



2018 School Safety Initiative Grant

Modification Guide

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I. Before you Begin

You may request a grant modification using the process outlined in this document. Be aware that under no circumstance can your total award amount be raised above your original award amount, primary and advance funds are not transferable, and all modifications need to be approved by the Office of School Safety. To determine if a modification is required for your grants, please refer to the criteria below:

You will need to create a modification for the following:

- If the difference in price between a budgeted line item and the new price of that item is more than 10%.
- For any increases to personal compensation.
- If there are any changes with personnel involved in the grant including the Project Director, Financial Officer, and/or Signing Official.
- If you are adding or removing any line item.
- If you are extending your end date.

Assuming everything in the above list does not apply, you will not need to make a modification for the following:

- If the difference in price between a budgeted line item and the new price of that item is 10% or less.
- If you are changing vendors and receiving the same or similar items. Contact the Office of School Safety if you are unsure if the change would be allowed.
- If you receive a different quantity of items but the total overall price of the items does not change. (i.e. 10 cameras for \$100/each = \$1000 to 20 cameras for \$50/each = \$1000)

If you have any question to whether or not a modification is required, please contact your assigned Grants Specialist.

II. Creating a Modification

1. From the Project Management homepage, click the blue underlined grant number that corresponds with the grant you wish to modify.

MAIN MENU
USER MANAGEMENT
FUNDING ANNOUNCEMENT
PROJECT MANAGEMENT
WORK MANAGER

PROJECT MANAGEMENT SEARCH

Search Criteria:

Grant ID:

Applicant Agency:

Recipient / Allocation Agency:

Funding Announcement:

Closed:

Keywords:

Quick Searches

[Applications In Process \(0\)](#)

[Awarded Projects - Active \(1\)](#)

Grant ID	Applicant Agency	Fund Announcement	Title	Status	Closed	Receipt Date
14882	Happy School District	School Safety Initiative 2018 - SSIT and Mental Health Training	Security Updates & Mental Health Training	Open - Awarded	N	04/10/2019

2. Click the "Create New Modification" button.

PROJECT SUMMARY

To enter/update/view Quarterly Fiscal Reports or Periodic Program Reports for this grant ([Monitoring](#) menu item).

To view the current financial information for this grant such as payments and funding sources ([Fiscal Details](#) menu item).

Select the document link to access the details (i.e. Budget, Main Summary, Contract report...).

Documents	Start - End Dates	Status	Submit Date	Action
Modifications 2	7/1/2018 -	Open - Draft		<input style="background-color: yellow;" type="button" value="Create New Modification"/>
Modifications 1	7/1/2018 - 8/31/2020	Open - Awarded	4/10/2019	
Application	7/1/2018 - 8/31/2020	Open - Awarded	3/4/2019	

III. Extending the Grant Period

1. Click on the “Main Summary Information” section.

MODIFICATION SUMMARY			
Section Name	Status	Point Value	Last Update
Main Summary Information	In Process	0	6/25/2019 11:53:45 AM
Performance Measures	In Process	0	6/25/2019 11:39:58 AM
Budget Detail	In Process	0	6/25/2019 11:53:45 AM

2. In the “Project End Date:” field, write 8/31/2020.

*All project extensions must be until August 31st, 2020 in order to align round 1 and round 2 grants and to ensure no further extensions are needed. If needed, you may close your grant before the August 31st, 2020 end date.

MODIFICATION DETAILS		
Section Point Value: 0	Created By: Mr. Tom Flint	Created Date: 6/25/2019 11:39:58 AM
Section Completion Status: <input type="text" value="In Process"/>	Last Update By: Mr. Tom Flint	Last Update Date: 6/25/2019 11:53:45 AM
SubGrant ID: 2018-SSI-01		
Applicant Agency: * Happy School District		
DUNS Number: 123456789	<input type="button" value="Add"/>	
SAMs Number: <input type="text"/>	<input type="button" value="Add"/>	
Project Director: * Mr. Tom Flint	<input type="button" value="Change"/>	
Financial Officer: * Edith Williams <small>(Must be different than Project Director)</small>	<input type="button" value="Change"/>	
Alternate Contact: <small>(if applicable)</small>	<input type="button" value="Add"/>	
Signing Official: * Joe Schmo <small>(Highest Elected Official) Superintendent</small>	<input type="button" value="Change"/>	
Program Contact: Mr. Jason E Kuhn		
Program Support: Mr. Jason E Kuhn		
Fiscal Contact: Timothy J Dies		
Submitted By: * <input type="text"/>	Submitted Date:	
Application Award Date: 3/4/2019	Modification Award Amount:	
Project Start Date: * <input type="text" value="7/1/2018"/>	Project End Date: * <input type="text"/>	Current end date: 8/31/2020
Resubmitted Date:	Signature Page Received Date:	Returned Date:

3. Click the “Save” button, located near the bottom of the page.

<input type="text"/>			
Words: 0, Characters: 0			
<input type="button" value="Print Modification"/>	<input type="button" value="Save"/>	<input type="button" value="Delete"/>	<input type="button" value="Cancel"/>

4. If there are no further changes, please see [IX. Submitting your Modification](#).

IV. Replacing a Contact

1. Click on the “Main Summary Information” section.

MODIFICATION SUMMARY			
Section Name	Status	Point Value	Last Update
Main Summary Information	In Process	0	6/25/2019 11:53:45 AM
Performance Measures	In Process	0	6/25/2019 11:39:58 AM
Budget Detail	In Process	0	6/25/2019 11:53:45 AM

2. Click the “Change”/“Add” button next to the contact you are replacing.

MODIFICATION DETAILS

Section Point Value: 0 Created By: Mr. Tom Flint
 Section Completion Status: In Process Created Date: 6/25/2019 11:39:58 AM
Last Update By: Mr. Tom Flint
Last Update Date: 6/25/2019 11:53:45 AM

SubGrant ID: 2018-SSI-01

Applicant Agency: * [Happy School District](#)

DUNS Number: 123456789

SAMs Number:

Project Director: * [Mr. Tom Flint](#)

Financial Officer: * [Edith Williams](#)
(Must be different than Project Director)

Alternate Contact:
(if applicable)

Signing Official: * [Joe Schmo](#)
(Highest Elected Official) Superintendent

Program Contact: [Mr. Jason E Kuhn](#)
 Program Support: [Mr. Jason E Kuhn](#)
 Fiscal Contact: [Timothy J Dies](#)

3. Use the search criteria to find the contact whom you wish to replace the current contact with. If the new contact cannot be found, the “Add New ...” button will become available.

Search Criteria

Last Name:	<input style="background-color: yellow;" type="text" value="Doe"/>	<input style="background-color: yellow;" type="button" value="Search"/>
First Name:	<input style="background-color: yellow;" type="text" value="John"/>	
City:	<input style="background-color: yellow;" type="text"/>	
County:	[All] ▼	
Zip Code:	<input style="background-color: yellow;" type="text"/>	

No records found!

Search Results

Last Name	First Name	Title	Address	City	County	Zip
<input type="button" value="Cancel"/> <input style="background-color: yellow;" type="button" value="Add New Project Director"/>						

V. Updating a Line Item

1. Click on the “Budget Detail” section.

MODIFICATION SUMMARY			
Section Name	Status	Point Value	Last Update
Main Summary Information	In Process	0	6/25/2019 11:53:45 AM
Performance Measures	In Process	0	6/25/2019 11:39:58 AM
Budget Detail	In Process	0	6/25/2019 11:53:45 AM

2. Click on the blue underlined text that corresponds to the category which contains the line item you are updating.

Budget Category	Current Subgrant Budget	Requested Subgrant Budget	Net Change Dollar Amount	
			STATE	TOTAL
Personnel	0.00	0.00	0.00	0.00
Travel (Including Training)	1,102.00	1,102.00	0.00	0.00
Equipment	10,000.00	10,000.00	0.00	0.00
Supplies & Operating Expenses	15,000.00	15,000.00	0.00	0.00
Consultant/Contractual	19,000.00	19,000.00	0.00	0.00
Total: Σ	45,102.00	45,102.00	0.00	0.00

3. Click the blue underlined text for the specific line item that you are updating.

Supply Item	Cost		Total
	Current	New	
Camera System	15,000.00	15,000.00	15,000.00
Raptor Visitor Identification System	0.00	0.00	0.00
Total:	15,000.00	15,000.00	15,000.00

4. Update all relevant fields. Note, the fields may be different depending on which category and round the line item is budgeted. If updating line items within the “Equipment” category you may receive errors. If so, please contact your assigned grant specialist.

SUPPLIES & OPERATING EXPENSES BUDGET LINE ITEMS				
Last Update By: Mr. Tom Flint			Last Update Date: 06/25/2019	
Supply Item : * Camera System				
Year	Current Description of Computation	Current Cost	New Description of Computation	New Cost
Year 1:	75 Cameras x \$200 Each = \$15,000		75 Cameras x \$200 Each = \$	
BY SOURCE		AMOUNT	BY SOURCE	AMOUNT
	State	15,000.00	State	15,000.00
	Total: Σ	15,000.00	Total: Σ	15,000.00

5. Click the “Save” button.

State	15,000.00	State	15,000.00
Total: Σ	15,000.00	Total: Σ	15,000.00

6. Update the brief description to reflect the changes which you have made.

SUPPLIES & OPERATING EXPENSES

Briefly describe the overall use of funds for this budget category:

Install a camera system and Raptor Visitor Identification System in to Joy Elementary School.

7. Click the “Save” button.

Supply Item	Cost		Total
	Current	New	
Camera System	15,000.00	15,000.00	15,000.00
Raptor Visitor Identification System	0.00	0.00	0.00
Total:	15,000.00	15,000.00	15,000.00

8. Click the “Save” button, located near the bottom of the page.

Budget Category	Current Subgrant Budget	Requested Subgrant Budget	Net Change Dollar Amount	
			STATE	TOTAL
Personnel	0.00	0.00	0.00	0.00
Travel (Including Training)	1,102.00	1,102.00	0.00	0.00
Equipment	10,000.00	10,000.00	0.00	0.00
Supplies & Operating Expenses	15,000.00	15,000.00	0.00	0.00
Consultants/Contractual	19,000.00	19,000.00	0.00	0.00
Total: Σ	45,102.00	45,102.00	0.00	0.00

9. If there are no further changes, please see [IX. Submitting your Modification](#).

VI. Adding a New Line Item

1. Click on the “Budget Detail” section.

MODIFICATION SUMMARY			
Section Name	Status	Point Value	Last Update
Main Summary Information	In Process	0	6/25/2019 11:53:45 AM
Performance Measures	In Process	0	6/25/2019 11:39:58 AM
Budget Detail	In Process	0	6/25/2019 11:53:45 AM

2. Click on the blue underlined text that corresponds to the category which your new line item falls under. Do not add new line items to the equipment category.

Budget Category	Current Subgrant Budget	Requested Subgrant Budget	Net Change Dollar Amount	
			STATE	TOTAL
Personnel	0.00	0.00	0.00	0.00
Travel (Including Training)	1,102.00	1,102.00	0.00	0.00
Equipment	10,000.00	10,000.00	0.00	0.00
Supplies & Operating Expenses	15,000.00	15,000.00	0.00	0.00
Consultant/Contractual	19,000.00	19,000.00	0.00	0.00
Total: Σ	45,102.00	45,102.00	0.00	0.00

3. Click the “Add Budget Line Item Detail” button.

Add Budget Line Item Detail

Supply Item	Cost		Total
	Current	New	

4. Fill in all fields. Note, the fields may be different depending on which category and round.

SUPPLIES & OPERATING EXPENSES BUDGET LINE ITEMS

Last Update By: Mr. Tom Flint Last Update Date: 06/25/2019

Supply Item : * Camera System

Year	Current Description of Computation	Current Cost	New Description of Computation	New Cost
Year 1:	75 Cameras x \$200 Each = \$15,000		75 Cameras x \$200 Each = \$	
	BY SOURCE	AMOUNT	BY SOURCE	AMOUNT
	State	15,000.00	State	15,000.00
	Total: Σ	15,000.00	Total: Σ	15,000.00

5. Click the “Save” button.

State	15,000.00	State	15,000.00
Total: Σ	15,000.00	Total: Σ	15,000.00

Submit Issue/Comment
Save
Save And Add Another
Cancel

6. Update the brief description to reflect the new line item.

SUPPLIES & OPERATING EXPENSES

Briefly describe the overall use of funds for this budget category:
 Install a camera system and Raptor Visitor Identification System in to Joy Elementary School.

7. Click the “Save” button.

Supply Item	Cost		Total
	Current	New	
Camera System	15,000.00	15,000.00	15,000.00
Raptor Visitor Identification System	0.00	0.00	0.00
Total:	15,000.00	15,000.00	15,000.00

8. Click the “Save” button, located near the bottom of the page.

Budget Category	Current Subgrant Budget	Requested Subgrant Budget	Net Change Dollar Amount	
			STATE	TOTAL
Personnel	0.00	0.00	0.00	0.00
Travel (Including Training)	1,102.00	1,102.00	0.00	0.00
Equipment	10,000.00	10,000.00	0.00	0.00
Supplies & Operating Expenses	15,000.00	15,000.00	0.00	0.00
Consultants/Contractual	19,000.00	19,000.00	0.00	0.00
Total: Σ	45,102.00	45,102.00	0.00	0.00

9. If there are no further changes, please see [IX. Submitting your Modification](#).

VII. Removing a Line Item

1. Click on the “Budget Detail” section.

MODIFICATION SUMMARY			
Section Name	Status	Point Value	Last Update
Main Summary Information	In Process	0	6/25/2019 11:53:45 AM
Performance Measures	In Process	0	6/25/2019 11:39:58 AM
Budget Detail	In Process	0	6/25/2019 11:53:45 AM

2. Click on the blue underlined text that corresponds to the category that contains the line item you are removing. When removing line items within the “Equipment” category, you may receive errors. Is so, please contact your assigned grant specialist.

Budget Category	Current Subgrant Budget	Requested Subgrant Budget	Net Change Dollar Amount	
			STATE	TOTAL
Personnel	0.00	0.00	0.00	0.00
Travel (Including Training)	1,102.00	1,102.00	0.00	0.00
Equipment	10,000.00	10,000.00	0.00	0.00
Supplies & Operating Expenses	15,000.00	15,000.00	0.00	0.00
Consultants/Contractual	19,000.00	19,000.00	0.00	0.00
Total: Σ	45,102.00	45,102.00	0.00	0.00

3. Click the blue underlined text for the specific line item that you are removing.

Supply Item	Cost		Total
	Current	New	
Camera System	15,000.00	15,000.00	15,000.00
Raptor for Identification System	0.00	0.00	0.00
Total:	15,000.00	15,000.00	15,000.00

4. Change the “AMOUNT” to \$0, leaving all other information intact. Note, if removing line items within the “Equipment” category, you may receive errors. Is so, please contact your assigned grant specialist.

SUPPLIES & OPERATING EXPENSES BUDGET LINE ITEMS				
Last Update By: Mr. Tom Flint			Last Update Date: 06/25/2019	
Supply Item : * Camera System				
Year	Current Description of Computation	Current Cost	New Description of Computation	New Cost
Year 1:	75 Cameras x \$200 Each = \$15,000		75 Cameras x \$200 Each = \$	
	BY SOURCE	AMOUNT	BY SOURCE	AMOUNT
	State	15,000.00	State	0.00
	Total: Σ	15,000.00	Total: Σ	0.00

5. Click the “Save” button.

State	15,000.00	State	15,000.00
Total: Σ	15,000.00	Total: Σ	15,000.00
<input type="button" value="Submit Issue/Comment"/> <input style="background-color: yellow;" type="button" value="Save"/> <input type="button" value="Save And Add Another"/> <input type="button" value="Cancel"/>			

6. Update the brief description to reflect the removal of the line item.

SUPPLIES & OPERATING EXPENSES

Briefly describe the overall use of funds for this budget category:
 Install a camera system and Raptor Visitor Identification System in to Joy Elementary School.

7. Click the “Save” button.

Supply Item	Cost		Total
	Current	New	
Camera System	15,000.00	15,000.00	15,000.00
Raptor Visitor Identification System	0.00	0.00	0.00
Total:	15,000.00	15,000.00	15,000.00

8. Click the “Save” button, located near the bottom of the page.

Budget Category	Current Subgrant Budget	Requested Subgrant Budget	Net Change Dollar Amount	
			STATE	TOTAL
Personnel	0.00	0.00	0.00	0.00
Travel (Including Training)	1,102.00	1,102.00	0.00	0.00
Equipment	10,000.00	10,000.00	0.00	0.00
Supplies & Operating Expenses	15,000.00	15,000.00	0.00	0.00
Consultants/Contractual	19,000.00	19,000.00	0.00	0.00
Total: Σ	45,102.00	45,102.00	0.00	0.00

9. If there are no further changes, please see [IX. Submitting your Modification](#).

VIII. Requesting to Host an AMHT Session

1. Click on the “Budget Detail” section.

MODIFICATION SUMMARY			
Section Name	Status	Point Value	Last Update
Main Summary Information	In Process	0	6/25/2019 11:53:45 AM
Performance Measures	In Process	0	6/25/2019 11:39:58 AM
Budget Detail	In Process	0	6/25/2019 11:53:45 AM

2. Click on the “Consultants/Contractual” category.

Budget Category	Current Subgrant Budget	Requested Subgrant Budget	Net Change Dollar Amount	
			STATE	TOTAL
Personnel	0.00	0.00	0.00	0.00
Travel (Including Training)	1,102.00	1,102.00	0.00	0.00
Equipment	10,000.00	10,000.00	0.00	0.00
Supplies & Operating Expenses	15,000.00	15,000.00	0.00	0.00
Consultants/Contractual	19,000.00	19,000.00	0.00	0.00
Total: Σ	45,102.00	45,102.00	0.00	0.00

3. Click the “Add New Consultant” button.

CONSULTANTS				
Add New Consultant				
Name / Position	Service Provided	Cost		Total
		Current	New	

4. Enter the following information into the corresponding fields:

Name / Position: NASRO Hosting

Service Provided: Adolescent Mental Health Training

New Description of Computation: \$180 x 50 attendees

Amount: 9,000.00

CONSULTANTS/CONTRACTUAL - CONSULTANT BUDGET LINE ITEMS				
Last Update By: Mr. Tom Flint			Last Update Date: 06/25/2019	
Name / Position : * NASRO Hosting				
Service Provided : * Adolescent Mental Health Training				
Year	Current Description of Computation	Current Cost	New Description of Computation	New Cost
Year 1:	\$180 x 50 attendees		\$180 x 50 attendees	
	BY SOURCE	AMOUNT	BY SOURCE	AMOUNT
	State	9,000.00	State	9,000.00
	Total: Σ	9,000.00	Total: Σ	9,000.00

5. Click the “Save” button.

<input type="button" value="Submit Issue/Comment"/> <input style="background-color: yellow;" type="button" value="Save"/> <input type="button" value="Save And Add Another"/> <input type="button" value="Cancel"/>

6. Click the "Return to Budget Summary" button.

Consultant: * NASRO Hosting				
Consultant	Item	Cost		Total
		Current	New	
Total:		0.00	0.00	0.00
Overall Totals				
Year 1 Cost				Total
Current	New			
19,000.00	19,000.00			19,000.00
Return to Budget Summary				

7. Click on the "Travel (Including Training)" category.

Budget Category	Current Subgrant Budget	Requested Subgrant Budget	Net Change Dollar Amount	
			STATE	TOTAL
Personnel	0.00	0.00	0.00	0.00
Travel (Including Training)	1,102.00	1,102.00	0.00	0.00
Equipment	10,000.00	10,000.00	0.00	0.00
Supplies & Operating Expenses	15,000.00	15,000.00	0.00	0.00
Consultants/Contractual	19,000.00	19,000.00	0.00	0.00
Total: Σ	45,102.00	45,102.00	0.00	0.00

8. Click the "Add Budget Line Item Detail" button.

Add Budget Line Item Detail					
Purpose: <input type="text"/>		Location: <input type="text"/>			
Purpose of Travel	Location	Item	Cost		Total
			Current	New	

9. Enter the following information into the corresponding fields. For the location field, enter your school district/name as listed in Egrants:

Purpose of Travel: NASRO Hosting
Location: Happy School District
Item: Facility Fee
New Description of Computation: \$500
Amount: 500.00

TRAVEL (INCLUDING TRAINING) BUDGET LINE ITEMS				
Last Update By: Mr. Tom Flint		Last Update Date: 06/25/2019		
Purpose of Travel : * Facility Fee for AMHT Hosting				
Location : * Happy School District				
Item : * Facility Fee				
Year	Current Description of Computation	Current Cost	New Description of Computation	New Cost
Year 1:	\$500		\$500	
BY SOURCE		AMOUNT	BY SOURCE	AMOUNT
	State	500.00	State	500.00
Total: Σ		500.00	Total: Σ	500.00

10. Click the "Save And Add Another" button.

Year	Current Description of Computation	Current Cost	New Description of Computation	New Cost
Year 1:	\$500		\$500	
	BY SOURCE	AMOUNT	BY SOURCE	AMOUNT
	State	500.00	State	500.00
	Total: Σ	500.00	Total: Σ	500.00

11. Enter the following information into the corresponding fields. For the location field, enter your school district/name as listed in Egrants:

Purpose of Travel: Lunch for NASRO AMHT Hosting

Location: Happy School District

Item: Food

New Description of Computation: 50 x \$10.00 for lunch

Amount: 500.00

TRAVEL (INCLUDING TRAINING) BUDGET LINE ITEMS				
Last Update By: Mr. Tom Flint		Last Update Date: 06/25/2019		
Purpose of Travel : * Lunch for NASRO AMHT Hosting				
Location : * Happy School District				
Item : * Food				
Year	Current Description of Computation	Current Cost	New Description of Computation	New Cost
Year 1:	50 x \$10.00 for lunch		50 x \$10.00 for lunch	
	BY SOURCE	AMOUNT	BY SOURCE	AMOUNT
	State	500.00	State	500.00
	Total: Σ	500.00	Total: Σ	500.00

12. Click the "Save" button.

Year	Current Description of Computation	Current Cost	New Description of Computation	New Cost
Year 1:	\$500		\$500	
	BY SOURCE	AMOUNT	BY SOURCE	AMOUNT
	State	500.00	State	500.00
	Total: Σ	500.00	Total: Σ	500.00

13. Click the “Save” button, located near the bottom of the page.

Budget Category	Current Subgrant Budget	Requested Subgrant Budget	Net Change Dollar Amount	
			STATE	TOTAL
Personnel	0.00	0.00	0.00	0.00
Travel (Including Training)	1,102.00	1,102.00	0.00	0.00
Equipment	10,000.00	10,000.00	0.00	0.00
Supplies & Operating Expenses	15,000.00	15,000.00	0.00	0.00
Consultants/Contractual	19,000.00	19,000.00	0.00	0.00
Total: Σ	45,102.00	45,102.00	0.00	0.00

13. If there are no further changes, please see [IX. Submitting your Modification](#).

* For more information regarding hosting AMHT sessions, including the next steps, please contact your grant specialist

IX. Submitting your Modification

1. Click on the “Main Summary Information” section.

MODIFICATION SUMMARY			
Section Name	Status	Point Value	Last Update
Main Summary Information	In Process	0	6/25/2019 11:53:45 AM
Performance Measures	In Process	0	6/25/2019 11:39:58 AM
Budget Detail	In Process	0	6/25/2019 11:53:45 AM

2. In the “Submitted By:” drop down menu, select your name. Only contacts affiliated with the grant may be selected.

Section Point Value: 0	Created By: Mr. Tom Flint	Created Date: 6/25/2019 11:39:58 AM
Section Completion Status: In Process	Last Update By: Mr. Tom Flint	Last Update Date: 6/25/2019 12:40:18 PM
SubGrant ID: 2018-SSI-01		
Applicant Agency: * Happy School District		
DUNS Number: 123456789	<input type="button" value="Add"/>	
SAMs Number: <input style="width: 150px;" type="text"/>	<input type="button" value="Add"/>	
Project Director: * Mr. John Doe	<input type="button" value="Change"/>	
Financial Officer: * Edith Williams <small>(Must be different than Project Director)</small>	<input type="button" value="Change"/>	
Alternate Contact: <small>(if applicable)</small>	<input type="button" value="Add"/>	
Signing Official: * Joe Schmo <small>(Highest Elected Official) Superintendent</small>	<input type="button" value="Change"/>	
Program Contact: Mr. Jason E Kuhn		
Program Support: Mr. Jason E Kuhn		
Fiscal Contact: Timothy J Dies		
Submitted By: * Mr. John Doe	Submitted Date:	
Application Award Date: 3/4/2019	Modification Award Amount:	
Project Start Date: * <input style="width: 80px;" type="text" value="7/1/2018"/>	Project End Date: * <input style="width: 80px;" type="text"/>	Current end date: 8/31/2020

3. In the “Project End Date” field, write your current end date, unless you are requesting an end date extension. If so, please see [III. Extending the Grant Period](#).

Submitted By: * Mr. John Doe	Submitted Date:	
Application Award Date: 3/4/2019	Modification Award Amount:	
Project Start Date: * <input style="width: 80px;" type="text" value="7/1/2018"/>	Project End Date: * 	Current end date: 8/31/2020
Resubmitted Date:	Signature Page Received Date:	
	Returned Date:	
Requested Modification: * <input style="width: 100%;" type="text"/>		

4. In the “Justification of Requested Modification” field, write a short description of all changes you are requesting. Please keep the description brief and concise, as it should be no longer than one paragraph. If you are requesting to host an AMHT session, please see [VIII. Requesting to Host an AMHT Session](#) then add the following language to your “Justification of Requested Modification” field:

“Requesting the following to host AMHT:

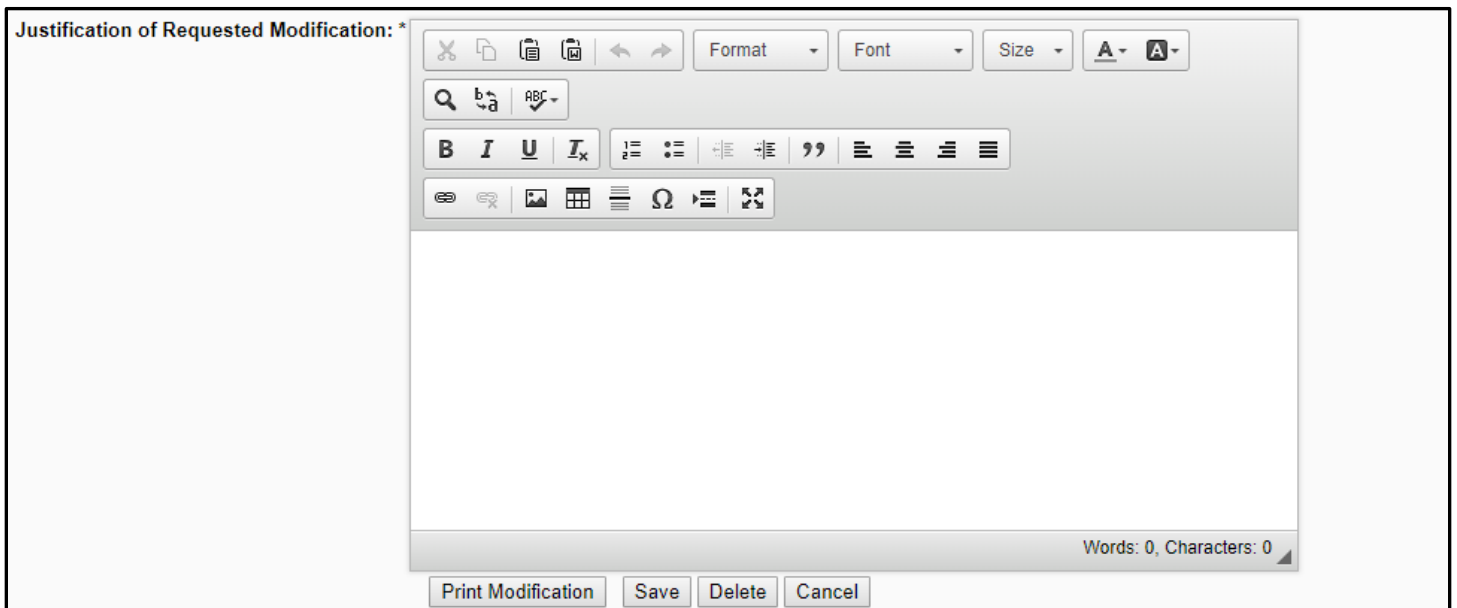
Consultants/Contractual: \$9,000

Travel and Training: two separate line items

\$500 for Facility Fee

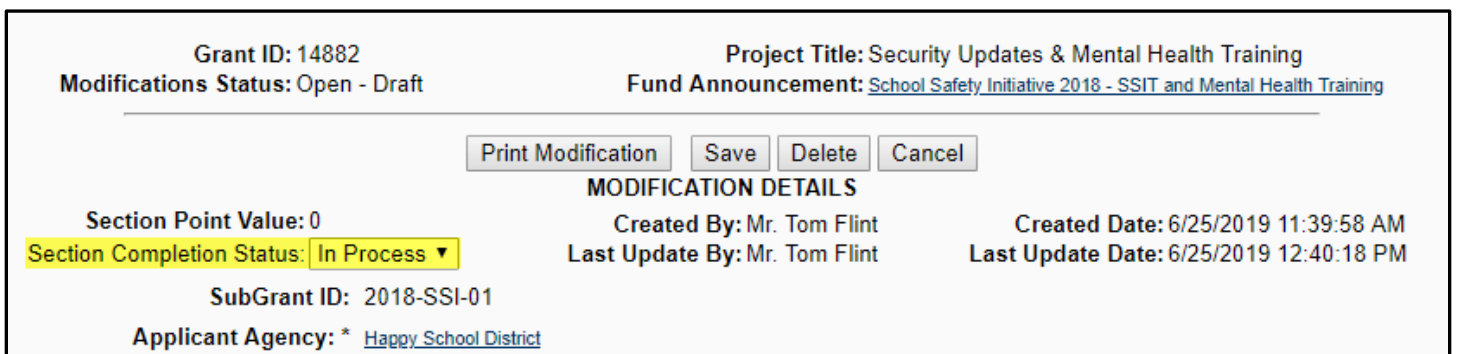
\$500 for lunch during day 1 of training @ \$10 per attendant.

School will only be reimbursed the exact cost of Adolescent Mental Health training tuition per participant as reflected upon the NASRO invoice, cost of lunch at state rate of \$10.00 per participant, and \$500.00 maintenance fee. Any remaining funds will be returned back to the Office of School Safety for additional statewide training”



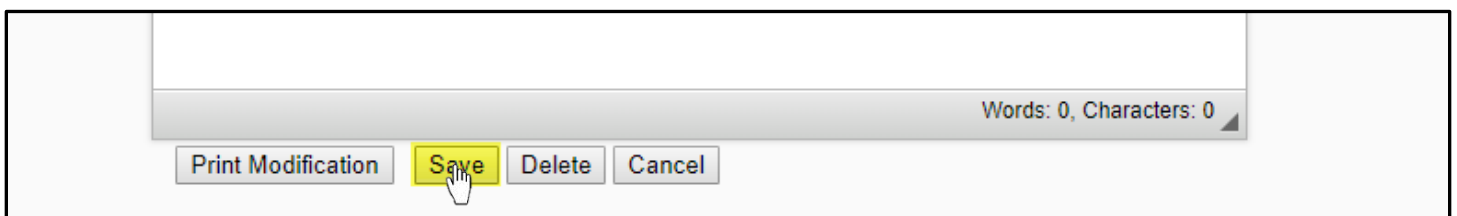
The screenshot shows a rich text editor interface. The title bar reads "Justification of Requested Modification: *". The editor includes a standard toolbar with icons for cut, copy, paste, undo, redo, bold, italic, underline, strikethrough, bulleted list, numbered list, link, unlink, quote, indent, outdent, and table. Below the toolbar is a large empty text area. At the bottom right of the text area, it says "Words: 0, Characters: 0". Below the text area are four buttons: "Print Modification", "Save", "Delete", and "Cancel".

5. Change the “Section Completion Status” drop down menu to complete.



The screenshot displays a grant modification details page. At the top, it shows "Grant ID: 14882" and "Project Title: Security Updates & Mental Health Training". Below this, "Modifications Status: Open - Draft" and "Fund Announcement: [School Safety Initiative 2018 - SSIT and Mental Health Training](#)". A row of buttons includes "Print Modification", "Save", "Delete", and "Cancel". The section is titled "MODIFICATION DETAILS". It lists "Section Point Value: 0", "Section Completion Status: In Process" (highlighted in yellow with a dropdown arrow), "SubGrant ID: 2018-SSI-01", and "Applicant Agency: * [Happy School District](#)". It also shows "Created By: Mr. Tom Flint", "Created Date: 6/25/2019 11:39:58 AM", "Last Update By: Mr. Tom Flint", and "Last Update Date: 6/25/2019 12:40:18 PM".

6. Click the “Save” button, located near the bottom of the page.



This is a close-up screenshot of the bottom of the page. It shows a text area with "Words: 0, Characters: 0" at the bottom right. Below the text area are four buttons: "Print Modification", "Save", "Delete", and "Cancel". A mouse cursor is pointing at the "Save" button, which is highlighted in yellow.

7. Click on the “Performance Measures” section.

MODIFICATION SUMMARY			
Section Name	Status	Point Value	Last Update
Main Summary Information	In Process	0	6/25/2019 11:53:45 AM
Performance Measures	In Process	0	6/25/2019 11:39:58 AM
Budget Detail	In Process	0	6/25/2019 11:53:45 AM

8. Change the “Section Completion Status” drop down menu to complete.

PERFORMANCE MEASURES

- Enter target values for any performance measures listed.
- If there are no listed performance measures listed, you may create your own performance measures per instructions in the [Grant Announcement](#) document.
- Even if there are no performance measures you must set the [Section Completion Status](#) to [Complete](#) before you can submit your grant.

Section Point Value: 0.00 Created By: Mr. Tom Flint Created Date: 6/25/2019 11:39:58 AM
 Last Update By: Mr. Tom Flint Last Update Date: 6/25/2019 11:39:58 AM

Completion Status: Complete ▼

9. Click the “Save” button, located near the bottom of the page.

Performance Measure	Measure Type	Established By	Target
Total number of full-time teachers and counselors	Outcome	DOJ	10.00
Total number sent to training	Outcome	DOJ	1.00

10. Click on the “Budget Detail” section.

MODIFICATION SUMMARY			
Section Name	Status	Point Value	Last Update
Main Summary Information	In Process	0	6/25/2019 11:53:45 AM
Performance Measures	In Process	0	6/25/2019 11:39:58 AM
Budget Detail	In Process	0	6/25/2019 11:53:45 AM

11. Change the “Section Completion Status” drop down menu to complete.

BUDGET DETAILS

Section Point Value: 0 Created By: Mr. Tom Flint Created Date: 6/25/2019 11:39:58 AM
 Last Update By: Mr. Tom Flint Last Update Date: 6/25/2019 11:53:45 AM

Section Completion Status: Complete ▼

12. Click the “Save” button, located near the bottom of the page.

Budget Category	Current Subgrant Budget	Requested Subgrant Budget	Net Change Dollar Amount	
			STATE	TOTAL
Personnel	0.00	0.00	0.00	0.00
Travel (Including Training)	1,102.00	1,102.00	0.00	0.00
Equipment	10,000.00	10,000.00	0.00	0.00
Supplies & Operating Expenses	15,000.00	15,000.00	0.00	0.00
Consultants/Contractual	19,000.00	19,000.00	0.00	0.00
Total: Σ	45,102.00	45,102.00	0.00	0.00

13. Click the “Submit Modification” button.

MODIFICATION SUMMARY			
Section Name	Status	Point Value	Last Update
Main Summary Information	Complete	0	6/25/2019 1:09:56 PM
Performance Measures	Complete	0	6/25/2019 1:10:00 PM
Budget Detail	Complete	0	6/25/2019 1:10:06 PM

*Once submitted, your assigned grant specialist will review your modification and contact you if any changes are needed. Once your modification is approved, you will receive a Grant Adjustment Notice (GAN) via email. Please keep this GAN for your records.