

# Municipal Planning Grant Amendment Instructions

**WHAT:** You'll need approval from Municipal Planning Grant (MPG) staff to make changes to your Work Plan and Budget. We do not permit changes to final products, grant award amounts, or grant period dates. Minor changes in the Work Plan & Budget (shifting dollar amounts between approved tasks in the work plan) may not require an amendment. Please contact MPG staff at [jennifer.lavoie@vermont.gov](mailto:jennifer.lavoie@vermont.gov) or 802-828-1948 to discuss potential amendments **before** beginning the process outline below.

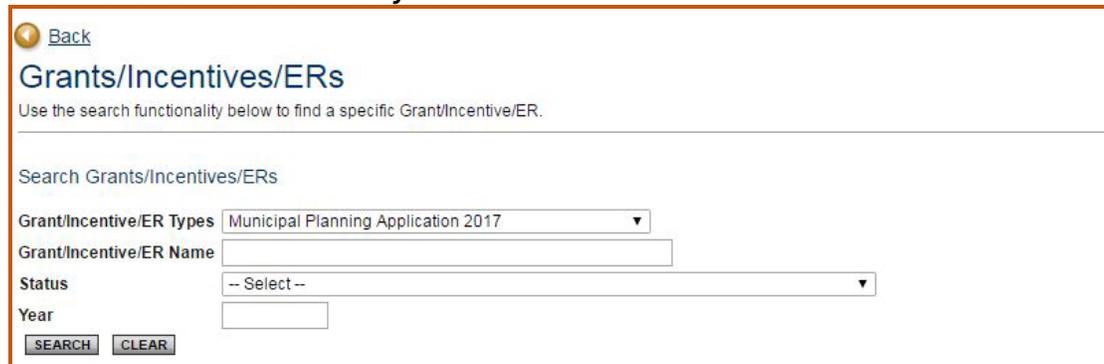
**WHO:** Only the Municipal/Authorizing Official (M/AO) or the Grant Administrator roles can move the amendment process along through the appropriate status changes in the [online grants management system](#). However, the Writer role is able to view/write/and save the form(s) once the appropriate status changes have been made. See [MPG Roles](#) for additional guidance.

**HOW:** To amend your Work Plan and Budget, please follow the steps below:

## Creating and Submitting an Amendment Request

1. Log on: <https://grants.accd.vermont.gov>
2. Use the “Grants/Incentives/ERs” tab at the top of the screen to navigate to your municipal planning application.
3. Select “Municipal Planning Application 20XX” as the type from the top drop down menu. Leave all other search fields empty and click the search button.

### Look for this in the online system:



The screenshot shows a web interface for searching grants. At the top left is a 'Back' button. The main heading is 'Grants/Incentives/ERs' with a sub-instruction: 'Use the search functionality below to find a specific Grant/Incentive/ER.' Below this is a search bar labeled 'Search Grants/Incentives/ERs'. There are four search criteria: 'Grant/Incentive/ER Types' (a dropdown menu with 'Municipal Planning Application 2017' selected), 'Grant/Incentive/ER Name' (a text input field), 'Status' (a dropdown menu with '-- Select --' selected), and 'Year' (a text input field). At the bottom of the search area are 'SEARCH' and 'CLEAR' buttons.

4. Select the name of your grant from the search results. (The grant name will begin with the letters MP followed by the fiscal year, municipality name and five-digit grant identification number. The current status should be “Grant Awarded.” Ex: MP-2017-Whiting-00004.)

### Look for this in the online system:



The screenshot shows a table with one result. Above the table, it says 'Number of Results 1'. The table has five columns: Document Type, Organization, Name, Current Status, and Year. The row contains: Municipal Planning Application FY17, Town of Whiting, MP-2017-Whiting-00004, Application Submitted, and 2017.

Document Type	Organization	Name	Current Status	Year
Municipal Planning Application FY17	<a href="#">Town of Whiting</a>	<a href="#">MP-2017-Whiting-00004</a>	Application Submitted	2017

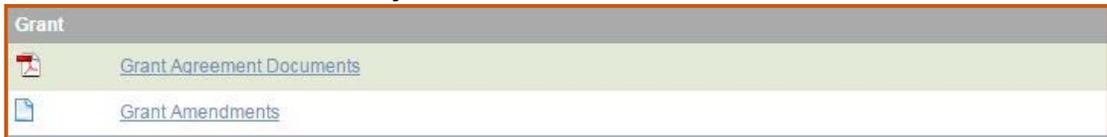
- At the top of the “Application Snapshot” page click on the “Forms Menu” option.

**Look for this in the online system:**



- In the Grant section of the Forms list, select the “Grant Amendments” form.

**Look for this in the online system:**



- Enter the Request Date and a description of the proposed changes and reason for the amendment request. Be sure to SAVE the page once complete.
- Use the “Document Information” or “Municipal Planning Application FYXX Menu” link at the top of the form to navigate back to the main menu.

**Look for this in the online system:**



- At the top of the “Application Snapshot” page click on the “Status Changes” option.

**Look for this in the online system:**



- Click the “Apply Status” button beneath the “Amendment Request Submitted” option. If this status option is not available, your role might not have the authority in the system to submit an amendment request. Contact MPG staff for further assistance at [jennifer.lavoie@vermont.gov](mailto:jennifer.lavoie@vermont.gov) or 802.828.19648.

**Look for this in the online system:**



## Staff Review of Request

Program staff will review your request for an amendment and you will receive a system email letting you know that your request has either been approved or denied. With either message, review any specific staff comments form by clicking the “Show Notes” button at the top of the Grant Amendments form.

## Creating and Submitting a Project Amendment

If your amendment request has been approved:

1. You will need to complete the amendments to the Workplan and Budget form. To begin this process, navigate to your application (following steps 1-4 above).
2. On the application main menu, click the “View Status Options” button in the “Change the Status” section of the menu.
3. Click the “Apply Status” button beneath the “Amendment In Process” status option, if you would like to continue with your amendment.
4. Once you have changed the status to amendment in process, use the “View Forms” button in the “View, Edit and Complete” forms section of the menu to navigate to the Work Plan and Budget form to edit the grant tasks.
5. On the Work Plan and Budget Form you can revise task descriptions and amounts. Be sure to click the SAVE button at the top of the page before moving on.
6. Once the Work Plan and Budget has been amended to your satisfaction:
  - a. Review the Budget Totals to ensure that the total project cost and grant amount have not altered – the program does not permit changes to final products or grant award amounts. Check that the Total Project Cost and Grant Award Amount have not altered.
  - b. Be sure to SAVE all changes.
7. Use the “Document Information” or “Municipal Planning Application FYXX Menu” link at the top of the form to navigate back to the main menu.

### Look for this in the online system:



8. On the application main menu, click the “View Status Options” button in the “Change the Status” section.
9. Click the “Apply Status” button beneath the “Amendment Submitted” option.
10. Read the agreement statement carefully and click “I Agree” to continue.

## Staff Review of Project Amendment

MPG staff will review the amended Work Plan and Budget and will either:

1. Approve your Amendment: The revised Work Plan and Budget will become Attachment A of the grant agreement;
2. Deny your Amendment: Call us or go online to review staff comments by clicking the “Show Notes” button at the top of the Work Plan and Budget form; or

3. Require Modifications to your Amendment: If changes to your proposed amendments are required, be sure to:
  - a. Review staff comments in the notes (at the top of the Work Plan and Budget form) for modifications.
  - b. Revise the form per staff comments;
  - c. On the main menu of the grant, in the “Change the Status” section, click the “View Status Options” button.
  - d. Click the “Apply Status” button beneath the “Amendment Modifications Submitted” option.
  - e. Your modifications, once submitted, will be reviewed by MPG staff who will either approve or deny your amendment.

System emails will be sent to you throughout the process – notifying you of changes in the status of your amendment request. Please contact Jennifer Lavoie at 802-828-1948 or [jennifer.lavoie@vermont.gov](mailto:jennifer.lavoie@vermont.gov) if you have any questions.