

Amendment Request Guide



HEALTH COMMISSION
SERVING SOUTH SNOHOMISH COUNTY

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Overview

The Amendment Request process is how a grantee can request changing the terms of their current contract.

Examples of terms that can be requested to change include: budget (change to a specific budget category exceeding the 10% change allowable by contract or total grant amount), outcomes, timeline (extending/abbreviating start or end date), and/or requesting to terminate/end contract.

Requests can be made at any point during the current contract term. Requests are reviewed at monthly Program Committee meetings with recommendations reviewed at monthly Board meetings. If approved, a new contract including the updated terms will be generated for signature and changes will be reflected within Fluxx. Because there is a multi-step review process, we recommend requesting changes to your contract at least 6 weeks prior to the end date.

Accessing the Request Renewal:

Log in to your Fluxx account using your email and the password you set up.

user_sessions/new



Verdant Health Commission Grant Portal

Login Now:

Sign in

[Reset or create password](#)

Welcome to the Verdant Health Commission grant portal. If you are interested in applying for funding, please create an organizational profile by clicking the "Create an account now" button below. Please note that you will not be able to edit this information after submitting, so please ensure it is accurately entered. As part of the account creation process, you will also need to answer a series of five questions that determine your eligibility for Verdant funds. After you create your account, you will receive a validation email to confirm your account is set up.

Once established, you will be able to submit applications for funding and if successful, access your contract and reporting documents via your Fluxx profile.

Thank you for setting up your organizational profile. We look forward to getting to know you!

Create an account now



[Privacy Policy](#) [Accessibility](#)

Once you sign in you will be taken to your portal homescreen.

Verdant Health Commission Dashboard

Home - Canva

Amendment Request Guide - U

verdanthealth.fluxx.io/dashboard/index

verdant

HEALTH COMMISSION

Zoe's Pet Palace

INFORMATION

Grantee Portal

Apply for Funding

Resources

ORGANIZATIONS (1)

Organizations (1)

PEOPLE (1)

People (1)

REQUESTS (1)

Pending Requests

Requests to Edit or Renew

Submitted Requests (1)

GRANTS (2)

Active (1)

Closed (1)

REPORTS

Reports Due

Reports to Edit

Submitted Reports

PAYMENTS (1)

Scheduled Payments (1)

Payments Paid

FLUXX

Welcome to the Grantee Portal!

From this webpage, you can . . .

- Submit a proposal for funding
- Track the status of your pending proposal
- Review your current grants and report due dates
- Request Year 2 and 3 Contract Renewals
- Submit reports
- Monitor grant payments

HOW TO USE THE PORTAL

The menu on the left hand side of the screen contains tabs. Each tab contains sections underneath it. Clicking on each section allows you to access the info outlined below.

Training videos are embedded for each tab, or you can view a compilation of all Verdant's Grant Portal videos here: [Training Video Compilation](#)

INFORMATION

[Information Overview Video](#)

- Grantee Portal
 - Return to this landing page.
- Apply for Funding
 - Create a new application for funding. Please note: Draft proposals will not auto-save. Use the buttons defined below to ensure your progress is not lost.

Button Clicked

Result

Save and Continue

Use often to routinely save your work and return to the proposal screen.

Save and Close

Use when you are done working on the proposal, either for the day or because you are ready to submit.

Submit

Use to submit your completed proposal to Verdant for review. You must click "Save and Close" for the "Submit" button to appear.

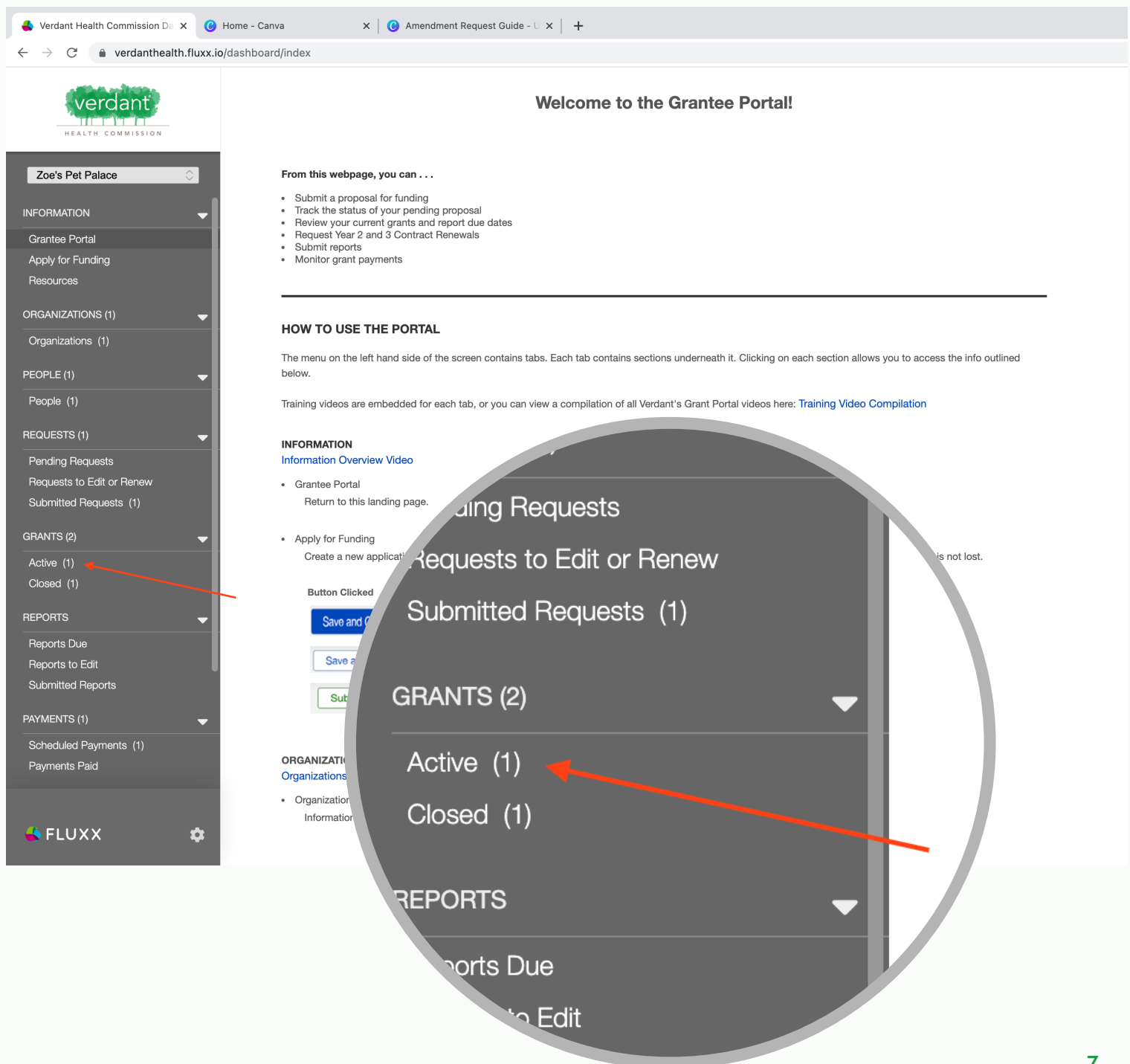
ORGANIZATIONS

[Organizations Overview Video](#)

- Organizations
 - Information including your organization's address, phone number, tax ID, and more can be updated here.

6

Select "Active" under the "Grants" tab if you would like to submit an amendment.



Select the Grant Request which you are requesting an amendment.

The screenshot displays the 'danthealth.fluxx.io/dashboard/index' page. On the left sidebar, a search bar is present. Below it, a list of grant requests is shown. One entry, 'Zoe's Pet Palace', is highlighted in a light green box. A red arrow points from this entry to the main content area. The main content area features a green header for 'Zoe's Pet Palace' with the ID 'G-202201-00142' and 'Amount Recommended: \$5,000.00'. Below this, a 'Status' section shows 'Granted'. A 'Table of Contents' section lists links for 'Organization Information', 'Program Details', 'Budget', 'Outcomes', 'Acknowledgment', and 'Documents'. The 'Organization Information' section is expanded, showing 'Organization: Canva', 'Primary Contact', and 'Primary Sign'. A large circular magnifying glass is overlaid on the bottom right, focusing on the 'Zoe's Pet Palace' entry in the sidebar. A red arrow points from the magnified entry to the 'Request Amendment' button in the top right corner of the main content area.

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danthealth.fluxx.io/dashboard/index

Search...

Zoe's Pet Palace
ID: G-202201-00142
Project Title: Test
Amount Awarded: \$5,000.00

Zoe's Pet Palace
Test

ID: G-202201-00142 Amount Recommended: \$5,000.00

Status **Granted**

▼ Table of Contents

Organization Information
Program Details
Budget
Outcomes
Acknowledgment
Documents

▼ Organization Information

Organization:
Canva

Primary Contact *

Primary Sign

Does th

Search...

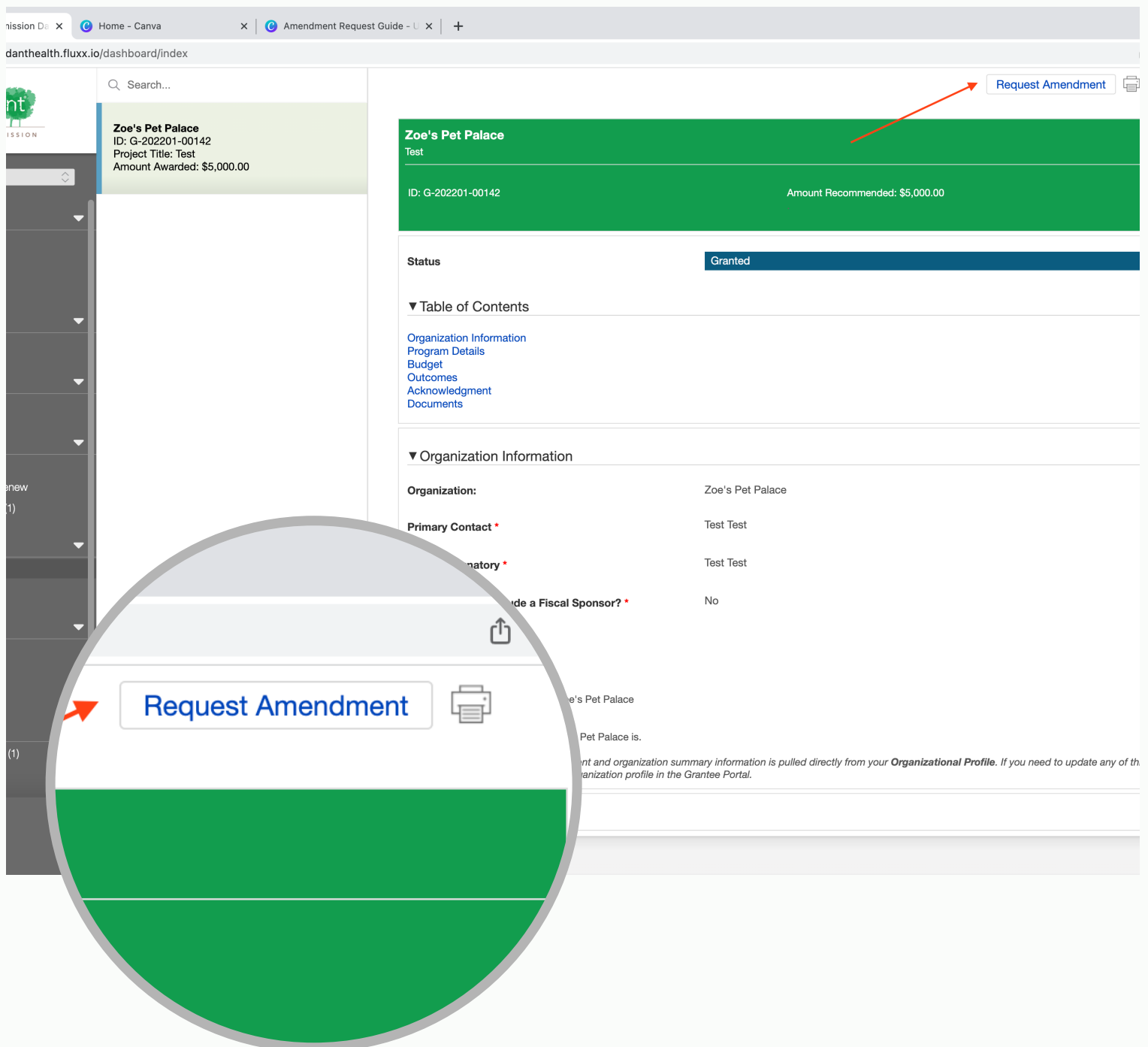
Zoe's Pet Palace
ID: G-202201-00142
Project Title: Test
Amount Awarded: \$5,000.00

Request Amendment

1 - 1 of 1

8

Hit the "Request Amendment" button in the top right corner to begin your Amendment Request.



Select "Amendment" on the pop up.

The screenshot shows a web browser window with a tab titled 'Amendment Request Guide'. The main content area displays a grant details page for 'Zoe's Pet Palace'. A 'Request Amendment' pop-up is overlaid on the page, with a red arrow pointing to the 'Amendment' link within the pop-up. The background page includes a sidebar with a search bar and a 'Request Amendment' button. The main content area has a green header for 'Zoe's Pet Palace' and a table of contents with links to 'Organization Information', 'Program Details', 'Budget', 'Outcomes', 'Acknowledgment', and 'Documents'. The 'Organization Information' section is expanded, showing fields for 'Organization', 'Primary Contact', 'Primary Signatory', and 'Does this grant include a Fiscal Sponsor?'. The 'Mission Statement' and 'Organization Summary' sections are also visible.

Canva x | Amendment Request Guide - U x | +

board/index

Search...

Request Amendment

Zoe's Pet Palace

Test

ID: G-202201-00142

Request Amendment

Amendment

Status

Granted

▼ Table of Contents

Organization Information

Program Details

Budget

Outcomes

Acknowledgment

Documents

▼ Organization Information

Organization:

Zoe's Pet Palace

Primary Contact *

Test Test

Primary Signatory *

Test Test

Does this grant include a Fiscal Sponsor? *

No

Mission Statement:

This is the mission statement for Zoe's Pet Palace

Organization Summary:

This is a short summary of who Zoe's Pet Palace is.

Note: Please note the mission statement and organization summary information is pulled directly from your **Organizational Profile**. If you need to update any of this information, you can do so via your organization profile in the Grantee Portal.

▼ Program Details

1 - 1 of 1

Filling Out Amendment Request:

The Amendment instructions are located in the green text box at the top of the form. Indicate the amendment(s) you are requesting by filling out the different sections of the form. You only need to fill out the sections for which you are requesting an amendment.

Zoe's Pet Palace

Test

Grant ID: G-202201-00142 Amendment ID: 39347708
Status: New Created: April 09, 2022

Please indicate the change(s) you are requesting to your current contract terms and provide a brief explanation as to why these change(s) are necessary. Please note that all amendment requests are reviewed at Verdant's monthly Board meetings. We will communicate the Board's decisions following the meetings. For approved amendment requests, we will generate a new contract document for signature via DocuSign.

Amendment Information

Requested New Start Date
4/1/2022

Requested New End Date
3/31/2023

Requested New Award Total
\$5,000.00

Budget Reallocation Request
Please fill out to request a reallocation of remaining grant funds between budget line items.

Organization Summary:
This is a short summary of who Zoe's Pet Palace is.

Save

Request New Start Date:

To request a new start date, select the calendar icon in the text box under "Request New Start Date".

The screenshot displays the Verdan Health Commission dashboard with a sidebar menu on the left containing sections like INFORMATION, ORGANIZATIONS, PEOPLE, REQUESTS, GRANTS, REPORTS, and PAYMENTS. The main content area shows details for 'Zoe's Pet Palace' (ID: G-202201-00142, Project Title: Test, Amount Awarded: \$5,000.00). A 'Request Amendment' modal is open, showing the 'Amendment Information' section. This section includes fields for 'Requested New Start Date' (4/1/2022) and 'Requested New End Date' (3/31/2023), both with calendar icons. A red arrow points to the calendar icon for the 'Requested New Start Date' field. Below this, there is a 'Budget Reallocation Request' section with a text area for explanation. Another red arrow points to a calendar icon in a text box within this section. The modal also displays the Grant ID (G-202201-00142), Amendment ID (39347708), and Status (New). A 'Save' button is at the bottom right of the modal.

Using the drop downs, select the month and the year of your new start date. Then, select the day by clicking the number on the calendar.

The screenshot displays the Verdan Health Commission dashboard with the 'Request Amendment' modal open. The modal shows the 'Requested New Start Date' as 4/1/2022. A calendar is visible, and a dropdown menu for the year is shown, with 2022 selected. The calendar shows the month of April, and the day 1 is highlighted. The year dropdown shows years from 2012 to 2032, with 2022 selected.

Requested New Start Date

4/1/2022

Month: Apr, Year: 2022

Calendar grid (April 2022):

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Year dropdown: 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, **2022**, 2023, 2024, 2025, 2026, 2027, 2028, 2029, 2030, 2031, 2032

Request New End Date:

To request a new end date, select the calendar icon in the text box under "Request New End Date". Then, repeat the instructions on page 13 to select your new end date.

Verdant Grant Management System

Search...

Zoe's Pet Palace
ID: G-202201-00142
Project Title: Test
Amount Awarded: \$5,000.00

Request Amendment

Please indicate the change(s) you are requesting to your current contract terms and provide a brief explanation as to why these change(s) are necessary. Please note that all amendment requests are reviewed at Verdant's monthly Board meetings. We will communicate the Board's decisions following the meetings. For approved amendment requests, we will generate a new contract document for signature via DocuSign.

Amendment Information

Requested New Start Date
08/01/2022

Requested New End Date
3/31/2023

Requested New Award Total
\$5,000.00

Budget Reallocation Request
You will need to request a reallocation of remaining grant funds between budget line items.

Save

Summary information is pulled directly from your **Organizational Profile**. If you need to update any of this the Grantee Portal.

Request New Award Total:

To request a new award total, enter the new award total into the text box under "Request New Award Total". Total budget amount change requests are typically requests to reduce the overall award and associated monthly payments.

The screenshot displays the Verdan Health Commission dashboard with the 'Request Amendment' form open for 'Zoe's Pet Palace'. The form includes fields for 'Requested New Start Date' (08/01/2022), 'Requested New End Date' (07/01/2022), and 'Requested New Award Total' (\$7,000.00). A red circle highlights the 'Requested New Award Total' field, and a red arrow points to it. The 'Budget Reallocation Request' section is also visible, with a red arrow pointing to the 'Requested New Award Total' field. The form includes a 'Save' button and a 'Request Amendment' button.

Verdan Health Commission

Search...

Zoe's Pet Palace
ID: G-202201-00142
Project Title: Test
Amount Awarded: \$5,000.00

Request Amendment

Please indicate the change(s) you are requesting to your current contract terms and provide a brief explanation as to why these change(s) are necessary. Please note that all amendment requests are reviewed at Verdan's monthly Board meetings. We will communicate the Board's decisions following the meetings. For approved amendment requests, we will generate a new contract document for signature via DocuSign.

Amendment Information

Requested New Start Date
08/01/2022

Requested New End Date
07/01/2022

Requested New Award Total
\$7,000.00

Budget Reallocation Request
Please fill out to request a reallocation of remaining grant funds between budget line items.

Save

Zoe's Pet Palace is.

statement and organization summary information is pulled directly from your **Organizational Profile**. If you need to update your organization profile in the Grantee Portal.

Budget Reallocation Request:

For a budget reallocation request, describe in the text box below "Budget Reallocation Request" how your remaining budget will be relocated between application budget line items.

The screenshot shows a 'Request Amendment' form with the following sections:

- Amendment Information**
 - Requested New Start Date: 08/01/2022
 - Requested New End Date: 07/01/2022
 - Requested New Award Total: \$7,000.00
- Budget Reallocation Request** (highlighted with a red circle and an arrow)
 - Please fill out to request a reallocation of remaining grant funds between budget line items.*
 - Rich text editor with formatting options (Bold, Italic, Underline, etc.)
- Outcome Adjustment Request**
 - Rich text editor with formatting options
- Request to Terminate Contract**
 - Checkbox (unchecked)
- Amendment Request Justification**
 - Text area for justification

At the bottom right is a 'Save' button. Below the form, an 'Organization Summary' section is partially visible, stating: 'This is a short summary of who Zoe's Pet Palace is.'

Outcomes Adjustment Request:

For an Outcomes Adjustment Request, describe in the text box below "Outcomes Adjustment Request" the changes to your outcomes.

The screenshot shows a 'Request Amendment' form with the following sections:

- Requested New Award Total:** \$7,000.00
- Budget Reallocation Request:** Please fill out to request a reallocation of remaining grant funds between budget line items. This section includes a rich text editor with formatting options (Bold, Italic, Underline, Strikethrough, Bulleted List, Numbered List, Indent, Outdent) and undo/redo buttons.
- Outcome Adjustment Request:** This section is highlighted with a red circle. It also includes a rich text editor with the same formatting options and undo/redo buttons. A red arrow points to this section from the left sidebar.
- Request to Terminate Contract:** A checkbox that is currently unchecked.
- Amendment Request Justification:** This section includes a rich text editor with the same formatting options and undo/redo buttons.

A 'Save' button is located at the bottom right of the form.

Request to Terminate Contract:

To request a termination of the contract, check the box to the right of "Request to Terminate Contract".

The screenshot displays a web interface for managing contracts. It features three main sections, each with a rich text editor toolbar (containing icons for bold, italic, underline, strikethrough, bulleted list, numbered list, link, and unlink) and a text area below it:

- Outcome Adjustment Request**: The first section.
- Request to Terminate Contract**: The second section. The text "Request to Terminate Contract" is circled in red, and a small pink checkbox to its right is checked. A red arrow points to this checkbox.
- Amendment Request Justification**: The third section.

At the bottom right of the interface is a "Save" button. Below the form sections is a "Summary" section with the heading "Summary:" and the text "a short summary of who Zoe's Pet Palace is."

Once all your requested amendments have been identified, use the text box beneath "Amendment Request Justification" to explain why you are requesting the amendment(s).

Request Amendment

Outcome Adjustment Request

Request to Terminate Contract ☒

Amendment Request Justification

Amendment Documents

DOCUMENTS

Save

Organization Summary:
This is a short summary of who Zoe's Pet Palace is.

Upload any documents associated with your amendment request by selecting the green plus icon under "amendment documents".

The image shows a web form titled "Request Amendment" with a "Request Amendment" button in the top right corner. The form includes several sections: "Amendment Request Justification" with a rich text editor, "Amendment Documents" with a table for uploading documents, and "Old Information" with a dropdown menu. A magnified circular inset focuses on the "Amendment Documents" section, specifically highlighting a green plus icon in the "DOCUMENTS" column, with a red arrow pointing to it. The table has a header row with "DOCUMENTS" and a green plus icon. Below the table is a "Save" button.

Request Amendment

Amendment Request Justification

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Amendment Documents

DOCUMENTS

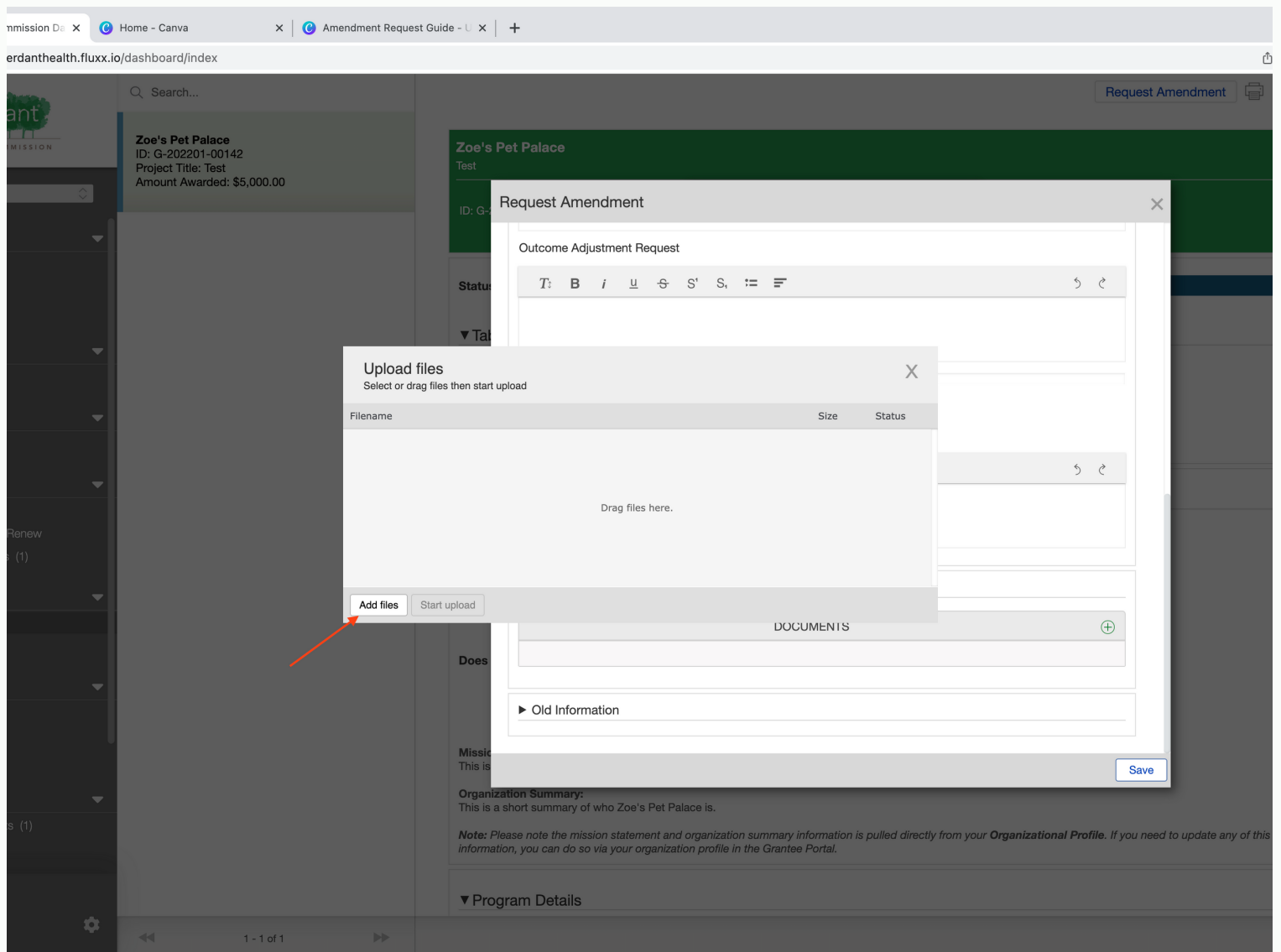
Old Information

Save

Organization Summary:
This is a short summary of who Zoe's Pet Palace is.

Note: Please note the mission statement and organization summary information is pulled directly from your **Organizational Profile**. If you need to update any of

An "Upload Files" pop up will appear. Select add files. You will then select the file you wish to add in your computer and double click on it to upload it to Fluxx.



Hit "Start Upload" and wait for your file to be completely uploaded by watching for the "Upload Complete" in the bottom left corner.

The image displays two sequential screenshots of a web application's file upload interface. The background shows a form titled "Outcome Adjustment Request" with a rich text editor and a "DOCUMENTS" section.

Top Screenshot: An "Upload files" modal is open. It contains a table with the following data:

Filename	Size	Status
Cover Letter.docx	13 KB	0%

At the bottom of the modal are two buttons: "Add files" and "Start upload". A red arrow points to the "Start upload" button.

Bottom Screenshot: The same "Upload files" modal is shown, but the file's status has changed. The table now shows:

Filename	Size	Status
Cover Letter.docx	13 KB	100%

Below the table, a message "Upload Complete!" is displayed. A red arrow points to this message.

Hit the "X" in the top left hand corner. The pop up will close and your document will appear under "Amendment Documents".

Upload files
Select or drag files then start upload

Filename	Size	Status
Cover Letter.docx	13 KB	100%

Upload Complete! 13 KB 100%

DOCUMENTS

Amendment Documents

DOCUMENTS
Cover Letter.docx Added by Test Test at 10:04 PM on April 9, 2022

Old Information

Save

Organization Summary:
This is a short summary of who Zoe's Pet Palace is.

Note: Please note the mission statement and organization summary information is pulled directly from your **Organizational Profile**. If you need to update any of this information, you can do so via your organization profile in the Grantee Portal.

Submitting:

If you are finished filling out your Amendment Request, hit "Save"
Your request has now been submitted.

The screenshot displays the 'Request Amendment' form. A large circular callout with a grey border and a magnifying glass icon highlights a 'Save' button. An orange arrow points from the left edge of the callout to the 'Save' button. The background shows the form's content, including a 'Request Amendment' header, a 'Cover Letter.docx' document entry, and a 'Save' button at the bottom right. The form also includes sections for 'Amendment Documents', 'Organization Summary', and 'Program Details'. A note at the bottom states: 'Note: Please note the mission statement and organization summary information is pulled directly from your Organizational Profile. If you need to update any of this information, you can do so via your organization profile in the Grantee Portal.'

mission

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Request Amendment

Save

ational Profile. If you need to update

ification

DOCUMENTS

Cover Letter.docx

Added by Test Test at 10:04 PM on April 9, 2022

Save

Organization Summary:

This is a short summary of who Zoe's Pet Palace is.

Note: Please note the mission statement and organization summary information is pulled directly from your **Organizational Profile**. If you need to update any of this information, you can do so via your organization profile in the Grantee Portal.

Program Details

1 - 1 of 1