

# Submitting a Contract Amendment in WebGrants

The purpose of this document is to provide instructions for how to submit a Contract Amendment in WebGrants.

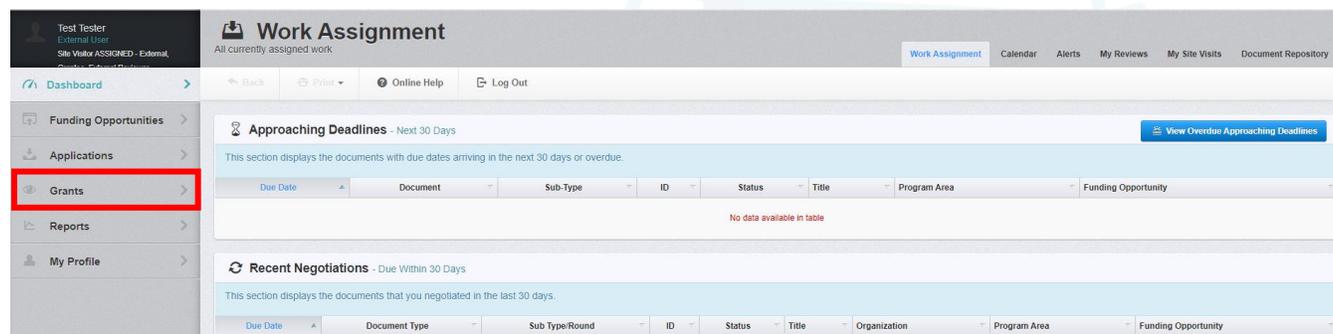
**Note:** In WebGrants, Extension, Budget Change, and Scope Change requests are all submitted under the “Contract Amendment” module.

## Instructions for Submitting a Contract Extension

1. Begin at the WebGrants landing page at <https://grants.drpt.virginia.gov>. On the Login page, enter your User ID and Password, then click “Sign In”.



2. Once logged in, you’ll see the WebGrants main menu. On the left-hand panel, click “Grants” to search for the grant that you would like to submit a contract amendment request for.



A listing of “Current Grants” will appear on your screen. Click the Grant that you would like to submit a contract amendment request for.

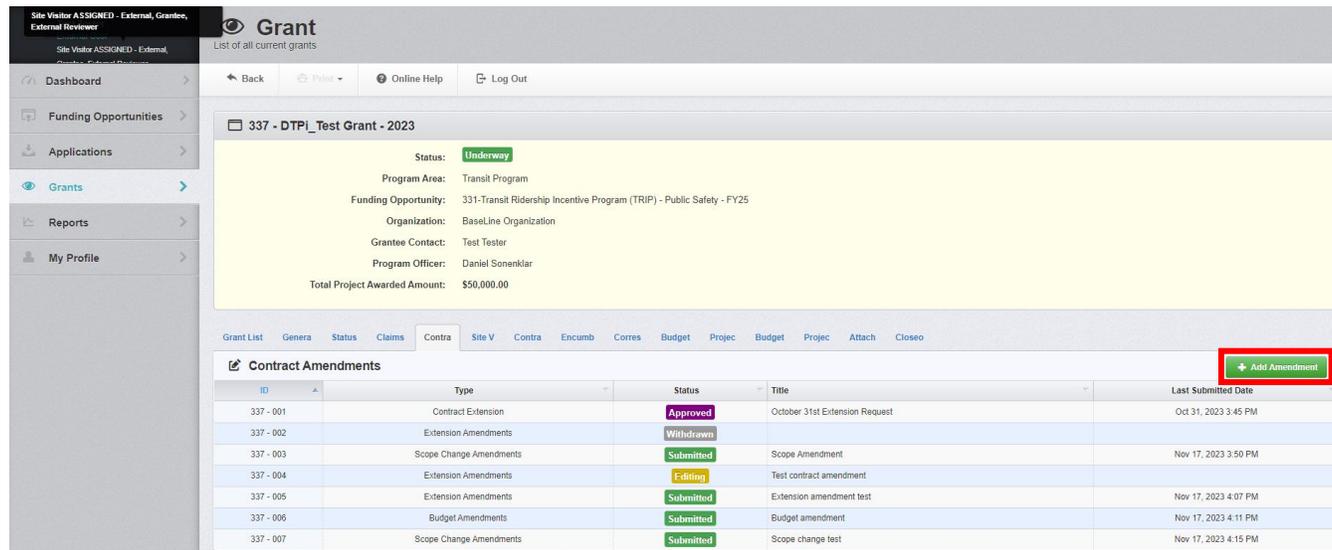
ID	Status	Year	Title	Organization	Program Area	Funding Opportunity	Duration	Grant Amount
337	Underway	2023	DTPI_Test Grant	BaseLine Organization	TP-Transit Program	331-Transit Ridership Incentive Program (TRIP) - Public Safety - FY25	-	\$50,000.00
4302430	Underway	2025	Jess Test other cap	Virginia Department of Rail and Public Transportation	TP-Transit Program	300-FA-5310 Human Services Grant Program - Other Capital - FY25	10/01/2024 - 09/30/2025	\$500.00
4402317	Underway	2023	FTAS310 New Freedom Mobility Management - GRTC (Richmond)	Greater Richmond Transit Company	TP-Transit Program	658-DRPT Legacy Transit	10/01/2022 - 09/30/2023	\$81,822.00
46025-01	Underway	2025	FY25 5303 RRTPO	BaseLine Organization	TP-Transit Program	6-FTA 5303 - FY25	07/01/2024 - 06/30/2025	\$500,000.00
498	Underway	2024	Fiscal Test Grant - RIA	Star Bright Inc. (DTP) Test Organization	RP-Rail Program	1-Rail Industrial Access Grant (RIA) - 2024	-	\$1,001,000.00
5007301	Underway	2023	GRTC (Richmond) - TRIP Regional Connectivity	Greater Richmond Transit Company	TP-Transit Program	658-DRPT Legacy Transit	01/01/2023 - 12/31/2023	\$2,907,200.00
501	Underway	2024	Fiscal Test Grant - I86 Operating	BaseLine Organization	TP-Transit Program	10-I-66 Operating Program - FY25	-	\$0.00

**Note:** You will only see the grants that your profile is associated with. By default, the WebGrants system assigns the individual who applied for that grant to be the point of contact for that grant once it is awarded. That individual has the ability to submit claims, contract amendment requests, and perform other grant related activity. If additional users need to be added to the grant, please refer to the “User Management” training materials.

3. Once you have selected the Grant, you will be directed to the Grant Components. Select “Contract Amendments” from the list of Grant Components.

Component	Last Edited
General Information	Nov 17, 2023 1:34 PM - Transit Tester
Status Reports	
Claims	
Contract Amendments	
Site Visits	
Contract	
Encumbrances	Oct 27, 2023 3:08 PM - Zach Trogdon
Correspondence	
Budget	
Project Information	
Budget Details	
Project Schedule	

4. Click “Add Amendment”



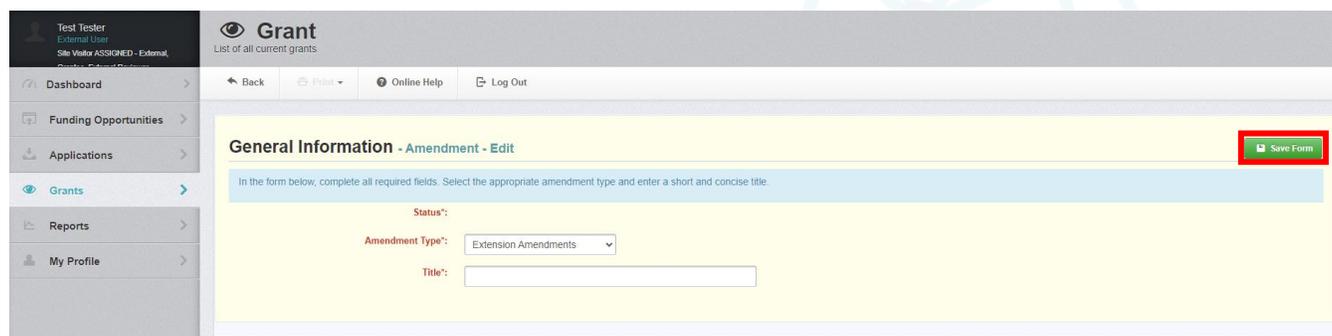
5. You will then be directed to the “General Information” form for Contract Amendments. Next you will need to select from a drop-down list to determine the type of Contract Amendment you would like to request.

There are three options:

- **Extension Amendments**
- **Budget Amendments**
- **Scope Change Amendments**

**Note:** If multiple changes are requested for a grant (ex: budget amendment and extension amendment), you will need to submit two separate Contract Amendment requests.

6. Select the type of Contract Amendment you would like to request and complete the form. Click “Save Form” once complete.



7. Once the “General Information” form has been completed, you will be returned to the Contract Amendment Components module. Click on the corresponding Contract Amendment form. In the example below, this is called an “Extension Amendment Form”

**Grant**  
List of all current grants

Amendment: 008

Amendment Status: **Editing**

Grant Title: 337 - DTPI\_Test Grant

Program Area: Transit Program

Funding Opportunity: 331-Transit Ridership Incentive Program (TRIP) - Public Safety - FY25

Reporting Period: -

Amendment Type: Extension Amendments

Submitted By: -

Amendment Preview Attachments Alert History Map

**Amendment Details** [Preview Amendment](#)

Amendment cannot be Submitted Currently  
• Amendment components are not complete

Component	Complete?	Last Edited
General Information	✓	Nov 29, 2023 12:55 PM - Test Tester
<b>Extension Amendment Form</b>		

8. The “Extension Amendment” form will appear. Complete the form and click “Save Form”.

**Extension Amendment Form** - Current Version

**Extension Amendment** [Save Form](#)

Current End Date\*: 12/31/2023

New End Date\*: 02/29/2024

Justification\*:  
We need more time to complete the project due to supply chain delays. The parts have already been ordered by the vendor and they're expected to arrive in January 2024. Requesting a two month extension on this project.

283 character(s) left

[Save Form](#)

9. Next, you will have the ability to add any supporting documentation to your Contract Amendment request as attachments. Add any attachments and click “Mark as Complete”.

**Extension Amendment** [Mark as Complete](#) [Edit Form](#)

Current End Date\*: 12/31/2023

New End Date\*: 02/29/2024

Justification\*:  
We need more time to complete the project due to supply chain delays. The parts have already been ordered by the vendor and they're expected to arrive in January 2024. Requesting a two month extension on this project.

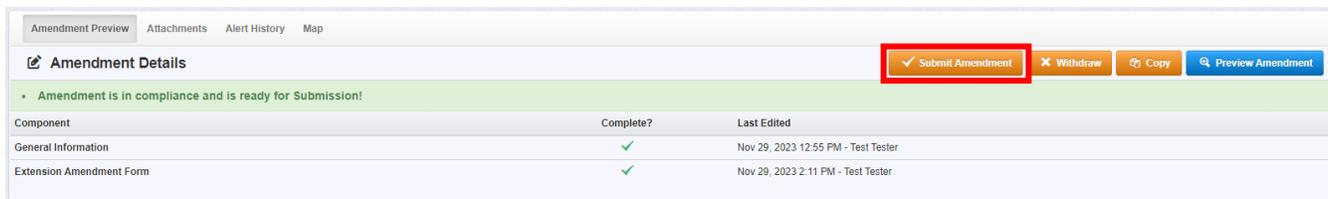
Last Edited By: Test Tester - Nov 29, 2023 12:58 PM [Edit Form](#)

**Supporting Documentation** - Other Attachments [Mark as Complete](#) [Add New Attachment](#)

Description	File Name	Type	Size	Upload Date	Delete
No files attached.					

Last Edited By: Test Tester - Nov 29, 2023 12:58 PM

10. Now you are ready to submit your Contract Amendment request. Click “Submit Amendment”.



Component	Complete?	Last Edited
General Information	✓	Nov 29, 2023 12:55 PM - Test Tester
Extension Amendment Form	✓	Nov 29, 2023 2:11 PM - Test Tester

**Note:** All forms can be edited and saved as often as needed but the system will require that **all** fields marked as required **must** have entries and **every** form must be “Marked as Complete” to submit. You will receive a pop-up message notifying you of this if you try to submit without completing these steps.