

GovGrants Technology

Early Years and Child Care Services

**FUNDING CHANGE, BUDGET PERIOD CHANGE,
SCOPE OF WORK, TERMS AND
CONDITIONS_AMENDMENTS**

Service Provider Guide

Learning Objectives:

At the end of this GovGrants Tutorial video on Funding Change, Budget Period Change, Scope of Work, Terms and Conditions Amendment, As a Service Provider, you will be able to:

- Pick up a Pending Task and begin working on the Amendments.
- Amend respective Budget Categories and Performance Indicators.
- Review the amended Budget Period, and Terms and Conditions.
- Submit to the Grantor (Region of Peel) changes and await an email notification of a Revised Award, where you will be required to sign the Contract.



Hello HeadOffice5 Training,

This email is to inform you that the amendment request CR-AD-EO21-01-00 for the grant EarlyON_Funding2021 has been created and sent to you. You are requested to complete or acknowledge the amendment request and respond to the Region of Peel.

Amendment Details:

Amendment Type: Scope of Work Change; Budget Period Change; Funding Change; Terms and Conditions Change

Amendment ID: CR-AD-EO21-01-00

Status: Sent to Service Provider

Grant: EarlyON_Funding2021

Program Area: EarlyON

Service Provider: HeadOffice5

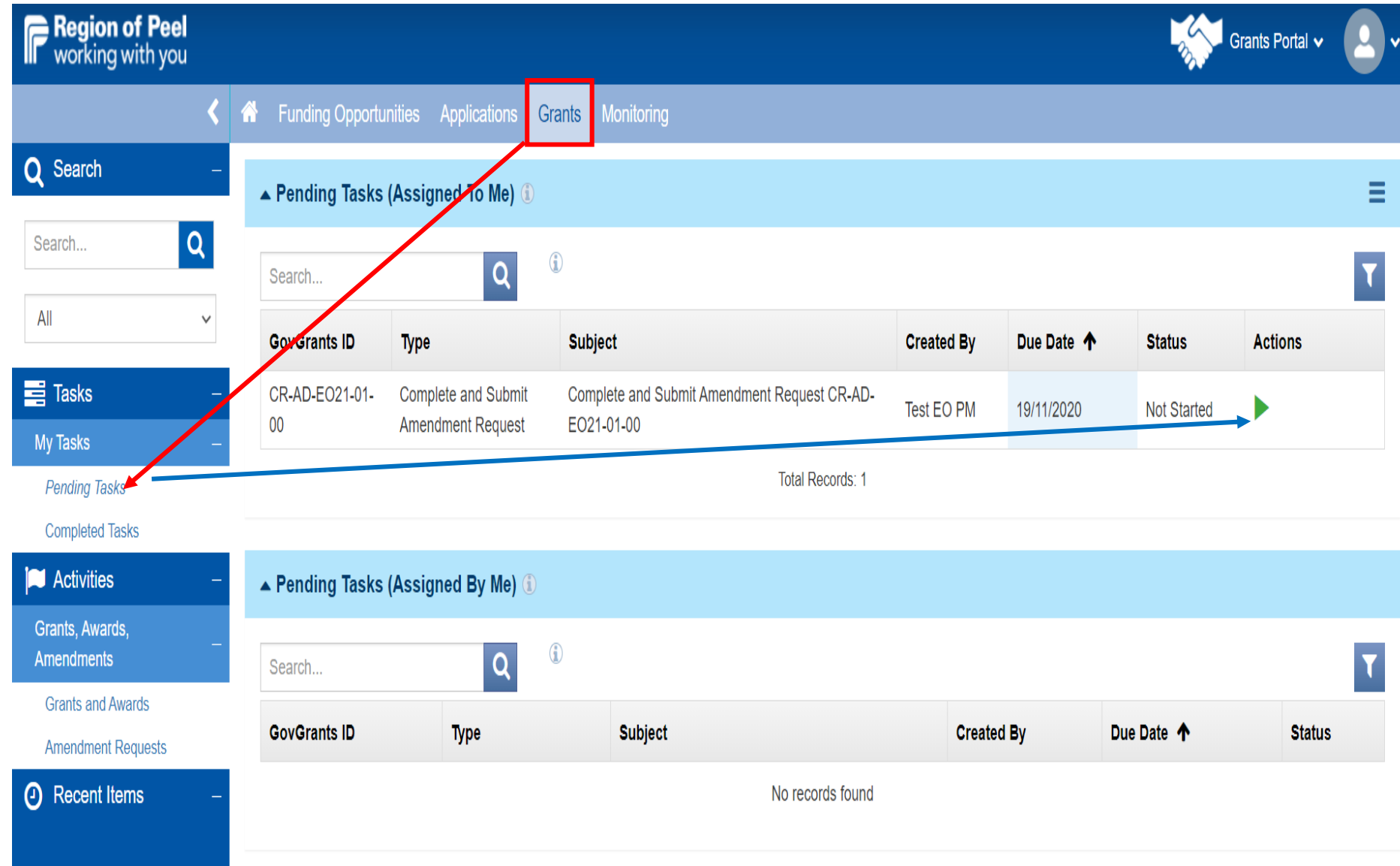
[Log in to GovGrants to complete the task.](#)

Thank you,
Region of Peel

Service Provider's Amendments Completion

Email Notification – Amendment Request

You will get an email notification requesting that you complete the specific task as noted in the **Amendment Details** section. They will log into their GovGrants account to begin working on the task.



Region of Peel working with you

Grants Portal

Funding Opportunities Applications **Grants** Monitoring

Search

Search...

All

Tasks

My Tasks

Pending Tasks

Completed Tasks

Activities

Grants, Awards, Amendments


Grants and Awards

Amendment Requests

Recent Items

▲ Pending Tasks (Assigned to Me)

Search...

GovGrants ID	Type	Subject	Created By	Due Date ↑	Status	Actions
CR-AD-EO21-01-00	Complete and Submit Amendment Request	Complete and Submit Amendment Request CR-AD-EO21-01-00	Test EO PM	19/11/2020	Not Started	

Total Records: 1


▲ Pending Tasks (Assigned By Me)

Search...

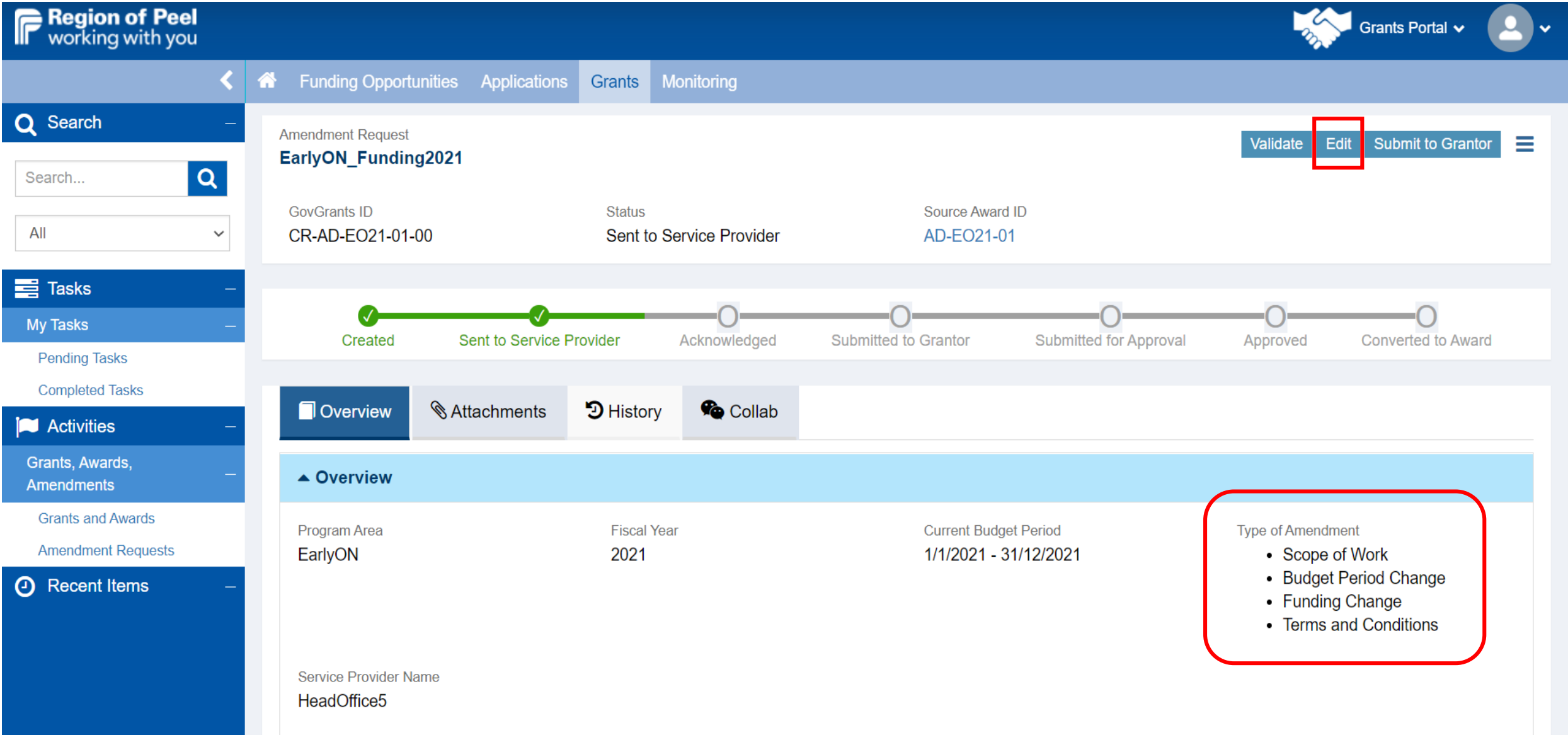
GovGrants ID	Type	Subject	Created By	Due Date ↑	Status
No records found					

Service Provider's Amendments Completion

How-to Pick-up a Pending Task

1. Click on the **Grants Module** from the horizontal pane
2. Click on the **Pending Tasks** from the left navigation pane
3. Click on the green Start icon () under the **Actions** column from the Pending Tasks (Assigned to Me) section

You will be navigated to the Amendments Details page, and will click on the **Edit** page button located at the top or bottom right of the page.



The screenshot displays the 'Grants Portal' interface. The top navigation bar includes the 'Region of Peel' logo, a 'Grants Portal' dropdown, and a user profile icon. The main navigation menu shows 'Funding Opportunities', 'Applications', 'Grants', and 'Monitoring'. A search bar is located on the left side. The main content area displays the 'Amendment Request' details for 'EarlyON_Funding2021'. The 'Edit' button is highlighted with a red box. Below the details is a progress bar showing the status of the request: 'Created' (checked), 'Sent to Service Provider' (checked), 'Acknowledged', 'Submitted to Grantor', 'Submitted for Approval', 'Approved', and 'Converted to Award'. The 'Overview' tab is selected, showing details such as 'Program Area: EarlyON', 'Fiscal Year: 2021', and 'Current Budget Period: 1/1/2021 - 31/12/2021'. The 'Type of Amendment' section is also highlighted with a red box, listing options: 'Scope of Work', 'Budget Period Change', 'Funding Change', and 'Terms and Conditions'.

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Grants Portal

Funding Opportunities Applications Grants Monitoring

Search

Search...

All

Tasks

My Tasks

Pending Tasks

Completed Tasks

Activities

Grants, Awards, Amendments

Grants and Awards

Amendment Requests

Recent Items

Amendment Request
EarlyON_Funding2021

Validate **Edit** Submit to Grantor

GovGrants ID: CR-AD-EO21-01-00
Status: Sent to Service Provider
Source Award ID: AD-EO21-01

Created Sent to Service Provider Acknowledged Submitted to Grantor Submitted for Approval Approved Converted to Award

Overview Attachments History Collab

Overview

Program Area: EarlyON
Fiscal Year: 2021
Current Budget Period: 1/1/2021 - 31/12/2021

Type of Amendment

- Scope of Work
- Budget Period Change
- Funding Change
- Terms and Conditions

Service Provider Name: HeadOffice5

Region of Peel working with you | Grants Portal

Funding Opportunities | Applications | Grants | Monitoring

Search

Search... | All

Tasks | My Tasks | Pending Tasks | Completed Tasks

Activities | Grants, Awards, Amendments | Grants and Awards | Amendment Requests













Recent Items

Funding Change

Current Awarded Budget: 487,500.00 | *Funding Change Amount: \$20,000.00 | New Award Amount: \$507,500.00


Budget

* Records are sorted by Row Number ascending order

Budget Category	Award Budget	Spent	Remaining Budget	Revised Award Budget	Actions
Salaries and Benefits	\$338,500.00	\$0.00	\$338,500.00	\$338,500.00	 
Leasing/Rental & TMI	\$100,000.00	\$0.00	\$100,000.00	\$100,000.00	 
Staff Travel Expenses	\$5,000.00	\$0.00	\$5,000.00	\$5,000.00	 
Program Related Supplies and Resources	\$28,000.00	\$0.00	\$28,000.00	\$28,000.00	 
Repairs and Maintenance Expenses	\$10,000.00	\$0.00	\$10,000.00	\$10,000.00	 
Professional Development and Training	\$6,000.00	\$0.00	\$6,000.00	\$6,000.00	 
Total	\$487,500.00	\$0.00	\$487,500.00	\$487,500.00	

Service Provider's Amendments Completion

1. FUNDING CHANGE AMENDMENT

- To Adjust the Budget Categories:
- Click the **Edit** () icon under the actions budget category that you wish to adjust.
- In the pop-up modal window enter in the Revised Award Budget field/box the amount you want to allocate (*in this example the entire \$20,000.00 was applied to the Repairs and Maintenance Expenses*)
- Click on the **Save** button in the modal window. If it does not close, click on the "x"

Edit


Fields marked as * are required

Budget Category





Category Name
Repairs and Maintenance Expenses

Budget Category Details

Award Budget: 10,000.00

Revised Award Budget: 

Save

Repairs and Maintenance Expenses	\$10,000.00	\$0.00	\$10,000.00	\$10,000.00	 
Professional Development and Training	\$6,000.00	\$0.00	\$6,000.00	\$6,000.00	 
Total	\$487,500.00	\$0.00	\$487,500.00	\$487,500.00	

You must add the \$20,000 to the award budget (Repairs and Maintenance) amount
 $10000 + 20000 = 30000$

Edit x

Save

Fields marked as * are required

▲ Budget Category

Category Name
Repairs and Maintenance Expenses

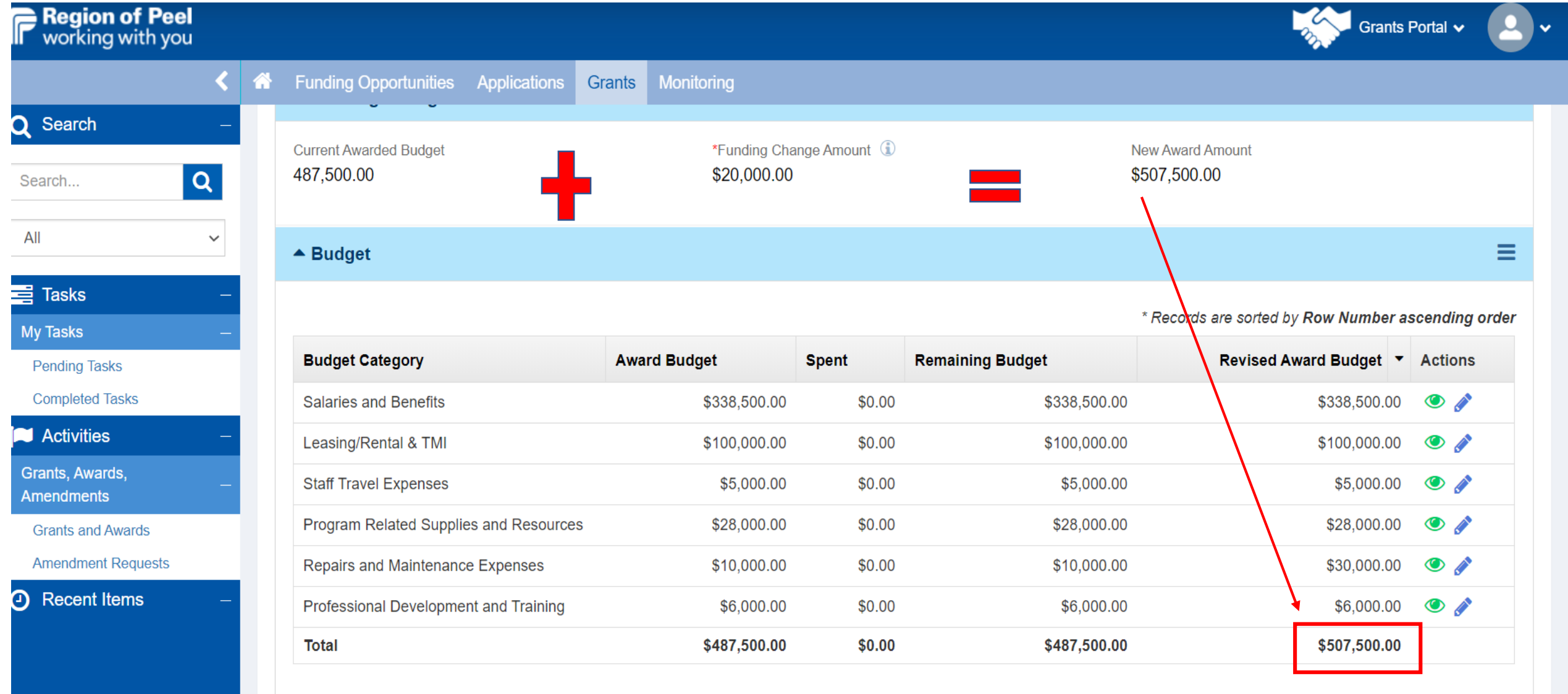
▲ Budget Category Details

Award Budget 10,000.00	Revised Award Budget <input type="text" value="30000"/>
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Save

Total	\$487,500.00	\$0.00	\$487,500.00	\$497,500.00
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Once you have saved the Revised Budget Award Amount, you will see that the Total in the Budget Category for Repairs and Maintenance (10000+ 20000=30000) adds up and matches the New Award Total.



The screenshot shows the Grants Portal interface. At the top, the navigation bar includes 'Funding Opportunities', 'Applications', 'Grants', and 'Monitoring'. A search bar and a dropdown menu are on the left. The main content area displays a summary of budget changes:


Current Awarded Budget 487,500.00 + *Funding Change Amount \$20,000.00 = New Award Amount \$507,500.00

Below this is a 'Budget' section with a table. A red arrow points from the 'New Award Amount' to the 'Revised Award Budget' column in the table. The 'Total' row in the table has its 'Revised Award Budget' value of \$507,500.00 highlighted with a red box.


Budget Category	Award Budget	Spent	Remaining Budget	Revised Award Budget	Actions
Salaries and Benefits	\$338,500.00	\$0.00	\$338,500.00	\$338,500.00	 
Leasing/Rental & TMI	\$100,000.00	\$0.00	\$100,000.00	\$100,000.00	 
Staff Travel Expenses	\$5,000.00	\$0.00	\$5,000.00	\$5,000.00	 
Program Related Supplies and Resources	\$28,000.00	\$0.00	\$28,000.00	\$28,000.00	 
Repairs and Maintenance Expenses	\$10,000.00	\$0.00	\$10,000.00	\$30,000.00	 
Professional Development and Training	\$6,000.00	\$0.00	\$6,000.00	\$6,000.00	 
Total	\$487,500.00	\$0.00	\$487,500.00	\$507,500.00	


BUDGET PERIOD CHANGE


No amendment required for Service Provider





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Grants Portal ▾ 



◀  Funding Opportunities Applications **Grants** Monitoring

 Search

Search... 

All ▾

▲ Budget Period Change

Budget Period Start Date		*Revised Budget Period End Date
01/01/2021		30/11/2021 

Search

Search...

All

Tasks

My Tasks

Pending Tasks

Completed Tasks

Activities

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Grants and Awards

Amendment Requests

Performance Indicator Change

* Records are sorted by Created Date ascending order

GovGrants ID	Performance Indicator	Domain	Category	Unit of Measurement	Previous Year Actual	Target	Actuals	Actions
KPI-0132	Number of Children Served	EarlyON	EarlyON	Number (#)	200.00	200.00	130.00	
KPI-0133	Number of FTEs - Program Staff	EarlyON	EarlyON	Number (#)	2.00	<input type="text" value="3"/>	2.00	
KPI-0138	Number of Referrals made to Families to access Community Support Services	EarlyON	EarlyON	Number (#)	101.00	160.00	140.00	
KPI-0141	Number of Visits Made by Children	EarlyON	EarlyON	Number (#)	200.00	220.00	130.00	

SCOPE OF WORK – PERFORMANCE INDICATOR CHANGE

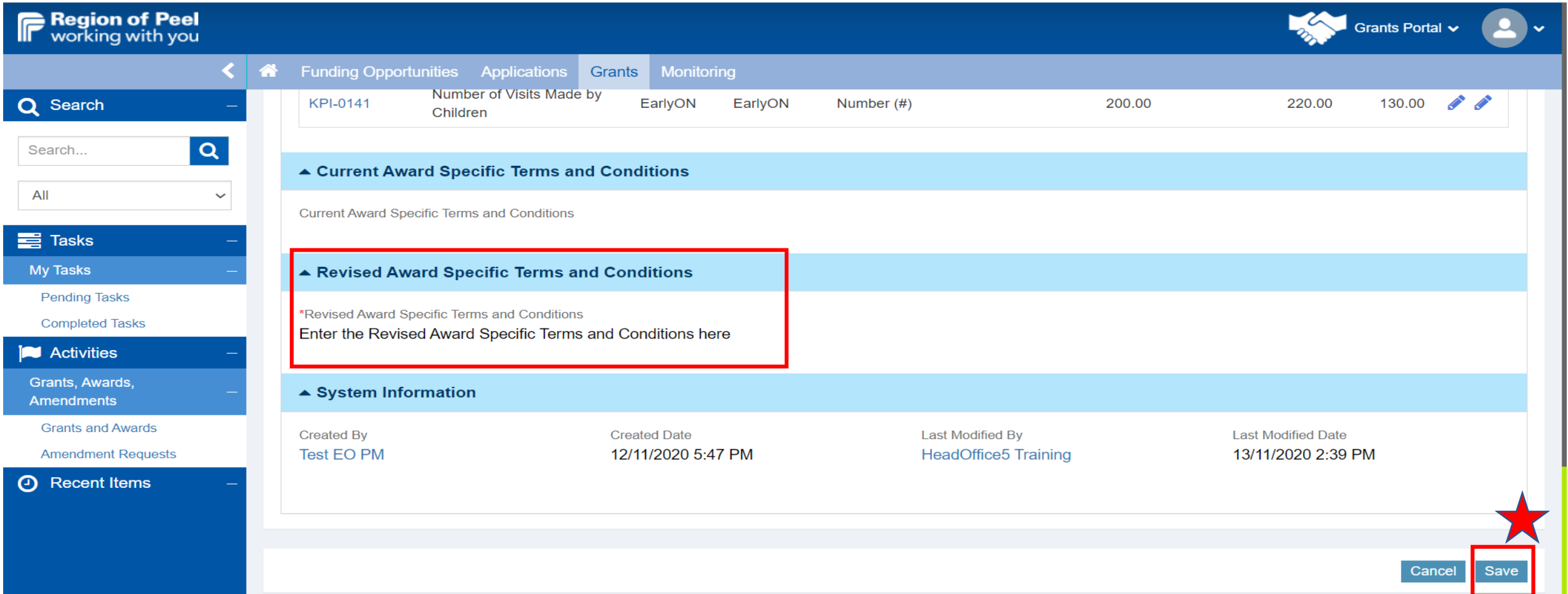
You can make the adjustment by clicking on the edit pencil icon () under the Actions column.

Performance Indicator Change

* Records are sorted by Created Date ascending order

GovGrants ID	Performance Indicator	Domain	Category	Unit of Measurement	Previous Year Actual	Target	Actuals	Actions
KPI-0132	Number of Children Served	EarlyON	EarlyON	Number (#)	200.00	200.00	130.00	
KPI-0133	Number of FTEs - Program Staff	EarlyON	EarlyON	Number (#)	2.00	5.00	2.00	
KPI-0138	Number of Referrals made to Families to access Community Support Services	EarlyON	EarlyON	Number (#)	101.00	160.00	140.00	
KPI-0141	Number of Visits Made by Children	EarlyON	EarlyON	Number (#)	200.00	220.00	130.00	

REVISED AWARD SPECIFIC TERMS AND CONDITIONS



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working with you

Grants Portal

Funding Opportunities Applications **Grants** Monitoring

KPI-0141	Number of Visits Made by Children	EarlyON	EarlyON	Number (#)	200.00	220.00	130.00
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▲ **Current Award Specific Terms and Conditions**

Current Award Specific Terms and Conditions

▲ **Revised Award Specific Terms and Conditions**

*Revised Award Specific Terms and Conditions
Enter the Revised Award Specific Terms and Conditions here

▲ **System Information**

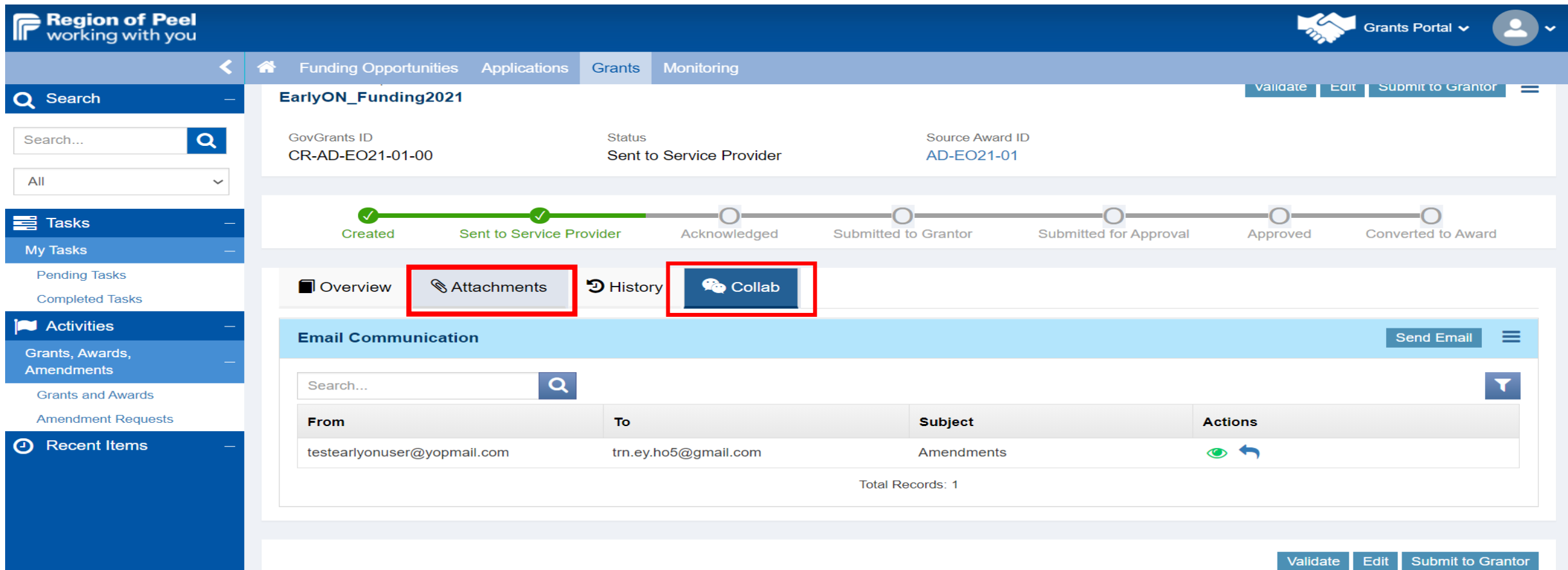
Created By Test EO PM	Created Date 12/11/2020 5:47 PM	Last Modified By HeadOffice5 Training	Last Modified Date 13/11/2020 2:39 PM
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Cancel Save

Please click on the Save button to save all the amendment changes in the Overview Tab.

You can check the **Attachments** Tab and the Collab Tabs.

- From the Collab Tab you can click on the View icon under the Actions column to read the email
- To reply to the email, click on the blue back arrow




The screenshot shows the Region of Peel Grants Portal interface. The top navigation bar includes the logo, 'Grants Portal', and a user profile icon. The main navigation tabs are 'Funding Opportunities', 'Applications', 'Grants', and 'Monitoring'. The current record is 'EarlyON_Funding2021' with GovGrants ID 'CR-AD-EO21-01-00', Status 'Sent to Service Provider', and Source Award ID 'AD-EO21-01'. A progress bar shows the following steps: Created (checked), Sent to Service Provider (checked), Acknowledged, Submitted to Grantor, Submitted for Approval, Approved, and Converted to Award. Below the progress bar, the 'Attachments' and 'Collab' tabs are highlighted with red boxes. The 'Collab' tab is active, showing an 'Email Communication' section with a search bar and a table of records. The table has columns for 'From', 'To', 'Subject', and 'Actions'. The first record is from 'testearlyonuser@yopmail.com' to 'trn.ey.ho5@gmail.com' with the subject 'Amendments'. The 'Actions' column for this record contains a green eye icon and a blue back arrow icon. At the bottom right of the interface, there are buttons for 'Validate', 'Edit', and 'Submit to Grantor'. A red arrow points to the 'Submit to Grantor' button.


Finally, click on Submit to Grantor

In the Confirm message box, click the "Yes" button


Status has changed to Submitted to Grantor/RoP



Region of Peel
working with you



Grants Portal



Funding Opportunities Applications **Grants** Monitoring

Amendment Request
EarlyON_Funding2021

GovGrants ID: CR-AD-EO21-01-00

Status: **Submitted to Grantor**

Source Award ID: AD-EO21-01

Created Sent to Service Provider Acknowledged Submitted to Grantor Submitted for Approval Approved Converted to Award

Overview Attachments History Collab

Overview

Program Area EarlyON	Fiscal Year 2021	Current Budget Period 1/1/2021 - 31/12/2021	Type of Amendment <ul style="list-style-type: none">• Scope of Work• Budget Period Change• Funding Change• Terms and Conditions
Service Provider Name HeadOffice5			

You will receive an email notification regarding the Revised Activated Award

- A new contract will be generated and sent to the Service Provider to review and sign
- Please see document “How to e-Sign a Contract, located on the Service Provider’s external resources
- <https://www.peelregion.ca/children/pdf/E-signature-process.pdf>

Hello HeadOffice5 Training,

This email is to inform you that the award EarlyON_Funding2021 has been activated in GovGrants.

Click here <http://granteeportal-tso3-165aff823b.force.com/a1t1f0000000eun> to view the award details.

Award Details:

Award Number: AD-EO21-02

Award Title: EarlyON_Funding2021

Please do not reply to this email. You may contact the Region of Peel if you have any questions or need assistance.

Thank you,
Region of Peel

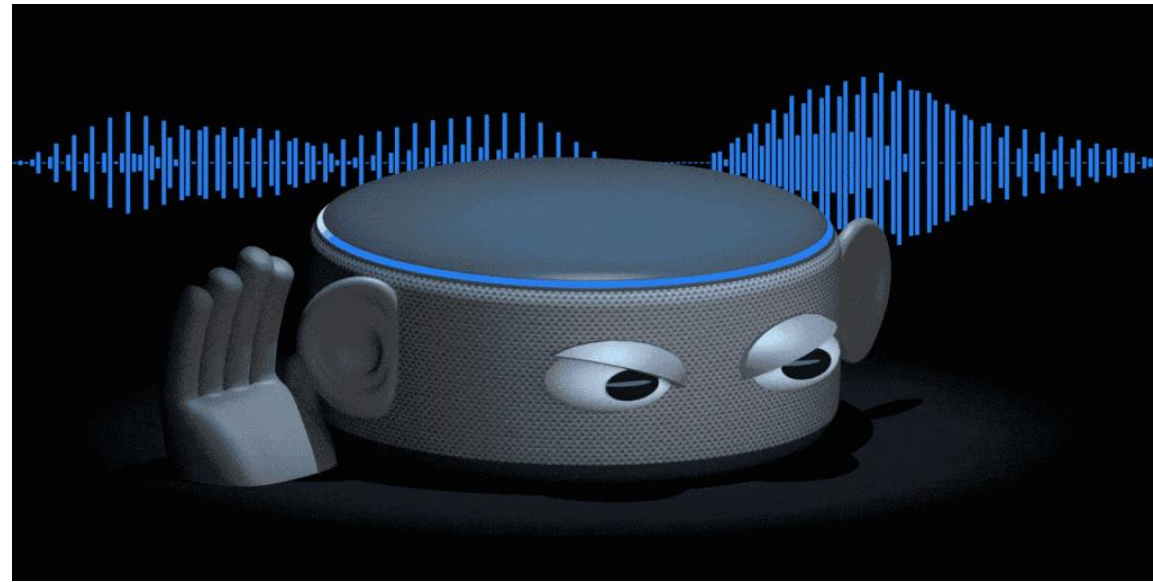
Summary of Combined Amendment Steps:

1. Received an email notification on the Amendments to the existing contract, and logged into your GovGrants Account.
2. Picked up the pending task to begin working on the amendments identified in the email such as, the Performance Indicators and Budget Categories.
3. Reviewed and submitted the changes to the Region of Peel/Early Years Child Care Services.
4. Received an email with a link to the revised Award Contract for signature completion.



Thank you

GovGrants Supports



- Questions about completing Applications, Amendments, Progress & Reconciliation Reports, etc. zzgeycsgovgrantsadmin@peelregion.ca
- Troubleshooting technical errors - zzgeycctechnologysupport@peelregion.ca
- Please include a screenshot of your error. It expedites the troubleshooting process
- GovGrants Resources: <https://www.peelregion.ca/children/operators-and-partners/eycc-funds.asp>