How to Submit an EMPG Modification Request

Follow these steps to submit a Modification Request using the FMFW:

1. Open FMFW. (Note: Follow the instructions on how to enable MACROs on the instructions tab if necessary)
2. Click on the most up-to-date "**Project Ledger**" tab
3. Click on "**NEW REIMB / MOD REQUEST**" MACRO button on the "**Project Ledger**" tab (column H, row 16/17) to make a copy of the "**Project Ledger.**" (This is going to replicate the tab for you.) (If updating "Project Descriptions" tab use "**NEW MOD REQUEST**" MACRO button (column I, row 15-18).
4. Type in the name of your Modification for the tab to be replicated and add the name of that tab (For example: Mod 1 Project Ledger.) then click "OK."
5. On the replicated tab, in the upper right hand side of the Project Ledger, click on the "**MOD**" MACRO button (column J, row 16/17).
6. Enter the number of your Modification in the "**Request #**" field. (For example: If this is your first modification, then input "1").
7. To **modify an existing project**, click on "**NEW MOD ITEM**" MACRO button on the "**Project Ledger**" (column I, row 16/17).
8. Then click on the Project Letter on the line item to be modified and press "OK."
   Note: The text in the selected row will become **RED** with a strikethrough line to indicate the item to be modified and will create a **BLUE** copy of it. Modify the copied row (automatically colored in blue font) as needed.
9. To **delete a project** (without adding a project), select the row/line and click on "**ROW**" (in **RED**). The text in the selected row will become red with a strikethrough line.
10. To **add a project** (without deleting a project), select an empty row/line and enter your data, then click on "**ROW**" (in **BLUE**). The text in the selected row will become blue.
11. Review for accuracy. **IMPORTANT**: Steps **3-10** must be completed individually for each applicable tab (Project Description, Project Ledger, Planning, Organization, Equipment, Training, Exercise, M&A, Indirect Costs, Consultant/Contractor, Personnel, and Match).
12. E-mail the Modification request to the Program Specialist, along with a narrative summary of the modification in the body of the email; who will review it for correctness.
13. The Program Specialist will approve the Modification or provide necessary feedback.
14. If the Modification request is approved by the Program Specialist, then an approved Modification request will be e-mailed back to the subrecipient. To finalize the process, the subrecipient will be instructed to complete steps 15-19.
15. Click on "**Auth. Agent**" tab. Select "**Modification**" MACRO button.
16. Enter name and title of Authorized Agent, Date, and Modification Request number.
17. Print single-sided, <u>in color</u>, the original Modification tabs (with proposed changes), the approved Modification tabs (approved tabs input by the Program Specialist), and the updated Authorized Agent page.
18. Have the Authorized Agent page signed by an Authorized Agent.
19. Mail the forms to your Cal OES Grants Management Section Program Specialist.