OVERVIEW

If a budget needs revisions, the DOJ Financial Grants Manager Initiator will create a Budget Clearance Grant Award Modification (GAM) and change request the GAM to the entity’s Grant Award Administrator, who will access the GAM from 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 2-3.

Once the Grant Award Administrator 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 you with step-by-step instructions for editing the budget once the Budget Clearance GAM has been change requested.

IN THIS GUIDE

This guide provides you with 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.
# Web-Based Budget GAM Structure

<table>
<thead>
<tr>
<th>Section Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Header</strong></td>
<td>Includes quick reference data about the award including but not limited to Solicitation Title, Federal Award Amount and Grant Manager name.</td>
</tr>
<tr>
<td><strong>Project Budget Summary</strong></td>
<td>A read only version of the sum of the line items entered in the details.</td>
</tr>
<tr>
<td><strong>Project Cost Breakdown</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Budget Detail Summary</strong></td>
<td>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 you hit save or submit.</td>
</tr>
<tr>
<td><strong>Grants Management Comments</strong></td>
<td>Includes direction from DOJ on what items needs to be updated in your budget.</td>
</tr>
<tr>
<td>Section Name</td>
<td>Description</td>
</tr>
<tr>
<td>------------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Header</td>
<td>Includes quick reference data about the award including but not limited to Solicitation Title, Federal Award Amount and Grant Manager name.</td>
</tr>
<tr>
<td>Project Budget Summary</td>
<td>This section will be blank when the GAM is change requested. When the budget is approved, you will see the final approved budget within this screen.</td>
</tr>
<tr>
<td>Budget/Financial Documentation</td>
<td>Includes all budget attachments submitted with your application. You can also add additional or revised documents. You will not be able to delete the attachments.</td>
</tr>
<tr>
<td>Grants Management Comments</td>
<td>Includes direction from DOJ on what items needs to be updated in your budget.</td>
</tr>
</tbody>
</table>
1) The Grant Award Administrator will receive an email that will include the GAM ID.

2) Filter your worklist by selecting upside down triangle. Add the GAM ID from the email into the Search Text box. Select the Apply button.

3) Select the GAM from My Worklist. Note that the Grant Award Modification (GAM) status will be Pending-ChangeRequest. The GAM will appear.

4) Navigate to the Grants Management Comments section to see what changes were requested.

Note: Each column can be filtered by selecting the down arrow, or sorted by selecting the small arrow corresponding to the column.
5) Navigate to the Budget Detail Summary View and open the caret corresponding to each category to edit the line items.

6) For OJP awards, open the caret for the year within the budget category.
7) Once you open the line item that needs to be edited, you will be able to edit any of the line items.

8) Add a new line item by selecting the **Add** button.

9) To delete a line item, select the trash can icon.

10) Narrative information in the **Additional Narrative** field is required for any budget category with a line item.

**Note:** Users should not paste text boxes or images into the “Additional Narrative” section of the financial GAMs. Text boxes and images will not display correctly.
11) For OJP awards only, if you want to add a year, click on the Add Year button. The additional year will be added all the budget categories.

12) Navigate to the bottom of the Budget and select Save. The Budget Summary will automatically update with any changes made in the Budget Detail Summary View.
13) Navigate to the Total Project Cost section and revise Federal Funds, Match Amount or Program Income fields as necessary.

14) Navigate to the Budget/Financial Documentation section to upload an attachment, if necessary.

15) Select either Entity Doc to upload an attachment from your Entity’s document library or Upload Doc to upload a document from your computer.

16) If Entity Doc is selected, the Attach Entity Document window will appear. Select the checkbox corresponding to the document.

17) Select Submit.
18. If Upload Doc is selected, the Attach Files window will appear. Select Select File(s) to choose a file from your computer.

19. Select the document category from the Category dropdown. Please note, the category selection should match a category displayed in the GAM, except for the Additional Attachment section. If you want to upload a document to the Additional Attachment section, you will need to select the Budget Other category.

20. Select Attach. The attachment will appear in the corresponding section.
21) Select **Submit**.

22) The GAM will appear in the assigned Grant Manager’s worklist for review.

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

2) Navigate to the Grants Management Comments section to see what changes were requested.

Note: Each column can be filtered by selecting the down arrow, or sorted by selecting the small arrow corresponding to the column.
3) Navigate to the Budget/Financial Documentation section to upload an attachment, if necessary; then select either Entity Doc to upload an attachment from your Entity’s document library, or Upload Doc to upload a document from your computer.

3a) If Entity Doc is selected, the Attach Entity Document window will appear. Select the checkbox corresponding to the document.

3a1) Select Submit.
3b) If **Upload Doc** is selected, the **Attach Files** window will appear. Select **Select File(s)** to choose a file from your computer.

3b1) Select the document category from the **Category** dropdown. Please note, the category selection should match a category displayed in the GAM, except for the Additional Attachment section. If you want to upload a document to the Additional Attachment section, you will need to select the **Budget Other** category.

3b2) Select **Attach**. The attachment will appear in the corresponding section.
4) Select **Submit**. The GAM will appear in the assigned Grant Manager’s worklist for review.

**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.