

1. Log into the Grants Portal <https://ehf.fluxx.io/>
2. Navigate to the "Grant/Contract" section on the left panel and click "Active". This will display all your Active grants. Select the grant you want amended. Click "Request Amendment" which you can find in the top, right corner next to the printer icon.

The screenshot displays the Episcopal Health Foundation Grants Portal. On the left, a navigation menu is visible with categories: All, LOI Drafts/Pending Review (1), Grantee Invited (2), Edits Requested (2), Applications Under Review (4), Declined, GRANT / CONTRACT (6), Active (6), Closed, REPORT (4), Reports Due (2), and Reports to Edit. The 'GRANT / CONTRACT' and 'Active (6)' items are highlighted with a yellow circle. The main content area shows a search bar and a list of grants. The first grant, 'Ruben Test Organization' (ID: G-202108-04734), is highlighted in green. Below it, another grant with ID G-202108-04735 is shown. A third grant with ID G-202107-04553 is partially visible. To the right, a detailed view of the selected grant is shown. It features a blue header with the organization name 'Ruben Test Organization' and the grant term 'September 1, 2021 - August 31, 2023'. Below this, the grant ID 'G-202108-04734', goal 'Goal 1', and program officer 'Celene Meyer' are listed. A 'Grant Status' section shows a progress bar with 'Active' selected. Underneath, 'Application Instructions' are provided, including a note that the portal does not autosave and a list of navigation tips. A yellow box highlights the 'Request Amendment' button in the top right corner, next to a printer icon.

EPISCOPAL HEALTH FOUNDATION

Search...

Program Officer: Katherine Butterwick
Project Title: Ruben Test Goal 1 Strategy 3 Project Title
Amount Awarded: \$200,000.00
Status: Active

Ruben Test Organization
ID: G-202108-04734
Program Officer: Celene Meyer
Project Title:
Amount Awarded: \$150,000.00
Status: Active

Ruben Test Organization
ID: G-202108-04735
Program Officer: Jo Carcedo
Project Title:
Amount Awarded: \$250,000.00
Status: Active

Ruben Test Organization
ID: G-202107-04553
Program Officer: Katherine Butterwick
Project Title: Test for Training
Amount Awarded: \$300,000.00

Ruben Test Organization
Grant Term: September 1, 2021 - August 31, 2023

ID: G-202108-04734
Goal: Goal 1
Program Officer: Celene Meyer

Amount Recommended: \$150,000.00
Strategy: Strategy 3: Comprehensive Clinics

Grant Status

New With Applicant Review Active **Active**

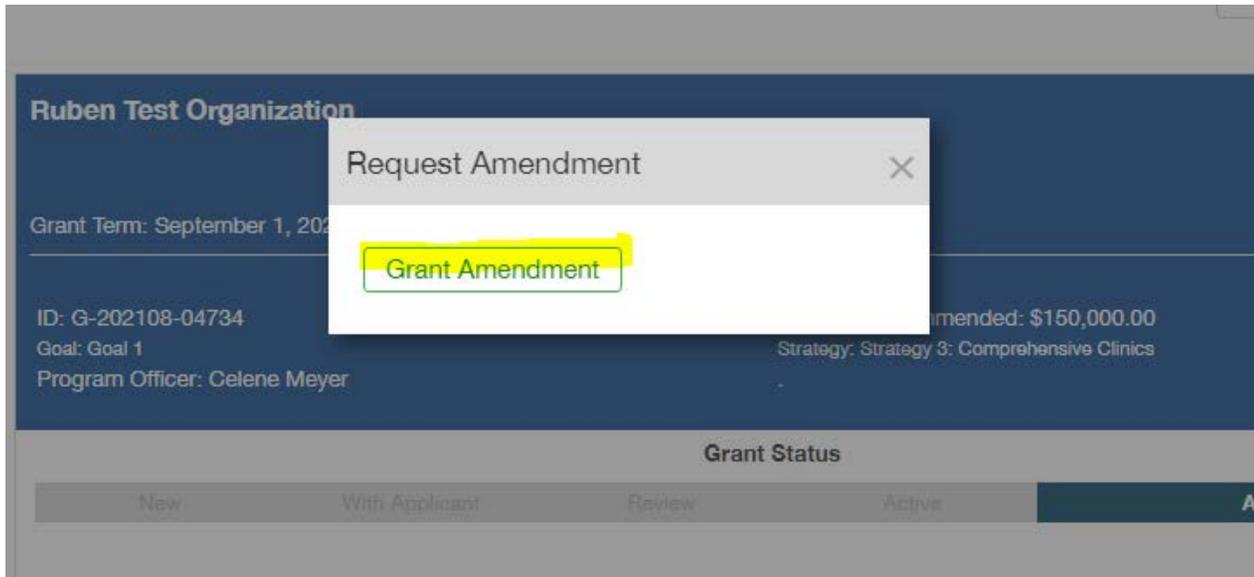
Application Instructions

Please note: The portal does not autosave! Click the Save and Continue button frequently to prevent data loss.

- All questions are on one page please scroll up and down to navigate through the application.
- To expand a section, click the name of the section or the down arrow next to it
- You can use the Table of Contents to quickly go to a specific section in the application.
- To Save and Finish at a later time, click the Save and Close button at the bottom of the page.
- To Submit your application, you must first click the Save and Close button at the bottom of the page, then the Submit button will be

Request Amendment

3. A new screen will appear. Click "Grant Amendment".



4. Follow the amendment instructions and select the "Amendment Type(s)" you require in the form. Once complete, please click "Save".

Request Amendment ✕

Ruben Test Organization

Grant ID: G-202108-04734 Amendment ID: 39335436
EHF Contact: Celene Meyer Created: August 27, 2021
Status: New

Amendment Status:

New

Amendment Type

No Cost Extension
 Project Budget Modification
 Change in Scope/Deliverables

Amendment Information

Total Funds Remaining

Save

5. Navigate to "Amendment " section on the left panel and click "For Review". Select the amendment you just created and click "Submit". If your amendment does not appear, please refresh the portal.

The screenshot displays the FLUXX portal interface. On the left, a navigation menu is visible with categories: All, Active (6), Closed, REPORT (4), Reports Due (2), Reports to Edit, Submitted Reports (2), AMENDMENT (6), For Review (4), In Process or Approved (1), PAYMENT (9), Scheduled (7), Paid (2), EVENT, and Open. The 'AMENDMENT (6)' section is expanded, and the 'For Review (4)' sub-section is highlighted with a yellow circle. The main content area shows a list of amendments for 'Ruben Test Organization'. The first amendment is selected, showing details: Grant ID: G-202108-04734, Amendment ID: 39335439, Created: August 27, 2021, Status: New. Below this, the 'Amendment Status' is 'New'. A table lists key details: Created By: Ruben Test, Amended At: 8/27/2021, and Amendment Type: No Cost Extension. The 'Amendment Information' section shows Total Funds Remaining: \$150,000.00, New Start Date: 9/1/2021, and New End Date: 8/31/2024. At the bottom right, there are 'Delete' and 'Submit' buttons, with the 'Submit' button highlighted in yellow.

EPISCOPAL HEALTH FOUNDATION

Search...

Ruben Test Organization
G-202108-04734
Amendment ID: 39335439
Created: August 27, 2021
Status: New

Ruben Test Organization
G-202107-04539
Amendment ID: 39335418
Created: August 25, 2021
Status: New

Ruben Test Organization
G-202107-04563
Amendment ID: 39333886
Created: July 20, 2021
Status: With Grantee

Ruben Test Organization
G-202107-04553
Amendment ID: 39333898
Created: July 20, 2021
Status: New

Ruben Test Organization

Grant ID: G-202108-04734
EHF Contact: Celene Meyer
Status: New

Amendment ID: 39335439
Created: August 27, 2021

Amendment Status: **New**

| | |
|------------------------|-------------------|
| Created By: | Ruben Test |
| Amended At: | 8/27/2021 |
| Amendment Type: | No Cost Extension |

Amendment Information

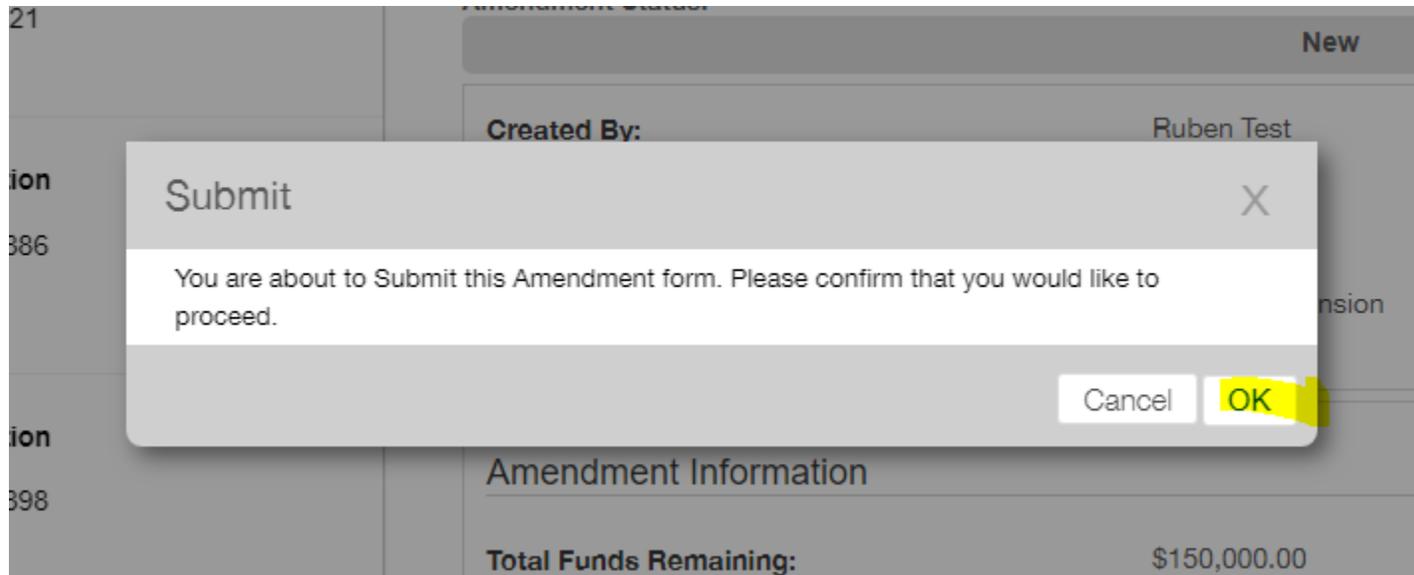
| | |
|-------------------------------|--------------|
| Total Funds Remaining: | \$150,000.00 |
| New Start Date: | 9/1/2021 |
| New End Date: | 8/31/2024 |

No Cost Extension:
EHF will allow a no-cost extension only in instances when a grantee's program implementation has been delayed for reasons deemed legitimate.

1 - 4 of 4

Delete Submit

6. Click "OK".



If you experience any technical difficulties or have questions, please reach out to your Program Officer or applicationassistance@episcopalhealth.org