

Grant Recipient Initiated Amendment Process

May 14, 2025



U.S. Department of Transportation
Federal Motor Carrier Safety Administration



Objectives

- At the end of this session, you will understand how to:
 - ✓ Access GrantSolutions amendment module
 - ✓ Create and submit an amendment
 - ✓ Complete an amendment
 - ✓ Return an amendment
 - ✓ Edit/Delete an amendment

Agenda

- **Amendment Process Overview**
 - What, Why, and When?
- **Manage Amendments**
 - GrantSolutions login and Grants List
- **Create and Submit**
 - Grant Recipient role
- **Complete**
 - Grantor role
- **Return and Edit/Delete**
 - Grantor and Grant Recipient roles
- Q&A

Amendment Process Overview



Amendment Process Overview



Grant recipient contacts the FMCSA division office/HQ program division to discuss amendment.**

Draft *FMCSA Amendment Request Template* and associated documentation is routed to the division office, the regional service center, and the state programs division.**

Once the programmatic review is complete, the grant recipient creates/ submits the formal amendment in GrantSolutions.

The Grants Management Office (GMO) reviews and approves the amendment in GrantSolutions, the updated Notice of Grant Agreement (NGA) is issued.

Amendment Process Overview

What???

- New process is a supplement to the current process.
- Grant Recipients will no longer submit formal amendment requests directly to their assigned Division Office or Program Official.
- Grant Recipients will create and submit amendment request through the GrantSolutions Grants Management System.

Amendment Process Overview

Why???

- Streamline the process
- Adhere to federal regulation (2 CFR 200.308(d))
- Standard timeframe: Most federal agencies aim to respond to grantee requests within 30 days. **
- Transparency

****Please Note: Complex requests may take longer.** If a request is particularly intricate or requires extensive review, the response time might exceed 30 days.

Amendment Process Overview

When???

- **Effective Date: July 01, 2025**
- Starting on 07/01/2025, it will be mandatory for **formal** amendment requests to be submitted via GrantSolutions. All formal amendment requests sent directly to the FMCSA Division offices and HQ Program Divisions after the effective date will be returned.

Manage Amendments



Manage Amendments

The screenshot shows a web browser window with the URL <https://www.grantsolutions.gov/services/>. The page header includes the GrantSolutions logo (PARTNERS IN INNOVATION) and the text "Federal Motor Carrier Safety Administration Headquarters Office". A user profile icon with "TN" is visible in the top right. A blue banner at the top left says "Welcome" and "Username:". The main heading is "GrantSolutions Services". Below this, three service icons are displayed: "BI Dashboard" (a chart icon), "GMM" (a document icon with a star and ribbon, circled in red with an arrow pointing to it), and "RDI" (a laptop icon).

Manage Amendments

The screenshot shows a web browser window with the URL <https://www.grantsolutions.gov/services/>. The page header includes the GrantSolutions logo, the text "Federal Motor Carrier Safety Administration Headquarters Office", and a user profile icon labeled "TN". A modal dialog titled "Please choose a version of GMM" is displayed in the center. The dialog contains two options: "GMM (Classic view)" and "GMM". The "GMM (Classic view)" option is highlighted with a red rectangular border. Below this option is a red arrow pointing to a blue link that says "Go to GMM (Classic view)". The "GMM" option has a blue button labeled "Go to GMM".

Please choose a version of GMM

GMM (Classic view)
The classic experience of GrantSolutions Grants Management.

GMM
A new, intuitive experience that streamlines the process of grants management.

[Go to GMM \(Classic view\)](#)


Go to GMM

Manage Amendments

My Grants List

The CoE Training Center

[Show Expired Grants](#)

Grant Number:	1Z0CMS331365-01-00
Grant Program:	Childrens Health Insurance Program Reauthorization Act (CHIPRA)
Program Office:	Centers For Medicare and Medicaid Services
Project Title:	CHIPRA Connecting Kids to Coverage - AI/AN
Award Issue Date: 	11/25/2014
Project Period:	09/02/2014 to 09/01/2016

[View NGA](#)

[Grant Notes](#)

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[Manage Amendments](#)



Manage Amendments

Manage Amendments

Grant Number 1Z0CMS331365
Grantee Name The CoE Training Center
Project Title CHIPRA Connecting Kids to Coverage - AI/AN
Project Start Date 09/02/2014
Project End Date 09/01/2016
Last Issued NGA 11/25/2014 [View NGA](#)

Amendment #	Status	Submitted Date	Type	Budget Period	Action
(There are no Amendments found for this Grant.)					



New

Close

Create and Submit



Create and Submit

Select Amendment Type

Grant Number 1Z0CMS331365-1
Project Period 09/02/2014 to 09/01/2016
Budget Period 09/02/2014 to 09/01/2015
Amendment Type

- Extension with Funds (Type 4)
- Extension without Funds (Type 4)
- Revision (Budget) (Type 6)
- Revision (Carryover) (Type 6)
- Revision (Change in Scope) (Type 3)
- Revision (Change of Address) (Type 6)
- Revision (Change of PI/PD) (Type 6)
- Revision (EIN) (Type 6)
- Revision (NoA Other) (Type 6)
- Supplement (Administrative) (Type 3)
- Supplement (Programmatic) (Type 3)

Note: The amendment types shown here are only examples.

Create Amendment

Cancel

Create and Submit

Amendment Types

- Budget Reallocation
- Change in Key Personnel
- End Project Date
- Modification of Activities w/o New Funds
- Other

Create and Submit

GrantSolutions Amendment Application Control Checklist

Post Award Action: Revision (Budget)


Work In Progress (Post Award)


This is your GrantSolutions Application Control Checklist (EACC). You will use the EACC to track the status of your application.






To complete your application electronically, enter information by using the online forms and/or adding attachments (upload/mail-in). Required items are noted by the exclamation point image. If an enclosure has not been verified, a red 'X' image is displayed.

Print Application:

[Original Submission](#)

Applicant	The CoE Training Center
Grant Number	1Z0CMS331365
Application Number	(To be assigned) 
Action	Revision (Budget)
Project Title	CHIPRA Connecting Kids to Coverage - AI/AN



Online Forms	Enclosure(s)	Attachment(s)	Status
SF-424 Application for Federal Assistance Version 2	Enter Online Enter Comments	N/A	
SF-424A Budget Information - Non-Construction	Enter Online Enter Comments	N/A	
Information for the Applicant	Enclosure(s)	Attachment(s)	Status
CMS Amendment Types & Guidance for Submission	View PDF View Original Version	N/A	
Program Narrative	Enclosure(s)	Attachment(s)	Status
Budget Narrative		0 Uploaded Files 0 Mail-in Items	
Additional Information to be Submitted	Enclosure(s)	Attachment(s)	Status
Cover Letter		0 Uploaded Files 0 Mail-in Items	

Amendment Package Status: Work In Progress (Post Award)

Verify Submission

Close

Create and Submit

Online Forms	Enclosure(s)	Attachment(s)	Status
SF-424 Application for Federal Assistance Version 2	Enter Online Enter Comments	N/A	┌
SF-424A Budget Information - Non-Construction	Enter Online Print Completed Enter Comments	N/A	✓
Information for the Applicant	Enclosure(s)	Attachment(s)	Status
CMS Amendment Types & Guidance for Submission	View PDF View Original Version	N/A	┌
Program Narrative	Enclosure(s)	Attachment(s)	Status
Budget Narrative		Uploaded Files Mail-In Items	⚠



In progress or completed. Unless otherwise directed, each item in the kit should have a green check mark before submitting the Amendment. A green check mark does not mean the information is correct, just that data is entered or attached.



It is recommended that you complete this item.



Not started (optional).



The enclosure is not validated (Incomplete).

Create and Submit

Attachments

You may upload file attachments or specify mail-in items for the enclosure below:

Organization Name: The CoE Training Center
Application Number: (To be assigned)
Project Title: CHIPRA Connecting Kids to Coverage - AI/AN
Project Period: 09/02/2014 to 09/01/2016

Enclosure: Budget Narrative
Number of Attachments: 0

Item Description	Type	Review	Action
(Empty)			



Upload Attachment

Add Mail-in Item

Close

Create and Submit

Attachment - Upload

Organization Name: The CoE Training Center

Application Number: (To be assigned)

Project Title: CHIPRA Connecting Kids to Coverage - AI/AN

Project Period: 09/02/2014 to 09/01/2016

*Description:

*Step 1:

Select a file

No file chosen

Step 2:

Press the attach button to have GrantSolutions upload the file. Please allow sufficient time for the file upload to complete. This will vary based upon your connection speed and the size of your file. If the file is successfully uploaded, you will be returned to the attachment list.

Create and Submit

Attachments

You may upload file attachments or specify mail-in items for the enclosure below:

Organization Name: The CoE Training Center
Application Number: (To be assigned)
Project Title: CHIPRA Connecting Kids to Coverage - AI/AN
Project Period: 09/02/2014 to 09/01/2016

Enclosure: Budget Narrative
Number of Attachments: 1

Item Description	Type	Review	Action
Budget Narrative	Upload	Pending	Remove

Upload Attachment

Add Mail-in Item

Close



Create and Submit

SF-424A Budget Information - Non-Construction	Enter Online Print Completed Enter Comments	N/A	✓
Information for the Applicant	Enclosure(s)	Attachment(s)	Status
CMS Amendment Types & Guidance for Submission	View PDF View Original Version	N/A	⌵
Program Narrative	Enclosure(s)	Attachment(s)	Status
Budget Narrative		1 Uploaded Files 0 Mail-in Items	✓
Additional Information to be Submitted	Enclosure(s)	Attachment(s)	Status
Cover Letter		0 Uploaded Files 0 Mail-in Items	⌵

Amendment Package Status: Work In Progress (Post Award)



Verify Submission

Close

Create and Submit

GrantSolutions Amendment Submission Verification

You are about to submit the following application:

Applicant	The CoE Training Center
Grant Number	1Z0CMS331365
Project Title	CHIPRA Connecting Kids to Coverage - AI/AN
Action	Revision (Budget)

Online Forms

SF-424A Budget Information - Non-Construction

Program Narrative

Budget Narrative

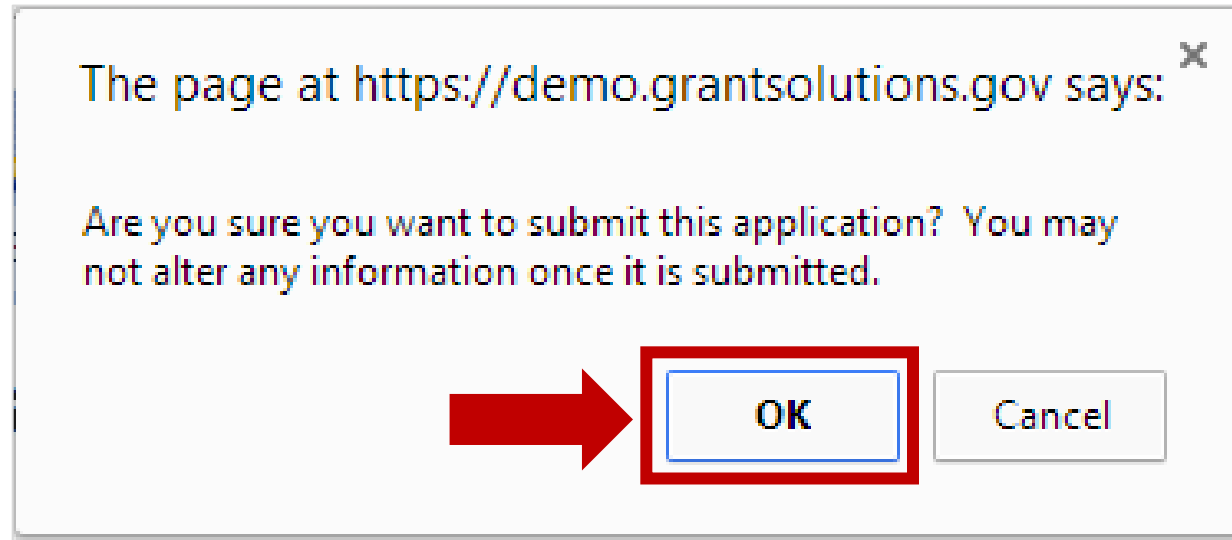
---- (Upload) Budget Narrative



Final Submission

Cancel

Create and Submit



Create and Submit

Amendment Status Confirmation

Grants has marked the following application as submitted:

* Please submit signed copies of forms if you have been instructed by your program or grant office.

Office of Acquisitions and Grants Management
7500 Security Boulevard
Baltimore, MD 21244

Applicant	The CoE Training Center
Grant Number	1Z0CMS331365
Project Title	CHIPRA Connecting Kids to Coverage - AI/AN
Action	Revision (Budget)
Submitted Date	12/01/2014 09:49 AM Eastern Time

Application Details

Items	Item Attachments	
	Type	Date Expected
SF-424A Budget Information - Non-Construction		
Budget Narrative		
Budget Narrative	Upload	N/A



Application Control Checklist

[Amendment Package Status: Submitted \(Post Award\)](#)

Mail-In Package Information: Office of Acquisitions and Grants Management is



Close

Complete



Complete




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Page Help







Grants List [\(Switch to New Experience\)](#) [Advanced Search](#)

Grant Number or FAIN







Organization   

Search within results Search Export Results Hide Columns

1 - 1 of 1 item 50 | 100 | 150 | 200 | 1000

<input type="checkbox"/>		Program Office	Grant Program	1 ▲	Grant Number	2 ▲	Organization	Project Period 3 ▼	Project Period	Project Status	Actions
								Start Date	End Date		
<input type="checkbox"/>	+	Federal Motor Carrier Safety Administration/New Jersey Division Office	Commercial Driver's License Program Improvement (CDLPI)							Amendment Approved (Processing)	     

Actions


     

Manage Assignments

Complete

Manage Amendments


Grant Number: [REDACTED]
Grantee Name: [REDACTED]
Project Title: [REDACTED]
Project Start Date: 09/30/2016
Project End Date: 09/29/2021
Last Issued NGA: 06/28/2018 [\(View NGA\)](#)








Amendment #	Status	Submitted Date	Type	Budget Period	Funds Requested	Funds Approved	Funding Memo Required	Action
							Funding Memo Status	
 [REDACTED]	Submitted (Post Award)	03/06/2020 11:23:39 AM	Change in PI/PD	3 09/30/2018 - 09/29/2019	N/A	N/A	No N/A	View Amendment Return Set Budget Period Grant Notes History Send Message

New

Close

Complete

Application Number (To be assigned) 
Action Modification of Activities without New Funds
Project Title FY2022 HP-ITD Grant Program

Online Forms	Enclosure(s)	Attachment(s)	Status
SF-424A Budget Information - Non-Construction	Enter Online	N/A	
SF-424 Application for Federal Assistance (Version 4.0)	Enter Online	N/A	
Program Narrative	Enclosure(s)	Attachment(s)	Status
Budget Narrative		0 Uploaded Files 0 Mail-in Items	
Project Narrative		0 Uploaded Files 0 Mail-in Items	
Additional Information to be Submitted	Enclosure(s)	Attachment(s)	Status
Amendment Request Template		0 Uploaded Files 0 Mail-in Items	
GrantSolutions Grant Recipient User Account Request Form		0 Uploaded Files 0 Mail-in Items	
Miscellaneous		0 Uploaded Files 0 Mail-in Items	

Amendment Package Status: Received (Post Award Paper Submission)

Application Notes

Verify Submission

Close

Complete

Amendment Package Status: Submitted (Post Award)

Mail-In Package Information: [REDACTED] - Office of Discretionary Grants is currently not expecting to receive a Mail-In Package for this application.

Application Notes

Verify Completion

Close



Complete

GrantSolutions Amendment Completion Verification

You are about to update the status of the following application to "complete":

Applicant	[REDACTED]
Grant Number	[REDACTED]
Project Title	[REDACTED]
Action	Change in PI/PD
Submitted Date	03/25/2021 05:06 PM Eastern Time

Online Forms

Change Project Director

Mail-In Package Information:

[REDACTED] - Office of Discretionary Grants does not expect to receive a mail-in package for this application.



Final Completion


Cancel

Return and Edit/Delete



Return

Grant Number FM-MHP-0800
Grantee Name North Dakota State University
Project Title FY2023 HP-CMV Grant Program
Project Start Date 09/01/2023
Project End Date 09/30/2025
Last Issued NGA 09/13/2023 ([View NGA](#))

Amendment #	Status	Submitted Date	Type	Budget Period	Funds Requested	Funds Approved	Funding Memo Required	Action
							Funding Memo Status	
MHP2024002085 	Submitted (Post Award)	12/29/2023 11:31:18 AM	Other	1 09/01/2023 - 09/30/2025	N/A	N/A	No N/A	View Amendment Return Set Budget Period Grant Notes History Send Message

Return

Grants List Funding Opportunities Applications Awards Grants Management Insight System Management Online Data Collection Help/Support


Manage Amendments

Grant Number FM-M
Grantee Name North
Project Title FY202
Project Start Date 09/01
Project End Date 09/30
Last Issued NGA 09/13

Enter Return Comments

Applicant:
Application Number:
Grant Number:
Project Title:

Comments

Amendment #	Status	Submitted	Funding Memo Required	Funding Memo Status	Action
MHP2024002085 	Submitted (Post Award)	12/29/2023 AM	No	N/A	View Amendment Return Set Budget Period Grant Notes History Send Message

Edit/Delete

Manage Amendments

Grant Number	1Z0CMS331365
Grantee Name	The CoE Training Center
Project Title	CHIPRA Connecting Kids to Coverage - AI/AN
Project Start Date	09/02/2014
Project End Date	09/01/2016
Last Issued NGA	11/25/2014 (View NGA)

Amendment #	Status	Submitted Date	Type	Budget Period	Action
(To be assigned) 	Work In Progress (Post Award)		Revision (Budget)	1 09/02/2014 - 09	Edit Amendment Delete Amendment Grant Notes History Send Message Set Budget Period

Q&A

GrantSolutions Help Desk

- If you need additional help, the GrantSolutions help desk is available for assistance on all GrantSolutions products and services.
- Hours of Operation: Monday through Friday 7 a.m. – 8 p.m. ET (closed on [Federal holidays](#)).
- Phone: 1.866.577.0771
- Email: help@grantsolutions.gov

