

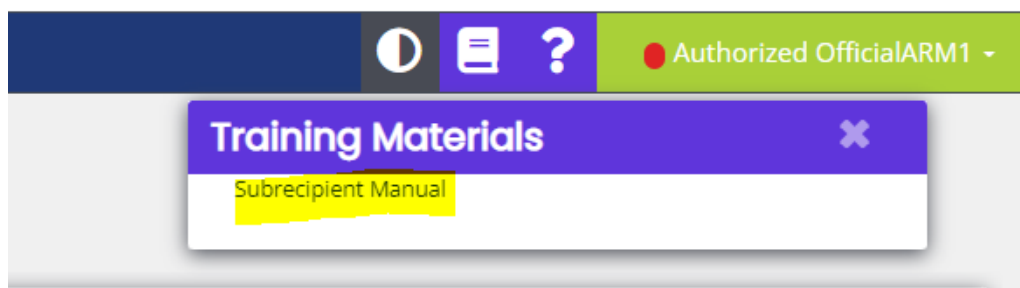
Budget Amendment and Programmatic Change eGrants Step-by-Step Guide

All aspects of MOVA grants management will occur over the electronic grants management (eGrants) system beginning July 1, 2022 (FY23). This guide will walk through each step necessary to request a budget amendment or programmatic change via eGrants. Additional training, videos, and guides for eGrants can be found on [MOVA's eGrants webpage](#). This guide will apply to expenditure reporting for both SAFEPLAN and VOCA with or without match.

Access to eGrants

The Website

Use [this link](#) to access the MOVA eGrants system. Additional technical information about logging onto the eGrants system can be found in the eGrants Subrecipient Manual on eGrants by clicking the book icon in the top right corner of your Dashboard or on [MOVA's eGrants webpage](#).



Registered Users

Current subrecipient users were required to register in the eGrants system by July 1, 2021. If a user has not yet been registered, visit the [Registration Tutorial](#) on [MOVA's eGrants webpage](#) or the eGrants Subrecipient Manual for instructions on registration.

Different user roles have different permissions in the system. Only the following users have the permissions to initiate, fill out, and submit programmatic change request to MOVA:

- Agency Administrator
- Authorized Representative
- Programmatic Contact
- Alternative Programmatic Contact

Only the following users have the permissions to initiate, fill out, and submit budget amendment requests to MOVA:

- Agency Administrator
- Authorized Representative
- Fiscal Contact

Please ensure that the individual(s) working on the applicable process is assigned to one or more of these roles for the specific application before moving on.

Budget Amendments Versus Programmatic Changes in eGrants

This guide will cover the processes for proposing two types of contract changes: budget amendments and programmatic changes.

Budget amendments refer to when the budget is edited to update line items or reallocate dollars. Budget amendments do not always necessitate programmatic changes, although programmatic changes may accompany budget amendment requests.

Programmatic changes refer to the use of the Programmatic Change Form (PCF) or Sub Contract Approval Request and Certification Form. When a programmatic change is initiated, only the following forms will be available for submission; the budget will not be opened for changes.

Programmatic Change Form (PCF)

The Programmatic Change Form (PCF) is used when there are new hires, resignations, or other staff changes (i.e. salary increases, extended leaves, change in hours, etc.). More information about PCFs can be found on page 16 of MOVA's Policies and Procedures.

Sub Contract Approval Request and Certification Form

This form is one of the required forms to contract with a consultant or contractor to provide services to your program. If this form has not yet been provided for a consultant or contractor on the Approved Budget or you would like to add a new consultant or contractor to your Approved Budget, you must submit this form along with a conflict of interest letter and the signed contract between your organization and the consultant or contractor. More information about sub contract requests can be found on page 31 of MOVA's Policies and Procedures.

When a budget amendment or programmatic change proposal has been submitted on eGrants, please note that you are only *requesting* a budget amendment or programmatic change; MOVA will be responsible for reviewing any changes before they are approved and officially made to the contract. More information about budget amendments can be found on page 33 of MOVA's Policies and Procedures.

Once a programmatic change or budget amendment has been initiated, you **cannot** initiate any new expenditure reports until the contract is back in the status of Contract Executed. You can continue to work on expenditure reports already in process or requiring modifications, but new ones cannot be created.

Programmatic Change Requests

Initiating a Programmatic Change Request

Programmatic Changes should be initiated in eGrants when you **DO NOT** have to make a change to the budget. If you are proposing any changes to the budget in addition to or besides the programmatic changes mentioned above, follow the instructions below for the budget amendment process.

To initiate a programmatic change, start by logging into the application for which you will be completing an expenditure report for. From your Dashboard, select the Searches tab at the top and click Applications.



On the Applications Document Search page, search for your application using the filters. Once found, click on your application name to be taken to the Document Landing Page for the application.

The screenshot shows the 'Document Landing Page' for a document titled 'VOCA-2023-MARV-96'. The page includes a sidebar with navigation links like 'Home', 'Administration', and 'Searches'. The main content area displays document details: Template (FY23 VOCA Application), Document Name (VOCA-2023-MARV-96), Organization (Marvel), Instance (VOCA Application FY23), Document Status (Contract Executed), Your Role (Authorized Representative), Process (Application), and Period Date (11/11/2021 12:00:00 AM to 10/31/2023 12:00:00 AM). A progress bar at the bottom shows the workflow stages: Application in Process, Application Modifications Required, Application in Review, Application Not Recommended for Funding, Application Recommended for Funding, Pre-Contract Adjustments Required, Pre-Contract Adjustments Review, Contract Pending Executive Director Signature, and Contract Executed. The first three stages are marked with green checkmarks, indicating they are completed.

Here, you will find all your application information. To initiate a programmatic change, scroll to the bottom of the lefthand panel to Status Options section and select Programmatic Change in Process.

The screenshot shows the 'Status Options' section in the lefthand panel. It includes a dropdown menu with 'Status Options' selected, showing 'Amendment in Process' and 'Programmatic Change in Process'. Below this is a 'Related Documents' section with a button labeled 'Initiate Related Doc' and a link for 'Expenditures'.

Indicate in the notes bar whether you are completing a PCF, Sub Contract form or both, then click the green OK button from the pop up.



Are you sure that you want to change the status from

Contract Executed to Programmatic Change in Process?

Please enter any notes in regards to this status change

Cancel

OK

The page will refresh and take you back to the Document Landing Page for the application. Here, you can note that the status has been changed to Programmatic Change in Process, which means the PCF and Sub Contract forms are now available for use.

Document Landing Page

View document details.

Template FY23 VOCA Application	Instance VOCA Application FY23	Process Application
Document Name VOCA-2023-MARV-90	Document Status Programmatic Change in Process	
Organization Marvel	Your Role Programmatic Contact, Fiscal Contact	Period Date 11/1/2021 12:00:00 AM 10/31/2023 12:00:00 AM

Completing a Programmatic Change Request

Once in the status of Programmatic Change in Process, you can navigate to the forms necessary for your request by scrolling down the lefthand panel and finding the section titled Programmatic Change and Sub Contract Request and Certification. Click into the form you would like to use and fill it out using the following instructions for each.

Programmatic Change and Sub Contract Request and Certification


Programmatic Change Form

Sub Contract Approval Request and Certification

Programmatic Change Form (PCF)

Similar to MOVA's former PDF version of the PCF, you will be asked to fill out information regarding your information and the proposed staffing change.

Much of the top portion of the form will be automatically filled out with the Grant Fund, Grant Fiscal Year, Agency Name, and Program Name.

Grant Fund: VOCA	Grant Fiscal Year: 2023	Date (MM/DD/YY):  <input type="text"/>
Agency: Lucas' Fun Agency	Program: Program Fun	

Fill out the rest of the form with the relevant information using the guidance below.

- Date—the date in which the form is being filled out
- Name of Employee—the first and last name of the employee being changed
- Position Title—the job title of the employee being changes
- Reason for Change—select from the following drop-down options: Resignation; New Hire; Change in Hours, Salary, Position; Extended Leave. Note that some of these options will their own additional fields to fill out once selected*
- Date Effective—the date the change will take place
- Affected Invoice—the first invoice that the change will occur on
- Memorandum—explanation for the proposed staffing change

If you select the following from the Reason for Change drop-down, you will also be required to fill out the following information.

New Hire

- Hours—estimated number of hours per week the employee will be billed to the grant
- Weeks—number of weeks (out of 52 for the fiscal year) that the employee will be billed to the grant
- Salary Budget Amt.—VOCA/SAFEPLAN salary for the new employee
- Fringe Budget Amt.—VOCA/SAFEPLAN fringe for the new employee
- Fringe Rate—the fringe percentage rate for the new employee
- Documentation Upload—space for the employee's resume to be uploaded

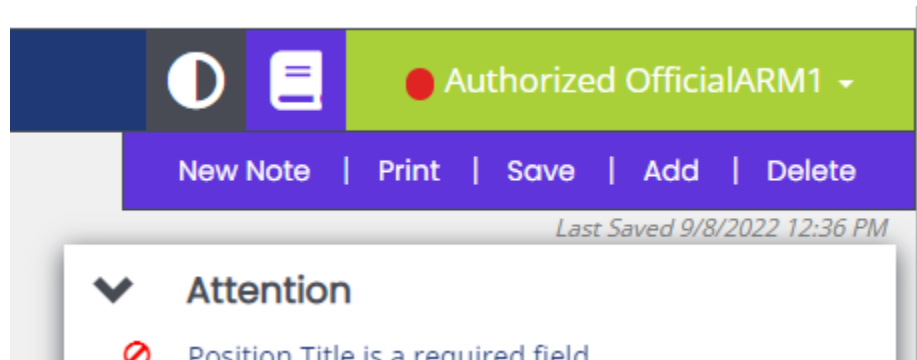
Change in Hours, Salary, Position

- Change in Position—the former and new title of the employee
- Change in Hours—the former and new number of hours per week the employee will be billed to the grant
- Change in Weeks—the former and new number of weeks the employee will be billed to the grant
- Change in Budgeted Salary—the former and new salary amount
- Change in Fringe Rate—the former and new fringe rate; only numbers can be input

Extended Leave

- Leave From—the date the employee is leaving from
- Leave to—the date the employee will be back in the office

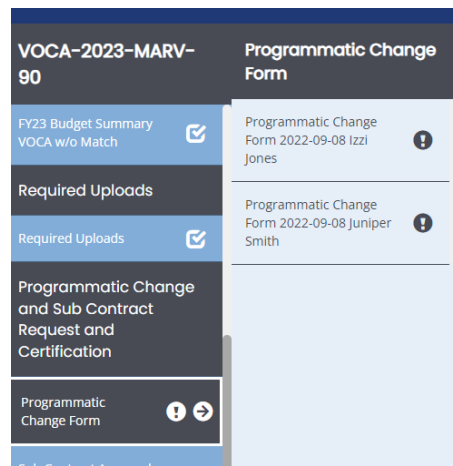
If you are proposing multiple staffing changes in the same programmatic change request (i.e. a resignation and a new hire), you may also add another PCF by clicking the Add button in the top right corner.



The screenshot shows the top navigation bar with a green header containing the text "Authorized OfficialARM1" and a dropdown arrow. Below this is a purple bar with buttons: "New Note", "Print", "Save", "Add", and "Delete". A status message "Last Saved 9/8/2022 12:36 PM" is displayed. A dropdown menu is open, showing the word "Attention" in orange, followed by a red circle with a slash icon and the text "Position Title is a required field".

The Delete button can be used if a Programmatic Change Form has been added erroneously.

Once two or more forms have been saved, the Programmatic Change Form section will have an arrow that, once you click on, will show your list of Programmatic Changes labeled with the date initiated and the employees' names.



The screenshot shows a sidebar on the left with a list of items: "VOCA-2023-MARV-90", "FY23 Budget Summary VOCA w/o Match", "Required Uploads", "Programmatic Change and Sub Contract Request and Certification", and "Programmatic Change Form". The "Programmatic Change Form" item is selected and expanded, showing a list of saved forms. The list includes "Programmatic Change Form 2022-09-08 Izzi Jones" and "Programmatic Change Form 2022-09-08 Juniper Smith", each with a red circle and exclamation mark icon. The "Programmatic Change Form" item also has a red circle and exclamation mark icon.

It is encouraged that you save the page frequently using the Save button in the top right corner. Once all of the information is sufficiently filled out and there are no more errors, you can either move on to the Sub Contract Approval Request and Certification form if applicable or you can submit the request to MOVA using the instructions below.


Court Coverage Form

If you are a SAFEPLAN program and propose any changes to staffing, you will be required to update the Court Coverage Agreement form (labeled as Court Coverage on eGrants) to accurately represent the staffing changes. Once the PCF has been completed, scroll up to the SAFEPLAN Application Forms in the lefthand panel and select Court Coverage. Make the necessary changes and save them using the Save button in the top righthand corner. This is only required for SAFEPLAN contracts.

Sub Contract Approval Request and Certification

The Sub Contract Approval Request and Certification form is the exactly the same as the PDF formerly used by MOVA off of eGrants. Like the PCF, some of the information at the top of the form is auto-filled.

Submitted on a separate document if necessary, must be submitted for approval 14 days prior to sub contract for new contract.

Grant Fund: VOCA	Grant Fiscal Year: 2023	Date (MM/DD/YY): 
Agency: Lucas' Fun Agency	Program: Program Fun	

To submit a Sub Contract request, fill out the date that the form is being completed, answer the questions in the form, and upload both the conflict of interest letter and the signed contract between your organization and the consultant/contractor at the bottom of the page. Both uploads and the Sub Contract form are required in order for MOVA to review and approve a request for a consultant or contractor.

Just like the PCF, you may add or delete additional Sub Contract forms using the options in the top right corner of the page.

Make sure to save the page frequently, and once the information has been filled out and all the errors have been satisfied, you can submit the form using the steps below.

Submitting a Programmatic Change Request

When you have completed and saved the relevant forms, scroll down the lefthand panel and select Submit Programmatic Change from Status Options. If there are any errors, the system will tell you in the pop up below and prevent you from submitting:

Document Validation

Below is the status of each form. Select the form name to navigate and make changes to any of the forms.

☐ Show forms that I cannot adjust

Form Name	Status	May Prevent Status Change
Programmatic Change Form: Programmatic Change Form 2022-09-08 Izzi Jones	Error(s)	Yes
Programmatic Change Form: Programmatic Change Form 2022-09-08 Juniper Smith	Error(s)	Yes

Otherwise, you will see the following pop up if your programmatic change request is ready for submission:

Are you sure that you want to change the status from

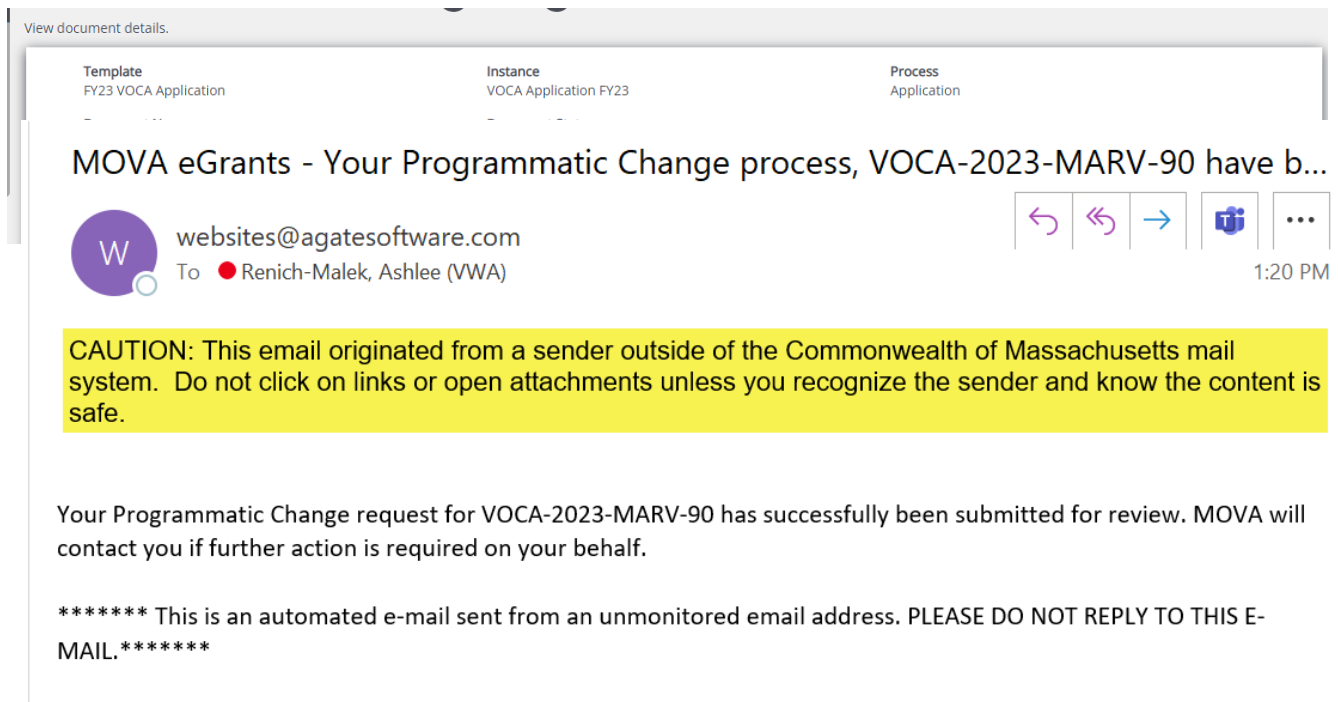
Programmatic Change in Process to Submit Programmatic Change?

Please enter any notes in regards to this status change

Cancel

OK

Click the green OK to submit. The system will take you back to the Document Landing Page. Here, you can find the status changed from Programmatic Change in Process to Programmatic Change in Review.



A few minutes after, you will also receive an email notification confirming that the programmatic change request has been submitted.

No further actions will be required of you at this time. Below, find the steps on how to find MOVA's questions and feedback and how to submit additional information to support the programmatic change request.

Programmatic Change Canceled

If at any time you or anyone else mistakenly initiates a programmatic change or otherwise no longer need to request a programmatic change, scroll down the lefthand panel to Status Options, select Programmatic Change Canceled, and click the green OK on the pop up. This will delete any information put into the PCF or Sub Contract forms and push the contract back into the status of Contract Executed.

Programmatic Change Denied

You will receive an email if MOVA denies your programmatic change request, and your application will revert back to the status of Contract Executed, deleting any proposed changes from the PCF or Sub Contract form(s) you filled out. MOVA will leave a comment in the Notes section to document the denial and then follow up over email if this occurs.

MOVA eGrants - Your Programmatic Change request, VOCA-2023-MARV-90 is deni...



websites@agatesoftware.com
To ● Renich-Malek, Ashlee (VWA)



3:01 PM

CAUTION: This email originated from a sender outside of the Commonwealth of Massachusetts mail system. Do not click on links or open attachments unless you recognize the sender and know the content is safe.

Your Programmatic Change, VOCA-2023-MARV-90 for Marvel, has been denied by MOVA. If you have any questions, please reach out to your Program Coordinator.

***** This is an automated e-mail sent from an unmonitored email address. PLEASE DO NOT REPLY TO THIS E-MAIL.*****

Programmatic Change Modifications Required

If MOVA requires more information from you, the request will be pushed back to the status of Programmatic Change Modifications Required. You will receive a My Task on your Dashboard on eGrants, and you will receive an email notification.

MOVA eGrants - Your Programmatic Change process, VOCA-2023-MARV-90 requir...



websites@agatesoftware.com
To ● Renich-Malek, Ashlee (VWA)



2:51 PM

CAUTION: This email originated from a sender outside of the Commonwealth of Massachusetts mail system. Do not click on links or open attachments unless you recognize the sender and know the content is safe.

Your Programmatic Change request for VOCA-2023-MARV-90 has been pushed back Programmatic Change Modifications Required and requires adjustments. Log back into your application and navigate to the Notes section by scrolling down the lefthand panel to find MOVA's feedback. Address the feedback and select Submit Programmatic Change Modifications from the Status Options to resubmit to MOVA.

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Similar to other eGrants processes, you will be responsible for logging into eGrants, navigating to the application, scrolling down the lefthand panel, and clicking into the Notes section to see MOVA's follow up and questions. Address MOVA's follow up and resubmit the programmatic change request by scrolling down the lefthand panel to Status Options, clicking Submit Programmatic Change Modifications, and confirming OK in the pop again. Once again, the page will be refreshed to the Document Landing Page, and your application will be in the status of Programmatic Change in Review.

For more information about how to work the Notes section, refer to previous step-by-step eGrants guides for contracting and expenditure reporting.

Programmatic Change Approved

Once your programmatic change request has been approved, you will receive an email notification from the system.

MOVA eGrants - Your Programmatic Change process, VOCA-2023-MARV-90 is appr...



websites@agatesoftware.com

To ● Renich-Malek, Ashlee (VWA)









3:51 PM

CAUTION: This email originated from a sender outside of the Commonwealth of Massachusetts mail system. Do not click on links or open attachments unless you recognize the sender and know the content is safe.

Your Programmatic Change request for VOCA-2023-MARV-90 has been approved. No further action is required at this time.

In the application, you will be able to click into the form(s) that you submitted for future reference, but you will not be able to change them.

If you initiate another programmatic change or budget amendment request, you will see both the approved forms and new open forms. Only the new forms will be available for editing.

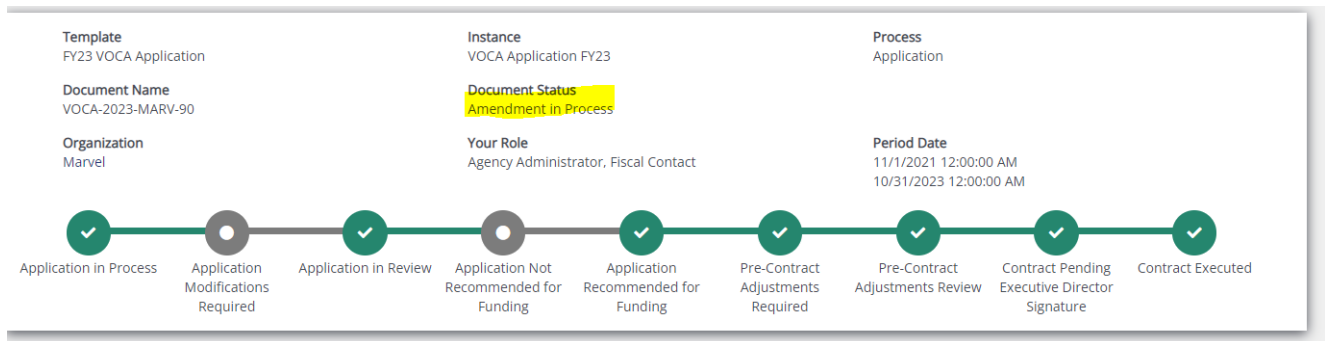
VOCA-2023-MARV-90	Programmatic Change Form
Required Uploads 	Programmatic Change Form 
Award Letter	
Award Letter and Contracting 	Programmatic Change Form 2022-09-08 Juniper Smith 
Programmatic Change and Sub Contract Request and Certification	
Programmatic Change Form 	
Sub Contract Approval Request and Certification 	

Budget Amendment Requests

Initiating a Budget Amendment Request

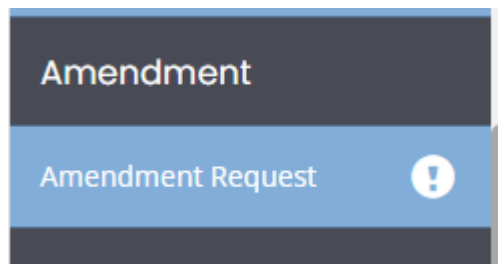
Budget amendments requests will function very similarly to the programmatic change request process above. The key difference: budget amendments necessitate a change to the budget. PCFs and Sub Contract forms can also be filled out during the budget amendment request process.

To initiate a budget amendment request, log into eGrants, navigate to your application, scroll down the lefthand panel to Status Options, click Amendment in Process, and confirm the green OK button in the pop up. The page will be refreshed, and you will be taken to the Document Landing Page. The Document Status will denote Amendment in Process.



Completing a Budget Amendment Request

To complete a budget amendment request, start by scrolling down the lefthand panel and clicking the Amendment Request tab.



This form must be filled out before submitting the amendment request to MOVA. The information at the top will be auto-filled.

Amendment Request

Agency Name: Lucas' Fun Agency

Program Name: Program Fun

Contract Manager: Contract First Contract Last

Phone Number: (111) 222-3344

Email: lsewell@agatesoftware.com

The form starts by asking if you are proposing any staff changes or sub contracts with the amendment request. If so, select Yes, and the form will prompt you to fill out the accompanying form; for SAFEPLAN, if you select Yes for staffing changes, you will be prompted to fill out the Court Coverage form in addition to the PCF. If no, select No, and no further actions will be required.

1) Do you have staffing changes?*

☒ Yes ☐ No

If the answer to question 1 is 'Yes', please also fill out the Programmatic Change Form.

2) Do you have a need to add a consultant(s) or contract(s) to your budget during this amendment?*

☒ Yes ☐ No

If the answer to question 2 is 'Yes', please also fill out the Sub Contract Approval Request from.

Then, you will have an amendment request narrative section. Use this box to detail the proposed updates to the budget, including but not limited to any line items added or deleted, where dollars are being reallocated to and from, and why the changes are being made. There is an optional upload box in case other files are necessary to support the changes (i.e. a rental agreement, new indirect letter, etc.).

3) Please provide a description of the Amendment Request.*

This may include detailing new or deleted line items, where funds are being allocated from and to, and why you are requesting these changes. More information about budget amendments can be found in MOVA's Policies and Procedures."

<div></div>		Supporting Documentation Upload:	
		<div>Select</div>	<div>Drag Files Here</div>
Upload Description:		<div></div>	<div>+</div>

Once all the information has been entered, make sure to save the form using the Save button in the top right corner.

The next step for completing a budget amendment request is updating the budget. This can be done by clicking into each of the budget category tabs and making changes. The lines can be edited, or they can be added and deleted using the green + and red – buttons at the end of the rows respectively.

Cost							
Item	Detailed Description of Costs	Cost per Unit	Quantity	Calculation	VOCA Cost	Total Office Supplies Cost	Direct or Administration Cost
Item 1	111	\$ 100.00	60	\$6,000.00	\$ 3,000.09	\$3,000.09	Direct
Item 2	222	\$ 100.00	70	\$7,000.00	\$ 2,005.50	\$2,005.50	Direct
TOTAL:				\$13,000.00	\$5,005.59	\$5,005.59	

eGrants Tip: This part of the budget amendment process is the same as the application process. Refer to the FY23 VOCA Renewal and SAFEPLAN guides for more thorough information regarding editing the budget. Remember that the line items should be filled out and saved before working on the Budget Narrative section and to save your updates frequently.

When all the changes have been made to the budget, click into the Summary tab to confirm that your changes are represented accurately.

If the budget amendment request is accompanied by any programmatic changes (staff changes or sub contract requests), fill out the necessary forms using the steps above.

Submitting a Budget Amendment Request

When you have completed and saved all the relevant forms, scroll down the lefthand panel and select Amendment Submitted from Status Options. If there are any errors, the system will tell you in the pop up below and prevent you from submitting:

Document Validation

Below is the status of each form. Select the form name to navigate and make changes to any of the forms.

☐ Show forms that I cannot adjust

Form Name	Status	May Prevent Status Change
Amendment Request: Amendment Request 2022-09-08	Error(s)	Yes

Otherwise, you will see the following pop up if your amendment request is ready for submission:

Are you sure that you want to change the status from

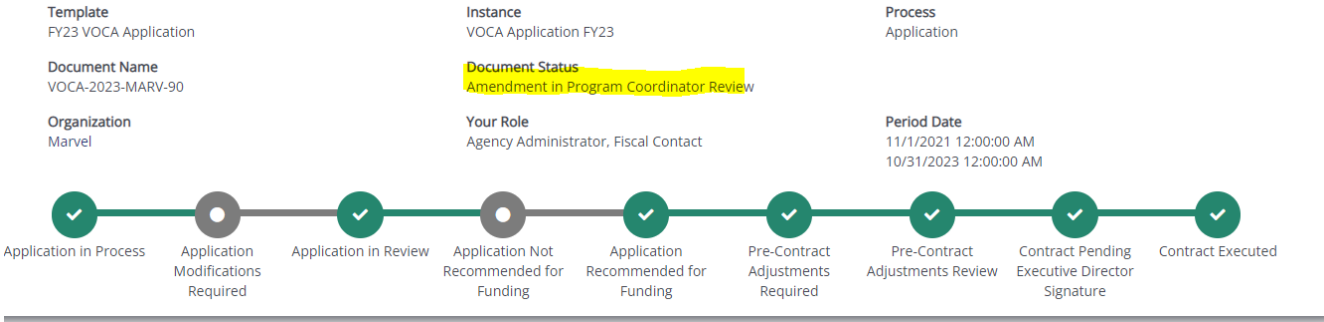
Amendment in Process to Amendment Submitted?

Please enter any notes in regards to this status change

Cancel

OK

Click the green OK to submit. The system will take you back to the Document Landing Page. Here, you can find the status changed from Amendment in Process to Amendment in Program Coordinator Review.



A few minutes after, you will also receive an email notification confirming that the programmatic change request has been submitted.

Your Amendment Request, VOCA-2023-MARV-90 has been submitted.



websites@agatesoftware.com

To ● Renich-Malek, Ashlee (VWA)



10:30 AM

CAUTION: This email originated from a sender outside of the Commonwealth of Massachusetts mail system. Do not click on links or open attachments unless you recognize the sender and know the content is safe.

Your contract amendment, VOCA-2023-MARV-90, has been successfully submitted for review. MOVA will contact you if further action is needed.

***** This is an automated e-mail sent from an unmonitored email address. PLEASE DO NOT REPLY TO THIS E-MAIL.*****

No further actions will be required of you at this time. Below, find the steps on how to find MOVA's questions and feedback and how to submit additional information to support the budget amendment request.

Budget Amendment Request Canceled

Just like if a programmatic change is mistakenly initiated, you can cancel a budget amendment request if erroneously initiated or otherwise no longer needed. Scroll down the lefthand panel to Status Options, select Contract Amendment Canceled, and click the green OK on the pop up. This will delete any information put into the Amendment Request, PCF, and Sub Contract forms and revert the budget back to its most recently approved state. The contract will revert back into the status of Contract Executed.

Budget Amendment Request Denied

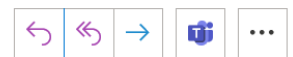
You will receive an email if MOVA denies your budget amendment request, and your application will revert back to the status of Contract Executed, deleting any proposed changes to the budget and any information input into the PCF, Sub Contract form(s), and Amendment Request. MOVA will leave a comment in the Notes section to document the denial and then follow up over email if this occurs.

Your amendment request, VOCA-2023-MARV-90 was denied.



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To ● Renich-Malek, Ashlee (VWA)



10:20 AM

CAUTION: This email originated from a sender outside of the Commonwealth of Massachusetts mail system. Do not click on links or open attachments unless you recognize the sender and know the content is safe.

Your Amendment, VOCA-2023-MARV-90 for Marvel, has been denied by MOVA. If you have any questions, please reach out to your Program Coordinator.

***** This is an automated e-mail sent from an unmonitored email address. PLEASE DO NOT REPLY TO THIS E-MAIL.*****

MOVA Requires Follow Up: Amendment in Process

If MOVA requires more information from you, the request will be pushed back to the status of Amendment in Process. You will receive a My Task on your Dashboard on eGrants, and you will receive an email notification.

Your contract amendment, VOCA-2023-MARV-90 requires adjustments.



websites@agatesoftware.com

To ● Renich-Malek, Ashlee (VWA)



10:43 AM

CAUTION: This email originated from a sender outside of the Commonwealth of Massachusetts mail system. Do not click on links or open attachments unless you recognize the sender and know the content is safe.

Your amendment for VOCA-2023-MARV-90 has been pushed back to Amendment in Process and requires modifications. Log back into your application and navigate to the Notes section by scrolling down the lefthand panel to find MOVA's feedback. Address the feedback and select Amendment Submitted from the Status Options to resubmit to MOVA.

***** This is an automated e-mail sent from an unmonitored email address. PLEASE DO NOT REPLY TO THIS E-MAIL.*****

Similar to other eGrants processes, you will be responsible for logging into eGrants, navigating to the application, scrolling down the lefthand panel, and clicking into the Notes section to see MOVA's follow up and questions. For the budget amendment request process, you will be required to review and resave the Amendment Request form, even if you do not make any other changes.

Otherwise, address MOVA's follow up and resubmit the amendment request by scrolling down the lefthand panel to Status Options, clicking Amendment Submitted, and confirming OK in the pop again. Once again, the page will be refreshed to the Document Landing Page, and your application will be in the status of Amendment in Program Coordinator Review.

For more information about how to work the Notes section, refer to previous step-by-step eGrants guides for contracting and expenditure reporting.

Budget Amendment Request Approved

Once your budget amendment request has been approved, you will receive an email notification from the system.

Your contract amendment, VOCA-2023-MARV-90 has been approved.



websites@agatesoftware.com

To ● Renich-Malek, Ashlee (VWA)



10:43 AM

CAUTION: This email originated from a sender outside of the Commonwealth of Massachusetts mail system. Do not click on links or open attachments unless you recognize the sender and know the content is safe.

Your amendment for VOCA-2023-MARV-90 has been approved. No further action is required at this time.

***** This is an automated e-mail sent from an unmonitored email address. PLEASE DO NOT REPLY TO THIS E-MAIL.*****

In the application, you will be able to click into the form(s) that you submitted for future reference, but you will not be able to change them.

Just like with the programmatic change process, if you initiate another programmatic change or budget amendment request, you will see both the approved forms and new open forms. Only the new forms will be available for editing.

VOCA-2023-MARV-90	Programmatic Change Form
Required Uploads	Programmatic Change Form
Award Letter	Programmatic Change Form 2022-09-08 Juniper Smith
Award Letter and Contracting	
Programmatic Change and Sub Contract Request and Certification	
Programmatic Change Form	
Sub Contract Approval Request and Certification	

Conclusion

By following all of the above steps, subrecipients can successfully use the MOVA eGrants system to request programmatic change and budget amendment requests.

Resources

This document serves as a step-by-step guide and provides best practices for successfully proposing programmatic changes and budget amendments for VOCA and SAFEPLAN contracts. More information about this process can be found on [MOVA's eGrants webpage](#) and [the Subrecipient Manual](#).

Please direct your questions to your assigned MOVA Program Coordinator—title updated from Grants Manager as of July 1, 2022—or the Grants Administration Specialist, [Ashlee Renich-Malek](#).