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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.
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

Project Period Extension GAM

Programmatic GAMs

Grant Manager

Grantee

Programmatic Cost GAM

Scope Change GAM

Budget Reduction GAM (COPS only), Budget Modification GAM and Sole Source GAM

Budget Reduction GAM (OJP/OVW only)

Budget Clearance GAM

Financial GAMs

Financial Staff
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.
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
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 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.
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.
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.
Budget Clearance
Grant Award Modification (GAM)
Web-based Budget Clearance GAM
<table>
<thead>
<tr>
<th>Section Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Header</td>
<td>Includes quick reference data about the award including, but not limited to, the Solicitation Title, Federal Award Amount, and Grant Manager name.</td>
</tr>
<tr>
<td>Project Budget Summary</td>
<td>A read-only version of the sum of the line items entered in the details.</td>
</tr>
<tr>
<td>Project Cost Breakdown</td>
<td>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.</td>
</tr>
<tr>
<td>Budget Detail Summary</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 Save or Submit are selected.</td>
</tr>
<tr>
<td>Grants Management Comments</td>
<td>Includes direction from DOJ on what budget items need to be updated.</td>
</tr>
</tbody>
</table>
Web-based Budget Clearance

GAM

Step 1

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.

Return to **Budget Structure** section.
2) Navigate to the Grants Management Comments section to review what changes were requested. Return to Budget Structure section.
3) Navigate to the **Budget Summary Detail** view and toggle open the caret corresponding to each category to edit the line items.

Return to **Budget Structure** section.
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.

Return to Budget Structure section.
9) The budget summary automatically updates any changes made in the Budget Summary Detail view after selecting Save.

Return to Budget Structure section.
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.

**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.

Return to [Budget Structure](#) section.
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.

Return to [Budget Structure](#) section.
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.

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

15) Select **Submit**.

Return to **Budget Structure** section.
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.

Return to **Budget Structure** section.
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.

Return to **Budget Structure** section.
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**.

Return to **Budget Structure** section.
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 selecting the down arrow or sorted by selecting the column name.

Return to **Budget Structure** section.
Supplemental Web-based Budget Clearance GAM

Step 2

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

Return to [Budget Structure](#) section.
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).

Return to **Budget Structure** section.
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.

Return to [Budget Structure](#) section.
6) Navigate to the **Budget Detail Summary** section and update the **Budget Category** information as needed.

Return to **Budget Structure** section.
Supplemental Web-based Budget Clearance GAM
Steps 7 – 8

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.

Return to **Budget Structure** section.
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.

Return to **Budget Structure** section.
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.

Return to Budget Structure section.
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.

Return to **Budget Structure** section.
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.

Return to Budget Structure section.
Attachment Budget Clearance GAM
## Attachment Budget Clearance
### GAM Overview

<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, the Solicitation Title, Federal Award Amount, and Grant Manager name.</td>
</tr>
<tr>
<td><strong>Project Budget Summary</strong></td>
<td>This section will be blank when the GAM is change requested. Budget approval will be displayed on this screen.</td>
</tr>
<tr>
<td><strong>Budget/Financial Documentation</strong></td>
<td>Includes all budget attachments submitted with the application. Additional or revised documents can be added. Attachments cannot be deleted.</td>
</tr>
<tr>
<td><strong>Grants Management Comments</strong></td>
<td>Includes direction from DOJ on what items need to be updated in the budget.</td>
</tr>
</tbody>
</table>
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.

Return to **Budget Structure** section.
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.

Return to **Budget Structure** section.
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.

---

Return to **Budget Structure** section.
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.

Return to **Budget Structure** section.
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**.

Return to **Budget Structure** section.
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**.

Return to **Budget Structure** section.
Supplemental Attachment
Budget Clearance GAM
Supplemental Attachment
Budget Clearance GAM

Step 1

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.

Return to Budget Structure section.
2) Review the Funded Award Details.

Return to Budget Structure section.
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).

Return to **Budget Structure** section.
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).

Return to **Budget Structure** section.
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.

---

Return to **Budget Structure** section.
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**.

Return to **Budget Structure** section.
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**.

Return to **Budget Structure** section.
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**.

Return to **Budget Structure** section.
Grant Award Modification (GAM) Initiation
GAM Initiation
Step 1

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.
GAM Initiation

Step 2

2) Select the **Award ID** from the **My Assigned Awards** menu to initiate a GAM for that award.
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.
4) Select the **Grant Award Modification (GAM)** tab.
5) Select the **GAM Type** from the **Type of Award Change** dropdown menu. Options are:

- Financial;
- Project Period Extension;
- Programmatic.
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.
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.
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.
Project Period Extension (PPE) Grant Award Modification (GAM)
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.
• **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.
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**.
2) Select **Create New GAM**.
3) Review the **Funded Award Details** in the GAM header after the PPE GAM has been created.
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.
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.
Project Period Extension (PPE) GAM
Steps 7 – 9

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.
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**.
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

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.
2) Select the Programmatic Costs subtype from the Award Change Subtype dropdown menu.
3) Select **Create New GAM**.
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.
5) Enter a justification for the programmatic cost change in the **Justification** field.

6) Select **Attach** to attach programmatic files to the GAM.
7) Locate the file on the workstation shared drive or drag and drop the file as indicated.
8) Select the correct category for the attached file from the Category dropdown menu.
9) Select Attach.
10) Enter comments in the **Grants Management Comments** field. These comments are visible to the Grant Manager.

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

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

Step 3

3) Select **Create New GAM**.
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.
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.
6) Enter a justification for the scope change in the **Justification** field.
Scope Change GAM

Step 7

7) Select the **Project Title** check box and enter an updated project title if the scope change includes changes to the project title.
8) Select the Project Description check box and enter an updated project description if the scope change includes changes to the project description.
9) Select **Attach** to attach programmatic files to the GAM.
10) Locate a file on the workstation, shared drive, or drag and drop the file as indicated.

11) Select **Attach**.
12) Select the correct **Category** for the attached file from the category dropdown menu.
13) Select Attach.
14) Enter any comments in the **Grants Management Comments** field. These comments are visible to the Grant Manager.

15) Select **Add**.
16) Select **Submit**.
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.
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.
**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.
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

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.
3) Select **Create New GAM**.
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.

**NOTE:** Do not paste text boxes or images into the financial GAM Additional Narrative section, it will not display correctly.
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.
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.
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.
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.
Modify Match Amount in a Web-based Budget Modification GAM (FY22 and Prior)
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.

Return to **Budget Structure** section.
Modify Match Amount in a Web-based Budget Modification GAM (FY22 and Prior)

Step 3

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.

Return to **Budget Structure** section.
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.

Return to **Budget Structure** section.
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

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.

Return to **Budget Structure** section.
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.

Return to **Budget Structure** section.
Modify Match Amount in a Budget Modification
GAM (OJP FY23 and Later)

Steps 6 – 7

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.

Return to Budget Structure section.
Sole Source Approval GAM
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.
2) Select **Sole Source** from the **Award Change Subtype** dropdown menu.
3) Select **Create New GAM**.
4) Select **Upload Doc** to attach files to the GAM.
5) Locate the file on the user’s workstation, shared drive, or drag and drop the file as indicated.
6) Select an attachment category from the dropdown menu.
7) Select **Attach**.
8) Enter a justification for the Sole Source Approval GAM in the Justification field.

9) Select Submit.
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**.
Budget Reduction GAM (COPS Only)
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.
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.
Budget Reduction GAM (COPS only)

Step 2

2) Select **Budget Reduction** from the **Award Change Subtype** dropdown menu.
3) Select **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.
7) Enter a justification for the Budget Reduction GAM in the Justification field.
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.
9) Enter any comments in the **Grants Management Comments** field. These comments are visible to the Grant Manager.

10) Select **Add**.
11) Select **Submit.**
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.
Change-Requested Grant Award Modification (GAM)
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 selecting the down arrow or sorted by selecting the column name.
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.
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.
5) Select **Add** to insert another item to the opened section.
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.
8) Toggle to open any line item(s) which require documents to be uploaded.

9) Follow the document upload instructions.
Change-Requested GAM
Steps 10 – 11

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.
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.
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.
Supplemental Change-Requested GAM
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.
2) Navigate to the **Grants Management Comments** section to review the requested changes.
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).
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.
6) Navigate to the **Budget Detail Summary** section and update the **Budget Category** information as needed.
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.
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.
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.
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.
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**.
View Approved Grant Award Modification (GAM)
1) When a GAM is approved, denied, or change requested, the grantee as well as the grant manager will receive notification.

Sent: Oct 31, 2023 3:11:42 PM
From: donotreply@jigs.gov
To: justgrants025.grantawardadmin@gmail.com; GrantManagers@Agop.usdoj.stg; justgrants025.authorizedrep@gmail.com; Chf.kayag.usdoj.gov
Subject: Grant Award Modification for an award from DOJ is Approved

The request for a grant award modification, GAM-216378, for award number 15PBIA-23-GK-03278-NARI under the solicitation CHAI TEST STAGE is approved.
Please log into DOJ's JustGrants system at JustGrants.

For more information go to www.justgrants.usdoj.gov
JustGrants is operated under the U.S. Department of Justice
View Approved GAM
Steps 2 – 4

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)**.
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.
To close the displayed GAM, select **Close** from the **Actions** dropdown menu. This will return the grantee to the **Funded Award Information** section.
8) Select **Close** from the **Actions** dropdown menu. This will return the grantee to **My Awards**.
View Approved Retroactive GAM
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

1) Open the Award and scroll to the Funding Information section.
2) Select **Grant Award Modification (GAM)**.
3) Toggle the GAM ID in the Completed GAM section to open the GAM in read-only mode.
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.