



## **How-To Guide for External Users**

October 2025

[\*pathways.arc.gov\*](https://pathways.arc.gov)

Questions or help requests should be directed to [\*pathways-support@arc.gov\*](mailto:pathways-support@arc.gov)

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# How to Use this Manual

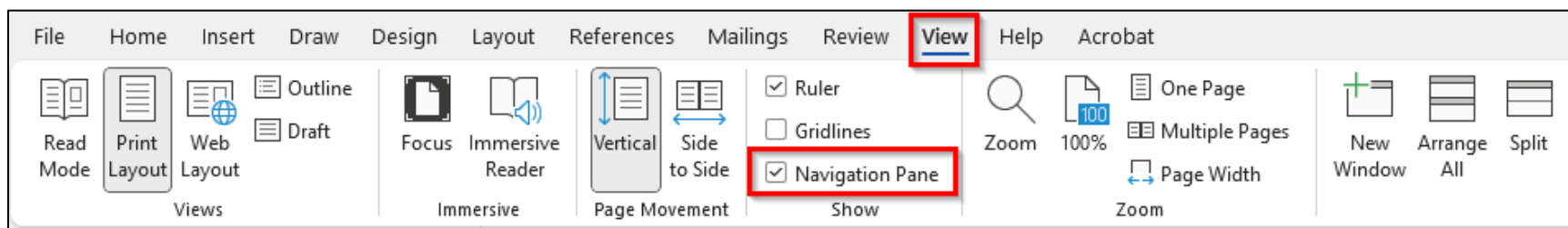
This manual provides step-by-step directions to utilize Pathways. For more information about when to complete actions and what criteria must be met to accurately complete each action, please reach out to your ARC project coordinator.

We recommend reading the section(s) related to the specific actions you are doing **while** completing those actions in Pathways.

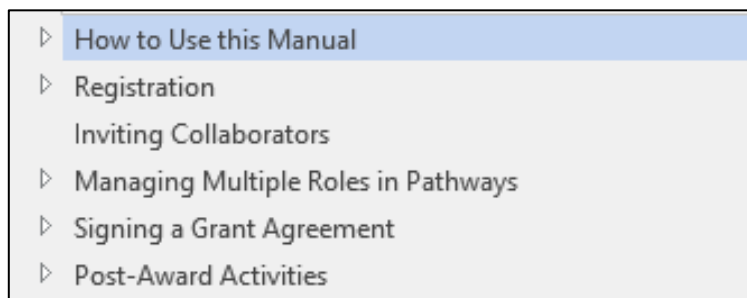
It is **not recommended** to read this manual in its entirety before you log into Pathways for the first time.

## Navigating the Manual

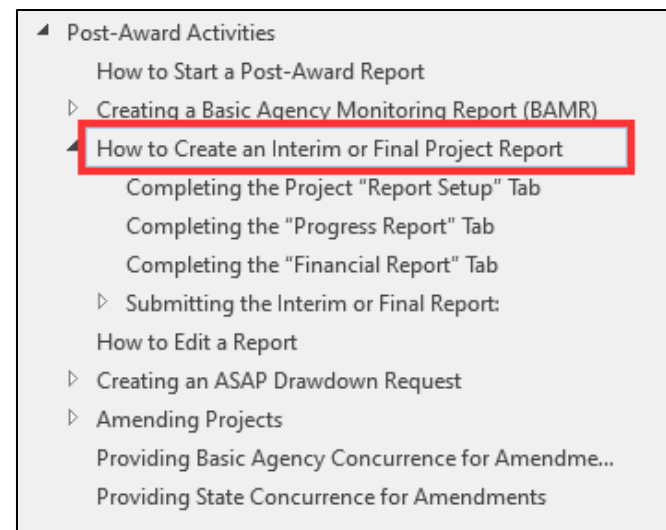
To navigate the manual, start by using the navigation pane on the left side of the screen. To open the pane, click **“View,”** then **“Navigation Pane”** in the **“Show”** section.



Each section of the manual covers how to complete an action in Pathways.



Click on the arrow next to the section you need. This will expand the section. Then click on the specific instructions you need. Be sure to use the instructions while completing the action in Pathways.



## Where to Start

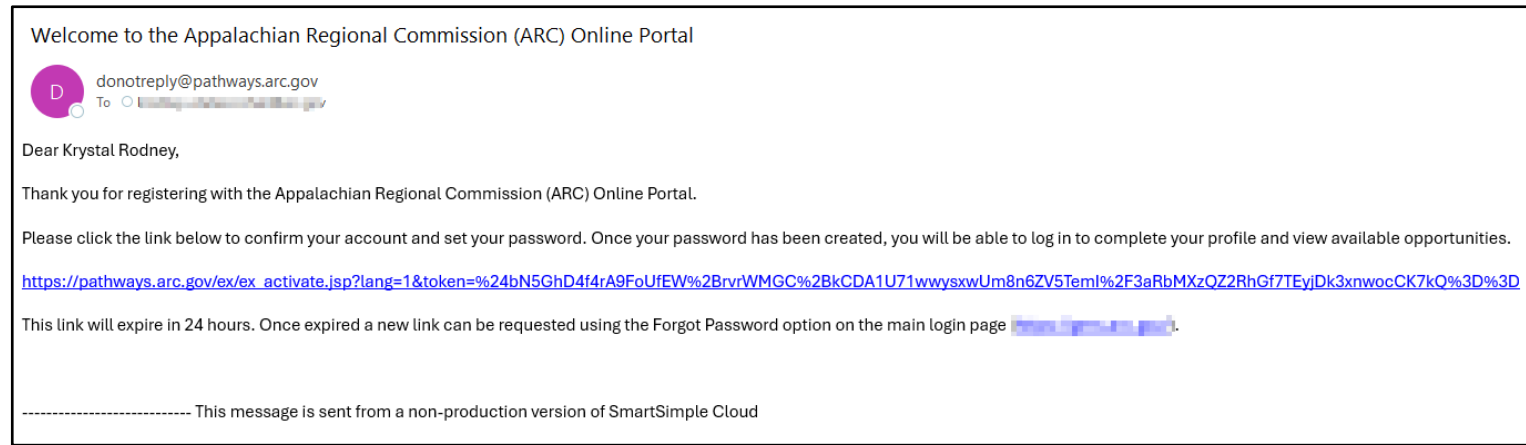
When using the manual for the first time:

1. Click on the “**Registration**” section.
  - a. If you received an email titled, “Welcome to the Appalachian Regional Commission (ARC) Online Portal,” read the “**Registering in Pathways with a Direct Link**” section while completing your registration.
  - b. If you received an email titled, “Invitation to Collaborate on Application,” read the “**If You Were Invited to Collaborate**” section while completing your registration.
  - c. If you are the Pathways administrator for your organization or cannot find your organization in the list of existing organizations, read the “**Registering Your Organization**” section while completing your registration.
  - d. Otherwise, please email [pathways-support@arc.gov](mailto:pathways-support@arc.gov) to gain access to Pathways.
2. If you are a project **primary contact** and need to add contacts to your project, read the “**Inviting Collaborators**” section.
3. If you have multiple roles in Pathways, read the “**Managing Multiple Roles in Pathways**” section.

# Registration

## Registering in Pathways with a Direct Link

Users who are connected to a current or past ARC project will receive an email like the one below with a link to activate your registration in Pathways:



Click the link in the email within 24 hours to complete your profile and create your password. Once you have completed both, you can access the Pathways system.

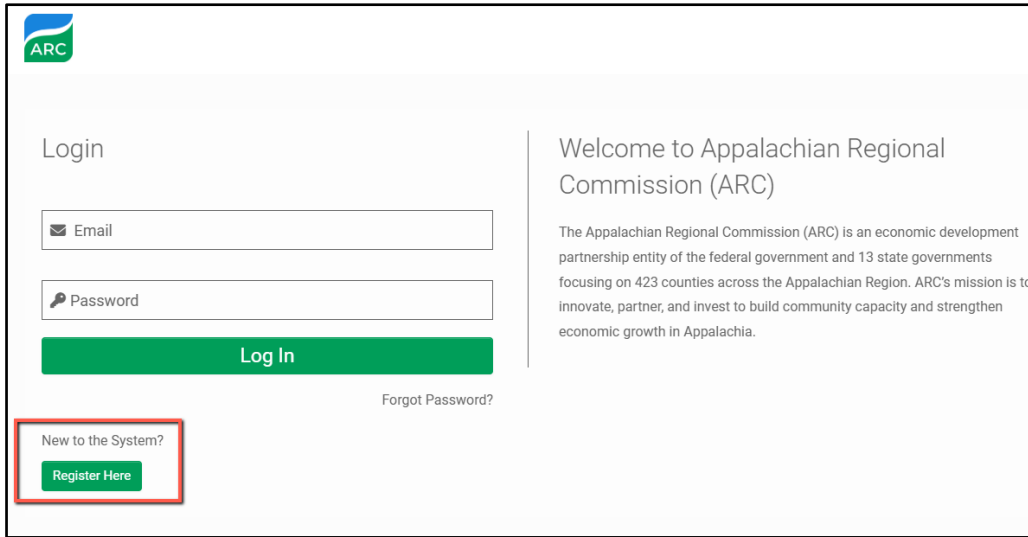
If the link has expired, please go to [pathways.arc.gov](https://pathways.arc.gov) and click **“Forgot Password?”** To complete the registration process.

Please reach out to your project coordinator if you have not received a registration email.

# Registering Your Organization

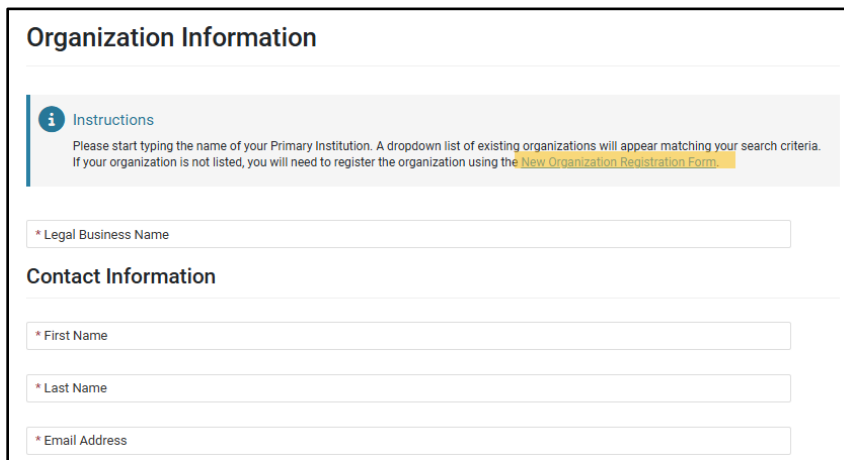
You will need to register if you are a new user. There are two ways to register:

Click the **“Register Here”** button.

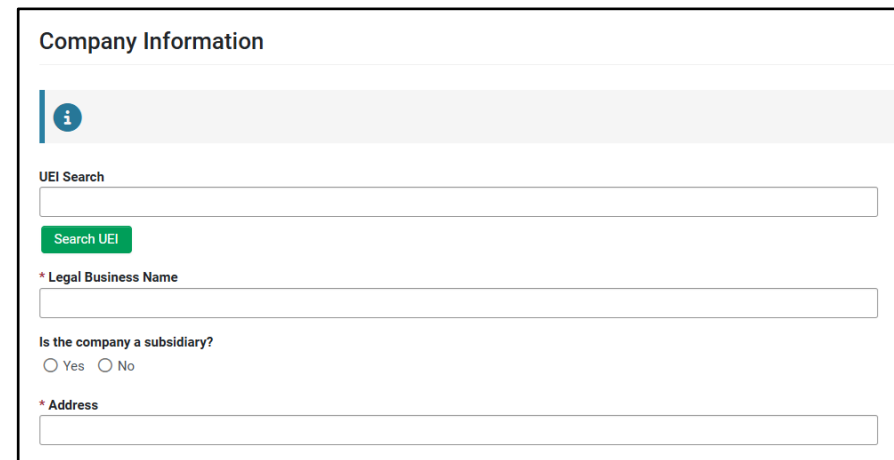


Fill in the form, starting with the legal business name. If your organization’s name does not appear in the list, click on the **“New Organization Registration Form”** link. **Both options allow you to register as a new user.**

## Existing Organization

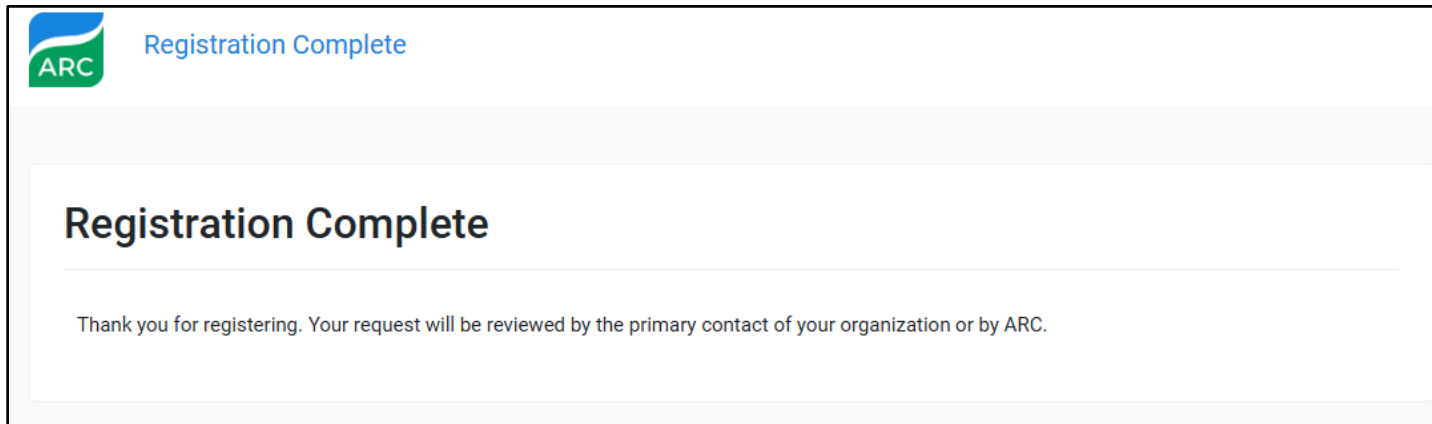


## New Organization



**Note:** If you are registering with an organization that is new to the system, you will need your organization's **Unique Entity Identifier (UEI)** number. If your organization does not have a UEI number, it can register for one at the **System for Award Management** website ([www.sam.gov](http://www.sam.gov)). Please verify your organization's UEI number at [www.sam.gov](http://www.sam.gov) before registering.

After reviewing and verifying your information, press “**Submit**” at the bottom of the page. You will see the following message:

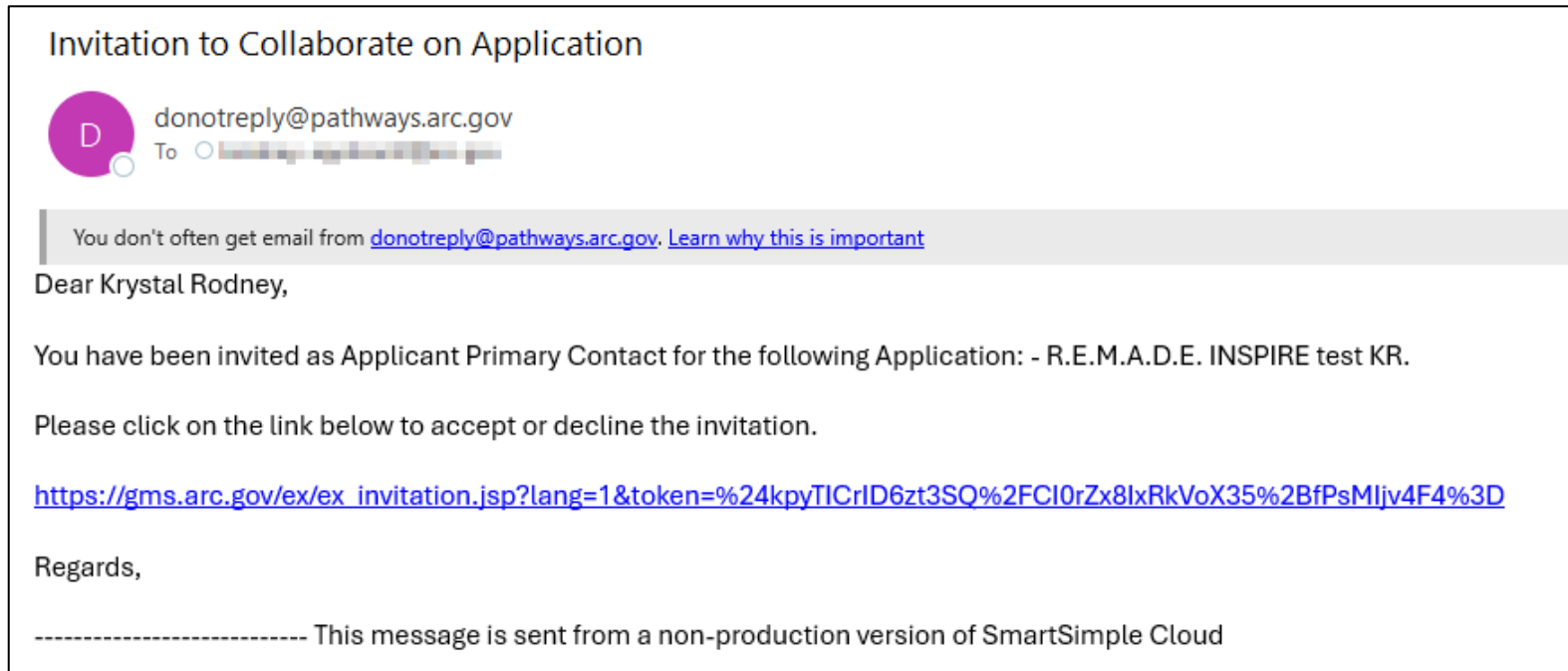


Once your profile has been approved, you will receive an email from [donotreply@pathways.arc.gov](mailto:donotreply@pathways.arc.gov) with a link to set up your password. Once complete, you can log in to Pathways.

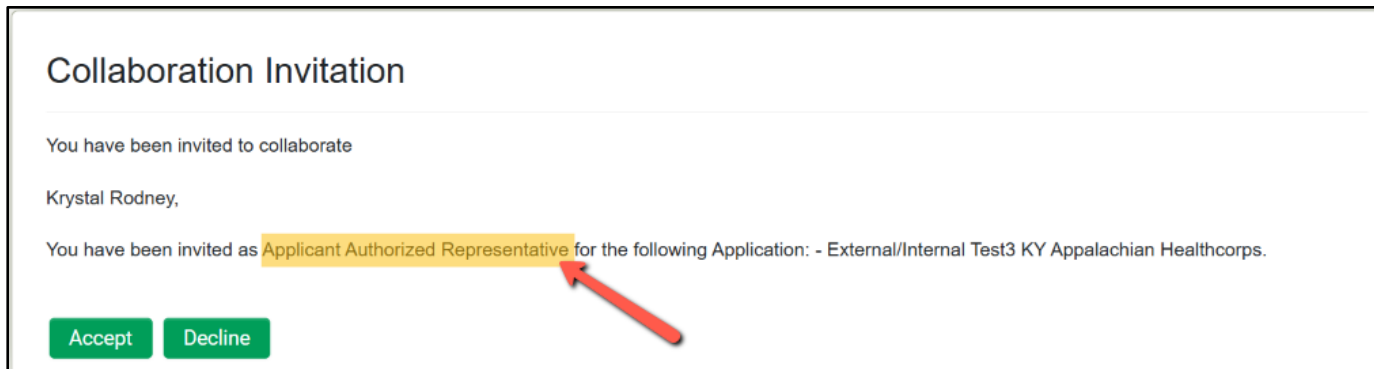


## If You Were Invited to Collaborate

You may be invited to work on an application or project. If you have been invited to view, edit, and/or sign an application, you will receive an email that looks like this:



Click the link in the email. You will see an invitation that looks like this:



The invitation will also show your designated role in the application collaboration process. For more information on designated roles, refer to the “[Inviting Collaborators](#)” section of this manual.

Click “**Accept**” to consent to work on the application in the role selected for you. Click “**Decline**” if you do not want to collaborate on the application or if you need a different role.

- **Note:** If you require a different role, please reach out directly to the application’s primary contact to request a new invitation with the correct role. You will not be able to submit this request via Pathways.

Once you click “**Accept**,” you will see this message:

### Invitation to Participate as a Collaborator

Thank you for accepting the invitation. To log in to the system, please use this link: [Here](#)

Step 1:

- ARC Project Control or an Org Admin within your organization will review your registration
- If approved, you will receive an email with a link to activate your account after the review has been complete
- If you already have an account and have forgotten your password, click on the "Forgot Password?" link on the login page (under the "Login" button), and you will be sent an email with instructions about how to reset your password.

Step 2:

- Once logged in to the system, navigate to the Applications in Progress shortcut.


If you are already registered in Pathways, you can log into the system.

If you are not registered in Pathways, you will receive an email to activate your account once your collaborator information is approved.

# Inviting Collaborators

You can invite others to work on the application with you. In the “Inviting Collaborators” section, click the **green envelope button**.

Invite Collaborators




0 of 0

< >

Salutation	First Name	Last Name	Email Address	Role	Status
No Results Found					

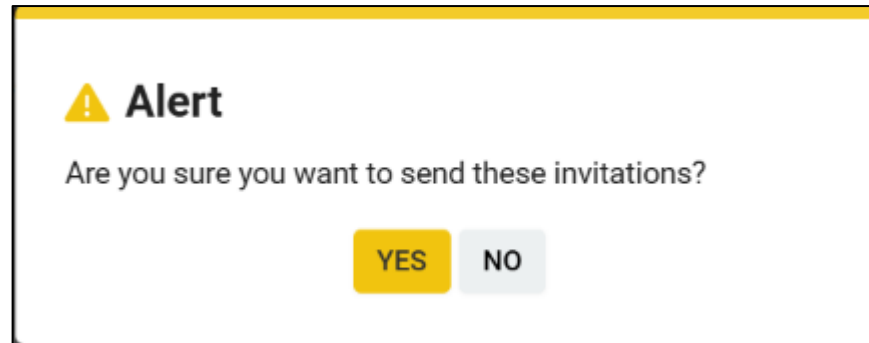
Click the **green (+) button**.

Salutation	First Name	Last Name	Email Address	Role	Status
					
			Save	Invite	

Enter the collaborator’s information and choose their role. Each role can perform different actions in the application:

Role	Who can use it	Actions in the application
<b>Applicant Authorized Representative</b>	The person in your organization with the <b>legal authority to certify and sign documents</b>	<ul style="list-style-type: none"> <li>• Sign</li> <li>• Edit</li> <li>• View</li> </ul>
<b>Applicant Contact View Only</b>	Someone in your organization who needs to <b>view</b> the project	<ul style="list-style-type: none"> <li>• View</li> </ul>
<b>Applicant Financial Contact</b>	Someone in your organization who completes financial reporting for projects	<ul style="list-style-type: none"> <li>• Edit</li> <li>• View</li> </ul>
<b>Applicant Project Contact</b>	The main point of contact for the project	<ul style="list-style-type: none"> <li>• Edit</li> <li>• View</li> </ul>
<b>Applicant Staff</b>	Someone in your organization who needs to <b>edit</b> the application	<ul style="list-style-type: none"> <li>• Edit</li> <li>• View</li> </ul>
<b>External Support</b>	Anyone <b>outside of your organization</b> who needs to work on the project	<ul style="list-style-type: none"> <li>• Edit</li> <li>• View</li> </ul>

Click **“Save,”** then **“Invite.”** You will see an alert window that looks like this:



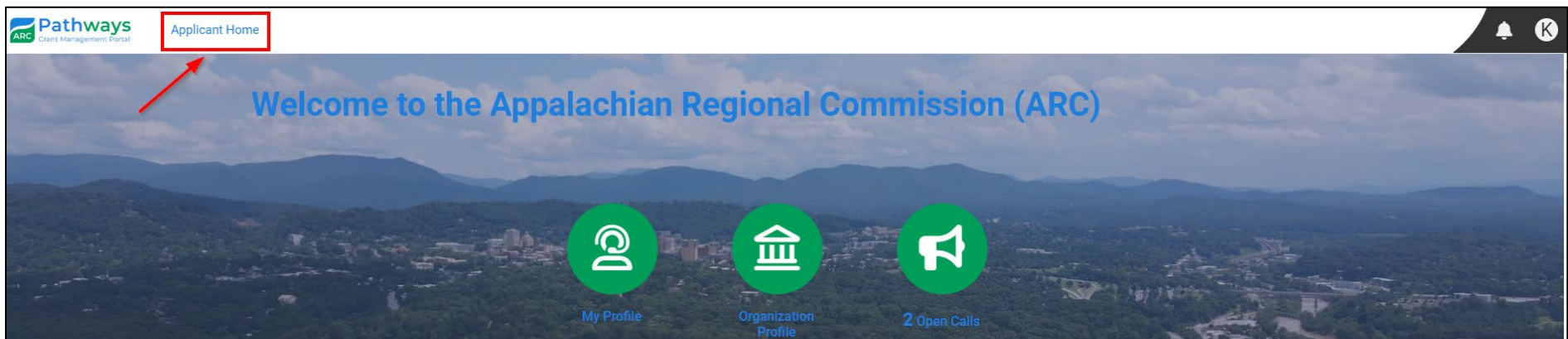
Click **“Yes,”** then close the window. The person(s) will get an email inviting them to collaborate on the application.

## Managing Multiple Roles in Pathways

You may have more than one role in the Pathways system, depending on the actions you may need to perform on different projects. For example, you may be the primary contact for one project and the LDD staff member on another project. All roles can be accessed from the same account; you will not need a different account for each role in Pathways.

### Applicants & Grantees

As an applicant or grantee, all your projects will be in the **“Applicant Home”** section and will automatically appear on your homepage when you log into Pathways. You do not need to do anything else to view or take actions on your projects.



If you have different roles for different projects, Pathways will allow you to do any necessary actions based on your role on the project.

For example, if you are the **authorized representative** on Project 1 and **applicant contact view only** on Project 2, you will only be able to sign or edit documents on Project 1.

If you do not have the correct access to a project, please reach out to the project's primary contact, your ARC project coordinator, or email [pathways-support@arc.gov](mailto:pathways-support@arc.gov).

## Basic Agency Contacts

As a basic agency contact, you will have two portals to view projects. When you login, you will see the “**Applicant Home**” homepage, which will show you any project for which you are the grantee.

**Pathways**  
ARC Grant Management Portal

Applicant Home BA Contact Home

Welcome to the Appalachian Regional Commission (ARC)

My Profile Organization Profile 2 Open Calls

### My Reports

📁 UNDER REVIEW (2) 📝 IN PROGRESS (34)

1-2 of 2 < >

#	Activity Type	Application ID	Report Type	Report Number	Status
1	Basic Agency Monitoring Report	123456_2024_00000428	Interim		In Project Coordinator Review
2	Basic Agency Monitoring Report	PW_2024_00000407	Interim	1	In Project Coordinator Review



To see projects that you are administering as a basic agency, click on **“BA Contact Home.”**

ARC


Pathways

Grant Management Portal


Applicant Home

BA Contact Home


Welcome to the Appalachian Regional Commission (ARC)



My Profile





Organization Profile




2 Open Calls

My Applications

 IN PROGRESS (0)

 UNDER REVIEW (0)

 APPROVED/ACTIVE (14)

0 of 0

#

Implementation Type

Application Number

Project Title

Application Start Point

Requested Amount

Status

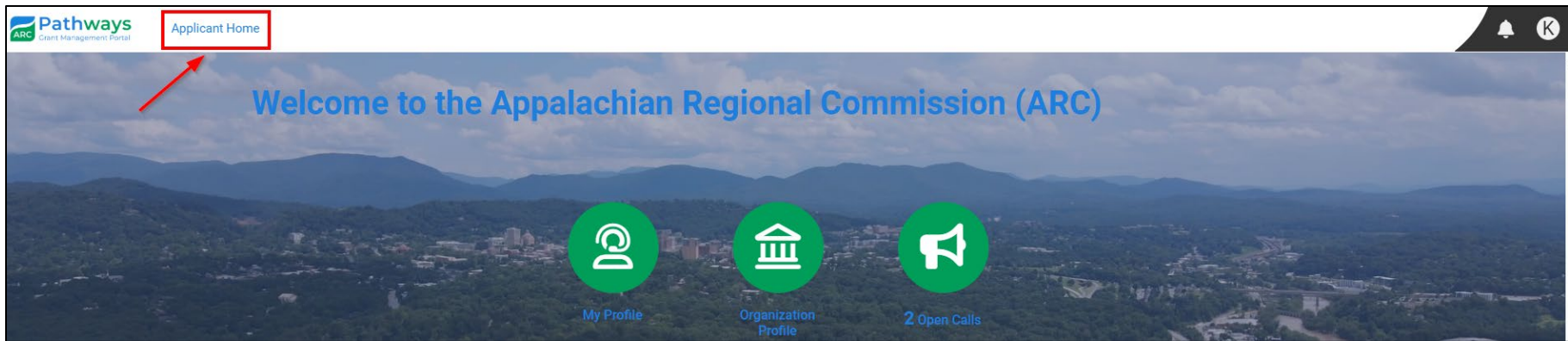
Modified Date

No Results Found

Upon login, choose the correct portal to perform the necessary actions for each project. You can easily switch between portals by clicking on the necessary portal at any time.

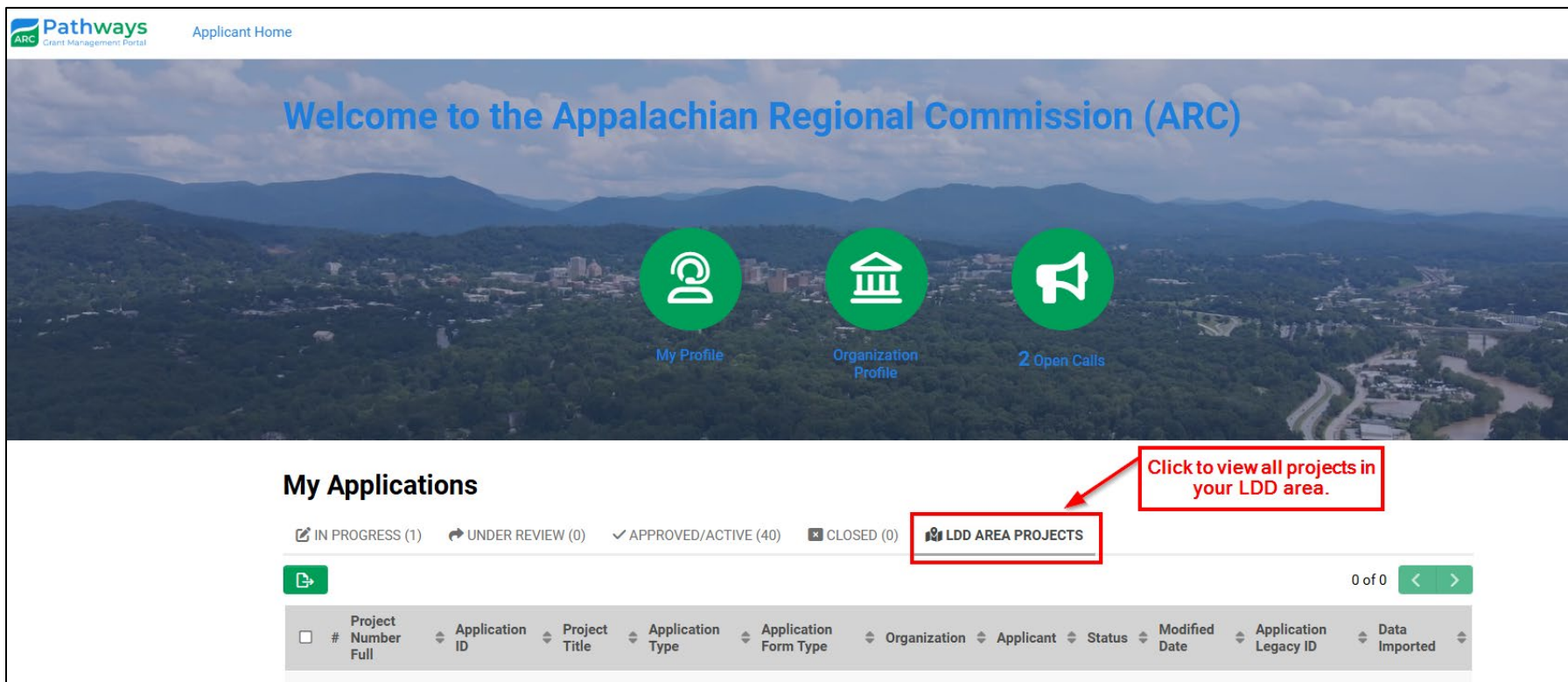
## State & LDD Staff

As a state or LDD staff member, all projects for which you are a contact will be in the **“Applicant Home”** section and will automatically appear on your homepage when you log into Pathways.




To view all projects that are in your LDD or state area:

1. Go to the **“My Applications”** section of the homepage.
2. Click on the **“LDD Area Projects”** or **“State Area Projects”** tab.





To view projects for which you are an applicant or grantee:


1. Go to the **“My Applications”** section of the homepage.
2. Click on the correct tab.
  - a. **In Progress** tab: LOIs or applications that have not been submitted to ARC.
  - b. **Under Review** tab: LOIs or applications that have been submitted and are being reviewed by ARC.
  - c. **Approved/Active** tab: All open projects.
  - d. **Closed** tab: All closed projects.

 Applicant Home

## Welcome to the Appalachian Regional Commission (ARC)

  
My Profile

  
Organization Profile

  
2 Open Calls

### My Applications

Click to view projects where you are an applicant or grantee.

IN PROGRESS (1)

UNDER REVIEW (0)

APPROVED/ACTIVE (40)

CLOSED (0)

LDD AREA PROJECTS

1-1 of 1

#	Implementation Type	Application Number	Project Title	Application Start Point	Requested Amount	Status	Modified Date
1		AD_2025_00000578	DDAA Demo	Application to ARC		Full Application Draft	03/11/2025 08:26AM



# Signing a Grant Agreement

Once your application is approved, you can sign your grant agreement.

- 1. From the homepage, scroll to “Forms Requiring Signature.”
- 2. Click on the “Agreements” tab, then click on the grant agreement.

### My Applications

IN PROGRESS (1) UNDER REVIEW (0) APPROVED/ACTIVE (0) CLOSED (0)

1-1 of 1

#	Implementation Type	Application Number	Project Title	Application Start Point	Requested Amount	Status	Modified Date
1	Non-Construction	PW_2024_00000365	Increasing Staff/Service for Private Locations in the Northern region of New York, without Region ID		\$1,001,515	Full Application Draft	08/14/2024 12:05PM

**Forms Requiring Signature**

SF424 (0) AGREEMENTS (1) AMENDMENT REQUESTS (0) AMENDMENT AUTHORIZATION (0)

1-1 of 1

#	Application ID	Project Title	Activity Type	Status	Date - Due	Activity Legacy ID	Data Imported
1	PW_2024_00000365	Increasing Staff/Service for Private Locations in the Northern region of New York, without Region ID	Grant Agreement	In Authorized Representative Review			

3. Click on the “**Documentation**” tab. Click on each pdf document to view each section of the agreement.

Grant Agreement - - Virtual Training Screenshots

Instructions

AGREEMENT SETUP GENERAL AWARD INFORMATION GRANTEE RESPONSIBILITIES GENERAL TERMS AND CONDITIONS DRUG FREE WORKPLACE **DOCUMENTATION**

Draft Grant Agreement:

Drop files here or [browse files](#)  
Maximum file size: 2 GB

Click each document to read each section of the grant agreement.

<input type="checkbox"/>	File Name	Size	Date
	<a href="#">wpvGenerateGrantAgreement.pdf</a>	98.8 KB	08/28/2025 7:58 AM
	<a href="#">wpvPDFGenerateDrugFreeWorkplaceGrantAgreement.pdf</a>	82.4 KB	08/28/2025 7:58 AM
	<a href="#">wpvPDFGenerateLobbyingAddendumGrantAgreement.pdf</a>	71.7 KB	08/28/2025 7:58 AM

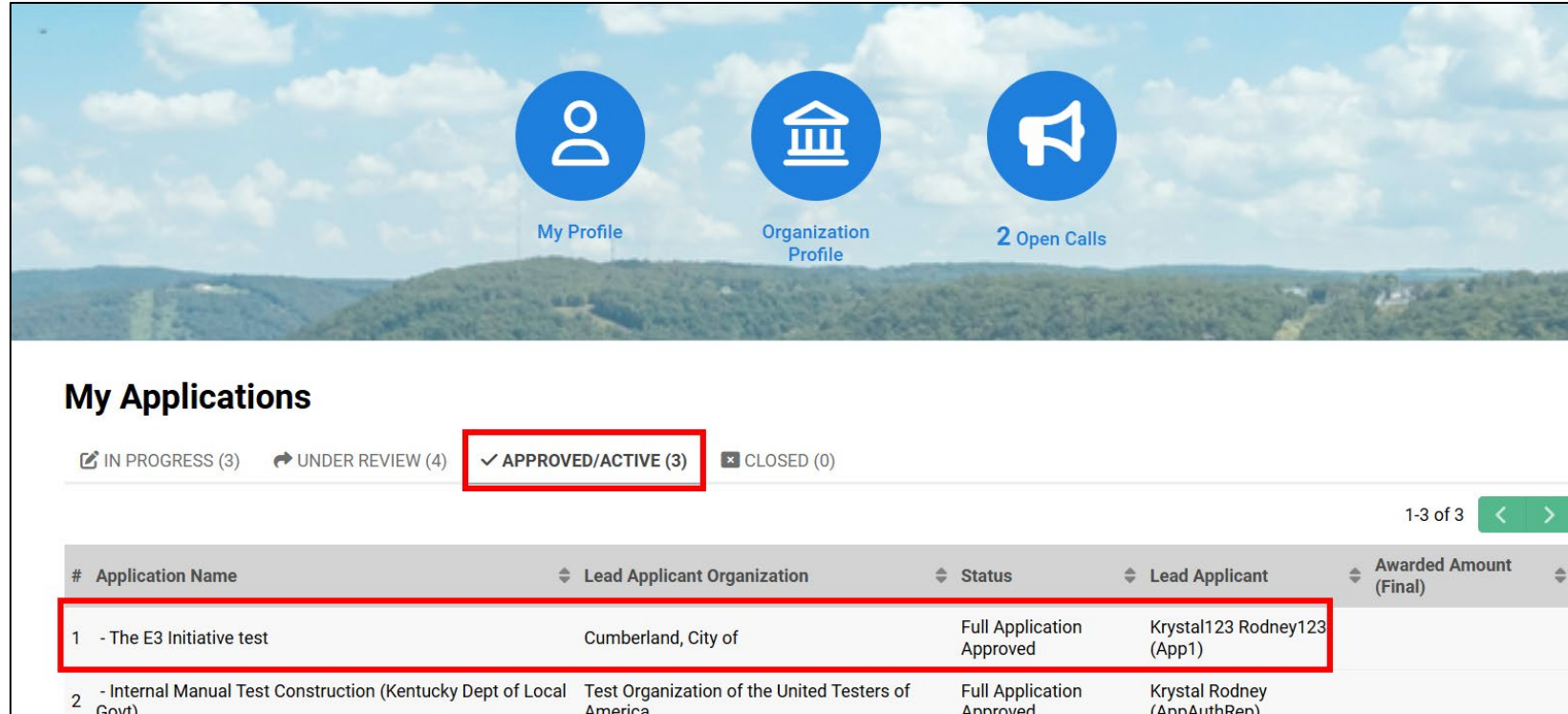
Total Files: 3

4. Click “**Sign Grant Agreement**” at the bottom of the page.



5. You will see an alert window. Click “**Yes.**”
6. You will see the confirmation window.

7. Your application will now move to the **“Full Application Approved”** status. Moving forward, you can find your application in the **“My Applications”** section of the homepage, under the **“Approved/Active”** tab.



**My Applications**

IN PROGRESS (3) UNDER REVIEW (4) **✓ APPROVED/ACTIVE (3)** CLOSED (0)

1-3 of 3 < >

#	Application Name	Lead Applicant Organization	Status	Lead Applicant	Awarded Amount (Final)
1	- The E3 Initiative test	Cumberland, City of	Full Application Approved	Krystal123 Rodney123 (App1)	
2	- Internal Manual Test Construction (Kentucky Dept of Local Govt)	Test Organization of the United Testers of America	Full Application Approved	Krystal Rodney (AppAuthRen)	

# Downloading the Grant Agreement

## To download a grant agreement before signing:

1. Go to the “**Documentation**” tab.
2. Click on the document you would like to download. The download will begin automatically.

AGREEMENT SETUPGENERAL AWARD INFORMATIONGRANTEE RESPONSIBILITIESGENERAL TERMS AND CONDITIONSLOBBYING ADDENDUMDRUG FREE WORKPLACE**DOCUMENTATION**





Draft Grant Agreement:

Drop files here or [browse files](#)

Maximum file size: 2 GB

Download

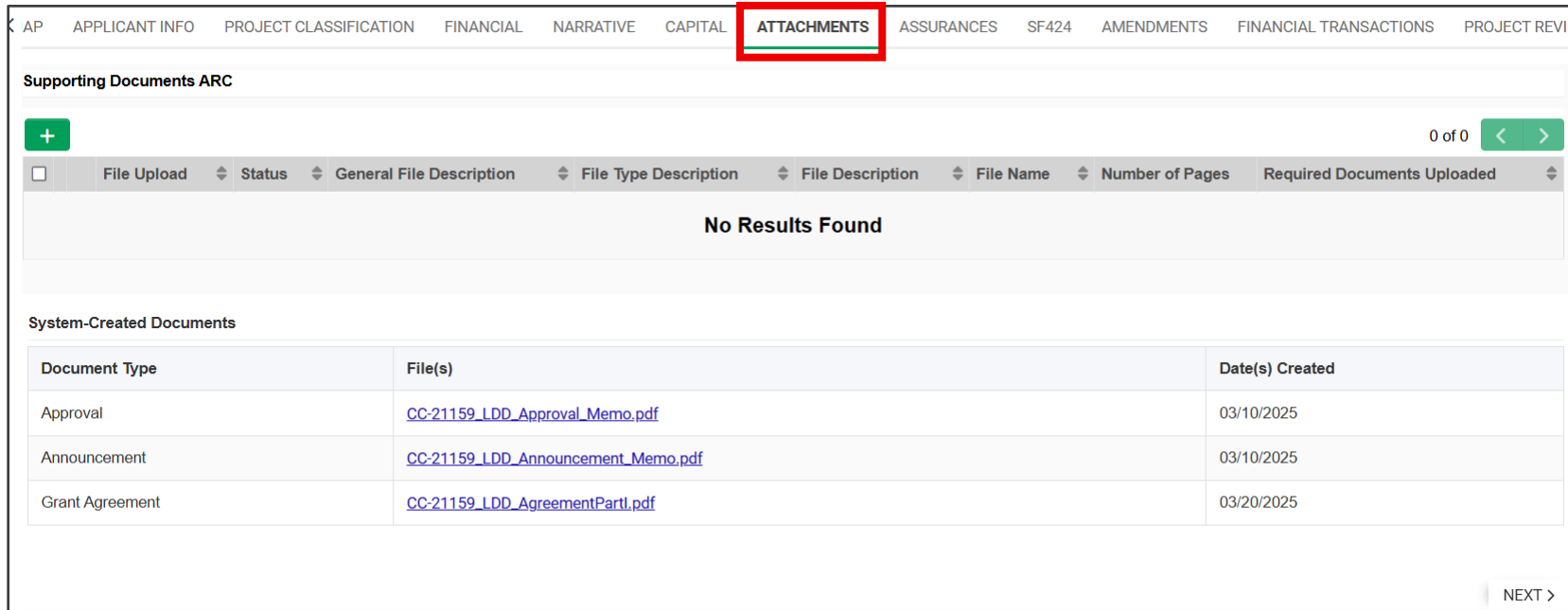
GridList

<input type="checkbox"/>	File Name ▲	Size	Date	
	<a href="#">Grant_Agreement_Part_II_Competitive_and_AD_Grants_KS_Updated_7-18-24_(1).docx</a>	29.9 KB	04/22/2025 8:53 AM	⋮
	<a href="#">wpvGenerateGrantAgreement.pdf</a>	139.6 KB	04/22/2025 8:53 AM	⋮
	<a href="#">wpvPDFGenerateDrugFreeWorkplaceGrantAgreement.pdf</a>	84.2 KB	04/22/2025 8:53 AM	⋮
	<a href="#">wpvPDFGenerateLobbyingAddendumGrantAgreement.pdf</a>	85.5 KB	04/22/2025 8:53 AM	⋮

Total Files: 4

## To download a grant agreement after signing:

1. On the homepage, go to the “**My Applications**” section.
2. Click on the “**Approved/Active**” tab.
3. Click on the desired project.
4. Click on the “**Attachments**” tab.
5. Scroll to the “**System-Created Documents**” section.
6. Click on the grant agreement.



AP APPLICANT INFO PROJECT CLASSIFICATION FINANCIAL NARRATIVE CAPITAL **ATTACHMENTS** ASSURANCES SF424 AMENDMENTS FINANCIAL TRANSACTIONS PROJECT REVIEW

Supporting Documents ARC

+ 0 of 0 < >

☐ File Upload Status General File Description File Type Description File Description File Name Number of Pages Required Documents Uploaded

No Results Found

System-Created Documents

Document Type	File(s)	Date(s) Created
Approval	<a href="#">CC-21159_LDD_Approval_Memo.pdf</a>	03/10/2025
Announcement	<a href="#">CC-21159_LDD_Announcement_Memo.pdf</a>	03/10/2025
Grant Agreement	<a href="#">CC-21159_LDD_AgreementPartI.pdf</a>	03/20/2025

NEXT >

## Negotiating a Change to Your Grant Agreement

If it is necessary to submit a request to negotiate a change to your grant agreement, contact [projectcompliance@arc.gov](mailto:projectcompliance@arc.gov) regarding negotiating changes.

# Post-Award Activities

All post-award reports will be in the “**Post-Award Activities**” tab.

This includes:

- **ASAP drawdown requests**
- **Basic agency monitoring reports (BAMRs)**
- **Project reports**

## How to Start a Post-Award Report

1. From the homepage, go to the “**My Applications**” section.
2. Click the “**Approved/Active**” tab.
3. Click on the desired application.

The screenshot shows the 'Welcome to the Appalachian Regional Commission (ARC)' homepage. Below the header, there are three circular icons: 'My Profile', 'Organization Profile', and '2 Open Calls'. The 'My Applications' section is highlighted with a red arrow and a box labeled '1'. Below this, there are four tabs: 'IN PROGRESS (0)', 'UNDER REVIEW (0)', 'APPROVED/ACTIVE (1)', and 'CLOSED (0)'. The 'APPROVED/ACTIVE (1)' tab is selected with a red arrow and a box labeled '2'. Below the tabs, there is a table with the following data:

#	Application Name	Lead Applicant Organization	Status	Lead Applicant	Awarded Amount (Final)
1	- External Manual Test	Cumberland, City of	Full Application Approved	Krystal Rodney	

A red arrow and a box labeled '3' point to the 'Krystal Rodney' cell in the 'Lead Applicant' column. The table has a pagination bar at the bottom right showing '1-1 of 1' and navigation arrows.

# Creating a Basic Agency Monitoring Report (BAMR)

## How to Create a BAMR

1. On the homepage, click **"BA Contact Home."**
2. On the homepage, go to the **"My Applications"** section.
3. Click the **"Approved/Active"** tab.
4. Click on the desired project.

The screenshot shows the ARC Grant Management Portal homepage. At the top right, there are two links: "Applicant Home" and "BA Contact Home". A red box labeled "1" is around "BA Contact Home", with a red arrow pointing to it. Below the header is a large banner with the text "Welcome to the Appalachian Regional Commission (ARC)". Under the banner are three green circular icons: "My Profile", "Organization Profile", and "11 Open Calls". A red box labeled "2" is around the "My Applications" section header, with a red arrow pointing to it. Below the header are three tabs: "IN PROGRESS (0)", "UNDER REVIEW (0)", and "APPROVED/ACTIVE (10)". A red box labeled "3" is around the "APPROVED/ACTIVE (10)" tab, with a red arrow pointing to it. Below the tabs is a table of applications. A red box labeled "4" is around the "Full Application Approved" status in the first row, with a red arrow pointing to it.

Applicant Home BA Contact Home

## Welcome to the Appalachian Regional Commission (ARC)

My Profile Organization Profile 11 Open Calls

### My Applications

IN PROGRESS (0) UNDER REVIEW (0) APPROVED/ACTIVE (10)

1-10 of 10 < >

#	Application Name	Lead Applicant Organization	Status	Lead Applicant	Awarded Amount (Final)
1	- LOI Deadline test AD	Cumberland, City of	Full Application Approved	Krystal123 Rodney123	



5. Click on the “**Post-Award Activities**” tab.
6. Click the **green (+) button** above the “**Basic Agency Monitoring Report**” section.

PROJECT INFO APPLICANT INFO PROJECT CLASSIFICATION FINANCIAL NARRATIVE ATTACHMENTS ASSURANCES SF424 **5** NDMENTS **POST-AWARD ACTIVITIES**

**Basic Agency Monitoring Report**

**6** +

#	Activity Type	Report Number	Report Type	Project Number	Basic Agency Project Number
1	Basic Agency Monitoring Report		Interim	123456_2024_00000428	

Open

## Completing-the-Basic-Information™Tab

**BASIC PROJECT INFORMATION** PROGRESS REPORT FINANCIAL REPORT PERFORMANCE ADMINISTRATION

BAMR Form Number  
2

Project Number  
PW\_2024\_00000419

Basic Agency Project Number

\* Report Type  
-Select One- **1**

Last BAMR Date Submitted

**2** Save Draft → Certify and Submit

To complete the “**Basic Information**” tab:

1. From the “**Report Type**” dropdown, choose if this is an **interim** or **final** report.
2. Click “**Save Draft.**”
3. Click on the “**Progress Report**” tab.



## Completing-the-Progress-Report™Tab

The screenshot shows the 'Progress Report' tab selected in the top navigation bar. The main content area contains several sections with radio button options and a date field. A blue box highlights the instructions for completing the tab, and a red arrow points to the 'Save Draft' button.

**BASIC PROJECT INFORMATION** **PROGRESS REPORT** FINANCIAL REPORT PERFORMANCE ADMINISTRATION

\* Environmental Review Started?

☐ Yes ☐ No

\* Design Phase Started?

☐ Yes ☐ No

\* Project Construction Started?

☐ Yes ☐ No

\* Project Construction Completed?

☐ Yes ☐ No

\* Estimated Project Start Date

mm/dd/yyyy  ? ↺

< BACK Construction Start Date

**To complete the “Progress Report” tab:**

1. Complete all fields.
2. Click **“Save Draft.”**
3. Click on **“Financial Report”** tab.

**Save Draft** → **Certify and Submit**

## Completing-the-Financial-Report™Tab

1. Click **“Open”** under the **“Project Funding Sources”** tab in the top menu.

The screenshot shows the 'Financial Report' tab selected in the top navigation bar. The main content area displays the 'Project Funding Sources' section with an 'Open' button and a red box containing the number '1'.

**BASIC PROJECT INFORMATION** **PROGRESS REPORT** **FINANCIAL REPORT** PERFORMANCE ADMINISTRATION

✓ Project Funding Sources

**Open** ↺ **1**

2. The “**Contributor**,” “**Contributor Type**,” and “**Funding Type**” will be filled in for you.
3. Enter the “**Cumulative Amount**” for each line item. This is the amount that you’ve spent for each line item during the entire project so far.
4. Click “**Save**” at the bottom of the window, then close the window.
5. Click “**Save Draft**” at the bottom of the “**Financial Report**” tab.
6. Click on the “**Performance**” tab.

### Project Funding Sources

*i* Instructions go here.

2

3

Contributor	Contributor Type	Funding Type	Funding Amount	Cumulative Amount	Approved ARC Cost Share
	ARC	Cash	\$800,000		
ARC	ARC	Cash	\$800,000		
WV	State	Cash	\$548,500		
Arthurdale	Local	-Select One-	\$254,050		
\$2,402,550					\$0.00

4

Save


## Completing-the-@Performance™Tab

1. Click the **green “Enter” button** under **“Performance Measures.”**

BASIC PROJECT INFORMATION   PROGRESS REPORT   FINANCIAL REPORT   **PERFORMANCE**   ADMINISTRATION

**Performance Measures**

Please use the button below to enter your performance measures. The default performance measures are shown first followed by the option to enter additional measures.

 **1**

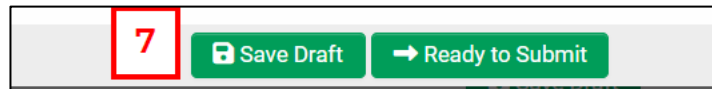
Measure	Projected Performance Measure Amount	Cumulative Performance Amount	Notes
Plans/Reports (output)	1		Plan to be
Jobs Created (outcome)	10		Expansion
Jobs Retained (outcome)	50		Workers &
Participants improved (outcome)	200		Half of su
Participants served (output)	250		on to join
Plans/Reports (output)	0		Summer
Revenues increased-nonexport (outcome)	0		N/A alrea
Square feet (output)	3500		N/A
Communities served (output)	3		Size of fa
Communities improved (outcome)	2		Arthurdal
New Visitors - Days (output)	40		Arthurdal
New Visitors - Overnights (output)	20		Expecting
			Expecting

2. The **“Measures”** and **“Projected Performance Measure Amount”** columns will be filled in for you.
3. Enter the **“Current Performance Amount”** for each measure. This is the amount of the performance measure that has been reached during this reporting period.
4. The **“Cumulative Performance Amount”** for each measure will be automatically calculated by the system. This is the total amount of the performance measure that has been reached during the project so far.
5. Enter any important notes for each measure as needed.
6. Click **“Save”** at the bottom of the window, then close the window.

**Performance Measure**

Measure	Projected Performance Measure Amount	Current Performance Amount	Cumulative Performance Amount	Notes
<b>2</b>		<b>3</b>	<b>4</b>	<b>5</b>
		<b>6</b>	<b>Save</b>	

7. Click **“Save Draft”** at the bottom of the main page.



## Submitting-the-Basic-Agency-Monitoring-Report

### As-a-Primary-Basic-Agency-Contact

1. Click **“Save Draft.”** If you are the **“Primary Basic Agency Contact”** for the project, you will see a **“Certify and Submit”** button at the bottom of the page. Click **“Certify and Submit”** to submit the report to ARC.

✓ Project Funding Sources

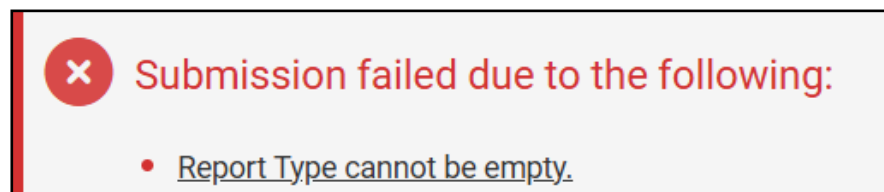
Open

Contributor	Contributor Type	Funding Type	Funding Amount	Cumulative Amount	Approved ARC Cost Share
a	ARC	Cash	\$2,229,999	\$0.00	\$0.00
b	ARC	Cash	\$2,229,999	\$0.00	\$0.00
c	Other Federal	Cash	\$12,341	\$0.00	\$0.00
d	State	Cash	\$350,000	\$0.00	\$0.00
e	Local	Cash	\$50	\$0.00	\$0.00
f	Applicant	Cash	\$75	\$0.00	\$0.00
g	Foundation	Cash	\$125	\$0.00	\$0.00
	Private	Cash	\$100	\$0.00	\$0.00
	ARC	Cash	\$1,910,000	\$0.00	\$0.00
	Other Federal	Cash	\$110,000	\$0.00	\$0.00
	State	Cash	\$1,950,000	\$0.00	\$0.00
	Local	-Select One-	\$161,000	\$0.00	\$0.00
			<b>\$8,953,689</b>	<b>\$0.00</b>	<b>\$0.00</b>


< BACK

Save Draft Certify and Submit

2. If there are errors or missing information on the report, you will see this message bar at the top of the page: Click the links in the **“Submission Failed”** message bar to navigate to the errors. Once all errors are corrected, click **“Certify & Submit.”**



- You will see this alert window. Click **“Yes”** to submit the report. Click **“No”** to return to the report to make changes. After clicking **“Yes,”** you will see the **“Submission Successful”** message below.

 **Alert**

This will lock the Basic Agency Monitoring Report for edits. Do you wish to proceed? Please confirm.

YES
NO

**Submission Successful**

Basic Agency Monitoring Report submitted successfully. Please exit out of window.

### For-All-Other-Roles

- Click **“Save Draft.”** For all other roles for the project, you will see a **“Ready to Submit”** button at the bottom of the page. Click **“Ready to Submit”** to notify the **primary basic agency contact** that the report is complete.

✓ Project Funding Sources

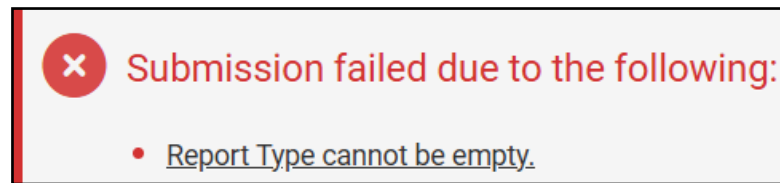
Open

Contributor	Contributor Type	Funding Type	Funding Amount	Cumulative Amount	Approved ARC Co
	ARC	Cash	\$2,229,999	\$0.00	\$0.00
a	ARC	Cash	\$2,229,999	\$0.00	\$0.00
b	Other Federal	Cash	\$12,341	\$0.00	\$0.00
c	State	Cash	\$350,000	\$0.00	\$0.00
d	Local	Cash	\$50	\$0.00	\$0.00
e	Applicant	Cash	\$75	\$0.00	\$0.00
f	Foundation	Cash	\$125	\$0.00	\$0.00
g	Private	Cash	\$100	\$0.00	\$0.00
	ARC	Cash	\$1,910,000	\$0.00	\$0.00
	Other Federal	Cash	\$110,000	\$0.00	\$0.00
	State	Cash	\$1,950,000	\$0.00	\$0.00
	Local	-Select One-	\$161,000	\$0.00	\$0.00
			<b>\$8,953,689</b>	<b>\$0.00</b>	<b>\$0.00</b>

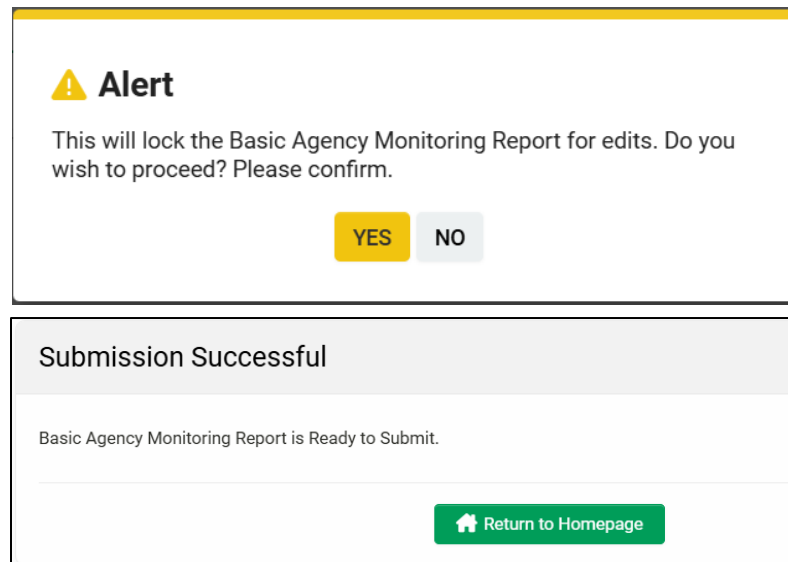
< BACK

Save Draft
→ Ready to Submit

2. If there are errors or missing information on the report, you will see this message bar at the top of the page: Click the links in the “**Submission Failed**” message bar to navigate to the errors. Once you correct all errors, click “**Certify & Submit.**”



3. You will see this alert window. Click “**Yes**” to submit the report. Click “**No**” to return to the report to make changes. After clicking “**Yes,**” you will see the “**Submission Successful**” message below.



4. This will put the basic agency monitoring report in the primary basic agency contact’s queue with the status of “**Ready to Submit.**”

Basic Agency Monitoring Report						
<div><div>+</div><div>1-2 of 2</div><div>&lt; &gt;</div></div>						
#	Activity Type	Report Number	Report Type	Project Number	Basic Agency Project Number	Status
<div>Open</div>	1 Basic Agency Monitoring Report	1	Interim	PW_2024_00000407		Ready to Submit

## How to Create an Interim or Final Project Report

1. On the homepage, go to the “**My Applications**” section.
2. Click on the “**Approved/Active**” tab.
3. Click on the desired project.

Welcome to the Appalachian Regional Commission (ARC)

My Profile   Organization Profile   2 Open Calls

**My Applications** 1

IN PROGRESS (0)   UNDER REVIEW (0)   APPROVED/ACTIVE (1) 2   CLOSED (0)

1-1 of 1   < >

#	Application Name	Lead Applicant Organization	Status	Lead Applicant	Awarded Amount (Final)
1	- External Manual Test	Cumberland, City of	Full Application Approved	Krystal Rodney	

3

4. Click on the “**Post-Award Activities**” tab on the far right of the screen.
5. Click the **green (+) button** under the “**Project Report**” section.

ARC   Applicant Home   < >   ?

Main   Notes

- External Manual Test

Implementation Type  
Non-Construction

PROJECT INFO   IMPACT MAP   APPLICANT INFO   PROJECT CLASSIFICATION   FINANCIAL   NARRATIVE   ATTACHMENTS   ASSURANCES   SF424   AMENDMENTS   POST-AWARD ACTIVITIES 4

Project Report

+ 5

1-1 of 1   < >

#	Activity Type	Report Type	Report Number	Payment Request Type	Payment Request Number	Owner	Status	Created Date
1	Project Report	Interim	1	No Payment Request		Krystal Rodney	Draft	01/21/2025 01:06PM

## Completing the Project “Report Setup” Tab

1. From the “**Report Type**” dropdown, choose if this is an **interim** or **final** report.
2. Complete the empty fields.
3. Under “**Payment Request Type**,” choose one of the following:
  - **No Payment Request** if you are not asking for reimbursement right now.
  - **Reimbursement** if you are asking for reimbursement for this report period.
  - **Advance** if you are asking for payment for future work/periods.
  - **Reimbursement/Advance** if you are asking for reimbursement for this report period AND payment for future work/periods.
4. Click “**Save Draft.**”

New Activity

REPORT SETUP   PROGRESS REPORT   FINANCIAL REPORT

\* Report Type  
--Select One--

Project Start Date

\* Project End Date

Previous Report End Date  
mm/dd/yyyy

Current Report Due Date  
mm/dd/yyyy

\* Current Period Start Date  
mm/dd/yyyy

\* Current Period End Date  
mm/dd/yyyy

\* Payment Request Type  
--Select One--

To complete the “**Report Setup**” tab:

- From the “**Report Type**” dropdown, choose if this is an **interim** or **final** report.
- Complete the other empty fields on the page.
- Under “**Payment Request Type**,” choose:
  - **No Payment Request** if you are not asking for reimbursement right now.
  - **Reimbursement** if you are asking for reimbursement for this report period.
  - **Advance** if you are asking for payment for future work/periods.
  - **Reimbursement/Advance** if you are asking for reimbursement for this report period AND payment for future work/periods.

Save Draft   Ready to Submit



## Completing the “Progress Report” Tab

1. Complete the required fields.
2. Click “**Enter**” under “**Performance Measures**.” A new window will open.

REPORT SETUP **PROGRESS REPORT** FINANCIAL REPORT ADMINISTRATION

Background

1

Activities

Project Outcomes

Problems Encountered

Performance Measures

Please use the **Enter** button to enter your performance measures. The default performance measures are shown first followed by the option to enter additional measures.

**2**

3. Enter the “**Current Performance Amount**” for each measure. This is the amount of the performance measure that has been reached during this reporting period.
4. The “**Cumulative Performance Amount**” for each measure will be calculated by the system. This is the total amount of the performance measure that has been reached during the project so far.
5. Enter any important notes for each measure, as needed.
6. Click “**Save**” in the “**Performance Measures**” window, then close the window.
7. Click “**Save Draft**” on the “**Progress Report**” tab.
8. Click on the “**Financial Report**” tab.

Performance Measure

Measure	Projected Performance Measure Amount	Current Performance Amount	Cumulative Performance Amount	Notes
---------	--------------------------------------	----------------------------	-------------------------------	-------

**6** Save

## Completing the “Financial Report” Tab

- Under “**Period Cost View**,” click on “**Detailed View**” or “**Summary View**.”
  - “**Detailed View**” will show every line item as listed in your application. For example, if listed three personnel budget line items separately on your application, you will report on each personnel item separately.
  - The “**Summary View**” will group line items under each budget category. For example, if listed three separate personnel budget line items on your application, all three items will be grouped together, and you will enter one number reflecting the total amount spent.
  - Note: Once you select a detailed or summary view, you will continue to use that view for the rest of the project. You will not be able to change your choice.
- Under “**Detailed Period Costs**” or “**Summary Period Costs**,” click “**Open**.” A new window will open.

REPORT SETUP
PROGRESS REPORT
**FINANCIAL REPORT**
SIGNATURES
ADMINISTRATION

\* Period Cost View

Detailed view: All line items will be displayed  
Summary view: Matching line items will be grouped together  
Note: The view can only be changed on the first report and will be the same for subsequent reports. Changes cannot be made after report is submitted.

☒ Detailed ☐ Summary

Detailed Period Costs

Open

Detailed Period Costs

Project Budget

Budget Category	Budget Line Item Name	Budget Notes	Cash or In Kind?	ARC Amount	Other Federal Amount	State Amount	Local Amount	Total Amount
Personnel	Instructors	Instructors	Cash	\$373,705	\$0	\$0	\$306,507	\$680,212
Fringe Benefits	Trainers		Cash	\$110,899	\$0	\$0	\$114,839	\$225,738
4	Training systems		Cash	\$390,959	\$0	\$0	\$0	\$390,959
Travel	CWBF		Cash	\$0	\$0	\$0	\$22,500	\$22,500
Supplies	Supplies		Cash	\$0	\$0	\$0	\$55,630	\$55,630
Indirect Charges	Marshall University		Cash	\$124,437	\$0	\$0	\$0	\$124,437
Contractual	Senior Strategy Advisor	20%	Cash	\$0	\$0	\$0	\$93,272	\$93,272
Other	Marketing		Cash	\$0	\$0	\$0	\$46,500	\$46,500
				\$1,000,000	\$0	\$0	\$639,248	\$1,639,248

Current Period Costs

< BACK
NEXT >

Save Draft
Ready to Submit
Delete

The top table shows the proposed budget that was entered with the application.

3. Under **“Current Period Costs,”** enter all costs for the current reporting period (from the dates entered on the **“Report Setup”** tab).
4. If you are requesting a **reimbursement + advance**, scroll to the bottom of the page to fill out the **“Forecast Period Costs”** table as well.
5. Click **“Save,”** then close the window.
6. Click **“Save Draft”** in the **“Financial Report”** tab.

## Submitting the Interim or Final Report:

### As-a-n-Authorized-Representative

1. Once you have completed all tabs, click **“Save Draft.”** Click **“Certify and Submit”** to submit the report to ARC.

REPORT SETUP
PROGRESS REPORT
**FINANCIAL REPORT**

\* Payment Request Number

\* Period Cost View

Detailed view: All line items will be displayed  
Summary view: Matching line items will be grouped together  
Note: The view can only be changed on the first report and will be the same for subsequent reports. Changes cannot be made after report is submitted.

☒ Detailed ☐ Summary

Detailed Period Costs

Open

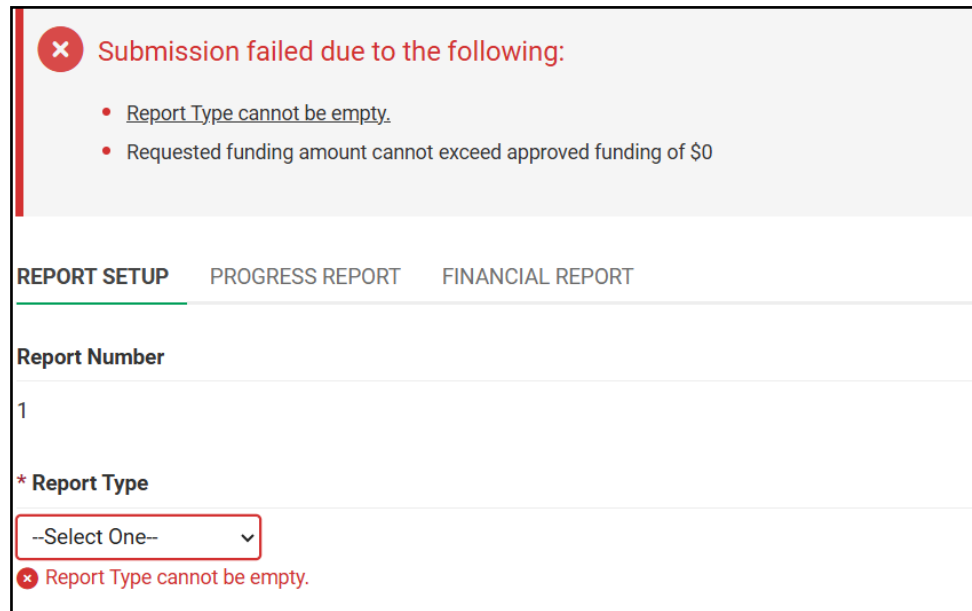
Detailed Period Costs

Project Budget

Budget Category	Budget Line Item Name	Budget Notes	Cash or In Kind?	ARC Amount	Other Federal Amount	\$
< BACK	Project Management	Project Oversight -	In Kind	\$20,000	\$0	

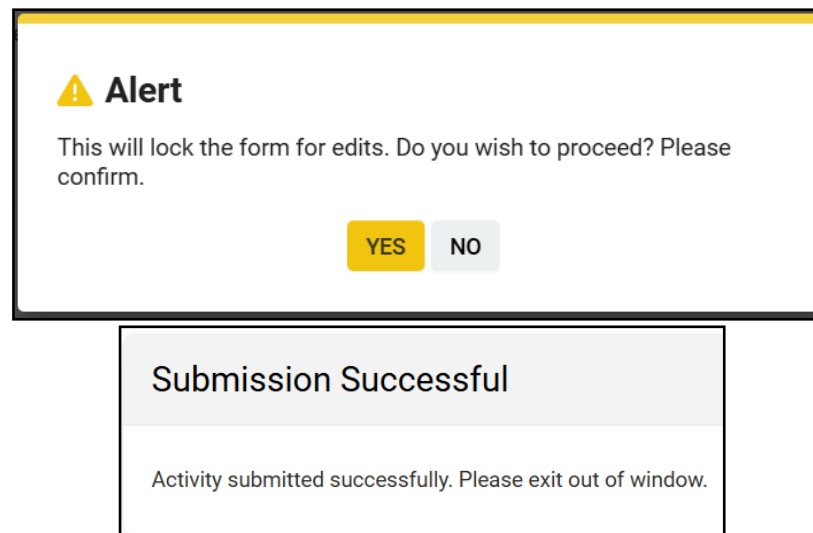
Save Draft
Certify and Submit

2. If the report has errors or missing information, you will see this message bar at the top of the page:



The screenshot shows a 'Submission failed due to the following:' message bar with two error items: 'Report Type cannot be empty.' and 'Requested funding amount cannot exceed approved funding of \$0'. Below the message bar is a form with tabs for 'REPORT SETUP', 'PROGRESS REPORT', and 'FINANCIAL REPORT'. The 'REPORT SETUP' tab is active. The form contains a 'Report Number' field with the value '1', a '\* Report Type' dropdown menu showing '--Select One--', and a red error message below it: 'Report Type cannot be empty.'

3. Click the links in the “**Submission Failed**” message bar to navigate to the errors. Once you correct all errors, click “**Certify & Submit.**”
4. You will see this alert window. Click “**Yes**” to submit the report. Click “**No**” to return to the report to make changes. After clicking “**Yes**,” you will see the “**Submission Successful**” message below.



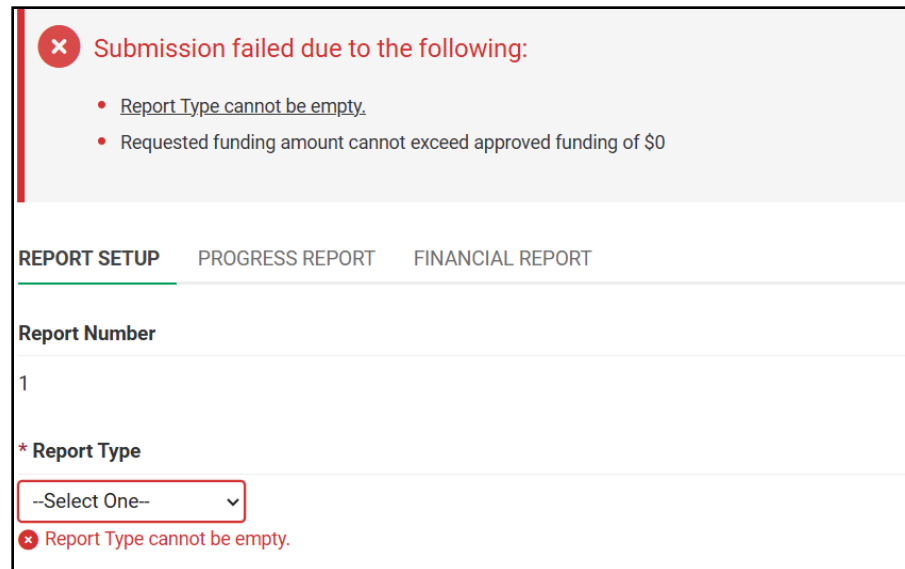
The screenshot shows an 'Alert' dialog box with a yellow warning icon. The text inside says: 'This will lock the form for edits. Do you wish to proceed? Please confirm.' There are two buttons: 'YES' (yellow) and 'NO' (gray). Below the alert box is a 'Submission Successful' message box with the text: 'Activity submitted successfully. Please exit out of window.'

## For-All-Other-Roles

1. Once you have completed all tabs, click **“Save Draft.”** For **all other roles** in the project, you will see a **“Ready to Submit”** button at the bottom of the page. Click **“Ready to Submit”** to notify the authorized representative that the report is ready to be submitted to ARC.

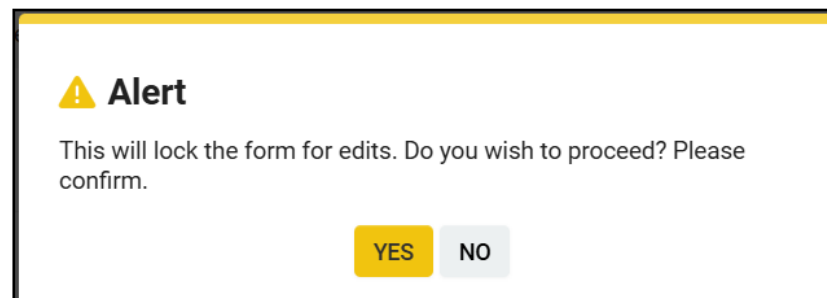
REPORT SETUP	PROGRESS REPORT	FINANCIAL REPORT
Report Number		
1		
* Report Type		
Interim		
Project Start Date		
03/01/2025		
* Project End Date		
12/01/2027		
Current Report Due Date		
05/21/2025		
* Current Period Start Date		
10/01/2025		
* Current Period End Date		
<div>Save Draft</div> <div>→ Ready to Submit</div>		

2. If the report has errors or missing information, you will see this message bar at the top of the page:



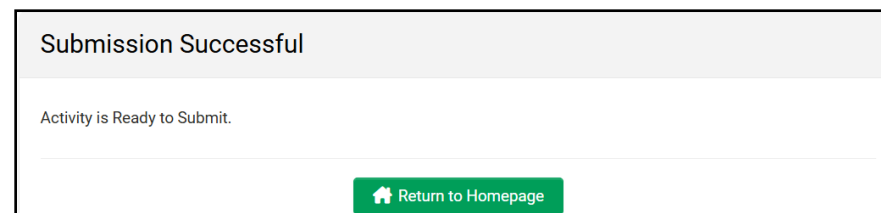
The screenshot shows a red message bar at the top of a form. The bar contains a red 'x' icon and the text 'Submission failed due to the following:'. Below this, there are two bullet points: 'Report Type cannot be empty.' and 'Requested funding amount cannot exceed approved funding of \$0'. The form below the bar has three tabs: 'REPORT SETUP' (selected), 'PROGRESS REPORT', and 'FINANCIAL REPORT'. Under 'REPORT SETUP', there is a 'Report Number' field with the value '1'. Below that is a '\* Report Type' field with a dropdown menu showing '--Select One--'. A red error message 'Report Type cannot be empty.' is displayed below the dropdown.

3. Click the links in the “**Submission Failed**” message bar to navigate to the errors. Once all errors are corrected, click “**Ready to Submit.**” You will see this alert window:



The screenshot shows a yellow-bordered alert window. It has a yellow triangle icon with an exclamation mark and the word 'Alert' in bold. Below this, the text reads: 'This will lock the form for edits. Do you wish to proceed? Please confirm.' At the bottom, there are two buttons: a yellow 'YES' button and a grey 'NO' button.

4. Click “**Yes**” to submit the report. Click “**No**” to return to the report to make changes. After clicking “**Yes,**” you will see the “**Submission Successful**” message below. Click “**Return to Homepage**” to close the window.



The screenshot shows a green message bar at the top of a form. The bar contains the text 'Submission Successful'. Below this, the text reads: 'Activity is Ready to Submit.' At the bottom, there is a green button with a house icon and the text 'Return to Homepage'.

5. This will put the project report in your **authorized representative's queue** with the status of **“Ready to Submit.”**

Submission Successful

Activity is Ready to Submit.

[Return to Homepage](#)

## How to Edit a Report

After you submit your report, you may be notified that edits have been requested. You can find your report in the **“Post-Award Activities”** section of your project.

PROJECT INFO   APPLICANT INFO   PROJECT CLASSIFICATION   FINANCIAL   NARRATIVE   ATTACHMENTS   ASSURANCES   SF424   AMENDMENTS   POST-AWARD ACTIVITIES									
Project Report									
+ 1-3 of 3 < >									
#	Activity Type	Report Type	Report Number	Payment Request Type	Payment Request Number	Owner	Status	Created Date	
1	Project Report	Interim	3	No Payment Request		Krystal Rodney (App4)	On Hold	03/25/2025 01:38PM	
2	Project Report	Interim	2	No Payment Request		Krystal Rodney (App4)	Edits Requested	03/04/2025 01:11PM	
3	Project Report	Interim	1	Reimbursement	1	Krystal Rodney (App4)	Ready to Submit	01/21/2025 01:06PM	

To edit your report:

1. Click on the  **button** to go into annotation mode.
2. The sections that require edits will be highlighted in yellow. On the right side of your screen, you will also see notes about what needs to be revised.
3. Read the notes and make edits, as necessary.

REPORT SETUP   **PROGRESS REPORT**   FINANCIAL REPORT

Background

test

Activities

Click a field for annotation options.

Activities

Krystal Rodney (coord)  
03/26/2025  
Please expand on your notes here - thank you!

Reply

4. If you would like to change what you previously entered in that section, add it to the “**Field Value**” textbox.
5. If you would like to make additional comments about that section, enter them in the “**Message**” textbox.
6. Click “**Save**.”
7. Once you complete the revisions, click “**Save Draft**.” Click “**Certify and Submit**.”

Annotation Mode  
Click a field for annotation options.

REPORT SETUP **PROGRESS REPORT** FINANCIAL REPORT

Background

test

Activities

Project Outcomes

Problems Encountered

Performance Measures

Please use the button below to enter your performance measures. The default performance measures are shown.

Enter

Performance Measures

Measure	Projected Performance Measure Amount	Current Performance Amount	Cumulative Amount
Students improved (outcome)		40.00	65

at least 170 industry service credentials

### Reply

Field Value:

Changing what I previously wrote **4**

Message:

Adding additional comments or context **5**

**6** Save



## Creating an ASAP Drawdown Request

1. On the homepage, click “**BA Contact Home.**”
2. On the homepage, go to the “**My Applications**” section.
3. Click the “**Approved/Active**” tab.
4. Click on the desired project.

The screenshot shows the ARC Grant Management Portal homepage. At the top right, there are links for "Applicant Home" and "BA Contact Home". A red box labeled "1" with an arrow points to the "BA Contact Home" link. Below the header is a large banner with the text "Welcome to the Appalachian Regional Commission (ARC)". Underneath the banner are three green circular icons: "My Profile", "Organization Profile", and "11 Open Calls". A red box labeled "2" with an arrow points to the "My Applications" section below. The "My Applications" section has three tabs: "IN PROGRESS (0)", "UNDER REVIEW (0)", and "APPROVED/ACTIVE (10)". A red box labeled "3" with an arrow points to the "APPROVED/ACTIVE (10)" tab. Below the tabs is a table of applications. A red box labeled "4" with an arrow points to the first row of the table.

Applicant Home BA Contact Home

# Welcome to the Appalachian Regional Commission (ARC)

My Profile Organization Profile 11 Open Calls

## My Applications

IN PROGRESS (0) UNDER REVIEW (0) **APPROVED/ACTIVE (10)**

1-10 of 10 < >

#	Application Name	Lead Applicant Organization	Status	Lead Applicant	Awarded Amount (Final)
1	- LOI Deadline test AD	Cumberland, City of	Full Application Approved	Krystal123 Rodney123	

- Click on the **"Post-Award Activities"** tab.
- Click the **green (+) button** above the **"ASAP Drawdown Request"** section.

PROJECT INFO IMPACT MAP APPLICANT INFO PROJECT CLASSIFICATION FINANCIAL NARRATIVE ATTACHMENTS ASSURANCES SF424 AMENDMENTS PROJECT REVIEW **POST-AWARD ACTIVITIES** MATC

Basic Agency Monitoring Report

1-1 of 1 < >

#	Activity Type	Report Number	Report Type	Project Number	Basic Agency Project Number	Status
1	Basic Agency Monitoring Report		Interim	AD_2025_00000623		Draft

ASAP Drawdown Request

1-1 of 1 < >

#	Activity Type	Project Number	ASAP Account Number	Type of Drawdown Request	Status
---	---------------	----------------	---------------------	--------------------------	--------

## Completing the ASAP Drawdown Request

- Click **"Save Draft."** The **Basic Information** tab and **Cumulative Information** tab will be filled in by the system.

1 Save Draft → Certify and Submit

- On the **"Current Payment Information"** tab, under **"Type of Drawdown Request,"** choose **"Interim"** or **"Final."**
- Enter the **start date** for the request under **"Period of Request Start Date."**
- Enter the **end date** for the request under **"Period of Request End Date."**
- Under **"Current ASAP Drawdown Amount,"** enter the amount of the request.
- Under **"Current Grantee Invoice Amount,"** enter the **total amount you have spent during this period.** This includes all funds spent from other funding sources.
- Click **"Save Draft."**

BASIC PROJECT INFORMATION	CURRENT PAYMENT INFORMATION	CUMULATIVE PAYMENT INFORMATION
<b>* Type of Drawdown Request</b>		
<div>Select One--</div>		
<b>* Period Of Request Start Date</b>		
<div>mm/dd/yyyy</div>		
<b>* Period Of Request End Date</b>		
<div>mm/dd/yyyy</div>		
<b>* Current ASAP Drawdown Amount</b>		
<div></div>		
<b>* Current Grantee Invoice Amount</b>		
<div></div>		
Current ARC Cost Share		
<div></div>		
<div>&lt; BACK</div>		
<div>7</div>		
<div>Save Draft</div>		
<div>→ Certify and Submit</div>		

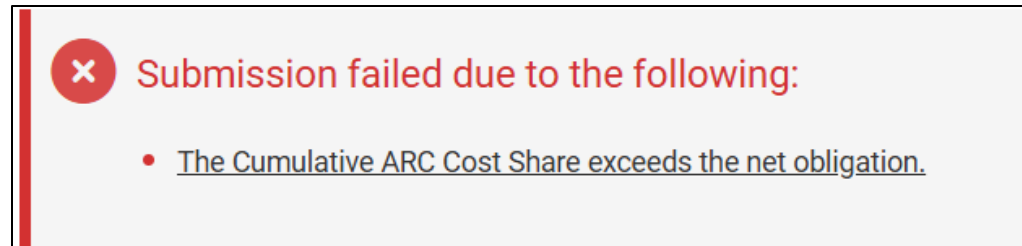
## Submitting the ASAP Drawdown Request

### Basic-Agency-Contacts

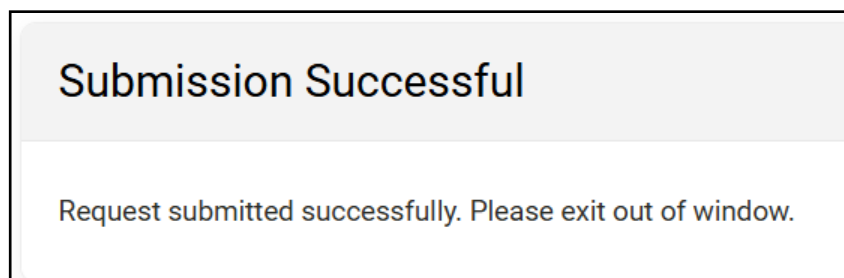
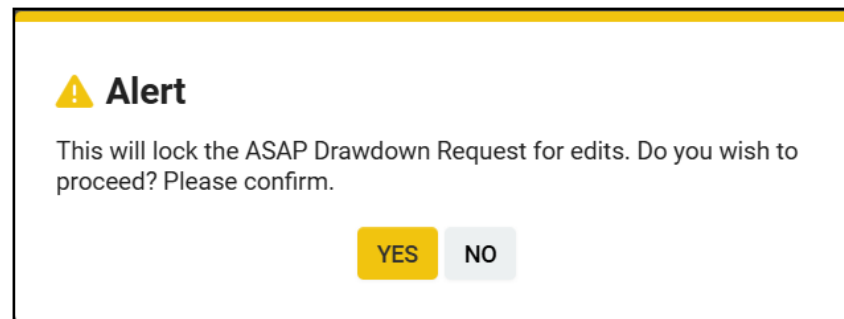
1. Click **“Save Draft.”** If you are a **“Primary Basic Agency Contact”** for the project, you will see a **“Certify and Submit”** button at the bottom of the page. Click **“Certify and Submit”** to submit the report to ARC.

BASIC PROJECT INFORMATION	CURRENT PAYMENT INFORMATION	CUMULATIVE PAYMENT INFORMATION
<b>* Type of Drawdown Request</b>		
<div>Interim</div>		
<b>* Period Of Request Start Date</b>		
<div>03/06/2025</div>		
<b>* Period Of Request End Date</b>		
<div>06/06/2025</div>		
<b>* Current ASAP Drawdown Amount</b>		
<div>0</div>		
<b>* Current Grantee Invoice Amount</b>		
<div>0</div>		
<b>Current ARC Cost Share</b>		
<div></div>		
<div>&lt; BACK</div>		
<div>Save Draft</div>		
<div>Certify and Submit</div>		

2. If there are errors or missing information on the report, you will see this message bar at the top of the page: Click the links in the “**Submission Failed**” message bar to navigate to the errors. Once all errors are corrected, click “**Certify & Submit.**”



3. You will see this alert window. Click “**Yes**” to submit the report. Click “**No**” to return to the report to make changes. After clicking “**Yes**,” you will see the “**Submission Successful**” message below.



## All-Other-Roles

1. Click **"Save Draft."** For **all other roles** for the project, you will see a **"Ready to Submit"** button at the bottom of the page. Click **"Ready to Submit"** notify the **primary basic agency contact** that the report is complete.

✓ Project Funding Sources

Open

Contributor	Contributor Type	Funding Type	Funding Amount	Cumulative Amount	Approved ARC Co
	ARC	Cash	\$2,229,999	\$0.00	\$0.00
a	ARC	Cash	\$2,229,999	\$0.00	\$0.00
b	Other Federal	Cash	\$12,341	\$0.00	\$0.00
c	State	Cash	\$350,000	\$0.00	\$0.00
d	Local	Cash	\$50	\$0.00	\$0.00
e	Applicant	Cash	\$75	\$0.00	\$0.00
f	Foundation	Cash	\$125	\$0.00	\$0.00
g	Private	Cash	\$100	\$0.00	\$0.00
	ARC	Cash	\$1,910,000	\$0.00	\$0.00
	Other Federal	Cash	\$110,000	\$0.00	\$0.00
	State	Cash	\$1,950,000	\$0.00	\$0.00
	Local	-Select One-	\$161,000	\$0.00	\$0.00
			<b>\$8,953,689</b>	<b>\$0.00</b>	<b>\$0.00</b>

< BACK

Save Draft

→ Ready to Submit


2. If there are errors or missing information on the report, you will see this message bar at the top of the page: Click the links in the **"Submission Failed"** message bar to navigate to the errors. Once you correct all errors, click **"Ready to Submit."**

×

Submission failed due to the following:

- The Cumulative ARC Cost Share exceeds the net obligation.

3. You will see this alert window. Click **“Yes”** to submit the report. Click **“No”** to return to the report to make changes. After clicking **“Yes,”** you will see the **“Submission Successful”** message below.





 **Alert**

This will lock the ASAP Drawdown Request for edits. Do you wish to proceed? Please confirm.

**Submission Successful**

Request submitted successfully. Please exit out of window.

4. This will put the basic agency monitoring report in the **primary basic agency contact's queue** with the status of **“Ready to Submit.”**

Basic Agency Monitoring Report						
		1-2 of 2  				
#	Activity Type	Report Number	Report Type	Project Number	Basic Agency Project Number	Status
 Open	1 Basic Agency Monitoring Report	1	Interim	PW_2024_00000407		Ready to Submit

# Amending Projects

## How to Create an Amendment Proposal

1. From the homepage, go to your application. Click on the **"Amendments"** tab (on the top right-hand corner).
2. Click the **green (+) button** on the left side of the screen above the grey bar. A new window will open.

The screenshot shows a top navigation bar with tabs: PROJECT INFO, APPLICANT INFO, PROJECT CLASSIFICATION, FINANCIAL, NARRATIVE, ATTACHMENTS, ASSURANCES, SF424, and **AMENDMENTS** (highlighted with a red box). Below the tabs is a green button with a white '+' icon, indicated by a red arrow. Below this is a table with the following content:

#	Activity Type	Application Name
1	Amendment	PW_2024_00000414 - Rails and Trails at Scale - Outdoor Recreation and Tourism as an economic engine

3. Enter a short explanation of what you would like to change in the project, then click **"Save Draft."**

The screenshot shows the 'AMENDMENT PROPOSAL' form. At the top, there is a red box around the label '\* Describe amendment proposal' above a large text input area. Below the input area, there is a section for 'Upload any supporting documents' with a note 'Click Save before adding attachment'. Further down is a 'Performance Measures' section with a text box and an 'Enter' button. At the bottom of the form, there is a row of three buttons: **Save Draft** (highlighted with a red box), 'Certify and Submit', and 'Cancel'.




4. The “**Supporting Documents**” window and your original performance measures will appear. To upload supporting documents, drag and drop the file into the dotted box, or click “**browse files.**” Click “**Save Draft.**”

**AMENDMENT PROPOSAL**


**\* Describe amendment proposal**

**Upload any supporting documents**


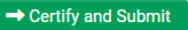
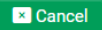
 Drop files here or [browse files](#)  
Maximum file size: 2 GB

**Performance Measures**

Please use the button below to enter your performance measures. The default performance measures are shown first followed by the option to enter additional measures.

 Enter

Measure	Original Performance Measure Amount	Cumulative Performance Amount	Revised Performance Measure Amount
Students improved (outcome)	170.00		
Workers/trainees improved (outcome)	170.00		
Workers/trainees served (output)	210.00		
Students served (output)	210.00		

 Save Draft  Certify and Submit  Cancel

5. To **revise performance measures**, click on the “**Enter**” button under “**Performance Measures.**” Enter the revised performance measure amounts in the far-right column.
6. To **add performance measures**, click the **blue (+) button** under the “**Measure**” column. Enter the amount for the new performance measure in the “**Revised Performance Measure Amount**” column.
7. After making all necessary changes, click “**Save Selection & Close.**” A pop-up window will appear. Click “**OK.**”

Performance Measure

Placeholder for Instructions

Enter the new performance measure value here

Measure	Original Performance Measure Amount	Cumulative Performance Amount	Revised Performance Measure Amount
Students improved (outcome) ▾	170		
Workers/trainees improved (outcome) ▾	170		
Workers/trainees served (output) ▾	210		
Students served (output) ▾	210		
Jobs Created (outcome) ▾	0		11

+

Click to add a new performance measure

Save Selection & Close

Save Selection

8. Click **“Save Draft”** on the main page. Then click **“Ready to Submit.”**
  - If you are the authorized representative for the project, you will see a **“Certify and Submit”** button.
9. You will see an alert window. Click **“Yes”** to submit or click **“No”** to make more changes to the amendment. After clicking **“Yes,”** you will see a **“Submission Successful”** message. Your project coordinator will send along more information and/or the appropriate forms as needed.

⚠ Alert

This will lock the form for edits. Do you wish to proceed? Please confirm.

YES

NO

Submission Successful

Activity submitted successfully. Please exit out of window.

## Adding Information to an Amendment Proposal

If your project coordinator needs more information to process your amendment request, they will ask you to edit the amendment.

Your amendment will open in annotation mode, and your screen will look different from the original amendment proposal you submitted. Your screen will look like this:

The screenshot shows the 'AMENDMENT PROPOSAL' screen in 'Annotation Mode'. The top navigation bar includes tabs for 'AMENDMENT PROPOSAL', 'SCHEDULE CHANGES', 'SCOPE CHANGES', 'COST CHANGES', 'FUNDING', and 'GRANTED/ISCAE AGENT CHANGES'. A tooltip above the 'GRANTED/ISCAE AGENT CHANGES' tab says 'Click a field for annotation options.' The main content area has three sections: '\* Describe amendment proposal' with the text 'Testing amendment approval routing', 'Upload any supporting documents', and a 'NEXT >' button. At the bottom are three buttons: 'Save Draft', 'Certify and Submit', and 'Cancel'. On the right side, there is a sidebar titled 'Start date change' with a back arrow and a list icon. It shows a comment from 'Krystal Rodney (coord)' dated '03/12/2025' with the text 'Please enter the proposed new start date.' and a green 'Reply' button.

1. On the right side of the screen, click “**Reply**” on the annotation. A new window will open.

This screenshot is identical to the one above, but the green 'Reply' button in the right sidebar is highlighted with a red rectangular box, indicating the action to be taken.

2. Enter the requested information into the **“Field Value”** section. Click **“Save.”**
  - a. If the field value cannot be edited or you need to share more information, enter the requested information in the **“Message”** section.

Reply

Field Value:

mm/dd/yyyy 2

Message:

a

Save

3. Click **“Save Draft.”**
4. Next, click **“Certify & Submit”** or **“Ready to Submit.”**

AMENDMENT PROPOSAL SCHEDULE CHANGES SCOPE CHANGES COST CHANGES FUNDING GRANT/FISCAL AGENT CHANGES

Annotation Mode  
Click a field for annotation options.

1 of 2

Start date change

If project costs were incurred prior to existing start date, please explain in reason for change field

03/12/2025

End Date Extension

Reason for change

< BACK

Save Draft Certify and Submit Cancel

NEXT >

Start date change

Krystal Rodney (coord)  
03/12/2025


Please enter the proposed new start date.

Krystal Rodney (AppAuthRep)  
03/12/2025

Enter information here if field value cannot be edited or if more information is needed.

Reply

5. You will see an alert window. Click **“Yes”** to submit or click **“No”** to make more changes to the amendment. Once you click **“Yes,”** you will see a **“Submission Successful”** message.

 **Alert**

This will lock the form for edits. Do you wish to proceed? Please confirm.

**Submission Successful**






Activity submitted successfully. Please exit out of window.



## Signing an Amendment Authorization


In some cases, the authorized representative will need to sign the approved amendment.

1. On the homepage, scroll to **“Forms Requiring Signature.”**
2. Click on the **“Amendment Authorization”** tab. Click on the amendment.

### Forms Requiring Signature

 AFFA (0)  AGREEMENTS (0)  AMENDMENT REQUESTS (0)  **AMENDMENT AUTHORIZATION (1)**  PROJECT REPORTS (0)

1-1 of 1  

#	Application ID	Project Title	Activity Type	Status	Date - Due	Activity Legacy ID	Data Imported	Project Attached File ID
 1		Manual and Amendment Screenshots (KR)	Amendment	In Authorized Representative Review				

3. Review the amendment tabs related to your amendment. Click the **“Sign Amendment”** button.

Amendment - - Manual and Amendment Screenshots (KR)

AMENDMENT PROPOSAL SCHEDULE CHANGES SCOPE CHANGES COST CHANGES FUNDING GRANTEE/FISCAL AGENT CHANGES

\* Describe amendment proposal

Test amendment proposal

Upload any supporting documents

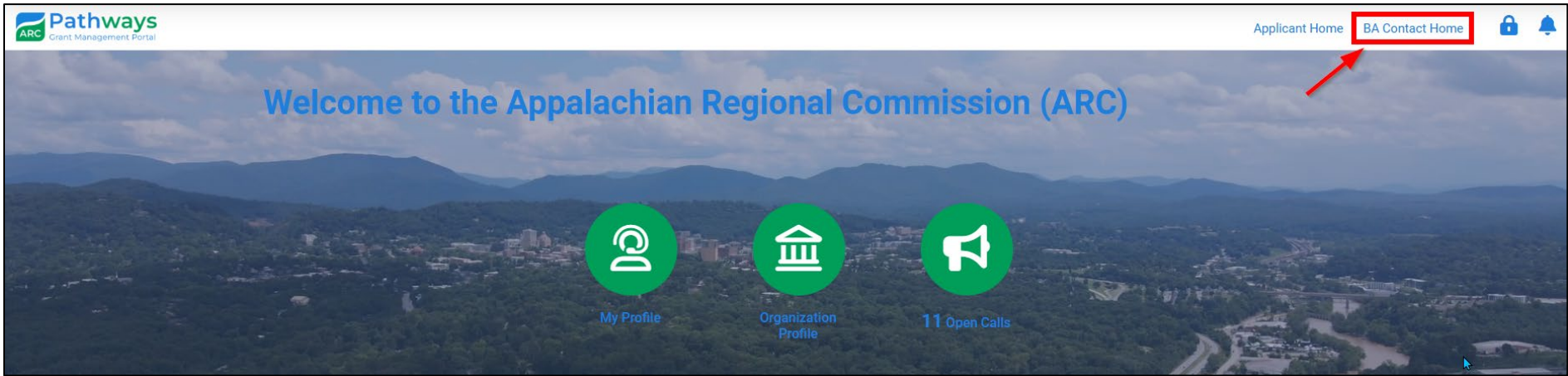
Drop files here or [browse files](#)  
Maximum file size: 2 GB

Save Draft Sign Amendment

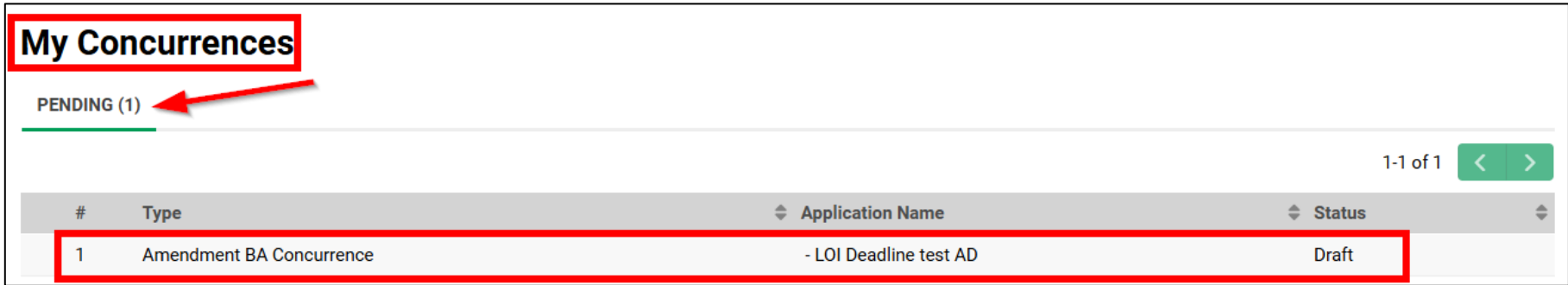
Click on the tabs related to your amendment

# Providing Basic Agency Concurrence for Amendments

- 1. On the homepage, click on “BA Contact Home.”



- 2. Scroll down to “My Concurrences.”
- 3. Under the “Pending” tab, click on the desired amendment concurrence.



4. Click the link in the “**Amendment PDF**” section to review a PDF of the amendment.
5. Upload any relevant documents in the “**Amendment BA Concurrence Upload**” section by dragging and dropping files or clicking “**Browse files.**”
6. Click “**Save Draft.**”
7. To provide concurrence, click “**Yes**” in the “**Amendment BA Concurrence**” section.
8. Click “**Save Draft.**”
9. Click “**Submit.**”

### Amendment BA Concurrence - - LOI Deadline test AD

Status: Draft

Created Date: 04/11/2025 9:31 AM

Created By: Krystal Rodney

\* Amendment BA Concurrence:

☐ Yes

Amendment BA Concurrence Upload:

Drop files here or [browse files](#)

Maximum file size: 2 GB

Amendment PDF:

Save Draft

Submit



## Providing State Concurrence for Amendments

1. On the home page, navigate to the “**Reviews**” section.
2. Click on the “**Pending Amendment Concurrences**” tab.

**Reviews**

PENDING (3) SUBMITTED (1) **PENDING AMENDMENT CONCURRENCES (1)**

1-1 of 1 < >

#	Type	Application Name	Status
1	Amendment State Concurrence	- LOI Deadline test AD	Draft

3. Click the link in the “**Amendment PDF**” section to review a PDF of the amendment.
4. Upload any relevant documents in the “**Amendment State Concurrence Upload**” section by dragging and dropping files or clicking “**Browse files.**”
5. Click “**Save Draft.**”
6. To provide concurrence, click “**Yes**” in the “**Amendment State Concurrence**” section.
7. Click “**Save Draft.**”
8. Click “**Submit.**”

Amendment State Concurrence - - LOI Deadline test AD

Status: Draft

Created Date: 04/09/2025 2:31 PM

Created By: Krystal Rodney - Coordinator

\* Amendment State Concurrence: ☐ Yes

Amendment State Concurrence Upload:

Drop files here or [browse files](#)

Maximum file size: 2 GB

Amendment PDF:

Save Draft Submit