

# Grant Award Administrator (GAA) Budget Clearance Change Request

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ADMINISTRATOR



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## 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.

# Web-Based Budget GAM Structure

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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)

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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**.

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

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

- 2) Select the **Case ID** link to open the GAM.

Case ID	Due Date	Case Type	Award	Solicitation Title	Office	Status
GAM-211988	09/26/2022	Grant Award Modification	15PBJS-21-GG-00374-CAPL	Semra BJS Stage 09/07/2021	OJP-BJS	Pending-ChangeRequest
GAM-213806	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-214681		Grant Award Modification	15PSMA-22-GG-03235-AWAX	SMART FY 22 Support for Adam Walsh Act Implementation Grant Program	OJP-SMART	Pending-ChangeRequest

# GAA Revising a Web-Based Budget

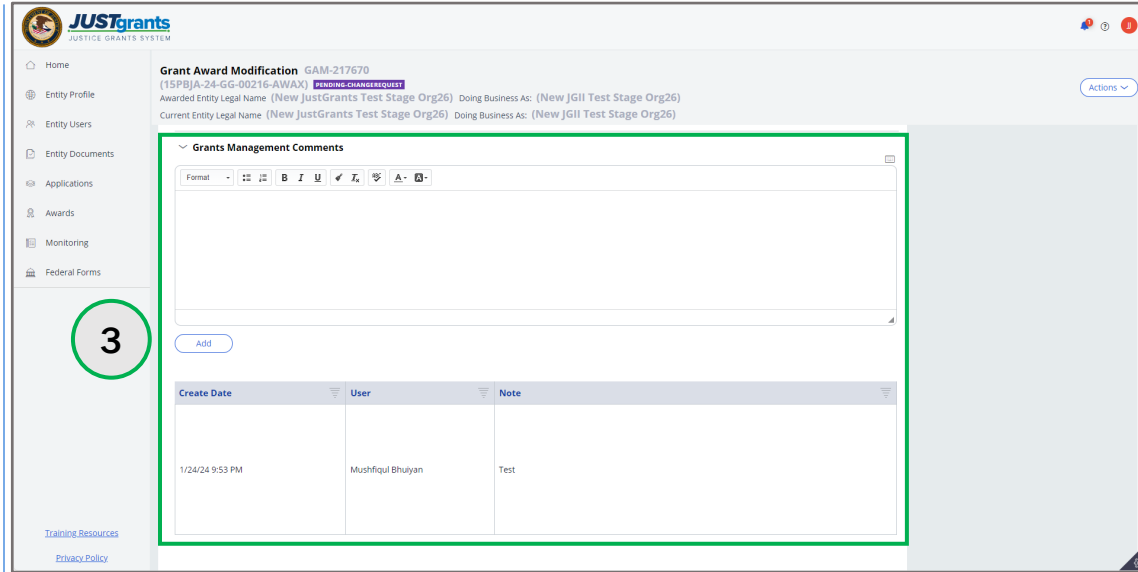
(Steps 3 – 5)

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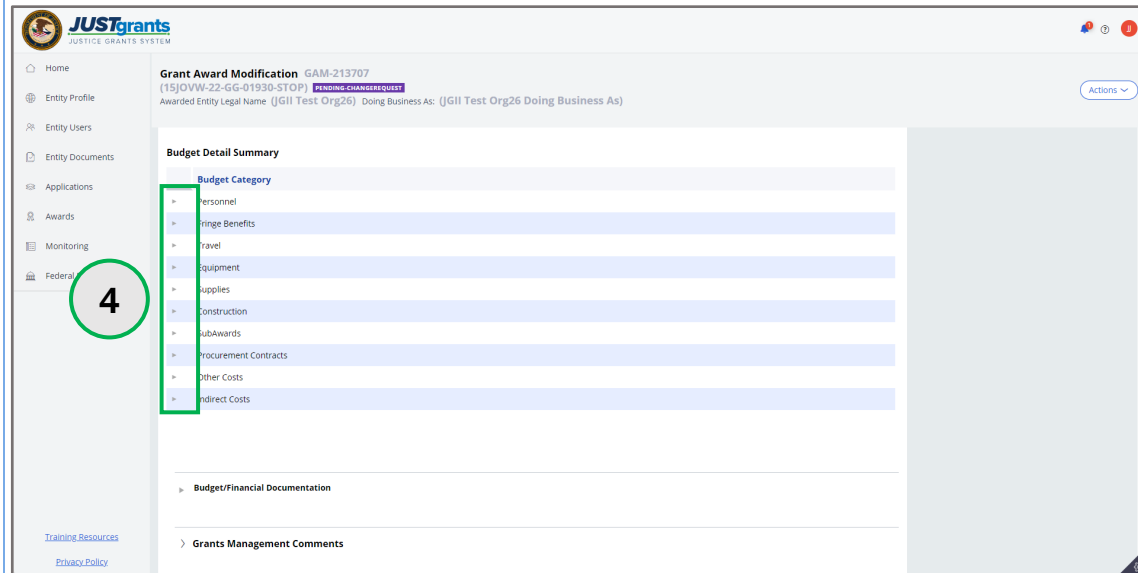


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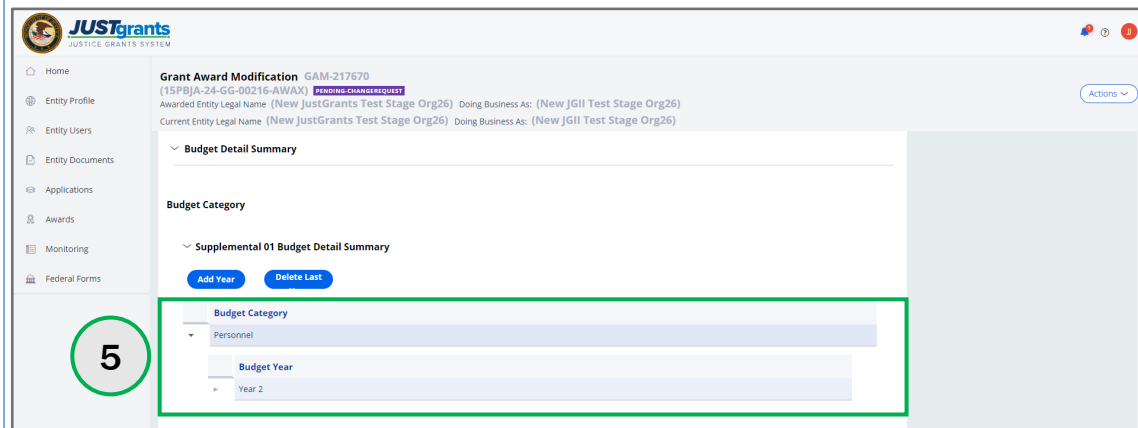
3) Navigate to the **Grants Management Comments** section to identify what changes were requested.



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.



# GAA Revising a Web-Based Budget

(Steps 6 – 9)

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

- 6) Select the **Add** button to add a new line item.
- 7) 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.

**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.

**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)

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

Budget Category	Total	
Personnel:	\$100.00	
Fringe Benefits:	\$10.00	
Travel:	\$10.00	
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	
<b>Total Project Costs:</b>	<b>\$185.00</b>	
Federal Funds:	\$100.00	54.05%
Match Amount:	\$ 50.00	27.03%
Program Income:	\$ 35.00	18.92%

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

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

Name	Category	Created by	Date Added
<a href="#">attachment for testing.docx</a>	Pre-Agreement Cost	justgrants026.applicationsubmitter jgltstxt	03/24/2022

Upload Doc Entity Doc

- Non-competitive Justification
- Indirect Cost Rate Agreement (if applicable)
- Consultant Rate Justification
- 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 Save Submit

**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)

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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**.

The screenshot shows the 'Attach Entity Documents' window in the JUSTgrants system. The window contains a table with the following columns: Name, Category, Begin Date, End Date, Federal Fiscal Year, Created Date, and Uploaded by. The table lists several documents, including 'Procedural improvements to updating JARG.docx', 'Indirect Cost Rate Agreement.docx', '231391 Design Doc.docx', and '2015 IDC.pdf'. A green circle labeled '12' highlights the checkbox for the first document. Another green circle labeled '13' highlights the 'Submit' button at the bottom right of the window.

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



# GAA Revising a Web-Based Budget

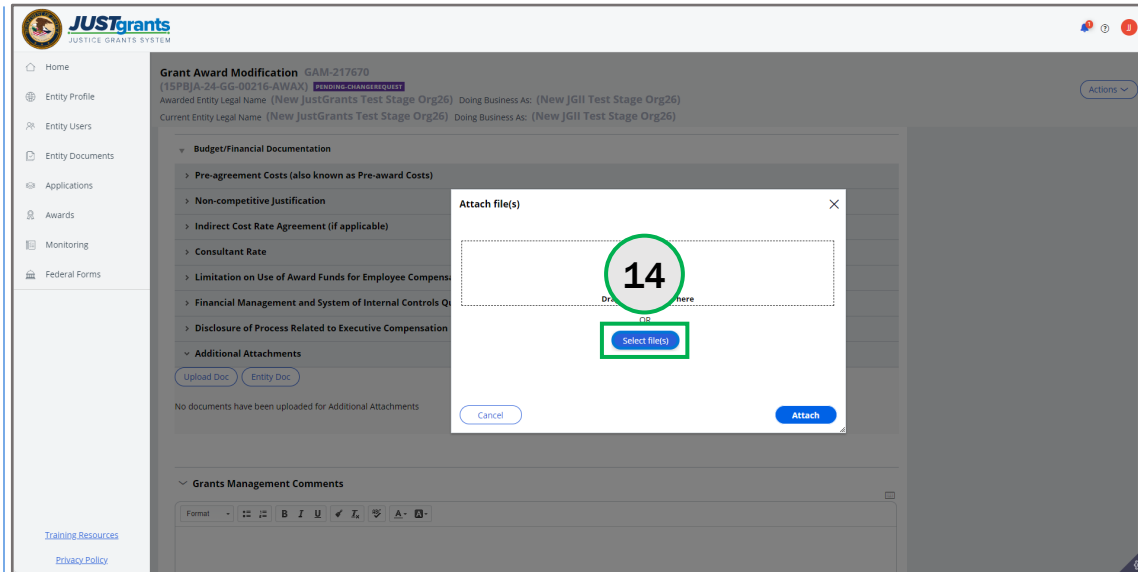
(Steps 14 – 16)

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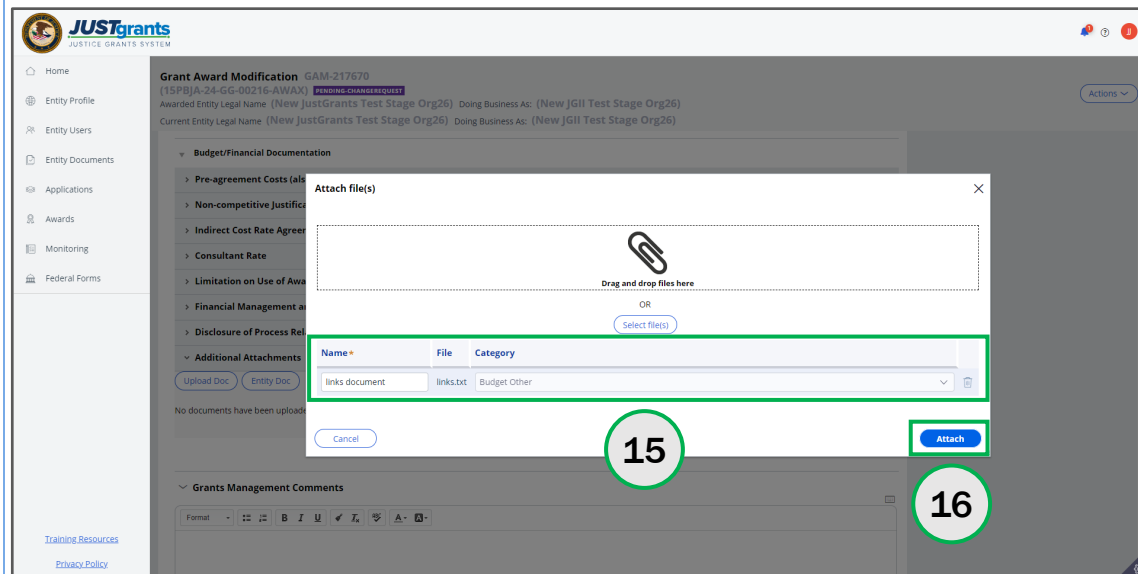
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14) If Upload Doc is selected, the **Attach Files** window will be displayed. Use the **Select File(s)** option to choose a file from the workstation computer.



15) Rename the uploaded attachment if necessary.

16) Select the **Attach** button. The attachment will appear in the matching section.



**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)

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

Name	Category	Created by	Date Added
<a href="#">links.doc</a>	Budget/Other	justgrants026.grantawardadmin	03/08/2024

**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

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## 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)


GRANT AWARD ADMINISTRATOR



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

Case ID	Due Date	Case Type	Award	Solicitation Title	Office	Status
GAM-211968	09/26/2022	Grant Award Modification	15PBJS-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	15COPS-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	15JOWW-23-GG-03208-STOP	OWW Fiscal Year 2023	OWW	Pending-ChangeRequest
GAM-218664		Grant Award Modification	15PSMA-24-GG-00406-AWAX	FY24 INVITED TEMPLATE	OJP-SMART	Pending-ChangeRequest
GAM-216284		Grant Award Modification	15JOWW-24-GG-00150-STOP	FY24 Discretionary Template New Design	OWW	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	15JOWW-23-GG-03267-STOP	New Redesign SI OWW Formula with Edited Headers	OWW	Pending-ChangeRequest
GAM-205001		Grant Award Modification	15PBIA-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

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

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

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

# GAA Revising a Manual Budget

(Steps 3 – 5)

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- 3) 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.

The screenshot displays the JUSTgrants interface for a Grant Award Modification (GAM-217670). The left sidebar contains navigation options: Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, and Federal Forms. The main content area is titled 'Budget/Financial Documentation' and includes sections for Pre-agreement Costs, Non-competitive Justification, Indirect Cost Rate Agreement, Consultant Rate, Limitation on Use of Award Funds, Financial Management and System of Internal Controls, and Disclosure of Process. The 'Additional Attachments' section is expanded, showing two buttons: 'Upload Doc' and 'Entity Doc'. Both buttons are highlighted with green boxes and circled with green numbers 4 and 5, respectively. Below the buttons, a message states 'No documents have been uploaded for Additional Attachments'. At the bottom, there is a 'Grants Management Comments' section with a rich text editor.

# GAA Revising a Manual Budget

(Steps 6 – 8)

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

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)

**Attach Entity Documents**

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

Buttons: Cancel, Submit

# GAA Revising a Manual Budget

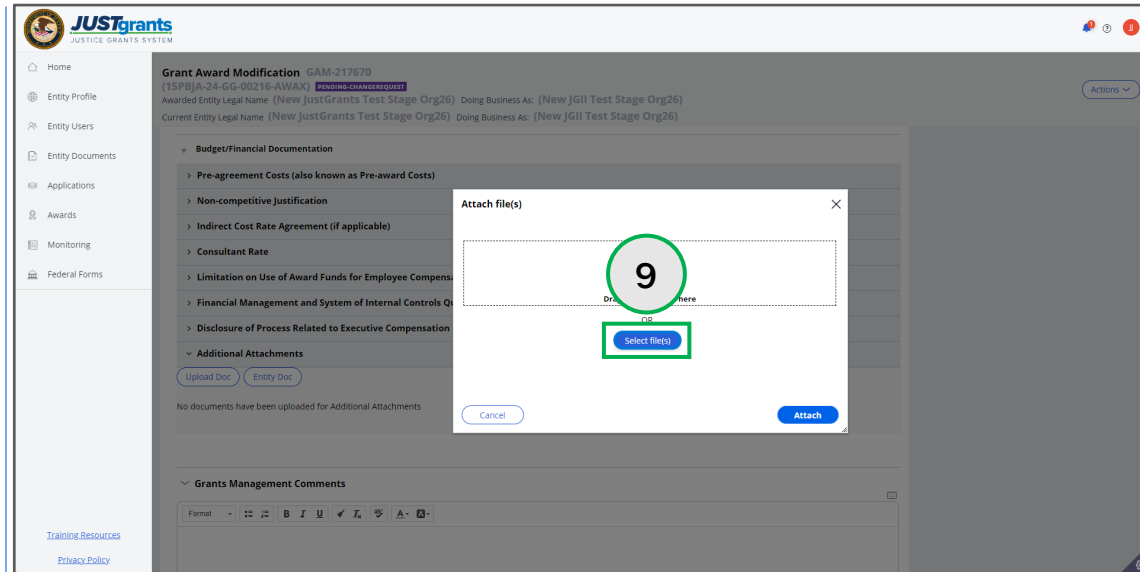
(Steps 9 – 11)

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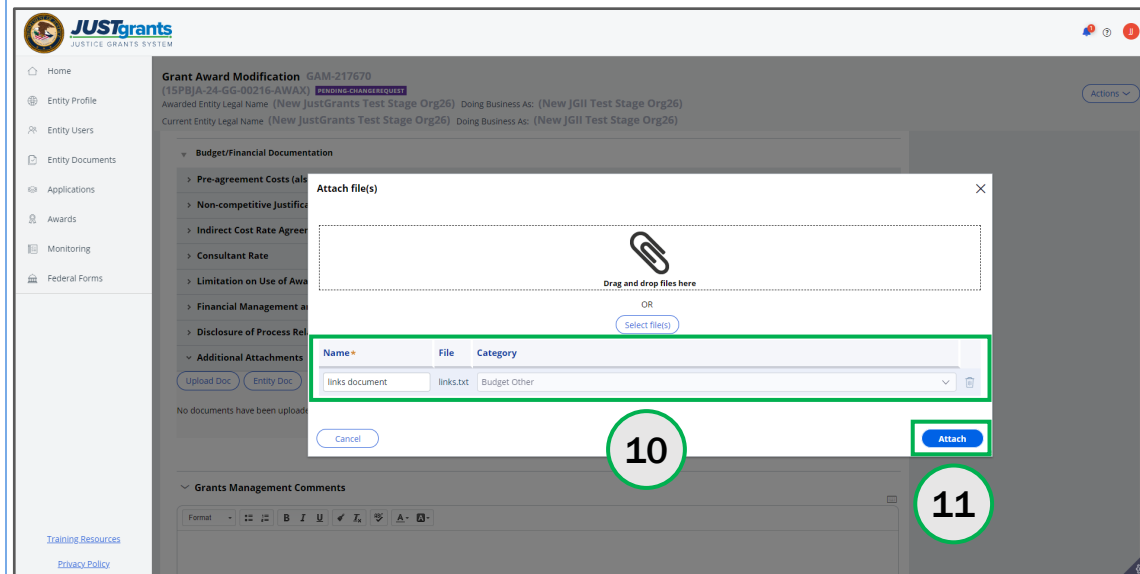
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9) If Upload Doc is selected, the **Attach Files** window will appear. Utilize the **Select File(s)** option to choose a file from the workstation computer.



10) Rename the uploaded attachment, if necessary.

11) Select the **Attach** button. The attachment will appear in the matching section.



**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

(Step 12)

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

**12**

**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.