### Grant Award Administrator (GAA) Budget Clearance Change Request

#### **OVERVIEW**

If a budget needs revisions, the Department of Justice (DOJ) Financial Grants Management Initiator will create a Budget Clearance Grant Award Modification (GAM) and change request the GAM to the entity's Grant Award Administrator (GAA), who will access the GAM from JustGrant's *My Worklist*.

When the GAM is displayed, it will contain one of two main budget structures: one for applications with web-based budgets, or one for applications with budget attachments. The structure of each budget format can be found on pages two (2) and ten (10).

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. This guide provides step-by-step instructions for editing the budget once the Budget Clearance GAM has been change-requested.

#### **IN THIS GUIDE**

This guide provides step-by-step instructions for editing both a web-based budget and a budget attachment (manual budget) once the Budget Clearance GAM has been issued. Additionally, this guide provides a list of the sections found in both budget formats.



Section Name	Description
Header	Includes quick reference data about the award including but not limited to 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), the total Match Amount and the Program Income amount. There is a validation when submitting the GAM that 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 saved or submitted.
Grants Management Comments	Includes direction from DOJ on what items need to be updated in the budget.

### GAA Revising a Web-Based Budget (Steps 1 - 2)

GRANT AWARD ADMINISTRATOR



After the GAA receives an email that includes the GAM ID, filter **My Worklist** by selecting the inverted triangle. Add the GAM ID from the email into the **Search** text box. Select the **Apply** button.

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

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

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#### GAA Revising a Web-Based Budget (Steps 3 - 5)





 Navigate to the Grants Management Comments section to identify what changes were requested.

- 4) Navigate to the Budget Detail Summary View and open each category's corresponding caret to edit line items.
- 5) For OJP awards, select the **caret** for the year within the budget category.

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### GAA Revising a Web-Based Budget (Steps 6 - 9)



Upon opening the line item requiring editing, all line items will become editable.

- 6) Select the Add button to add a new line item.
- Select the trash can icon to delete a line item.
- 8) Enter narrative information in the Additional Narrative field for any budget category with a line item.

9) For Office of Justice Programs (OJP) awards only, select the Add Year button to add a year. The additional year will be added to all budget categories.

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**NOTE:** Do not paste text boxes or images into the **Additional Narrative** text field of the financial GAMs. Text boxes and images will not display correctly.

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Training Resources	▶ Construction	
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**NOTE:** If years or line items were added or deleted, select the **Save** button to update the **Budget Detail Summary View**.

#### GAA Revising a Web-Based Budget (Steps 10 - 11)

GRANT AWARD ADMINISTRATOR



10) Navigate to the **Total Project Cost** section and revise the **Match Amount** or **Program Income** fields, as necessary.

11) Navigate to the Budget/ Financial Documentation section to upload an attachment, as necessary.

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	Equipment:	\$10.00			
	Supplies:	\$10.00			
	Construction:	\$10.00			
	SubAwards:	\$10.00			
	Procurement Contracts:	\$10.00			
	Other Costs:	\$10.00			
	Total Direct Costs:	\$180.00			
	Indirect Costs:	\$5.00			
$\frown$	Total Project Costs:	\$185.00			
	Federal Funds:	\$100.00	54.05%		
Trainin 10	Match Amount:	\$ 50.00	27.03%		
Privacy Po	Program Income:	\$ 35.00	18.92%		

**NOTE:** Federal Funds + Match Amount + Program Income Amount must equal Total Project Costs.

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	> Additional Attachments	
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**NOTE:** Select either **Entity Doc** to upload an attachment from the Entity's document library or **Upload Doc** to upload a document from a computer.

#### GAA Revising a Web-Based Budget (Steps 12 - 13)



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

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#### GAA Revising a Web-Based Budget (Steps 14 - 16)

GRANT AWARD ADMINISTRATOR



14) If **Upload Doc** is selected, the **Attach Files** window will be displayed. Use the **Select File(s)** option to choose a file from the workstation computer.

- 15) Rename the uploaded attachment if necessary.
- 16) Select the Attach button. The attachment will appear in the matching section.

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Home	Grant Award Modification GAM-217670	
Entity Profile	(15PBJA-24-GG-00216-AWAX) PERGING-GRANGERGUEST Awarded Entity Legal Name (New Just Grants Test Stage Org26) Doing Business As: (New JGII Test Stage Org26)	(Actions ~
Entity Users	Current Entity Legal Name (New JustGrants Test Stage Org26) Doing Business As: (New JGII Test Stage Org26)	
Entity Documents	👻 Budget/Financial Documentation	
Applications	> Pre-agreement Costs (also known as Pre-award Costs)	
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**NOTE:** The category selection should match a category displayed in the GAM, except for the **Additional Attachment** section. Documents uploaded to the GAM's **Additional Attachment** section are uploaded into the **Budget Other** category.

#### GAA Revising a Web-Based Budget (Step 17)



17) Select the Submit button. The GAM will appear in the assigned Grant Manager's worklist for review.



**NOTE:** The **GAA** will receive an email when the GAM is approved. The **GAA** will be able to view the GAM in the completed GAM section of the GAM tab.

## Budget Attachment (Manual) GAM Structure



Section Name	Description
Header	Includes quick reference data about the award, including but not limited to Solicitation Title, Federal Award Amount, and Grant Manager name.
Project Budget Summary	This section will be blank when the GAM is change requested. When the budget is approved, the final approved budget will be displayed.
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.

# GAA Revising a Manual Budget

(Steps 1 - 2)

 Select the GAM from My Worklist. The GAM status must be Pending-ChangeRequest.

 Navigate to the Grants Management Comments section to identify what changes were requested.

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		Þ	GAM-213939	06/01/2023	Grant Award Modification	15JCOPS-22-GG-03226-METH	Community Oriented Policing Services Solicitation - 2022	COPS	Pending-ChangeRequest
		Þ.	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
$\sim$		Þ	GAM-214489	09/20/2023	Grant Award Modification	15JOVW-23-GG-03208-STOP	OVW Fiscal Year 2023	ovw	Pending-ChangeRequest
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**NOTE:** Each column can be filtered by selecting the **down arrow** or sorted by selecting the column name.

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#### GAA Revising a Manual Budget (Steps 3 - 5)

- Navigate to the Budget/Financial Documentation section to upload attachments and documents.
- 4) Select the Upload
   Doc button to upload a document from the computer.
- 5) Select the Entity Doc button to upload an attachment from the Entity's document library.

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Entity Users     Entity Documents	Budget/Financial Documentation     Pre-agreement Costs (also known as Pre-award Costs)	
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#### GAA Revising a Manual Budget (Steps 6 - 8)

GRANT AWARD ADMINISTRATOR

#### 6) If Entity Doc is selected, the Attach Entity Document window will be displayed.

- 7) Select checkbox corresponding to the document.
- 8) Select Submit.

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# GAA Revising a Manual Budget

GRANT AWARD ADMINISTRATOR

9) If Upload Doc is selected, the Attach Files window will appear. Utilize the Select File(s) option to choose a file from the workstation computer.

- 10) Rename the uploaded attachment, if necessary.
- 11) Select the Attach button. The attachment will appear in the matching section.

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Awards	> Non-competitive Justification Attach file(s)	
Monitoring	> Indirect Cost Rate Agreement (if applicable)	
Federal Forms	Consultant Rate     Limitation on Use of Award Funds for Employee Compens.	
rederar Forms	Limitation on Use of Award Funds for Employee Compens.     Financial Management and System of Internal Controls Q	
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Training Resources		
Privacy Policy		



**NOTE:** The category selection should match a category displayed in the GAM, except for the **Additional Attachment** section. Documents uploaded to the GAM's **Additional Attachment** section are uploaded into the **Budget Other** category.

# GAA Revising a Manual Budget

GRANT AWARD ADMINISTRATOR

JUSTICE GRANTS SYSTEM





**NOTE:** The **Grant Award Administrator** will receive an email when the GAM is approved, and the **Grant Award Administrator** will be able to view the GAM in the completed GAM section of the GAM tab.