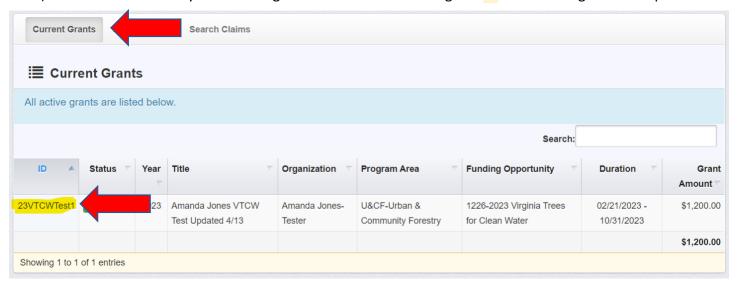


Requesting a Contract Amendment

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/
- 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.

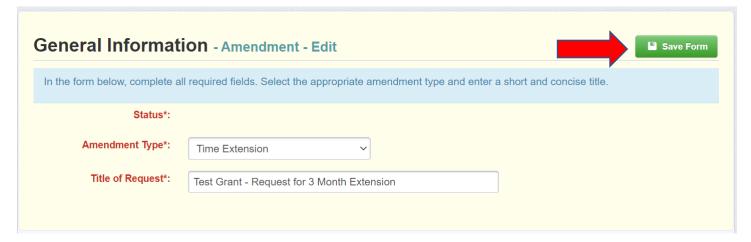


4) In the list shown, select Contract Amendments.

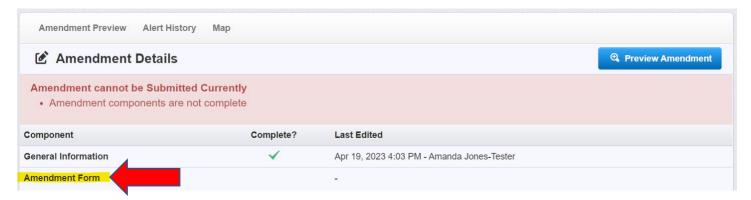


5) Click on the green **+Add Amendment** button.

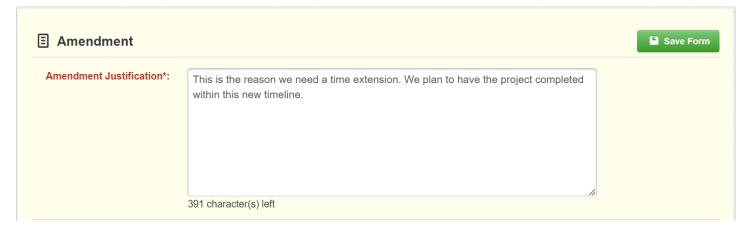
6) Enter the general information about your request then click the green **Save Form** button.



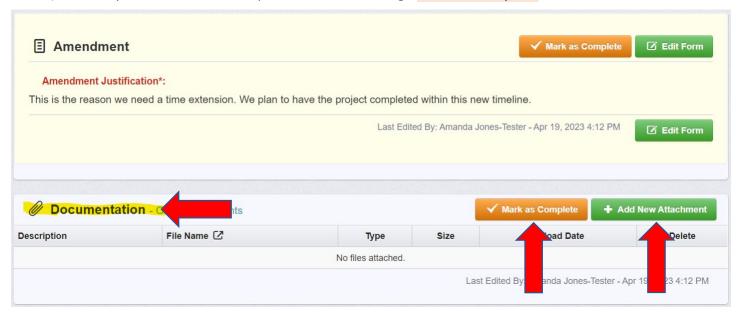
7) You will return to the Amendment Details list. Click on the **Amendment Form**.



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.



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.