

Quick Sheet: Supplement

Audience: Program Office

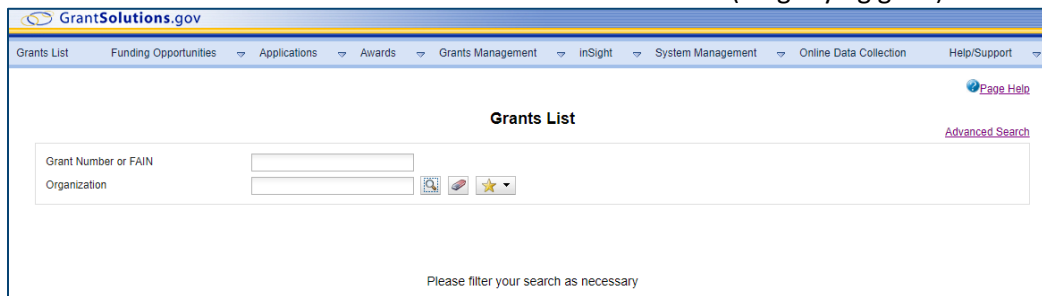
INTRODUCTION

A supplement is a monetary post-award action where additional federal funds are given to a Grant Recipient. This Quick Sheet provides step-by-step instructions for processing a Federal initiated Supplement Amendment.

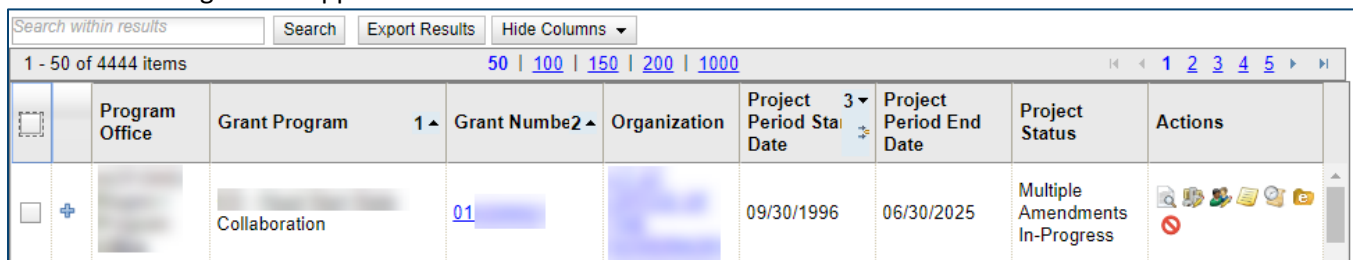
Note: Amendment names and workflow steps may vary by Partner agency. Please refer to an agency's Amendment Workflow document.

SEARCH FOR A GRANT

1. Log into the GrantSolutions Grants Management Module (www.grantsolutions.gov).
2. The "Grant's List" Simple Search screen appears. Enter **search criteria** in at least one field on the Simple or Advanced Search screen and click the **Search** icon (magnifying glass).

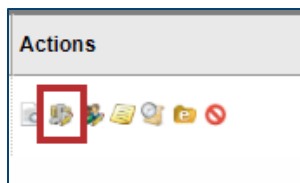


3. Matching results appear in a table below the search fields.



Program Office	Grant Program	Grant Number	Organization	Project Period Start Date	Project Period End Date	Project Status	Actions
Collaboration		01		09/30/1996	06/30/2025	Multiple Amendments In-Progress	[Icons]

4. Locate the desired grant and from the *Actions* column, click the **Manage Amendments** icon.



EDIT FUNDING MEMO

- The “Manage Amendments” screen appears. From the *Action* column, click the **Funding Memo** link.

Manage Amendments

Grant Number
 Grantee Name
 Project Title
 Project Start Date 07/01/2016
 Project End Date 06/30/2021
 Last issued NGA 06/27/2017 [\(View NGA\)](#)

Amendment #	Status	Submitted Date	Type	Budget Period	Funds Requested	Funds Approved	Funding Memo Required	Action
2	Complete (Post Award)	01/30/2019 04:57:38 PM	Supplement 2	07/01/2017 - 06/30/2018	N/A	N/A	Yes	View Amendment Delete Amendment Create Memo Funding Memo View Amendment Budget Worksheet Grant Notes History Send Message

[New](#) [Close](#)

- The “Funding Memo” screen appears with the Amendment in the *Results* Table. From the *Actions* column, click the **Create** link.

Funding Memo

Application Type [?](#) - Please select an Application Type -

Announcement [?](#) - Please select an Announcement -

Funding Opportunity # - Please select a Funding Opportunity # -

Grant Program [?](#) - Please select a Grant Program -

Application Number [?](#)

Grant Number [?](#)

Assignment Options
☐ Only Display Memos for Primary Assignments

Display Options
☐ Only Display Memos for Projects Assigned to Me

Workflow States [?](#)
☒ All Status ☒ Not Started ☐ Complete
☒ Administrative Review ☒ Approved ☒ Budget Review
☒ Coordinator Review ☒ Deputy Review ☒ Director Review
☒ Disapprove Review ☒ Disapproved ☒ Draft
☒ Exception ☒ Financial Review ☒ Funds Not Certified
☒ Grants Review ☒ Ready For Approval Override ☒ Ready To Approve
☒ Research Review ☒ Staff Review

[\(Search filter Disabled\)](#)

[Search](#) [Close](#)

Total Records Count: 1

Select	Application Number / Application Type	Grant Number / Budget Period	Applicant/Grantee	Service Area	Funding List Amount	Memo Status	Categories/Locale	Action
<input type="checkbox"/>	(Amendment: Supplement)	Budget Period: 3			Federal: N/A Non-Federal: N/A	Not Started Federal: \$0.00 Non-Federal: \$0.00		Create View Amendment Grant Notes Manage Project Abstract Project Assignments Budget Worksheet

[Create](#)

7. The “Prior Approval and Funding Memo” screen appears. In the *Basic Operations* row of the *Federal Amount* column, enter the **Total supplement** amount.

Recommended Funding Financial Assistance					
	Federal Amount	Non-Federal Amount	Total Amount	Purpose	
Basic Operations [?]	<input type="text"/>	<input type="text" value="0.00"/>	<input type="text" value="\$0.00"/>		
Special Projects	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="\$0.00"/>	<input type="text"/>	
Other Special Projects	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="\$0.00"/>	<input type="text"/>	
Other Projects	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="\$0.00"/>	<input type="text"/>	
Other	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="\$0.00"/>	<input type="text"/>	
Other	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="\$0.00"/>	<input type="text"/>	
Other	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="\$0.00"/>	<input type="text"/>	
Other	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="\$0.00"/>	<input type="text"/>	
Other	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="\$0.00"/>	<input type="text"/>	
TOTAL	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>		

If the amount shown above includes funding for special initiatives or UOB, show award computation under other remarks section of this document.

8. Scroll to the bottom of the screen and click the **Save** button.

9. The “Funding Memo” screen appears. Click the **Close** button to return to the “Grants List” screen.

10. The “Grants List” screen appears. From the Actions column, click the **Manage Amendments** icon.

Actions

11. The “Manage Amendments” screen appears. From the *Action* column, click the **Budget Worksheet** link.

Manage Amendments

Grant Number 01

Grantee Name Services

Project Title

Project Start Date 03/01/2016

Project End Date 02/28/2021

Last Issued NGA 02/07/2018 ([View NGA](#))

Amendment #	Status	Submitted Date	Type	Budget Period	Funds Requested	Funds Approved	Funding Memo Required	Action
							Funding Memo Status	
P	Review In Progress (Post Award)	02/22/2019 11:27:20 AM	Supplement	3 03/01/2018 - 02/28/2019	N/A	N/A	Yes	View Amendment Funding Memo Budget Worksheet Grant Notes History Send Message
							Draft	

12. The “Budget Worksheet” screen appears. If there is more than one tab, click the **tab** to the right of the *Totals* tab.

Note: Please check all other tabs for values first.

Totals

13. From the *Recommended* column, verify the amounts entered are correct. Make any necessary changes.

Direct Cost (CD - Head Start State Collaboration)							
Category	Previous Budget	Requested Agency Adjusted Requested	Adjustment	Recommended	Total	Federal	Unobligated Balance
Personnel	0.00	10,000.00	0.00	10000.00	10,000.00	10,000.00	0.00
Fringe Benefits	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Travel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Contractual	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Facilities/Construction	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Direct	0.00	10,000.00	0.00	10,000.00	10,000.00	10,000.00	0.00
Indirect	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grand Totals	0.00	10,000.00	0.00	10,000.00	10,000.00	10,000.00	0.00

14. At the top of the table, click the **Totals** tab.


Totals	
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15. Scroll to the bottom of the screen to the *Final Budget Totals* section. The *Total This Action* filed should be equal to the *Grand Totals* amount (in this example, \$10,000).
16. Click the **Save and Verify** button and then click the **Close** button.

Final Budget Totals	
Total Budget ?	72,500.00
Non-Federal (May Include Program Income) ?	<input type="text" value="31250.00"/>
Federal ?	72,500.00
Unobligated Funds - Reprogram	0.00
Unobligated Funds Offset	<input type="text" value="0.00"/>
In Kind Contribution ?	<input type="text" value="0.00"/>
Program Income ?	0.00
Previous Award (Doesn't Include Non-Federal) ?	62,500.00
Total This Action ?	10,000.00

Fed Negotiator ?	<input type="text"/>
Grantee Negotiator ?	<input type="text"/>
Start By: ?	ACarter15 02/22/2019 11:27:40 AM
Last Update By: ?	

17. The “Manage Amendments” screen appears. From the *Action* column, click the **Funding Memo** link.

Amendment #	Status	Submitted Date	Type	Budget Period	Funds Requested	Funds Approved	Funding Memo Required	Action
							Funding Memo Status	
	Review In Progress (Post Award)	02/22/2019 11:27:20 AM	Supplement	3 03/01/2018 - 02/28/2019	N/A	N/A	Yes	View Amendment
							Draft	Funding Memo
								Budget Worksheet
								Grant Notes
								History
								Send Message

18. The “Funding Memo” screen appears. From the *Action* column, click the **Recommend** link.

Select	Application Number / Application Type	Grant Number Budget Period	Applicant/Grantee	Service Area	Funding List Amount	Memo Status	Categories/Locale	Action
<input type="checkbox"/>	(Amendment: Supplement)	Budget Period: 3			Federal: N/A Non-Federal: N/A	Draft Federal: \$0.00 Non- Federal: \$0.00 Next Workflow Actions		Delete Edit History Set Budget Period View Grant Notes Manage Project Abstract Project Assignments Budget Worksheet Recommend

19. The “Action Requested: Recommend” screen appears in a new window. Enter optional comments and click the **OK** button.

Action Requested: Recommend

Application Number Application Type	Grant Number	Applicant/Grantee
Amendment :Supplement		

Comments

OK

Cancel

20. The “Funding Memo” screen reappears, and the process is complete