OKGRANTS

MODIFICATIONS

1.   Log on to OK Grants.

2.   Go to "**My Tasks**" and click on **Contract Name/number** (ex: CDBG-CDBG/REAP-2012-Kingfisher, City of-00095)

3.   This will take you to the ODOC Application Menu screen that has the following:

   View, Edit and Complete Forms
   Change the Status
   Access Management Tools
   Examine Related Items

4.   Click on **Change the Status**

   Click on **Modification In Request**

The next screen that comes up:

5.   ODOC Application Menu

6.   Click **on View, Edit and Complete Forms**
   (Scroll down to the bottom of the page to the Contract Modifications section)

7.   Click on the **Contract Modification Request**. This brings up the Contract Modification Request page. Completely fill out and save the form.
      A. Select either Contract Modification or Budget Revision
      B. Describe the reason for the changes.
      C. Save the document

8.   Scroll down to the bottom of the page to **Navigation Links**.

9.   Click on **Uploads**

The next screen is the Uploads page.
   This page is where you upload all the documents required for the Modification Request.

   After you upload your documents you must click the Save button in the upper right hand corner of the page.

At this point the Modification Request is ready to be submitted to ODOC:

The Authorized Official (AO) or the Financial Officer (FO) are the only roles that can submit the Modification.

If the AO or FO signed in and has filled out the Modification in Request form continue with these steps to submit the Modification Request to ODOC (**if you are signed in as a writer please skip to steps 14 – 17 below**)

10.	Click on the Document Information at the top of the screen. (ex: CDBG-CDBG/REAP-2012-Kingfisher, City of-00095) This will take you back to the ODOC Application Menu screen

11.	Click on "**Change the Status**" button.

12.	You will have two possible statuses – ***Click on the appropriate option***
	A.	Modification Request Submitted (with an "Apply Status" button)
	B.	Modification Request Cancelled (with an "Apply Status" button)

13.	Once ODOC has approved the Contract Modification a new contract will be sent out via OKGrants for the Authorized Official to sign, save and send back to ODOC.

	If the Modification Request is just for a budget revision, when the status of the Modification reaches "Modification in Process" the detailed line item budget will be reopened and you will be able to modify and save the detailed line item budget page and the Budget Summary Page.

	You will now have to go back to the Application Menu screen and go to the "Change the Status "and select Modification Submitted.

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14.	The AO or FO must log into OKGrants.

15.	Go to "**My Tasks**" and click on **Name of the Modification in Request** (ex: CDBG-CDBG/REAP-2012-Kingfisher, City of-00095) ("Current Status" will say Modification in Request)

The next screen will be the ODOC Application Menu which will show:

	View, Edit and Complete Forms
	Change the Status
	Access Management Tools
	Examine Related Items

16.	Click on "**Change the Status**" button.

17. You will have two possible statuses – ***Click on the appropriate option***
    A. Modification Request Submitted (with an "Apply Status" button)
    B. Modification Request Cancelled (with an "Apply Status" button)