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 weather 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.

2. Click the “Create New Modification” button.
III. Extending the Grant Period

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

<table>
<thead>
<tr>
<th>Section Name</th>
<th>Status</th>
<th>Point Value</th>
<th>Last Update</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Summary Information</td>
<td>In Process</td>
<td>0</td>
<td>6/25/2019 11:53:45 AM</td>
</tr>
<tr>
<td>Budget Detail</td>
<td>In Process</td>
<td>0</td>
<td>6/25/2019 11:53:45 AM</td>
</tr>
</tbody>
</table>

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.

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

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 Table]

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

   ![MODIFICATION DETAILS]

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]
4. Fill in all fields, including the Courtesy Title, First and Last Name, Position Title, Email Address and Phone Number.

```
INIDIVUALS DETAILS

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Courtesy Title</td>
<td>Mr.</td>
</tr>
<tr>
<td>First Name</td>
<td>John</td>
</tr>
<tr>
<td>Middle Initial Name</td>
<td></td>
</tr>
<tr>
<td>Last Name &amp; Suffix</td>
<td>Doe</td>
</tr>
<tr>
<td>Position Title</td>
<td>Project Manager</td>
</tr>
<tr>
<td>Preferred Contact Method</td>
<td>Email</td>
</tr>
<tr>
<td>Email Address</td>
<td><a href="mailto:johndoe@school.com">johndoe@school.com</a></td>
</tr>
</tbody>
</table>
```

5. Click the “Save” button.

6. Your new contact should now appear on the summary page.

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

8. If there are no further changes, please see IX. Submitting your Modification.
V. Updating a Line Item

1. Click on the “Budget Detail” section.

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

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

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.

5. Click the “Save” button.
6. Update the brief description to reflect the changes which you have made.

![Supplies & Operating Expenses Table]

7. Click the “Save” button.

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

![Budget Category Table]

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.

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.

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

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

5. Click the “Save” button.
6. Update the brief description to reflect the new line item.

7. Click the “Save” button.

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

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.

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.

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

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.

5. Click the “Save” button.
6. Update the brief description to reflect the removal of the line item.

```
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.

```
<table>
<thead>
<tr>
<th>Supply Item</th>
<th>Cost</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Current</td>
<td>New</td>
</tr>
<tr>
<td>Camera System</td>
<td>15,000.00</td>
<td>15,000.00</td>
</tr>
<tr>
<td>Raptor Visitor Identification System</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Total:</td>
<td>15,000.00</td>
<td>15,000.00</td>
</tr>
</tbody>
</table>
```

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

```
<table>
<thead>
<tr>
<th>Budget Category</th>
<th>Current Subgrant Budget</th>
<th>Requested Subgrant Budget</th>
<th>Net Change Dollar Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
<td>0.00</td>
<td>0.00</td>
<td>STATE: 0.00 TOTAL: 0.00</td>
</tr>
<tr>
<td>Travel (Including Training)</td>
<td>1,102.00</td>
<td>1,102.00</td>
<td>STATE: 0.00 TOTAL: 0.00</td>
</tr>
<tr>
<td>Equipment</td>
<td>10,000.00</td>
<td>10,000.00</td>
<td>STATE: 0.00 TOTAL: 0.09</td>
</tr>
<tr>
<td>Supplies &amp; Operating Expenses</td>
<td>15,000.00</td>
<td>15,000.00</td>
<td>STATE: 0.00 TOTAL: 0.09</td>
</tr>
<tr>
<td>Consultants/Contractual</td>
<td>19,000.00</td>
<td>19,000.00</td>
<td>STATE: 0.00 TOTAL: 0.09</td>
</tr>
<tr>
<td>Total: Σ</td>
<td>45,102.00</td>
<td>45,102.00</td>
<td>STATE: 0.00 TOTAL: 0.00</td>
</tr>
</tbody>
</table>
```

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.

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

3. Click the “Add New Consultant” button.

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

5. Click the “Save” button.
6. Click the “Return to Budget Summary” button.

<table>
<thead>
<tr>
<th>Consultant</th>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Total</td>
</tr>
<tr>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>0.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Overall Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1 Cost</td>
</tr>
<tr>
<td>Current</td>
</tr>
<tr>
<td>19,000.00</td>
</tr>
</tbody>
</table>

[Click here to return to Budget Summary]

7. Click on the “Travel (Including Training)” category.

<table>
<thead>
<tr>
<th>Budget Category</th>
<th>Current Subgrant Budget</th>
<th>Requested Subgrant Budget</th>
<th>Net Change Dollar Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Travel (Including Training)</td>
<td>1,102.00</td>
<td>1,102.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Equipment</td>
<td>10,000.00</td>
<td>10,000.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Expenses &amp; Operating Expenses</td>
<td>15,000.00</td>
<td>15,000.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Consultants/Contractual</td>
<td>19,000.00</td>
<td>19,000.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Total</td>
<td>45,102.00</td>
<td>45,102.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Purpose of Travel</th>
<th>Location</th>
<th>Item</th>
<th>Current</th>
<th>New</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>NASRO Hosting</td>
<td>Happy School District</td>
<td>Facility Fee</td>
<td>$500</td>
<td>500.00</td>
<td></td>
</tr>
</tbody>
</table>

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
10. Click the “Save And Add Another” button.

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

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

![Image of budget table]

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.

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

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.
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”

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

6. Click the “Save” button, located near the bottom of the page.
7. Click on the “Performance Measures” section.

   MODIFICATION SUMMARY

<table>
<thead>
<tr>
<th>Section Name</th>
<th>Status</th>
<th>Point Value</th>
<th>Last Update</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Summary, Information</td>
<td>In Process</td>
<td>0</td>
<td>6/25/2019 11:53:45 AM</td>
</tr>
<tr>
<td>Budget Detail</td>
<td>In Process</td>
<td>0</td>
<td>6/25/2019 11:53:45 AM</td>
</tr>
</tbody>
</table>

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
   Completion Status: Complete

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

   MODIFICATION SUMMARY

<table>
<thead>
<tr>
<th>Section Name</th>
<th>Status</th>
<th>Point Value</th>
<th>Last Update</th>
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<tbody>
<tr>
<td>Main Summary, Information</td>
<td>In Process</td>
<td>0</td>
<td>6/25/2019 11:53:45 AM</td>
</tr>
<tr>
<td>Budget Detail</td>
<td>In Process</td>
<td>0</td>
<td>6/25/2019 11:53:45 AM</td>
</tr>
</tbody>
</table>

10. Click on the “Budget Detail” section.

   MODIFICATION SUMMARY

<table>
<thead>
<tr>
<th>Section Name</th>
<th>Status</th>
<th>Point Value</th>
<th>Last Update</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Summary, Information</td>
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<td>0</td>
<td>6/25/2019 11:53:45 AM</td>
</tr>
<tr>
<td>Budget Detail</td>
<td>In Process</td>
<td>0</td>
<td>6/25/2019 11:53:45 AM</td>
</tr>
</tbody>
</table>

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

   BUDGET DETAILS

   Section Point Value: 0
   Completion Status: Complete

Created By: Mr. Tom Flint
Last Update By: Mr. Tom Flint
Created Date: 6/25/2019 11:39:58 AM
Last Update Date: 6/25/2019 11:53:45 AM
12. Click the “Save” button, located near the bottom of the page.

13. Click the “Submit Modification” button.

*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.