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

This guide will walk through each step necessary to request a programmatic change and/or budget amendment via eGrants. Additional training, videos, and guides for eGrants can be found on MOVA's eGrants webpage. This guide will apply to all of MOVA's grants (CSVS, SAFEPLAN, VSS).

## 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.
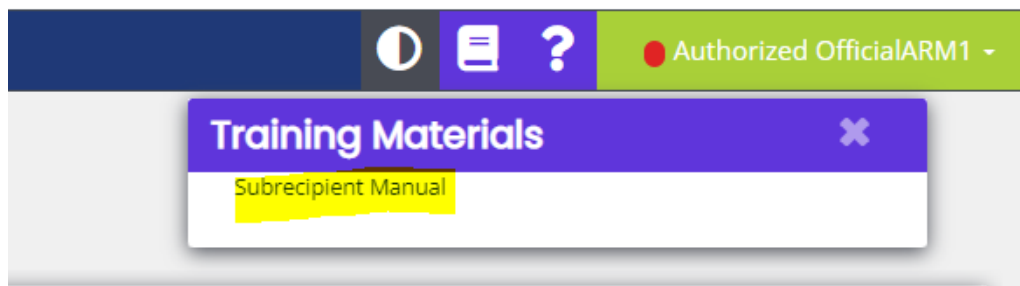


**Registered Users**

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 requests to MOVA:

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

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.

## Programmatic Change Forms (PCFs) in eGrants

Programmatic Change Forms (PCFs) are required to be submitted to MOVA when there are any changes (i.e. salary increases, extended leaves, change in hours, etc.) in MOVA-funded staff. Oftentimes, PCFs will beget a budget amendment in eGrants as well, which is a separate process. More information about budget amendments in eGrants can be found below, and more information about programmatic changes can be found in MOVA's Policies and Procedures.

**Initiating a Programmatic Change Request**
To initiate a programmatic change, start by logging into the application for which you will be completing the form for. From your Dashboard, select the Searches tab at the top and click Applications.

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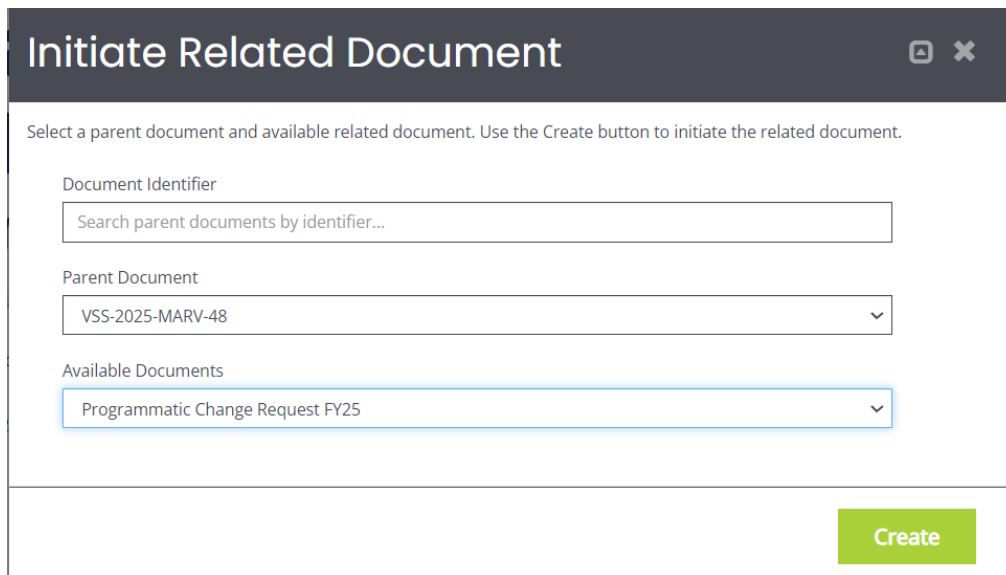


Here, you will find all your application information. To initiate a PCF, scroll to the bottom of the lefthand panel to the Related Documents section and select the green Initiate Related Doc button.

In the pop up, click the drop-down arrow for Available Documents and select "Programmatic Change Request FY25." Click the green Create button.



From the second pop up, click Proceed.



The page will refresh and take you to the Document Landing Page for the Programmatic Change Form. This form is attached to your application, but now exists separately so that it has its own process and statuses. On the Document Landing Page, you will be able to see that the status for the PCF is Programmatic Change in Process. The PCF has been successfully initiated.

**Completing a Programmatic Change Form**

Once initiated, you will be able to click into the Programmatic Change Form from the lefthand panel and fill it out using the following instructions.

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



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

Once the name of the employee and the date have been entered and saved, the PCF will update its name to reflect these two fields. For example, if Sam Smith is resigning on August 1, 2024, the name will be updated to the following. This is so that multiple PCFs are easier to refer back to through their titles.

Within the form, 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.—VSS/SAFEPLAN salary for the new employee
- Fringe Budget Amt.—VSS/SAFEPLAN fringe for the new employee
- Fringe Rate—the fringe percentage rate for the new employee
- Documentation Upload—optional 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

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 form, scroll down the lefthand panel and select Programmatic Change Submitted from the 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 2024-08-28 Sam 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** Programmatic Change 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 Programmatic Change in Process to Programmatic Change in Review.

## Document Landing Page

View document details.

| **Template** | **Instance** | **Process** |
|---|---|---|
| FY25 Programmatic Change Request | Programmatic Change Request FY25 | Programmatic Change Request |

| **Document Name** | **Document Status** | |
|---|---|---|
| PC-2025-08/01/2024-Sam Smith-36 | Programmatic Change in Review | |

| **Organization** | **Your Role** | **Period Date** |
|---|---|---|
| Marvel | Agency Administrator, Programmatic Contact | 6/1/2024 1:00:00 PM |
| | | 6/30/2025 1:00:00 PM |

New Note

✓ Programmatic Change in Process — ✓ Programmatic Change in Review — ○ Programmatic Change Modifications Required — ○ Programmatic Change Approved

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

MOVA eGrants - Your Programmatic Change process, PC-2025-08/01/202...

Your Programmatic Change request for PC-2025-08/01/2024-Sam Smith-36 has successfully been submitted for review. MOVA will contact you if further action is required on your behalf.

\*\*\*\*\*\*\* 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 programmatic change request.

**Programmatic Change Canceled**
If 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 permanently change the PCF's status to Programmatic Change Canceled and no additional changes can be made to the document.

**Programmatic Change Denied**
You will receive an email if MOVA denies your programmatic change request. 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, PC-2025-08/01/202...

Your Programmatic Change, PC-2025-08/01/2024-Sam Smith-36 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, PC-2025-08/01/202...

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

12:08 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 PC-2025-08/01/2024-Sam Smith-36 has been pushed back Programmatic Change Modifications Required and requires adjustments.

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Similar to other eGrants processes, you will be responsible for logging into eGrants, navigating to the document, 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 PCF by scrolling down the lefthand panel to Status Options, clicking Programmatic Change 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 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, PC-2025-08/01/202...

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

12:09 PM

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Your Programmatic Change request for PC-2025-08/01/2024-Sam Smith-36 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.*******

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.

**Multiple Programmatic Change Forms**
At any time, you can initiate and have multiple PCFs in various statuses. To initiate another PCF, simply follow the same steps: click Initiated Related Doc and select & confirm "Programmatic Change Request FY25."

To navigate between multiple PCFs, scroll all the way to the bottom of the lefthand panel and click on Programmatic Change Request under Related Documents. Doing so will pop out another panel with all the PCFs for the fiscal year connected to that contract. Clicking on any of the documents will take you to their Document Landing Pages and subsequent PCF information.
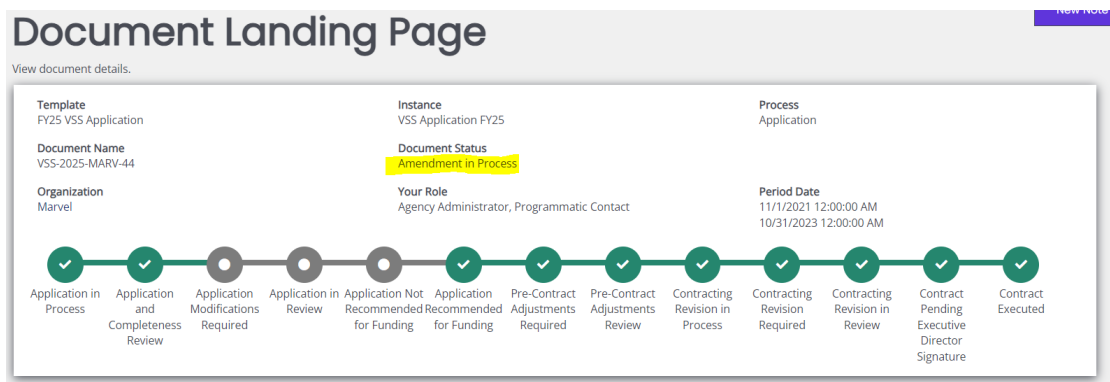


# Budget Amendments Requests
**Intro to Budget Amendment Requests in eGrants**
Budget amendments refer to when the budget is edited to update line items or reallocate dollars. When a budget amendment proposal has been submitted on eGrants, please note that you are only *requesting* a budget amendment; 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 in MOVA's Policies and Procedures.

Once a 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.

## Initiating a Budget Amendment Request

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.
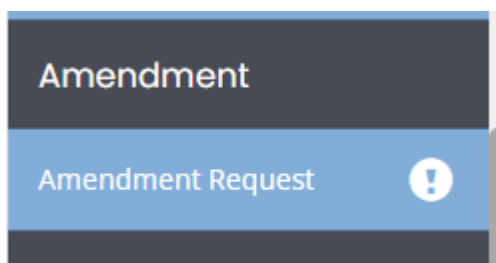


This form must be filled out before submitting the amendment request to MOVA. The Agency Name will be auto-filled at the top, and you will be responsible for filling out the rest of the questions.

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 remind you to initiate, complete, and submit the applicable request; 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 initiate, complete, and submit the Programmatic Change Form via the programmatic change process.

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 initiate, complete, and submit the Sub Contract Approval Request form if the line item is $10,000 or more via the subcontract request process.

*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. To do this, 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.



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.).

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.



*eGrants Tip:* This part of the budget amendment process is the same as the application process. Refer to the FY25 Application Step by Step Guide found on MOVA's eGrants webpage 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 staff changes make sure to initiate, fill out, and complete the programmatic change process using the steps found above. If the budget amendment is accompanied by any new sub-contracts, make sure to follow the Sub-Contract Request process on eGrants using the information found in the FY25 Sub-Contract Request (SCR) and Request to Exceed Standard Consultant Rate (RESC) Guide found on MOVA's eGrants webpage.

**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:



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



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.



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**
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 form 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 information in the Amendment Request form. 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.

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.

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## 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, VSS-2025-MARV-44 requires adjustments.

Your amendment for VSS-2025-MARV-44 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.

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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. 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, VSS-2025-MARV-43 has been approved.

W websites@agatesoftware.com
To ● Igiraneza, Coraly (VWA)                                                  2:29 PM

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Your amendment for VSS-2025-MARV-43 has been approved. No further action is required at this time.

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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 budget amendment request, you will see both the approved forms and new open forms. Only the new forms will be available for editing.
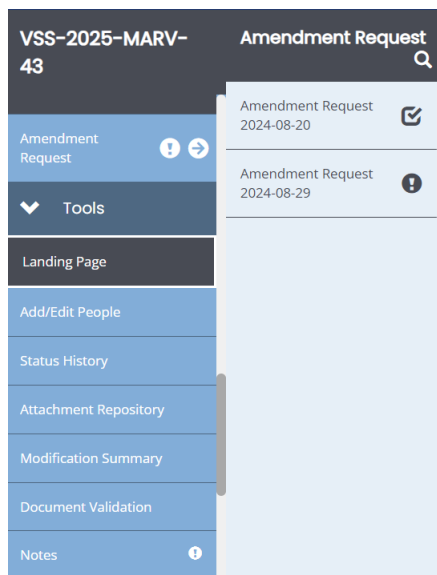


# Conclusion

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

Please direct your questions to your assigned MOVA Program Coordinator or the Grants Administration Specialist, Ashlee Renich-Malek.

**Resources**
- ➢ MOVA's Policies and Procedures
- ➢ MOVA's eGrants webpage