

Instructions for Initiating and Submitting a Grant Amendment in MATT 2.0

1. The Administrator, Authorized Official, or Authorized Signer logs into the MATT 2.0 system at: <https://mshda-matt.org/login2.aspx?APPTHEME=MIMSHDA>.



2. Click on the “OPEN TASKS” button under the “My Tasks” section on the main menu.

 **Welcome Rose**
Administrator
[Change Picture](#)

Instructions:
Select the **SHOW HELP** button above for detailed instructions on the following.
> Applying for an Opportunity
> Using System Messages
> Understanding your Tasks
> Managing your awarded grant
> Click [Here](#) to access MATT V1

Hello Rose, please choose an option below.

View Available Opportunities

You have 2 Opportunities available.
Select the **View Opportunities** button below to see what is available to your organization.

[VIEW OPPORTUNITIES](#)

My Inbox

You have 27 new messages.
Select the **Open Inbox** button below to open your system message inbox.

[OPEN INBOX](#)

My Tasks

You have 16 new tasks.
You have 0 tasks that are critical.
Select the **Open Tasks** button below to view your active tasks.

[OPEN TASKS](#)

3. Click on the Grant (Grant Executed) to be amended.

Grant	Rose Test Org	HML-2014-Rose Tes-9881-SP-07	Grant Executed	6/24/2014
Grant	Rose Test Org	HML-2014-Rose Tes-9881-SP-10	Amendment Request In Progress	5/21/2014
Progress Report	Rose Test Org	ESGPR-2013-9881-00009	Progress Report In Progress	7/1/2014

4. Once the Grant menu appears, click “Change the Status”.



5. Click “Amendment Request in Progress”.



6. To change the budget, grant term and/or program description click “Grant/Budget Amendment Request”.



7. Select the item(s) to be amended and enter the reason for the amendment. Once an item(s) is selected, the amendment page will open.

The screenshot shows the top of a web form. At the top right, there are four green buttons: "SAVE", "PRINT VERSION", "ADD NOTE", and "CHECK GLOBAL ERRORS". Below these is a "Page Information" box with a globe icon and the text "The information has been saved." Below that is a "Back" button with a downward arrow icon. The breadcrumb trail reads: "Document Information: HML-2014-Rose Tes-9881-ESM-06" followed by "Details" with a right-pointing arrow icon. The breadcrumb path is: "You are here: > Grant Menu > Forms Menu > Amendment".

The main heading is "GRANT/BUDGET AMENDMENT REQUEST". Below it are the instructions: "Instructions: Click the appropriate checkboxes and explain the reason for the amendment in the text area below the checkboxes. Then, complete all of the sections that appear below. Click the Save button at the top when finished. Specific sections will be opened for editing below depending on what you have checked."

Under the heading "Amendment Number", there is a list of checkboxes with red arrows pointing to them:

- Change Grant Term
- Change Program Description
- Change Budget
- Change Special Condition
- Change Grant Number/ Funding Source Year

Below the checkboxes is the label "Describe the reason for the amendment:" with a red arrow pointing to a text area. The text area is a white box with a vertical scrollbar on the right side.

8. Complete the amendment page. Click “SAVE”, then click the “Document No. to navigate back to the main screen.

Reports | Organization(s) | Profile | Logout

SAVE PRINT VERSION ADD NOTE CHECK GLOBAL ERRORS

Page Information
The information has been saved.

Back
Document Information: [HML-2014-Rose Tes-9881-ESM-06](#)

Grant Term Amendment

Previous Grant Term		Updated Grant Term	
Term Begin Date	Term End Date	Term Begin Date	Term End Date
7/1/2015	6/30/2016	07/01/2015	08/31/2016

Program Description Amendment

Previous Title: Grant Templates Updated Title:

Previous Program Description: reviewing grant template language

Updated Program Description:

16 of 2000

Budget Amendment

Component-Activity	Approved Funds	Expended Funds	Remaining Balance	Revised Grant Award Amount
Street Outreach				
Essential Services	\$0		\$0	<input type="text"/>
Emergency Shelter				
Shelter Operations	\$0		\$0	<input type="text"/>
Essential Services	\$0		\$0	<input type="text"/>
Homeless Prevention				
Financial Assistance	\$10,250		\$10,250	<input type="text" value="\$10,250"/>
Case Management	\$53,540	\$10,000	\$43,540	<input type="text" value="\$33,540"/>

9. To cancel the Amendment, click “Change the Status”. To submit Amendment, go to Step 11.

View, Edit and Complete Forms

Select the **View Forms** button below to view, edit, and complete forms.

VIEW FORMS

10. Then Click “Change the Status”.

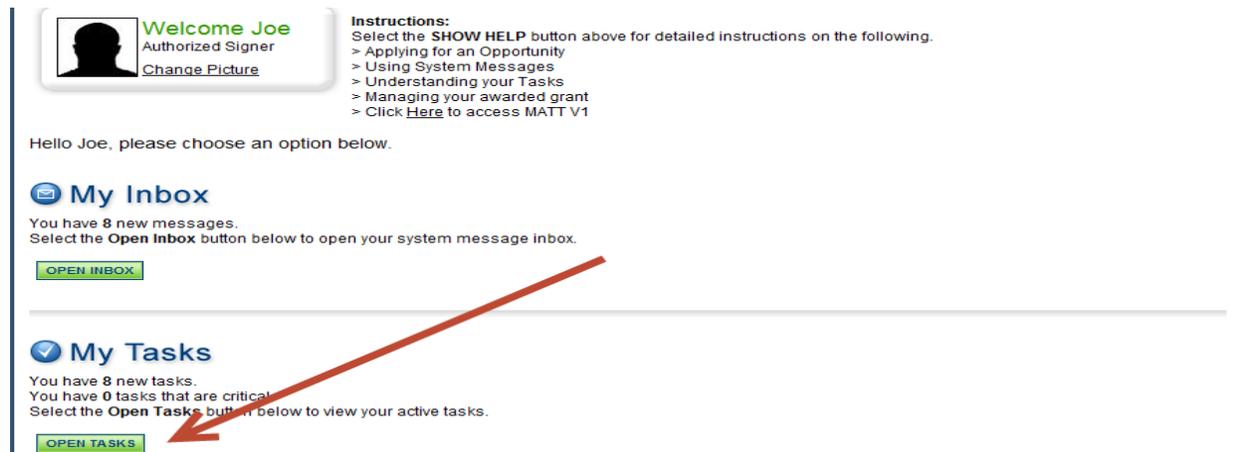
Administrative Tools

- [Modification History](#)
- [Change the Status](#)

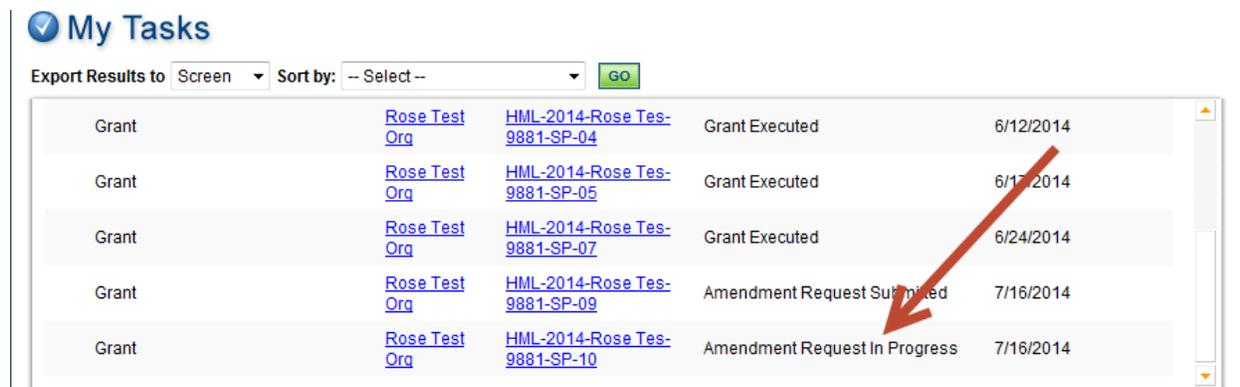
10. Then click “Cancel Amendment”.



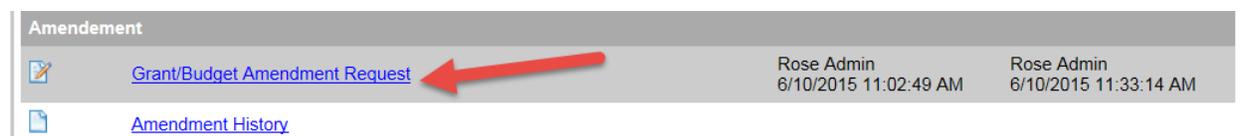
11. After the Amendment request is complete, the Authorized Signer logs in and clicks on the “OPEN TASKS” button under the “My Tasks” section on the main menu.



12. The Authorized Signer clicks “Amendment Request in Progress”.



13. To review the Amendment request, click Grant/Budget Amendment Request”.



14. After reviewing the Amendment request, the Authorized Signer clicks the Document No. to navigate back to the Grant Menu.



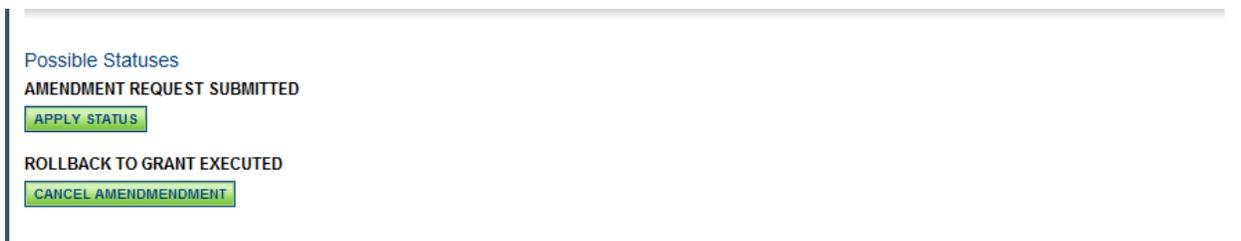
15. Click "View Forms".



15. Then clicks "Change the Status".



16. Authorized Signer either submits the Amendment to MSHDA for review or cancels the Amendment.



17. If the Amendment is returned for modifications from MSHDA, the Authorized Official or Administrator logs in and clicks the "OPEN TASKS" button under the "My Tasks" section on the main menu and clicks "Amendment Grantee Modifications Required". Follow Steps 6-8 to make the requested modification(s), "SAVE" the change(s), and then click on the Document No. at the top of the screen to navigate back to the grant menu.

My Tasks

Export Results to Sort by:

Grant	Rose Test Org	HML-2014-Rose Tes-9881-SP-07	Grant Executed	6/24/2014
Grant	Rose Test Org	HML-2014-Rose Tes-9881-SP-10	Amendment Grantee Modifications Required	7/16/2014
Progress Report	Rose Test Org	ESGPR-2013-9881-00009	Progress Report In Progress	7/1/2014



17. The Authorized Signer logs in, following Steps 11-15 and either submits or cancels the Amendment.

S/SH/MATT 2.0/ Grantee Amendment Guide for FY 2016

10-1-2015