approved
Approved Length Of Award	3 years and 0 months
Approved End Date	9/8/2023
Approved Close Out Date	3/8/2024
Reasoning	Approved, justification and documentation is acceptable.

24. Under the Reasoning field, there may be an **Existing Attachments** to download.

Possible Statuses

NOTE: *For Amendment Requests that have multiple Amendment Types, it is possible to have one 'Approved' and another one 'Denied'.*

Approved

25. Your AmpliFund Award will be updated and your signed contract will be in your Documents folder (if applicable).

NOTE: *It is possible to have your Amendment Request 'Approved' but not exactly what was requested.*

Denied

26. Nothing further occurs.

Denied: Needs More Information

27. You will <u>need to submit a new Amendment</u> with the changes the Program Manager asked for in their Reasoning field if you wish to continue with the Amendment.