



# Grant Award Modification

*Job Aid Reference Guide*

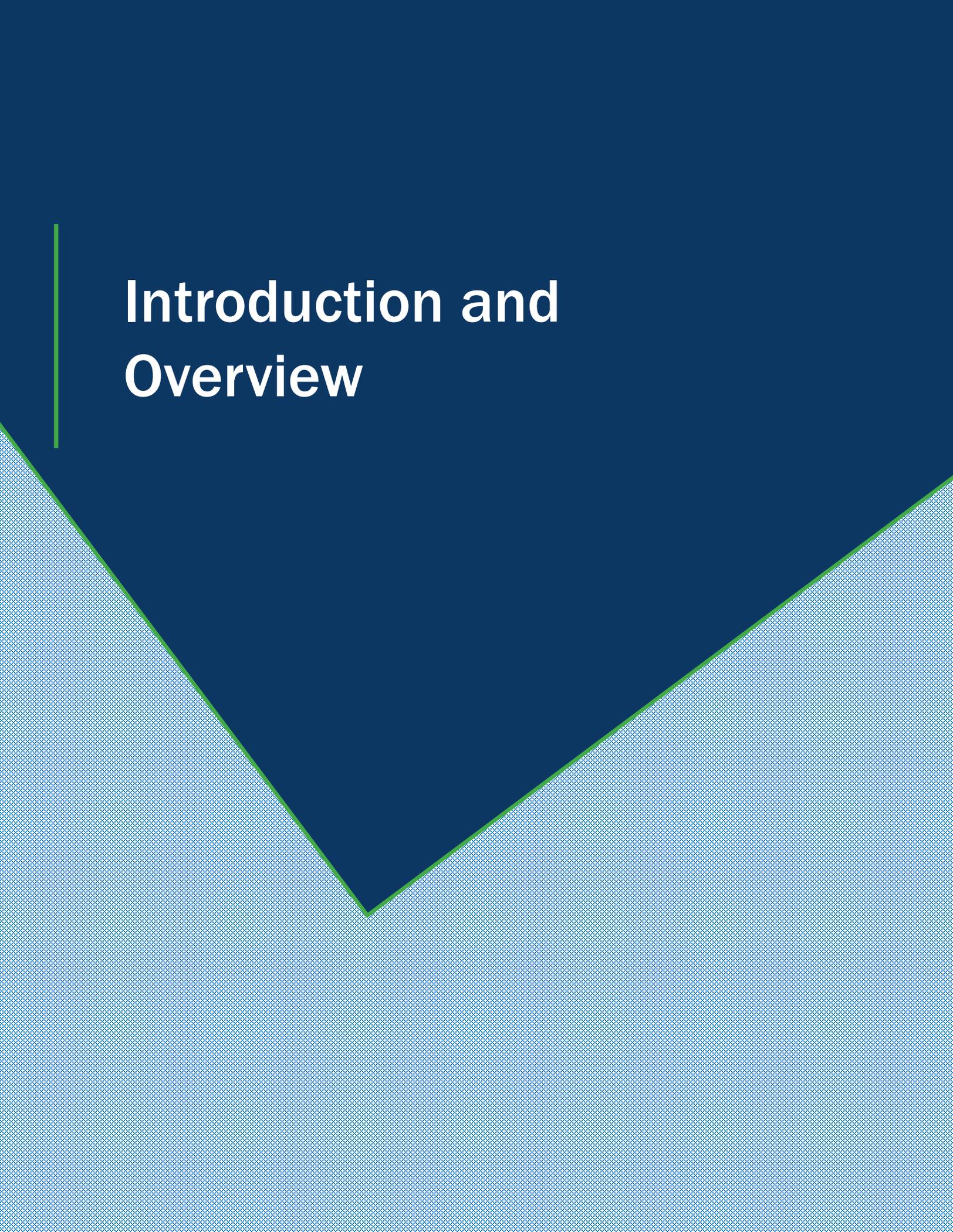


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# Introduction and Overview

# How to Use this Guide

This Job Aid Reference Guide (JARG) helps users navigate JustGrants management functions, which includes:

- Feature overviews
- Step-by-step instructions
- Infographics
- Glossary terms
- New feature summaries

This JARG is part of a larger training resource library that includes self-guided eLearning videos and infographics. All training resources are accessible on the [JustGrants Training and Resources](#) page.

## Linked Content

This JARG utilizes a chapter linked Table of Contents. In addition, a link has been included on each page to help the user quickly return to the Table of Contents.



The **Home** icon is located at the bottom of the page.

# How to Use this Guide (cont.)

## **IMPORTANT**

Be aware that:

- JustGrants does not “auto save” work.
- A warning message is displayed after ten (10) minutes of inactivity (per security requirements).
- Users are automatically logged out if inactive for 15 minutes (per security requirements).
- Unsaved work is not saved upon logout.

# Overview

JustGrants is the Department of Justice's (DOJ) web-based, streamlined grants management software. JustGrants provides applicants and grantees with tremendous transparency and an improved user experience throughout the entire grants management process.

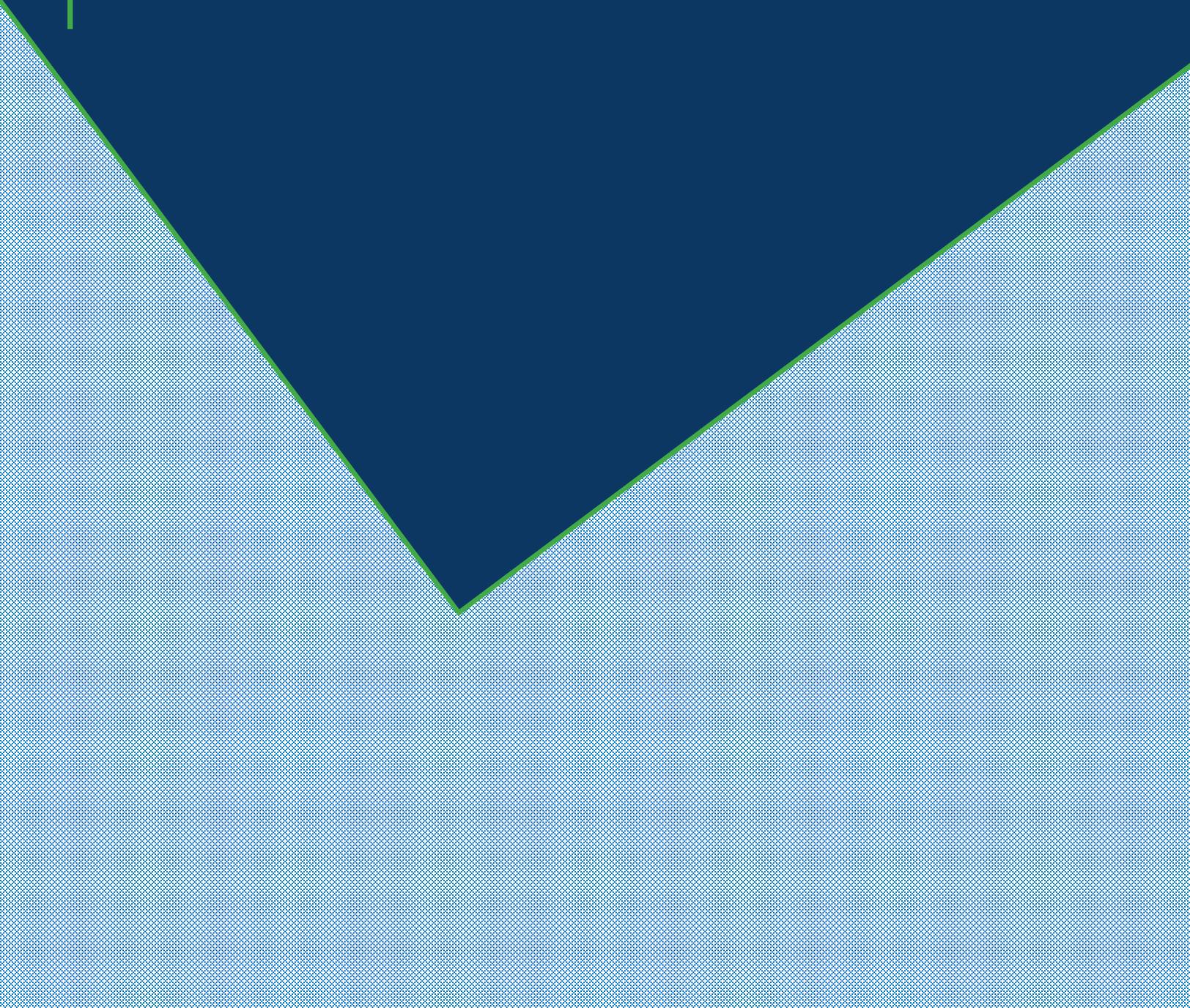
JustGrants offers applicants and grantees:

- Efficient processes that allow for entering data directly and tracking progress.
- Improved data accuracy and data access through data validation and reporting tools.
- Organizational profiles with increased visibility for applicant and grantee organizations into the grants and applications throughout DOJ.
- Enhanced availability and automation of electronic forms, reducing the need for uploading attachments and attachment data entry.
- Integration with SAM.gov and Grants.gov to maintain consistent entity information and to reduce duplicative data entry.

**JustGrants** is the **tool** for **all** grants management work. This software is a living product that will evolve and improve over time. DOJ will continue to enhance the software's functionality and expand benefits for all users.



# Grant Award Modification (GAM)



# Grant Award Modification Overview

A Grant Award Modification (GAM) is created to update **Award Details** and is only used to modify key fact(s) or detail(s) about the award.

JustGrants focuses on true modifications to an award. GAMs are not used for routine updates to grant information or the modification of facts about the award details. There are three types of GAMs:

- Project Period Extension;
- Programmatic;
- Financial.

All GAMs are initiated in the same basic way however, each has specific fields and sub-types depending on the information needed for that specific type of GAM. Users can enter information in the GAM, save the information, and then return later to complete and submit the GAM. Once a GAM is submitted, DOJ reviews it and sends an **Approved, Denied, or Change Requested** notification.

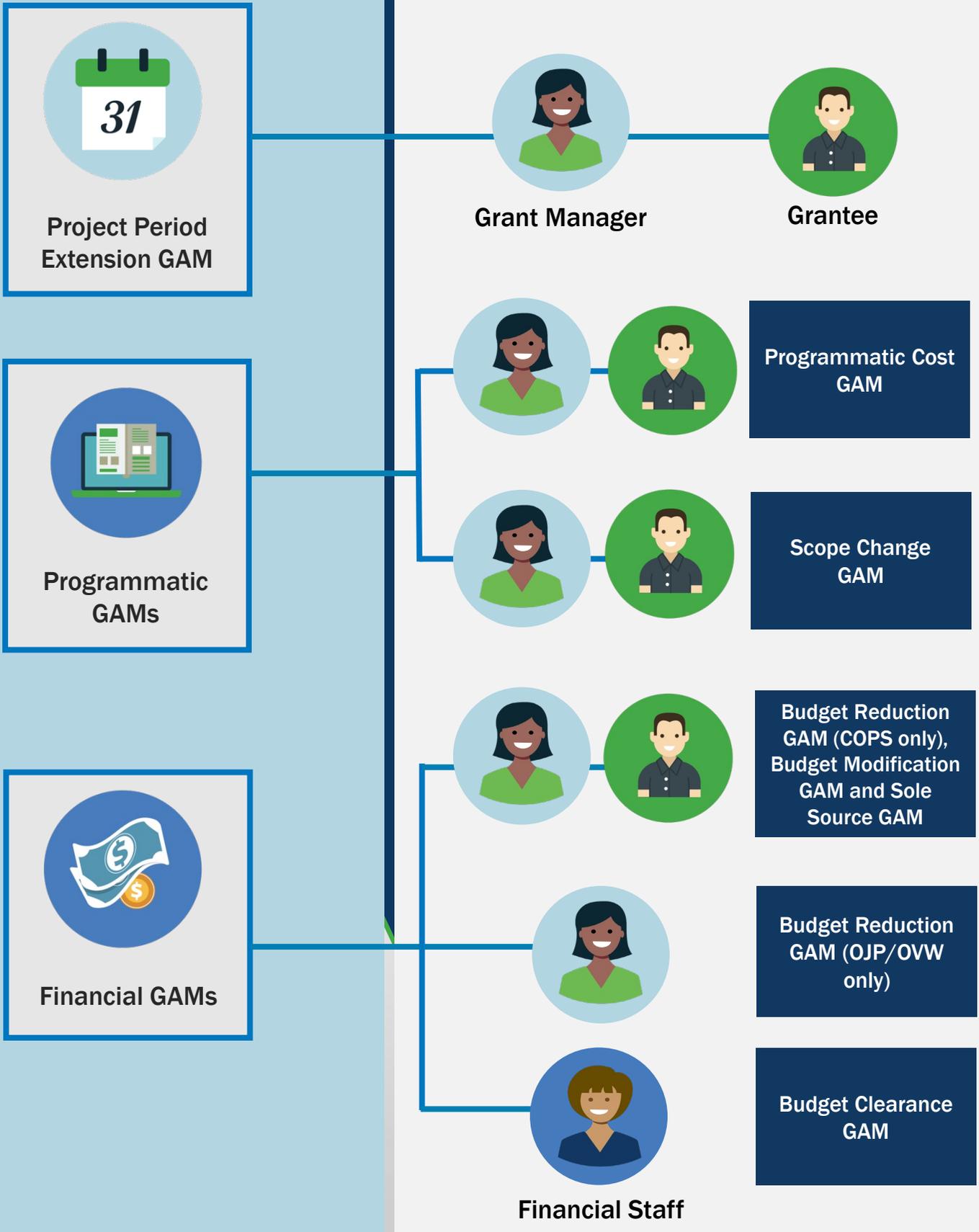
# Grant Award Modification Overview (cont.)

The following actions are not treated as JustGrants GAMs:

- An Entity Administrator (EA) can change the Grant Award Administrator (GAA) and Authorized Representative (AR).
- GAAs can submit deliverables for review under **Performance Management**.

Users can update the Grantee name and address on SAM.gov and establish a new Unique Entity Identifier (UEI).

# Grant Award Modification Types



# Grant Award Modification Action Buttons

GAA/Alternate GAA action buttons located at the bottom of the Grant Award Modification page with the status of **New**.

**Cancel** button allows the GAM initiator to close the window without saving work.

**Delete GAM** button allows the GAM initiator to delete an unsubmitted GAM.



**Save** button saves any entered content and places the GAM on the worklist of the GAM initiator. Only the GAM initiator can re-open and work on the GAM while it is in their worklist.

GAA/Alternate GAA action buttons located at the bottom of the Grant Award Modification page with the status of **Pending-ChangeRequest**.

**Submit** button allows the GAM initiator to submit the GAM for review.



**Withdraw GAM** allows the GAM initiator to withdraw a change-requested GAM.

# Key Grant Award Modification Takeaways

- The only roles in an organization authorized to initiate a GAM are the **GAA** and the **Alternate GAA**.
- DOJ staff that can initiate a GAM include:
  - DOJ Grant Managers can initiate a GAM (excluding budget clearance GAMs) on the behalf of the GAA and Alternate GAA.
  - Only DOJ Financial Managers can initiate budget clearance GAMs.
- JustGrants has rules about creating and submitting two (2) GAMs that modify the same data in the award details. Two GAMs for the same data **cannot** be in progress at the same time.
- A user **can** delete a GAM before submitting it.
- Once a GAM is resolved, the award details are updated.
- The GAM tab shows all **in-progress** and **resolved** GAMs for that award.
- If a GAM is **Change-Requested**, it auto-populates in the initiator's Worklist for further action.
- Approved GAMs update the corresponding fields in the funded award detail/attachments in addition to resolving the GAM.
- GAAs and Alternate GAAs receive emails for GAMs that are **Approved**, **Denied**, or **Change-Requested**.

# Grant Award Modification Status Codes

**New** - The GAM was generated by the GAA, Alternate GAA, DOJ Grant Manager, or DOJ Financial Manager and saved, but it has not been submitted.

**Pending-Approval** - The GAM was submitted and is being reviewed by DOJ staff.

**Pending-Change Request** - The GAM was submitted and reviewed but was sent back for updates. It is in the GAA's (Alt GAA's) worklist to be edited and resubmitted.

**Resolved-Completed** - The GAM was approved, and award details have been updated.

**Resolved-Deleted** - The GAM was deleted by the GAA (Alt GAA) and never submitted.

**Resolved-Denied** - The GAM was submitted and reviewed but was not approved.

**Resolved-Incomplete** - The award is moved to resolved-closed or resolved-denied status, any inflight GAMs move to resolved-incomplete.

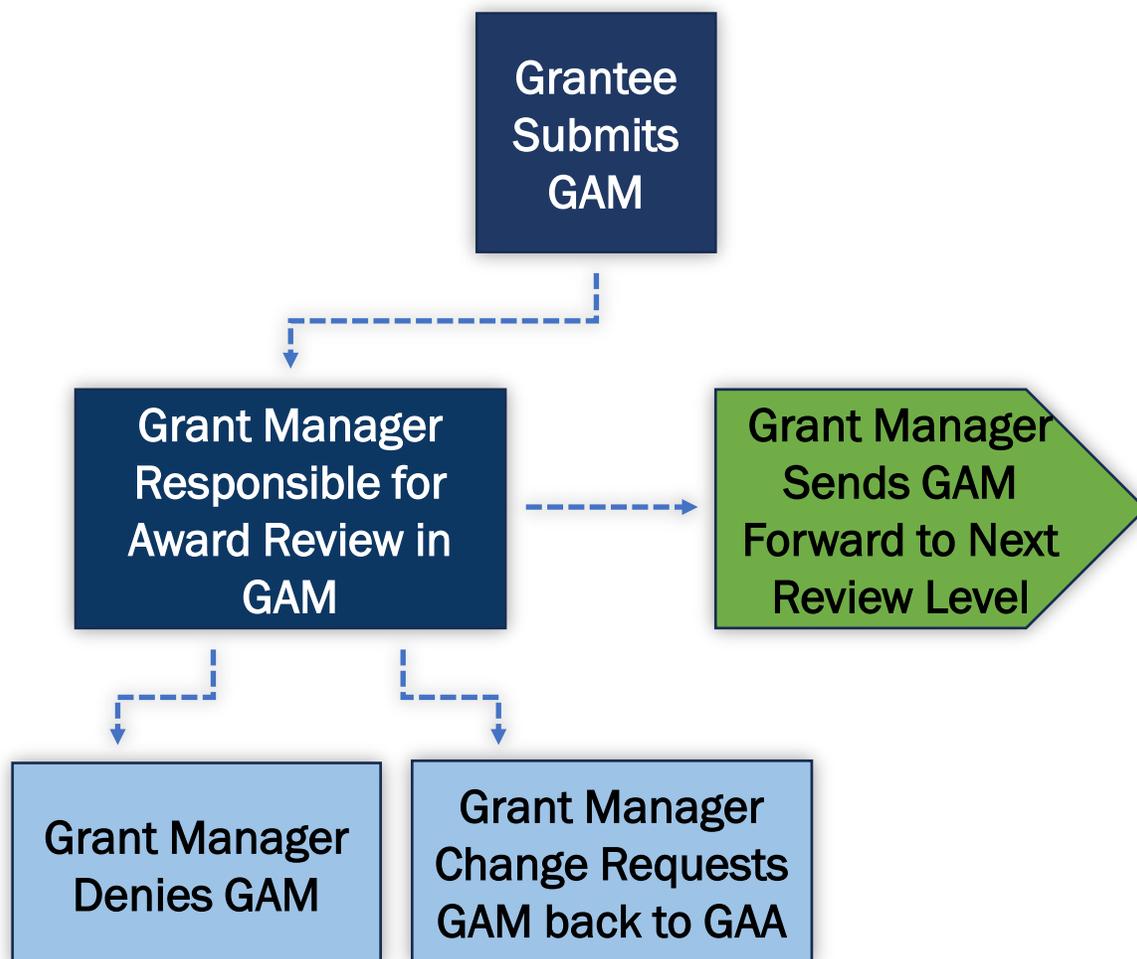
**Pending-Resubmitted-BCGAM** - A Budget Clearance GAM was resubmitted by the GAA and is moving through the review process.

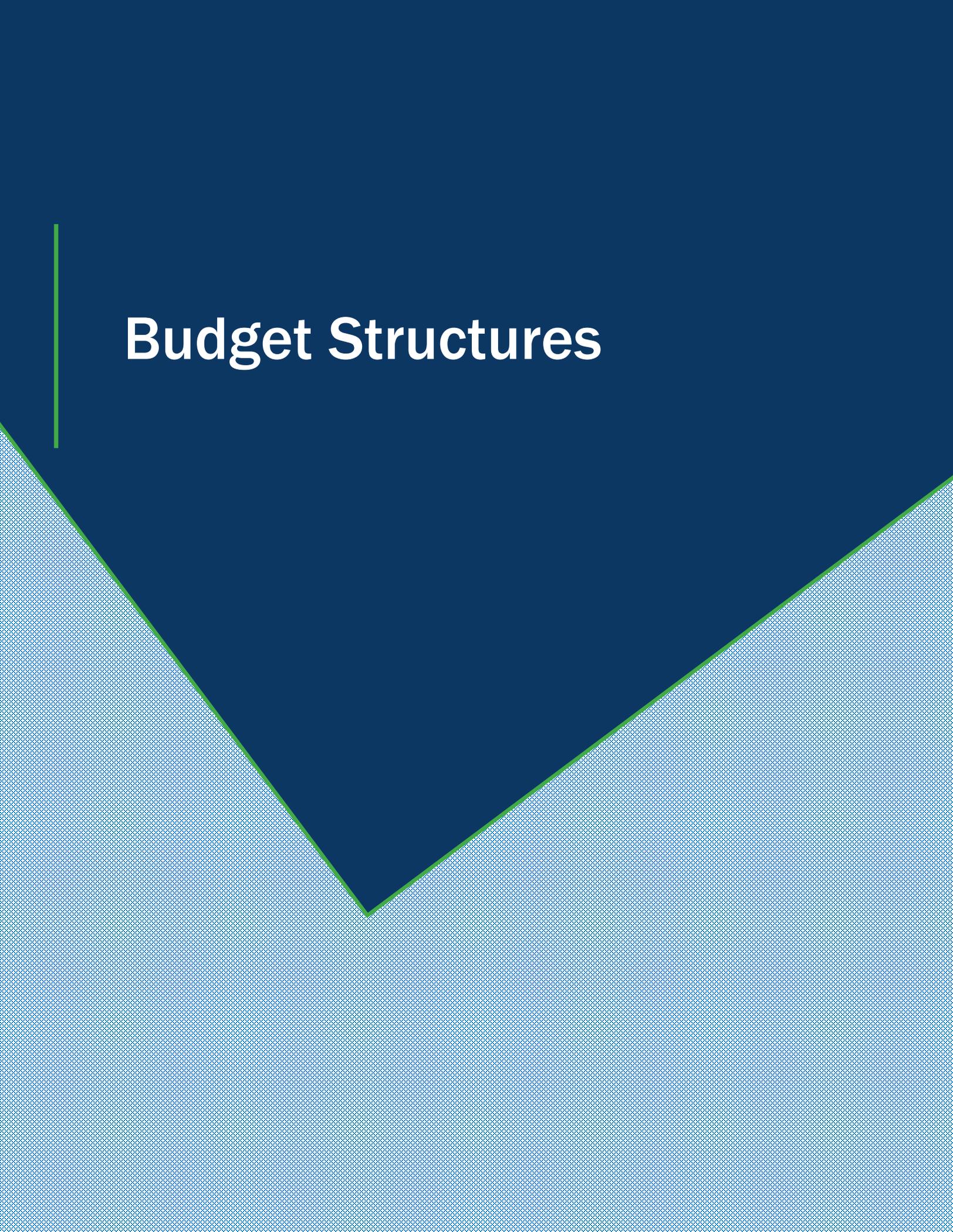
**Resolved-Withdrawn** - The GAM was returned to the GAA (Alt GAA) and rather than resubmit, they chose to withdraw the GAM.

# Tracking Grant Award Modification Submissions

GAMs are submitted by the award's assigned Grant Award Administrator (GAA). The Alternate GAA can also initiate a GAM if assigned to do so. All GAMs must be approved by DOJ personnel.

**NOTE:** If a GAM is approved, denied, or change requested, the grantee and Grant Manager receive notifications.





# Budget Structures

# Budget Structures Overview

If an award is issued with a conditional budget clearance and changes are needed, the DOJ Financial Grants Manager Initiator will create a Budget Clearance GAM and change request the GAM to the entity's Grant Award Administrator (GAA) who will access the GAM from their **My Worklist**.

When the GAM is displayed, it will contain one of the following main budget structures:

- A web-based budget;
- A web-based supplemental budget.
- An attachment budget;
- A supplemental budget with an attachment;

Once the GAA makes the necessary changes to the budget and submits the Budget Clearance GAM, the GAM is routed through the DOJ approval process. Disallowed costs can be found in the [DOJ Financial Guide](#). This section provides users with step-by-step instructions for editing the budget once the **Budget Clearance GAM** has been change-requested.

In addition, this guide provides instructions for editing web-based and attachment budgets once the **Budget Clearance GAM** has been issued.

# Web-based Budget Structure

**Web-based Budget GAM:** The award displays a web-based budget if, when submitting the application, the budget line items were entered directly into JustGrants.

Web-based budgets display a **Summary** section, which shows a read-only list of all budget category totals, and may allow a **Match Amount** entry, and/or **Program Income** category totals. In a web-based budget, most entries are made by line item in the **Detail** section.

**NOTE:** For OJP awards with web-based budgets, Match Amounts are entered by line item, so the summary will display the sum of all line items in a read-only mode.

**NOTE:** For OJP awards with web-based budgets, Match Amounts are entered by line item, so users will see that additional field in the budget line item.

# Supplemental Web-based Budget Structure

**Supplemental Web-based Budget GAM:** Supplemental web-based budgets display each award year separately, including the original award years.

Changes to individual line items in the **Budget Detail Summary** section are reflected in the **Project Budget Summary**.

**Grant Award Modification** GAM-211752  
 (15PSMA-22-GG-01791-AWAX) **PENDING-CHANGEREQUEST**  
 Awarded Entity Legal Name (ALLEGHENY, COUNTY OF) Doing Business As: ()  
 Current Entity Legal Name (ALLEGHENY, COUNTY OF) Doing Business As: ()

**Project Budget Summary**

Budget Category	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Total
Personnel	\$50	\$100	\$100	\$100	\$100	\$100	\$1,150
Fringe Benefits	\$100	\$100	\$100	\$100	\$100	\$100	\$1,200
Travel	\$100	\$100	\$100	\$100	\$100	\$100	\$1,200
Equipment	\$100	\$100	\$100	\$100	\$100	\$100	\$1,200
Supplies	\$100	\$100	\$100	\$100	\$100	\$100	\$1,200
Construction	\$100	\$100	\$100	\$100	\$100	\$100	\$1,200
SubAwards	\$100	\$100	\$100	\$100	\$100	\$100	\$1,200
Procurement Contracts	\$100	\$100	\$100	\$100	\$100	\$100	\$1,200
Other Costs	\$100	\$100	\$100	\$100	\$100	\$100	\$1,200
<b>Total Direct Costs</b>	\$850	\$900	\$900	\$900	\$900	\$900	\$10,750
Indirect Costs	\$1,100	\$1,100	\$1,100	\$1,100	\$1,100	\$1,100	\$13,200
<b>Total Project Costs</b>	\$1,950	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$23,950

**Grant Award Modification** GAM-214081  
 (15PSMA-22-GG-03235-AWAX) **PENDING-CHANGEREQUEST**  
 Awarded Entity Legal Name (JGII Test Org25) Doing Business As: (JGII Test Org25)  
 Current Entity Legal Name (JGII Test Org25) Doing Business As: (JGII Test Org25)

**Budget Detail Summary**

**Budget Category**

Personnel

**Budget Year**

Year 1

**Personnel**

Name	Position	Salary	Rate	Time Worked	Percentage of Time (%)	Total Cost
1 p1	p1	\$104.46	Monthly	1	100.00 %	\$104.46
2 p2	p2	\$10.00	Monthly	1	100.00 %	\$10.00

Personnel Total Cost \$114.46

Additional Narrative

# Attachment Budget Structure

**Attachment Budget GAM:** There are no line items to toggle open for an **Attachment Budget GAM**.

Updates and edits to this type of GAM are made by **uploading spreadsheet budget documents** to support the budget. Each time the budget is modified, a new budget spreadsheet must be uploaded.

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Grant Award Modification GAM-214786  
(15J0VW-22-GG-03284-3TOP) **Attachment Request**  
Awarded Entity Legal Name: (JustGrants Test Org26) Doing Business As: (JGII Test Org26)  
Current Entry Legal Name: (New JustGrants Test Stage Org26) Doing Business As: (New JGII Test Stage Org26)

**Budget Clearance**  
**Project Budget Summary**  
Budget Summary (Manual)

Budget Category	Totals
Personnel	
FringeBenefits	
Travel	
Equipment	
Supplies	
Construction	
Subawards (subgrants)	
Procurement Contracts	
Other Costs	
<b>Total Direct Costs</b>	
Indirect Costs	
<b>Total Project Costs</b>	---

**Total Project Costs Breakdown**

	Amount	Percentage
<b>Total Project Costs</b>		
Federal Funds	\$1,000.00	50.00%
Match Amount		
Program Income		
Amount		

[Training Resources](#)  
[Privacy Policy](#)

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Grant Award Modification GAM-214786  
(15J0VW-22-GG-03284-3TOP) **Attachment Request**  
Awarded Entity Legal Name: (JustGrants Test Org26) Doing Business As: (JGII Test Org26)  
Current Entry Legal Name: (New JustGrants Test Stage Org26) Doing Business As: (New JGII Test Stage Org26)

**Total Project Costs Breakdown**

	Amount	Percentage
<b>Total Project Costs</b>		
Federal Funds	\$1,000.00	50.00%
Match Amount		
Program Income		
Amount		

**Budget/Financial Documentation**  
**Budget Worksheet and Budget Narrative**  
No documents have been uploaded for Budget Worksheet and Budget Narrative

[Upload Doc](#)

> Pre-Agreement Cost  
> Non-competitive Justification  
> Indirect Cost Rate Agreement  
> Consultant Rate Justification

[Training Resources](#)  
[Privacy Policy](#)

# Supplemental Attachment Budget Structure

**Supplemental Attachment Budget GAM:** Supplemental attachment budgets display the project budget from the original award and allow for updates to category totals in the **Supplemental Budget** column. Entries in the Supplemental Budget column are added to the **Project budget** to display the cumulative total.

**Project Budget Summary**

Supplemental Budget

Budget Category	Previous Budget	Supplemental Budget	Cumulative Totals
Personnel	\$400.00	\$ 200.00	\$600.00
FringeBenefits	\$400.00	\$ 200.00	\$600.00
Travel	\$400.00	\$ 200.00	\$600.00
Equipment	\$400.00	\$ 200.00	\$600.00
Supplies	\$400.00	\$ 200.00	\$600.00
Construction	\$400.00	\$ 200.00	\$600.00
Subawards (subgrants)	\$400.00	\$ 200.00	\$600.00
Procurement Contracts	\$400.00	\$ 200.00	\$600.00
Other Costs	\$400.00	\$ 200.00	\$600.00
<b>Total Direct Costs</b>	\$3,600.00	\$1,800.00	\$5,400.00
Indirect Costs	\$400.00	\$ 200.00	\$600.00
<b>Total Project Costs</b>	\$4,000.00	\$2,000.00	\$6,000.00

**Project Costs Breakdown**

Federal Budget	\$2,000.00	\$1,000.00	\$3,000.00
----------------	------------	------------	------------

**Project Costs Breakdown**

Federal Funds	\$2,000.00	\$1,000.00	\$3,000.00
Match Amount	\$1,000.00	\$ 500.00	\$1,500.00
Program Income Amount	\$1,000.00	\$ 500.00	\$1,500.00

**Project Costs Summary**

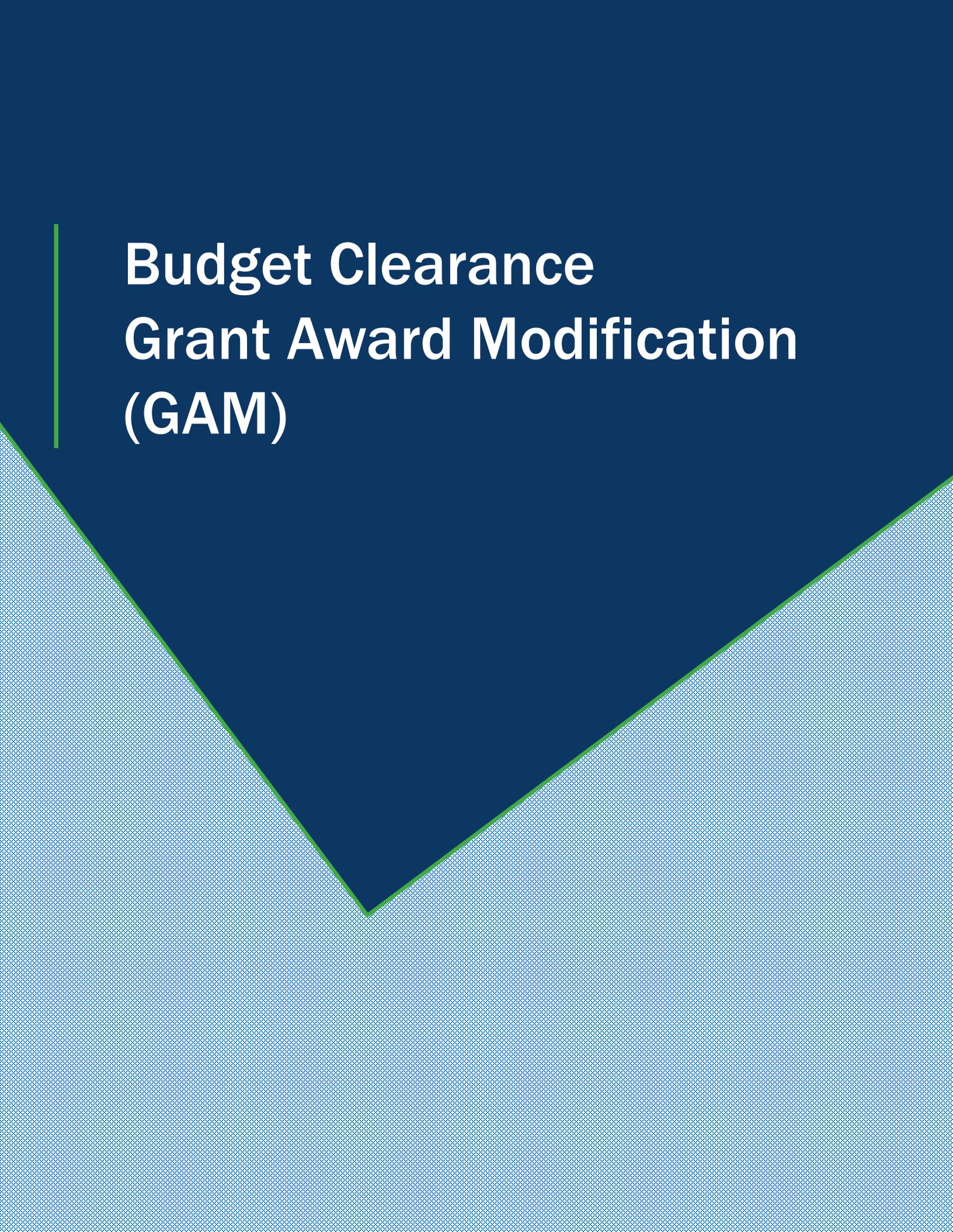
	Amount	Percentage
<b>Total Project Costs</b>	\$6,000.00	100.00%
<b>Total Federal Funds</b>	\$3,000.00	50.00%
<b>Total Match Amount</b>	\$1,500.00	25.00%
<b>Total Program Income Amount</b>	\$1,500.00	25.00%

**Budget/Financial Documentation**

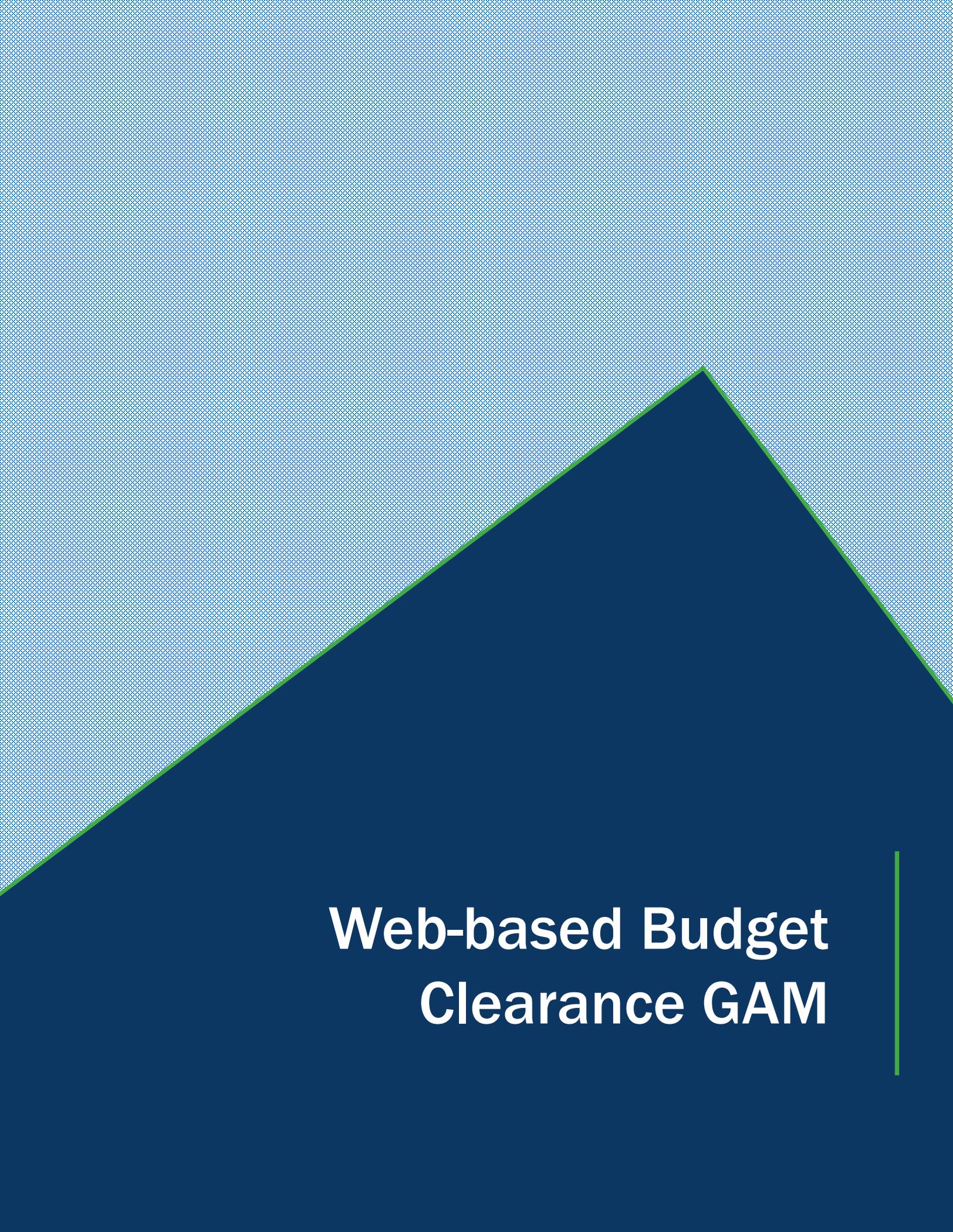
**Budget Worksheet and Budget Narrative (attachment)**

No documents have been uploaded for Budget Worksheet and Budget Narrative (attachment)

**Pre-Award Costs**



**Budget Clearance  
Grant Award Modification  
(GAM)**



# Web-based Budget Clearance GAM

# Web-based Budget Clearance GAM Overview

Section Name	Description
Header	Includes quick reference data about the award including, but not limited to, the Solicitation Title, Federal Award Amount, and Grant Manager name.
Project Budget Summary	A read-only version of the sum of the line items entered in the details.
Project Cost Breakdown	Includes the Federal Funds amount (non-editable), total Match Amount, and Program Income amount. Validation when submitting the GAM ensures that the Federal Funds + Match Amount + Program Income = Total Project Cost from the Budget Summary.
Budget Detail Summary	Where the line items of the budget categories can be edited. Changes in the Budget Detail Summary will be reflected in the Project Budget Summary section when Save or Submit are selected.
Grants Management Comments	Includes direction from DOJ on what budget items need to be updated.

# Web-based Budget Clearance GAM

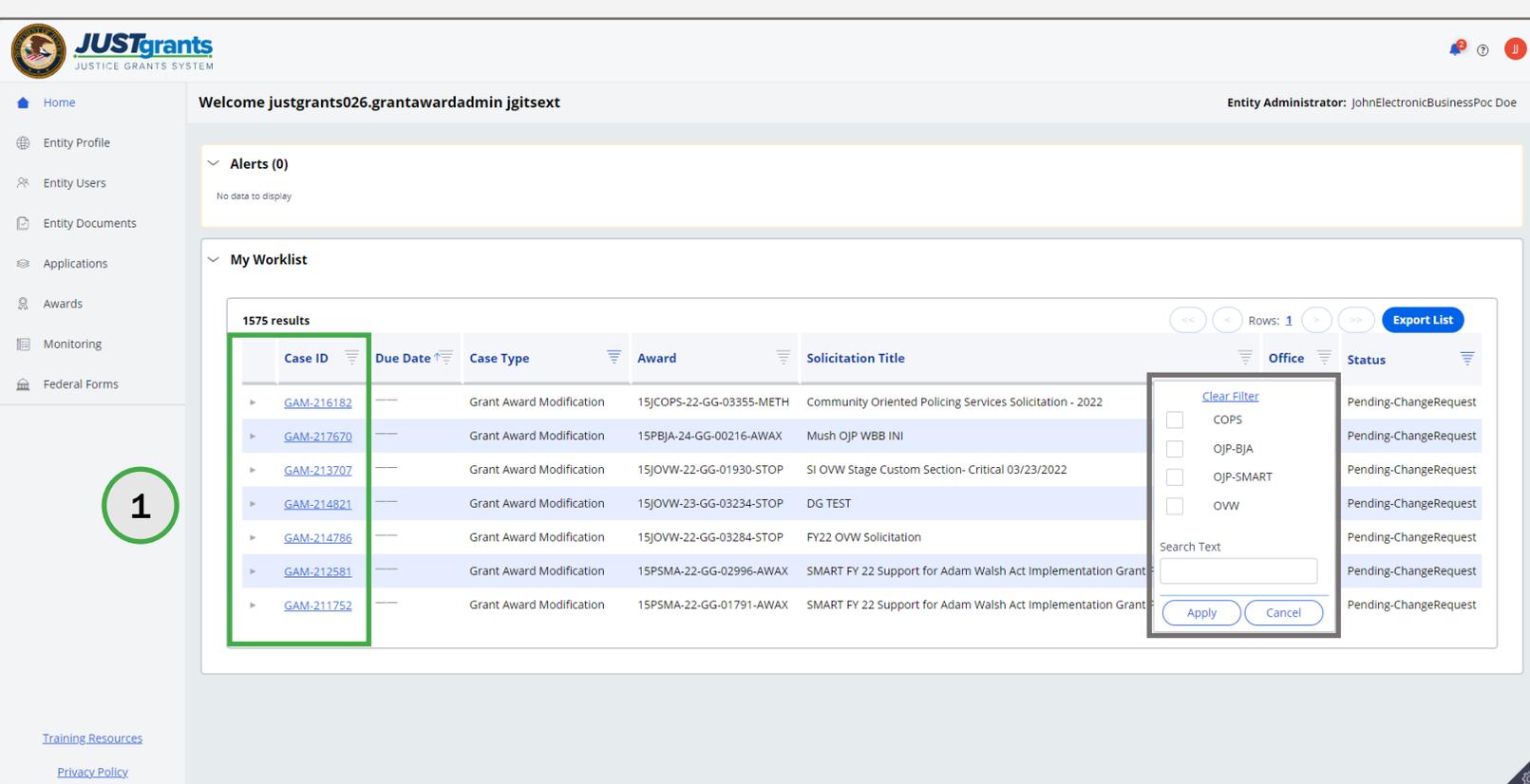
## Step 1

Locate Case ID

The **Grant Award Administrator (GAA)** will receive an email that includes the GAM ID.

- 1) Select the GAM from **My Worklist**. Note that the GAM status is **Pending-ChangeRequest**.

**NOTE:** Each column can be filtered by selecting the **down arrow**  which can be sorted by selecting the column title.



The screenshot shows the JUSTgrants web application interface. The user is logged in as 'JohnElectronicBusinessPoc Doe'. The 'My Worklist' section displays 1575 results in a table. The table has columns for Case ID, Due Date, Case Type, Award, Solicitation Title, Office, and Status. A green box highlights the 'Case ID' column. A dropdown menu is open for the 'Office' column, showing options: COPS, OJP-BJA, OJP-SMART, and OWW. The status for all rows is 'Pending-ChangeRequest'. A circled '1' is visible on the left side of the interface.

Case ID	Due Date	Case Type	Award	Solicitation Title	Office	Status
<a href="#">GAM-216182</a>		Grant Award Modification	15JCOPS-22-GG-03355-METH	Community Oriented Policing Services Solicitation - 2022		Pending-ChangeRequest
<a href="#">GAM-217670</a>		Grant Award Modification	15PBJA-24-GG-00216-AWAX	Mush OJP WBB INI		Pending-ChangeRequest
<a href="#">GAM-213707</a>		Grant Award Modification	15JOVW-22-GG-01930-STOP	SI OVV Stage Custom Section- Critical 03/23/2022		Pending-ChangeRequest
<a href="#">GAM-214821</a>		Grant Award Modification	15JOVW-23-GG-03234-STOP	DG TEST		Pending-ChangeRequest
<a href="#">GAM-214786</a>		Grant Award Modification	15JOVW-22-GG-03284-STOP	FY22 OVV Solicitation		Pending-ChangeRequest
<a href="#">GAM-212581</a>		Grant Award Modification	15PSMA-22-GG-02996-AWAX	SMART FY 22 Support for Adam Walsh Act Implementation Grant		Pending-ChangeRequest
<a href="#">GAM-211752</a>		Grant Award Modification	15PSMA-22-GG-01791-AWAX	SMART FY 22 Support for Adam Walsh Act Implementation Grant		Pending-ChangeRequest

Return to [Budget Structure](#) section.

# Web-based Budget Clearance GAM

## Step 2

Review  
Comments

- 2) Navigate to the **Grants Management Comments** section to review what changes were requested.

**Grant Award Modification** GAM-214821  
(15JOVW-23-GG-03234-STOP) **PENDING-CHANGEREQUEST**  
Entity Legal Name (JustGrants Test Org26) Doing Business As (JGII Test Org26)

Create Date	User	Note
8/2/23 12:24 PM	FinGrantsManaSuperReOvwFina Jgitsint	needs some modification
8/2/23 4:50 PM	Alak Dutta	testing

Cancel Save Submit

CREATE INITIAL REVIEW PROGRAMMATIC REVIEW **FINANCIAL REVIEW** UFMS HANDOFF GAM FULFILLMENT

Return to [Budget Structure](#) section.

# Web-based Budget Clearance GAM

## Step 3

Budget  
Summary Detail

- 3) Navigate to the **Budget Summary Detail** view and toggle open the caret corresponding to each category to edit the line items.

The screenshot shows the JUSTgrants web application interface. The header includes the JUSTgrants logo and the text 'JUSTICE GRANTS SYSTEM'. The main content area displays 'Grant Award Modification GAM-214821' with details '(15JOVW-23-GG-03234-STOP) PENDING-CHAMBERGUE ET' and 'Entity Legal Name (JustGrants Test Org26) Doing Business As (JGII Test Org26)'. A sidebar on the left contains navigation items: Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, Federal Forms, and Training Resources. A red circle with the number '3' is positioned over the 'Monitoring' item. The main content area shows a 'Budget Category' section with a list of categories, each with a dropdown arrow: Personnel, Fringe Benefits, Travel, Equipment, Supplies, Construction, SubAwards, Procurement Contracts, Other Costs, and Indirect Costs. Below this is a 'Budget/Financial Documentation' section with a table for 'Non-competitive Justification UPDATE'.

Name	Category	Created by	Date Added
W	Non-competitive Justification UPDATE	Erin.McCoy@JGMS.gov	08/08/2023

Return to [Budget Structure](#) section.

# Web-based Budget Clearance GAM

Steps 4 – 8

Line Items

Once the category with a line item that needs to be edited is opened, the following line items can be edited.

- 4) (Optional) Select the line item to be edited.
- 5) (Optional) Add a new line item by selecting **Add**.
- 6) (Optional) Delete a line item by selecting the trash can icon.
- 7) Add text in the **Additional Narrative** field. This field is required for any budget category line-item change.
- 8) Select **Save**.

**NOTE:** Do not paste text boxes or images into the **Additional Narrative** section of financial GAMs since they will not display correctly.

JUSTgrants  
JUSTICE GRANTS SYSTEM

Home

Entity Profile

Entity Users

Entity Documents

Applications

Awards

Monitoring

Federal Forms

Training Resources

Privacy Policy

Grant Award Modification GAM-214821  
(15JOVW-23-GG-03234-STOP) PENDING-CHANGEREQUE ET  
Entity Legal Name (JustGrants Test Org26) Doing Business As (JGII Test Org26)

Description	Base	Indirect Cost Rate	Total Cost
1 indirect	\$ 1,000.00	90.00 %	\$900.00
2 Indirect	\$ 100.00	100.00 %	\$100.00

Indirect Costs Total Cost  
\$1,000

Additional Narrative

Font Size [Rich Text Editor]

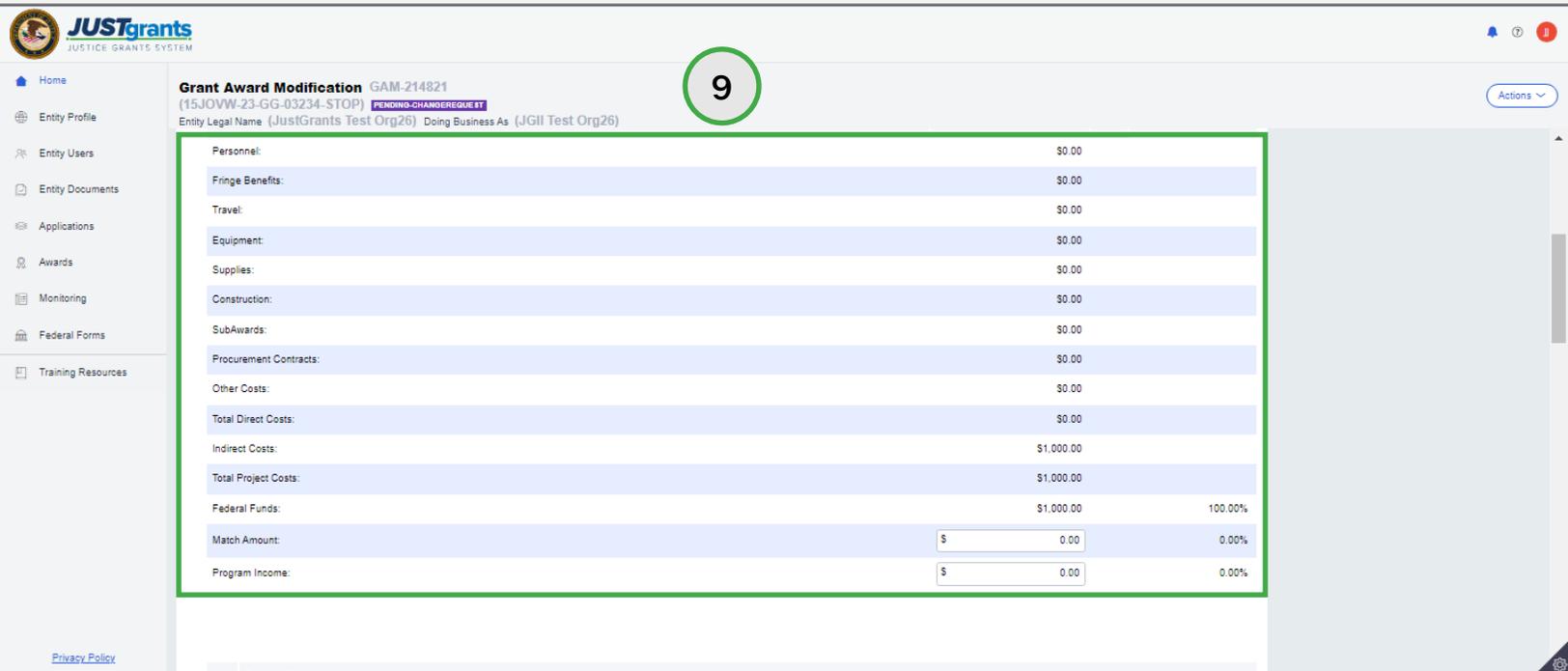
Return to [Budget Structure](#) section.

# Web-based Budget Clearance GAM

## Step 9

Line Items

- 9) The budget summary automatically updates any changes made in the **Budget Summary Detail** view after selecting **Save**.



**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Home  
Entity Profile  
Entity Users  
Entity Documents  
Applications  
Awards  
Monitoring  
Federal Forms  
Training Resources

**Grant Award Modification** GAM-214821  
(15JOVW-23-GG-03234-STOP) **PENDING-CHAMBERGUE ET**  
Entity Legal Name (JustGrants Test Org26) Doing Business As (JGII Test Org26)

9

Actions

Personnel:	\$0.00		
Fringe Benefits:	\$0.00		
Travel:	\$0.00		
Equipment:	\$0.00		
Supplies:	\$0.00		
Construction:	\$0.00		
SubAwards:	\$0.00		
Procurement Contracts:	\$0.00		
Other Costs:	\$0.00		
<b>Total Direct Costs:</b>	<b>\$0.00</b>		
Indirect Costs:	\$1,000.00		
<b>Total Project Costs:</b>	<b>\$1,000.00</b>		
Federal Funds:	\$1,000.00		100.00%
Match Amount:	\$ 0.00		0.00%
Program Income:	\$ 0.00		0.00%

Privacy Policy

Return to [Budget Structure](#) section.

# Web-based Budget Clearance GAM

## Step 10

Total Project  
Cost

- 10) For the Office of Community Oriented Policing Services (COPS) and the Office on Violence Against Women (OVW), navigate to the **Total Project Cost** section and revise the **Match Amount** or **Program Income** fields, as necessary.

Non-Federal Contribution:	\$25	\$25	\$25	\$25	\$50	
Match Amount:	\$25	\$25			\$50	25.00%
Program Income:	\$0	\$0			\$0	0.00%

**NOTE:** For the Office of Justice Programs (OJP), revise the **Program Income** in the Budget Summary section and enter the Match Amount in the line-item field in the **Budget Detail** section.

Equipment

Budget Year

Year 1

Equipment

Equipment Item	# of Items	Cost	Total Cost	Non-Federal Amt (Match or Prog Inc)	Federal Amount	
1 Equipment	1.00	\$ 100.00	\$100.00	25.00	\$75.00	

Return to [Budget Structure](#) section.

# Web-based Budget Clearance GAM

Step 10 (cont.)

Total Project  
Cost

- 10) For the Office of Community Oriented Policing Services (COPS) and the Office on Violence Against Women (OVW), navigate to the **Total Project Cost** section and revise the **Match Amount** or **Program Income** fields, as necessary.

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Home Entity Profile Entity Users Entity Documents Applications Awards Monitoring Federal Forms Training Resources

**Grant Award Modification** GAM-214821  
(15JOVW-23-GG-03234-STOP) **PENDING-CHANGEREQUIRE IT**  
Entity Legal Name (JustGrants Test Org26) Doing Business As (JGII Test Org26)

Personnel:	\$0.00		
Fringe Benefits:	\$0.00		
Travel:	\$0.00		
Equipment:	\$0.00		
Supplies:	\$0.00		
Construction:	\$0.00		
SubAwards:	\$0.00		
Procurement Contracts:	\$0.00		
Other Costs:	\$0.00		
Total Direct Costs:	\$0.00		
Indirect Costs:	\$1,000.00		
Total Project Costs:	\$1,000.00		
Federal Funds:	\$1,000.00		100.00%
Match Amount:	\$ 0.00		0.00%
Program Income:	\$ 0.00		0.00%

10

Privacy Policy

Return to [Budget Structure](#) section.

# Web-based Budget Clearance GAM

Steps 11 – 13

Budget and Financial  
Documents

- 11) Navigate to the **Budget/Financial Documentation** section.
- 12) Toggle a section's caret where an attachment or entity document needs uploading. Each section will have either an attachment button or both an attachment and entity doc button.
- 13) Select **Entity Doc** to upload an attachment from the Entity's document library or **Upload Doc** to upload a document from a workstation.

JUSTgrants  
JUSTICE GRANTS SYSTEM

Home  
Entity Profile  
Entity Users  
Entity Documents  
Applications  
Awards  
Monitoring  
Federal Forms

Grant Award Modification GAM-217670  
(15PBJA-24-GG-00216-AWAX) **PENDING-CHANGEREQUEST**  
Awarded Entity Legal Name (New JustGrants Test Stage Org26) Doing Business As: (New JGII Test Stage Org26)  
Current Entity Legal Name (New JustGrants Test Stage Org26) Doing Business As: (New JGII Test Stage Org26)

**12**

Upload Doc Entity Doc

**13**

Cancel Save Submit

CREATE INITIAL REVIEW PROGRAMMATIC REVIEW FINANCIAL REVIEW UFMS HANDOFF GAM FULFILLMENT

Return to [Budget Structure](#) section.

# Web-based Budget Clearance GAM

Steps 14 – 15

Attach Entity  
Document

14) If Entity Doc is selected, the Attach Entity Document window will be displayed. Select the checkbox corresponding to the document.

15) Select Submit.

JUSTgrants  
JUSTICE GRANTS SYSTEM

Home  
Entity Profile  
Entity Users  
Entity Documents  
Applications  
Monitoring  
Federal Form  
Training Resources

Grant Package ( 00774779 ) PENDING-DRAFT Due July 30, 2023 12:31:00 PM EDT

Proof of 501(c)(3) Status (Nonprofit Organization Only)

Select a file from my Entity Profile

<input type="checkbox"/>	Name	Category	Start Date	End Date	Federal Fiscal Year	Notes	Created Date	Uploaded by
<input type="checkbox"/>	Job Aid - Creating and Using Bookmarks_comments.docx	LegacyAttachments					4/20/22	JohnElectronicBusinessPoc Doe
<input type="checkbox"/>	Dunya's Test Data 1.pdf	LegacyAttachments			2022		12/15/21	JohnElectronicBusinessPoc Doe
<input type="checkbox"/>	Dunyas-Test Data.xlsx	Budget Indirect Cost Rate Agreement			2022		12/15/21	JohnElectronicBusinessPoc Doe
<input type="checkbox"/>	Dunya's Test data 02.pdf	Budget Financial Management Questionnaire			2022		12/15/21	JohnElectronicBusinessPoc Doe
<input type="checkbox"/>	Email Template 1 JustGrants.pdf	File					11/4/20	tae song

Cancel

Attach

ApplicationInfo GrantSubmissionHeader OpportunityID O-OVW-2022-171485-STG SolicitationID SI-171485 Solicitation Title FY2022 Entity Administrator justgrants024.authorizedrep jgitstx AuthorizedRepresentative

Application Case ID Application Group Case ID SF424\_2\_1

Back Save Continue

Return to [Budget Structure](#) section.

# Web-based Budget Clearance GAM

## Step 16

Upload  
Workstation Doc

16) If **Upload Doc** is selected, the **Attach Files** window will be displayed. Choose **Select File(s)** to add a file located on the workstation.

The screenshot displays the JUSTgrants system interface. The main content area shows the 'Grant Award Modification' page for GAM-214821. A table lists documents under the 'Consultant Rate UPDATE' category. A dialog box titled 'Attach file(s)' is overlaid on the page, featuring a paperclip icon, the text 'Drag and drop files here', and a 'Select file(s)' button. The number '16' is circled in green in the bottom center of the dialog box. The background page includes a sidebar with navigation options like 'Home', 'Entity Profile', and 'Entity Documents', and a main content area with sections for 'Budget/Financial Documentation', 'Non-competitive Justification UPDATE', 'Consultant Rate UPDATE', 'Disclosure of Process Related to Executive Compensation UPDATE', 'Financial Management Questionnaire', and 'Additional Attachments'. There are also buttons for 'Upload Doc' and 'Entity Doc' at the bottom of the main content area.

Return to [Budget Structure](#) section.

# Web-based Budget Clearance GAM

## Step 17

Upload  
Workstation Doc

17) Select **Attach**. The attachment will be displayed in the corresponding section.

**NOTE:** The category selection matches the category displayed in the GAM, except for the **Additional Attachment** section. Uploading a document from the **Additional Attachment** section displays in the **Budget Other** category.

The screenshot shows the JUSTgrants web application interface. The main content area displays the 'Grant Award Modification' for GAM-211054. A modal dialog box titled 'Attach file(s)' is open, allowing file uploads. The dialog box includes a 'Drag and drop files here' area, a 'Select file(s)' button, and a table with the following data:

Name*	File	Category
Employee Comp Waiver	Employee Comp Waiver.docx	Budget Employee Compensation Waiver

The 'Attach' button is highlighted with a green box and the number 17.

Return to [Budget Structure](#) section.

# Web-based Budget Clearance GAM

## Step 18

Submit GAM

18) Select **Submit**. The GAM is routed to the assigned Grant Manager's worklist for review.

**NOTE:** The GAA and Alternate GAA (if assigned) will receive email notification when the GAM is approved. The GAA can view the GAM in the **Completed GAM** section of the **Grant Award Modification (GAM)** tab in the funded award.

**NOTE:** After successfully submitting the GAM, the subsequent message will display on the following page, "Thank you! The next step in this case has been routed appropriately." and the case status will change to **Pending-Submitted-BCGAM**. Select **Close** from the **Actions** dropdown menu to close the GAM and return to **My Worklist**.

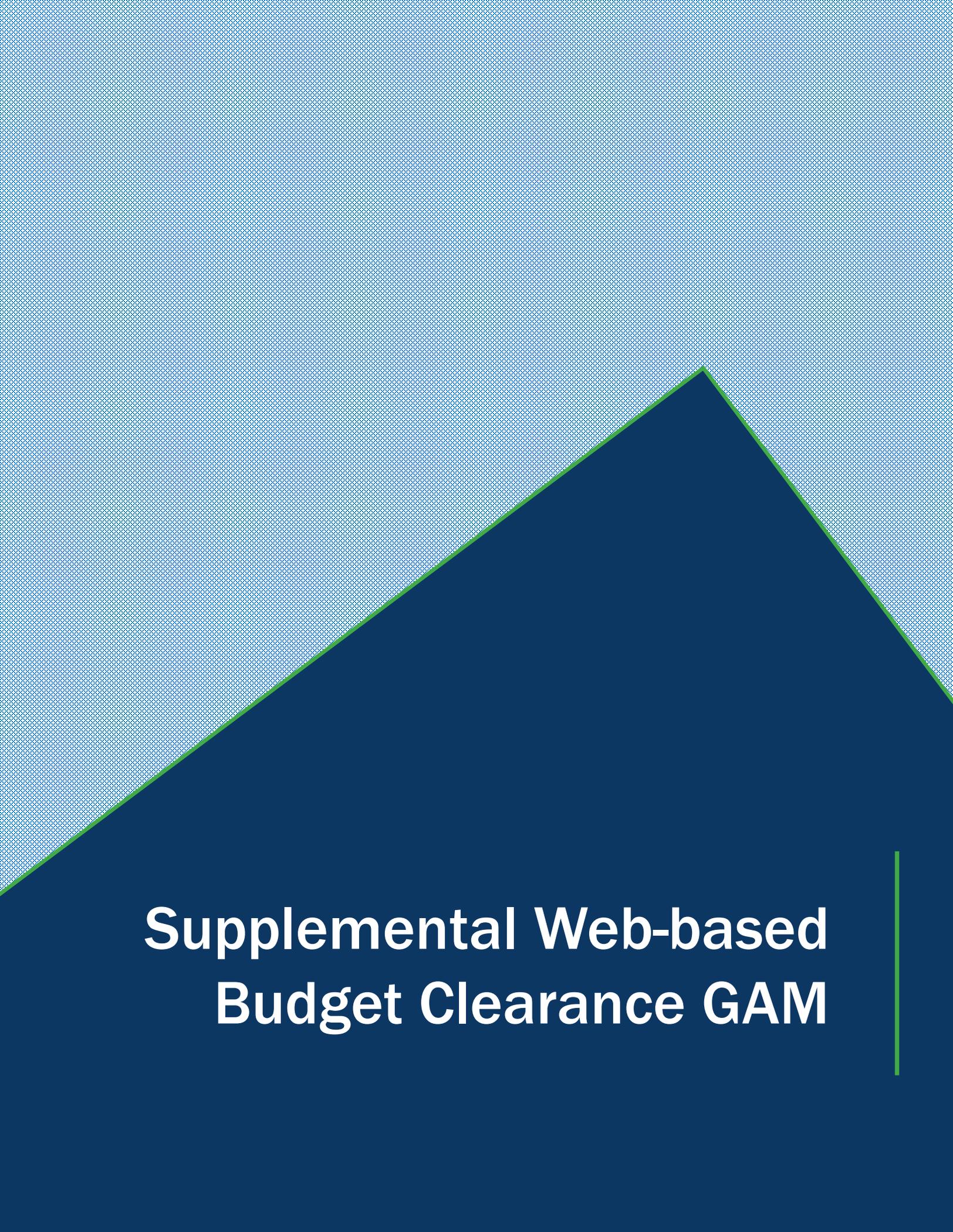
**Grant Award Modification** GAM-214821  
(15JOVW-23-GG-03234-STOP) **PENDING-CHAMBERQUE ET**  
Entity Legal Name (JustGrants Test Org26) Doing Business As (JGII Test Org26)

Create Date	User	Note
8/2/23 12:24 PM	FinGrantsManaSuperReOvWFinajgtsint	needs some modification
8/2/23 4:50 PM	Alak Dutta	testing

Cancel Save **Submit**

CREATE INITIAL REVIEW PROGRAMMATIC REVIEW **FINANCIAL REVIEW** UFMS HANDOFF GAM FULFILLMENT

Return to [Budget Structure](#) section.



# **Supplemental Web-based Budget Clearance GAM**

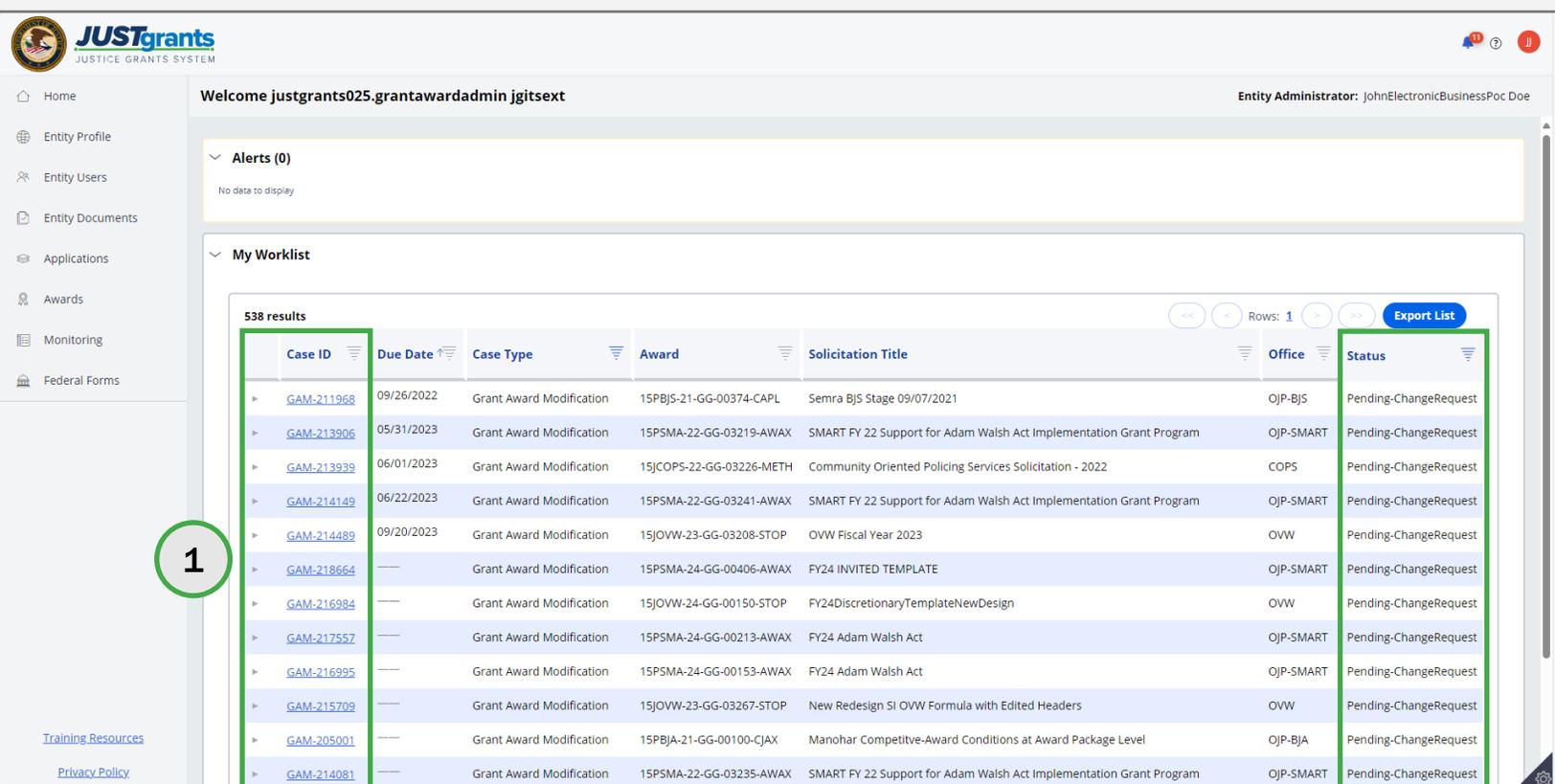
# Supplemental Web-based Budget Clearance GAM

## Step 1

Locate GAM Case

- 1) Select the **Grant Award Modification (GAM)** from **My Worklist**. Note that the GAM status is **Pending-ChangeRequest**.

**NOTE:** Each column can be filtered by selected the down arrow  or sorted by selecting the column name.



JUSTgrants JUSTICE GRANTS SYSTEM

Welcome justgrants025.grantawardadmin jgitsext Entity Administrator: JohnElectronicBusinessPoc Doe

Alerts (0)  
No data to display

My Worklist

538 results Rows: 1 Export List

Case ID	Due Date	Case Type	Award	Solicitation Title	Office	Status
GAM-211968	09/26/2022	Grant Award Modification	15PBJ5-21-GG-00374-CAPL	Semra BJS Stage 09/07/2021	OJP-BJS	Pending-ChangeRequest
GAM-213906	05/31/2023	Grant Award Modification	15PSMA-22-GG-03219-AWAX	SMART FY 22 Support for Adam Walsh Act Implementation Grant Program	OJP-SMART	Pending-ChangeRequest
GAM-213939	06/01/2023	Grant Award Modification	15JCOPS-22-GG-03226-METH	Community Oriented Policing Services Solicitation - 2022	COPS	Pending-ChangeRequest
GAM-214149	06/22/2023	Grant Award Modification	15PSMA-22-GG-03241-AWAX	SMART FY 22 Support for Adam Walsh Act Implementation Grant Program	OJP-SMART	Pending-ChangeRequest
GAM-214489	09/20/2023	Grant Award Modification	15JOVW-23-GG-03208-STOP	OVW Fiscal Year 2023	OVW	Pending-ChangeRequest
GAM-218664		Grant Award Modification	15PSMA-24-GG-00406-AWAX	FY24 INVITED TEMPLATE	OJP-SMART	Pending-ChangeRequest
GAM-216984		Grant Award Modification	15JOVW-24-GG-00150-STOP	FY24DiscretionaryTemplateNewDesign	OVW	Pending-ChangeRequest
GAM-217557		Grant Award Modification	15PSMA-24-GG-00213-AWAX	FY24 Adam Walsh Act	OJP-SMART	Pending-ChangeRequest
GAM-216995		Grant Award Modification	15PSMA-24-GG-00153-AWAX	FY24 Adam Walsh Act	OJP-SMART	Pending-ChangeRequest
GAM-215709		Grant Award Modification	15JOVW-23-GG-03267-STOP	New Redesign SI OVW Formula with Edited Headers	OVW	Pending-ChangeRequest
GAM-205001		Grant Award Modification	15PBJA-21-GG-00100-CJAX	Manohar Competitive-Award Conditions at Award Package Level	OJP-BJA	Pending-ChangeRequest
GAM-214081		Grant Award Modification	15PSMA-22-GG-03235-AWAX	SMART FY 22 Support for Adam Walsh Act Implementation Grant Program	OJP-SMART	Pending-ChangeRequest

Return to [Budget Structure](#) section.

# Supplemental Web-based Budget Clearance GAM

## Step 2

Check Grants Management Comments

- 2) Navigate to the **Grants Management Comments** section to determine the requested changes.

The screenshot displays the JUSTgrants web application interface. The top navigation bar includes the JUSTgrants logo and a navigation menu with items like Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, and Federal Forms. The main content area shows a 'Grant Award Modification' page for GAM-217670, with a 'PENDING-CHANGEREQUEST' status. A green circle highlights the number '2' in the page header. Below this, the 'Grants Management Comments' section is highlighted with a green border. It features a rich text editor with a toolbar and an 'Add' button. Below the editor is a table with the following data:

Create Date	User	Note
1/24/24 9:53 PM	Mushfiqul Bhuiyan	Test

Return to [Budget Structure](#) section.

# Supplemental Web-based Budget Clearance GAM

## Step 3

Check Project Budget Summary

- 3) Navigate to the GAM's Supplemental Budget Clearance section to review and ensure the Project Budget Summary information is correct.

**NOTE:** The **Approved Budget** column displays cleared budget values for the award without the supplement. The **Requested Changes** will calculate amounts for the supplemental portion. The **Revised Budget** column should reflect the previously approved budget plus the supplement. Once the GAM is approved, the revised budget will be the approved for the full award amount (previous and supplemental funds).

**Grant Award Modification** GAM-218238  
(15PSMA-24-GG-00296-AWAX) **PENDING-CHANGEREQUEST**  
Awarded Entity Legal Name (JGII Test Org25) Doing Business As: (JGII Test Org25)  
Current Entity Legal Name (JGII Test Org25) Doing Business As: (JGII Test Org25)

**Supplemental Budget Clearance**

*Supplemental Budget Clearance  
Supplement Number: 01*

*Instructions: This budget clearance is for an award that received supplemental funds. The "Approved Budget" column displays cleared budget values for the award, without the supplement. The "Requested Changes" will calculate amounts for the supplemental portion. The "Revised Budget" column should reflect the previously approved budget plus the supplement. Once this GAM is approved, the revised budget will be the approved budget for the full award amount (previous and supplemental funds).*

**Project Budget Summary**

Budget Category	Previous Budget	Supplemental Budget	Cumulative Totals
Personnel	\$120.00	\$251.00	\$371.00
Fringe Benefits	\$55.00	\$50.00	\$105.00
Travel	\$115.00	\$52.00	\$167.00
Equipment	\$20.00	\$16.00	\$36.00
Supplies	\$12.00	\$8.00	\$20.00
Construction	\$14.00	\$12.00	\$26.00
Subawards (subgrants)	\$52.00	\$46.00	\$98.00
Procurement Contracts	\$72.00	\$70.00	\$142.00
Other Costs	\$11.00	\$5.00	\$16.00

Return to [Budget Structure](#) section.

# Supplemental Web-based Budget Clearance GAM

Steps 4 – 5

Check Grants Management Comments

- 4) Navigate to the GAM's Supplemental Budget Clearance section to review and ensure the Budget Tools information is correct.
- 5) Update Program Income as needed.

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Grant Award Modification GAM-218238  
(15PSMA-24-GG-00296-AWAX) **PENDING-CHANGEREQUEST**  
Awarded Entity Legal Name (JGII Test Org25) Doing Business As: (JGII Test Org25)  
Current Entity Legal Name (JGII Test Org25) Doing Business As: (JGII Test Org25)

Construction	\$14.00	\$12.00	\$26.00
Subawards (subgrants)	\$52.00	\$46.00	\$98.00
Procurement Contracts	\$72.00	\$70.00	\$142.00
Other Costs	\$11.00	\$5.00	\$16.00
<b>Total Direct Costs</b>	<b>\$471.00</b>	<b>\$510.00</b>	<b>\$981.00</b>
Indirect Costs	\$20.00	\$7.00	\$27.00
<b>Total Project Costs</b>	<b>\$491.00</b>	<b>\$517.00</b>	<b>\$1,008.00</b>
Federal Funds	\$432.00	\$467.00	\$899.00
Non-Federal Funds	\$59.00	\$50.00	\$109.00

Budget Totals	Total	Percentage
<b>Total Project Costs</b>	\$1,008.00	100.00%
<b>Federal Funds</b>	\$899.00	89.28%
<b>Non-Federal Amount</b>	\$109.00	10.72%
Match Amount	\$109.00	10.72%
Program Income	<input type="text" value="0.00"/>	0.00%

Return to [Budget Structure](#) section.

# Supplemental Web-based Budget Clearance GAM

## Step 6

Update Budget Category

- 6) Navigate to the **Budget Detail Summary** section and update the **Budget Category** information as needed.

The screenshot displays the JUSTgrants web application interface. The header includes the JUSTgrants logo and navigation icons. The left sidebar contains a menu with items: Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, and Federal Forms. A green circle with the number '6' is placed around the 'Monitoring' item. The main content area shows a 'Grant Award Modification' for GAM-217670, with a 'PENDING-CHANGEREQUEST' status. Below this, the 'Budget Category' section is highlighted with a green border. It features a dropdown menu for 'Supplemental 01 Budget Detail Summary' and two buttons: 'Add Year' and 'Delete Last'. A list of budget categories is shown, including Personnel, Fringe Benefits, Travel, Equipment, Supplies, Construction, SubAwards, Procurement Contracts, Other Costs, and Indirect Costs. The bottom of the page includes links for 'Training Resources' and 'Privacy Policy'.

Return to [Budget Structure](#) section.

# Supplemental Web-based Budget Clearance GAM

Steps 7 – 8

Update Budget Category

- 7) Select **Add Year** or **Delete Last Year**. Only OJP budgets are displayed by year. COPS and OVW GAMs do not display this option.
- 8) Toggle the **diamond** icon to open a **Budget Category** to update information.

**NOTE:** Web-based Supplemental Budgets will start with the year that was selected in the application.

The screenshot displays the JUSTgrants web application interface for a Grant Award Modification. The page title is "Grant Award Modification GAM-217670 (15PBJA-24-GG-00216-AWAX) PENDING-CHANGEREQUEST". The current entity is "(New JustGrants Test Stage Org26)". The page shows a "Supplemental 01 Budget Detail Summary" section with "Add Year" and "Delete Last" buttons. Below this, there is a "Budget Category" dropdown menu set to "Personnel" and a "Budget Year" dropdown menu set to "Year 2". A table for "Personnel" is shown with columns: Name, Position, Salary, Rate, Time Worked, Percentage of Time (%), Total Cost, Non-Federal Amt (Match or Prog Inc), and Federal Amount. The table is currently empty. At the bottom, there is a summary table with columns: Personnel Total Cost, Total Non-Federal Amt (Match or Prog Inc), and Total Federal Amount, all showing \$0. There is also an "Additional Narrative" section with a rich text editor.

Return to [Budget Structure](#) section.

# Supplemental Web-based Budget Clearance GAM

Steps 9 – 11

Update Budget Category

- 9) Enter information into the new category line.
- 10) Select **Add**.
- 11) Although it is not mandatory, enter text into the **Additional Narrative** text box to explain the reason for adding a new category.

The screenshot displays the JUSTgrants web application interface for a Grant Award Modification (GAM-217670). The interface includes a sidebar with navigation options such as Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, and Federal Forms. The main content area shows the Grant Award Modification details, including the awarded entity legal name and current entity legal name. A table with columns for Name, Position, Salary, Rate, Time Worked, Percentage of Time (%), Total Cost, Non-Federal Amt (Match or Prog Inc), and Federal Amount is visible. A green circle labeled '9' highlights the input field for the Name column. A green circle labeled '10' highlights the 'Add' button below the table. A green circle labeled '11' highlights the 'Additional Narrative' text box, which contains a rich text editor with various formatting options.

Return to [Budget Structure](#) section.

# Supplemental Web-based Budget Clearance GAM

Steps 12 – 13

Workstation and Entity Documents

- 12) Select the > icon to open a category to upload to the workstation or Entity documents, if necessary. The icon changes to V when opened.
- 13) Select **Add Doc** or **Entity Doc** to upload files or add entity documents to the Budget Reduction GAM.

JUSTgrants JUSTICE GRANTS SYSTEM

Home Entity Profile Entity Users Entity Documents Applications Awards Monitoring Federal Forms

Grant Award Modification **GAM-217670**  
(15PBJA-24-GG-00216-AWAX) **PENDING-CHANGEREQUEST**

Awarded Entity Legal Name (New JustGrants Test Stage Org26) Doing Business As: (New JGII Test Stage Org26)  
Current Entity Legal Name (New JustGrants Test Stage Org26) Doing Business As: (New JGII Test Stage Org26)

Actions

Budget/Financial Documentation

Pre-agreement Costs (also known as Pre-award Costs)

Upload Doc Entity Doc

No documents have been uploaded for Pre-agreement Costs (also known as Pre-award Costs)

Non-competitive Justification  
Indirect Cost Rate Agreement (if applicable)  
Consultant Rate  
Limitation on Use of Award Funds for Employee Compensation for Awards over \$250,000; Waiver  
Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high-risk status)  
Disclosure of Process Related to Executive Compensation  
Additional Attachments

Grants Management Comments

Cancel Snipping Tool Save Submit

Return to [Budget Structure](#) section.



# Supplemental Web-based Budget Clearance GAM

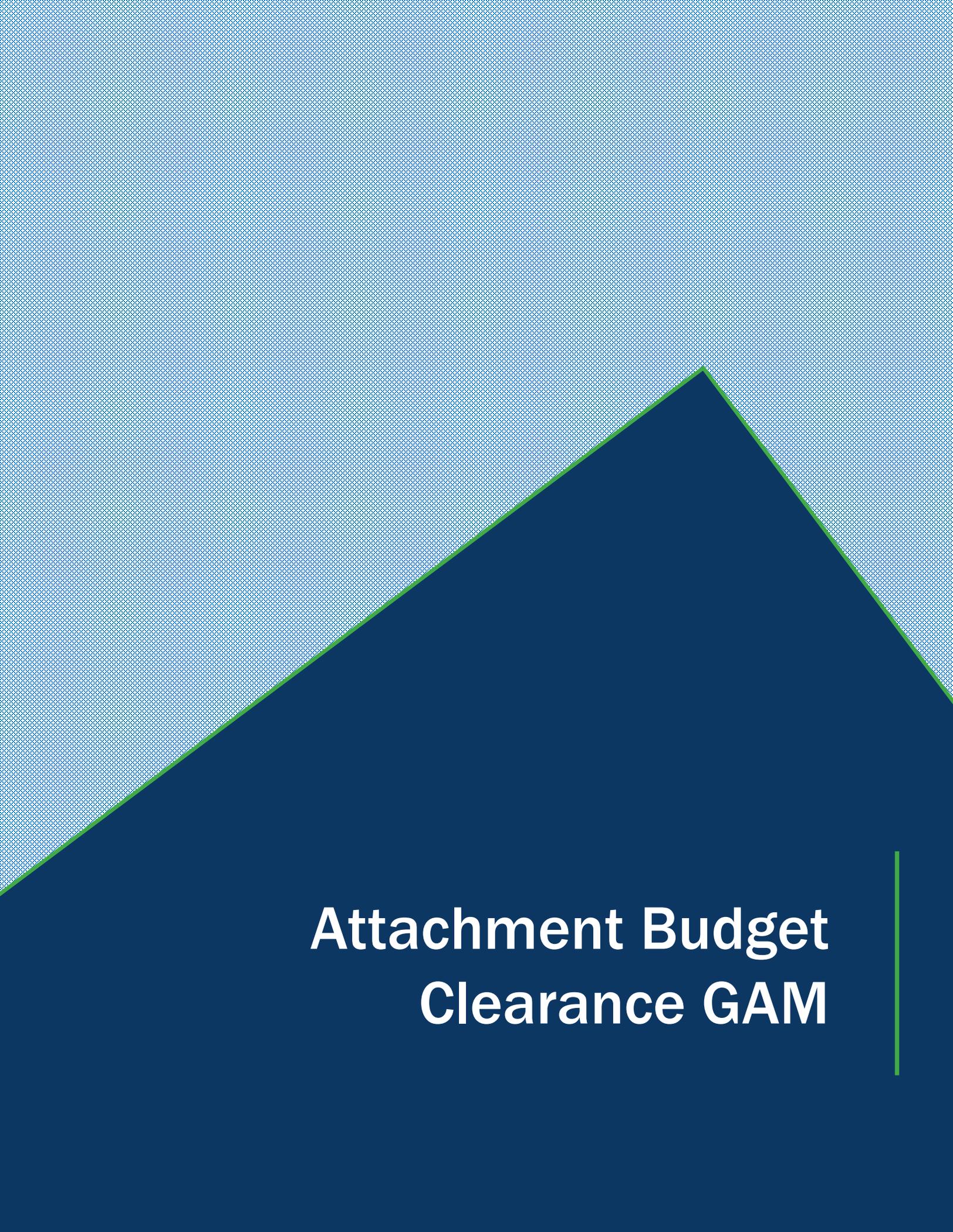
Steps 17 – 18

Close GAM

- 17) A successfully submitted supplemental web-based GAM is indicated by the message stating, “Thank you! The next step in this case has been routed appropriately.” The case status changes to **Pending-Submitted-BCGAM**.
- 18) Select **Close** from the **Actions** dropdown menu to close the Supplemental web-based GAM and return to **My Worklist**.

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area shows a Grant Award Modification (GAM-218238) in a 'PENDING-RESUBMITTED-BCGAM' status. A message states: "Thank you! The next step in this case has been routed appropriately." Below this message is a progress bar with steps: CREATE, INITIAL REVIEW, PROGRAMMATIC REVIEW, FINANCIAL REVIEW, UFMS HANDOFF, and GAM FULFILLMENT. The 'FINANCIAL REVIEW' step is highlighted. On the right side, there is an 'Actions' dropdown menu with options: Refresh, No Actions, Print, and Close. The 'Close' option is highlighted with a red circle labeled '18'. The left sidebar contains navigation options: Home, Entity Profile, Entity Users, Entity Doc, Applications, Awards, Monitoring, and Federal Forms. The bottom left corner has links for Training Resources and Privacy Policy.

Return to [Budget Structure](#) section.



**Attachment Budget  
Clearance GAM**

# Attachment Budget Clearance GAM Overview

Section Name	Description
Header	Includes quick reference data about the award including, but not limited to, the Solicitation Title, Federal Award Amount, and Grant Manager name.
Project Budget Summary	This section will be blank when the GAM is change requested. Budget approval will be displayed on this screen.
Budget/Financial Documentation	Includes all budget attachments submitted with the application. Additional or revised documents can be added. Attachments cannot be deleted.
Grants Management Comments	Includes direction from DOJ on what items need to be updated in the budget.

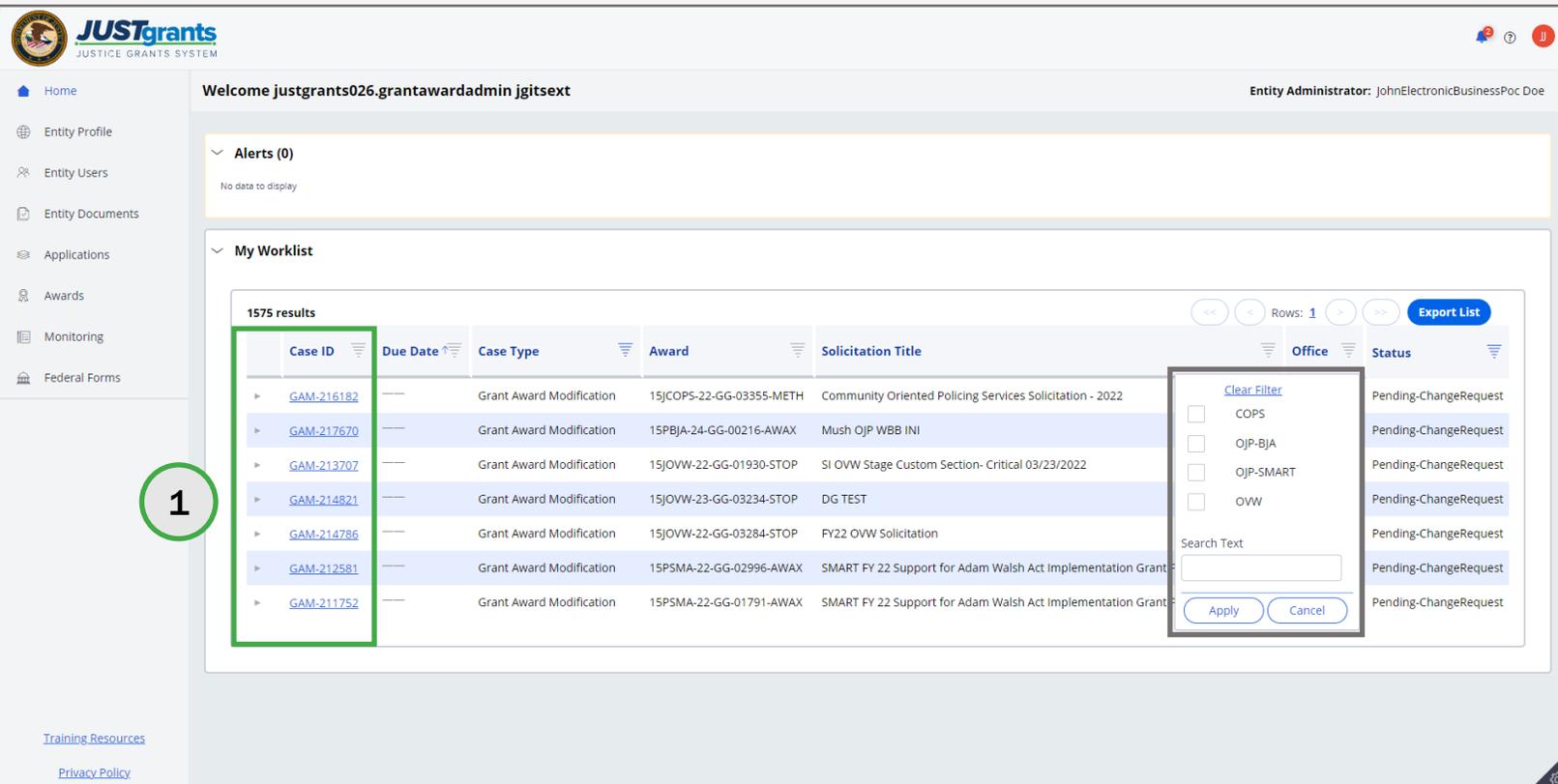
# Attachment Budget Clearance GAM

## Step 1

Locate Case ID

- 1) Select the GAM from **My Worklist**. The status is **Pending-ChangeRequest**.

**NOTE:** Each column can be filtered by selecting the **down arrow**  or sorted by selecting column title.



JUSTgrants  
JUSTICE GRANTS SYSTEM

Welcome justgrants026.grantawardadmin jgitsex

Entity Administrator: JohnElectronicBusinessPoc Doe

Alerts (0)  
No data to display

My Worklist

1575 results

Case ID	Due Date	Case Type	Award	Solicitation Title	Office	Status
<a href="#">GAM-216182</a>		Grant Award Modification	15JCOPS-22-GG-03355-METH	Community Oriented Policing Services Solicitation - 2022		Pending-ChangeRequest
<a href="#">GAM-217670</a>		Grant Award Modification	15PBJA-24-GG-00216-AWAX	Mush OJP WBB INI		Pending-ChangeRequest
<a href="#">GAM-213707</a>		Grant Award Modification	15JOVW-22-GG-01930-STOP	SI OVV Stage Custom Section- Critical 03/23/2022		Pending-ChangeRequest
<a href="#">GAM-214821</a>		Grant Award Modification	15JOVW-23-GG-03234-STOP	DG TEST		Pending-ChangeRequest
<a href="#">GAM-214786</a>		Grant Award Modification	15JOVW-22-GG-03284-STOP	FY22 OVV Solicitation		Pending-ChangeRequest
<a href="#">GAM-212581</a>		Grant Award Modification	15PSMA-22-GG-02996-AWAX	SMART FY 22 Support for Adam Walsh Act Implementation Grants		Pending-ChangeRequest
<a href="#">GAM-211752</a>		Grant Award Modification	15PSMA-22-GG-01791-AWAX	SMART FY 22 Support for Adam Walsh Act Implementation Grants		Pending-ChangeRequest

Filter dropdown menu:

- COPS
- OJP-BJA
- OJP-SMART
- OWW

Search Text:

Apply Cancel

Return to [Budget Structure](#) section.

# Attachment Budget Clearance GAM

## Step 2

Grant Management  
Comments

- 2) Navigate to the **Grants Management Comments** section to review what changes were requested.

**NOTE:** An attachment budget clearance change request will be resolved by attaching a new budget document.

The screenshot displays the JUSTgrants system interface for a Grant Award Modification (GAM-214272). The page title is "Grant Award Modification GAM-214272" with a status of "PENDING-CHANGE REQUEST". The entity legal name is "JustGrants Test Org26" and the doing business as is "JGII Test Org26". A green circle highlights the number "2" in the status. Below the header is a table with columns "Create Date", "User", and "Note".

Create Date	User	Note
8/22/23 4:37 PM	FinGrantsManalInOCFO.jgitsint	Change Requested to Grantee
8/2/23 12:55 PM	GrantManaReBJA.jgitsint	nnnn

At the bottom of the table, there are "Cancel", "Save", and "Submit" buttons. Below the table is a progress bar with steps: CREATE, INITIAL REVIEW, PROGRAMMATIC REVIEW, FINANCIAL REVIEW, UFMS HANDOFF, and GAM FULFILLMENT. The "FINANCIAL REVIEW" step is currently active.

Return to [Budget Structure](#) section.

# Attachment Budget Clearance GAM

Steps 3 – 5

Budget and Financial  
Documents

- 3) Navigate to the **Budget/Financial Documentation** section.
- 4) Toggle a section's caret where an attachment or entity document needs uploading. Each section will have either **Upload Doc** for attachments or both **Upload Doc** and **Entity Doc** for Entity library documents.
- 5) Select **Entity Doc** to upload an attachment from the Entity's document library or **Upload Doc** to upload a document from a workstation.

The screenshot shows the JUSTgrants system interface. The left sidebar contains navigation options: Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, and Federal Forms. The main content area displays the 'Grant Award Modification' details for GAM-213707, including the awarded entity legal name and current entity legal name. The 'Budget/Financial Documentation' section is expanded, showing various categories like Pre-Agreement Cost, Non-competitive Justification, and Indirect Cost Rate Agreement (if applicable). The 'Indirect Cost Rate Agreement (if applicable)' section is further expanded, showing a table with columns for Name, Category, Created by, and Date Added. Below the table, there are two buttons: 'Upload Doc' and 'Entity Doc'. The 'Entity Doc' button is highlighted with a red circle labeled '5'. The 'Upload Doc' button is also highlighted with a red circle labeled '4'. At the bottom of the page, there is a progress bar with steps: CREATE, INITIAL REVIEW, PROGRAMMATIC REVIEW, FINANCIAL REVIEW, UFMS HANDOFF, and GAM FULFILLMENT. The 'FINANCIAL REVIEW' step is currently active.

# Attachment Budget Clearance GAM

Steps 6 – 7

Workstation  
Document(s)

If Upload Doc option is selected:

- 6) Drag and drop the file/document from the workstation or choose **Select File(s)** to attach a file/document from the workstation.
- 7) Select **Attach**. The attachment will be displayed in the corresponding section where the **Upload Doc** was performed.

The screenshot displays the JUSTgrants system interface. The main content area shows the 'Grant Award Modification' page for GAM-217670. The 'Additional Attachments' section is active, with 'Upload Doc' selected. A modal dialog box titled 'Attach file(s)' is open, featuring a green-bordered area for file upload and a 'Select file(s)' button. The 'Attach' button at the bottom right of the dialog is highlighted with a green circle and the number 7. The 'Select file(s)' button is highlighted with a green circle and the number 6.

Return to [Budget Structure](#) section.

# Attachment Budget Clearance GAM

Steps 8 – 9

Entity  
Document(s)

If the Entity Doc is selected:

- 8) The Attach Entity Document window will display. Select the checkbox corresponding to the document(s) to be loaded.
- 9) Select Submit.

The screenshot shows the JUSTgrants system interface. The main content area displays the 'Grant Award Modification' details for GAM-217670. A modal window titled 'Attach Entity Documents' is open, showing a table of documents. The table has columns for Name, Category, Begin Date, End Date, Federal Fiscal Year, Created Date, and Uploaded by. The documents listed are:

Name	Category	Begin Date	End Date	Federal Fiscal Year	Created Date	Uploaded by
Procedural Improvements to Updating JARG.docx	Budget Indirect Cost Rate Agreement	11/28/2023	11/28/2023		11/28/2023	JohnElectronicBusinessPoc Doe
Indirect Cost Rate Agreement.docx	Budget Indirect Cost Rate Agreement	8/29/2023	8/26/2030	2023	08/29/2023	JohnElectronicBusinessPoc Doe
231391 Design Doc.docx	Budget Indirect Cost Rate Agreement	8/23/2023	8/25/2023	2026	08/23/2023	JohnElectronicBusinessPoc Doe
2015 IDC.pdf	Budget Indirect Cost Rate Agreement	10/1/2022	9/30/2023		05/11/2023	JohnElectronicBusinessPoc Doe

The 'Submit' button is highlighted with a green box. A green circle with the number '8' is positioned near the 'Additional Documents' section of the background interface. Another green circle with the number '9' is positioned near the 'Submit' button.

Return to [Budget Structure](#) section.

# Attachment Budget Clearance GAM

## Step 10

Submit GAM

10) Select **Submit**. The GAM is routed to the assigned Grant Manager's worklist for review.

**NOTE:** The GAA and Alternate GAA (if assigned) will receive email notification when the GAM is approved. The GAA can view the GAM in the **Completed GAM** section of the **Grant Award Modification (GAM)** tab in the funded award.

**NOTE:** After successfully submitting the GAM, a message will display on the following page, "Thank you! The next step in this case has been routed appropriately." and the case status will change to **Pending-Submitted-BCGAM**. Select **Close** from the **Actions** dropdown menu to close the GAM and return to **My Worklist**.

JUSTgrants  
JUSTICE GRANTS SYSTEM

Home  
Entity Profile  
Entity Users  
Entity Documents  
Applications  
Awards  
Monitoring  
Federal Forms  
Training Resources

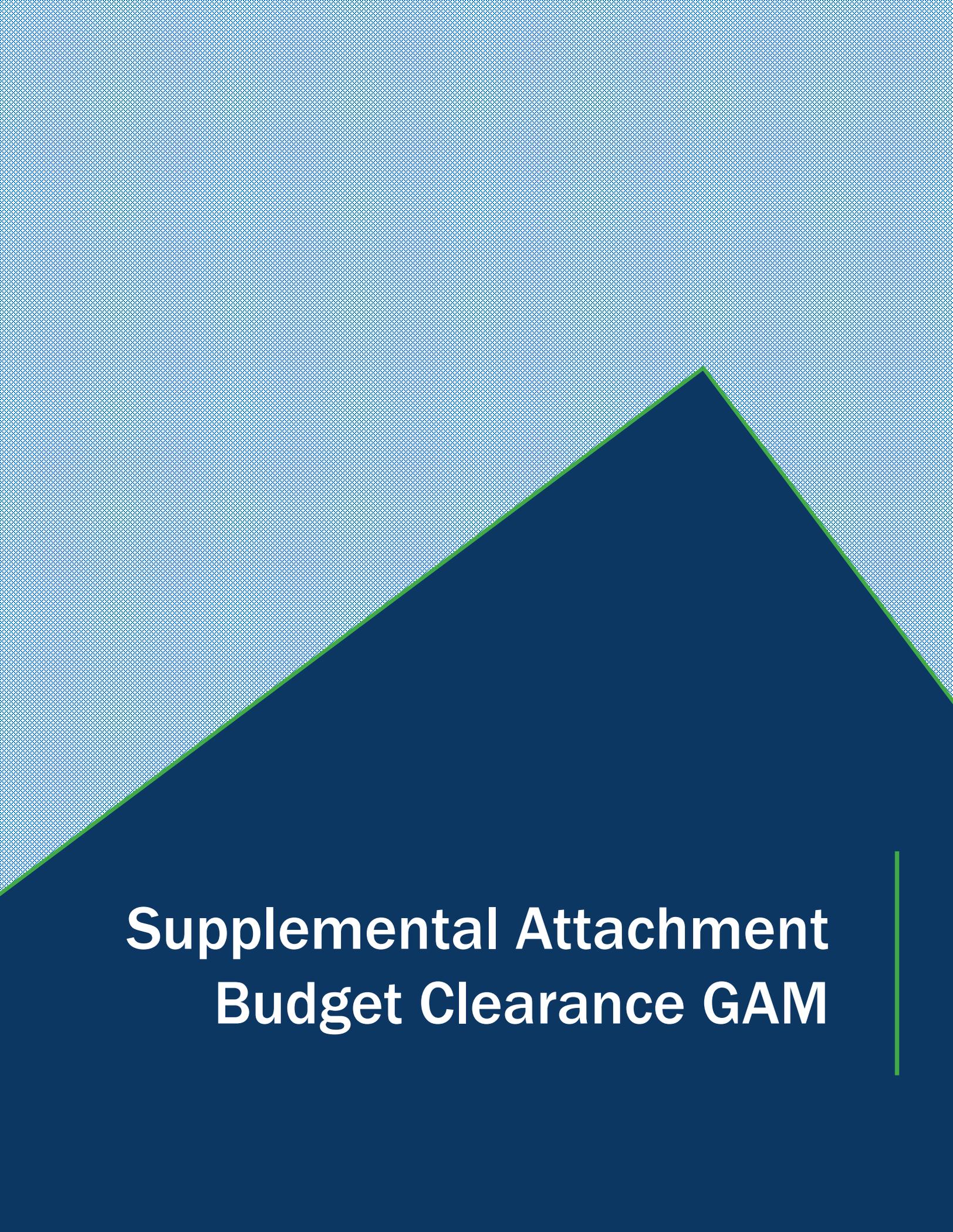
Grant Award Modification **GAM-214272**  
(15PBJA-23-GG-03196-CAPL) **PENDING-CHANGE REQUEST**  
Entity Legal Name (JustGrants Test Org26) Doing Business As (JGII Test Org26)

Add

Create Date	User	Note
8/22/23 4:37 PM	FinGrantsManaliniOCFO jgitsint	Change Requested to Grantee
8/2/23 12:55 PM	GrantManaReBJA jgitsint	nnon

Cancel Save **Submit**

Return to [Budget Structure](#) section.



**Supplemental Attachment  
Budget Clearance GAM**

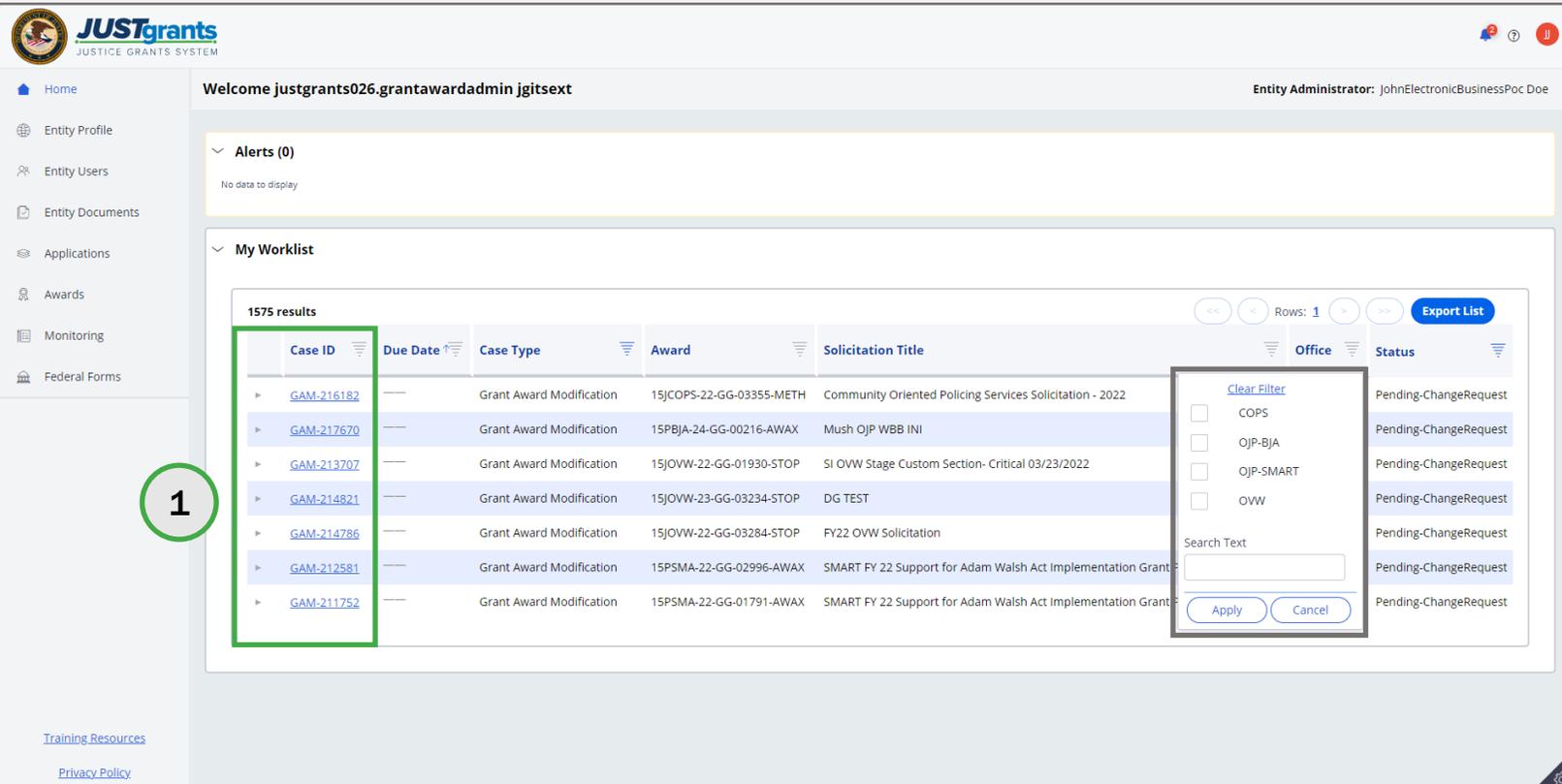
# Supplemental Attachment Budget Clearance GAM

## Step 1

Locate Case ID

- 1) Select the GAM from **My Worklist**. The status is **Pending-ChangeRequest**.

**NOTE:** Each column can be filtered by selecting the **down arrow**  or sorted by selecting column title.



JUSTgrants  
JUSTICE GRANTS SYSTEM

Welcome justgrants026.grantawardadmin jgitsex

Entity Administrator: JohnElectronicBusinessPoc Doe

Alerts (0)  
No data to display

My Worklist

1575 results

Case ID	Due Date	Case Type	Award	Solicitation Title	Office	Status
<a href="#">GAM-216182</a>		Grant Award Modification	15JCOPS-22-GG-03355-METH	Community Oriented Policing Services Solicitation - 2022		Pending-ChangeRequest
<a href="#">GAM-217670</a>		Grant Award Modification	15PBJA-24-GG-00216-AWAX	Mush OJP WBB INI		Pending-ChangeRequest
<a href="#">GAM-213707</a>		Grant Award Modification	15JOVW-22-GG-01930-STOP	SI OVW Stage Custom Section- Critical 03/23/2022		Pending-ChangeRequest
<a href="#">GAM-214821</a>		Grant Award Modification	15JOVW-23-GG-03234-STOP	DG TEST		Pending-ChangeRequest
<a href="#">GAM-214786</a>		Grant Award Modification	15JOVW-22-GG-03284-STOP	FY22 OVW Solicitation		Pending-ChangeRequest
<a href="#">GAM-212581</a>		Grant Award Modification	15PSMA-22-GG-02996-AWAX	SMART FY 22 Support for Adam Walsh Act Implementation Grants		Pending-ChangeRequest
<a href="#">GAM-211752</a>		Grant Award Modification	15PSMA-22-GG-01791-AWAX	SMART FY 22 Support for Adam Walsh Act Implementation Grants		Pending-ChangeRequest

Filter dropdown menu (Office):

- COPS
- OJP-BJA
- OJP-SMART
- OWW

Search Text:

Apply Cancel

Return to [Budget Structure](#) section.

# Supplemental Attachment Budget Clearance GAM

## Step 2

Funded Award  
Details

2) Review the Funded Award Details.

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area is titled "Grant Award Modification GAM-218483 (15PSMA-24-GG-00307-CAPL) PENDING-CHANGEREQUEST". Below this, the "Funded Award Details" section is highlighted with a green border and a circled "2". This section contains the following information:

Solicitation Title:	FY24 INVITED TEMPLATE	Solicitation Category:	N/A
Project Title:	Organizational Readiness: Formula Template Solicitation Application 1	Federal Award Amount:	\$3,694,536.40
Project Period:	4/21/23 - 5/7/24	Funding Instrument Type:	Grant
Managing Office:	OJP	Program Office:	SMART
DOJ Grant Manager:	GrantManaReSMART jgitsint	UEI:	8MESFUBWMGKJ
Grant Award Administrator:	justgrants024.grantawardadmin.jgitsext	TIN:	*****0000
FAW Case ID:	FAW-340075		

Below the table, there is a section for "Supplemental Budget Clearance" with a "Supplement Number: 01". A note provides instructions: "Instructions: This budget clearance is for an award that received supplemental funds. The 'Previous Budget' column displays the approved budget before the supplemental award. The 'Supplemental Budget' column displays the amounts for the supplemental award. The 'Cumulative Totals' column calculates and displays the sum of the Previous Budget and the Supplemental Budget amounts. Once the Budget Clearance GAM is approved, the Cumulative Total amounts will be the approved budget for the full award (previous and supplemental funds)."

The interface also includes a left sidebar with navigation options (Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, Federal Forms) and a right sidebar with "Case details", "Open assignments", and "Participants (0)".

[Training Resources](#)

[Privacy Policy](#)



Home

Return to [Budget Structure](#) section.

# Supplemental Attachment Budget Clearance GAM

Step 3

Project Budget  
Summary

3) Navigate to the **Project Budget Summary** section to review the **Project Cost Breakdown** and **Project Costs Summary**.

**NOTE:** A supplemental attachment budget clearance change request will be resolved by attaching a new budget document(s).

The screenshot shows the JUSTgrants system interface. The breadcrumb navigation includes 'Home', 'Entity Profile', 'Entity Users', 'Entity Documents', 'Applications', 'Awards', 'Monitoring', and 'Federal Forms'. The current page is 'Grant Award Modification GAM-218483 (15PSMA-24-GG-00307-CAPL) PENDING-CHANGEREQUEST'. The 'Project Budget Summary' section is highlighted with a green box. It contains a table for 'Supplemental Budget' and a 'Project Costs Breakdown' table. The 'Project Costs Breakdown' table shows the following data:

Budget Category	Previous Budget	Supplemental Budget	Cumulative Totals
Personnel			
FringeBenefits			
Travel			
Equipment			
Supplies			
Construction			
Subawards (subgrants)			
Procurement Contracts			
Other Costs			
Total Direct Costs			
Indirect Costs			
Total Project Costs			

Project Costs Breakdown			
Federal Funds	\$3,694,536.40	\$5,000.00	\$3,699,536.40
Match Amount	\$500,000.00	---	---
Program Income Amount	\$300,000.00	---	---

Return to [Budget Structure](#) section.



Home

# Supplemental Attachment Budget Clearance GAM

## Step 4

Grants Management  
Comments

- 4) Navigate to the **Grants Management Comments** section to review what changes were requested.

**NOTE:** A supplemental attachment budget clearance change request will be resolved by attaching a new budget document(s).

The screenshot displays the JUSTgrants system interface. The top navigation bar includes the JUSTgrants logo and a sidebar menu with options like Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, and Federal Forms. The main content area shows a 'Grant Award Modification' for GAM-218483, with a 'PENDING-CHANGEREQUEST' status. A green circle highlights the number '4' in the header. Below this, the 'Grants Management Comments' section is expanded, showing a rich text editor with a toolbar and an 'Add' button. A table below the editor displays a single comment:

Create Date	User	Note
4/10/24 2:19 PM	Dunya Yilmazer	ENTITY PROFILE

Return to [Budget Structure](#) section.

# Supplemental Attachment Budget Clearance GAM

Steps 5 – 7

Entity and Workstation  
Documents

- 5) Navigate to the **Budget/Financial Documentation** section.
- 6) Toggle a section's caret where an attachment or entity document needs uploading. Each section will have either **Upload Doc** for attachments or both **Upload Doc** and **Entity Doc** for Entity library documents.
- 7) Select **Entity Doc** to upload an attachment from the Entity's document library or **Upload Doc** to upload a document from a workstation.

The screenshot shows the JUSTgrants system interface. The left sidebar contains navigation options: Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, and Federal Forms. The main content area displays the 'Grant Award Modification' for 'GAM-218483' (15PSMA-24-GG-00307-CAPL) with a 'PENDING-CHANGEREQUEST' status. The 'Budget/Financial Documentation' section is expanded, showing several sub-sections: 'Budget Worksheet and Budget Narrative (attachment)', 'Pre-agreement Costs (also known as Pre-award Costs)', 'Non-competitive Justification', 'Indirect Cost Rate Agreement (if applicable)', 'Consultant Rate', 'Employee Compensation Waiver', 'Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high-risk status)', 'Disclosure of Process Related to Executive Compensation', and 'Additional Attachments'. The 'Indirect Cost Rate Agreement (if applicable)' section is expanded, and the 'Entity Doc' button is highlighted with a green circle and the number 7. The 'Upload Doc' button is also highlighted with a green circle and the number 6. Below the buttons, a message states: 'No documents have been uploaded for Indirect Cost Rate Agreement (if applicable)'. At the bottom, there is a 'Grants Management Comments' section with a rich text editor.

Return to [Budget Structure](#) section.

# Supplemental Attachment Budget Clearance GAM

Steps 8 – 9

Workstation  
Document(s)

If Upload Doc is selected:

- 8) Drag and drop the file/document from the workstation or choose **Select File(s)** to attach a file document from the workstation.
- 9) Select **Submit**.

The screenshot displays the JUSTgrants system interface for a Grant Award Modification (GAM-218483). The main content area shows the 'Budget/Financial Documentation' section, which includes various attachments like 'Budget Worksheet and Budget Narrative', 'Pre-agreement Costs', and 'Indirect Cost Rate Agreement'. A modal window titled 'Attach file(s)' is open, featuring a paperclip icon and the text 'Drag and drop files here' or 'Select file(s)'. The modal has a green border and a green circle with the number '8' above it. At the bottom of the modal, there are 'Cancel' and 'Attach' buttons, with a green circle and the number '9' highlighting the 'Attach' button. The left sidebar contains navigation options like 'Home', 'Entity Profile', and 'Entity Documents'. The top right corner shows user profile icons and an 'Actions' dropdown menu.

# Supplemental Attachment Budget Clearance GAM

Steps 10 – 11

Entity  
Document(s)

If Entity Doc is selected:

10) The **Attach Entity Document** window will display. Select the checkbox corresponding to the document(s) to be loaded.

11) Select **Submit**.

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Home  
Entity Profile  
Entity Users  
Entity Documents  
Applications  
Awards  
Monitoring  
Federal Forms

Grant Award Modification **GAM-218483**  
(15PSMA-24-GG-00307-CAPL) **PENDING-CHANGEREQUEST**  
Awarded Entity Legal Name (JustGrants Test Org24) Doing Business As: (JGI Test Org24 )  
Current Entity Legal Name (JustGrants Test Org24) Doing Business As: (JGI Test Org24 )

**Attach Entity Documents**

<input type="checkbox"/>	Name	Category	Begin Date	End Date	Federal Fiscal Year	Created Date	Uploaded by
<input type="checkbox"/>	Test - Attachment#1.pdf	Indirect Cost Rate Agreement (if applicable)	3/1/2024	3/31/2024	2024	03/27/2024	JohnElectronicBusinessPoc Doe
<input type="checkbox"/>	QA Validation 248364.pdf	Indirect Cost Rate Agreement (if applicable)	3/1/2024	3/31/2024	2024	03/27/2024	JohnElectronicBusinessPoc Doe
<input type="checkbox"/>	257549 Peer Review Checklist.pdf	Indirect Cost Rate Agreement (if applicable)	3/1/2024	3/31/2024	2024	03/27/2024	JohnElectronicBusinessPoc Doe
<input type="checkbox"/>	255746 Design Doc.docx	Indirect Cost Rate Agreement (if applicable)	3/1/2024	3/31/2024	2024	03/27/2024	JohnElectronicBusinessPoc Doe
<input type="checkbox"/>	262015 UTR.pdf	Indirect Cost Rate Agreement (if applicable)	3/1/2024	3/31/2024	2024	03/27/2024	JohnElectronicBusinessPoc Doe
<input type="checkbox"/>	Dunyas-Test Data.xlsx	Indirect Cost Rate Agreement (if applicable)	12/15/2021	1/26/2022	2022	12/15/2021	JohnElectronicBusinessPoc Doe

Cancel Submit

10

11

Return to [Budget Structure](#) section.

# Supplemental Attachment Budget Clearance GAM

Step 10

Submit GAM

10) Select **Submit**. The GAM is routed to the assigned Grant Manager's worklist for review.

**NOTE:** The GAA and Alternate GAA (if assigned) will receive email notification when the GAM is approved. The GAA can view the GAM in the **Completed GAM** section of the **Grant Award Modification (GAM)** tab in the funded award.

**NOTE:** After successfully submitting the GAM, a message will display on the following page, "Thank you! The next step in this case has been routed appropriately." and the case status will change to **Pending-Submitted-BCGAM**. Select **Close** from the **Actions** dropdown menu located in the upper right corner of the page to close the GAM and return to **My Worklist**.

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Home

Entity Profile

Entity Users

Entity Documents

Applications

Awards

Monitoring

Federal Forms

Training Resources

Privacy Policy

**Grant Award Modification** GAM-214272  
(15PBJA-23-GG-03196-CAPL) **PENDING-CHANGEREQUEST**

Entity Legal Name (JustGrants Test Org26) Doing Business As (JGII Test Org26)

Add

Create Date	User	Note
8/22/23 4:37 PM	FinGrantsManalniOCFO jgitsint	Change Requested to Grantee
8/2/23 12:55 PM	GrantManaReBJA jgitsint	nnon

Cancel Save **Submit**



# Grant Award Modification (GAM) Initiation

# GAM Initiation

## Step 1

Select Award

Aside from Budget Clearance GAMs, which are initiated at DOJ, most GAMs are expected to be initiated by the Grant Award Administrator or Alternate GAA (if assigned). While there are numerous different types of GAMs that GAAs might use, depending on circumstances, they are all initiated using the following steps.

- 1) Select Awards on the JustGrants Landing page.

The screenshot shows the JustGrants system interface. The 'Awards' menu item in the left sidebar is highlighted with a green box and a circled '1'. The main content area displays a table with 17 results. The table columns are Case ID, Due Date, Case Type, Award, Solicitation Title, Office, and Status. The first row shows a Performance Report for Case ID PR-358451, due 12/13/2020, with Solicitation Title OVVStageTest10/18/2020. The second row shows a Performance Report for Case ID PR-194019, due 03/14/2021, with Award 15PSMA-20-GG-00240-14 and Solicitation Title SMART FY 20 Support for Adam Walsh Act Implementation Grant Program. The third row shows a Performance Report for Case ID PR-343844, due 04/14/2021, with Award 15PSMA-20-GG-00240-14 and Solicitation Title SMART FY 20 Support for Adam Walsh Act Implementation Grant Program. The fourth row shows a Performance Report for Case ID PR-342123, due 04/30/2021, with Award 15JOVW-20-GK-00228-MUMU and Solicitation Title test. The fifth row shows a Performance Report for Case ID PR-339851, due 05/31/2021, with Award 15PSMA-20-GG-00240-14 and Solicitation Title SMART FY 20 Support for Adam Walsh Act Implementation Grant Program. The sixth row shows a Performance Report for Case ID PR-339575, due 05/31/2021, with Award 15PSMA-20-GG-00241-12 and Solicitation Title SMART FY 20 Support for Adam Walsh Act Implementation Grant Program. The seventh row shows a Performance Report for Case ID PR-222001, due 07/30/2021, with Award 15PSMA-20-GG-00240-14 and Solicitation Title SMART FY 20 Support for Adam Walsh Act Implementation Grant Program.

Case ID	Due Date	Case Type	Award	Solicitation Title	Office	Status
<a href="#">PR-358451</a>	12/13/2020	Performance Report		OVVStageTest10/18/2020	OVW	New
<a href="#">PR-194019</a>	03/14/2021	Performance Report	15PSMA-20-GG-00240-14	SMART FY 20 Support for Adam Walsh Act Implementation Grant Program	OJP-SMART	New
<a href="#">PR-343844</a>	04/14/2021	Performance Report	15PSMA-20-GG-00240-14	SMART FY 20 Support for Adam Walsh Act Implementation Grant Program	OJP-SMART	New
<a href="#">PR-342123</a>	04/30/2021	Performance Report	15JOVW-20-GK-00228-MUMU	test	OVW	New
<a href="#">PR-339851</a>	05/31/2021	Performance Report	15PSMA-20-GG-00240-14	SMART FY 20 Support for Adam Walsh Act Implementation Grant Program	OJP-SMART	New
<a href="#">PR-339575</a>	05/31/2021	Performance Report	15PSMA-20-GG-00241-12	SMART FY 20 Support for Adam Walsh Act Implementation Grant Program	OJP-SMART	New
<a href="#">PR-222001</a>	07/30/2021	Performance Report	15PSMA-20-GG-00240-14	SMART FY 20 Support for Adam Walsh Act Implementation Grant Program	OJP-SMART	New

# GAM Initiation

## Step 2

Select Award ID

- 2) Select the **Award ID** from the **My Assigned Awards** menu to initiate a GAM for that award.

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area is titled "Awards - New JustGrants Test Stage Org26 New JGII Test Stage Org26" and "My Assigned Awards" with 855 results. A table lists various awards with columns for Award ID, Solicitation Title, Award Status, Grant Award Administrator, Program Office, Start Date, End Date, and Amount. The first row, with Award ID "2014-MO-BX-0017", is highlighted with a green box. A circled "2" is placed next to the table, indicating the step to select an Award ID.

Award ID	Solicitation Title	Award Status	Grant Award Administrator	Program Office	Start Date	End Date	Amount
2014-MO-BX-0017	SMART FY 13 Support for Adam Walsh Act I...	Pending-HoldCloseout	David Gaetani	SMART	10/1/2014	09/30/2018	190,285.29
	OVWStageTest10/18/2020	Pending-ProgrammaticCloseout	justgrants026.altgrantawardadmin.jgitsext	OVW	10/31/2019	08/15/2020	1,000
15PSMA-21-GG-00380-MUML		Pending-Award External Assignee	justgrants026.grantawardadmin.jgitsext		10/1/2017	09/30/2020	
15PBJA-22-GK-02057-12	Stage Testing	Pending-ProgrammaticCloseout	justgrants026.multipieroles.jgitsext	BJA	10/1/2019	09/30/2020	3,000
	SMART FY 21 Support for Adam Walsh Act I...	Pending-ProgrammaticCloseout	Dunya Yilmazer	SMART	1/1/2020	10/15/2020	0
15PSMA-20-GG-00235-12	SMART FY 20 Support for Adam Walsh Act I...	Pending-HoldCloseout	justgrants026.grantawardadmin.jgitsext	SMART	6/25/2020	10/15/2020	1,000.5
15PSMA-20-GG-00241-12	SMART FY 20 Support for Adam Walsh Act I...	Pending-ProgrammaticCloseout	justgrants026.grantawardadmin.jgitsext	SMART	1/1/2020	11/30/2020	1,000
15PSMA-20-GG-00241-12	SMART FY 20 Support for Adam Walsh Act I...	Pending-ProgrammaticCloseout	Dunya Yilmazer	SMART	1/1/2020	11/30/2020	1,000
15PSMA-21-GG-00028-AWAX	SMART FY 21 Support for Adam Walsh Act I...	Pending-HoldCloseout	justgrants026.grantawardadmin.jgitsext	SMART	1/1/2020	11/30/2020	1,000
15PSMA-21-GG-00028-AWAY	SMART FY 21 Support for Adam Walsh Act I...	Pending-ProgrammaticCloseout	Dunya Yilmazer	SMART	1/1/2020	11/30/2020	1,000

# GAM Initiation

## Step 3

Begin Option

3) Select the **Begin** link corresponding to the **Programmatic** or **Funded Award** line.

**NOTE:** If the **Begin** link is not displayed, the award may be in read-only mode. Refer to [GAM Initiation Troubleshooting](#) for more information.

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area shows details for an 'Active Funded Award' (15JOVW-24-RR-00278-STOP) with a status of 'PENDING-ACTIVE'. A warning message indicates the account is in 'Suspend status'. Below this, a table lists award details such as Solicitation Title, Project Title, and Federal Award Amount. The 'Assignments' section contains a table with columns for 'Task', 'Assigned to', and 'Begin' links. The '2y Programmatic (Active)' row is highlighted with a green box, and its 'Begin' link is visible. A green circle with the number '3' is overlaid on the left sidebar.

Task	Assigned to	Begin
Audit And Assessment (Active)	Funded Award	Begin
Financial (Active)	Funded Awards OWW	Begin
Leadership (Active)	Funded Award	Begin
Legal (Active)	Funded Award	Begin
2y Programmatic (Active)	Funded Awards	Begin
6mo Await Date/Time (Active)	Work queue record for deferred tasks	

# GAM Initiation

## Step 4

Select GAM Tab

4) Select the Grant Award Modification (GAM) tab.

The screenshot displays the JUSTgrants Justice Grants System interface. The top navigation bar includes the JUSTgrants logo and a 'Select GAM Tab' button. The main content area shows an 'Active Funded Award' for (15)JOVW-24-RR-00278-STOP, with a status of 'PENDING-ACTIVE'. A red banner indicates that the account is in 'Suspend status' and that a drawdown is not available. Below this, a table provides details for the award, including the solicitation title, project title, period, managing office, and various IDs. The 'Award Information' section is highlighted with a green circle and the number '4', and the 'Grant Award Modification (GAM)' tab is selected. The right sidebar shows case details, including the last updated time, creator, and contact information for the DOJ Grant Manager, Manjula Gone.

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Home  
Entity Profile  
Entity Users  
Entity Documents  
Applications  
Awards  
Monitoring  
Federal Forms

**Active Funded Award**  
(15)JOVW-24-RR-00278-STOP **PENDING-ACTIVE**  
Awarded Entity Legal Name (New JustGrants Test Stage Org26) Doing Business As: (New JGII Test Stage Org26)

ASAP Account is in Suspend status. Drawdown is not available. For more information, view the Funding Balance and Availability tab.

Solicitation Title:	FY24FormulaWithBudgetNewDesign	Solicitation Category:	N/A
Project Title:	Alak's test data >> 253014 AC1	Federal Award Amount	\$1,000.00
Project Period:	2/22/24 - 12/31/26	UEI:	RKV2V7M6FJ03
Managing Office:	OVW	TIN:	260000000
DOJ Grant Manager:	Manjula Gone		
Grant Award Administrator	justgrants026.grantawardadmin.jgitsext		
FAW Case ID	FAW-338175		

**Award Information**  
DUE IN 2 YEARS 9 MONTHS FROM NOW

**Grant Award Modification (GAM)**

**Case details**  
Last updated by Pega Email Bot (10d ago)  
Created by Agent\System-Queue-ServiceLevel.ProcessEvent (10d ago)

**DOJ Grant Manager**  
Manjula Gone  
Phone  
Email: Manjula.Gone@usdoj.gov

Training Resources  
Privacy Policy

# GAM Initiation

## Step 5

GAM Type

5) Select the **GAM Type** from the **Type of Award Change** dropdown menu. Options are:

- Financial;
- Project Period Extension;
- Programmatic.

The screenshot displays the JUSTgrants system interface. The top navigation bar includes the JUSTgrants logo and a sidebar with menu items: Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, and Federal Forms. The main content area shows an 'Active Funded Award' for (15)JOVW-24-RR-00278-STOP, with a status of 'PENDING-ACTIVE'. A red banner indicates that the account is in 'Suspend status' and drawdown is not available. Below this, a table lists award details such as Solicitation Title, Project Title, Project Period, and Federal Award Amount. The 'Award Information' section is visible, showing a 'DUE IN 2 YEARS 9 MONTHS FROM NOW' status. A navigation bar at the bottom of the award information section includes tabs for Award Package, Conditions, Award Details, Attachments, Performance Management, Funding Balance and Availability, Federal Financial Report (FFR), Grant Award Modification (GAM), and Closeout. The 'Grant Award Modification (GAM)' tab is selected. A dropdown menu is open under 'Award Package', showing options: Financial, Project Period Extension, and Programmatic. A red circle with the number 5 highlights the dropdown menu. A 'Create New GAM' button is located below the dropdown menu. On the right side, the 'Case details' section shows the last updated by (Pega Email Bot), created by (AgentSystem-Queue-ServiceLevel.ProcessEvent), and the DOJ Grant Manager (Manjula Gone).

# GAM Initiation

## Step 6

Award Change Subtype

- 6) If necessary, select the appropriate subtype from the **Award Change Subtype** dropdown menu. The available GAM types and subtypes are:

### Financial GAM

Budget Clearance (DOJ Staff)  
Budget Modification  
Budget Reduction  
Direct Obligation  
Sole Source Approval

### Programmatic GAM

Programmatic Costs  
Scope Change

**NOTE:** The GAA cannot initiate a Budget Clearance GAM. Budget Clearance displays in the dropdown menu, but an error will display if the GAA selects it.

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area shows details for an "Active Funded Award" (15JOVW-24-RR-00278-STOP) with a status of "PENDING-ACTIVE". A red banner indicates that the "ASAP Account is in Suspend status. Drawdown is not available." Below this, a table lists award details such as Solicitation Title, Project Title, Project Period, Managing Office, DOJ Grant Manager, Grant Award Administrator, and FAW Case ID. The "Award Information" section shows a due date of "DUE IN 2 YEARS 9 MONTHS FROM NOW". The "Award Details" tab is active, and the "Award" dropdown menu is open, showing options: "Select", "Budget Clearance", "Budget Modification", "Budget Reduction", "Direct Deobligation", "Sole Source Approval", and "Select". A green circle with the number "6" highlights the "Select" option in the dropdown menu. The "GAM Selection" section shows a "Type of Award Change" dropdown set to "Financial" and a "Create New GAM" button. The right sidebar contains "Case details" and "DOJ Grant Manager" information.

# GAM Initiation

## Step 7

Create New  
GAM

### 7) Select Create New GAM.

#### NOTE:

- To create a Budget Modification GAM and/or Budget Reduction GAM, an award must first have a **Final Budget Clearance**.
- Programmatic GAMs allow the creation of a second GAM if one is in progress. The data being modified by the in-progress GAM is inactive when the GAM is opened.

**NOTE:** If **Create New GAM** is inactive for **Project Period Extension** and **Financial** GAMs, a GAM of the same type or subtype is already in progress. A second GAM of the same type may not be created.

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Home  
Entity Profile  
Entity Users  
Entity Documents  
Applications  
Awards  
Monitoring  
Federal Forms

**Active Funded Award**  
(15JOVW-24-RR-00278-STOP) **PENDING-ACTIVE**  
Awarded Entity Legal Name (New JustGrants Test Stage Org26) Doing Business As: (New JGII Test Stage Org26) Actions

**ASAP Account is in Suspend status. Drawdown is not available. For more information, view the Funding Balance and Availability tab.**

Solicitation Title: FY24FormulaWithBudgetNewDesign  
Solicitation Category: N/A  
Project Title: Alak's test data >> 253014 AC1  
Federal Award Amount \$1,000.00  
Project Period: 2/22/24 - 12/31/26  
UEI: RKV2V7M6FJ03  
Managing Office: OVV  
TIN: 260000000  
DOJ Grant Manager: Manjula Gone  
Grant Award Administrator: justgrants026.grantawardadmin.jgitsext  
FAW Case ID: FAW-338175

**Award Information**  
DUE IN 2 YEARS 9 MONTHS FROM NOW

Award Package | Conditions | Award Details | Attachments | Performance Management | Funding Balance and Availability | Federal Financial Report (FFR) | **Grant Award Modification (GAM)** | Closeout

**GAM Selection**

Type of Award Change: Financial  
Award Change Subtype: Budget Modification

**7** **Create New GAM**

**Case details**  
Last updated by Pega Email Bot (10d ago)  
Created by AgentSystem-Queue-ServiceLevel.ProcessEvent (10d ago)  
DOJ Grant Manager: [Manjula Gone](#)  
Phone  
Email: [Manjula.Gone@usdoj.gov](mailto:Manjula.Gone@usdoj.gov)

Training Resources  
Privacy Policy

# GAM Initiation Troubleshooting

If the **Begin** link is not displayed, the award may be read-only. Therefore, it will not be possible to initiate a GAM.

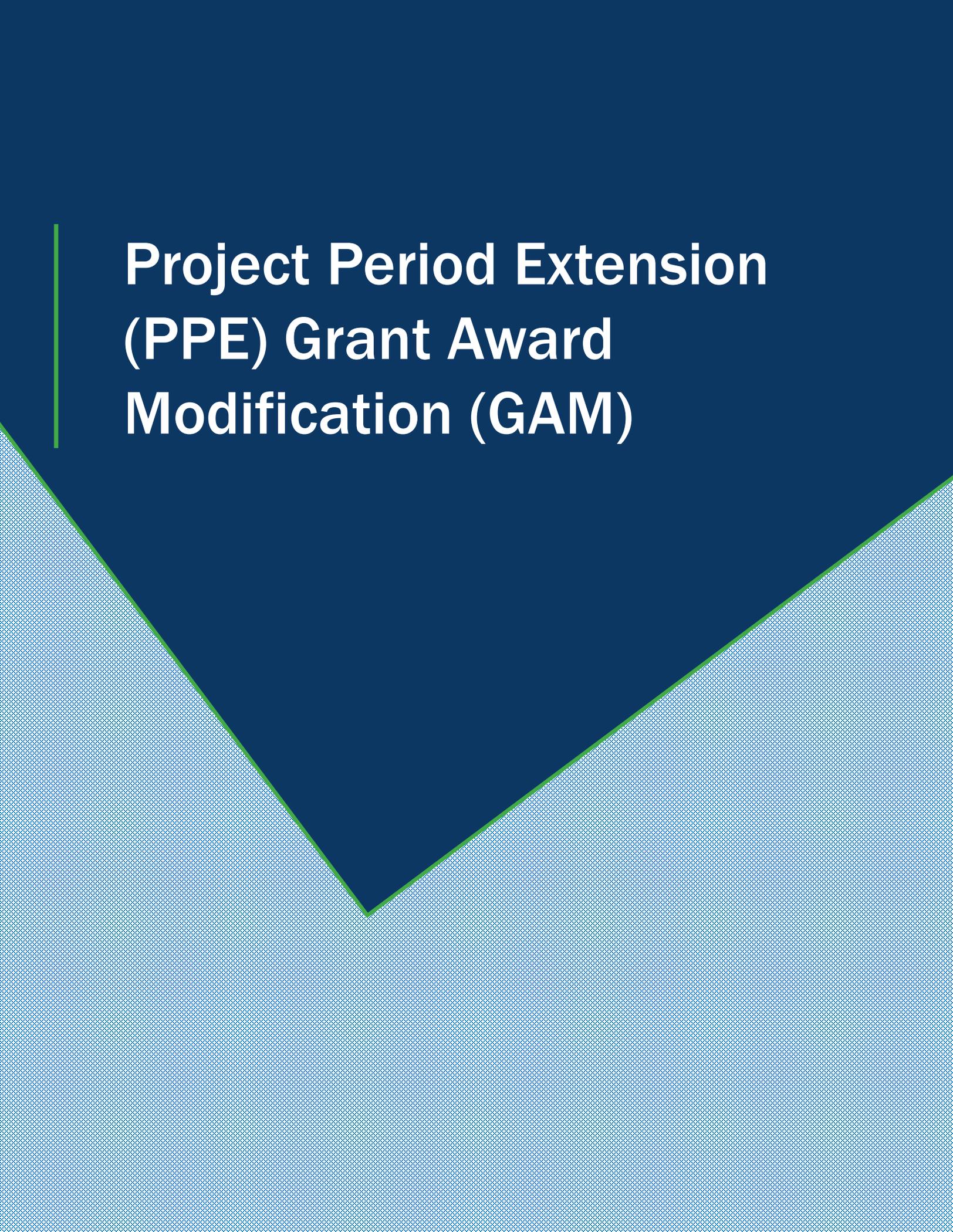
Reasons why an award is opened in read-only:

- User does not have the correct role (GAA or Alternate GAA) assigned to them by the Entity Administrator.
- The Entity Administrator has assigned the correct role to the user, but the user has not activated or set up their JustGrants account.
- User has activated or set up their JustGrants account, but the Entity Administrator has yet not assigned the award to the entity.
- Users need to have accepted the award for Begin to display.

**NOTE: If the Begin link is not displayed, the award may be in read-only mode.**

Task	Assigned to
Audit And Assessment (Active)	Funded Award
Financial (Active)	Funded Awards O
Leadership (Active)	Funded Award
Legal (Active)	Funded Award
2y Programmatic (Active)	Funded Awards
6mo Await Date/Time (Active)	Work queue record for deferred tasks

**DOJ Grant Manager**  
Manjula Gone  
Phone  
Email: Manjula.Gone@ustoj.gov



**Project Period Extension  
(PPE) Grant Award  
Modification (GAM)**

# Project Period Extension (PPE) GAM Takeaways

Requests to change a project **end date** may be submitted via a Project Period Extension (PPE) GAM in JustGrants no later than **30** calendar days before the period of performance end date. Requests to change the project end date after that time can be made via email to the Grant Manager, but the GAM must be initiated in JustGrants by the Grant Manager. In rare situations, the **Start Date** can be changed by a PPE GAM. Review the [DOJ Financial Guide](#) for more information.

- If a PPE GAM is already in progress, **Create a New GAM** button will be deactivated.
- Enter the number of months to extend in the **Project Period Extension End Date**. JustGrants will make the end date the last day of the last month of the extension and auto-calculate the end date for **No Cost Extension GAMs**. Original start and end dates are displayed for comparison.
- The **Start Date Change** system will not update the **Progress Report** or **Federal Financial Report** schedule.
- Users can view the GAM ID, status, start and end dates, and GAM owner when toggling the **Previously Approved PPEs** caret.
- Users can add attachments to a PPE.

# Project Period Extension (PPE) GAM Takeaways (cont.)

- **Grants Management** comments become a permanent official comment. Once entered, they cannot be deleted. The external user will see the retroactive approval when the GAM has been approved. This field should not be used for ongoing conversations.

# Project Period Extension (PPE) GAM

## Step 1

PPE GAM Type

- 1) Select the **Project Period Extension (PPE)** from the **Type of Award Change** dropdown menu.

**NOTE:** There is no GAM subtype for PPE GAMs.

**NOTE:** All steps in the PPE GAM process occur after the GAM has been initiated, see [Grant Award Modification \(GAM\) Initiation](#).

The screenshot displays the JUSTgrants interface for an 'Active Funded Award'. The award details include:

- Solicitation Title: FY24FormulaWithBudgetNewDesign
- Solicitation Category: N/A
- Project Title: Alak's testing 253014 >> AC1
- Federal Award Amount: \$1,000.00
- Project Period: 2/21/24 - 12/31/26
- UEI: RKV2V7M6FJ03
- Managing Office: OVV
- TIN: 260000000
- DOJ Grant Manager: Sigang Hu
- Grant Award Administrator: justgrants026.grantawardadmin.jgitsext
- FAW Case ID: FAW-338174

The 'Award Information' section shows a due date of 'DUE IN 2 YEARS 9 MONTHS FROM NOW'. A navigation bar includes tabs for Award Package, Conditions, Award Details, Attachments, Performance Management, Funding Balance and Availability, Federal Financial Report (FFR), Grant Award Modification (GAM), and Closeout. The 'Grant Award Modification (GAM)' tab is active, and a dropdown menu is open under 'Award Package', with 'Project Period Extension' selected. A red circle with the number '1' highlights this dropdown menu.

Case details on the right include:

- Last updated by: Pega Email Bot (11d ago)
- Created by: Agent[System-Queue-ServiceLevel.ProcessEvent] (11d ago)
- DOJ Grant Manager: Sigang Hu
- Phone: [Redacted]
- Email: Sigang.Hu@usdoj.gov

# Project Period Extension (PPE) GAM

## Step 2

New PPE GAM

## 2) Select Create New GAM.

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Home  
Entity Profile  
Entity Users  
Entity Documents  
Applications  
Awards  
Monitoring  
Federal Forms

**Active Funded Award**  
(15)JOVW-24-RR-00280-STOP **PENDING-ACTIVE**  
Awarded Entity Legal Name (New JustGrants Test Stage Org26) Doing Business As: (New JGII Test Stage Org26)

ASAP Account is in Suspend status. Drawdown is not available. For more information, view the Funding Balance and Availability tab.

Solicitation Title:	FY24FormulaWithBudgetNewDesign	Solicitation Category:	N/A
Project Title:	Alak's test data>> 253014 AC 1	Federal Award Amount	\$1,000.00
Project Period:	2/22/24 - 12/31/26	UEI:	RKV2V7M6FJ03
Managing Office:	OVW	TIN:	260000000
DOJ Grant Manager:	Manjula Gone		
Grant Award Administrator	justgrants026.grantawardadmin.jgitsxt		
FAW Case ID	FAW-338178		

**Award Information**  
DUE IN 2 YEARS 9 MONTHS FROM NOW

Award Package | Conditions | Award Details | Attachments | Performance Management | Funding Balance and Availability | Federal Financial Report (FFR) | **Grant Award Modification (GAM)** | Closeout

**GAM Selection**

Type of Award Change  
Project Period Extension

**2** **Create New GAM**

**Case details**  
Last updated by Pega Email Bot (11d ago)  
Created by Agent[System-Queue-ServiceLevel.ProcessEvent] (11d ago)

**DOJ Grant Manager**  
Manjula Gone

**Phone**

**Email**  
Manjula.Gone@usdoj.gov

Training Resources  
Privacy Policy

# Project Period Extension (PPE) GAM

## Step 3

Award Details

- Review the **Funded Award Details** in the GAM header after the PPE GAM has been created.

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Home  
Entity Profile  
Entity Users  
Entity Documents  
Applications  
Awards  
Monitoring  
Federal Forms

**Grant Award Modification GAM-220084**  
(15PSMA-24-GG-01117-AWAX) **NEW**  
Awarded Entity Legal Name (New JustGrants Test Stage Org26) Doing Business As: (New JGII Test Stage Org26)  
Current Entity Legal Name (New JustGrants Test Stage Org26) Doing Business As: (New JGII Test Stage Org26)

**Create Project Period Extension**  
DUE IN 14 DAYS FROM NOW

**Funded Award Details**

Solicitation Title:	FY24 INVITED TEMPLATE	Solicitation Category:	N/A
Project Title:	Organizational Readiness: Formula Template Solicitation Application 1	Federal Award Amount:	\$1,000.00
Project Period:	12/31/23 - 12/12/24	Funding Instrument Type:	Grant
Managing Office:	OJP	Program Office:	SMART
DOJ Grant Manager:	GrantManaReSMART.jgitsint	UEI:	RKV2V7M6FJ03
Grant Award Administrator:	David Gaetani	TIN:	260000000
FAW Case ID:	FAW-347500		

**Project Period Extension**

**New Project Period Start Date**  
12/31/2023

**Current Project Period**

Current Start Date	Current Completion Date
12/31/2023	12/12/2024

**Number of Months to extend Project Period Extension End Date**

**Requested Project Period**

Project Period Start Date	Project Period End Date
12/31/2023	12/12/2024

**Total Period of Performance with Requested Extension**  
Months  
12

**Case details**

Last updated by justgrants026.altgrantawardadmin.jgitsext (1m ago)  
Created by justgrants026.altgrantawardadmin.jgitsext (1m ago)

**Open assignments**

[Create PPE \(Create\)](#) (Current)  
justgrants026.altgrantawardadmin.jgitsext

**Participants (0)**

No items

[Training Resources](#)  
[Privacy Policy](#)

**Previously Resolved Project Period Extensions**

"For guidance, please see the DOJ Financial Guide."

Actions

# Project Period Extension (PPE) GAM

## Step 4

End Date

- 4) Enter the number of months to extend the project period in the **Number of Months to extend Project Period Extension End Date** field.

**NOTE:** The Grantee **cannot** change the Project Period Start Date. If the Project Period Start Date needs to be changed, the Grantee must go through the Grant Manager.

**NOTE:** The **Requested Project Period** displays the funded award's start and end dates. The displayed end date is the last day of the month corresponding to the new end date.

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Home  
Entity Profile  
Entity Users  
Entity Documents  
Applications  
Awards  
Monitoring  
Federal Forms

**Grant Award Modification GAM-220084**  
(15PSMA-24-GG-01117-AWAX) **NEW**  
Awarded Entity Legal Name (New JustGrants Test Stage Org26) Doing Business As: (New JGII Test Stage Org26)  
Current Entity Legal Name (New JustGrants Test Stage Org26) Doing Business As: (New JGII Test Stage Org26)

**Create Project Period Extension**  
DUE IN 14 DAYS FROM NOW

**Funded Award Details**  
Solicitation Title: FY24 INVITED TEMPLATE  
Project Title: Organizational Readiness: Formula Template Solicitation Application 1  
Project Period: 12/31/23 - 12/12/24  
Managing Office: OJP  
DOJ Grant Manager: GrantManaReSMART.jgitsint  
Grant Award Administrator: David Gaetani  
FAW Case ID: FAW-347500

Solicitation Category: N/A  
Federal Award Amount: \$1,000.00  
Funding Instrument Type: Grant  
Program Office: SMART  
UEI: RKV2V7M6FJ03  
TIN: 260000000

**Project Period Extension**  
New Project Period Start Date: 12/31/2023  
Current Project Period: 12/31/2023  
Current Completion Date: 12/12/2024

**Requested Project Period**  
Project Period Start Date: 12/31/2023  
Project Period End Date: 12/12/2024

**Total Period of Performance with Requested Extension**  
Months: 12

**Case details**  
Last updated by: justgrants026.altgrantawardadmin.jgitsext (1m ago)  
Created by: justgrants026.altgrantawardadmin.jgitsext (1m ago)

**Open assignments**  
Create PPE (Create) (Current)  
justgrants026.altgrantawardadmin.jgitsext

**Participants (0)**  
No items

**Number of Months to extend Project Period Extension End Date**  
4

**Previously Resolved Project Period Extensions**  
"For guidance, please see the DOJ Financial Guide."

Training Resources  
Privacy Policy

Actions

# Project Period Extension (PPE) GAM

Steps 5 – 6

Justification

- 5) Enter a justification for the project period extension in the **Justification** field. (required field)
- 6) Select **Attach** to add files to the GAM. Locate the file(s) on a workstation, shared drive, or drag and drop the file(s) as indicated.

**NOTE:** Steps for attaching files to the GAM are noted in the GAM initiation section of this JARG, see [Grant Award Modification \(GAM\) Initiation](#).

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area shows a 'Grant Award Modification' form for GAM-218181. The 'Justification' field is highlighted with a green box and a circled '5'. Below it, the 'Attachments' section is highlighted with a green box and a circled '6', showing an 'Attach' button. The interface includes a sidebar with navigation options like Home, Entity Profile, and Monitoring, and a bottom navigation bar with 'Home' and 'Grant Award Modification | 81'.

# Project Period Extension (PPE) GAM

Steps 7 – 9

Submit GAM

- 7) Enter comments in the **Grants Management Comments** field. These comments are visible to the Grant Manager.
- 8) Select **Add**.
- 9) Select **Submit**.

**NOTE:** Select **Cancel** to cancel the GAM. Select **Delete GAM** to delete the GAM. Select **Save** to save work to finish later.

The screenshot displays the JUSTgrants system interface for a Grant Award Modification (GAM-218181). The page title is "Grant Award Modification GAM-218181 (15)OVW-24-RR-00280-STOP NEW". The interface includes a sidebar with navigation options like Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, and Federal Forms. The main content area shows the "Grants Management Comments" section, which is highlighted with a green box and a circled "7". Below this section is an "Add" button, also highlighted with a green box and a circled "8". At the bottom of the page, there are buttons for "Cancel", "Delete GAM", "Save", and "Submit", with the "Submit" button highlighted by a green box and a circled "9". A progress bar at the bottom indicates the current stage is "GAM FULFILLMENT".

# Project Period Extension (PPE) GAM

Steps 10 – 11

Close PPE GAM

- 10) A successfully submitted PPE GAM is indicated by a message stating, “Thank you! The next step in this case has been routed appropriately.”
- 11) Select **Close** from the **Actions** dropdown menu to close the PPE GAM and return to **My Worklist**.

The screenshot shows the JUSTgrants Justice Grants System interface. The main content area displays a Grant Award Modification (GAM) with ID GAM-218181, currently in the 'INITIAL REVIEW' stage. A green message box at the top of the main content area states: "Thank you! The next step in this case has been routed appropriately." Below the message is a progress bar with stages: CREATE, INITIAL REVIEW, PROGRAMMATIC REVIEW, FINANCIAL REVIEW, UFMS HANDOFF, and GAM FULFILLMENT. The 'INITIAL REVIEW' stage is currently active. On the right side, the 'Actions' dropdown menu is open, showing options: Refresh, GAM Review, Print, and Close. A green circle highlights the 'Close' option. The interface also includes a sidebar with navigation links (Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, Federal Forms) and a top navigation bar with the JUSTgrants logo and user profile icons.



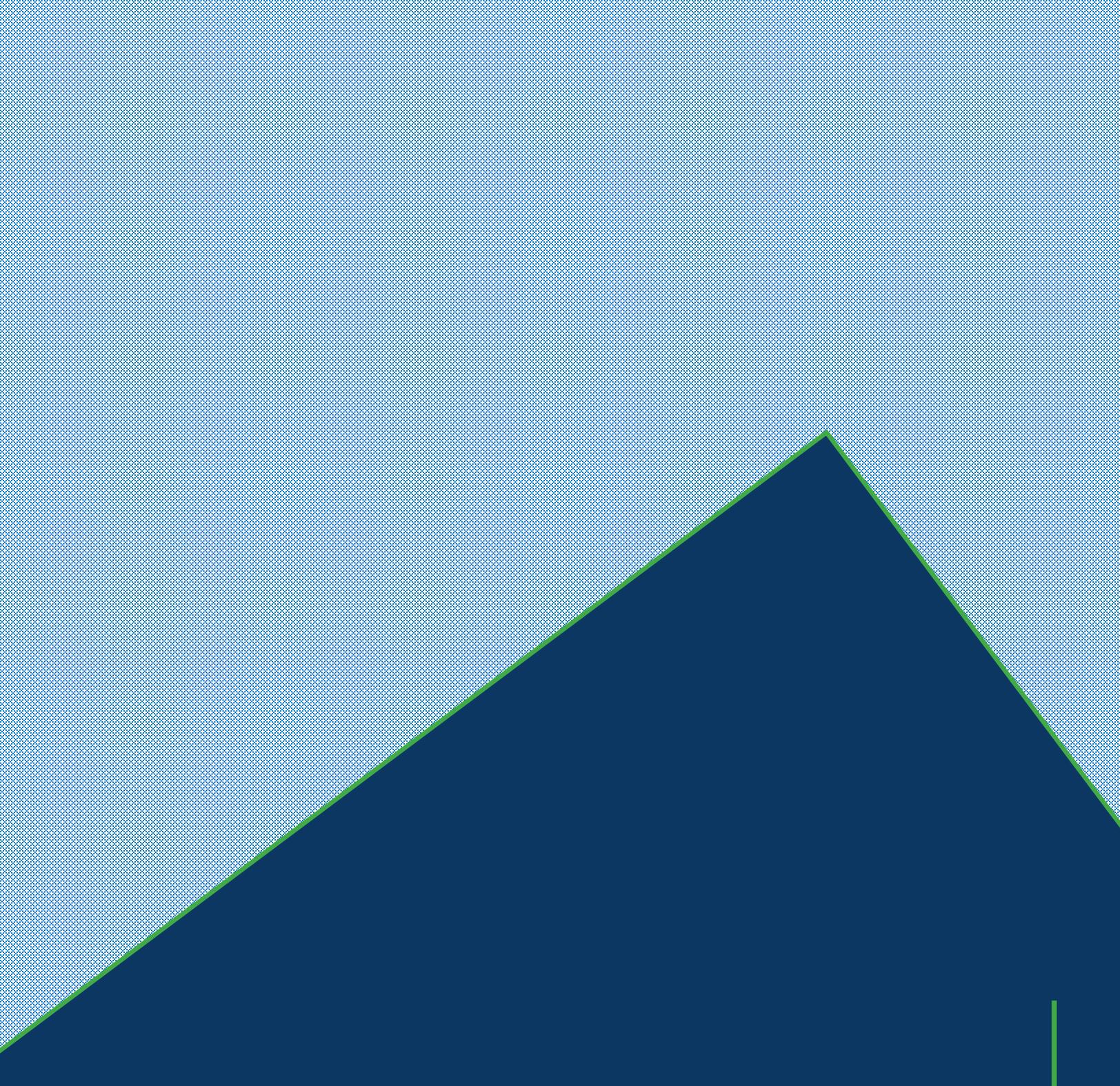
# **Programmatic Grant Award Modification (GAM)**

# Programmatic GAM Overview

By using Programmatic GAMs, a user can initiate a second GAM even if a GAM is already in progress, unlike PPE GAMs. See the [DOJ Financial Guide](#) for more information.

Programmatic GAMs have two sub-types:

- Programmatic Costs;
- Scope Change.



# Programmatic Costs GAM

---

# Programmatic Cost GAM Overview

A **Programmatic Cost GAM** is used to update changes in the project's scope or to gain prior approval for changes with programmatic costs and activities as determined by the [DOJ Financial Guide](#).

By using a **Programmatic Cost GAM**, it is possible to submit multiple GAMs for programmatic costs, however, only one GAM per cost type can be in progress at a time. It is possible to submit multiple costs using the same GAM.

For **Costs Requiring Prior Approval**, deliverables are not included as they are initiated in the **Performance Management/Deliverables** section of the **Funded Award**.

An **Other** field exists for the purpose of including items that are part of appropriation costs. This field should **not** be used to submit documentation or deliverables.

# Programmatic Cost GAM

## Step 1

Programmatic  
GAM Type

- 1) Select **Programmatic** from the **Type of Award Change** dropdown menu.

**NOTE:** All steps in the **Programmatic Costs GAM** process occur after the GAM has been initiated. For information regarding how to initiate a GAM, refer to the [GAM Initiation](#) section of this JARG.

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area shows an 'Active Funded Award' for (15PBJA-24-GG-00303-AWAX) with a status of 'PENDING-ACTIVE'. The awarded entity is 'New JustGrants Test Stage Org26'. The award details include: Solicitation Title: Alak Testing Disparate Flag; Project Title: Alak's test data; Project Period: 3/10/24 - 3/10/26; Managing Office: OJP; DOJ Grant Manager: GrantManaReBJA.jgitsint; Grant Award Administrator: justgrants026.grantawardadmin.jgitsint; FAW Case ID: FAW-339833; Solicitation Category: N/A; Federal Award Amount: \$1,000.00; Program Office: BJA; UEI: RKV2V7M6F03; TIN: 260000000.

The 'Award Information' section shows a navigation menu with tabs: Award Package, Conditions, Award Details, Attachments, Performance Management, Funding Balance and Availability, Federal Financial Report (FFR), Grant Award Modification (GAM), and Closeout. The 'GAM Selection' dropdown menu is open, showing options: Select, Financial, Project Period Extension, and Programmatic. A green circle with the number '1' highlights the dropdown menu.

The right sidebar contains 'Case details' (Last updated by Pega Email Bot 5h ago, Created by Agent[System-Queue-ServiceLevel.ProcessEvent] 16h ago) and 'DOJ Grant Manager' (GrantManaReBJA.jgitsint) with contact information for Phone (111-111-1111) and Email (GrantManaReBJA@ojp.usdoj.stg).

# Programmatic Costs GAM

## Step 2

GAM Subtype

- 2) Select the **Programmatic Costs** subtype from the **Award Change Subtype** dropdown menu.

The screenshot displays the JUSTgrants interface for an 'Active Funded Award'. The award details include: Solicitation Title: Alak Testing Disparate Flag; Project Title: Alak's test data; Project Period: 3/10/24 - 3/10/26; Managing Office: OJP; DOJ Grant Manager: GrantManaReBJA.jgitsint; Grant Award Administrator: justgrants026.grantawardadmin.jgitsint; FAW Case ID: FAW-339833; Solicitation Category: N/A; Federal Award Amount: \$1,000.00; Program Office: BJA; UEI: RKV2V7M6F03; TIN: 260000000.

The 'Award Information' section shows a navigation bar with tabs: Award Package, Conditions, Award Details, Attach, Management, Funding and Availability, Federal Financial Report (FFR), Grant Award Modification (GAM), and Closeout. The 'GAM Selection' section includes a 'Type of Award Change' dropdown set to 'Programmatic' and a 'Create New GAM' button. The 'Award Change Subtype' dropdown menu is open, showing options: Select, Programmatic Costs (highlighted), and Scope Change. A green circle with the number '2' is placed over the 'Award Change Subtype' dropdown.

Case details on the right include: Last updated by Pega Email Bot (5h ago); Created by Agent[System-Queue-ServiceLevel.ProcessEvent] (16h ago); DOJ Grant Manager GrantManaReBJA.jgitsint; Phone 111-111-1111; Email GrantManaReBJA@ojp.usdoj.stg.

# Programmatic Costs GAM

## Step 3

New Programmatic  
GAM

### 3) Select Create New GAM.

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Home  
Entity Profile  
Entity Users  
Entity Documents  
Applications  
Awards  
Monitoring  
Federal Forms

**Active Funded Award**  
(15PBJA-24-GG-00303-AWAX) **PENDING-ACTIVE**  
Awarded Entity Legal Name (New JustGrants Test Stage Org26) Doing Business As: (New JGII Test Stage Org26) Actions

Solicitation Title: Alak Testing Disparate Flag      Solicitation Category: N/A  
Project Title: Alak's test data      Federal Award Amount \$1,000.00  
Project Period: 3/10/24 - 3/10/26      Program Office: BJA  
Managing Office: OJP      UEI: RKV2V7M6F03  
DOJ Grant Manager: GrantManaReBJA.jgitsint      TIN: 260000000  
Grant Award Administrator: justgrants026.grantawardadmin.jgitsint  
FAW Case ID: FAW-339833

**Award Information**  
DUE IN 1 YEAR 11 MONTHS FROM NOW

**GAM Selection**

Type of Award Change: Programmatic  
Award Change Subtype: Programmatic Costs

**3** **Create New GAM**

**Case details**  
Last updated by: Pega Email Bot (5h ago)  
Created by: Agent(System-Queue-ServiceLevel.ProcessEvent) (16h ago)

**DOJ Grant Manager**  
GrantManaReBJA.jgitsint  
**Phone**  
111-111-1111  
**Email**  
GrantManaReBJA@ojp.usdoj.stg

Participants (6)

Training Resources  
Privacy Policy

# Programmatic Costs GAM

## Step 4

Corresponding  
Cost Item

4) Select the corresponding cost item(s) for which prior approval is being requested:

- Automatic data processing equipment and software;
- Pre-Award costs;
- Proposal costs;
- Consultant rates exceeding the threshold rule;
- Foreign travel;
- Confidential funds;
- Other costs identified in the award agreement requiring prior approval;
- Other.

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Home  
Entity Profile  
Entity Users  
Entity Documents  
Applications  
Awards  
Monitoring  
Federal Forms

**Grant Award Modification** GAM-218294  
(15PBJA-24-GG-00303-AWAX) **NEW**

Awarded Entity Legal Name (New JustGrants Test Stage Org26) Doing Business As: (New JGII Test Stage Org26)  
Current Entity Legal Name (New JustGrants Test Stage Org26) Doing Business As: (New JGII Test Stage Org26)

**Costs Requiring Prior Approval.** Please indicate which of the following are applicable to this request. (Check all that apply). For additional guidance regarding prior approvals, see DOJ Financial Guide Chapter 3.6 Costs Requiring Prior Approval, [Listing of Costs Requiring Prior Approval](#)

**Note:** Prior to submitting this request, please review any additional guidance provided by the Department of Justice office that issued the award. Any questions should be directed to the grant manager assigned to the award.

- Automatic Data Processing Equipment And Software
- Pre Award Costs
- Proposal Costs
- Consultant Rates In Excess Of Threshold Rate
- Foreign Travel
- Confidential Funds
- Other Costs Identified In The Award Agreement Requiring Prior Approval
- Other

Participants (0)  
No Items

4

[Training Resources](#)  
[Privacy Policy](#)

# Programmatic Costs GAM

Steps 5 – 6

Justification

- 5) Enter a justification for the programmatic cost change in the **Justification** field.
- 6) Select **Attach** to attach programmatic files to the GAM.

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area shows a 'Grant Award Modification' for GAM-218294. Below the header, there are two checkboxes: 'Other Costs Identified in the Award Agreement Requiring Prior Approval' and 'Other'. A large text area for 'Justification' is highlighted with a green box, containing a rich text editor toolbar and the instruction 'Enter Programmatic Cost GAM justification in this text field.' Below this, a 'Programmatic Attachments' section is also highlighted with a green box, featuring an 'Attach' button. A sidebar on the left contains navigation links, and a bottom navigation bar includes a 'Home' button.

# Programmatic Costs GAM

## Step 7

Attach Files

- 7) Locate the file on the workstation shared drive or drag and drop the file as indicated.

The screenshot displays the JUSTgrants system interface. The top navigation bar includes the JUSTgrants logo and the text 'JUSTICE GRANTS SYSTEM'. The main content area is titled 'Grant Award Modification GAM-218294 (15PBJA-24-GG-00303-AWAX) NEW'. Below the title, there are fields for 'Awarded Entity Legal Name' and 'Current Entity Legal Name', both set to '(New JustGrants Test Stage Org26)'. A sidebar on the left contains navigation links: Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, and Federal Forms. The main content area has a 'Justification' section with a rich text editor. A dialog box titled 'Attach file(s)' is open over the text field, featuring a paperclip icon, the text 'Drag and drop files here', an 'OR' separator, a 'Select file(s)' button, and 'Cancel' and 'Attach' buttons. A large green circle with the number '7' is overlaid on the 'Attach' button. At the bottom of the page, there are links for 'Training Resources' and 'Privacy Policy'.

# Programmatic Costs GAM

## Step 8

Attach Files

- 8) Select the correct category for the attached file from the Category dropdown menu.

The screenshot shows the JUSTgrants interface for a Grant Award Modification (GAM-218294). A dialog box titled "Attach file(s)" is open, allowing a user to attach a file. The dialog box contains a "Name\*" field with the value "Links", a "File" field with the value "Links.docx", and a "Category" dropdown menu. The dropdown menu is open, showing a list of categories. The "Non-competitive Justification" category is highlighted with a green box and a circled "8".

Name*	File	Category
Links	Links.docx	Non-competitive Justification

- Non-competitive Justification
- Consultant Rate
- Disclosure of Process Related to Executive Compensation
- Budget Worksheet and Budget Narrative (attachment)
- Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high-risk status)
- Employee Compensation Waiver
- Indirect Cost Rate Agreement (if applicable)
- Pre-agreement Costs (also known as Pre-award Costs)
- Budget Other

# Programmatic Costs GAM

## Step 9

Attach File

### 9) Select Attach.

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Home  
Entity Profile  
Entity Users  
Entity Documents  
Applications  
Awards  
Monitoring  
Federal Forms

**Grant Award Modification** GAM-218294  
(15PBJA-24-GG-00303-AWAX) **NEW**

Awarded Entity Legal Name: (New JustGrants Test Stage Org26) Doing Business As: (New JGII Test Stage Org26)  
Current Entity Legal Name: (New JustGrants Test Stage Org26) Doing Business As: (New JGII Test Stage Org26)

Other Costs Identified in the Award Agreement Requiring Prior Approval  
 Other

Justification

Enter Programmatic Cost GAM justification

**Attach file(s)**

Drag and drop files here

OR

Select file(s)

Name*	File	Category
Links	Links.docx	Non-competitive Justification

Cancel

9

Attach

Programmatic Attachments

Attach

[Training Resources](#)  
[Privacy Policy](#)

# Programmatic Costs GAM

Steps 10 – 11

Grants  
Management Comments

10) Enter comments in the **Grants Management Comments** field. These comments are visible to the Grant Manager.

11) Select **Add**.

The screenshot displays the JUSTgrants system interface. The top navigation bar includes the JUSTgrants logo and a sidebar with menu items: Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, and Federal Forms. The main content area shows a 'Grant Award Modification' for GAM-218294 (15PBJA-24-GG-00303-AWAX). Below this, there is a 'Programmatic Attachments' section with an 'Attach' button and a table listing attachments. The 'Grants Management Comments' section is highlighted with a green border and contains a text input field with a rich text editor toolbar. A green circle with the number '10' is placed over the text input field. Below the text input field, another green circle with the number '11' is placed over the 'Add' button. The bottom of the page shows a table with columns for 'Create Date', 'User', and 'Note', and a 'No Items' message.

# Programmatic Costs GAM

## Step 12

Programmatic Costs  
GAM

12) Navigate to the bottom of the page and select **Submit**.

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Home  
Entity Profile  
Entity Users  
Entity Documents  
Applications  
Awards  
Monitoring  
Federal Forms

**Grant Award Modification** GAM-218294  
(15PBJA-24-GG-00303-AWAX) **NEW**

Awarded Entity Legal Name (New JustGrants Test Stage Org26) Doing Business As: (New JGII Test Stage Org26)  
Current Entity Legal Name (New JustGrants Test Stage Org26) Doing Business As: (New JGII Test Stage Org26)

**Add**

Create Date	User	Note
3/12/24 1:37 PM	justgrants026.grantawardadmin.jgitsex	Add comment in the Grants Management Comments field. These comments are only visible to the <b>Grant Manager</b> . After entering notes, select the <b>Add</b> button before submitting.

**Cancel** **Delete GAM** **Save** **Submit**

CREATE > INITIAL REVIEW > PROGRAMMATIC REVIEW > FINANCIAL REVIEW > UFMS HANDOFF > **GAM FULFILLMENT**

12

# Programmatic Costs GAM

Steps 13 – 14

Close Programmatic  
Costs GAM

- 13) A successfully submitted Programmatic Costs GAM is indicated by a banner stating: **“Thank you! The next step in this case has been routed appropriately.”** The case status changes from **New** to **Pending-Approval**.
- 14) Select **Close** from the **Actions** dropdown menu to close the Programmatic Costs GAM and return to the **My Assigned Work**.

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Home  
Entity Profile  
Entity Users  
Entity Documents  
Applications  
Awards  
Monitoring  
Federal Forms

Grant Award Modification **GAM-218294**  
(15PBJA-24-GG-00303-AWAX) **PENDING-APPROVAL**  
Awarded Entity Legal Name (New JustGrants Test Stage Org26) Doing Business As: (New JGII Test Stage Org26)  
Current Entity Legal Name (New JustGrants Test Stage Org26) Doing Business As: (New JGII Test Stage Org26)

Thank you! The next step in this case has been routed appropriately.

CREATE INITIAL REVIEW PROGRAMMATIC REVIEW FINANCIAL REVIEW UFMS HANDOFF GAM FULFILLMENT

**Case details**  
Last updated by justgrants026.grantawardadmin jgitsext (1m ago)  
Created by justgrants026.grantawardadmin jgitsext (17m ago)

**Participants (0)**  
No items

Actions  
Refresh  
GAM Review  
Print  
Close

13

14

Training Resources  
Privacy Policy

# Scope Change GAM



# Scope Change GAM Overview

**Scope Change GAMs** provide the opportunity to:

- Alter programmatic activities;
- Change the purpose of the project;
- Change the project site;
- Make changes in personnel that include changes to the organization or staff with primary responsibility for award implementation, including:
  - Key changes in personnel;
  - Contracting out and/or sub-awarding;
  - Otherwise obtaining the services of a third party.

The **Project Title** and **Project Description** can be edited. If a Scope Change GAM is in progress, another **cannot** be initiated to change the same data until the first GAM is resolved.

## **Programmatic Scope Change Best Practices**

- Submit Programmatic Scope Changes as a single GAM instead of separate GAMs.
- Work with the Grant Manager to determine the details prior to submitting a complex scope change.
- Add attachments.
- Enter information regarding the scope change into the Justification text field.

# Scope Change GAM

## Step 1

Programmatic GAM  
Type

- 1) Select **Programmatic** from the **Type of Award Change** dropdown menu.

**NOTE:** All steps in the Scope Change GAM process occur after the GAM has been initiated. For information regarding how to initiate a GAM, refer to the [GAM Initiation](#) section of this JARG.

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area shows an 'Active Funded Award' for solicitation (15PBJA-24-GG-00303-AWAX) with a 'PENDING-ACTIVE' status. The awarded entity is 'New JustGrants Test Stage Org26'. Key details include: Solicitation Title: Alak Testing Disparate Flag; Project Title: Alak's test data; Federal Award Amount: \$1,000.00; Project Period: 3/10/24 - 3/10/26; Managing Office: OJP; DOJ Grant Manager: GrantManaReBJA.jgitsint; Grant Award Administrator: justgrants026.grantawardadmin.jgitsint; FAW Case ID: FAW-339833.

The 'Award Information' section is active, showing a navigation bar with tabs: Award Package, Conditions, Award Details, Attachments, Performance Management, Funding and Availability, Federal Financial Report (FFR), Grant Award Modification (GAM), and Closeout. The 'GAM Selection' dropdown menu is open, showing options: Select, Financial, Project Period Extension, and Programmatic. A green circle with the number '1' highlights the dropdown menu.

On the right side, the 'Case details' section shows: Last updated by Pega Email Bot (5h ago); Created by Agent(System-Queue-ServiceLevel.ProcessEvent) (16h ago); DOJ Grant Manager: GrantManaReBJA.jgitsint; Phone: 111-111-1111; Email: GrantManaReBJA@ojp.usdoj.stg.

# Scope Change GAM

## Step 2

GAM Subtype

- 2) Select **Scope Change** from the **Award Change Subtype** dropdown menu.

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

**Active Funded Award**  
(15JOVW-22-GG-03119-STOP) **PENDING-ACTIVE**  
Entity Legal Name (JGII Test Org26) Doing Business As: (JGII Test Org26 Doing Business As)

**ASAP Account is in Suspend status. Drawdown is not available. For more information, view the Funding Balance and Availability tab.**

Solicitation Title:	FY22 OVW Solicitation	Solicitation Category:	N/A
Project Title:	Organizational Readiness: Formula Template Solicitation Application 1	Federal Award Amount:	\$2,000.00
Project Period:	7/15/22 - 12/30/23	UET:	RKVZVTM6FJ03
Managing Office:	OVW	TIN:	280000000
DOJ Grant Manager:	regina.madison@usdoj.gov		
Grant Award Administrator:	justgrants026.grantawardadmin.jgitsex		
FAW Case ID:	FAW-314559		

**Award Information**  
DUE IN 4 MONTHS FROM NOW

**Award Change Subtype**

Type of Award Change: Programmatic

**Award Change Subtype**

- Select
- Select
- Programmatic Costs
- Scope Change**

**Case details**

Last updated by: Queue processor(FAWPRCreation) (1mo ago)  
Created by: Agent(System-Queue-ServiceLevel.ProcessEvent) (4mo ago)

**DOJ Grant Manager**  
regina.madison@usdoj.gov  
Phone: 202-514-9588

# Scope Change GAM

## Step 3

New Scope  
Change GAM

### 3) Select Create New GAM.

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Home Entity Profile Entity Users Entity Documents Applications Awards Monitoring Federal Forms Training Resources

**Active Funded Award**  
(15JOVW-22-GG-03119-STOP) **PENDING-ACTIVE**  
Entity Legal Name (JGII Test Org26) Doing Business As: (JGII Test Org26 Doing Business As)

**ASAP Account is in Suspend status. Drawdown is not available. For more information, view the Funding Balance and Availability tab.**

Solicitation Title:	FY22 OVW Solicitation	Solicitation Category:	N/A
Project Title:	Organizational Readiness: Formula Template Solicitation Application 1	Federal Award Amount:	\$2,000.00
Project Period:	7/15/22 - 12/30/23	UET:	RKVZV7M6FJ03
Managing Office:	OVW	TIN:	280000000
DOJ Grant Manager:	regina.madison@usdoj.gov		
Grant Award Administrator:	justgrants026.grantawardadmin.jgitsex		
FAW Case ID:	FAW-314559		

**Award Information**  
DUE IN 4 MONTHS FROM NOW

Award Package Award Conditions Award Details Award Attachments Performance Management Funding Balance and Availability Federal Financial Report (FFR) **Grant Award Modification (GAM)** Closeout

**GAM Selection**

Type of Award Change: Programmatic  
Award Change Subtype: Scope Change

**Create New GAM**

**Case details**  
Last updated by: Queue processor(FAWPRCreation) (1mo ago)  
Created by: Agent(System-Queue-ServiceLevel.ProcessEvent) (4mo ago)

**DOJ Grant Manager**  
regina.madison@usdoj.gov  
Phone: 202-514-9588

3

# Scope Change GAM

## Step 4

Change Scope

4) Select all options reflected in the changing scope of the project. Include all scope changes in a single GAM instead of submitting separate GAMs for each change:

- Altering programmatic activities;
- Changing the purpose of the project;
- Changing the project site;
- Experiencing or changing the organization or staff with primary responsibility for implementation of the award.

**NOTE:** Best practice is to discuss all scope changes with the Grant Manager prior to submitting a Scope Change GAM, thereby avoiding a change request if modifications are not approved.

**Grant Award Modification** GAM-218338  
(15)OVW-24-RR-00280-STOP **NEW**  
Awarded Entity Legal Name (New JustGrants Test Stage Org26) Doing Business As: (New JGII Test Stage Org26)  
Current Entity Legal Name (New JustGrants Test Stage Org26) Doing Business As: (New JGII Test Stage Org26)

**Scope Change**

**Changing the Scope of the Award.** Please indicate which of the following are applicable to this scope change request. (Check all that apply): For additional guidance regarding prior approvals for scope changes, see DOJ Financial Guide Chapter 3.5 Adjustments to Awards, [Grant Adjustment Notice](#)

**Note:** Prior to submitting this request, please review any additional guidance provided by the Department of Justice office that issued the award. Any questions should be directed to the grant manager assigned to the award.

- Altering programmatic activities
- Changing the purpose of the project
- Changing the project site
- Experiencing or making changes to the organization or staff with primary responsibility for implementation of the award

Experiencing or making changes to the organization or staff with primary responsibility for implementation of the award

Justification

Font Size [B] [I] [U] [Link] [Image] [Table] [Text] [Undo] [Redo]

# Scope Change GAM

## Step 5

### Staff Changes

- 5) If there are personnel changes, select all that apply:
- Changes in key personnel;
  - Contracting and/or subawarding (e.g., a project partner) (if authorized by law) the services of a third party to perform activities which are central to the purpose of the award. Otherwise, obtaining the services of a third party (if authorized by law) to perform activities which are central to the purpose of the award.
  - Obtaining the services of a third party (if authorized by law) to perform activities which are central to the purpose of the award.

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Home Entity Profile Entity Users Entity Documents Applications Awards Monitoring Federal Forms

**Grant Award Modification** GAM-218338  
(15)OVW-24-RR-00280-STOP **NEW**  
Awarded Entity Legal Name (New JustGrants Test Stage Org26) Doing Business As: (New JGII Test Stage Org26)  
Current Entity Legal Name (New JustGrants Test Stage Org26) Doing Business As: (New JGII Test Stage Org26)

Experiencing or making changes to the organization or staff with primary responsibility for implementation of the award  
Experiencing or making changes to the organization or staff with primary responsibility for implementation of the award

- Changes in key personnel
- Contracting out and/or subawarding (e.g. a project partner) (if authorized by law) the services of a third party to perform activities which are central to the purpose of the award Otherwise obtaining the services of a third party (if authorized by law) to perform activities which are central to the purpose of the award
- Otherwise obtaining the services of a third party (if authorized by law) to perform activities which are central to the purpose of the award

Justification

Font Size B I U [Rich Text Editor Icons]

Training Resources  
Privacy Policy

# Scope Change GAM

## Step 6

Justification

- 6) Enter a justification for the scope change in the **Justification** field.

The screenshot displays the JUSTgrants Justice Grants System interface. The top navigation bar includes the JUSTgrants logo and a user profile icon. The left sidebar contains a menu with items: Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, and Federal Forms. The main content area is titled "Grant Award Modification GAM-218338" and includes the following information: (15)OVW-24-RR-00280-STOP (NEW), Awarded Entity Legal Name (New JustGrants Test Stage Org26) Doing Business As: (New JGII Test Stage Org26), and Current Entity Legal Name (New JustGrants Test Stage Org26) Doing Business As: (New JGII Test Stage Org26). A "Justification" text area is highlighted with a green border, and a circled "6" is placed to its right. Below the text area, there is a section titled "Update Programmatic Award Components" with the instruction: "In relationship to this request, please indicate and submit updates to any of the following:". This section contains three checkboxes: "Project Title", "Project Description", and "Project Description". The "Project Title" checkbox is currently unchecked, and the text "Current Project Title Alak's test data>> 253014 AC 1" is visible below it. The "Project Description" checkbox is also unchecked. At the bottom left of the page, there are links for "Training Resources" and "Privacy Policy".

# Scope Change GAM

## Step 7

Project Title

- 7) Select the **Project Title** check box and enter an updated project title if the scope change includes changes to the project title.

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Home  
Entity Profile  
Entity Users  
Entity Documents  
Applications  
**Awards** 7  
Monitoring  
Federal Forms

**Grant Award Modification GAM-218338**  
(15)OVW-24-RR-00280-STOP **NEW**

Awarded Entity Legal Name (New JustGrants Test Stage Org26) Doing Business As: (New JGII Test Stage Org26)  
Current Entity Legal Name (New JustGrants Test Stage Org26) Doing Business As: (New JGII Test Stage Org26)

**Update Programmatic Award Components.** In relationship to this request, please indicate and submit updates to any of the following:

- Project Title  
Current Project Title  
Alak's test data>> 253014 AC 1  
Altered Project Title
- Project Description  
Current Project Description  
In an effort to address the needs of victims seeking shelter, H.E.R. has evaluated and identified a way to bridge the gaps in the area of supportive services and service delivery. HER has developed a comprehensive volunteer program for women and children seeking shelter services. This program is staffed by a Volunteer Coordinator, who is responsible for recruiting, interviewing, assessing volunteer strengths, background checks, processing paperwork, maintaining volunteer files, and collecting statistical data. Recruitment efforts include participation in several community events, college fairs, United Way Annual Day of Caring and active membership with Volunteer Connection, Volunteer Hampton Roads, and South Virginia Association for Volunteer Administration. Successful recruitment efforts have secured internship agreements between H.E.R. and Regent University, NSU, ODU, TCC, and EVMS. ODU has recently launched their Community Service Internship program, which connects students with paid, project-oriented work with non-profits serving the Hampton Roads area. H.E.R. is the recipient of two such skilled seniors and anticipates receiving additional students in the future. Students and volunteers serve in many programmatic capacities. The majority of students/volunteers work with the Children's Program staff. The Art Therapist interns from EVMS are supervised by H.E.R.'s professionally trained Art Therapist, and are responsible for conducting individual and family art assessments, co-facilitating group, case management, and providing information and referral. Students are evaluated according to the dictates of their learning agreements, while performance is based on observation, documentation, and educational competencies. Volunteers are evaluated every six months with on-going supervision, including monthly volunteer meetings, which provide

[Training Resources](#)  
[Privacy Policy](#)

# Scope Change GAM

## Step 8

Project  
Description

- 8) Select the **Project Description** check box and enter an updated project description if the scope change includes changes to the project description.

The screenshot displays the JUSTgrants system interface for a Grant Award Modification (GAM-218338). The left sidebar contains navigation options: Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, and Federal Forms. A green circle with the number '8' is positioned next to the 'Entity Documents' option, with an arrow pointing to the 'Project Description' checkbox in the main content area. The main content area shows the 'Current Project Description' and an 'Altered Project Description' text area with a rich text editor toolbar. The 'Project Description' checkbox is checked and highlighted with a green box. The 'Altered Project Description' text area is also highlighted with a green box. The current project description text reads: "In an effort to address the needs of victims seeking shelter, H.E.R. has evaluated and identified a way to bridge the gaps in the area of supportive services and service delivery. HER has developed a comprehensive volunteer program for women and children seeking shelter services. This program is staffed by a Volunteer Coordinator, who is responsible for recruiting, interviewing, assessing volunteer strengths, background checks, processing paperwork, maintaining volunteer files, and collecting statistical data. Recruitment efforts include participation in several community events, college fairs, United Way Annual Day of Caring and active membership with Volunteer Connection, Volunteer Hampton Roads, and South Virginia Association for Volunteer Administration. Successful recruitment efforts have secured internship agreements between H.E.R. and Regent University, NSU, ODU, TCC, and EVMS. ODU has recently launched their Community Service Internship program, which connects students with paid, project-oriented work with non-profits serving the Hampton Roads area. H.E.R. is the recipient of two such skilled seniors and anticipates receiving additional students in the future. Students and volunteers serve in many programmatic capacities. The majority of students/volunteers work with the Children's Program staff. The Art Therapist interns from EVMS are supervised by H.E.R.'s professionally trained Art Therapist, and are responsible for conducting individual and family art assessments, co-facilitating group, case management, and providing information and referral. Students are evaluated according to the dictates of their learning agreements, while performance is based on observation, documentation, and educational competencies. Volunteers are evaluated every six months with on-going supervision, including monthly volunteer meetings, which provide continuous feedback and instruction. Volunteer time is valued at \$15.39/hour. Based on this figure, H.E.R.'s 30 volunteers provided 681 hours of volunteer service this past spring alone, resulting in \$10,481 of in-kind services."

# Scope Change GAM

## Step 9

Attach  
Programmatic Files

9) Select **Attach** to attach programmatic files to the GAM.

The screenshot displays the JUSTgrants system interface for a Grant Award Modification (GAM-218338). The left sidebar contains navigation options: Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, and Federal Forms. The main content area shows the GAM details, including the awarded entity legal name and current entity legal name. A section titled 'Programmatic Attachments' is highlighted with a green box, and the 'Attach' button is highlighted with a green circle. Below this section is the 'Grants Management Comments' section. At the bottom, there is a progress bar with steps: CREATE, INITIAL REVIEW, PROGRAMMATIC REVIEW, FINANCIAL REVIEW, UFMS HANDOFF, and GAM FULFILLMENT. The 'CREATE' step is currently active. Buttons for 'Cancel', 'Delete GAM', 'Save', and 'Submit' are visible at the bottom right.

# Scope Change GAM

Steps 10 – 11

Attach  
Programmatic Files

10) Locate a file on the workstation, shared drive, or drag and drop the file as indicated.

11) Select **Attach**.

The screenshot displays the JUSTgrants interface for a Grant Award Modification (GAM-218339). A modal dialog box titled "Attach file(s)" is open, featuring a "Drag and drop files here" area with a paperclip icon and a "Select file(s)" button. A green circle labeled "10" highlights the dialog box. Below the dialog box, a green circle labeled "11" highlights the "Attach" button. The background shows the "Programmatic Attachments" section with an "Attach" button and a "Grants Management Comments" section. A progress bar at the bottom indicates the current stage is "PROGRAMMATIC REVIEW".

# Scope Change GAM

## Step 12

Attach Programmatic Files

12) Select the correct **Category** for the attached file from the category dropdown menu.

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Home  
Entity Profile  
Entity Users  
Entity Documents  
Applications  
Awards  
Monitoring  
Federal Forms

**Grant Award Modification** GAM-218339  
(15)OVVW-24-RR-00280-STOP **NEW**  
Awarded Entity Legal Name (New JustGrants Test Stage Org26) Doing Business As: (New JGII Test Stage Org26)  
Current Entity Legal Name (New JustGrants Test Stage Org26) Doing Business As: (New JGII Test Stage Org26)  
figure, H.E.R.'s 30 volunteers provided 681 hours of volunteer service this past spring alone, resulting in \$10,481 of in-kind services.

Attach file(s)

Drag and drop files here

OR

Select file(s)

Name	File	Category
Links	Links.docx	Disclosure of Process Related to Executive Compensation
		Disclosure of Process Related to Executive Compensation
		Financial Management Questionnaire (including applicant disclosure of high-risk status)
		Indirect Cost Rate Agreement (if applicable)
		Pre-agreement Costs
		Budget and Associated Documentation Custom Section #1
		Budget Other

Programmatic Attachments  
Attach

Grants Management Comments  
Cancel

Delete GAM Save Submit

CREATE INITIAL REVIEW PROGRAMMATIC REVIEW FINANCIAL REVIEW UFMS HANDOFF GAM FULFILLMENT

12

# Scope Change GAM

## Step 13

Attach Programmatic Files

### 13) Select Attach.

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Home  
Entity Profile  
Entity Users  
Entity Documents  
Applications  
Awards  
Monitoring  
Federal Forms

**Grant Award Modification** GAM-218339  
(15)OVV-24-RR-00280-STOP **NEW**  
Awarded Entity Legal Name: (New JustGrants Test Stage Org26) Doing Business As: (New JGII Test Stage Org26)  
Current Entity Legal Name: (New JustGrants Test Stage Org26) Doing Business As: (New JGII Test Stage Org26)  
figure, H.E.R.'s 30 volunteers provided 681 hours of volunteer service this past spring alone, resulting in \$10,481 of in-kind services.

Attach file(s)

Drag and drop files here

OR

Select file(s)

Name	File	Category
Links	Links.docx	Disclosure of Process Related to Executive Compensation

Programmatic Attachments  
Attach

Grants Management Comments  
Cancel

Delete GAM Save Submit

CREATE INITIAL REVIEW PROGRAMMATIC REVIEW FINANCIAL REVIEW UFMS HANDOFF GAM FULFILLMENT

13

Attach

# Scope Change GAM

Steps 14 - 15

Grants Management  
Comments

14) Enter any comments in the **Grants Management Comments** field. These comments are visible to the Grant Manager.

15) Select **Add**.

The screenshot shows the JUSTgrants system interface for a Grant Award Modification (GAM-218338). The page title is "Grant Award Modification GAM-218338" with a "NEW" tag. Below the title, it shows the awarded entity legal name and current entity legal name. The main content area includes a table with columns for Name, Category, Created by, and Date Added. Below the table is the "Grants Management Comments" section, which is highlighted with a green box. This section contains a rich text editor with a toolbar and a text area. Below the text area is an "Add" button, also highlighted with a red circle. At the bottom of the page, there is a navigation bar with buttons for "Cancel", "Delete GAM", "Save", and "Submit".

# Scope Change GAM

## Step 16

Submit Scope  
Change GAM

### 16) Select Submit.

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Home Entity Profile Entity Users Entity Documents Applications Awards Monitoring Federal Forms

**Grant Award Modification** GAM-218338  
(15J0VV-24-RR-00280-STOP) **NEW**  
Awarded Entity Legal Name (New JustGrants Test Stage Org26) Doing Business As: (New JGII Test Stage Org26)  
Current Entity Legal Name (New JustGrants Test Stage Org26) Doing Business As: (New JGII Test Stage Org26)

Grants Management Comments

Format [Rich Text Editor]

Add

Create Date	User	Note
3/12/24 8:31 PM	justgrants026.grantawardadmin jgitsext	Add comment in the Grants Management Comments section. These comments are visible only to the Grant Manager. After entering comments, select the Add button before submitting.

Cancel Delete GAM Save **Submit**

CREATE INITIAL REVIEW PROGRAMMATIC REVIEW FINANCIAL REVIEW UFMS HANDOFF GAM FULFILLMENT

16

# Scope Change GAM

Steps 17 - 18

Close Scope  
Change GAM

- 17) A successfully submitted Scope Change GAM is indicated by a banner stating: **“Thank you! The next step in this case has been routed appropriately.”** The case status changes from **New** to **Pending-Approval**.
- 18) Select **Close** from the **Actions** dropdown menu to close the Scope Change GAM and return to the **My Assigned Work**.

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Home  
Entity Profile  
Entity Users  
Entity Details  
Applications  
Awards  
Monitoring  
Federal Forms

**Grant Award Modification** GAM-218338  
(15JOVV-24-RR-00280-STOP) **PENDING-APPROVAL**  
Awarded Entity Legal Name (New JustGrants Test Stage Org26) Doing Business As: (New JGII Test Stage Org26)  
Current Entity Legal Name (New JustGrants Test Stage Org26) Doing Business As: (New JGII Test Stage Org26)

Thank you! The next step in this case has been routed appropriately.

CREATE INITIAL REVIEW PROGRAMMATIC REVIEW FINANCIAL REVIEW UFMS HANDOFF GAM FULFILLMENT

**Case details**  
Last updated by justgrants026.grantawardadmin jgitsext (1m ago)  
Created by justgrants026.grantawardadmin jgitsext (18m ago)

**Participants (0)**  
No items

**Actions**  
Refresh  
GAM Review  
Print  
Close

17

18

[Training Resources](#)  
[Privacy Policy](#)



# Financial Grant Award Modification (GAM)

# Financial GAM Takeaways

## Budget Modification GAM

JustGrants allows users to initiate a Budget Modification GAM to redistribute funds between budget categories. Budget modifications are submitted for any of the reasons detailed in the [DOJ Financial Guide](#).

Declaring which budget categories would use the increased income is required along with updates to the **Program Income Amount** field to reflect budget category changes. Once each budget category is updated, JustGrants calculates the requested changes.

Adding, subtracting, or editing category totals is possible. However, the **Revised Budget** column cannot be a negative number and the **Federal Award Amount** cannot be edited.

**Federal Funds Amount + Match Amount + Program Income Amount** must equal **Total Project Costs**, or it will not be possible to submit the GAM.

## Sole Source

A sole source GAM must be initiated to request entering a non-competitive contractual relationship with a contractor under a grant where the contracted cost exceeds the simplified acquisition threshold.

# Financial GAM Takeaways (cont.)

## Budget Reduction

Budget reduction is only available to COPS grantees on COPS awards. A budget reduction is used to reduce the amount of federal funds on an award. For OJP and OVW awards must be initiated by the Grant Manager, if needed.

# Budget Structure

Several budget structures can be found in JustGrants, depending on the selected solicitation options and the program office policy.

## Budget Structures

The following budget structures exist in JustGrants:

- [OJP/OVW Attachment](#)
- [COPS Attachment](#)
- [COPS Web-based](#)
- [OVW Web-based](#)
- [OJP Web-based for awards made in FY23 and later](#)
- [OJP Awards prior to FY23](#)
  - OJP web-based with match escalation
  - OJP web-based without match escalation
- [OJP/OVW Supplemental Web-based](#)
- [OJP/OVW Attachment Supplemental](#)



# Budget Modification GAM

---

# Budget Modification GAM

## Overview

Budget Modification GAMs are used to modify an approved budget to reallocate funds among budget categories. The original award amount may **not** be increased by this process.

A Budget Modification GAM must be initiated if:

- The proposed cumulative change is greater than 10% of the total award amount. The 10% rule does not apply to an award less than \$250,000.
- There is any dollar increase or decrease to the indirect cost category of an approved budget.
- The budget modification changes the scope of the project. For example:
  - Altering the purpose of the project;
  - Authorizing use of a subcontractor or other organization that was not identified in the original approved budget; or
  - Contracting for or transferring of award-supported efforts.
- A budget adjustment affects a cost category that was not included in the original budget. For example, if the direct cost category “Travel” did not exist in the original budget, the adjustment to transfer funds from Equipment to Travel requires a GAM.

# Budget Modification GAM Overview (cont.)

## Initiators

**GAAs, Alternate GAAs, and Grant Managers** with documentation from the grantee uploaded in the GAM may initiate a budget modification GAM.

## Requirements

A budget modification can be initiated when an award has **Final** clearance or an approved **Budget Clearance GAM**.

# Budget Modification GAM

## Steps 1 - 2

Web-based and Attachment Budgets

- 1) Select **Financial** from the **Type of Award Change** dropdown menu.
- 2) Select **Budget Modification** from the **Award Change Subtype** dropdown menu.

**NOTE:** All steps in the GAM process occur after the GAM has been initiated. For information regarding how to initiate a GAM, refer to the [Grant Award Modification \(GAM\) Initiation](#) section of this JARG.

The screenshot shows the JUSTgrants system interface. The main content area is titled "Active Funded Award" and displays details for a grant with ID (15JOVW-22-GG-03119-STOP). A red banner indicates that the account is in a suspend status. Below this, there is a table of award details including Solicitation Title, Project Title, Project Period, Managing Office, DOJ Grant Manager, Grant Award Administrator, and FAW Case ID. The "Award Information" section is active, showing tabs for Award Package, Award Conditions, Award Details, Performance, Funding Balance and Availability, Federal Financial Report (FFR), Grant Award Modification (GAM), and Closeout. The "GAM Selection" section is highlighted, showing a dropdown menu for "Type of Award Change" set to "Financial" (Step 1) and another dropdown menu for "Award Change Subtype" set to "Budget Modification" (Step 2). A "Create New GAM" button is visible below the dropdowns. The right sidebar shows "Case details" and "DOJ Grant Manager" information.

# Budget Modification GAM

## Step 3

Web-based and Attachment Budgets

### 3) Select Create New GAM.

The screenshot shows the JUSTgrants web application interface. The main content area is titled "Active Funded Award" and displays details for award (15P SMA-22-GG-03288-AWAX). A red banner indicates that the account is in suspend status. Below this, a table lists award details such as Solicitation Title, Project Title, and Federal Award Amount. A navigation menu on the left includes options like Home, Entity Profile, and Awards. The "GAM Selection" section is visible, with a "Create New GAM" button highlighted by a green box and the number 3. The "Award Information" section shows tabs for Award Package, Award Conditions, Award Details, Award Attachments, Performance Management, Funding Balance and Availability, Federal Financial Report (FFR), Grant Award Modification (GAM), and Closeout. The "GAM Selection" section includes dropdown menus for "Type of Award Change" (set to Financial) and "Award Change Subtype" (set to Budget Modification).

# Budget Modification GAM

## Step 4

Web-based  
Budgets

- 4) For web-based budgets, enter the modified budget amount. The options to modify budgets are:
- Modify existing line item.
  - Select **Add** to add a line item.
  - Select the trash can icon to delete a line item.
  - Enter text in the additional narrative data field.
  - Updates to the line items will be displayed in the summary.

**NOTE:** See [Modify Match Amount in a Web-based Budget Modification GAM \(FY22 and Prior\)](#) and [Modify Match Amount in a Web-based Budget Modification GAM \(FY23 and Later\)](#) for information on how to add Match and/or Program Income in Web-based budgets.

JUSTgrants  
JUSTICE GRANTS SYSTEMS

- New
- Home
- My Office
- JustGrants Search
- My Awards
- Monitoring
- Administrative Tasks
- Award Conditions
- Repositories
- Reports
- Privacy Policy
- Recents

**NOTE:** Do not paste text boxes or images into the financial GAM **Additional Narrative** section, it will not display correctly.

(15PJDP-21-GK-03227-CEV3) NEW

Entity Legal Name (COLLABORATIVE SOLUTIONS FOR COMMUNITIES) Doing Business As ( )

	Name	Position	Salary	Rate	Time Worked	Percentage of Time (%)	Total Cost	
1	Penelope Griffith	Executive Director	\$ 193,048.00	Yearly	1	5.00 %	\$9,652.40	🗑️
2	Shakitha Chase Leavy	Community Service Directo	\$ 95,000.00	Yearly	1	10.00 %	\$9,500.00	🗑️
3	Anna Brown	Program Manager	\$ 70,000.00	Yearly	1	50.00 %	\$35,000.00	🗑️
4	TBH	Behavioral Health Coordina	\$ 85,000.00	Yearly	1	30.00 %	\$25,500.00	🗑️
5	Karina Martinez	Case Manager - Bi-Lingual	\$ 50,000.00	Yearly	1	100.00 %	\$50,000.00	🗑️
6	TBH	Case Manager	\$ 50,000.00	Yearly	1	100.00 %	\$50,000.00	🗑️
7	Christabel Okafor	Program Monitor	\$ 70,390.00	Yearly	1	10.00 %	\$7,039.00	🗑️
8	Elise Carter	HR Assistant	\$ 50,000.00	Yearly	1	10.00 %	\$5,000.00	🗑️
9	Johnny Mammen	Director of Finance	\$ 131,606.00	Yearly	1	10.00 %	\$13,160.60	🗑️

Add

4

# Budget Modification GAM

Steps 5 – 7

Attachment  
Budgets

- 5) For attachment budgets, enter the new total for each budget category in the revised budget column.
- 6) Update the **Match Amount** and/or **Program Income** fields as needed if they exist in the budget (OJP and OVW awards with the attachment budget structure only).
- 7) Attach a document with the line items for each category and a description of the line items.

**NOTE:** See [Modify Match Amount in a Budget Modification GAM \(OJP FY23 and Later\)](#) for how to add Match and/or Program Income in Attachment budgets.

**Grant Award Modification** GAM-214891  
(15PSMA-22-GG-03288-AWAX) **NEW**  
Entity Legal Name (JustGrants Test Org26) Doing Business As (JGII Test Org26)

FringeBenefits	\$200.00	---	\$	200.00	
Travel	\$200.00	---	\$	200.00	
Equipment	\$200.00	---	\$	200.00	
Supplies	\$200.00	---	\$	200.00	
Construction	\$200.00	---	\$	200.00	
Subawards (subgrants)	\$200.00	---	\$	200.00	
Procurement Contracts	\$200.00	---	\$	200.00	
Other Costs	\$200.00	---	\$	200.00	
<b>Total Direct Costs</b>	<b>\$1,800.00</b>	<b>---</b>		<b>\$1,800.00</b>	
Indirect Costs	\$200.00	---	\$	200.00	
<b>Total Project Costs</b>	<b>\$2,000.00</b>	<b>100.00%</b>		<b>\$2,000.00</b>	<b>100.00%</b>

**Total Project Cost Breakdown**

Federal Funds	\$1,000.00	---	\$0.00	\$1,000.00	50.00%
Match Amount	\$1,000.00	---	\$0.00	\$ 1,000.00	50.00%
Program Income Amount	\$0.00	---	\$0.00	\$ 0.00	0.00%

# Budget Modification GAM

Steps 8 – 9

Web-based and Attachment Budgets

- 8) Enter a justification for the budget modification in the **Justification** field.
- 9) Select **Upload Doc** to attach the revised budget (if applicable) and any supporting documents required by the awarding agency to the GAM.

**NOTE:** For indirect costs, the Entity Administrator (EA) can upload the document using the **Attach Entity Doc** option in the entity library and then upload the document with this request.

The screenshot displays the JUSTgrants web application interface. The top navigation bar includes the JUSTgrants logo and the text 'JUSTICE GRANTS SYSTEM'. The main content area is titled 'Grant Award Modification GAM-214906' and includes the following information: '(15PSMA-22-GG-03125-AWAX) NEW', 'Entity Legal Name (JustGrants Test Org26)', and 'Doing Business As (JGII Test Org26)'. Below this, there is a link for guidance: 'For guidance, see DOJ Financial Guide Chapter 3.11 on "Indirect Costs" "[BudgetModification](#)".

The 'Justification' field is highlighted with a green box. It contains a rich text editor with a toolbar and a large text area. The number '8' is circled in the left sidebar, indicating the current step in the process.

The sidebar on the left contains the following navigation items: Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, Federal For, and Training Resources. The 'Applications' item is currently selected.

The main content area also includes sections for 'Budget/Financial Documentation', 'Budget Worksheet and Budget Narrative' (with a note: 'No documents have been uploaded for Budget Worksheet and Budget Narrative'), and 'Pre-Agreement Cost'.

# Budget Modification GAM

Steps 10 – 12

Web-based and  
Attachment Budgets

- 10) Use **Select File(s)** to locate the file on the user's workstation, shared drive, or drag and drop the file as indicated.
- 11) Update the **Name**, if needed, and select the **Category** from the dropdown list.
- 12) Select **Attach**.

**NOTE:** It is extremely important that the appropriate **Category** is selected. This selection determines where and how JustGrants stores uploaded files.

The screenshot displays the JustGrants system interface for a Grant Award Modification (GAM-214906). The main content area shows the 'Budget Worksheet and Budget Narrative' section with a list of categories. A modal dialog box titled 'Attach file(s)' is open, allowing file upload. The dialog includes a 'Drag and drop files here' area, a 'Select file(s)' button, and a table with columns 'Name', 'File', and 'Category'. The 'Name' field contains 'Budget Modification' and the 'Category' dropdown is set to 'Budget Worksheet'. The 'Attach' button is highlighted with a red circle and the number 12. The 'Select file(s)' button is highlighted with a red circle and the number 10. The 'Name' and 'Category' fields are highlighted with a red box and the number 11. The background interface shows a sidebar with navigation options and a progress bar at the bottom.

# Budget Modification GAM

Steps 13 - 15

Web-based and  
Attachment Budgets

13) Enter any comments in the **Grants Management Comments** field. These comments are visible to the **Grant Manager**.

14) Select **Add**.

15) Select **Submit**.

**NOTE:** After successfully submitting the GAM, the subsequent message will display on the following page, “Thank you! The next step in this case has been routed appropriately.” and the case status will change to **Pending-Submitted-BCGAM**. Select **Close** from the **Actions** dropdown menu to close the GAM and return to **My Worklist**.

The screenshot displays the JUSTgrants web interface for a Grant Award Modification (GAM). The page title is "Grant Award Modification GAM-214906" with a sub-header "(15PSMA-22-GG-03125-AWAX) NEW". The entity name is "JustGrants Test Org26". The interface includes a sidebar with navigation options like Home, Entity Profile, and Awards. The main content area features a "Grants Management Comments" section with a text input field and a rich text editor toolbar. A table below the comments section is currently empty. At the bottom right, there are buttons for "Delete GAM", "Save", and "Submit".



**Modify Match Amount  
in a Web-based Budget  
Modification GAM  
(FY22 and Prior)**

# Modify Match Amount in a Web-based Budget Modification GAM (FY22 and Prior)

## Steps 1 - 2

With and Without Escalation

- 1) Open the **Budget Detail Summary View**.
- 2) Enter the modified budget figures. The options to modify figures are:
  - Modify existing line item;
  - Select **Add** to add a line item;
  - Select the trash can icon to delete a line item;
  - Updates to the line items will be displayed in the summary;
  - Enter text in the additional narrative data field.

**NOTE:** Do not paste text boxes or images into the **Additional Narrative** section of the financial GAMs since they will not display correctly.

The screenshot displays the JUSTgrants web interface for a Grant Award Modification. The page title is "Grant Award Modification GAM-578283 (15PJDP-21-GK-03227-CEVJ) NEW". The entity legal name is "COLLABORATIVE SOLUTIONS FOR COMMUNITIES". A table lists 9 line items with columns for Name, Position, Salary, Rate, Time Worked, Percentage of Time (%), and Total Cost. A green box highlights the table, and a circled number "2" is on the right side of the page.

	Name	Position	Salary	Rate	Time Worked	Percentage of Time (%)	Total Cost
1	Penelope Griffith	Executive Director	\$ 193,048.00	Yearly	1	5.00 %	\$9,652.40
2	Shakitha Chase Leavy	Community Service Directo	\$ 95,000.00	Yearly	1	10.00 %	\$9,500.00
3	Anna Brown	Program Manager	\$ 70,000.00	Yearly	1	50.00 %	\$35,000.00
4	TBH	Behavioral Health Coordina	\$ 85,000.00	Yearly	1	30.00 %	\$25,500.00
5	Karina Martinez	Case Manager - BI-Lingual	\$ 50,000.00	Yearly	1	100.00 %	\$50,000.00
6	TBH	Case Manager	\$ 50,000.00	Yearly	1	100.00 %	\$50,000.00
7	Christabel Okafor	Program Monitor	\$ 70,390.00	Yearly	1	10.00 %	\$7,039.00
8	Elise Carter	HR Assistant	\$ 50,000.00	Yearly	1	10.00 %	\$5,000.00
9	Johnny Mammen	Director of Finance	\$ 131,606.00	Yearly	1	10.00 %	\$13,160.60

Return to [Budget Structure](#) section.

# Modify Match Amount in a Web-based Budget Modification GAM (FY22 and Prior)

## Step 3

Without Escalation

For COPS, OVW, and OJP awards made in FY22 and earlier, navigate to the **Project Budget Summary**. Notice that **Total Project Cost** increased or decreased based on the edits made in the **Detail Summary View** section.

- 3) Edit the **Match Amount** so that the **Federal Funds + Match Amount + Program Income = Total Project Costs**.

**NOTE:** These steps edit the match amount **without** escalation. The **Match Amount** and **Program Income** fields are editable.

### Grant Award Modification GAM-578283

(15PJDP-21-GK-03227-CEVJ) NEW

Entity Legal Name (COLLABORATIVE SOLUTIONS FOR COMMUNITIES) Doing Business As ( )

SubAwards	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Procurement Contracts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Other Costs	\$123,090.01	\$0.00	\$40,133.99	\$41,240.44	\$41,715.58	\$123,090.01	
<b>Total Direct Costs</b>	<b>\$929,999.59</b>	<b>\$22,428.55</b>	<b>\$302,687.77</b>	<b>\$309,484.92</b>	<b>\$340,255.45</b>	<b>\$952,428.14</b>	
Indirect Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b>Total Project Costs</b>	<b>\$929,999.59</b>	<b>\$22,428.55</b>	<b>\$302,687.77</b>	<b>\$309,484.92</b>	<b>\$340,255.45</b>	<b>\$952,428.14</b>	
Federal Funds:	\$930,000.00	\$0.00			\$240,989.55	\$930,000.00	97.65%
<b>Match Amount:</b>	<b>\$0.00</b>	<b>\$22,428.14</b>				\$ 22,428.14	<b>3</b> 2.35%
Program Income:	\$0.00	\$0.00				\$ 0.00	0.00%

# Modify Match Amount in a Web-based Budget Modification GAM (FY22 and Prior)

## Step 4

With Escalation

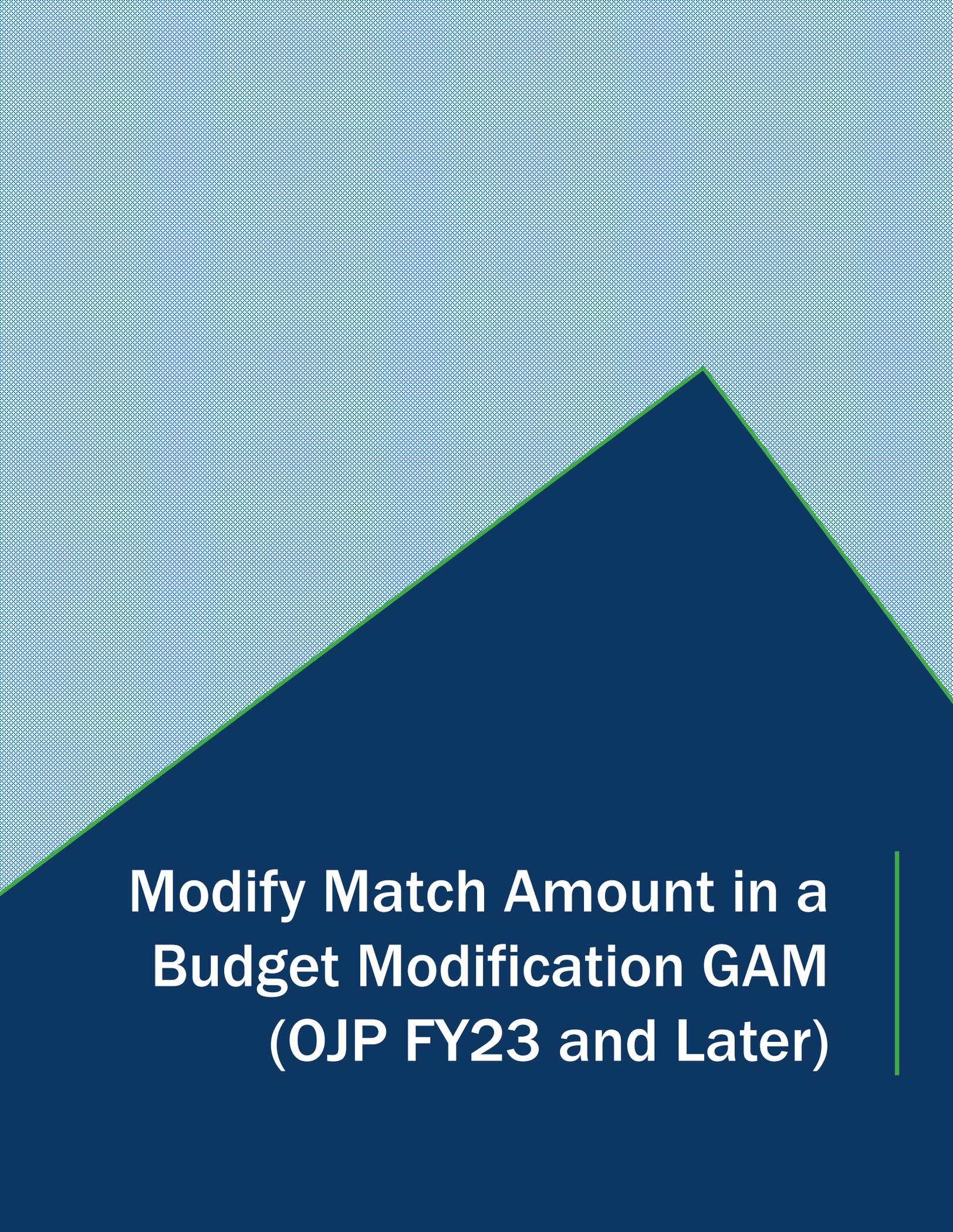
For OJP awards, navigate to the **Project Budget Summary**. Notice that **Total Project Cost** increased or decreased based on the edits made in the **Detail Summary View** section.

- 4) Adjust the **Match Amount** in the Project Budget Summary section per year.

**NOTE:** These steps edit the match amount with escalation. The **Match Amount** field is editable.

### Project Budget Summary

Budget Category	Approved Budget	Requested Budget Changes	Year 1	Year 2	Year 3	Revised Budget	Percentage
Personnel:	\$1,094,997.46	\$0.00	\$365,001.00	\$364,998.23	\$364,998.23	\$1,094,997.46	
Fringe Benefits:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Travel:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Equipment:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Supplies:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Construction:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
SubAwards:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Procurement Contracts:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Other Costs:	\$30,000.00	\$0.00	\$10,000.00	\$10,000.00	\$10,000.00	\$30,000.00	
Total Direct Costs:	\$1,124,997.46	\$0.00	\$375,001.00	\$374,998.23	\$374,998.23	\$1,124,997.46	
Indirect Costs:	\$112,500.00	\$0.00	\$37,500.00	\$37,500.00	\$37,500.00	\$112,500.00	
Total Project Costs:	\$1,237,497.46	\$0.00	\$412,501.00	\$412,498.23	\$412,498.23	\$1,237,497.46	
Federal Funds:	\$928,123.00	\$0.00				\$928,123.00	75.00%
Match Amount:	\$309,378.00	\$0.00	\$ 103,126.00	\$ 103,126.00	\$ 103,126.00	\$309,378.00	25.00%



**Modify Match Amount in a  
Budget Modification GAM  
(OJP FY23 and Later)**

# Modify Match Amount in a Budget Modification GAM (OJP FY23 and Later)

Steps 1 - 4

Modify Budget  
Figures

- 1) Navigate to the **Budget Detail Summary View**.
- 2) Toggle the **Budget Category** caret.
- 3) Expand the **Year** caret (OJP only).
- 4) Modify the existing line items.
  - Modify the amount in the **Non-Federal Amount** (Match or Program Income) text box.
  - Select **Add** to add a line item.
  - Select the **trash can** icon to delete a line item.

**NOTE:** Do not paste text boxes or images into the **Additional Narrative** section of the financial GAMs since they will not display correctly.

**Grant Award Modification** GAM-216870  
(15PBJA-23-GG-03199-AWAX) **NEW**  
Awarded Entity Legal Name (JGII Test Org25) Doing Business As: (JGII Test Org25)  
Current Entity Legal Name (JGII Test Org25) Doing Business As: (JGII Test Org25)

Personnel  
Fringe Benefits  
Travel  
Equipment

Budget Year  
Year 1

Equipment Item	# of Items	Cost	Total Cost	Non-Federal Amt (Match or Prog Inc)	Federal Amount
1 Equipment	1.00	\$ 100.00	\$100.00	25.00	\$75.00

Equipment Total Cost: \$100  
Total Non-Federal Amt (Match or Prog Inc): \$25  
Total Federal Amount: \$75

Additional Narrative

Return to [Budget Structure](#) section.

# Modify Match Amount in a Budget Modification GAM (OJP FY23 and Later)

## Step 5

Modify Budget  
Figures

- 5) Enter **Additional Narrative** details in the text box if applicable. Indicate if program income will be used for a specific line item.

**NOTE:** Do not paste text boxes or images into the **Additional Narrative** section of the financial GAMs since they will not display correctly.

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Home  
Entity Profile  
Entity Users  
Entity Documents  
Applications  
Awards  
Monitoring  
Federal Forms

**Grant Award Modification** GAM-216870  
(15PBJA-23-GG-03199-AWAX) **NEW**  
Awarded Entity Legal Name (JGII Test Org25) Doing Business As: (JGII Test Org25)  
Current Entity Legal Name (JGII Test Org25) Doing Business As: (JGII Test Org25)

Personnel  
Fringe Benefits  
Travel  
Equipment

Budget Year  
Year 1

**Equipment**

Equipment Item	# of Items	Cost	Total Cost	Non-Federal Amt (Match or Prog Inc)	Federal Amount
1 Equipment	1.00	\$ 100.00	\$100.00	25.00	\$75.00

Add

Equipment Total Cost: \$100  
Total Non-Federal Amt (Match or Prog Inc): \$25  
Total Federal Amount: \$75

Additional Narrative

5

Return to [Budget Structure](#) section.

# Modify Match Amount in a Budget Modification GAM (OJP FY23 and Later)

Steps 6 – 7

Modify Budget  
Figures

- 6) Open the **Budget Summary View**.
  - The **Non-Federal Amount** is the sum of the non-federal amounts entered in the budget detail.
  - The **Match Amount** is prepopulated with the sum of the non-federal amounts entered in the budget detail.
- 7) To add the **Total Program Income**, go to the text box in the **Budget Detail Summary View** and enter the amount.
  - When inserting program income, the **Match Amount** will automatically adjust since the **Non-Federal Amount** in the summary must equal the match amount plus program income.

**NOTE:** Enter the match amount on each individual line item. For budgets that allow each award year to be entered separately, the total match amount is calculated from each individual line item's match entry in all the award years.

**Grant Award Modification** GAM-216870  
(15PBJA-23-GG-03199-AWAX) **NEW**  
Awarded Entity Legal Name (JGII Test Org25) Doing Business As: (JGII Test Org25)  
Current Entity Legal Name (JGII Test Org25) Doing Business As: (JGII Test Org25)

	Budget	Changes			
Personnel:	\$0	\$0	\$0	\$0	\$0
Fringe Benefits:	\$0	\$0	\$0	\$0	\$0
Travel:	\$0	\$0	\$0	\$0	\$0
Equipment:	\$100	\$100	\$100	\$100	\$200
Supplies:	\$0	\$0	\$0	\$0	\$0
Construction:	\$0	\$0	\$0	\$0	\$0
SubAwards:	\$0	\$0	\$0	\$0	\$0
Procurement Contracts:	\$0	\$0	\$0	\$0	\$0
Other Costs:	\$0	\$0	\$0	\$0	\$0
Total Direct Costs:	\$100	\$100	\$100	\$100	\$200
Indirect Costs:	\$0	\$0	\$0	\$0	\$0
Total Project Costs:	\$100	\$100	\$100	\$100	\$200
Federal Funds:	\$75	\$75	\$75	\$75	\$150 75.00%
Non-Federal Contribution:	\$25	\$25	\$25	\$25	\$50
Match Amount:	\$25	\$25	\$25	\$25	\$50 25.00%
Program Income:	\$0	\$0	\$0	<input type="text" value="0"/>	0.00%

Return to [Budget Structure](#) section.



# **Sole Source Approval GAM**

# Sole Source Approval GAM

## Step 1

Select Financial  
GAM Type

- 1) Select **Financial** from the **Type of Award Change** dropdown menu.

**NOTE:** All steps in the Sole Source Approval GAM process occur after the GAM has been initiated. For information regarding how to initiate a GAM, refer to the [Grant Award Modification \(GAM\) Initiation](#) section of this JARG.

The screenshot displays the JUSTgrants system interface. The main content area shows details for an 'Active Funded Award' (15PBJA-24-GG-00302-AWAX) in a 'PENDING-ACTIVE' status. A red banner indicates that the 'ASAP Account is in Suspend status' and that 'Drawdown is not available'. Below this, a table lists award details such as Solicitation Title, Project Title, and Funding Balance. The 'Award Information' section is active, showing a navigation menu with 'Grant Award Modification (GAM)' selected. A dropdown menu for 'Type of Award Change' is open, with 'Financial' selected. A red circle with the number '1' highlights the dropdown menu. The right sidebar contains 'Case details', 'DOJ Grant Manager' information, and 'Participants'.

# Sole Source Approval GAM

## Step 2

Select Financial  
GAM Subtype

- 2) Select **Sole Source** from the **Award Change Subtype** dropdown menu.

The screenshot displays the JUSTgrants interface for an 'Active Funded Award'. The award details include:

- Solicitation Title: Alak Testing Disparate Flag
- Project Title: Alak's test data
- Project Period: 3/10/24 - 3/10/26
- Managing Office: OJP
- DOJ Grant Manager: GrantManaReBJA.jgitsint
- Grant Award Administrator: justgrants026.grantawardadmin.jgitsext
- FAW Case ID: FAW-339832
- Solicitation Category: N/A
- Federal Award Amount: \$1,000.00
- Program Office: BJA
- UEI: RKV2V7M6FJ03
- TIN: 260000000

The 'Award Information' section shows a 'GAM Selection' dropdown set to 'Financial'. The 'Award Change Subtype' dropdown menu is open, with 'Sole Source Approval' selected. A green circle with the number '2' is overlaid on the dropdown menu.

Other visible elements include the 'Case details' sidebar with contact information for the DOJ Grant Manager and a 'Participants' section.

# Sole Source Approval GAM

## Step 3

Create New Sole Source Approval GAM

### 3) Select Create New GAM.

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Active Funded Award  
(15PBJA-24-GG-00302-AWAX) **PENDING-ACTIVE**  
Awarded Entity Legal Name (New JustGrants Test Stage Org26) Doing Business As: (New JGII Test Stage Org26)

ASAP Account is in Suspend status. Drawdown is not available. For more information, view the Funding Balance and Availability tab.

Solicitation Title:	Alak Testing Disparate Flag	Solicitation Category:	N/A
Project Title:	Alak's test data	Federal Award Amount:	\$1,000.00
Project Period:	3/10/24 - 3/10/26	Program Office:	BJA
Managing Office:	OJP	UEI:	RKV2V7M6FJ03
DOJ Grant Manager:	GrantManaReBJA.jgitsint	TIN:	260000000
Grant Award Administrator:	justgrants026.grantawardadmin.jgitsext		
FAW Case ID:	FAW-339832		

**Award Information**  
DUE IN 1 YEAR 11 MONTHS FROM NOW

**GAM Selection**

Type of Award Change: Financial  
Award Change Subtype: Sole Source Approval

**Create New GAM**

**Case details**  
Last updated by: Pega Email Bot (2d ago)  
Created by: Agent(System-Queue-ServiceLevel.ProcessEvent) (2d ago)

**DOJ Grant Manager**  
GrantManaReBJA.jgitsint  
Phone: 111-111-1111  
Email: GrantManaReBJA@ojp.usdoj.stg

**Participants (6)**  
JohnElectronicBusinessPoc.Doe

FAW-339832

# Sole Source Approval GAM

## Step 4

Attach GAM  
Files

4) Select **Upload Doc** to attach files to the GAM.

The screenshot displays the JUSTgrants system interface for a Grant Award Modification (GAM-218344). The interface includes a left-hand navigation menu with options like Home, Entity Profile, and Entity Documents. The main content area shows the document title 'Sole Source Approval' with an 'Upload Doc' button highlighted by a green circle and the number '4'. Below this, there is a justification text area with a rich text editor toolbar. At the bottom, there are buttons for 'Cancel', 'Delete GAM', 'Save', and 'Submit', along with a progress bar showing the current step as 'CREATE'.

# Sole Source Approval GAM

## Step 5

Attach GAM  
Files

- 5) Locate the file on the user's workstation, shared drive, or drag and drop the file as indicated.

The screenshot displays the JUSTgrants system interface for a Grant Award Modification (GAM-218344). The main content area is titled "Sole Source Approval" and includes an "Upload Doc" button. A modal window titled "Attach file(s)" is open in the center, featuring a paperclip icon, the text "Drag and drop files here", and a "Select file(s)" button. The number "5" is circled in green, indicating the current step. The background shows the "Grant Award Modification" details, including the awarded entity legal name and current entity legal name. A progress bar at the bottom indicates the current stage is "GAM FULFILLMENT".

# Sole Source Approval GAM

## Step 6

Attach GAM  
Files

6) Select an attachment category from the dropdown menu.

The screenshot shows the JUSTgrants interface for a Grant Award Modification (GAM-218344). The main content area is titled "Sole Source Approval" and includes an "Upload Doc" button. A modal window titled "Attach file(s)" is open, showing a file upload area with a paperclip icon and the text "Drag and drop files here". Below this, there is a table with columns "Name", "File", and "Category". The "Category" dropdown menu is open, showing a list of categories. The number "6" is circled in green, indicating the step number.

Name	File	Category
Links	Links.docx	Non-competitive Justification

- Non-competitive Justification
- Consultant Rate
- Disclosure of Process Related to Executive Compensation
- Budget Worksheet and Budget Narrative (attachment)
- Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high-risk status)
- Employee Compensation Waiver
- Indirect Cost Rate Agreement (if applicable)
- Pre-agreement Costs (also known as Pre-award Costs)
- Budget Other

# Sole Source Approval GAM

## Step 7

Attach GAM  
Files

7) Select Attach.

The screenshot displays the JUSTgrants interface for a Grant Award Modification (GAM-218344). The main content area shows the 'Sole Source Approval' section with an 'Upload Doc' button. A modal window titled 'Attach file(s)' is open, featuring a 'Drag and drop files here' area with a paperclip icon, an 'OR' separator, and a 'Select file(s)' button. Below this is a table with the following data:

Name	File	Category
Links	Links.docx	Non-competitive justification

At the bottom of the modal, there are 'Cancel' and 'Attach' buttons. A green circle highlights the number '7' and a green box highlights the 'Attach' button. The background shows the 'Justification' text area with a rich text editor and a 'Grants Management Comments' section at the bottom.

# Sole Source Approval GAM

Steps 8 – 9

Add Justification  
and Submit

- 8) Enter a justification for the Sole Source Approval GAM in the **Justification** field.
- 9) Select **Submit**.

The screenshot displays the JUSTgrants system interface for a Grant Award Modification (GAM-218344). The page title is "Grant Award Modification GAM-218344" with a "NEW" tag. Below the title, it shows the awarded entity legal name and current entity legal name, both as "New JustGrants Test Stage Org26". The FAW Case ID is "FAW-339832".

The main content area shows a "Sole Source Approval" section with a table of details:

Name	Category	Created by	Date Added
<a href="#">Links.docx</a>	Non-competitive Justification	justgrants026.grantawardadmin.jgtsext	03/14/2024

Below the table, there is a note: "For guidance, see Chapter 3.5 'Adjustments to Awards' and 'Grant Adjustment Notice' on budget modifications. [Sole Source Approval](#)".

The "Justification" field is a large text area with a rich text editor toolbar. It contains the instruction: "Enter justification for Sole Source GAM in this text field before submitting the GAM." This field is highlighted with a green box and labeled with a circled "8".

At the bottom of the form, there are buttons for "Cancel", "Delete GAM", "Save", and "Submit". The "Submit" button is highlighted with a green box and labeled with a circled "9".

The left sidebar contains navigation options: Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, and Federal Forms. The bottom of the sidebar has "Training Resources" and "Privacy Policy" links.

The bottom of the page features a progress bar with steps: CREATE, INITIAL REVIEW, PROGRAMMATIC REVIEW, FINANCIAL REVIEW, UFMS HANDOFF, and GAM FULFILLMENT. The "CREATE" step is currently active.

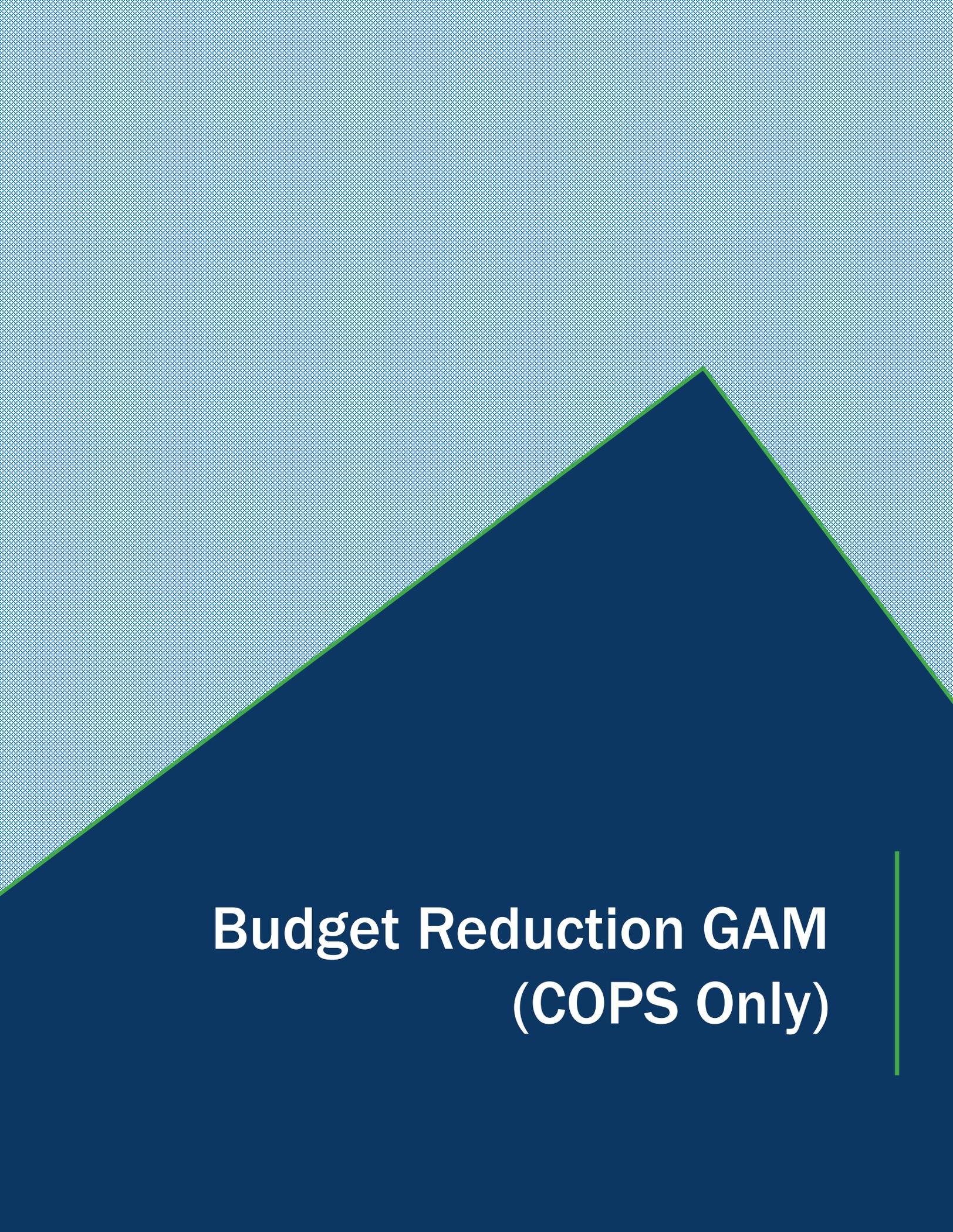
# Sole Source Approval GAM

Steps 10 – 11

Close Sole Source  
Approval GAM

- 10) A successfully submitted GAM is indicated by a message stating, “Thank you! The next step in this case has been routed appropriately.” The case status changes from **New** to **Pending-Approval**.
- 11) Select **Close** from the **Actions** dropdown menu to close the GAM and return to the **My Assigned Work**.

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area shows a **Grant Award Modification** (GAM-218344) with a status of **PENDING-APPROVAL**. A message states: "Thank you! The next step in this case has been routed appropriately." Below this message is a progress bar with steps: **CREATE**, **INITIAL REVIEW**, **PROGRAMMATIC REVIEW**, **FINANCIAL REVIEW**, **UFMS HANDOFF**, and **GAM FULFILLMENT**. The **INITIAL REVIEW** step is currently active. On the right side, there is an **Actions** dropdown menu with options: **Refresh**, **GAM Review**, **Print**, and **Close**. A red circle highlights the number **10** in the sidebar, and another red circle highlights the number **11** in the actions menu.



**Budget Reduction GAM  
(COPS Only)**

# Budget Reduction GAM Overview

## Budget Reduction

Budget reduction is only available to COPS grantees on COPS awards. A budget reduction is used to reduce the amount of federal funds on an award. For OJP and OVW awards, it must be initiated by the Grant Manager, if needed.

# Budget Reduction GAM (COPS only)

## Step 1

Select Financial  
GAM Type

- 1) Select **Financial** from the **Type of Award Change** dropdown menu.

**NOTE:** All steps in the Budget Reduction GAM process occur after the GAM has been initiated. For information regarding how to initiate a GAM, refer to the [Grant Award Modification \(GAM\) Initiation](#) section of this JARG.

**NOTE:** Budget Reduction GAMs for OJP and OVW grantees can only be initiated by the DOJ grant manager.

The screenshot displays the JUSTgrants system interface. The main content area shows an 'Active Funded Award' for the solicitation 'Community Oriented Policing Services Solicitation - 2022'. The award is in a 'PENDING-ACTIVE' status. A red banner indicates that the 'ASAP Account is in Suspend status. Drawdown is not available. For more information, view the Funding Balance and Availability tab.' Below this, a table lists award details such as Project Title, Project Period, Managing Office, and Grant Administrator. The 'Award Information' section is visible, with a 'GAM Selection' dropdown menu open. The dropdown menu shows options: 'Select', 'Financial', 'Project Period Extension', and 'Programmatic'. The 'Financial' option is highlighted. A red circle with the number '1' is placed over the dropdown menu. The right sidebar contains 'Case details' and 'DOJ Grant Manager' information.

# Budget Reduction GAM (COPS only)

## Step 2

Select Financial  
GAM Subtype

- 2) Select **Budget Reduction** from the **Award Change Subtype** dropdown menu.

The screenshot displays the JUSTgrants interface for an 'Active Funded Award'. The award details include: Solicitation Title: Community Oriented Policing Services Solicitation - 2022; Project Title: Organizational Readiness: Formula Template Solicitation Application 1; Project Period: 10/1/22 - 12/31/25; Managing Office: COPS; DOJ Grant Manager: GrantManaReCOPS.jgtsint; Grant Award Administrator: justgrants026.grantawardadmin.jgtsint; FAW Case ID: FAW-313689. The 'Award Information' section shows a 'GAM Selection' dropdown set to 'Financial'. A second dropdown, 'Award Change Subtype', is open, and 'Budget Reduction' is highlighted. A green circle with the number '2' is placed over the 'Award Change Subtype' dropdown. The right sidebar contains 'Case details' and 'DOJ Grant Manager' information.

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Home Entity Profile Entity Users Entity Documents Applications Awards Monitoring Federal Forms

**Active Funded Award**  
(15jCOPS-22-GG-02198-IND) **PENDING-ACTIVE**  
Awarded Entity Legal Name (JGII Test Org26) Doing Business As: (JGII Test Org26 Doing Business As)

ASAP Account is in Suspend status. Drawdown is not available. For more information, view the Funding Balance and Availability tab.

Solicitation Title:	Community Oriented Policing Services Solicitation - 2022	Solicitation Category:	N/A
Project Title:	Organizational Readiness: Formula Template Solicitation Application 1	Federal Award Amount:	\$1,000.00
Project Period:	10/1/22 - 12/31/25	UEI:	RKV2V7M6PJ03
Managing Office:	COPS	COPS ORI:	---
DOJ Grant Manager:	GrantManaReCOPS.jgtsint	TIN:	260000000
Grant Award Administrator:	justgrants026.grantawardadmin.jgtsint		
FAW Case ID:	FAW-313689		

**Award Information**  
DUE IN 1 YEAR 9 MONTHS FROM NOW

Award Package Award Conditions Award Details **Award Attachments** Performance Management Funding Balance and Availability Federal Financial Report (FFR) **Grant Award Modification (GAM)** Closeout

**GAM Selection**

Type of Award Change  
Financial

Create New GAM

**2**

Award Change Subtype  
Select  
Budget Clearance  
Budget Modification  
**Budget Reduction**  
Direct Deobligation  
Sole Source Approval

**Case details**  
Last updated by  
Queue processor(FundedAwardFFRProcessor)  
(1mo ago)  
Created by  
Agent(System-Queue-ServiceLevel.ProcessEvent)  
(1y ago)

**DOJ Grant Manager**  
GrantManaReCOPS.jgtsint  
**Phone**  
111-111-9999  
**Email**  
GrantManaReCOPS@ojp.doj.stg

Participants (7)

Training Resources  
Privacy Policy

# Budget Reduction GAM (COPS only)

## Step 3

Create New Budget  
Reduction GAM

3) Select Create New GAM.

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Active Funded Award  
(15)COPS-22-GK-00063-LEMH **PENDING-ACTIVE**  
Awarded Entity Legal Name (JGII Test Org26) Doing Business As: (JGII Test Org26 Doing Business As)

ASAP Account is in Suspend status. Drawdown is not available. For more information, view the Funding Balance and Availability tab.

**Award Information**  
DUE IN 9 MONTHS FROM NOW

**GAM Selection**

Type of Award Change: Financial  
Award Change Subtype: Budget Reduction

**Create New GAM**

**In Progress GAMs**

GAM ID	Status	Type of Award Change	Award Change Subtype	Originated by	Last Modified Date
No Items					

**Completed GAMs**

**Case details**  
Last updated by Queue processor(FAWPRCreation) (2mo ago)  
Created by Agent(System-Queue-ServiceLevel.ProcessEvent) (2y ago)

**DOJ Grant Manager**

**Phone**

**Email**  
test@gmail.com

**Participants (7)**

- justgrants026.grantawardadmin jgitsext Grant Award Administrator
- JohnElectronicBusinessPoc Doe Entity Administrator
- GrantManaReBJA jgitsint GrantManager
- justgrants026.financialmanager

# Budget Reduction GAM (COPS only)

Steps 4 – 6

Create New  
GAM

GAAs can submit a Budget Reduction GAM to reduce the amount of Federal funding for **COPS Office awards only**.

- 4) Make the required budget reduction change in the **Project Budget Summary**.
- 5) The change in the **Project Budget Summary** is reflected in the **Total Direct Cost** and **Total Project Costs**.
- 6) Enter the adjusted amount in the **Federal Funds** field.

The screenshot displays the JUSTgrants interface for a Grant Award Modification (GAM-218392). The main content area shows the 'Project Budget Summary' table, which is annotated with green boxes and numbers 4, 5, and 6. The table has four columns: Categories, Approved Budget, Requested Changes, and Revised Budget. The 'Travel' row is highlighted with a green box and a circled '4'. The 'Total Direct Costs' and 'Total Project Costs' rows are highlighted with a green box and a circled '5'. The 'Federal Funds' row in the 'Total Project Cost Breakdown' section is highlighted with a green box and a circled '6'.

Categories	Approved Budget	Requested Changes	Revised Budget	
Civilian	\$25,000.00	\$0.00	\$ 25,000.00	
Sworn Officer	---	\$0.00	\$	
Travel	\$25,000.00	-\$5,000.00	\$ 20,000.00	
Equipment	---	\$0.00	\$	
Supplies	---	\$0.00	\$	
Construction	---	\$0.00	\$	
Subawards (subgrants)	\$50,000.00	\$0.00	\$ 50,000.00	
Procurement Contracts	---	\$0.00	\$	
Other Costs	---	\$0.00	\$	
<b>Total Direct Costs</b>	<b>\$100,000.00</b>	<b>-\$5,000.00</b>	<b>\$95,000.00</b>	
Indirect Costs	---	\$0.00	\$	
<b>Total Project Costs</b>	<b>\$100,000.00</b>	<b>100.00%</b>	<b>\$95,000.00</b>	<b>100.00%</b>

Total Project Cost Breakdown					
Federal Funds	\$100,000.00	---	-\$5,000.00	\$ 95,000.00	100.00%
Match Amount	\$0.00	---	\$0.00	\$ 0.00	0.00%
Program Income Amount	\$0.00	---	\$0.00	\$ 0.00	0.00%

# Budget Reduction GAM (COPS only)

Step 7

Submit

- 7) Enter a justification for the **Budget Reduction GAM** in the **Justification** field.

The screenshot displays the JUSTgrants system interface for a Grant Award Modification (GAM-218392). The page title is "Grant Award Modification GAM-218392 (15JCOPS-22-GK-00063-LEMH) NEW". The awarded entity is "JJGII Test Org26" and the current entity is "New JustGrants Test Stage Org26". A navigation sidebar on the left includes links for Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, and Federal Form. The main content area shows a "Justification" field with a rich text editor toolbar and a text area containing the instruction: "Enter justification for Budget Reduction GAM before submitting GAM. Otherwise, an error will occur!". A green box highlights the "Justification" field, and a circled "7" is placed next to it. Below the justification field, there are sections for "Budget/Financial Documentation" and "Pre-Agreement Cost", with buttons for "Upload Doc" and "Entity Doc".

# Budget Reduction GAM (COPS only)

Step 8

Add Files and Documents

8) Select **Add Doc** or **Entity Doc** to upload files or add entity documents to the Budget Reduction GAM.

**NOTE:** All steps for uploading files or adding entity documents in the Budget Reduction GAM are the same for initiating a GAM. For information regarding how to initiate a GAM, refer to the [GAM Initiation](#) section of this JARG.

The screenshot shows the JUSTgrants system interface for a Grant Award Modification (GAM-218392). The page is titled "Grant Award Modification" and includes a sidebar with navigation options: Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, and Federal Forms. The main content area displays the "Budget/Financial Documentation" section, which is expanded to show "Pre-Agreement Cost". Below this section, there are two buttons: "Upload Doc" and "Entity Doc". A red circle with the number "8" is drawn around the "Entity Doc" button. The page also shows a "Grants Management Comments" section and a bottom navigation bar with "Home" and "Grant Award Modification | 155".

# Budget Reduction GAM (COPS only)

Steps 9 – 10

Add Grants Management  
Comments

9) Enter any comments in the **Grants Management Comments** field. These comments are visible to the Grant Manager.

10) Select **Add**.

The screenshot displays the JUSTgrants system interface for a Grant Award Modification (GAM-218392). The interface includes a sidebar with navigation options like Home, Entity Profile, and Awards. The main content area shows the GAM details and a section for Grants Management Comments. A green box highlights the 'Grants Management Comments' field, which contains a text area with a rich text editor toolbar and a placeholder text: 'Enter comments/notes for Grant Manager. These comments/notes are not mandatory, but great opportunity to explain or further expand on justification and changes'. Below the text area is an 'Add' button, also highlighted with a green box. At the bottom of the interface, there is a progress bar with steps: CREATE, INITIAL REVIEW, PROGRAMMATIC REVIEW, FINANCIAL REVIEW, UFMS HANDOFF, and GAM FULFILLMENT. The 'CREATE' step is currently active.

# Budget Reduction GAM (COPS only)

## Step 11

Submit Budget  
Reduction GAM

### 11) Select Submit.

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Home  
Entity Profile  
Entity Users  
Entity Documents  
Applications  
Awards  
Monitoring  
Federal Forms

**Grant Award Modification** GAM-218392  
(15JCOPS-22-GK-00063-LEMH) **NEW**  
Awarded Entity Legal Name (JGII Test Org26) Doing Business As: (JGII Test Org26 Doing Business As)  
Current Entity Legal Name (New JustGrants Test Stage Org26) Doing Business As: (New JGII Test Stage Org26)

Grant management comments

Format [B] [I] [U] [A] [A]

Add

Create Date	User	Note
3/14/24 3:56 PM	justgrants026.grantawardadmin.jgitsext	Enter comments/notes for Grant Manager. These comments/notes are not mandatory, but great opportunity to explain or further expand on justification and changes.

Cancel Delete GAM Save **Submit**

CREATE INITIAL REVIEW PROGRAMMATIC REVIEW FINANCIAL REVIEW UFMS HANDOFF GAM FULFILLMENT

11

# Budget Reduction GAM (COPS only)

Steps 12 – 13

Close Budget  
Reduction GAM

- 12) A successfully submitted Budget Reduction GAM is indicated by the message, “Thank you! The next step in this case has been routed appropriately.” The case status changes from **New** to **Pending-Approval**.
- 13) Select **Close** from the **Actions** dropdown menu to close the Budget Reduction GAM and return to **My Assigned Work**.

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Home  
Entity Profile  
Entity Users  
Entity Details  
Applications  
Awards  
Monitoring  
Federal Forms

**Grant Award Modification** GAM-218392  
(15JCOPS-22-GK-00063-LEMH) **PENDING-APPROVAL**  
Awarded Entity Legal Name (JGII Test Org26) Doing Business As: (JGII Test Org26 Doing Business As)  
Current Entity Legal Name (New JustGrants Test Stage Org26) Doing Business As: (New JGII Test Stage Org26)

Thank you! The next step in this case has been routed appropriately.

CREATE INITIAL REVIEW PROGRAMMATIC REVIEW FINANCIAL REVIEW UFMS HANDOFF GAM FULFILLMENT

**Actions**  
Refresh  
Resume (fixed) problem fl...  
Restart problem flow from...  
Cancel this Assignment  
Print  
Close

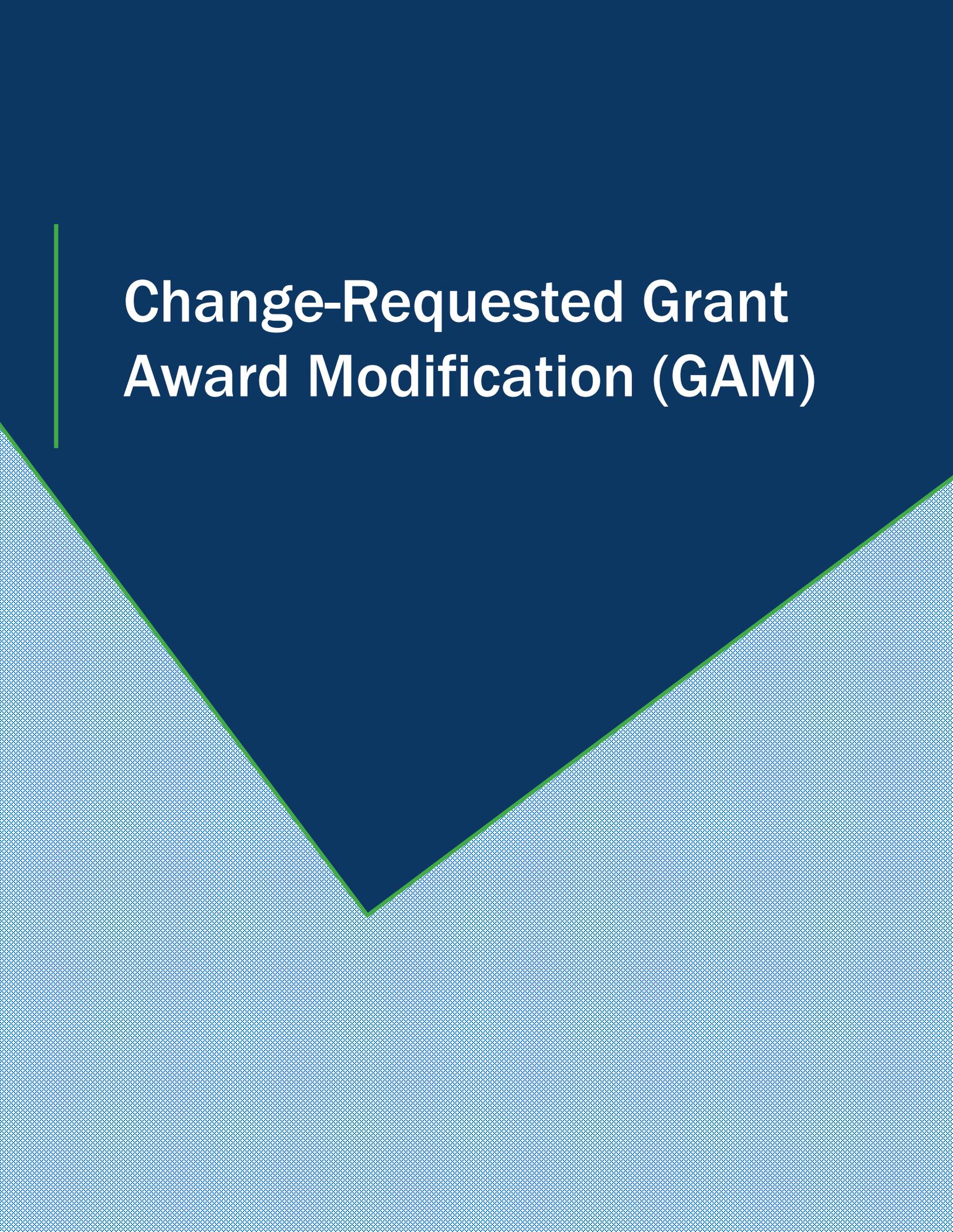
**Case details**  
Last updated by Justgrants026.gr...  
Created by justgrants026.grantawardadmin... (7m ago)

**Participants (0)**  
No items

12

13

[Training Resources](#)  
[Privacy Policy](#)



# **Change-Requested Grant Award Modification (GAM)**

# Change-Requested GAM

## Step 1

Locate Change-Request GAM Case

Before approving a GAM, the Grant Manager may request changes or additional information. The Grant Manager will provide guidance for the GAA in the Grant Manager Comments field and will Change-Request the GAM back to the GAA for updates.

The GAA must make the requested updates and provide any requested documentation before submitting the GAM back to the Grant Manager for additional review. If the GAA does not resubmit a Change-Requested GAM within **30 days**, the Grant Manager can **recall** the GAM and **deny** the request.

- 1) Select **Grant Award Modification (GAM)** from **My Worklist**. Note that the GAM status is **Pending-ChangeRequest**.

**NOTE:** Each column can be filtered by selected the **down arrow** or sorted by selecting the column name.

Case ID	Due Date	Case Type	Award	Solicitation Title	Office	Status
<a href="#">GAM-211968</a>	09/26/2022	Grant Award Modification	15PBJ5-21-GG-00374-CAPL	Semra BJS Stage 09/07/2021	OJP-BJS	Pending-ChangeRequest
<a href="#">GAM-213906</a>	05/31/2023	Grant Award Modification	15PSMA-22-GG-03219-AWAX	SMART FY 22 Support for Adam Walsh Act Implementation Grant Program	OJP-SMART	Pending-ChangeRequest
<a href="#">GAM-213939</a>	06/01/2023	Grant Award Modification	15JCOPS-22-GG-03226-METH	Community Oriented Policing Services Solicitation - 2022	COPS	Pending-ChangeRequest
<a href="#">GAM-214149</a>	06/22/2023	Grant Award Modification	15PSMA-22-GG-03241-AWAX	SMART FY 22 Support for Adam Walsh Act Implementation Grant Program	OJP-SMART	Pending-ChangeRequest
<a href="#">GAM-214489</a>	09/20/2023	Grant Award Modification	15JOVW-23-GG-03208-STOP	OVW Fiscal Year 2023	OVW	Pending-ChangeRequest
<a href="#">GAM-218664</a>		Grant Award Modification	15PSMA-24-GG-00406-AWAX	FY24 INVITED TEMPLATE	OJP-SMART	Pending-ChangeRequest
<a href="#">GAM-216984</a>		Grant Award Modification	15JOVW-24-GG-00150-STOP	FY24DiscretionaryTemplateNewDesign	OVW	Pending-ChangeRequest
<a href="#">GAM-217557</a>		Grant Award Modification	15PSMA-24-GG-00213-AWAX	FY24 Adam Walsh Act	OJP-SMART	Pending-ChangeRequest
<a href="#">GAM-216995</a>		Grant Award Modification	15PSMA-24-GG-00153-AWAX	FY24 Adam Walsh Act	OJP-SMART	Pending-ChangeRequest
<a href="#">GAM-215709</a>		Grant Award Modification	15JOVW-23-GG-03267-STOP	New Redesign SI OVW Formula with Edited Headers	OVW	Pending-ChangeRequest
<a href="#">GAM-205001</a>		Grant Award Modification	15PBJA-21-GG-00100-CJAX	Manohar Competitive-Award Conditions at Award Package Level	OJP-BJA	Pending-ChangeRequest
<a href="#">GAM-214081</a>		Grant Award Modification	15PSMA-22-GG-03235-AWAX	SMART FY 22 Support for Adam Walsh Act Implementation Grant Program	OJP-SMART	Pending-ChangeRequest

# Change-Requested GAM

## Step 2

Check Grants Management Comments

- 2) Navigate to the **Grants Management Comments** section to determine the requested changes.

**NOTE:** The **Grants Management Comments** section will provide guidance on the changes needed by the GAM. Instructions will vary based on the type of GAM being change requested.

The screenshot displays the JUSTgrants system interface. The top navigation bar includes the JUSTgrants logo and a navigation menu with items like Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, and Federal Forms. The main content area shows a 'Grant Award Modification' for GAM-217670, with a status of 'PENDING-CHANGEREQUEST'. A green circle highlights the number '2' in the breadcrumb navigation. Below this, the 'Grants Management Comments' section is highlighted with a green border. It features a rich text editor with a toolbar and an 'Add' button. Below the editor is a table with the following data:

Create Date	User	Note
1/24/24 9:53 PM	Mushfiqul Bhuiyan	Test

# Change-Requested GAM

Steps 3 - 4

Budget Line-Item  
Changes

- 3) Navigate to the GAM's **Budget Detail Summary** section to display the budget line items.
- 4) Toggle to open the line item(s) requiring change.

The screenshot displays the JUSTgrants system interface. On the left is a navigation sidebar with a green circle containing the number '3' next to the 'Budget Modification' link. The main content area is titled 'Grant Award Modification GAM-213939 (15JCOPS-22-GG-03226-METH) PENDING-CHANGEREQUEST'. Below this, it shows 'Awarded Entity Legal Name (JGII Test Org25) Doing Business As: (JGII Test Org25)' and 'Current Entity Legal Name (JGII Test Org25) Doing Business As: (JGII Test Org25)'. The central panel is titled 'Budget Modification Budget Detail and Summary Modification' and contains a 'Project Budget Summary' section with a 'Budget Detail Summary' table. The table has a header 'Budget Category' and lists the following categories: Sworn Officer, Civilian Personnel, Travel, Equipment, Supplies, SubAwards, Procurement Contracts, Other Costs, and Indirect Costs. A 'Participants (0)' section is visible on the right. At the bottom, there is a 'Justification' text area with a rich text editor toolbar. A footer note reads: 'For guidance, see DOI Financial Guide Chapter 3.11 on "Indirect Costs" "BudgetModification"'. The JUSTgrants logo and 'JUSTICE GRANTS SYSTEM' are in the top left, and a 'Home' button is in the bottom left.

# Change-Requested GAM

## Step 5

Budget Line-Item  
Changes

5) Select **Add** to insert another item to the opened section.

The screenshot shows the JUSTgrants system interface for a Grant Award Modification. The page title is "Grant Award Modification GAM-213939 (15)COPS-22-GG-03226-METH" with a "PENDING-CHANGEREQUEST" status. The awarded entity is "JGII Test Org25".

The main content area shows a section for "Equipment" with a table listing items. The table has columns for "Equipment Item", "# of Items", "Cost", and "Total Cost". One item is listed with "eq01", a quantity of "1.00", a cost of "\$ 5.68", and a total cost of "\$5.68".

A green circle with the number "5" is placed over the "Add" button, which is highlighted with a green box. Below the table, the "Equipment Total Cost" is shown as "\$6". There is also an "Additional Narrative" section with a rich text editor.

Equipment Item	# of Items	Cost	Total Cost
1 eq01	1.00	\$ 5.68	\$5.68

# Change-Requested GAM

## Steps 5 - 7

### Budget Line-Item Changes

- 5) Fill in all text fields.
- 6) Add text to the **Additional Narrative** text field to explain the addition to the line item.
- 7) Select the **trash can icon** to remove any unwanted lines.

The screenshot displays the JUSTgrants system interface for a Grant Award Modification (GAM-213939). The page title is "Grant Award Modification (15)COPS-22-GG-03226-METH" with a "PENDING-CHANGEREQUEST" status. The awarded entity is "JGII Test Org25".

The main content area shows a table of equipment items:

Equipment Item	# of Items	Cost	Total Cost	
1 eq01	1.00	\$ 5.68	\$5.68	
2 eq02	1.00	\$ 1.00	\$1.00	

Below the table is an "Add" button. The "Equipment Total Cost" is \$7.

The "Additional Narrative" field is highlighted with a green box and the number 6. It contains the text: "Add additional narrative text here to bolster explanation of equipment change."

The input fields for the equipment items (eq01 and eq02) are highlighted with a green box and the number 5. The trash can icon for the second item is highlighted with a green box and the number 7.

# Change-Requested GAM

Steps 8 – 9

Document  
Upload

- 8) Toggle to open any line item(s) which require documents to be uploaded.
- 9) Follow the document upload instructions.

**8**

**Grant Award Modification** GAM-213939  
(15JCOPS-22-GG-03226-METH) **PENDING-CHANGEREQUEST**  
Awarded Entity Legal Name (JGII Test Org25) Doing Business As: (JGII Test Org25)  
Current Entity Legal Name (JGII Test Org25) Doing Business As: (JGII Test Org25)

**Budget/Financial Documentation**

**Pre-Agreement Cost**  
No documents have been uploaded for Pre-Agreement Cost  
[Upload Doc](#)

**Non-competitive Justification**

**Indirect Cost Rate Agreement**

**Consultant Rate Justification**

**Employee Compensation Waiver**

**Financial Management Questionnaire (Including applicant disclosure of high-risk status)**

**Additional Attachments**

**Grants Management Comments**

[Cancel](#) [Withdraw GAM](#) [Save](#) [Submit](#)

CREATE INITIAL REVIEW PROGRAMMATIC REVIEW FINANCIAL REVIEW UFMS HANDOFF GAM FULFILLMENT

# Change-Requested GAM

Steps 10 – 11

Grant Management  
Comments

- 10) Enter notes for the Grant Manager in the **Grant Manager Comments** textbox.
- 11) Select **Add** to save notes entered in the **Grant Manager Comments** textbox.

The screenshot displays the JUSTgrants system interface for a Grant Award Modification (GAM-217670). The page title is "Grant Award Modification GAM-217670 (15PBJA-24-GG-00216-AWAX) PENDING-CHANGEREQUEST". The awarded entity is "(New JustGrants Test Stage Org26)" and the current entity is "(New JustGrants Test Stage Org26)".

The "Grants Management Comments" section is highlighted with a green box. It contains a rich text editor with a toolbar and a large text area. A green circle with the number "10" is placed over the text area. Below the text area, the "Add" button is highlighted with a green box, and a green circle with the number "11" is placed over it.

Below the "Add" button, a table displays the comments:

	User	Note
1/24/24 9:53 PM	Mushfiqul Bhuiyan	Test

# Change-Requested GAM

## Step 12

Submit Change-Request GAM

12) Select **Submit** once the changes are completed and updates have been made. If the changes must be updated by another individual, that person must be temporarily assigned as the GAA on the award by the **Entity Administrator (EA)**.

**NOTE:** Select **Cancel** to cancel the GAM update and return to the GAM page without changes. Select **Withdraw GAM** to withdraw the GAM. Select **Save** to save work to come back and finish later.

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Home  
Entity Profile  
Entity Users  
Entity Documents  
Applications  
Awards  
Monitoring  
Federal Forms

**Grant Award Modification GAM-216182**  
(15)COPS-22-GG-03355-METH **PENDING-CHANGEREQUEST**  
Awarded Entity Legal Name (JustGrants Test Org26) Doing Business As: (JGII Test Org26)

CREATED TIME	Grant Award Modification Program	Change Request
10/26/23 9:18 AM	GrantsManaFirstSuperReCOPSProg Jgitsint	test
2/1/24 5:21 PM	Tiffany Tran	gam budget

Cancel Withdraw GAM Save **Submit**

✓ CREATE > ✓ INITIAL REVIEW > **PROGRAMMATIC REVIEW** > ✓ FINANCIAL REVIEW > UFMS HANDOFF > GAM FULFILLMENT

12

# Change-Requested GAM

Steps 13 - 14

Close Change-Request GAM

- 13) A successfully submitted Change-Requested GAM is indicated by a message stating, “Thank you! The next step in this case has been routed appropriately.” The case status changes from Pending-ChangeRequest to Pending-Approval.
- 14) Select **Close** from the **Actions** dropdown menu to close the Change-Requested GAM and return to **My Worklist**.

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Home  
Entity Profile  
Entity Users  
Entity Documents  
Applications  
Awards  
Monitoring  
Federal Forms

**Grant Award Modification** GAM-216185  
(15JCOPS-23-GK-03198-METH) **PENDING-APPROVAL**  
Awarded Entity Legal Name (JustGrants Test Org26) Doing Business As: (JGII Test Org26)

Thank you! The next step in this case has been routed appropriately.

✓ CREATE > INITIAL REVIEW > PROGRAMMATIC REVIEW > FINANCIAL REVIEW > UFMS HANDOFF > GAM FULFILLMENT

**Case details**  
Last updated by justgrants026.grantawardadmin jgitsext (1m ago)  
Created by justgrants026.grantawardadmin jgitsext (4mo ago)

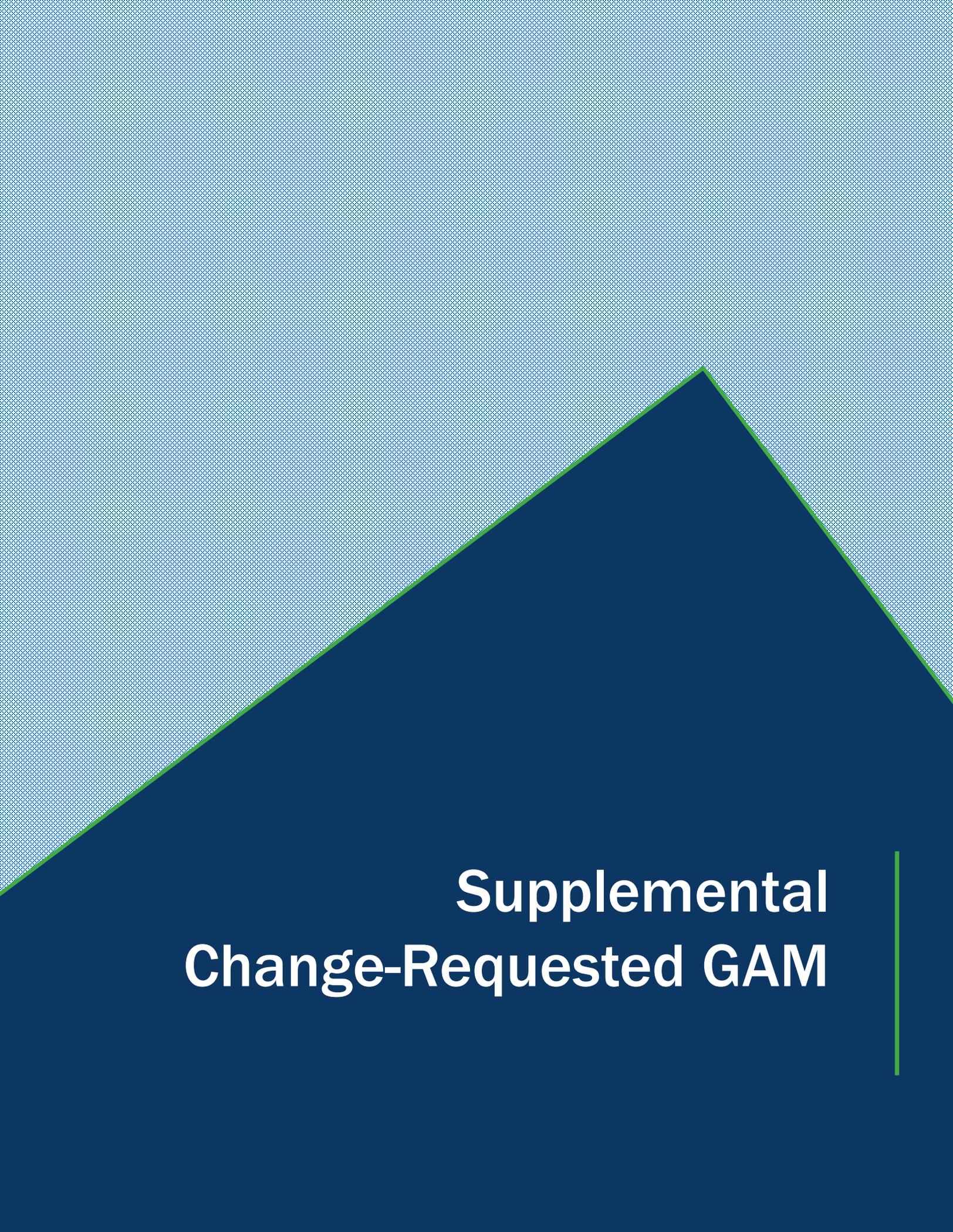
**Participants (0)**  
No Items

**13**

**14**

Actions  
Refresh  
GAM Review  
Print  
Close

Training Resources  
Privacy Policy



# Supplemental Change-Requested GAM

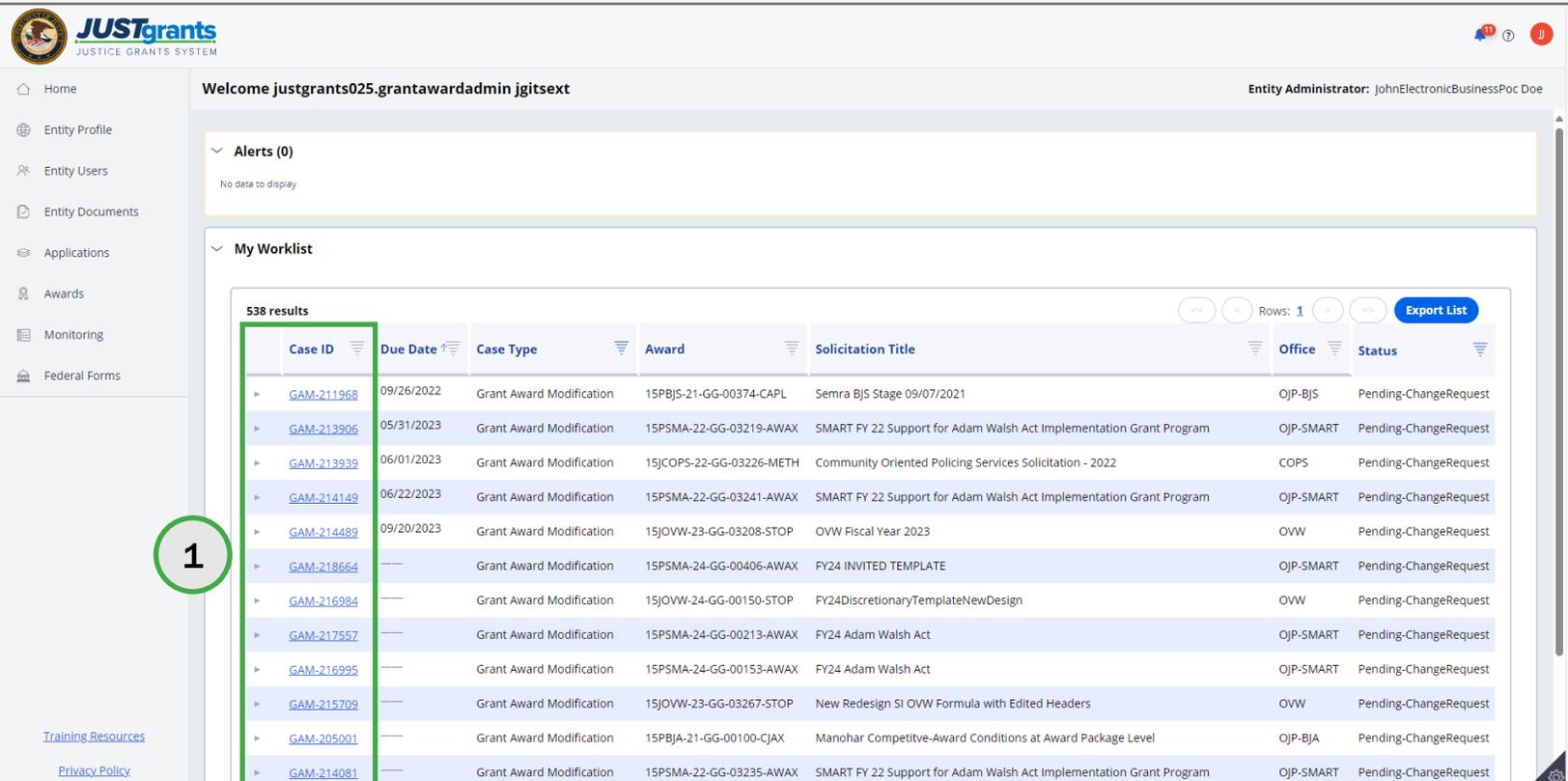
# Change-Requested GAM Supplemental

## Step 1

Locate GAM Case

- 1) Select the **Grant Award Modification (GAM)** from **My Worklist**. Note that the GAM status is **Pending-ChangeRequest**.

**NOTE:** Each column can be filtered by selected the down arrow  or sorted by selecting the column name.



Home

Entity Profile

Entity Users

Entity Documents

Applications

Awards

Monitoring

Federal Forms

Training Resources

Privacy Policy

Welcome justgrants025.grantawardadmin jgitsext

Entity Administrator: JohnElectronicBusinessPoc Doe

Alerts (0)

No data to display

My Worklist

538 results

Case ID	Due Date	Case Type	Award	Solicitation Title	Office	Status
<a href="#">GAM-211968</a>	09/26/2022	Grant Award Modification	15PBJS-21-GG-00374-CAPL	Semra BJS Stage 09/07/2021	OJP-BJS	Pending-ChangeRequest
<a href="#">GAM-213906</a>	05/31/2023	Grant Award Modification	15PSMA-22-GG-03219-AWAX	SMART FY 22 Support for Adam Walsh Act Implementation Grant Program	OJP-SMART	Pending-ChangeRequest
<a href="#">GAM-213939</a>	06/01/2023	Grant Award Modification	15JCOPS-22-GG-03226-METH	Community Oriented Policing Services Solicitation - 2022	COPS	Pending-ChangeRequest
<a href="#">GAM-214149</a>	06/22/2023	Grant Award Modification	15PSMA-22-GG-03241-AWAX	SMART FY 22 Support for Adam Walsh Act Implementation Grant Program	OJP-SMART	Pending-ChangeRequest
<a href="#">GAM-214489</a>	09/20/2023	Grant Award Modification	15JOVW-23-GG-03208-STOP	OVW Fiscal Year 2023	OVW	Pending-ChangeRequest
<a href="#">GAM-218664</a>	---	Grant Award Modification	15PSMA-24-GG-00406-AWAX	FY24 INVITED TEMPLATE	OJP-SMART	Pending-ChangeRequest
<a href="#">GAM-216984</a>	---	Grant Award Modification	15JOVW-24-GG-00150-STOP	FY24DiscretionaryTemplateNewDesign	OVW	Pending-ChangeRequest
<a href="#">GAM-217557</a>	---	Grant Award Modification	15PSMA-24-GG-00213-AWAX	FY24 Adam Walsh Act	OJP-SMART	Pending-ChangeRequest
<a href="#">GAM-216995</a>	---	Grant Award Modification	15PSMA-24-GG-00153-AWAX	FY24 Adam Walsh Act	OJP-SMART	Pending-ChangeRequest
<a href="#">GAM-215709</a>	---	Grant Award Modification	15JOVW-23-GG-03267-STOP	New Redesign SI OVW Formula with Edited Headers	OVW	Pending-ChangeRequest
<a href="#">GAM-205001</a>	---	Grant Award Modification	15PBJA-21-GG-00100-CJAX	Manohar Competitive-Award Conditions at Award Package Level	OJP-BJA	Pending-ChangeRequest
<a href="#">GAM-214081</a>	---	Grant Award Modification	15PSMA-22-GG-03235-AWAX	SMART FY 22 Support for Adam Walsh Act Implementation Grant Program	OJP-SMART	Pending-ChangeRequest

# Change-Requested GAM Supplemental

## Step 2

Grants Management Comments

- 2) Navigate to the **Grants Management Comments** section to review the requested changes.

The screenshot displays the JUSTgrants system interface. The top navigation bar includes the JUSTgrants logo and a navigation menu with items like Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, and Federal Forms. The main content area shows a 'Grant Award Modification' for GAM-217670, with a status of 'PENDING-CHANGEREQUEST'. A green circle highlights the number '2' in the header. Below this, the 'Grants Management Comments' section is highlighted with a green border. It features a rich text editor with a toolbar and an 'Add' button. Below the editor is a table with columns for 'Create Date', 'User', and 'Note'. The table contains one entry: '1/24/24 9:53 PM', 'Mushfiqul Bhuiyan', and 'Test'.

Create Date	User	Note
1/24/24 9:53 PM	Mushfiqul Bhuiyan	Test

# Change-Requested GAM Supplemental

## Step 3

### Project Budget Summary

- 3) Navigate to the GAM's **Supplemental Budget Clearance** section to review and ensure the **Project Budget Summary** information is correct.

**NOTE:** The **Approved Budget** column displays cleared budget values for the award without the supplement. The **Requested Changes** will calculate amounts for the supplemental portion. The **Revised Budget** column should reflect the previously approved budget plus the supplement. Once the GAM is approved, the revised budget will be approved for the full award amount (previous and supplemental funds).

The screenshot shows the JUSTgrants system interface. The main content area is titled "Supplemental Budget Clearance" and includes a "Project Budget Summary" table. A green circle with the number "3" highlights the "Supplemental Budget Clearance" section header. The table below shows budget details for various categories, including Personnel, Fringe Benefits, Travel, Equipment, Supplies, Construction, Subawards (subgrants), Procurement Contracts, and Other Costs.

Budget Category	Previous Budget	Supplemental Budget	Cumulative Totals
Personnel	\$120.00	\$251.00	\$371.00
Fringe Benefits	\$55.00	\$50.00	\$105.00
Travel	\$115.00	\$52.00	\$167.00
Equipment	\$20.00	\$16.00	\$36.00
Supplies	\$12.00	\$8.00	\$20.00
Construction	\$14.00	\$12.00	\$26.00
Subawards (subgrants)	\$52.00	\$46.00	\$98.00
Procurement Contracts	\$72.00	\$70.00	\$142.00
Other Costs	\$11.00	\$5.00	\$16.00

# Change-Requested GAM Supplemental

Steps 4 – 5

Budget Tools

- 4) Navigate to the GAM's Supplemental Budget Clearance section to review and ensure the Budget Tools information is correct.
- 5) Update Program Income as needed.

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Grant Award Modification **GAM-218238**  
(15PSMA-24-GG-00296-AWAX) **PENDING-CHANGEREQUEST**  
Awarded Entity Legal Name (JGII Test Org25) Doing Business As: (JGII Test Org25)  
Current Entity Legal Name (JGII Test Org25) Doing Business As: (JGII Test Org25)

Construction	\$14.00	\$12.00	\$26.00
Subawards (subgrants)	\$52.00	\$46.00	\$98.00
Procurement Contracts	\$72.00	\$70.00	\$142.00
Other Costs	\$11.00	\$5.00	\$16.00
<b>Total Direct Costs</b>	<b>\$471.00</b>	<b>\$510.00</b>	<b>\$981.00</b>
Indirect Costs	\$20.00	\$7.00	\$27.00
<b>Total Project Costs</b>	<b>\$491.00</b>	<b>\$517.00</b>	<b>\$1,008.00</b>
Federal Funds	\$432.00	\$467.00	\$899.00
Non-Federal Funds	\$59.00	\$50.00	\$109.00

**Budget Totals**

	Total	Percentage
<b>Total Project Costs</b>	\$1,008.00	100.00%
<b>Federal Funds</b>	\$899.00	89.28%
<b>Non-Federal Amount</b>	\$109.00	10.72%
Match Amount	\$109.00	10.72%
Program Income	<input type="text" value="0.00"/>	0.00%

# Change-Requested GAM Supplemental

## Step 6

Budget Category

- 6) Navigate to the **Budget Detail Summary** section and update the **Budget Category** information as needed.

The screenshot displays the JUSTgrants Justice Grants System interface. The top navigation bar includes the JUSTgrants logo and a user profile icon. The left sidebar contains a navigation menu with items: Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, and Federal Forms. The main content area is titled "Grant Award Modification GAM-217670 (15PBJA-24-GG-00216-AWAX) PENDING-CHANGEREQUEST". Below this, it shows the awarded and current entity legal names. The "Budget Category" section is highlighted with a green border and contains a "Supplemental 01 Budget Detail Summary" with "Add Year" and "Delete Last" buttons. A list of budget categories is shown, including Personnel, Fringe Benefits, Travel, Equipment, Supplies, Construction, SubAwards, Procurement Contracts, Other Costs, and Indirect Costs. A circled number "6" is overlaid on the left sidebar.

# Change-Requested GAM Supplemental

Steps 7 – 8

Budget Category

- 7) Select **Add Year** or **Delete Last Year**. Only OJP budgets are displayed by year. COPS and OVW GAMs do not display this option.
- 8) Toggle the **diamond** icon to open a **Budget Category** to update information.

**NOTE:** Web-based Supplemental Budgets will start with the year that was selected in the application.

JUSTgrants JUSTICE GRANTS SYSTEM

Home Entity Profile Entity Users Entity Documents Applications Awards Monitoring Federal Forms

Grant Award Modification **GAM-217670**  
(15PBJA-24-GG-00216-AWAX) **PENDING-CHANGEREQUEST**  
Awarded Entity Legal Name (New JustGrants Test Stage Org26) Doing Business As: (New JGII Test Stage Org26)  
Current Entity Legal Name (New JustGrants Test Stage Org26) Doing Business As: (New JGII Test Stage Org26)

Supplemental 01 Budget Detail Summary

**7** Add Year Delete Last

Budget Category

**8** Personnel

Budget Year

Year 2

Name	Position	Salary	Rate	Time Worked	Percentage of Time (%)	Total Cost	Non-Federal Amt (Match or Prog Inc)	Federal Amount
No Items								

Add

Personnel Total Cost Total Non-Federal Amt Total Federal Amount  
\$0 (Match or Prog Inc) \$0 \$0

Additional Narrative

Font Size B I U % [Icons] [Icons]

# Change-Requested GAM Supplemental

Steps 9 - 11

Budget Category

- 9) Enter information into the new category line.
- 10) Select **Add**.
- 11) Although it is not mandatory, enter text into the **Additional Narrative** text box to explain the reason for adding a new category.

The screenshot displays the JUSTgrants system interface for a Grant Award Modification (GAM-217670). The interface includes a sidebar with navigation options and a main content area. The main content area shows a table for budget categories with columns for Name, Position, Salary, Rate, Time Worked, Percentage of Time (%), Total Cost, Non-Federal Amt (Match or Prog Inc), and Federal Amount. A red circle with the number 9 highlights the input field for the Name column. Below the table, a red circle with the number 10 highlights the 'Add' button. Below the 'Add' button, a red circle with the number 11 highlights the 'Additional Narrative' text box, which contains a rich text editor with various formatting options.

JUSTgrants JUSTICE GRANTS SYSTEM

Home

Entity Profile

Entity Users

Entity Documents

Applications

Awards

Monitoring

Federal Forms

Grant Award Modification GAM-217670  
(15PBJA-24-GG-00216-AWAX) PENDING-CHANGEREQUEST

Awarded Entity Legal Name (New JustGrants Test Stage Org26) Doing Business As: (New JGII Test Stage Org26)

Current Entity Legal Name (New JustGrants Test Stage Org26) Doing Business As: (New JGII Test Stage Org26)

Name	Position	Salary	Rate	Time Worked	Percentage of Time (%)	Total Cost	Non-Federal Amt (Match or Prog Inc)	Federal Amount
1		\$ \$	Yearly		%	%		

Personnel Total Cost Total Non-Federal Amt Total Federal Amount  
\$0 \$0 \$0

Additional Narrative

Font Size B I U X Copy Paste Undo Redo

Training Resources

Privacy Policy

# Change-Requested GAM Supplemental

Steps 12 – 13

Workstation and Entity Documents

- 12) Select the > icon to open a category to upload workstation or Entity documents, if necessary. The icon changes to V when opened.
- 13) Select **Add Doc** or **Entity Doc** to upload files or add entity documents to the Budget Reduction GAM.

The screenshot shows the JUSTgrants system interface for a Grant Award Modification (GAM-217670). The page is titled "Grant Award Modification" and includes the following information:

- Grant Award Modification** GAM-217670 (15PBJA-24-GG-00216-AWAX) **PENDING-CHANGEREQUEST**
- Awarded Entity Legal Name: (New JustGrants Test Stage Org26) Doing Business As: (New JGII Test Stage Org26)
- Current Entity Legal Name: (New JustGrants Test Stage Org26) Doing Business As: (New JGII Test Stage Org26)

The main content area is divided into sections:

- Budget/Financial Documentation**
  - Pre-agreement Costs (also known as Pre-award Costs)**
    - Buttons: **Upload Doc** and **Entity Doc** (highlighted with a red box and labeled "13")
    - Text: No documents have been uploaded for Pre-agreement Costs (also known as Pre-award Costs)
  - Non-competitive Justification** (highlighted with a red box and labeled "12")
  - Indirect Cost Rate Agreement (if applicable)
  - Consultant Rate
  - Limitation on Use of Award Funds for Employee Compensation for Awards over \$250,000; Waiver
  - Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high-risk status)
  - Disclosure of Process Related to Executive Compensation
  - Additional Attachments
- Grants Management Comments**

The interface includes a sidebar with navigation options (Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, Federal Forms) and a main content area with a "Cancel" button and "Save" and "Submit" buttons at the bottom.

# Change-Requested GAM Supplemental

Steps 14 – 16

Submit GAM

- 14) Enter notes for the Grant Manager in the **Grant Manager Comments** textbox.
- 15) Select **Add** to save notes entered in the **Grant Manager Comments** textbox.
- 16) Select **Submit**.

**NOTE:** Select **Cancel** to cancel the GAM update and return to the GAM page without changes. Select **Save** to save work to come back and finish at another time.

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Grant Award Modification **GAM-217670**  
(15PB)A-24-GG-00216-AWAX) **PENDING-CHANGEREQUEST**  
Awarded Entity Legal Name (New JustGrants Test Stage Org26) Doing Business As: (New JGII Test Stage Org26)  
Current Entity Legal Name (New JustGrants Test Stage Org26) Doing Business As: (New JGII Test Stage Org26)

**Grants Management Comments**

Format [Rich Text Editor Icons]

**14** Add

<b>15</b>	User	Note
1/24/24 9:53 PM	Mushfiqul Bhuiyan	Test

Cancel Save **Submit**

CREATE INITIAL REVIEW PROGRAMMATIC REVIEW FINANCIAL REVIEW UFGS HANDOFF GAM FULFILLMENT

# Change-Requested GAM Supplemental

Steps 17 – 18

Close GAM

- 17) A successfully submitted Change-Requested Supplemental GAM is indicated by the message stating, “Thank you! The next step in this case has been routed appropriately.” The case status changes from **Pending-Request** to **Pending-Submitted-BCGAM**.
- 18) Select **Close** from the **Actions** dropdown menu to close the Change-Requested GAM Supplemental and return to **My Worklist**.

The screenshot displays the JUSTgrants Justice Grants System interface. On the left is a navigation sidebar with options like Home, Entity Profile, Entity Users, Entity Doc, Applications, Awards, Monitoring, and Federal Forms. The main content area shows a 'Grant Award Modification' for GAM-218238, with a status of 'PENDING-SUBMITTED-BCGAM'. A message states: 'Thank you! The next step in this case has been routed appropriately.' Below this is a progress bar with steps: CREATE, INITIAL REVIEW, PROGRAMMATIC REVIEW, FINANCIAL REVIEW, UFMS HANDOFF, and GAM FULFILLMENT. The 'FINANCIAL REVIEW' step is highlighted. On the right, there is a 'Case details' section and a 'Participants (0)' section. An 'Actions' dropdown menu is visible, with the 'Close' option highlighted by a red circle. A red circle with the number '18' is also present near the 'Actions' menu.



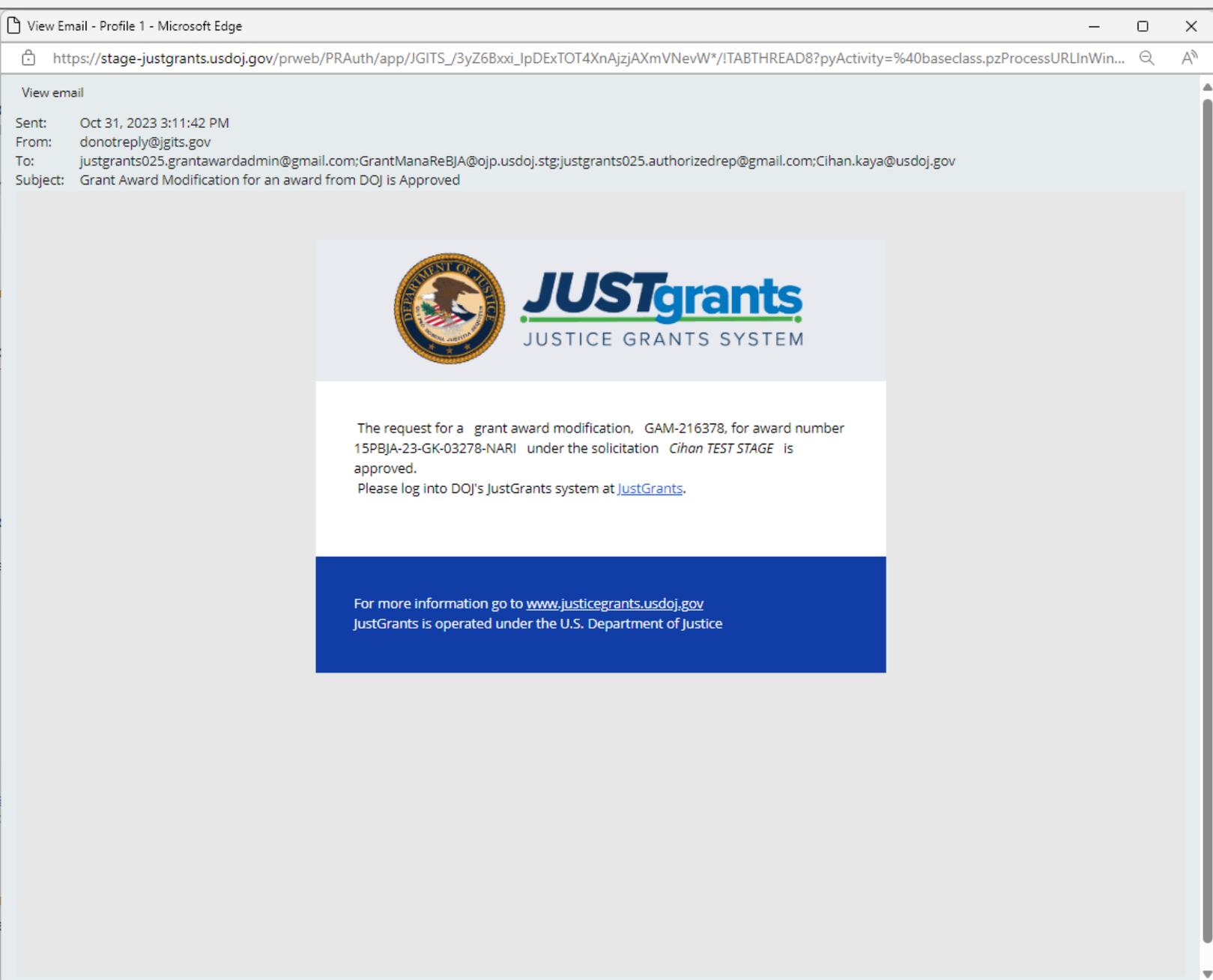
# **View Approved Grant Award Modification (GAM)**

# View Approved GAM

## Step 1

Receive  
Notification

- 1) When a GAM is approved, denied, or change requested, the grantee as well as the grant manager will receive notification.



# View Approved GAM

Steps 2 - 4

Select GAM

- 2) Select an award from **My Awards** to view the approved GAM.
- 3) Scroll to the **Funded Award Information** section.
- 4) Select **Grant Award Modification (GAM)**.

The screenshot displays the JUSTgrants system interface. On the left is a navigation sidebar with options like Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, and Federal Forms. The main content area is titled 'Closeout' and shows a list of 'Federal Financial Report (FFR-702188)' items. A progress bar at the top of the main content area indicates the current status: FUNDED AWARD INITIAL SETUP, ACTIVE, INITIATE CLOSEOUT, PROGRAMMATIC CLOSEOUT, FINANCIAL CLOSEOUT, and UFMS HANDOFF. Below the progress bar, the 'Funded Award Information' section is visible, containing a list of tabs: Award Package, Award Conditions, Award Details, Award Attachments, Performance Management, Funding Balance and Availability, Federal Financial Report (FFR), Grant Award Modification (GAM), and Closeout. The 'Grant Award Modification (GAM)' tab is highlighted with a green box and a circled '4'. The 'Award Package' tab is also highlighted with a green box and a circled '3'. Below the 'Award Package' tab, there is a list of sub-items: Award Letter, Award Information, Project Information, Financial Information, Award Conditions, and Award Acceptance. On the right side of the interface, there is a user profile dropdown menu showing the current user's name and role, along with other users in the system.

# View Approved GAM

Steps 5 – 6

View Read-Only  
GAM

- 5) Within the GAM tab are two sections: **In Progress GAMs** and **Completed GAMs**.
  - Sort columns to find a specific GAM.
  - GAMs in **Resolved-Completed** status are approved.
- 6) Toggle the **GAM ID** of the approved GAM to open and view.

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Closeout  
(15PBJA-23-GK-03278-NARI) **RESOLVED-AWARDCLOSED**  
Awarded Entity Legal Name (JGII Test Org25) Doing Business As: (JGII Test Org25)

ASAP Account is in Suspend status. Drawdown is not available. For more information, view the Funding Balance and Availability tab.

Navigation: FUNDED AWARD INITIAL SE... > ACTIVE > INITIATE CLOSE... > PROGRAMMATIC CLOSE... > FINANCIAL CLOSE... > UFGS HAND...

**Funded Award Information**

Navigation: Award Package | Conditions | Award Details | Attachments | Performance Management | Funding Balance and Availability | Federal Financial Report (FFR) | **Grant Award Modification (GAM)** | Closeout

**In Progress GAMs** (FAW-330684)

GAM ID	Status	Type of Award Change	Award Change Subtype	Originated by	Last Modified Date
No Items					

**Completed GAMs** (FAW-330684)

GAM ID	Status	Type of Award Change	Award Change Subtype	Originated by	Last Modified Date
<b>GAM-216378</b>	Resolved-Completed	Project Period Extension		Cihan.kaya@usdoj.gov	10/31/23 3:12 PM

**Participants (6)**

- JD JohnElectronicBusinessPoc Doe Entity Administrator
- JJ justgrants025.grantawardadmin jgltsext Grant Award Administrator
- GJ GrantManaReBJA jgltsext GrantManager
- JJ justgrants025.multipleroles jgltsext Financial Manager
- JJ justgrants025.authorizedrep jgltsext Authorize Representative

# View Approved GAM

## Step 7

Close Read-Only  
GAM

- 7) To close the displayed GAM, select **Close** from the **Actions** dropdown menu. This will return the grantee to the **Funded Award Information** section.

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Home  
Entity Profile  
Entity Users  
Entity Documents  
Applications  
Awards  
Monitoring  
Federal Forms

**Grant Award Modification** GAM-216378  
(15PBJA-23-GK-03278-NARI) **RESOLVED-COMPLETED**  
Awarded Entity Legal Name (JGII Test Org25) Doing Business As: (JGII Test Org25)  
Current Entity Legal Name (JGII Test Org25) Doing Business As: (JGII Test Org25)

**Assignments** View all

Nothing but space

CREATE INITIAL REVIEW PROGRAMMATIC REVIEW FINANCIAL REVIEW UFGS HANDOFF GAM FULFILLMENT

**GAM Information**

**Funded Award Details**

Solicitation Title:	Cihan TEST STAGE	Solicitation Category:	N/A
Project Title:	Cihan TEST STAGE	Federal Award Amount:	\$1,000.00
Project Period:	7/21/22 - 8/31/23	Funding Instrument Type:	CA
Managing Office:	OJP	Program Office:	BJA
DOJ Grant Manager:	GrantManaReBJA.jgtsint	UEI:	QPN9Y8JGZ9PZ
Grant Award Administrator:	justgrants025.grantawardadmin.jgtsint	TIN:	250000000
FAW Case ID:	FAW-330684		

**Project Period Extension**

<b>New Project Period Start Date</b>	<b>Number of Months to extend Project Period Extension End Date</b>
07/21/2022	24
<b>Current Project Period</b>	<b>Requested Project Period</b>
Current Start Date: 07/21/2022	Project Period Start Date: 07/21/2022
Current Completion Date: 08/31/2023	Project Period End Date: 08/31/2025

**Participants (0)**

No Items

**Case details**

Last updated by: Pega Email Bot (6mo ago)  
Created by: Cihan kaya (6mo ago)

**Actions**  
Refresh  
Print  
Close

7

Training Resources

https://stage-justgrants.usdoj.gov/prweb/PRAuth/app/JGITS/\_3/Z68xxi\_jpDExTOT4XnAjjAXmVNeW\*/ITABTHREAD8?pyActivity=%40baseclass.doUIAction&action=openWorkByHandle&key=DOJ-FW-GMS-WORK-GRANTAWARDFULFILLMENT-GAM-216378&contentID=23eb8598-386f-4d87-4b53-102625f7a2ea&dynamicContainerID=af0368b0-0a02...

# View Approved GAM

## Step 8

Close Funded  
Award

- 8) Select **Close** from the **Actions** dropdown menu. This will return the grantee to **My Awards**.

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Closeout  
(15PBJA-23-GK-03278-NARI) **RESOLVED-AWARDCLOSED**  
Awarded Entity Legal Name (JGII Test Org25) Doing Business As: (JGII Test Org25)

ASAP Account is in Suspend status. Drawdown is not available. For more information, view the Funding Balance and Availability tab.

CreateFFR [justgrants025.multipieroles.jgitsext](#)

Progress: FUNDED AWARD INITIAL SETUP > ACTIVE > INITIATE CLOSEOUT > PROGRAMMATIC CLOSEOUT > FINANCIAL CLOSEOUT > UFMS HANDOFF

**Funded Award Information**

Award Package	Award Conditions	Award Details	Award Attachments	Performance Management	Funding Balance and Availability	Federal Financial Report (FFR)	Grant Award Modification (GAM)	Closeout
---------------	------------------	---------------	-------------------	------------------------	----------------------------------	--------------------------------	--------------------------------	----------

**In Progress GAMs** FAW-330684

GAM ID	Status	Type of Award Change	Award Change Subtype	Originated by	Last Modified Date
No Items					

**Completed GAMs** FAW-330684

GAM ID	Status	Type of Award Change	Award Change Subtype	Originated by	Last Modified Date
GAM-216378	Resolved-Completed	Project Period Extension		Cihan.kaya@usdoj.gov	10/31/23 3:12 PM

**Actions** dropdown menu:  
Refresh  
Print Award Package PDF  
Close



**View Approved  
Retroactive GAM**

# View Approved Retroactive GAM Overview

## Retroactive Approvals of Questioned Costs

In extenuating circumstances, OJP can provide a retroactive approval for a GAM. Please note, these are rarely granted.

# View Approved Retroactive GAM

## Step 1

Open Funded  
Award

- 1) Open the Award and scroll to the **Funding Information** section.

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### Closeout

(15PBJA-23-GK-03278-NARI) **PENDING-PROGRAMMATICCLOSEOUT**

Awarded Entity Legal Name (JGII Test Org25) Doing Business As: (JGII Test Org25)

ASAP Account is in Suspend status. Drawdown is not available. For more information, view the Funding Balance and Availability tab.

Solicitation Title:	Cihan TEST STAGE	Solicitation Category:	N/A
Project Title:	Cihan TEST STAGE	Federal Award Amount:	\$2,000.00
Project Period:	7/21/22 - 8/31/23	Program Office:	BJA
Managing Office:	OJP	UEI:	QPN9Y8JGZ9PZ
DOJ Grant Manager:	GrantsManaFirstSuperSUBJA Jgitsint	TIN:	250000000
Grant Award Administrator:	Justgrants025.grantawardadmin jgitsext		
FAW Case ID:	FAW-326573		

#### Assignments

Task	Assigned to	
Performance Report (PR-410321)		
Complete Performance Measure Survey	Justgrants025.grantawardadmin jgitsext	Begin

Training Resources  
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✓ FUNDED AWARD INITIAL SETUP > ✓ ACTIVE > ✓ INITIATE CLOSEOUT > **PROGRAMMATIC CLOSE...** > ✓ CHANGE REQUEST CLOSEOUT

FINANCIAL CLOSEOUT > UFMS HANDOFF

#### Case details

Last updated by  
GrantManaReBJA Jgitsint (21d ago)

Created by  
Agent(System-Queue-ServiceLevel.ProcessEvent)  
(8mo ago)

#### DOJ Grant Manager

GrantsManaFirstSuperSUBJA Jgitsint

#### Phone

#### Email

GrantsManaFirstSuperSUBJA@ojo.doi.ste

# View Approved Retroactive GAM

## Step 2

Select GAM

2) Select Grant Award Modification (GAM).

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**Closeout**  
(15PBJA-23-GK-03278-NARI) **RESOLVED-AWARDCLOSED**  
Awarded Entity Legal Name (JGII Test Org25) Doing Business As: (JGII Test Org25)

ASAP Account is in Suspend status. Drawdown is not available. For more information, view the Funding Balance and Availability tab.

Actions

1111-1111-1111

DOJ Grant Manager  
GrantManaReBJA.jgitsint  
Phone: 1111-1111-1111  
Email: GrantManaReBJA@ojp.usdoj.slg

Participants (6)

- JohnElectronicBusinessPoc Doe, Entity Administrator
- justgrants025.grantawardadmin.jgitsext, Grant Award Administrator
- GrantManaReBJA.jgitsint, GrantManager
- justgrants025.multipleroles.jgitsext, Financial Manager
- justgrants025.authorizedrep.jgitsext, Authorize Representative

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# View Approved Retroactive GAM

## Step 3

Open GAM

- 3) Toggle the **GAM ID** in the **Completed GAM** section to open the GAM in read-only mode.

The screenshot shows the JUSTgrants system interface. The main content area displays the 'Completed GAMs' section for award (15PBJA-23-GK-03278-NARI). A table lists completed GAMs with columns for GAM ID, Status, Type of Award Change, Award Change Subtype, Originated by, and Last Modified Date. The first row in the table has 'GAM-216378' in the GAM ID column, which is highlighted with a green box. A circled '3' is placed to the left of this box. The table also shows the status 'Resolved-Completed' and the change type 'Project Period Extension'. The originator is 'Cihan.kaya@usdoj.gov' and the last modified date is '10/31/23 3:12 PM'. The interface includes a sidebar with navigation options like Home, Entity Profile, and Awards, and a right-hand panel for participants and email contacts.

# View Approved Retroactive GAM

Steps 4 – 5

View GAM

- 4) Navigate to the Internal Retroactive Approval.
- 5) Toggle the Internal Retroactive Approval caret to open section.

**NOTE:** When a Retroactive GAM is approved, a check mark will appear in the checkbox, justification document(s) would be attached, and justification text field would contain justification for a retroactive approval.

The screenshot displays the JUSTgrants Justice Grants System interface. The top navigation bar includes the JUSTgrants logo and user profile icons. The left sidebar contains navigation links: Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, and Federal Forms. The main content area shows details for a Grant Award Modification (GAM-216378) with the status 'RESOLVED-COMPLETED'. It lists the awarded entity as 'JGII Test Org25'. Below this, there is an 'Attachments' table with one entry: 'Grant Award Modification for an award from DOJ is Approved' (Category: Correspondence, Created by: Cihan kaya). A section titled 'Grants Management Comments' is expanded to show the 'Internal Retroactive Approval' section, which is highlighted with a green box and a circled number 5. This section contains a paragraph explaining that retroactive approvals should be considered only in extenuating circumstances and a checkbox for approving the retroactive approval of expenditures. The checkbox is currently unchecked. At the bottom left, there are links for 'Training Resources' and 'Privacy Policy'.

July 2024

Version 3.0



**JUST**grants

JUSTICE GRANTS SYSTEM