Submitting an Amendment

Using the KCW – WPM button

An Amendment is the rearranging of already allocated funds in the categories
First step is to login to the KCW at:
http://khap.kdhe.state.ks.us/public/kcw/.

After login, go to the Grant Mgmt
Homepage.

Find the appropriate grant.

Press the "WPM" button.

Go to the Financial Transaction
tab on the Work Plan Summary
homepage.
Welcome to the Kansas Clean Waters System

When submitting an Amendment, go to the financial transaction page.

Press the "Add New Financial Transaction" button and a form will come up.
Submitting an Amendment

Welcome to the Kansas Clean Waters System

Select Project ID

Select “Amendment”

Select Appropriate reporting period

State the change to the budget here

State the reasons for the changes here

Press the "Add Transaction" button to submit the amendment.

Make the changes in the table.
• Put a positive dollar amount in the category the funds are being transferred into.
• Put a negative dollar amount in the category the funds are being taken from.

Kansas Clean Waters System
The grants for training purposes: 62-21

The funds shall be used for the following categories:
- Personnel
- Equipment
- Other
- Total

Table: 2015-2016 Amendment

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Personnel</th>
<th>Equipment</th>
<th>Other</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q1</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Q2</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Q3</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Q4</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Total</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>
After the amendment has been submitted the status will be “Awaiting PO Approval”

Welcome to the Kansas Clean Waters System

<table>
<thead>
<tr>
<th>Project ID</th>
<th>Grant ID</th>
<th>Grant Title</th>
<th>Start Date</th>
<th>End Date</th>
<th>Approval Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011-W056</td>
<td>678</td>
<td>This grant is for training purposes. 6-22-11</td>
<td>9/1/2011</td>
<td>12/31/2012</td>
<td>08/12/2011</td>
<td>Approved</td>
</tr>
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</tr>
</tbody>
</table>

The PO will be the only approval needed.

Once PO approves, the status will change to “Approved”

An email will be sent to Coordinator when amendment is approved.
An amendment will only be rejected in rare instances. An email will be sent to the Coordinator with the reason for the rejection. An amendment cannot be submitted again once it has been rejected.