



Requesting a Contract Amendment

Need to adjust the scope, budget or timing of your grant work? You'll need to request an amendment to your contract with DOF.

- 1) Log in to the Secure Access Portal: <https://vaforestry.webgrantscloud.com/>
- 2) From the left-side menu, select **Current Grants**.
- 3) You will see a list of your current grant awards. Click on the grant **ID** to view the grant's components.

Current Grants Search Claims

Current Grants

All active grants are listed below.

Search:

ID	Status	Year	Title	Organization	Program Area	Funding Opportunity	Duration	Grant Amount
23VTCWTest1		23	Amanda Jones VTCW Test Updated 4/13	Amanda Jones-Tester	U&CF-Urban & Community Forestry	1226-2023 Virginia Trees for Clean Water	02/21/2023 - 10/31/2023	\$1,200.00
								\$1,200.00

Showing 1 to 1 of 1 entries

- 4) In the list shown, select **Contract Amendments**.

Grant Components

The grant forms appear below.

Component	Last Edited
General Information	Apr 13, 2023 3:47 PM - Amanda Jones
VTCW - Virginia Trees for Clean Water Grant Program Application	Feb 23, 2023 9:49 PM - Amanda Jones
Status Reports	
Claims	
Contract Amendments	
Site Visits	

- 5) Click on the green **+Add Amendment** button.

6) Enter the general information about your request then click the green **Save Form** button.

7) You will return to the Amendment Details list. Click on the **Amendment Form**.

8) Provide a more detailed explanation for your request and specify the contract adjustments needed then click the green **Save Form** button. This statement will be reviewed by DOF program staff.

- 9) Next, you can upload any documentation to support your request, but this is optional. To upload electronic files, select the green **+Add New Attachment** button in the Documentation section.
- 10) Once all your documents are uploaded, click to orange **Mark as Complete** button.

Amendment ✓ Mark as Complete Edit Form

Amendment Justification*:
This is the reason we need a time extension. We plan to have the project completed within this new timeline.

Last Edited By: Amanda Jones-Tester - Apr 19, 2023 4:12 PM Edit Form

Documentation ✓ Mark as Complete + Add New Attachment

Description	File Name	Type	Size	Upload Date	Delete
No files attached.					

Last Edited By: Amanda Jones-Tester - Apr 19, 2023 4:12 PM

- 11) You will return to the Amendment Details list. Click the orange **Submit Amendment** button. Your request will be reviewed by DOF staff. If approved, the impacted documents will be sent to you for updating.