

Grant Award Administrator Budget Clearance Change Request

ENTITY USERS



JUSTgrants
JUSTICE GRANTS SYSTEM

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

ENTITY USERS



JUSTgrants
JUSTICE GRANTS SYSTEM

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 you hit save or submit.

Grants Management Comments

Includes direction from DOJ on what items needs to be updated in your budget.

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, you will see the final approved budget within this screen.

Budget/Financial Documentation

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.

Grants Management Comments



Includes direction from DOJ on what items needs to be updated in your budget.

Grant Award Administrator Revising a Web-Based Budget



- 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.

Case ID	Date Due	Urgency	Case Type	Case Status	Last Updated
PR-54	08/14/2020	543 Days Past Due	Performance Report	New	09/29/2021 10:46 PM
PR-26	08/15/2020	543 Days Past Due	Performance Report	New	09/29/2021 10:46 PM
PR-55	02/14/2021	359 Days Past Due	Performance Report	New	09/29/2021 10:46 PM
PR-33	02/15/2021	359 Days Past Due	Performance Report	New	09/29/2021 10:46 PM
PR-334199	02/15/2021	359 Days Past Due	Performance Report	New	09/29/2021 11:31 PM
GAM-211054	05/16/2021	269 Days Past Due	Performance Report	New	09/29/2021 10:46 AM
PR-269225	06/15/2021	217 Days Past Due	Grant Award Modification	New	07/07/2021 08:22 AM
PR-157072	08/15/2021	178 Days Past Due	Performance Report	New	09/29/2021 10:46 PM
PR-157072	08/15/2021	178 Days Past Due	Performance Report	New	08/15/2021 01:06 AM

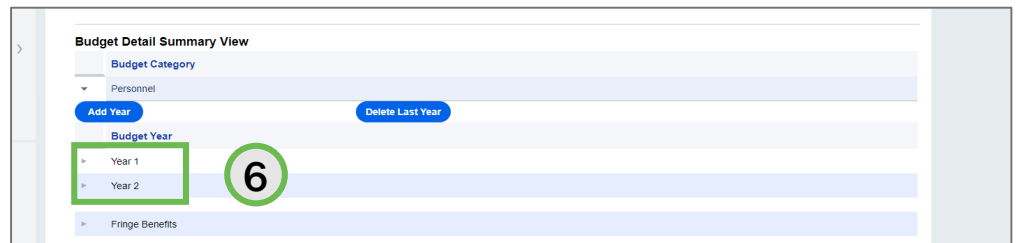
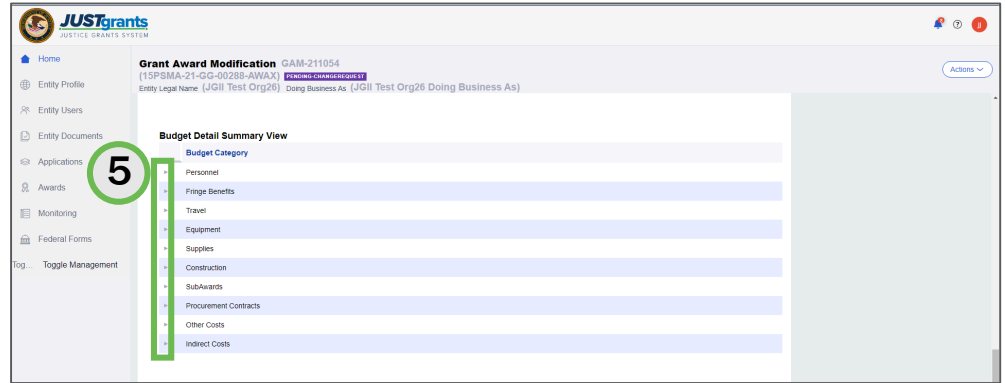
Note: Each column can be filtered by selecting the **down arrow**,  or sorted by selecting the **small arrow** corresponding to the column. 

Create Date	User	Note
9/27/21 11:16 AM	FinGrantsMainInOCFO jgtsint	Please correct the following: 1. Item 2 2. Item 2
9/28/21 11:56 AM	FinGrantsManaSuperRvOCFO jgtsint	Edit budget summary

Grant Award Administrator Revising a Web-Based Budget



- 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.



Grant Award Administrator

Revising a Web-Based Budget



- 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.

Grant Award Modification GAM-211054
(15PSMA-21-GG-00288-AWAX) **PERSONNEL CHANGE REQUEST**
Entry Legal Name (JGII Test Org26) Doing Business As (JGII Test Org26 Doing Business As)

Budget Detail Summary View

Budget Category
- Personnel
Add Year Delete Year

Budget Year
- Year 1

Personnel

Name	Position	Salary	Rate	Time Worked	Percentage of Time (%)	Total Cost
1 Joe Smith	Director	\$100,000.00	Yearly	140	100.00%	\$14,000,000.00
2		5	Yearly		%	\$0.00

Personnel Total Cost \$14,000,000.00

Additional Narrative

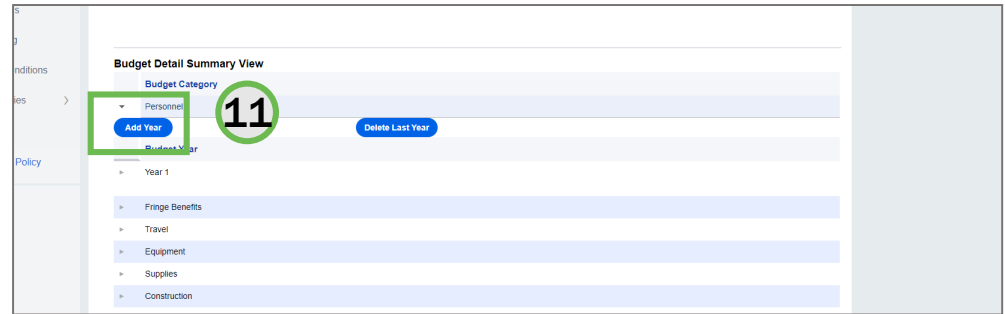
Font Size [Rich Text Editor]

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.

Grant Award Administrator Revising a Web-Based Budget



- 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.



JUSTgrants
JUSTICE GRANTS SYSTEM

Home

Entity Profile

Entity Users

Entity Documents

Applications

Awards

Monitoring

Federal Forms

Toggle Management

Grant Award Modification 154
(15PBMA-21-GG-00268-AW)
Entity Legal Name (JGII Test Org) - Justice As (JGII Test Org26 Doing Business As)

Project Budget Summary	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Personnel	\$14,000,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$14,000,000.00
Fringe Benefits	\$0.00	\$0.00	—	—	—	\$0.00
Travel	\$0.00	\$0.00	—	—	—	\$0.00
Equipment	\$0.00	\$0.00	—	—	—	\$0.00
Supplies	\$5,000.00	\$5,000.00	—	—	—	\$10,000.00
Construction	\$0.00	\$0.00	—	—	—	\$0.00
SubAwards	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Procurement Contracts	\$0.00	\$0.00	—	—	—	\$0.00
Other Costs	\$2,500.00	\$2,500.00	—	—	—	\$5,000.00
Total Direct Costs	\$14,007,500.00	\$7,500.00	\$0.00	\$0.00	\$0.00	\$14,015,000.00
Indirect Costs	\$0.00	\$0.00	—	—	—	\$0.00

justgrants/jgibtext/GrantAward/154
John/Elect/Doe Entity Admin
justgrants/jgibtext/Financial/154
GrantManagement/GrantManagement
justgrants/jgibtext/Authorize/154
View all

Grant Award Administrator Revising a Web-Based Budget



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.

Total Project Cost Breakdown						
	Total	Percentage				
Federal Funds	\$5,000.00	33.33%				
Match Amount	\$10,000.00	66.67%				
Program Income Amount	\$0.00	0.00%				

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

Budget/Financial Documentation

- Pre-Agreement Cost
- Non-competitive Justification
- Indirect Cost Rate Agreement
- Consultant Rate Justification
- Employee Compensation Waiver
- Financial Management Questionnaire (Including applicant disclosure of high-risk status)
- Disclosure of Process Related to Executive Compensation

Additional Attachments

Upload Doc Entity Doc

Name	Category	Begin Date	End Date	Federal Fiscal Year	Created Date	Uploaded by
DCM Account approval Form(Data Migration) 07.28.20.pdf	Budget Indirect Cost Rate Agreement	11/3/2020	11/11/2020	2020	11/03/2020	JohnElectronicBusinessPoc Doe

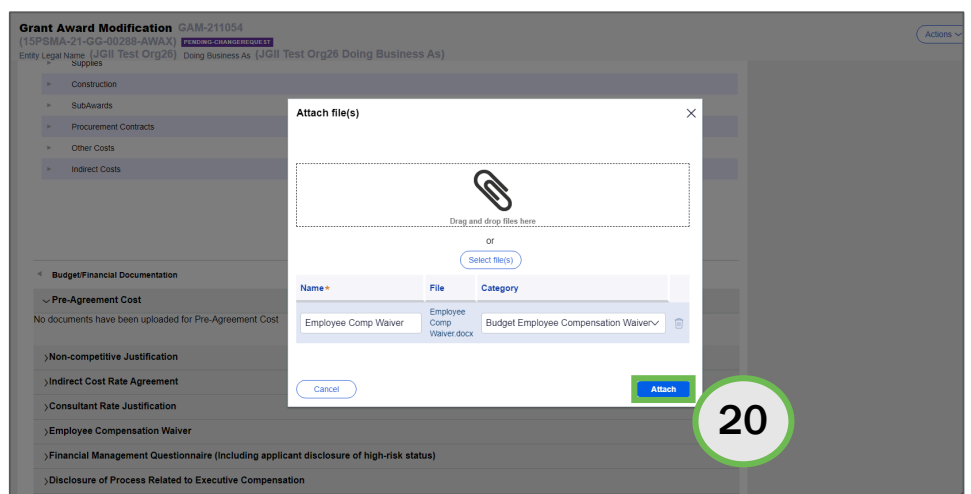
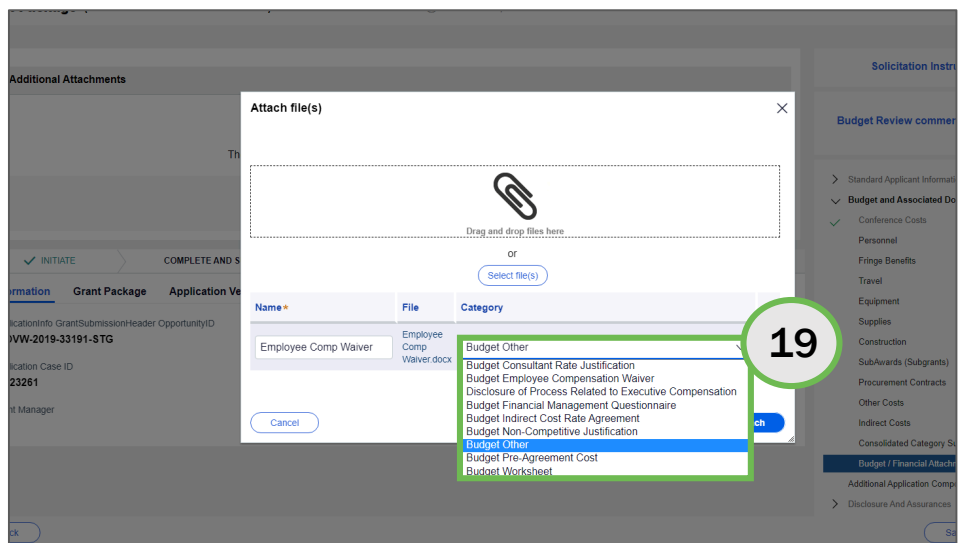
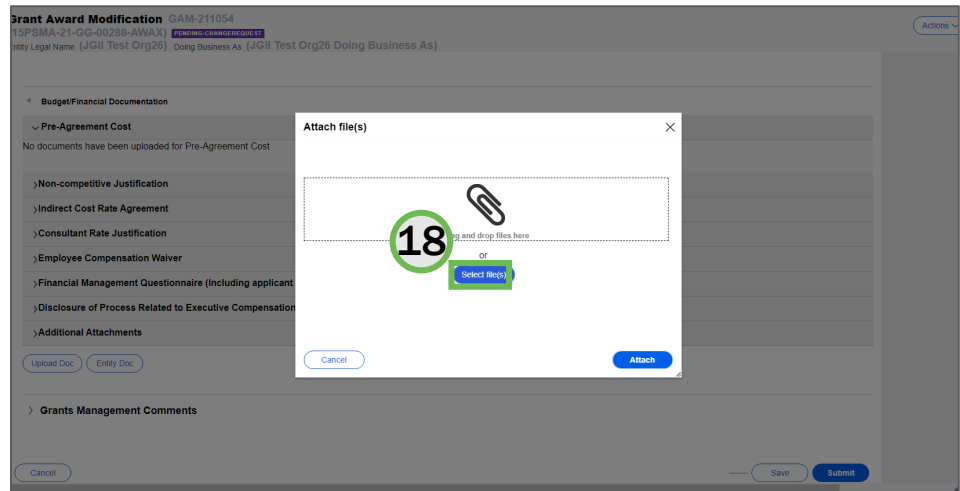
Grant Award Administrator Revising a Web-Based Budget



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.

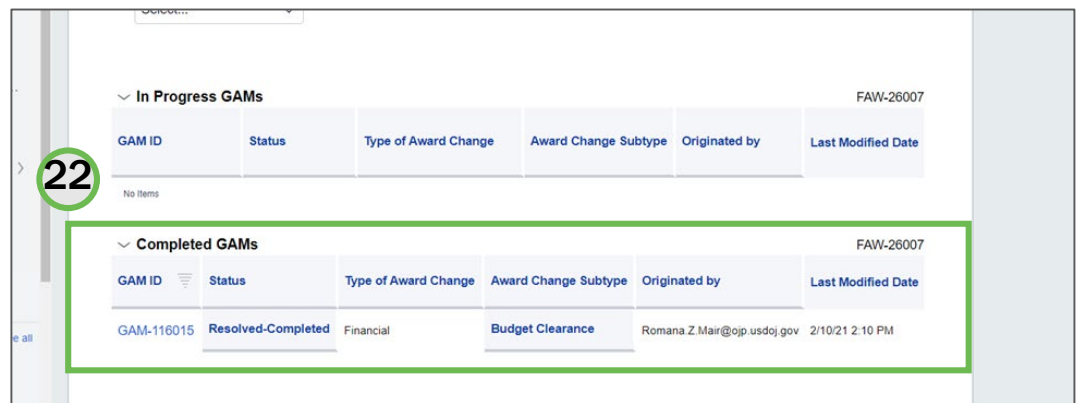
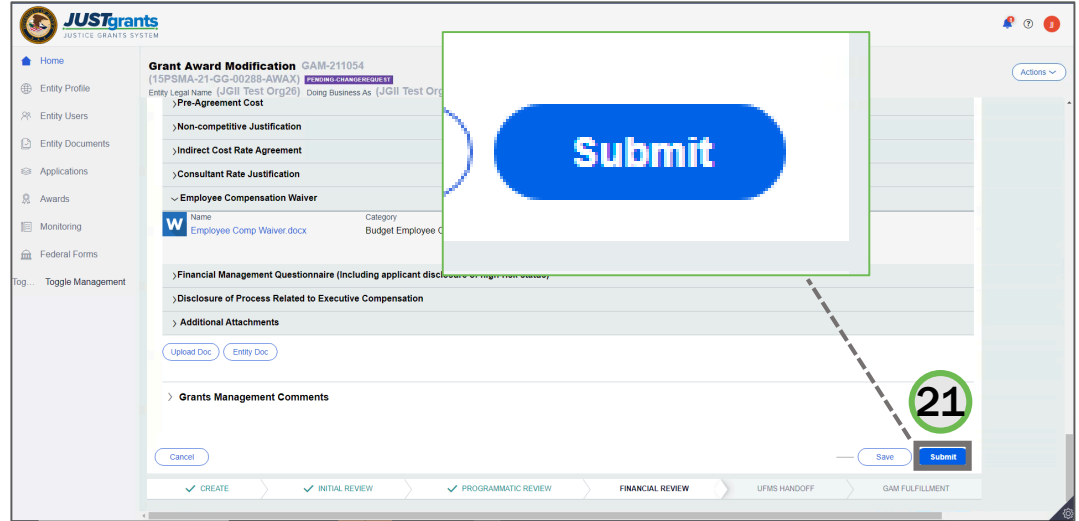
20. Select **Attach**. The attachment will appear in the corresponding section.



Grant Award Administrator Revising a Web-Based Budget



- 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.

Grant Award Administrator Revising a Budget Attachment (Manual Budget)

ENTITY USERS



JUSTgrants
JUSTICE GRANTS SYSTEM

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

Case ID	Date Due	Urgency	Case Type	Case Status	Last Updated
PR-102036	06/15/2020	409 Days Past Due	Performance Report	New	11/09/2020 02:34 PM
PR-137004	02/15/2021	225 Days Past Due	Performance Report	New	05/06/2021 09:58 PM
PR-101616	02/15/2021	225 Days Past Due	Performance Report	New	06/04/2021 05:23 PM
PR-102037	04/15/2021	165 Days Past Due	Performance Report	New	04/15/2021 08:01 PM
PR-157041	08/15/2021	44 Days Past Due	Performance Report	New	08/15/2021 01:06 AM
FAW-265065	09/29/2021	Due Today	Closeout	Submitted	07/01/2021 02:00 AM
FAW-272086	12/21/2021	Due in 83 Days	Closeout	Submitted	09/22/2021 02:00 AM
PR-334165	03/31/2022	Due in 184 Days	Performance Report	New	09/27/2021 09:32 AM
FAW-303066	12/21/2022	Due in 448 Days	Closeout	Submitted	09/08/2021 12:48 PM
GAM-211040	—	Due in 1 Day	Grant Award Modification	Pending-ChangeRequest	09/15/2021 11:28 AM

Note: Each column can be filtered by selecting the down arrow,



or sorted by selecting the small arrow corresponding to the column.



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

Create Date	User	Note
9/27/21 11:16 AM	FinGrantsMainInOCFO jgtsint	Please correct the following: 1. Item 2 2. Item 2
9/28/21 11:56 AM	FinGrantsManaSuperReOCFO jgtsint	Edit budget summary

Grant Award Administrator Revising a Budget Attachment (Manual Budget)

ENTITY USERS



JUSTgrants
JUSTICE GRANTS SYSTEM

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.

Grant Award Modification (CAM-211054)
[15F5MA-21-00-00288-AWAX] [PENDING GRANT REQUEST]
Entity Legal Name (JGII Test Org26) Doing Business As (JGII Test Org26 Doing Business As)

Budget/Financial Documentation

- Pre-Agreement Cost
No documents have been uploaded for Pre-Agreement Cost
- Non-competitive Justification
- Indirect Cost Rate Agreement
- Consultant Rate Justification
- Employee Compensation Waiver
- Financial Management Questionnaire (Including applicant disclosure of high-risk status)
- Disclosure of Process Related to Executive Compensation
- Additional Attachments**
- Grants Management Comments

Cancel Save Submit

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

3a1) Select **Submit**.

Attach Entity Documents

Name	Category	Begin Date	End Date	Federal Fiscal Year	Created Date	Uploaded by
<input checked="" type="checkbox"/> DCM Account approval Form(Data Migration) 07.28.20.pdf	Budget Indirect Cost Rate Agreement	11/3/2020	11/11/2020	2020	11/03/2020	JohnElectronicBusinessPoc Doe

Cancel Submit

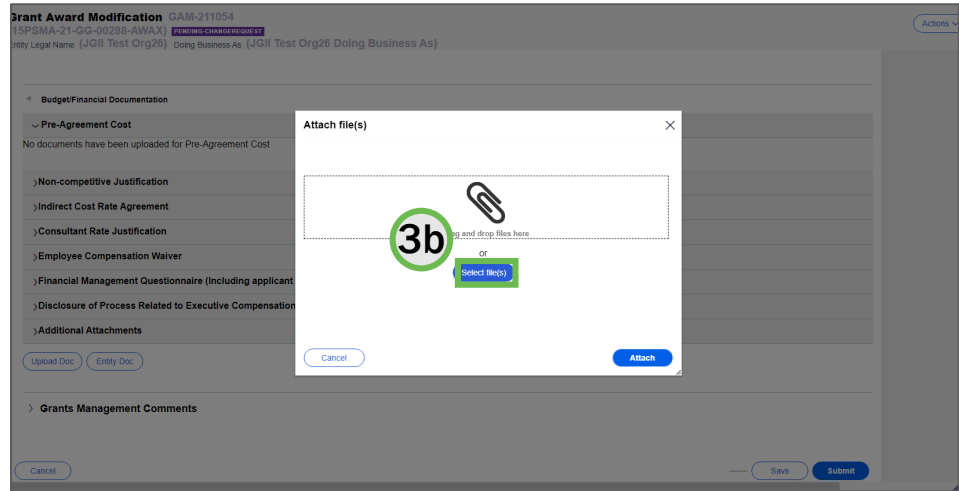
Grant Award Administrator Revising a Budget Attachment (Manual Budget)

ENTITY USERS

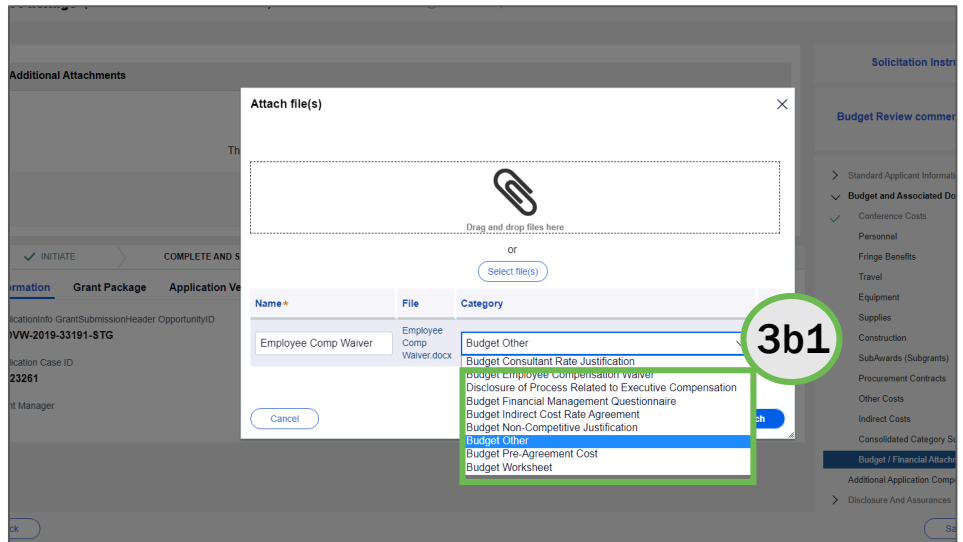


JUSTgrants
JUSTICE GRANTS SYSTEM

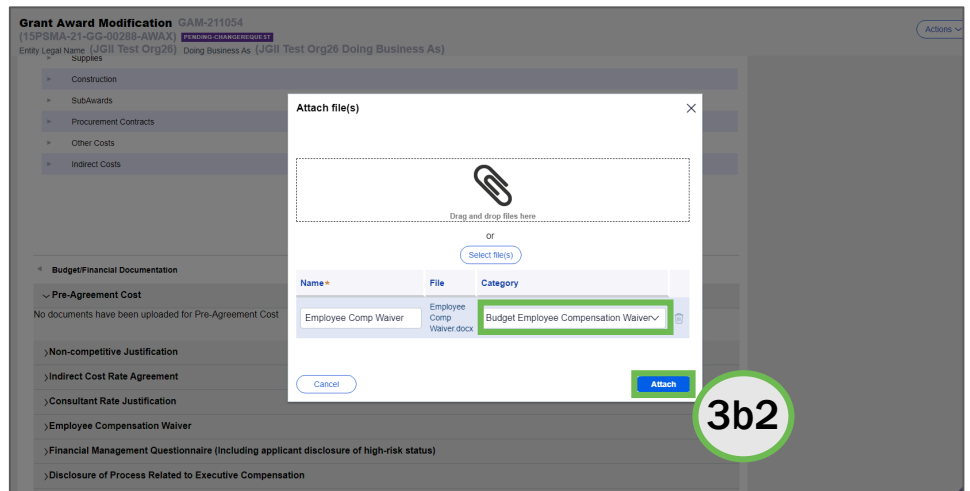
3b) If **Upload Doc** is selected, the **Attach Files** window will appear. Select **Select File(s)** to choose a file from your computer.



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.



Grant Award Administrator Revising a Budget Attachment (Manual Budget)

ENTITY USERS



JUSTgrants
JUSTICE GRANTS SYSTEM

- 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.

