

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 or 802-828-1948 to discuss potential amendments **before** beginning the process outlined below.

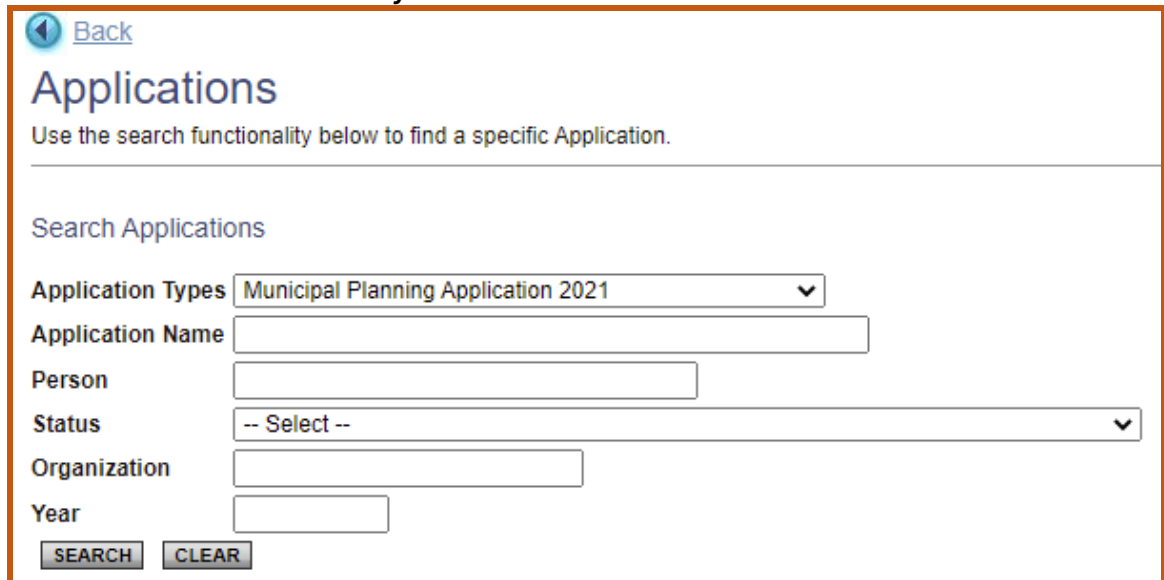
WHO: Only the Municipal/Authorizing Official (M/AO) or the Grant Administrator roles can move the amendment process along through the appropriate status changes in the [online grants management system](#). However, the Writer role is able to view/write/and save the form(s) once the appropriate status 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 “Applications” 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:



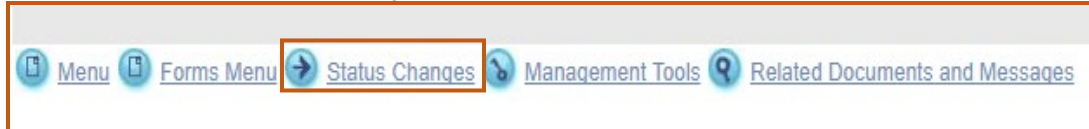
4. Select the name of your grant from the search results. (The grant name will begin with the numbers 07110, MP, followed by the fiscal year, municipality name and two-digit grant identification number. The current status should be “Grant Awarded.” Ex: 07110-MP-2021-Whiting-24.)

Look for this in the online system:

Document Type	Organization	Name	Current Status	Year
Municipal Planning Application FY21	Town of Danville	07110-MP-2021-Danville-04	Grant Awarded	2021

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

Look for this in the online system:



6. Click the “Apply Status” button beneath the “Amendment Request Submitted” option. Remember you should have notified staff of your intent to submit an amendment prior to following this process.

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 or 802.828.19648.

Look for this in the online system:

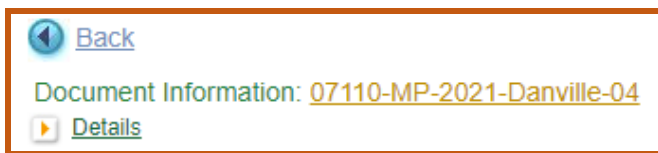


7. When staff have approved the initial amendment request, you will receive an automated email from the system notifying you of this, and you can proceed to the next step.

Creating and Submitting a Project Amendment

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. 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.
3. 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.
4. Once the Work Plan and Budget has been amended to your satisfaction:
 - a. The program does not permit changes to final products or grant award amounts. However, you may add tasks that will entirely be paid as additional match funds by the municipality, these additional costs will need to be documented in the financial information at closeout.
 - b. Check that the Grant Award Amount has not been altered.
 - c. Be sure to SAVE all changes.

5. Use the “Document Information” to navigate back to the main menu.
Look for this in the online system:



6. On the application main menu, click the “Status Changes” section.
7. Click the “Apply Status” button beneath the “Amendment Submitted” option.
8. 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 if you have any questions.