Modification Request Process in eGMS

When navigating the modification request process in eGMS, you must first identify the category of modification that applies to the request and gather all necessary documentation for the modification request. To aid in this process, the chart below indicated the modification category and the required documentation. The documentation must be readily available prior to initiation the process in eGMS.

Modification Type	Qualifications	Needed Documentation
Category 1	• Requests for extension of project date(s) • Requests to modify the grant goals to be accomplished by less than 10% • Requests to revise the budget by moving project costs between line items	• Letter from the LUG • Letter project engineer/architect • Revised budget, if adjusted

Category 2	• Requests to revise the budget by moving more than 10% of the project costs between line items
	• Requests to modify the grant goals to be accomplished by more than 10%
		• Letters from the LUG and engineer/architect
		• Revised budget, if adjusted
		• Public hearing held to inform citizens of proposed changes
		  • Ad proof of publication published at least ten (10) days in advance
		  • Public hearing minutes
		  • Sign in sheets
		  • Statement by LUG regarding resolution of any citizen complaints received.

Category 3	• Requests to change the project location or participants • Requests for additional grant funding (if awarded less than maximum grant amount)	• Letters from the LUG and engineer/architect • Revised budget, if adjusted • Public hearing documentation • Adopted resolution of governing board to submit the modification request for approval

The following are the steps to be followed in the Indiana Grants Management System

Step 1: **Find Widget on the Grant Administration Page**

➢ Located the widget on the Grant Administration Page
➢ Click on "New" to start a new process.
➢ Select "CDBG Modification" from the options available.
➢ Click "Next" to proceed to the next step.

Step 2: Completing the Pop-up "New Grant Modification: CDBG Modification"

➢ Under "Modification Type," select Category 1, 2, or 3.
➢ Select the "Modification Sub-type"
➢ Fill in the Prior Start Date, Prior End Date, Modified Start Date, and Modified End Date (If applicable)
➢ Fill in the "Finance" section with Total Amount, Total Funds Released, Grant Award Balance, Mod Change Amount, and Prior Total Grant Award (If applicable)

Click "Save". It's important to note that simply saving the modification will automatically submit the request, but the process is not complete until the necessary documents are uploaded to the file section within the modification in Step 3.

Step 3: Documentation Upload

➢ After saving, locate the modification on the widget.
➢ Click into the modification to access it.
➢ Upload all necessary documents to the file section.