

GovGrants

BUDGET REDIRECTION (External)

Amendment – Service Provider's Manual

Early Years and Child Care Services

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About this Training Manual:

This training manual is intended for the Service Provider initiating a Budget Redirection, and the steps involved with available screenshots.


Amendment Requests Overview

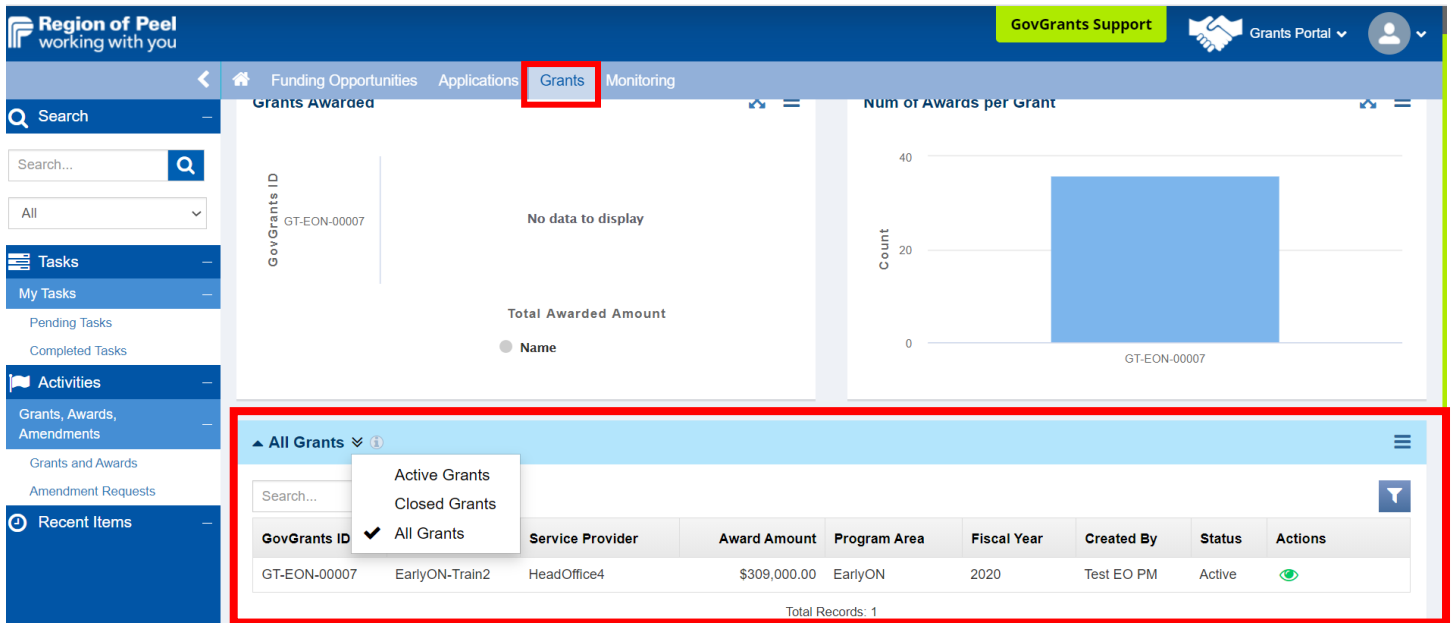
External User/Service Provider Amendment Request Type:

- Budget Redirection –You can go into your award to create a Budget Redirection and submit it to RoP


A. Service Provider– How to Create an Amendment Request

Grant must be in Active Status


- Click on the Grants Module located on the horizontal pane
- Enter the GovGrants ID # or the grant name in the search box
- Click on the view icon  under the Actions column

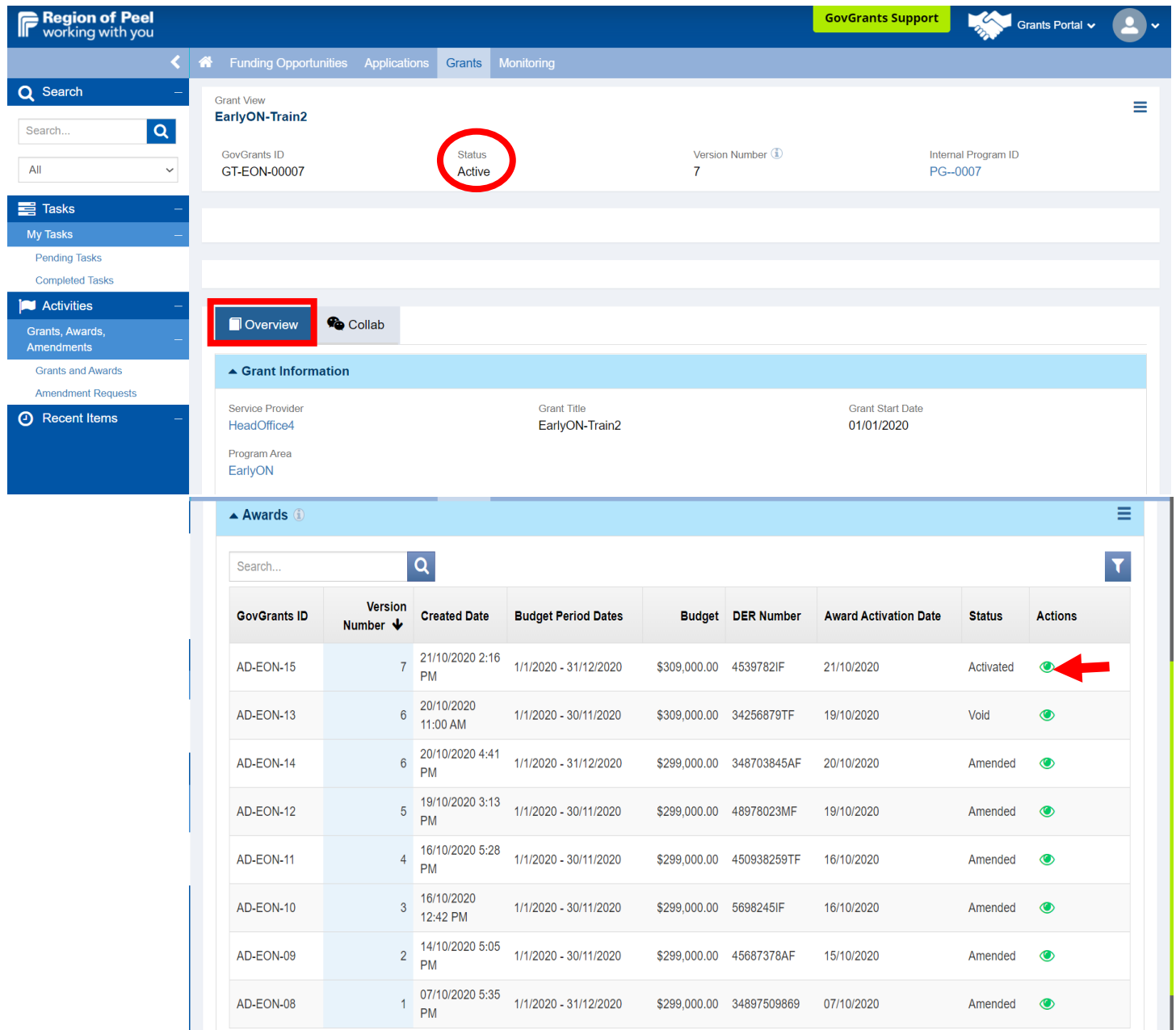


The screenshot shows the GovGrants portal interface. The navigation pane on the left includes sections for Search, Tasks, Activities, and Recent Items. The main content area is divided into two panes: 'Grants Awarded' and 'Num of Awards per Grant'. The 'Grants Awarded' pane shows 'No data to display' for the grant ID GT-EON-00007. The 'Num of Awards per Grant' pane shows a bar chart with a count of 40 for GT-EON-00007. Below the charts is a table titled 'All Grants' with the following data:

GovGrants ID	Service Provider	Award Amount	Program Area	Fiscal Year	Created By	Status	Actions
GT-EON-00007	EarlyON-Train2	\$309,000.00	EarlyON	2020	Test EO PM	Active	

Total Records: 1

You will be navigated to the below page. From the Overview tab, scroll to the **Awards** section, click on the green view icon  under the Actions column to open the Award details.
 You can only amend Active Awards



Region of Peel working with you GovGrants Support Grants Portal

Funding Opportunities Applications **Grants** Monitoring

Search

Search...

All

Tasks

My Tasks

Pending Tasks

Completed Tasks

Activities

Grants, Awards, Amendments

Grants and Awards

Amendment Requests

Recent Items

Grant View **EarlyON-Train2**

GovGrants ID: GT-EON-0007 **Status: Active** Version Number: 7 Internal Program ID: PG--0007









Overview Collab

Grant Information

Service Provider: HeadOffice4 Grant Title: EarlyON-Train2 Grant Start Date: 01/01/2020

Program Area: EarlyON

Awards

GovGrants ID	Version Number	Created Date	Budget Period Dates	Budget	DER Number	Award Activation Date	Status	Actions
AD-EON-15	7	21/10/2020 2:16 PM	1/1/2020 - 31/12/2020	\$309,000.00	4539782IF	21/10/2020	Activated	
AD-EON-13	6	20/10/2020 11:00 AM	1/1/2020 - 30/11/2020	\$309,000.00	34256879TF	19/10/2020	Void	
AD-EON-14	6	20/10/2020 4:41 PM	1/1/2020 - 31/12/2020	\$299,000.00	348703845AF	20/10/2020	Amended	
AD-EON-12	5	19/10/2020 3:13 PM	1/1/2020 - 30/11/2020	\$299,000.00	48978023MF	19/10/2020	Amended	
AD-EON-11	4	16/10/2020 5:28 PM	1/1/2020 - 30/11/2020	\$299,000.00	450938259TF	16/10/2020	Amended	
AD-EON-10	3	16/10/2020 12:42 PM	1/1/2020 - 30/11/2020	\$299,000.00	5698245IF	16/10/2020	Amended	
AD-EON-09	2	14/10/2020 5:05 PM	1/1/2020 - 30/11/2020	\$299,000.00	45687378AF	15/10/2020	Amended	
AD-EON-08	1	07/10/2020 5:35 PM	1/1/2020 - 31/12/2020	\$299,000.00	34897509869	07/10/2020	Amended	

You will be navigated to the activated award details page, click on the **Management Tab**

The screenshot shows the 'Region of Peel working with you' GovGrants Support portal. The navigation menu includes Funding Opportunities, Applications, Grants, and Monitoring. The main content area displays details for an award titled 'EarlyON-Train2'. The award status is 'Activated'. A progress bar shows the following stages: Created (checked), Pending Signature (checked), Signed (checked), Activated (checked), Amended (unchecked), and Closed (unchecked). Below the progress bar, the 'Management' tab is highlighted with a red box. The 'Award Information' section shows the following details:

Award Title	Program Area	Award Type	Version Number
EarlyON-Train2	EarlyON	Amendment	7

Additional details include: GovGrants ID: AD-EON-15, Grant ID: GT-EON-0007, Budget Period: 1/1/2020 - 31/12/2020, and DER Number: 4539782IF.


Scroll to the **Amendment Requests** section and click on the **Create** button

The screenshot shows the 'Region of Peel working with you' GovGrants Support portal. The navigation menu includes Funding Opportunities, Applications, Grants, and Monitoring. The main content area displays the 'Amendment Requests' section. The 'Create' button is highlighted with a red box. The 'Amendment Requests' table shows the following records:

GovGrants ID	Award ID	Status	Request Type	Created Date ↑	Actions
CR-AD-EON-08-00	AD-EON-15	Void	Budget Period Change	13/10/2020 3:00 PM	
CR-AD-EON-12-00	AD-EON-15	Void	Funding Change	19/10/2020 4:58 PM	

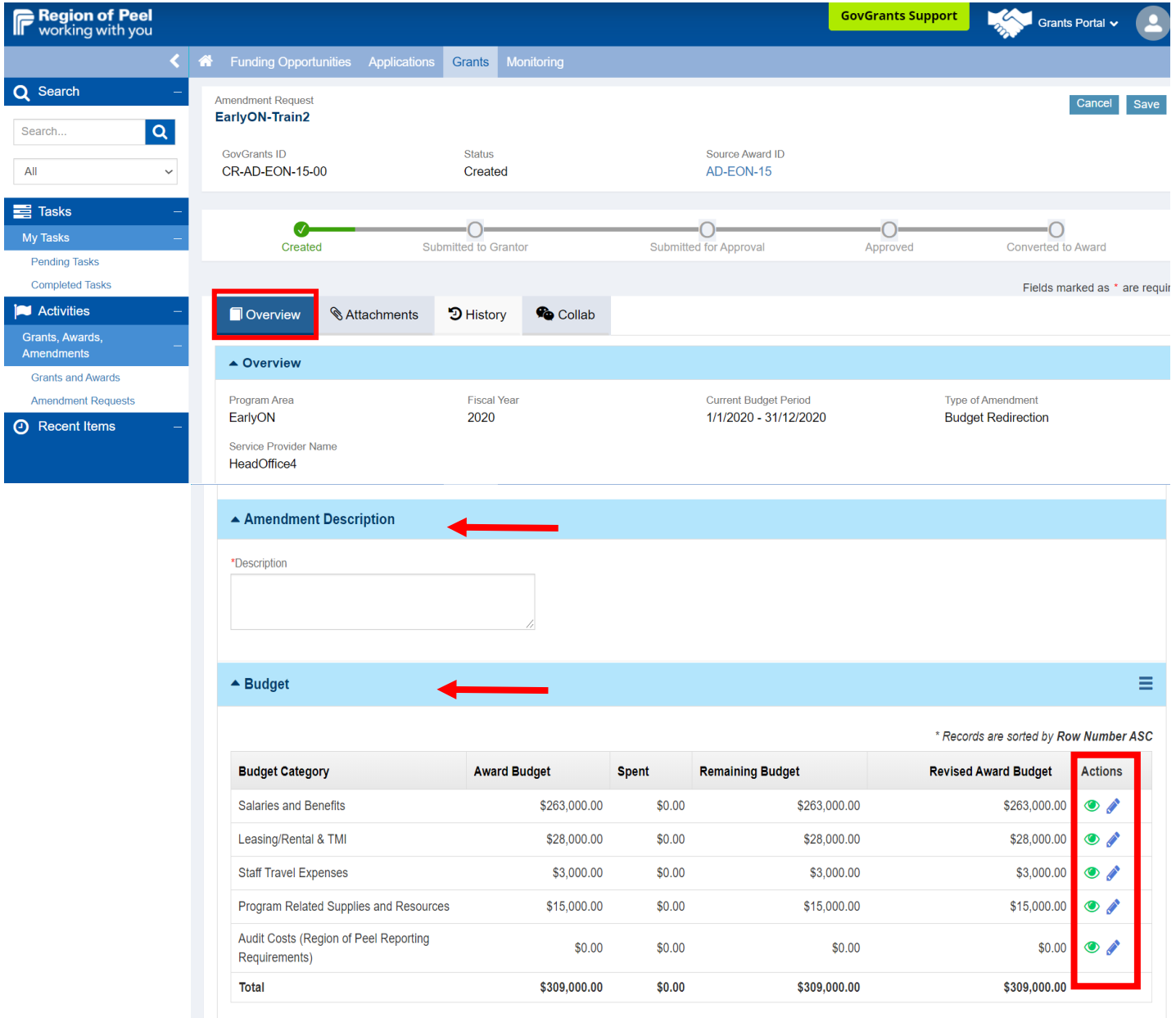
Total Records: 2

You will be navigated to the below page;

- From the Overview tab, scroll to the Amendment Description box and enter a description
- Next, scroll to the Budget section and click the edit icon  located under the Actions column beside a corresponding Budget Category and a Modal window will appear

Note:

You will be able to move funds between Budget Categories.



Region of Peel working with you | GovGrants Support | Grants Portal

Funding Opportunities | Applications | Grants | Monitoring

Amendment Request: **EarlyON-Train2** [Cancel] [Save]

GovGrants ID: CR-AD-EON-15-00 | Status: Created | Source Award ID: AD-EON-15

Progress: Created (✓) | Submitted to Grantor | Submitted for Approval | Approved | Converted to Award

Fields marked as * are required

Overview | Attachments | History | Collab

Overview

Program Area: EarlyON | Fiscal Year: 2020 | Current Budget Period: 1/1/2020 - 31/12/2020 | Type of Amendment: Budget Redirection











Service Provider Name: HeadOffice4

Amendment Description

*Description

Budget

* Records are sorted by Row Number ASC

Budget Category	Award Budget	Spent	Remaining Budget	Revised Award Budget	Actions
Salaries and Benefits	\$263,000.00	\$0.00	\$263,000.00	\$263,000.00	 
Leasing/Rental & TMI	\$28,000.00	\$0.00	\$28,000.00	\$28,000.00	 
Staff Travel Expenses	\$3,000.00	\$0.00	\$3,000.00	\$3,000.00	 
Program Related Supplies and Resources	\$15,000.00	\$0.00	\$15,000.00	\$15,000.00	 
Audit Costs (Region of Peel Reporting Requirements)	\$0.00	\$0.00	\$0.00	\$0.00	 
Total	\$309,000.00	\$0.00	\$309,000.00	\$309,000.00	

A Modal window will appear. Enter an amount in the **Revised Award Budget** field. After you have entered the amount in the Revised Award Budget field, click on the **Save** button. If the modal window does not close, click on the “x”.

Fields marked as * are required

▲ Budget Category

Category Name
Staff Travel Expenses

▲ Budget Category Details

Award Budget
\$3,000.00

Revised Award Budget
3,000.00

Save

Save

Requirements) \$0.00 \$0.00 \$0.00 \$0.00

In this scenario, I will be reducing the Staff Travel Expenses from \$3000.00 to \$1000.00. Click on the “x” to close the modal window

▲ Budget Category

Category Name
Staff Travel Expenses

▲ Budget Category Details

Award Budget
\$3,000.00

Revised Award Budget
\$1,000.00

Save

Leasing/Rental & TMI	\$28,000.00	\$0.00	\$28,000.00	\$28,000.00		
Staff Travel Expenses	\$3,000.00	\$0.00	\$3,000.00	\$3,000.00		
Program Related Supplies and Resources	\$15,000.00	\$0.00	\$15,000.00	\$15,000.00		
Audit Costs (Region of Peel Reporting Requirements)	\$0.00	\$0.00	\$0.00	\$0.00		
Total	\$309,000.00	\$0.00	\$309,000.00	\$309,000.00		

Notice that the Award Budget total does not currently match the Revised Award Budget total, this is because you have not yet redirected the remaining \$2000.00 to another budget category


Summary:

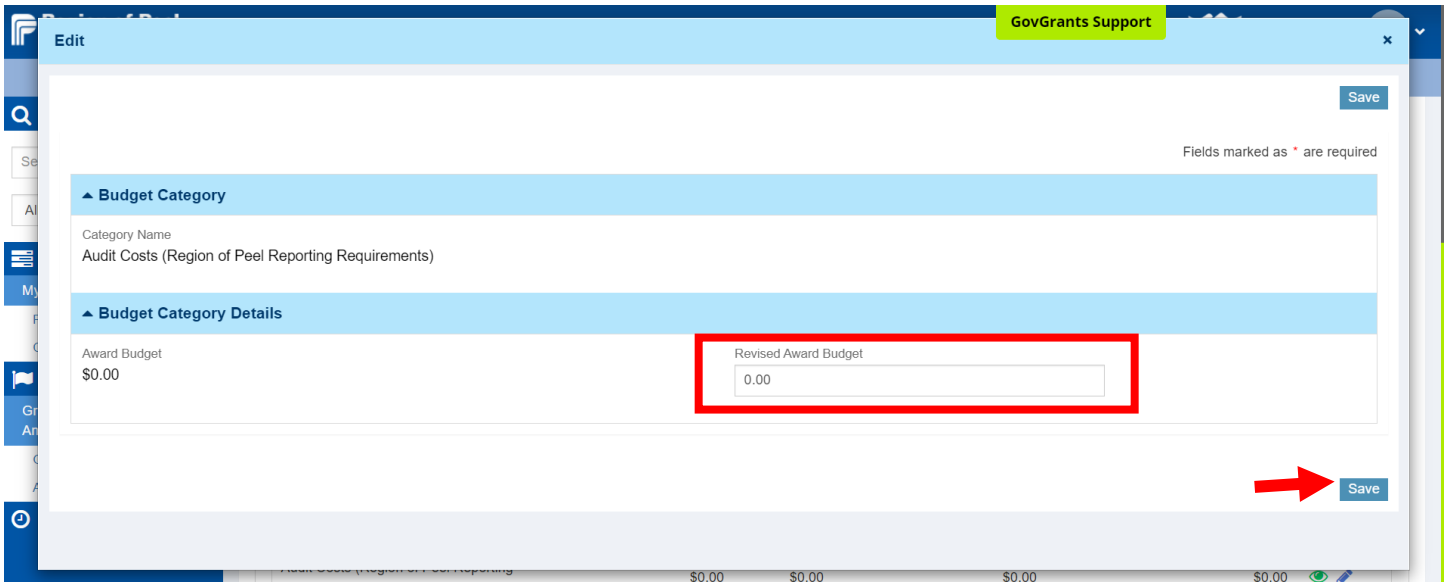
Recall that the initial total for the Staff Travel Expenses was approved for \$3000.00 and because of less travelling for example due to Covid-19 in 2020, you have decided to reduce this amount to \$1000.00. Therefore, you will now need to transfer the \$2000.00 to another budget category, so that the total Revised Award Budget matches the total Award Budget.

The screenshot shows the 'Budget' section of the Grants Portal. A table lists budget categories with their respective Award Budget, Spent, Remaining Budget, and Revised Award Budget. The 'Total' row is highlighted with a red box, and red arrows point to the 'Award Budget' and 'Revised Award Budget' values in this row.

Budget Category	Award Budget	Spent	Remaining Budget	Revised Award Budget	Actions
Salaries and Benefits	\$263,000.00	\$0.00	\$263,000.00	\$263,000.00	
Leasing/Rental & TMI	\$28,000.00	\$0.00	\$28,000.00	\$28,000.00	
Staff Travel Expenses	\$3,000.00	\$0.00	\$3,000.00	\$1,000.00	
Program Related Supplies and Resources	\$15,000.00	\$0.00	\$15,000.00	\$15,000.00	
Audit Costs (Region of Peel Reporting Requirements)	\$0.00	\$0.00	\$0.00	\$0.00	
Total	\$309,000.00	\$0.00	\$309,000.00	\$307,000.00	

To Redirect the \$2000.00 funds in this scenario to another budget category

1. Click on the edit pencil icon  beside the budget category
2. In the modal window for the Budget Category selected, enter the amount in the Revised Award Budget filed
3. Click on the Save button



GovGrants Support

Edit

Save

Fields marked as * are required

▲ Budget Category

Category Name
Audit Costs (Region of Peel Reporting Requirements)

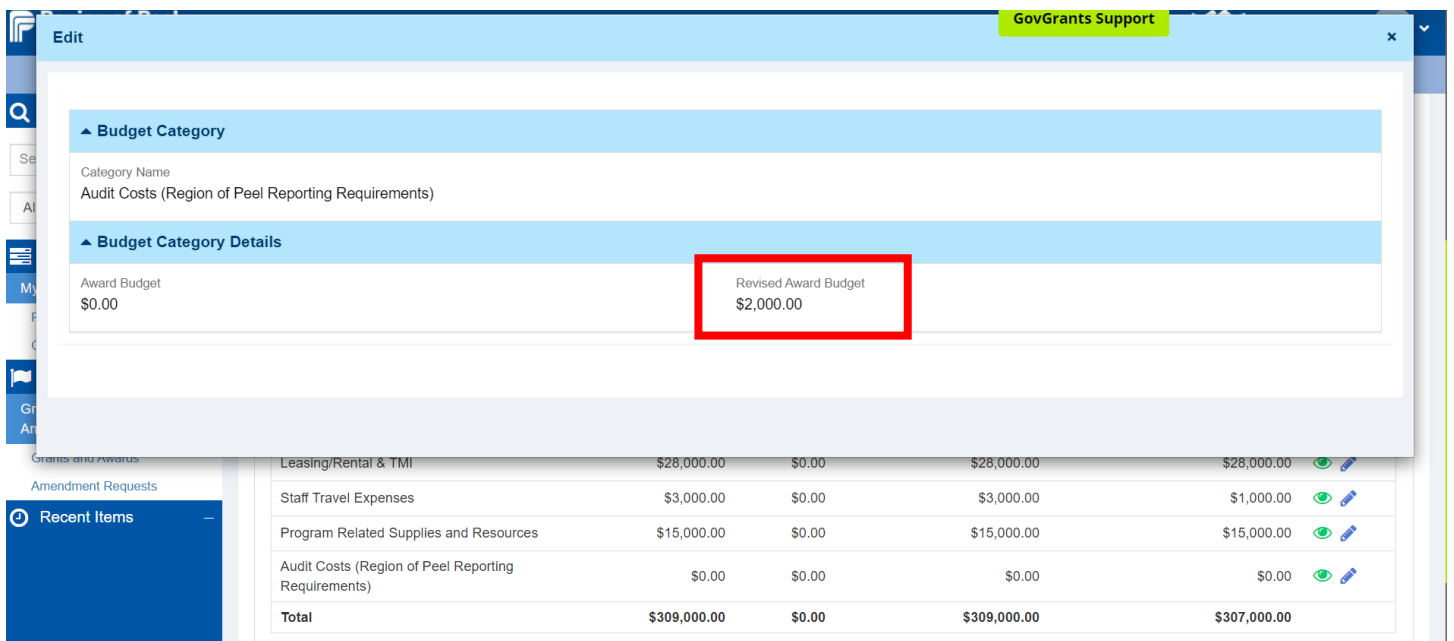
▲ Budget Category Details

Award Budget
\$0.00

Revised Award Budget
0.00

Save

The redirected amount has been saved. Click on the "X" button to close the window.



GovGrants Support

Edit

▲ Budget Category

Category Name
Audit Costs (Region of Peel Reporting Requirements)

▲ Budget Category Details

Award Budget
\$0.00

Revised Award Budget
\$2,000.00

Category	Award Budget	Revised Award Budget	Total
Leasing/Rental & TMI	\$28,000.00	\$0.00	\$28,000.00
Staff Travel Expenses	\$3,000.00	\$0.00	\$3,000.00
Program Related Supplies and Resources	\$15,000.00	\$0.00	\$15,000.00
Audit Costs (Region of Peel Reporting Requirements)	\$0.00	\$2,000.00	\$2,000.00
Total	\$309,000.00	\$0.00	\$307,000.00

Notice that the Award Budget and Revised Award Budget totals are now the same. Once you are satisfied, click on the page save button located at the top or bottom right of your screen.

The screenshot shows the 'Monitoring' tab in the Grants Portal. A table displays budget details with columns for Budget Category, Award Budget, Spent, Remaining Budget, and Revised Award Budget. The 'Total' row is highlighted with a red border, showing that the Award Budget and Revised Award Budget are both \$309,000.00. Below the table is a 'System Information' section with details on creation and modification. At the bottom right, there are 'Cancel' and 'Save' buttons, with the 'Save' button also highlighted by a red border.

Budget Category	Award Budget	Spent	Remaining Budget	Revised Award Budget	Actions
Salaries and Benefits	\$263,000.00	\$0.00	\$263,000.00	\$263,000.00	
Leasing/Rental & TMI	\$28,000.00	\$0.00	\$28,000.00	\$28,000.00	
Staff Travel Expenses	\$3,000.00	\$0.00	\$3,000.00	\$1,000.00	
Program Related Supplies and Resources	\$15,000.00	\$0.00	\$15,000.00	\$15,000.00	
Audit Costs (Region of Peel Reporting Requirements)	\$0.00	\$0.00	\$0.00	\$2,000.00	
Total	\$309,000.00	\$0.00	\$309,000.00	\$309,000.00	

System Information

Created By	Created Date	Last Modified By	Last Modified Date
HeadOffice4 Training	26/10/2020 10:24 AM	HeadOffice4 Training	26/10/2020 10:24 AM

Service Provider Available Buttons – Create Amendment

Submit to Grantor	This button allows the Service Provider to submit the amendment request to the Grantor (RoP)
Edit	This button allows Users to add or remove any information in any tab of the Amendment Request.
Validate	This button reviews and validates all the information given in order to proceed to the next step in the approval process.
Void	Allows the Service Provider to Void the amendment and it will not be sent to the Region of Peel

If you are satisfied with the information and will not be uploading any related attachment(s) or notes, or sending any emails to the Region of Peel via the Collab tab:

- **Click on the Submit to Grantor button.** You will see a Confirm message “Are you sure you want to submit to the Grantor?” No Yes. Select “Yes”

The screenshot shows the 'Region of Peel working with you' Grants Portal. The navigation bar includes 'Funding Opportunities', 'Applications', 'Grants', and 'Monitoring'. A search bar is on the left. The main content area displays an 'Amendment Request' for 'EarlyON-Train2'. The 'Status' is 'Created', which is circled in red. The 'GovGrants ID' is 'CR-AD-EON-15-00' and the 'Source Award ID' is 'AD-EON-15'. A progress bar shows the current stage as 'Created'. Below the progress bar are tabs for 'Overview', 'Attachments', 'History', and 'Collab'. The 'Overview' tab is active, showing details: Program Area 'EarlyON', Fiscal Year '2020', Current Budget Period '1/1/2020 - 31/12/2020', and Type of Amendment 'Budget Redirection'. The Service Provider Name is 'HeadOffice4'. A notification at the top states: 'The Amendment request has been validated successfully. Please proceed.'

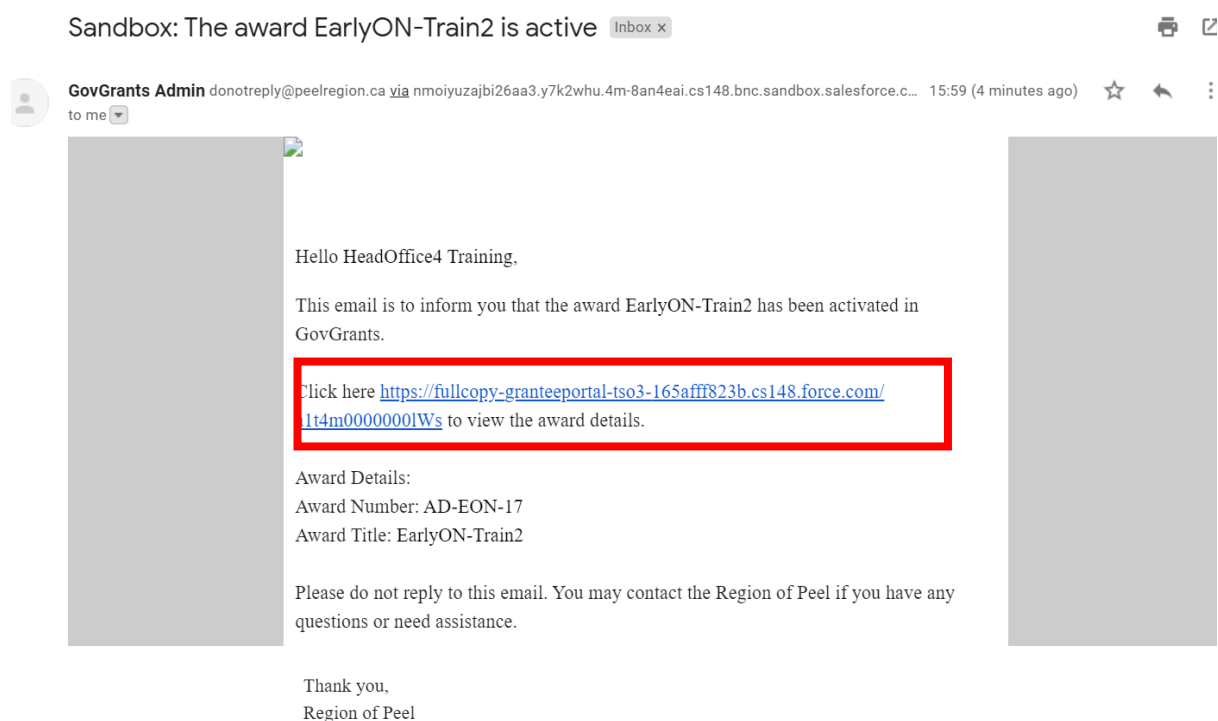
The amendment status has been updated to Submitted to Grantor. Also, note the type of Amendment ****At this stage the amendment cannot be Voided (only a Region of Peel Early Years staff can void the amendment)**

The screenshot shows the 'Region of Peel working with you' Grants Portal. The navigation bar includes 'Funding Opportunities', 'Applications', 'Grants', and 'Monitoring'. A search bar is on the left. The main content area displays an 'Amendment Request' for 'EarlyON-Train2'. The 'Status' is 'Submitted to Grantor', which is circled in red. The 'GovGrants ID' is 'CR-AD-EON-15-00' and the 'Source Award ID' is 'AD-EON-15'. A progress bar shows the current stage as 'Submitted to Grantor'. Below the progress bar are tabs for 'Overview', 'Attachments', 'History', and 'Collab'. The 'Overview' tab is active, showing details: Program Area 'EarlyON', Fiscal Year '2020', Current Budget Period '1/1/2020 - 31/12/2020', and Type of Amendment 'Budget Redirection', which is circled in red. The Service Provider Name is 'HeadOffice4'.

B. Service Provider Notification – AWARD ACTIVE

After the Region of Peel’s Early Years staff has approved the amendment, you will get the below email notification

- By clicking on the hyperlink in the email it will navigate you to your Awards details with the approved budget redirection amendment updated in your contract
- You will not at this stage be required to sign a new contract for a Budget Redirection.



END BUDGET REDIRECTION – SERVICE PROVIDER