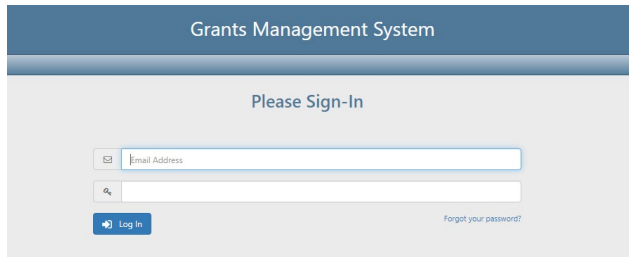


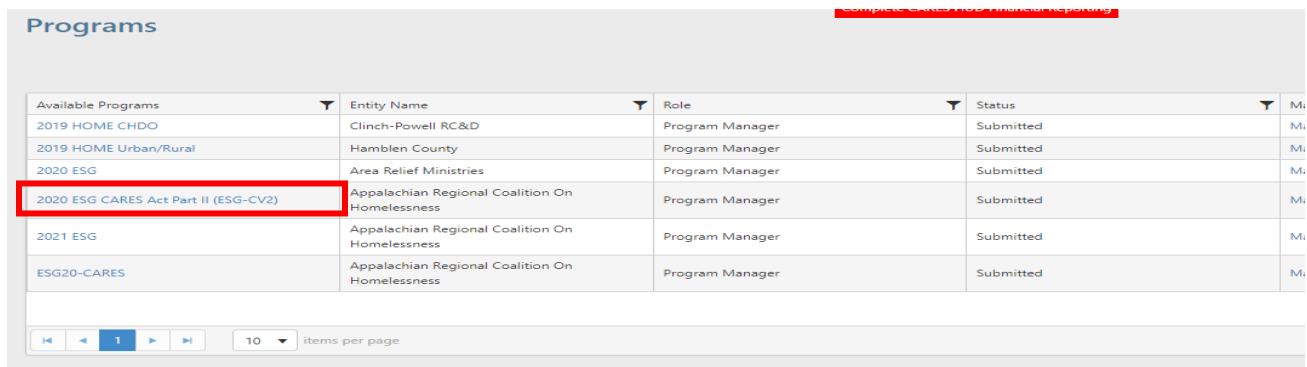
How to Submit a Budget Amendment

Sign-In to your GMS Account



The image shows the 'Grants Management System' sign-in page. It has a blue header with the text 'Grants Management System'. Below the header, it says 'Please Sign-In'. There are two input fields: one for 'Email Address' and another for a password. A 'Log In' button is located below the password field. A link for 'Forgot your password?' is also present.

Select the correct ESG iteration from the main menu

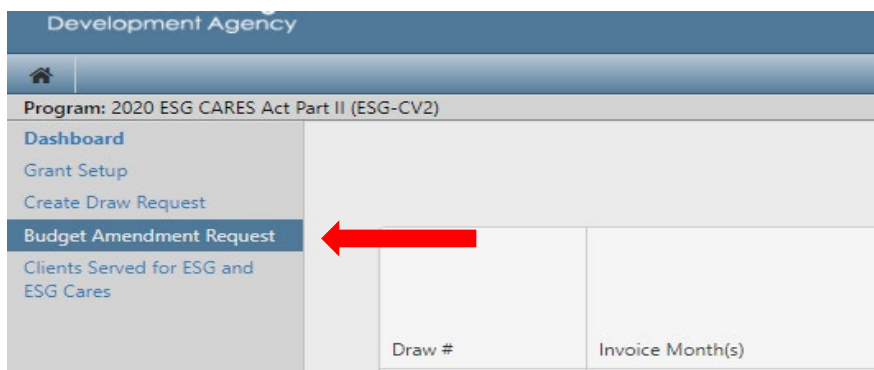


The image shows a 'Programs' table with the following data:

Available Programs	Entity Name	Role	Status	
2019 HOME CHDO	Clinch-Powell RC&D	Program Manager	Submitted	Mi
2019 HOME Urban/Rural	Hamblen County	Program Manager	Submitted	Mi
2020 ESG	Area Relief Ministries	Program Manager	Submitted	Mi
2020 ESG CARES Act Part II (ESG-CV2)	Appalachian Regional Coalition On Homelessness	Program Manager	Submitted	Mi
2021 ESG	Appalachian Regional Coalition On Homelessness	Program Manager	Submitted	Mi
ESG20-CARES	Appalachian Regional Coalition On Homelessness	Program Manager	Submitted	Mi

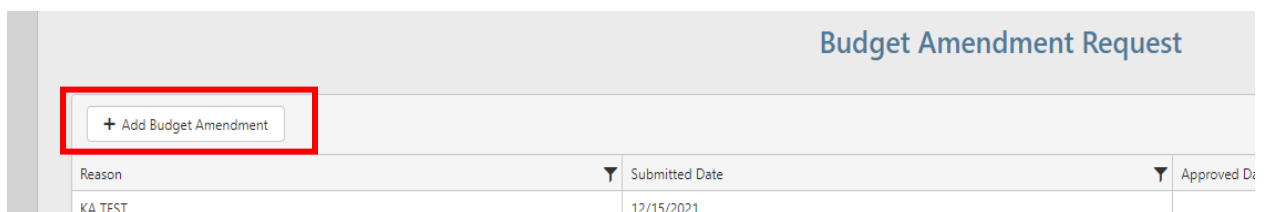
At the bottom of the table, there is a pagination control showing '1' of 10 items per page.

Under the Menu select "Budget Amendment Request"



The image shows the 'Development Agency' menu. The 'Budget Amendment Request' option is highlighted with a red arrow. The menu also includes options for 'Dashboard', 'Grant Setup', 'Create Draw Request', and 'Clients Served for ESG and ESG Cares'. Below the menu, there are fields for 'Draw #' and 'Invoice Month(s)'.

Select "Add Budget Amendment"



The image shows the 'Budget Amendment Request' form. A red box highlights the '+ Add Budget Amendment' button. Below the button, there is a table with the following data:

Reason	Submitted Date	Approved Di
KA TEST	12/15/2021	

1. Fill out the Budget Amendment Request
2. Change the Original Budget Amount by adding or subtracting money from the Category you will be making changes to
3. The Total Original Budget must equal Total New Budget

Budget Amendment Request

PART 1: Budget Amendment Request

Categories	Current Budget	**Change (+ or -)	New Budget
Street Outreach	\$147,291.00	\$ -50,000.00	\$97,291.00
Emergency Shelter	\$0.00	\$ 0.00	\$0.00
Homeless Prevention	\$152,709.00	\$ 50,000.00	\$202,709.00
Rapid Re-housing	\$0.00	\$ 0.00	\$0.00
Homeless Management Information System (HIMS)	\$0.00	\$ 0.00	\$0.00
Administrative Costs	\$0.00	\$ 0.00	\$0.00
Total*	\$300,000.00	\$0.00	\$300,000.00

*Total Current Budget must equal Total New Budget. Amendments only move funds between categories.
 **To subtract funds from an activity, add the subtract symbol in front of the dollar amount you want to subtract (e.g. -5000)

Reason for Amendment Request

Grantee Name has seen and increase demand for Homelessness Prevention due to lift of eviction moratorium.

To subtract funds from an activity, add the subtract symbol in front of the dollar amount you want to subtract

To add funds to an activity simply enter the dollar amount

- Once the changes have been made and the Total Original Budget equals the Total New Budget, then proceed to filling out the “Reason for Amendment Request Section”

Budget Amendment Request

PART 1: Budget Amendment Request

Categories	Current Budget	**Change (+ or -)	New Budget
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Emergency Shelter	\$0.00	\$ 0.00	\$0.00
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*Total Current Budget must equal Total New Budget. Amendments only move funds between categories.
 **To subtract funds from an activity, add the subtract symbol in front of the dollar amount you want to subtract (e.g. -5000)

Reason for Amendment Request

Grantee Name has seen and increase demand for Homelessness Prevention due to lift of eviction moratorium.

- Once complete, Click on Save
- Once you Click on Save, then proceed to click Submit

Budget Amendment Request

PART 1: Budget Amendment Request

Categories	Current Budget	**Change (+ or -)	New Budget
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Emergency Shelter	\$0.00	\$ 0.00	\$0.00
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Homeless Management Information System (HIMS)	\$0.00	\$ 0.00	\$0.00
Administrative Costs	\$0.00	\$ 0.00	\$0.00
		\$0.00	\$300,000.00

*Total Current Budget must equal Total New Budget. Amendments only move funds between categories.
 **To subtract funds from an activity, add the subtract symbol in front of the amount (e.g., -5000)

Reason for Amendment Request
 TEST Grantee Name has seen and increase demand for Homelessness Prevention due to lift of eviction moratorium.

- You will received a message asking if you're sure you want to submit? Select Yes

Budget Amendment

Reason	Submitted Date
KA TEST	12/15/2021
KA TEST	12/15/2021
TEST Grantee Name has seen and increase demand for Homelessness Prevention due to lift of eviction moratorium.	12/15/2021

Your current organization's approver of the budget amendment is below.
 If that needs to be changed, please contact ESG@THDA.org

Authorized Agent: John Doe

Email: jdoe@thda.org

Title: Executive Director

- After you submit, you will see your Budget Amendment Request under the Menu Section "Budget Amendment Request."
- The system will send an email to your "Authorized Agent" for approval. Please ensure there is an authorized agent listed with an accurate email address.
 - o If any information is missing, incorrect or if authorized agent needs to be updated please email ESG@thda.org.
- THDA will be unable to view/approve the budget amendment until after the Budget Amendment is approved by the authorized individual.