

How to process Amendment vs. Modification flowchart.

Is the phase in the STIP tab?

- ✓ If 'No', this is an Amendment and you must add the full amount in the STIP work area. This should pull from the 'Program Tab' correctly, but verify.
- ✓ If 'Yes', this is a Modification and you would only add the amount of the increase to the STIP tab for that FY / phase.

Ask these questions:

- ✓ Is the amount you are increasing or decreasing 50% or greater?
 - If 'Yes' this change is an Amendment.
- ✓ Is the amount you are increasing or decreasing 49% or less?
 - If 'Yes' this change is a Modification.

Are you reducing funds for a phase?

- ✓ If you are reducing funds for a phase, place a minus sign (-) before the amount you are reducing.

Are you increasing funds for a phase?

- ✓ If you are increasing funds for a phase, place the increase amount only in the FY and phase you are increasing.

Are you moving funds from one FY to another FY, or from one phase to another phase?

- ✓ To move funds from one FY / phase to another FY / phase you must subtract / reduce the funds from the wrong phase / FY.
 - Do this by placing a minus sign (-) before the amount in the wrong FY / phase. This will eliminate the funds from the wrong FY / phase.
 - Then enter the funds in the correct FY / phase.

