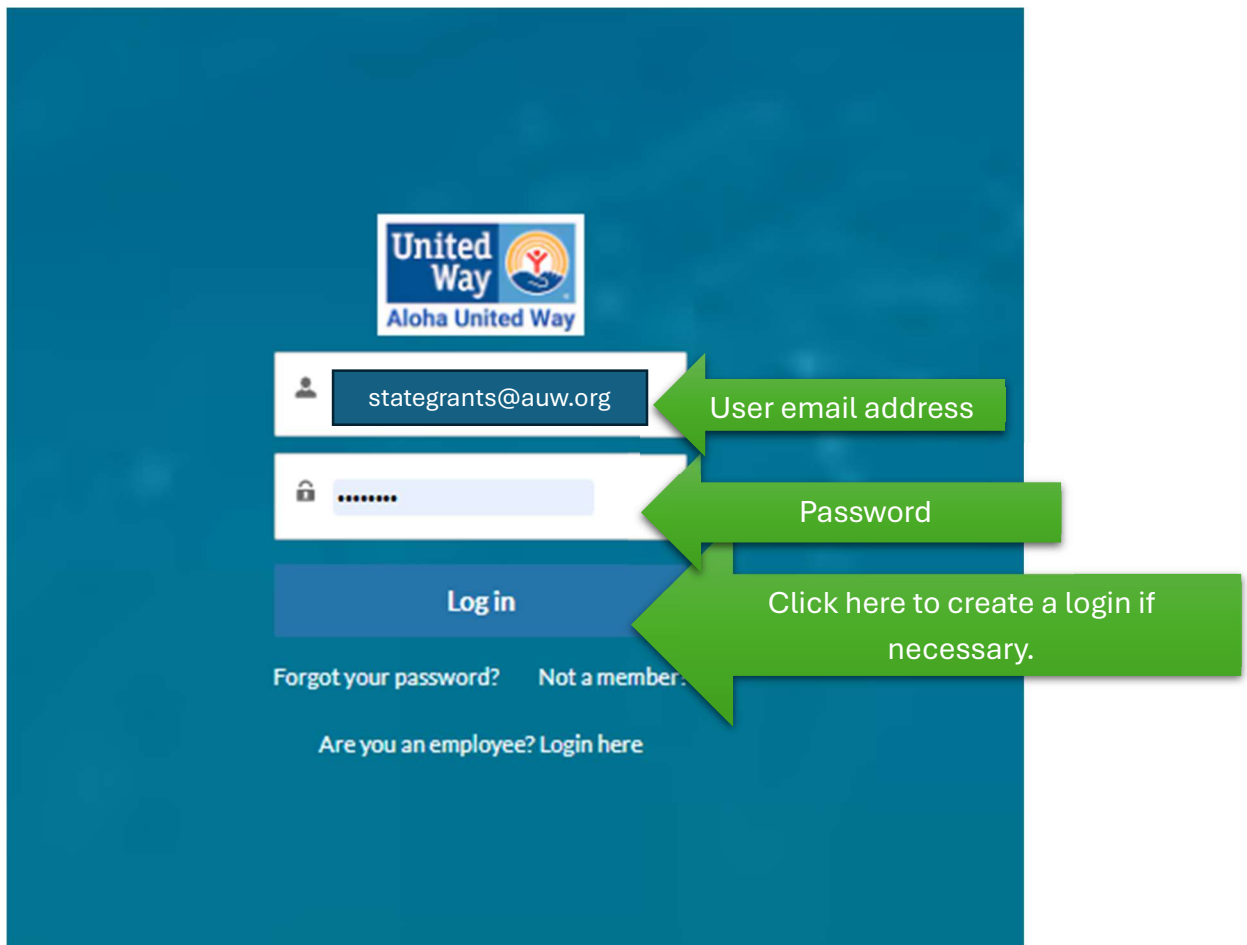


Act 310 Application Amendment & Adjustment Guide
Congratulations on your Act 310 selection.

Agencies which were awarded less than 100% of their total funding request, or did not provide all required eligibility documentation and/or budget information will have the opportunity to log into the [AUW Grants Management Portal](#) to begin the process of adjusting the Summary and Outcomes section, submit an amended budget, and/or submit missing eligibility documentation information.

Please read through the instructions below. Contact stategrants@auw.org if your agency has any questions or concerns.

1. Navigate to the AUW Grants Management Portal, <https://auw211.my.site.com/grants/s/login/>
 - a. Log in with the user's email and password used for completing and submitting the Act 310 Application.
 - b. If you did not use a log in for your application submission, create one by clicking on *Not a member?*
 - i. Contact stategrants@auw.org once your new log in is created and provide the username so AUW can assign your application to the new log in.



The image shows a screenshot of the AUW Grants Management Portal login page. The page has a blue background. At the top center is the United Way logo with the text "Aloha United Way" below it. Below the logo are two input fields: the first is for the user email address, containing "stategrants@auw.org", and the second is for the password, represented by dots. Below these fields is a blue "Log in" button. At the bottom of the login section are two links: "Forgot your password?" and "Not a member?". Below these links is a link that says "Are you an employee? Login here". Three green arrows point to the input fields and the "Log in" button with the following labels: "User email address" points to the email field, "Password" points to the password field, and "Click here to create a login if necessary." points to the "Not a member?" link.

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- 2. Once successfully logged into the portal the screen below should populate.
 - a. You should see the SUBMITTED APPLICATIONS Sections.
 - i. If your agency does not see your completed application contact stategrants@auw.org to ensure the correct log in information is attached to the application.



Are you looking for the 211 Portal?
A dedicated AUW 211 Providers Portal is available for community partners and service providers. Please use the portal to access agency records and update your organization's information.

[AUW 211 Providers Portal](#)

Welcome to the AUW Grants Management Portal!

The application window for the ACT 310 Nonprofit Grant Application is now closed.

See below for your submitted Grant Applications.

If you believe that an application is missing from this list, please reach out to AUW.



SUBMITTED APPLICATIONS

Application ID	Organization Name	Application Status	Created Date
IA-000000040			10/17/2025, 2:04 AM

[View All](#)

- b. Click on the Application ID to begin adjustment process.






SUBMITTED APPLICATIONS


Application ID	Organization Name
IA-000000040	

[View All](#)

- 3. Once the Application ID is clicked the application will populate.

Act 310 Application Amendment & Adjustment Guide

 USER17606... ▾

 Individual Application
IA-000000040

[+ Follow](#)[Update Summary Outcomes & Budget](#)

Application Type
Act 310 Nonprofit Grant Application

Application Status
Revision Requested

Account

Contact
[REDACTED]

Funding Opportunity

[APPLICATION DETAILS](#)

Individual Application

Application ID
IA-000000040


Contact
[REDACTED]

ACT 310 - Application for Grants

Legal Name of Requesting Org/Individual
[REDACTED]

Type of Business Entity
501 (C)(3) Non-Profit Corporation

Mailing Address
[REDACTED]



Island
Oahu

DBA

Existing Service(Presently in Operation)
Yes

Amount of State Funds Requested
\$250,000.00


Program Overview


Program 1 Overview
[REDACTED]

Program 2 Overview
N/A

Program 3 Overview
N/A

- a. In the upper right hand there is an Update Summary Outcomes and Budget Button.

 Individual Application
IA-000000040

 Update Summary Outcomes & Budget

[Update Summary Outcomes & Budget](#)

Application Type
Act 310 Nonprofit Grant Application

Application Status
Revision Requested

Account

Contact
[REDACTED]

Funding Opportunity

[APPLICATION DETAILS](#)

- b. Click on the button to open the Update Summary Outcomes and Budget Window

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4. Update each section and adhere to the instructions below:
 - a. Must match the activities proposed in the ORIGINAL selected application.
 - b. Change in program not submitted in the original application will not be considered or allowed.
 - c. Awardees can reduce proposed metrics to align with the amount of funding provided if less than 100%.
 - d. Once all sections are updated, click next.

Update Summary Outcomes & Budget

Service Summary and Outcomes

The Service Summary shall include a detailed discussion of the applicant's approach to the request. The applicant shall clearly and concisely specify the results, outcomes, and measures of effectiveness from this request. The applicant shall:

Describe the scope of work, tasks and responsibilities

Provide a projected annual timeline for accomplishing the results or outcomes of the service

Describe its quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate, and improve their results

List intended Outcomes for your program.

List the measure(s) of effectiveness that will be reported to the State agency through which grant funds are appropriated (the expending agency). The measure(s) will provide a standard and objective way for the State to assess the program's achievement or accomplishment. Please note that if the level of appropriation differs from the amount included in this application that the measure(s) of effectiveness will need to be updated and transmitted to the expending agency.

Application inputs will not be saved until you click "Next".

Click Next [Next](#)

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5. Applicants awarded less than 100% of full funding request must submit an amended budget
 - a. Budgets must be amended within the following parameters:
 - i. Only line items originally submitted can be amended
 - ii. New budget line items cannot be added to amended budgets
 - iii. Line items can be reduced to meet awarded amounts
 - iv. Line items can be removed to meet awarded amounts
 - v. All line items must fall within [Cost Principles as defined in HRS Chapter 103F](#)
 - vi. Budgets must be amended on the excel provided or linked in the window.
 - b. Upload the Amended Budget by clicking the Upload Files Button
 - i. Once it uploads click Done.

Update Summary Outcomes & Budget

Budget Revision Instructions and Eligibility Document Uploads

Applicants awarded less than 100% of full funding request must submit an amended budget no later than December 8th.

- Budgets must be amended within the following parameters:
 - Only line items originally submitted can be amended
- New budget line items cannot be added to amended budgets
 - Line items can be reduced to meet awarded amounts
 - Line items can be removed to meet awarded amounts
 - All line items must fall within [Cost Principles as defined in HRS Chapter 103F](#)
- Budgets must be amended using the excel spreadsheet provided
 - [Master Budget Template](#)

Eligibility Verification Documents

Applicants who have been contacted by AUW to submit Eligibility Documents can do so in the upload section below

Upload All Revised Templates Here

[Upload Files](#)

Upload Budget File here

Upload Files

Act310MasterBudgetTemplate (1).xls
260 KB

1 of 1 file uploaded

Click Done once upload is complete

Done


Act 310 Application Amendment & Adjustment Guide

- Applicants should also upload any missing Eligibility Verification Documents. A UW staff will be sending out emails over the next week to alert applicants of missing items.

• [Master Budget Template](#)

Eligibility Verification Documents
Applicants who have been contacted by A UW to submit Eligibility Documents can do so in the upload section below

Upload All Revised Templates Here

 Upload Files

 Or drop files

- Repeat the process to upload any missing items and click Done and then click Next.


Update Summary Outcomes & Budget

Budget Revision Instructions and Eligibility Document Uploads
Applicants awarded less than 100% of full funding request must submit an amended budget no later than December 8th.


- Budgets must be amended within the following parameters:
 - Only line items originally submitted can be amended
- New budget line items cannot be added to amended budgets
 - Line items can be reduced to meet awarded amounts
 - Line items can be removed to meet awarded amounts
 - All line items must fall within [Cost Principles as defined in HRS Chapter 103F](#)
- Budgets must be amended using the excel spreadsheet provided
 - [Master Budget Template](#)


Eligibility Verification Documents
Applicants who have been contacted by A UW to submit Eligibility Documents can do so in the upload section below


Upload All Revised Templates Here


 Upload Files


 Or drop files

 Budget Request By Source ... X

 BUDGET JUSTIFICATION - P... X

 Certificate of Good Standin... X

 Records Rentention Policy.... X

 Act310MasterBudgetTempl... X

Click Next after all uploads complete

Previous

Next

8. Review the Notice and click on *I confirm all my updates are final and ready for review*.
 - a. To finalize all updates, click on Save & Finish.

The screenshot shows a web interface titled "Update Summary Outcomes & Budget". Under the heading "Notice", it states: "All changes have been saved." and "If you are ready to submit this revised application, please confirm that all updates are final by checking the confirmation box below then Save & Finish. Once you do so, you will no longer be able to make any additional edits." It also mentions: "If you are not ready to submit, you may close out of this process by clicking Save & Finish". There is a checkbox with a checkmark and the text "I confirm all my updates are final and ready for review." followed by an information icon. Below this, it says "confirm that all updates are final and ready for review by the AUW Grants Management staff". A red warning message states: "By confirming, you will no longer be able to make additional edits once you click Save & Finish". At the bottom, there are two buttons: "Previous" and "Save & Finish".

Click on Confirmation

Click on Save & Finish to finalize.

9. Logout of your account and AUW will be touch regarding next steps.

The screenshot shows a user profile dropdown menu. At the top, there is a bell icon, a user profile icon, and the text "USER17606...". Below this, the menu lists: "Home", "My Profile", "My Account", and "Logout". There are also buttons for "+ Follow" and "Update:" visible in the background.

Click on your UserID

Scroll down to Logout .

Logout