



Grant Award Modification

Job Aid Reference Guide



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Introduction and Overview

How to Use this Guide

This Job Aid Reference Guide (JARG) helps users navigate the software when working in JustGrants management functions, which includes:

- Feature overviews
- Step-by-step instructions
- Infographics
- Glossary terms
- New feature summaries

This guide 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.



Select the **Home** icon located at the bottom left corner of the page.

How to Use this Guide (cont.)

IMPORTANT

Be aware that:

- JustGrants does not “auto save” work.
- A warning message appears after 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 tracking progress and entering data directly.
- Improved data accuracy and access to that data 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. In addition, 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 (GAM) Overview

Some things about the grant have changed since it was granted. The Grant Award Modification (GAM) can be used to update the terms of the grant. A GAM is created to update the **Award Details** and is used only to modify a key fact or detail(s) about the award.

JustGrants focuses on true modifications to an award. GAMs are **not** used for routine updates to grant information that does not modify a fact about the award details. There are three types of GAMs:

- Project Period Extension
- Programmatic
- Financial

All GAMs are started in the same basic way, but each has specific fields and sub-types depending on the information needed for the specific type of GAM. Users can enter information in the GAM, save it, and then return later to complete and submit. Once a GAM is submitted, DOJ reviews it and sends a notification: **Approved, Denied, or Change Requested.**

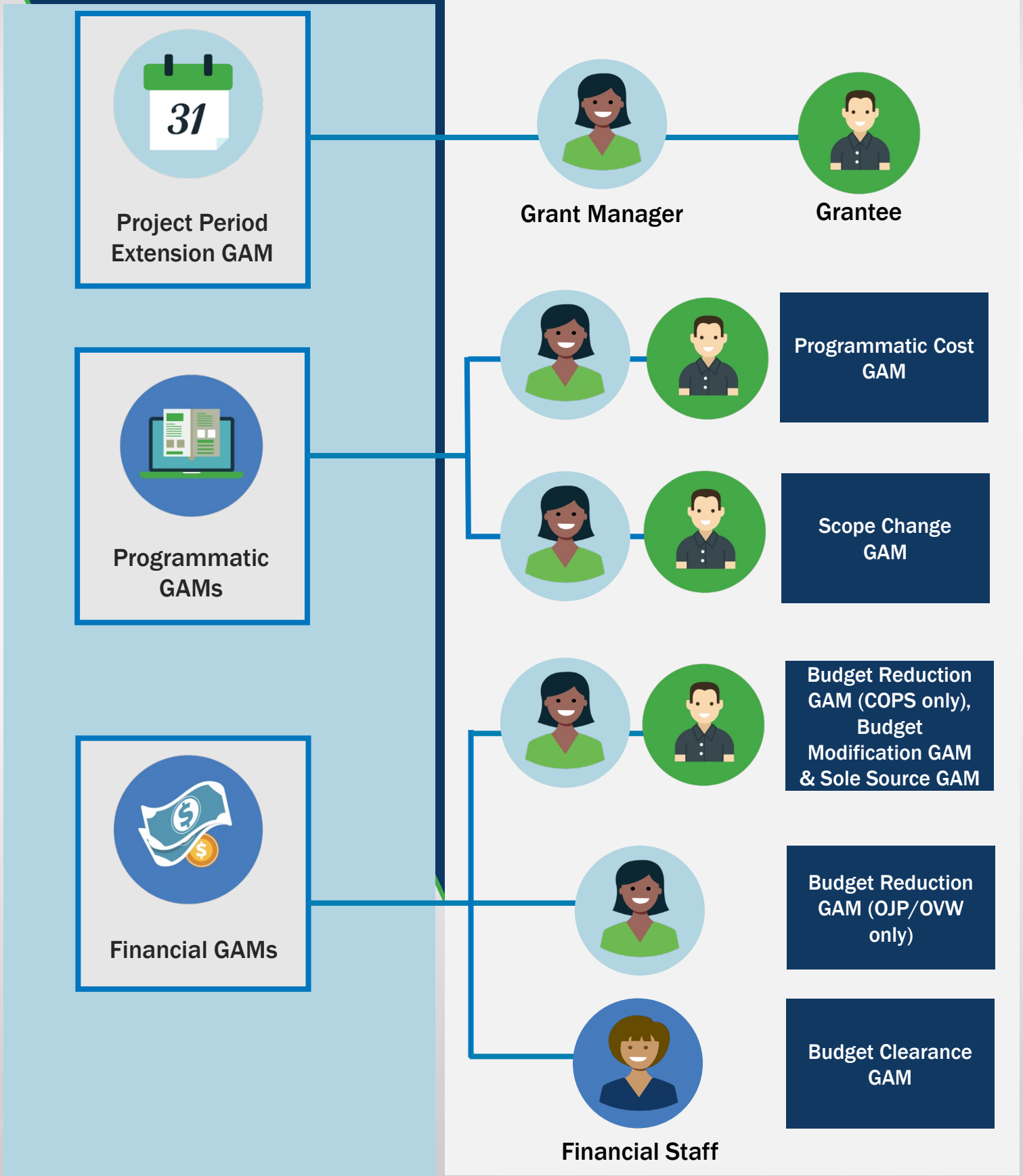
Grant Award Modification (GAM) Overview (cont.)

The following actions are not treated as GAMs:

- Within JustGrants, an Entity Administrator (EA) can change the Grant Award Administrator (GAA) and Authorized Representative (AR)
- GAAs can submit deliverables for review under **Performance Management**

On SAM.gov, users can update the Grantee name, address and establish a new Unique Entity Identifier (UEI).

Grant Award Modification (GAM) Types



Key Grant Award Modification (GAM) Takeaways

- The only external roles authorized to initiate a GAM are the **GAA** and **Alternate GAA**. A **DOJ Grant Manager** can also initiate a GAM.
- Some GAMs are no longer needed since they do not modify a fact about the award details.
- 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 (GAM) Status Codes

New

The GAM was generated by the GAA, the Grant Manager, or the DOJ Financial Manager and has not been submitted.

Pending Approval

The GAM is being reviewed by DOJ staff.

Pending Change Request

The GAM is in the GAA's worklist to be edited and resubmitted.

Pending-Resubmitted-BCGAM

The GAM was resubmitted by the GAA and is moving through the review process.

Resolved Completed

The GAM was approved, and award details have been updated.

Resolved Deleted

The GAM was deleted.



Grant Award Modification (GAM) Initiation

GAM Initiation

Step 1

Select Award

- 1) Select **Awards** on the JustGrants Home page.

Welcome justgrants026.grantawardadmin.jgitsext

Alerts (0)
No data to display

My Worklist

Case ID	Date Due ↑	Case Type	Case Status	Last Updated
PR-358738	04/30/2018	Performance Report	PR-Delinquent	05/05/2022 09:32 AM
PR-358472	01/01/2019	Performance Report	PR-Delinquent	08/05/2022 01:42 PM
PR-384269	03/30/2019	Performance Report	PR-Delinquent	01/24/2023 09:03 AM
PR-358288	03/30/2019	Performance Report	PR-Delinquent	03/30/2022 10:57 AM
PR-358092	03/30/2019	Performance Report	PR-Delinquent	03/30/2022 09:59 AM
PR-358083	03/30/2019	Performance Report	PR-Delinquent	03/30/2022 09:59 AM
PR-358083	03/30/2019	Performance Report	PR-Delinquent	03/30/2022 09:59 AM

GAM Initiation

Step 2

Select Award ID

- 2) Select the **Award ID** from the **My Assigned Awards** menu to initiate a GAM for that award.

JUSTgrants
JUSTICE GRANTS SYSTEM

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Privacy Policy

Awards - JustGrants Test Org26 JGII Test Org26

My Assigned Awards
701 results

Rows: 1-10 Export List

Award ID	Award Status	Grant Award Administrator	Role	Award Number	Managing Office	Program Office	Solicitation Title	Project Period Start Date	Project Period End Date	Total Award A
FAW-304091	Pending-Active	justgrants028.grantawardadmin.jgitsext		15PBJA-21-GK-00152-BJSP	OJP	BJA	CTAS Business Demo 0625	8/30/21	8/30/22	\$
FAW-302097	Pending-Active	David Gaetani		15JCOPS-21-GK-00137-SLEM	COPS	Programmatic	COPS Award Conditions 2	9/8/21	9/21/22	\$10
FAW-310085	Pending-Active	justgrants028.grantawardadmin.jgitsext		15JCOPS-21-GK-00135-SLEM	COPS	Programmatic	COPS Award Conditions STG	9/8/21	9/21/22	\$10
FAW-308138	Pending-Active	justgrants028.grantawardadmin.jgitsext						10/1/19	9/30/22	
FAW-309988	Pending-Active	justgrants028.grantawardadmin.jgitsext		15JOVW-19-GG-00081-STOP	OVW	Programmatic	OVW WEBBASED FINAL	10/1/20	11/30/22	\$
FAW-307850	Pending-Active	justgrants028.grantawardadmin.jgitsext		15PBJA-22-GK-01906-AWAX	OJP	BJA	test PR	10/1/18	12/31/22	\$
FAW-312804	Pending-Active	justgrants028.grantawardadmin.jgitsext		15PBJA-23-GK-02374-AWAX	OJP	BJA	Amy Test	1/1/22	12/31/22	\$
FAW-310408	Pending-Active	justgrants028.grantawardadmin.jgitsext		15PBJA-23-GG-00016-CAPL	OJP	BJA	FY23 Formula Template	10/1/21	12/31/22	\$
FAW-307223	Pending-Active	justgrants028.grantawardadmin.jgitsext		15PSMA-22-GG-00094-AWAX	OJP	SMART	SMART FY 22 Support for Adam Walsh Act Implementation Grant Program	10/1/20	12/31/22	\$
FAW-307197	Pending-Active	justgrants028.multipleroles.jgitsext		15PSMA-22-GG-00055-AWAX	OJP	SMART	SMART FY 22 Support for Adam Walsh Act Implementation Grant Program	10/1/20	12/31/22	\$

GAM Initiation

Step 3

Select Begin Option

- 3) Select the **Begin** link corresponding to the **Programmatic** or **Funded Award** line.

NOTE: If the **Begin** button does not appear, the award may be in read-only mode. Refer to the [GAM Initiation Troubleshooting](#) page for more information.

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JUSTICE GRANTS SYSTEM

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Active Funded Award

(15JOVW-22-GG-03291-STOP) **PENDING-ACTIVE** Actions
Entity Legal Name (JustGrants Test Org26) Doing Business As: (JGII Test Org26)

ASAP Account is in Suspend status. Drawdown is not available. For more information, view the Funding Balance and Availability tab.

Solicitation Title:	FY22 OVV Solicitation	Solicitation Category:	N/A
Project Title:	Organizational Readiness: Formula Template Solicitation Application 1	Federal Award Amount	\$1,000.00
Project Period:	10/15/22 - 12/31/24	UEI:	RKVZV7M6FJ03
Managing Office:	OVV	TIN:	280000000
DOJ Grant Manager:	GrantManaReOVW jgitsint		
Grant Award Administrator:	justgrants026.grantawardadmin.jgitsint		
FAW Case ID	FAW-324112		

Assignments

View all

Task	Assigned to	
Audit And Assessment (Active)	Funded Award	Begin
Financial (Active)	Funded Awards OVV	Begin
Leadership (Active)	Funded Award	Begin
Legal (Active)	Funded Award	Begin
1y Programmatic (Active)	Funded Awards	Begin
1mo Await Date/Time (Active)	Work queue record for deferred tasks	

[View Application](#)

Case details

Last updated by
Pega Email Bot (4d ago)
Created by
Agent(System-Queue-ServiceLevel.ProcessEvent)
(4d ago)

DOJ Grant Manager
[GrantManaReOVW jgitsint](#)
Phone
123-123-1231

3

GAM Initiation

Step 4

Select GAM Tab

4) Select the Grant Award Modification (GAM) tab.

The screenshot displays the JUSTgrants interface for an 'Active Funded Award'. The award details include:

- Solicitation Title: FY22 OVW Solicitation
- Solicitation Category: N/A
- Project Title: Organizational Readiness: Formula Template Solicitation Application 1
- Federal Award Amount: \$1,000.00
- Project Period: 10/15/22 - 12/31/24
- UEI: RKV2V7M8FJ03
- Managing Office: OVW
- TIN: 280000000
- DOJ Grant Manager: GrantManaReOVW jgitsint
- Grant Award Administrator: justgrants028 grantawardadmin jgitsint
- FAW Case ID: FAW-324112

The 'Award Information' section shows a navigation menu with the following tabs: Award Package, Award Conditions, Award Details, Award Attachments, Performance Management, Funding Balance and Availability, Federal Financial Report (FFR), **Grant Award Modification (GAM)** (highlighted with a green box and a circled number 4), and Closeout. Below the tabs, there are links for 'Award Letter', 'Award Information', and 'Project Information'. A 'View Application' button is visible on the right side of the page.

GAM Initiation

Step 5

Select GAM Type

- 5) Select the **GAM Type** from the **Type of Award Change** dropdown menu.

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JUSTICE GRANTS SYSTEM

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Active Funded Award
(15JOVW-22-GG-03291-STOP) **PENDING-ACTIVE**
Entity Legal Name (JustGrants Test Org26) Doing Business As: (JGII Test Org26)

ASAP Account is in Suspend status. Drawdown is not available. For more information, view the Funding Balance and Availability tab.

Solicitation Title:	FY22 OVV Solicitation	Solicitation Category:	N/A
Project Title:	Organizational Readiness: Formula Template Solicitation Application 1	Federal Award Amount	\$1,000.00
Project Period:	10/15/22 - 12/31/24	UEI:	R/KVZV7M6FJ03
Managing Office:	OVV	TIN:	280000000
DOJ Grant Manager:	GrantManaReOVW jgitsint		
Grant Award Administrator:	justgrants026.grantawardadmin.jgitsint		
FAW Case ID	FAW-324112		

Award Information
DUE IN 1 YEAR 4 MONTHS FROM NOW

Award Package Award Conditions Award Details Award Attachments Performance Management Funding Balance and Availability Federal Financial Report (FFR) **Grant Award Modification (GAM)** Closeout

GAM Selection
Type of Award Change
Select
Financial
Project Period Extension
Programmatic

View Application

Case details
Last updated by Pega Email Bot (4d ago)
Created by Agent(System-Queue-ServiceLevel.ProcessEvent) (4d ago)

DOJ Grant Manager
GrantManaReOVW jgitsint
Phone 123-123-1231

Privacy Policy

GAM Initiation

Step 6

Award Change Subtype

- 6) If necessary, select the appropriate subtype from the **Award Change Subtype** dropdown menu.

NOTE: If the **Create New GAM** button is gray 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.

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Active Funded Award
(15JOVW-22-GG-03291-STOP) **PENDING-ACTIVE**
Entity Legal Name (JustGrants Test Org26) Doing Business As: (JGII Test Org26)

ASAP Account is in Suspend status. Drawdown is not available. For more information, view the Funding Balance and Availability tab.

Solicitation Title: FY22 OVV Solicitation
Solicitation Category: N/A
Project Title: Organizational Readiness: Formula Template Solicitation Application 1
Federal Award Amount \$1,000.00
Project Period: 10/15/22 - 12/31/24
UEI: R4VZV7M6FJ03
Managing Office: OVV
TIN: 280000000
DOJ Grant Manager: GrantManaReOVW jgitsint
Grant Award Administrator: justgrants026.grantawardadmin.jgitsint
FAW Case ID: FAW-324112

Award Information
DUE IN 1 YEAR 4 MONTHS FROM NOW

Award Package | Award Conditions | Award Details | **Award Attachments Management** | Performance | Funding Balance and Availability | Federal Financial Report (FFR) | Grant Award Modification (GAM) | Closeout

GAM Selection
Type of Award Change: Financial
6
Create New GAM

View Application

Case details
Last updated by Pega Email Bot (4d ago)
Created by Agent(System-Queue-ServiceLevel.ProcessEvent) (4d ago)

DOJ Grant Manager: GrantManaReOVW jgitsint
Phone: 123-123-1231

GAM Initiation

Step 7

Create New
GAM

7) Select the **Create New GAM** button.

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, but the data being modified by the in-progress GAM is grayed out when the GAM is opened.

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Active Funded Award
(15JOVW-22-GG-03291-STOP) **PENDING-ACTIVE**
Entity Legal Name (JustGrants Test Org26) Doing Business As: (JGII Test Org26)

ASAP Account is in Suspend status. Drawdown is not available. For more information, view the Funding Balance and Availability tab.

Solicitation Title:	FY22 OVV Solicitation	Solicitation Category:	N/A
Project Title:	Organizational Readiness: Formula Template Solicitation Application 1	Federal Award Amount	\$1,000.00
Project Period:	10/15/22 - 12/31/24	UEI:	R/KVZV7M6FJ03
Managing Office:	OVW	TIN:	280000000
DOJ Grant Manager:	GrantManaReOVW jgitsint		
Grant Award Administrator:	justgrants026.grantawardadmin.jgitsint		
FAW Case ID	FAW-324112		

Award Information
DUE IN 1 YEAR 4 MONTHS FROM NOW

Award Package Award Conditions Award Details Award Attachments Performance Management Funding Balance and Availability Federal Financial Report (FFR) **Grant Award Modification (GAM)** Closeout

GAM Selection

Type of Award Change
Financial

Award Change Subtype
Budget Modification

Create New GAM

View Application

Case details
Last updated by Pega Email Bot (4d ago)
Created by Agent(System-Queue-ServiceLevel.ProcessEvent) (4d ago)

DOJ Grant Manager
GrantManaReOVW jgitsint
Phone 123-123-1231

Privacy Policy

GAM Initiation Troubleshooting

If the **Begin** button does not appear when opening an award, the award may be read-only. It will not be possible to initiate a GAM.

Another indicator that the award is read-only is if the **Funded Award Labels (1)** appears across the top of the screen.

If the award is opening in read-only, the user may not have the correct role (GAA or Alternate GAA) or that the entity is not fully onboarded.

Users also need to have accepted the award.

The screenshot displays the JUSTgrants system interface. The main content area shows an **Active Funded Award** for the entity (15PSMA-22-GG-02195-AWAX). A red banner indicates that the **ASAP Account is in Suspend status**. The award details include:

Solicitation Title:	SMART FY 22 Support for Adam Walsh Act Implementation Grant Program	Solicitation Category:	N/A
Project Title:	Organizational Readiness: Formula Template Solicitation Application 1	Federal Award Amount:	\$900.00
Project Period:	10/1/22 - 12/31/24	Program Office:	SMART
Managing Office:	OJP	UEI:	RKV2V7M8FJ03
DOJ Grant Manager:	GrantManRe-SMART jgtsint	TIN:	290000000
Grant Award Administrator:	David Gaetani		
FAW Case ID:	FAW-310847		

Below the details is an **Assignments** table:

Task	Assigned to
Audit And Assessment (Active)	Funded Award
Financial (Active)	Funded Awards SMART
Leadership (Active)	Funded Award
Legal (Active)	Funded Award
Programmatic (Active)	Funded Awards

The right sidebar shows **Case details** and **DOJ Grant Manager** information.



Change-Requested Grant Award Modification (GAM)

Change-Requested GAM

Step 1

Locate Case ID

- 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.

The screenshot displays the JUSTgrants Justice Grants System interface. The user is logged in as 'justgrants026.grantawardadmin@jgitsex'. The 'My Worklist' section shows 1303 results. A table lists several GAM cases, with the 'Case ID' column highlighted by a green box. A filter dropdown is open for the 'Case Status' column, showing 'Pending-ChangeRequest' selected. The table columns are Case ID, Date Due, Case Type, Case Status, and Last Updated.

Case ID	Date Due	Case Type	Case Status	Last Updated
GAM-212476	10/21/2022	Grant Award Modification	Pending-Change	10/21/2022 03:12 PM
GAM-214821	---	Grant Award Modification	Pending-Change	08/02/2023 04:50 PM
GAM-214272	---	Grant Award Modification	Pending-Change	08/02/2023 12:55 PM
GAM-214738	---	Grant Award Modification	Pending-Change	08/01/2023 05:21 PM
GAM-212581	---	Grant Award Modification	Pending-Change	03/09/2023 12:45 PM
GAM-212542	---	Grant Award Modification	Pending-Change	10/24/2022 12:18 PM
GAM-211752	---	Grant Award Modification	Pending-Change	03/03/2022 12:41 PM
GAM-211971	---	Grant Award Modification	Pending-ChangeRequest	01/27/2022 12:00 PM
GAM-211228	---	Grant Award Modification	Pending-ChangeRequest	11/18/2021 02:32 PM

Change-Requested GAM

Steps 2 – 3

Locate Case ID

- 2) Scroll to the bottom of the GAM to locate the **Grants Management Comments** section to determine the requested changes.
- 3) Once the changes are clear, update the details within the GAM and submit. If the changes must be updated by another individual, that person must be assigned as the GAA on the award by the Entity Administrator (EA). This can be done on a temporary basis and reassigned if needed.

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

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area shows a "Grant Award Modification" for GAM-214821, with a status of "PENDING-CHANGEREQUEST". Below this, there is a table with the following data:

Create Date	User	Note
8/2/23 12:24 PM	FinGrantsManaSuperReOvwFina Jgtsint	needs some modification
8/2/23 4:50 PM	Alak Dutta	testing

At the bottom of the interface, there is a progress bar with the following steps: CREATE, INITIAL REVIEW, PROGRAMMATIC REVIEW, FINANCIAL REVIEW, UFMS HANDOFF, and GAM FULFILLMENT. The "FINANCIAL REVIEW" step is currently active.



**Project Period Extension
Grant Award Modification
(GAM)**

Project Period Extension GAM Takeaways

A Project Period Extension GAM is used to extend a funded award's length. The most direct way to proceed is to change the End Date, and in rare circumstances, the Start Date.

- If a Project Period Extension GAM is already in progress, the **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. The original start and end date are displayed for comparison.
- **Only the DOJ Grant Manager** can initiate a GAM to extend the award period within 30 days of the current **Project Period End Date**.
- The **Start Date Change** system will not update the Progress Report or Federal Financial Report (FFR) schedule.
- Changing the **Start Date** is extremely rare and should not occur often.

Project Period Extension GAM Takeaways (cont.)

- The unobligated balance and associated dates are displayed below the Previously Approved Extensions field.
- Users can add Attachments.
- Grants Management comments become a permanent official comment. Once entered, comments cannot be deleted. This field should not be used for ongoing conversation.

Project Period Extension GAM

Steps 1 – 2

Review Award
Details

- 1) Once a Project Period Extension GAM has been created, review the Funded Award Details in the GAM header.
- 2) Update the **Number of Months to extend Project Period Extension End Date** field by typing the number of months to extend the award.

The **Requested Project Period** displays the funded award's new start and end dates. The displayed end date is the last day of the month corresponding to the new end date. While it is possible to update the **Project Start Date**, this is a very rare occurrence. To change the start date, enter the new date in the **Project Period Extension Start Date** field.

NOTE: All steps in the Project Period Extension GAM process occurs after the GAM has been initiated. For information regarding how to initiate a GAM, refer to the [GAM Initiation](#) section of this guide.

JUSTgrants
JUSTICE GRANTS SYSTEM

Home Entity Profile Entity Users Entity Documents Applications Awards Monitoring Federal Forms Training Resources

Grant Award Modification GAM-214888
(15PBJA-23-GK-02376-AWAX) **NEW**
Entity Legal Name (JustGrants Test Org26) Doing Business As (JGII Test Org26)

Create Project Period Extension
DUE IN 13 DAYS FROM NOW

Funded Award Details

Solicitation Title:	Alak Testing Data (Please don't use)	Solicitation Category:	N/A
Project Title:	Test Descriptive Title of Application's Project	Federal Award Amount:	\$1,000.00
Project Period:	1/1/23 - 7/30/24	Funding Instrument Type:	CA
Managing Office:	OJP	Program Office:	BJA
DOJ Grant Manager:	GrantManaReBJA.jgitsint	UEI:	RKV2V7M8FJ03
Grant Award Administrator:	justgrants026.grantawardadmin.jgitsent	TIN:	280000000
FAW Case ID:	FAW-312806		

Project Period Extension
New Project Period Start Date: 1/1/2023

Number of Months to extend Project Period Extension End Date: 12

Current Project Period
Current Start Date: 01/01/2023
Current Completion Date: 07/30/2024

Requested Project Period
Project Period Start Date: 01/01/2023
Project Period End Date: 07/31/2025

Total Period of Performance with Requested Extension
Months: 31

Previously Resolved Project Period Extensions

"For guidance, please see the DOJ Financial Guide."

Case details
Last updated by justgrants026.grantawardadmin.jgitsent (1m ago)
Created by justgrants026.grantawardadmin.jgitsent (1m ago)

Open assignments
Create PPE (Create) (Current)
justgrants026.grantawardadmin.jgitsent

Participants (0)
No items

Privacy Policy

Project Period Extension GAM

Steps 3 – 4

Add Justification

- 3) Type a justification for the project period extension in the **Justification** field.
- 4) Select the **Attach** button to attach files to the GAM.

The screenshot shows the JUSTgrants system interface for a Grant Award Modification (GAM-214888). The page includes a sidebar with navigation options like Home, Entity Profile, and Applications. The main content area displays project details for (15PBJA-23-GK-02376-AWAX) and (JustGrants Test Org26). It shows the current project period (01/01/2023 to 07/30/2024) and the requested project period (01/01/2023 to 07/31/2025). A justification field is highlighted with a green box, containing the text "Requesting additional time to complete project". A green circle with the number 3 is overlaid on the left side of the page.

Project Period Extension GAM

Steps 5 – 6

Attach Files

- 5) Locate the file on the workstation or shared drive or drag and drop the file as indicated.
- 6) Select the **Attach** button.

The screenshot displays the JUSTgrants system interface for a Grant Award Modification (GAM). The header shows the JUSTgrants logo and the text "JUSTICE GRANTS SYSTEM". The main content area is titled "Grant Award Modification GAM-214888" and includes the following information: "Entity Legal Name (JustGrants Test Org26)", "Doing Business As (JGII Test Org26)", and a text input field containing "Requesting additional time to complete project". Below the text input field, there is an "Attachments" section with a blue "Attach" button highlighted by a green box. A large number "6" is overlaid on the left side of the page. At the bottom of the interface, there is a "Grants Management Comments" section with a "Cancel" button and a "Delete GAM" button. A progress bar at the bottom shows the following steps: CREATE, INITIAL REVIEW, PROGRAMMATIC REVIEW, FINANCIAL REVIEW, UFMS HANDOFF, and GAM FULFILLMENT. The "CREATE" step is currently active.

Project Period Extension GAM

Steps 7 – 8

Add Grants
Management
Comments

- 7) Type any comments in the **Grants Management Comments** field. These comments are visible to the Grant Manager.
- 8) Select the **Add** button.

The screenshot displays the JUSTgrants system interface for a Grant Award Modification (GAM-214888). The page title is "Grant Award Modification GAM-214888" with the identifier "(15PBJA-23-GK-02376-AWAX) NEW". The entity legal name is "(JustGrants Test Org26)" and the doing business as name is "(JGII Test Org26)".

The "Grants Management Comments" section is highlighted with a green box. It contains a rich text editor with a toolbar and a text area. The text area contains the placeholder text "Type comments in the Grants Management Comments field".

The "Add" button is highlighted with a green box and a circled "8".

The "7" is circled in green, indicating the step to type comments in the field.

The interface includes a sidebar with navigation options: Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, Federal Forms, and Training Resources. The bottom of the page has a "Privacy Policy" link and a "Home" button.

At the bottom right, there are buttons for "Delete GAM", "Save", and "Submit".

Project Period Extension GAM

Steps 9 - 11

Submit

- 9) Type any comments in the **Grants Management Comments** field. These comments are visible to the **Grant Manager**.
- 10) Select the **Add** button.
- 11) Select the **Submit** button.

The screenshot displays the JUSTgrants system interface for a Grant Award Modification (GAM-214888). The interface includes a sidebar with navigation options such as Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, Federal Form, and Training Resources. The main content area shows the 'Grants Management Comments' field, which is highlighted with a red box and labeled '9'. Below this field is an 'Add' button, highlighted with a red box and labeled '10'. A table below the 'Add' button shows a list of comments, with the 'Submit' button highlighted with a red box and labeled '11'. The table has columns for 'Create Date', 'User', and 'Note'. The 'Note' column contains the text 'Type comments in the Grants Management Comments field'. The 'Submit' button is located at the bottom right of the interface.

Create Date	User	Note
8/7/23 4:24 PM	justgrants025.grantawardadmin.jgitsext	Type comments in the Grants Management Comments field



Programmatic Grant Award Modification (GAM)



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 Programmatic GAMs, a user can initiate a second GAM even if one is already in progress, unlike Project Period Extension GAMs. Fields within an in-progress GAM are disabled when displayed.

Programmatic GAMs have two sub-types: Programmatic Costs and Scope Change GAMs.

Programmatic Costs

Using a **Programmatic Cost GAM**, it is possible to submit multiple GAMs for programmatic costs, but only one GAM per cost type can be in progress at a time. It is also possible to submit multiple costs using the same GAM.

For **Costs Requiring Prior Approval**, deliverables are not included, as that is 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 Costs GAM

Steps 1 - 2

Select GAM Type and Subtype

- 1) Select the **Programmatic** GAM type from the **Type of Award Change** dropdown menu.
- 2) Select the **Programmatic Costs** subtype from the **Award Change Subtype** 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 guide.

JUSTgrants
JUSTICE GRANTS SYSTEM

Home | Entity Profile | Entity Users | Entity Documents | Applications | Awards | Monitoring | Federal Forms | Training Resources

Active Funded Award
(15PBJA-23-GK-03242-AWAX) **PENDING-ACTIVE**
Entity Legal Name (JustGrants Test Org26) Doing Business As: (JGII Test Org26)

ASAP Account is in Suspend status. Drawdown is not available. For more information, view the Funding Balance and Availability tab.

Solicitation Title:	SK_OJP	Solicitation Category:	N/A
Project Title:	Web Based OJP From Scratch	Federal Award Amount:	\$3,875.00
Project Period:	6/15/22 - 12/30/23	Program Office:	BJA
Managing Office:	OJP	UEI:	RKV2V7M8F-J03
DOJ Grant Manager:	GrantManaReBJA gitsint	TIN:	260000000
Grant Award Administrator:	justgrants026.grantawardadmin gitsint		
FAW Case ID:	FAW-324117		

Award Information
DUE IN 4 MONTHS FROM NOW

Award Page | Award Conditions | Award Details | Award Change Management | Performance Management | Funding Balance and Availability | Federal Financial Report (FFR) | **Grant Award Modification (GAM)** | Closeout

1 Type of Award Change: Programmatic

2 Award Change Subtype: Programmatic Costs

View Application

Case details
Last updated by JohnElectronicBusinessPoc Doe (10h ago)
Created by Agent[System-Queue-ServiceLevel.ProcessEvent] (4d ago)

DOJ Grant Manager
GrantManaReBJA | gitsint
Phone: 111-111-1111

Programmatic Costs GAM

Step 3

Create New
GAM

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

JUSTgrants
JUSTICE GRANTS SYSTEM

Home
Entity Profile
Entity Users
Entity Documents
Applications
Awards
Monitoring
Federal Forms
Training Resources

Active Funded Award
(15PBJA-23-GK-03242-AWAX) **PENDING-ACTIVE**
Entity Legal Name (JustGrants Test Org26) Doing Business As: (JGII Test Org26)

ASAP Account is in Suspend status. Drawdown is not available. For more information, view the Funding Balance and Availability tab.

Solicitation Title:	SK_OJP	Solicitation Category:	N/A
Project Title:	Web Based OJP From Scratch	Federal Award Amount:	\$3,875.00
Project Period:	6/15/22 - 12/30/23	Program Office:	BJA
Managing Office:	OJP	UEI:	RKV2V7M8F-J03
DOJ Grant Manager:	GrantManaReBJA.jgitsint	TIN:	260000000
Grant Award Administrator:	justgrants026.grantawardadmin.jgitsint		
FAW Case ID:	FAW-324117		

Award Information
DUE IN 4 MONTHS FROM NOW

Award Package Award Conditions Award Details Award Attachments Performance Management Funding Balance and Availability Federal Financial Report (FFR) **Grant Award Modification (GAM)** Closeout

GAM Selection

Type of Award Change: Programmatic
Award Change Subtype: Programmatic Costs

Create New GAM

View Application

Case details
Last updated by: JohnElectronicBusinessPoc Doe (10h ago)
Created by: Agent(System-Queue-ServiceLevel.ProcessEvent) (4d ago)

DOJ Grant Manager
GrantManaReBJA.jgitsint
Phone: 111-111-1111

Privacy Policy

Programmatic Costs GAM

Steps 4 – 6

Enter
Justification

- 4) Select the corresponding cost item(s) for which prior approval is being requested.
- 5) Type a justification for the programmatic cost change in the **Justification** field.
- 6) Select the **Attach** button to attach files to the GAM.

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area shows a 'Grant Award Modification' (GAM-214889) for entity (15PBJA-23-GK-03242-AWAX). The 'Costs Requiring Prior Approval' section is highlighted with a green box, containing a list of checkboxes for various cost categories: Automatic Data Processing Equipment And Software, Pre Award Costs, Proposal Costs, Consultant Rates In Excess Of Threshold Rate, Foreign Travel, Confidential Funds, Other Costs Identified in the Award Agreement Requiring Prior Approval, and Other. The 'Justification' field is visible below the list. The left sidebar shows navigation options, with the number '4' circled in a green circle next to the 'Awards' menu item. The top right corner features an 'Actions' dropdown menu and a 'No Items' notification.

Programmatic Costs GAM

Steps 7 - 8

Attach Files

- 7) Locate the file on the workstation or shared drive or drag and drop the file as indicated.
- 8) Select the **Attach** button.

The screenshot shows the JUSTgrants interface for a Grant Award Modification (GAM-214889). A dialog box titled "Attach file(s)" is open, allowing file uploads. The dialog includes a "Drag and drop files here" area, a "Select file(s)" button, and a table with the following content:

Name	File	Category
Pre-Agreement Costs	Pre-Agreement Costs.docx	Pre-agreement Costs (also known as Pre-award Costs) UPDATE

At the bottom of the dialog, there are "Cancel" and "Attach" buttons. The "Attach" button is circled in green with the number 8, and the "Cancel" button is circled in green with the number 7. The background shows the "Programmatic Attachments" section with an "Attach" button and a progress bar at the bottom.

Programmatic Costs GAM

Steps 9 - 10

Add Grants
Management
Comments

- 9) Type any comments in the **Grants Management Comments** field. These comments are visible to the Grant Manager.
- 10) Select the **Add** button.

The screenshot displays the JUSTgrants system interface. The top navigation bar includes the JUSTgrants logo and a navigation menu with items like Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, Federal Forms, and Training Resources. The main content area shows a 'Grant Award Modification' for GAM-214889. Below this, there is a section for 'Programmatic Attachments' with an 'Attach' button and a table listing attachments. The 'Grants Management Comments' section is highlighted with a green box, showing a rich text editor with a toolbar and a large text area. A green circle with the number '9' is placed over the text area. Below the text area, an 'Add' button is also highlighted with a green box and a green circle with the number '10'. The bottom of the page features a 'Privacy Policy' link and a 'Home' button.

Programmatic Costs GAM

Steps 11 - 13

Submit

- 11) Type any comments in the **Grants Management Comments** field. These comments are visible to the **Grant Manager**.
- 12) Select the **Add** button.
- 13) Select the **Submit** button.

The screenshot displays the JUSTgrants system interface for a Grant Award Modification (GAM-214889). The main content area features a large text input field for comments, which is highlighted with a green box and labeled '11'. Below this field is an 'Add' button, also highlighted with a green box and labeled '12'. At the bottom right of the main content area, there is a 'Submit' button, highlighted with a green box and labeled '13'. The bottom navigation bar shows a progress indicator with steps: CREATE, INITIAL REVIEW, PROGRAMMATIC REVIEW, FINANCIAL REVIEW, UFMS HANDOFF, and GAM FULFILLMENT. The current step is PROGRAMMATIC REVIEW.

Create Date	User	Note
8/8/23 9:03 AM	justgrants026.grantawardadmin.jgitext	Type Grants Management Comments here.



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

It is possible to update the **Project Title** and **Project Description**. 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 rather than as 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

Steps 1 - 2

Select GAM Type and Subtype

- 1) Select **Programmatic** from the **Type of Award Change** dropdown menu.
- 2) Select **Scope Change** from the **Award Change Subtype** 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 guide.

JUSTgrants
JUSTICE GRANTS SYSTEM

Home
Entity Profile
Entity Users
Entity Documents
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Awards
Monitoring
Federal Forms
Training Resources

Active Funded Award
(15JOVW-22-GG-03119-STOP) **PENDING-ACTIVE**
Entity Legal Name (JGII Test Org26) Doing Business As: (JGII Test Org26 Doing Business As)

ASAP Account is in Suspend status. Drawdown is not available. For more information, view the Funding Balance and Availability tab.

Solicitation Title:	FY22 OVV Solicitation	Solicitation Category:	N/A
Project Title:	Organizational Readiness: Formula Template Solicitation Application 1	Federal Award Amount	\$2,000.00
Project Period:	7/15/22 - 12/30/23	UEI:	R/KVZV7M6FJ03
Managing Office:	OVV	TIN:	280000000
DOJ Grant Manager:	regina.madison@usdoj.gov		
Grant Award Administrator:	justgrants026.grantawardadmin.jgits@ext		
FAW Case ID	FAW-314659		

Award Information
DUE IN 4 MONTHS FROM NOW

Award Payments | Award Conditions | Award Details | **Award Change** | Performance Management | Funding Balance and Availability | Federal Financial Report (FFR) | **Grant Award Modification (GAM)** | Closeout

1 Type of Award Change
Programmatic

2 Award Change Subtype
Select
Programmatic Costs
Scope Change

Create New GAM

View Application

Case details
Last updated by Queue processor(FAWPRCreation) (1mo ago)
Created by Agent(System-Queue-ServiceLevel.ProcessEvent) (4mo ago)

DOJ Grant Manager
regina.madison@usdoj.gov
Phone 202-514-8588

Privacy Policy

Scope Change GAM

Step 3

Create New
GAM

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

JUSTgrants
JUSTICE GRANTS SYSTEM

Home
Entity Profile
Entity Users
Entity Documents
Applications
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Federal Forms
Training Resources

Active Funded Award
(15JOVW-22-GG-03119-STOP) **PENDING-ACTIVE**
Entity Legal Name (JGII Test Org26) Doing Business As: (JGII Test Org26 Doing Business As)

ASAP Account is in Suspend status. Drawdown is not available. For more information, view the Funding Balance and Availability tab.

Solicitation Title:	FY22 OVV Solicitation	Solicitation Category:	N/A
Project Title:	Organizational Readiness: Formula Template Solicitation Application 1	Federal Award Amount	\$2,000.00
Project Period:	7/15/22 - 12/30/23	UEI:	R/KVZV7M6FJ03
Managing Office:	OVV	TIN:	280000000
DOJ Grant Manager:	regina.madison@usdoj.gov		
Grant Award Administrator:	justgrants026.grantawardadmin.jgii@ext		
FAW Case ID	FAW-314659		

Award Information
DUE IN 4 MONTHS FROM NOW

[View Application](#)

Case details
Last updated by Queue processor(FAWPRCreation) (1mo ago)
Created by Agent(System-Queue-ServiceLevel.ProcessEvent) (4mo ago)

DOJ Grant Manager
regina.madison@usdoj.gov
Phone 202-514-9588

GAM Selection

Type of Award Change: Programmatic
Award Change Subtype: Scope Change

3 [Create New GAM](#)

[Privacy Policy](#)

Scope Change GAM

Step 4

Change the Scope

- 4) Select all options reflected in the changing scope of the project. It is best to include all scope changes in a single GAM rather than submit separate GAMs for each change.

NOTE: It is best practice to discuss all changes in scope with the Grant Manager prior to submitting a Scope Change GAM thereby avoiding a change request if modifications are not approved.

The screenshot displays the JUSTgrants system interface. The top navigation bar includes the JUSTgrants logo and a user profile icon. The left sidebar contains navigation links: Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, Federal Forms, and Training Resources. The main content area is titled 'Grant Award Modification GAM-214890 (15JOVW-22-GG-03119-STOP) NEW'. Below the title, it shows 'Entity Legal Name (JustGrants Test Org26) Doing Business As (JGII Test Org26)' and 'FAW Case ID: FAW-314559'. The 'Scope Change' section is highlighted with a green box and contains the following text: 'Changing the Scope of the Award. Please indicate which of the following are applicable to this scope change request. (Check all that apply): For additional guidance regarding prior approvals for scope changes, see DOJ Financial Guide Chapter 3.5 Adjustments to Awards, [Grant Adjustment Notice](#). Note: Prior to submitting this request, please review any additional guidance provided by the Department of Justice office that issued the award. Any questions should be directed to the grant manager assigned to the award.' Below this text are four checkboxes: 'Altering programmatic activities', 'Changing the purpose of the project', 'Changing the project site', and 'Experiencing or making changes to the organization or staff with primary responsibility for implementation of the award'. A red circle with the number '4' is overlaid on the left sidebar. At the bottom of the form is a 'Justification' section with a rich text editor. The right sidebar shows 'Participants (0)' with a 'No items' message.

Scope Change GAM

Step 5

Select Staff
Changes

5) If there are personnel changes, select all that apply.

Grant Award Modification GAM-214890
(15JOVW-22-GG-03119-STOP) **NEW**
Entity Legal Name (JustGrants Test Org26) Doing Business As (JGI Test Org26)

- Experiencing or making changes to the organization or staff with primary responsibility for implementation of the award
- Changes in key personnel
- Contracting out 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
- Otherwise obtaining the services of a third party (if authorized by law) to perform activities which are central to the purpose of the award

Justification

Font - Size - [Rich Text Editor Icons]

Scope Change GAM

Steps 6 – 9

Add Justification

- 6) Type a justification for the scope change in the **Justification** field.
- 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 the **Attach** button to add **Programmatic Attachments** to the GAM.

JUSTgrants
JUSTICE GRANTS SYSTEM

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Entity Documents
Applications
Awards
Monitoring
Federal Forms
Training Resources

Grant Award Modification GAM-214890
(15JOVW-22-GG-03119-STOP) **NEW**
Entity Legal Name (JustGrants Test Org26) Doing Business As (JGI Test Org26)

Justification

Update Programmatic Award Components. In relationship to this request, please indicate and submit updates to any of the following:

Project Title
Current Project Title
Organizational Readiness: Formula Template Solicitation Application 1

Project Description

Scope Change GAM

Steps 10 – 11

Attach Files

10) Locate a file on the workstation or shared drive or drag and drop the file as indicated.

11) Select the **Attach** button.

JUSTgrants
JUSTICE GRANTS SYSTEM

Home

Entity Profile

Entity Users

Entity Documents

Applications

Awards

Monitoring

Federal Forms

Training Resources

Grant Award Modification GAM-214890
(15JOVW-22-GG-03119-STOP) NEW
Entity Legal Name (JustGrants Test Org26) Doing Business As (JGII Test Org26)

Attach file(s)

10

Drag and drop files here

or

Select file(s)

Name	File	Category
Supporting Documentation	Supporting Documentation.docx	Budget Other

Cancel

11

Attach

Cancel

Delete GAM Save Submit

CREATE INITIAL REVIEW PROGRAMMATIC REVIEW FINANCIAL REVIEW UFMS HANDOFF GAM FULFILLMENT

Scope Change GAM

Steps 12 - 13

Add Grants
Management
Comments

12) Type any comments in the **Grants Management Comments** field. These comments are visible to the Grant Manager.

13) Select the **Add** button.

The screenshot displays the JUSTgrants system interface for a Grant Award Modification (GAM-214890). The interface includes a sidebar with navigation options such as Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, Federal For, and Training Resources. The main content area shows the GAM details, including the Entity Legal Name (JustGrants Test Org26) and the Doing Business As (JGII Test Org26). A table lists the Name (Supporting Documentation.docx), Category (Budget/Other), Created by (justgrants026.grantawardadmin@jgii.texas.gov), and Date Added (08/08/2023). Below the table is the Grants Management Comments section, which is highlighted with a green box and labeled '12'. This section contains a rich text editor with a toolbar and a text area for entering comments. Below the text area is an 'Add' button, which is also highlighted with a green box and labeled '13'. At the bottom of the interface, there are buttons for 'Cancel', 'Delete GAM', 'Save', and 'Submit'.

Scope Change GAM

Step 14

Submit

14) Select the **Submit** button.

The screenshot shows the JUSTgrants Justice Grants System interface. The page title is "Grant Award Modification" with ID "GAM-214890" and a "NEW" status. The entity name is "JustGrants Test Org26". Below the title is a large text area with an "Add" button. A table with columns "Create Date", "User", and "Note" contains one entry: "8/8/23 9:10 AM", "justgrants026.grantawardadmin@jgitest", and "Type Grants Management Comments here.". At the bottom, there are buttons for "Cancel", "Delete GAM", "Save", and "Submit". The "Submit" button is highlighted with a green box, and a green circle with the number "14" is placed over it. A progress bar at the bottom shows the current step is "CREATE".

Create Date	User	Note
8/8/23 9:10 AM	justgrants026.grantawardadmin@jgitest	Type Grants Management Comments here.



Financial Grant Award Modification (GAM)

Financial GAM Takeaways

Budget Modification GAM

JustGrants allows users to initiate a Budget Modification GAM to add program income. Budget modifications are submitted for any of the reasons given in the DOJ Financial Guide. It is necessary to declare which budget categories would use the increased income and update the **Program Income Amount** field to reflect budget category changes. Once each budget category is updated, JustGrants calculates the requested changes.

It is possible to add, subtract, or edit category totals. However, the Revised Budget column cannot be negative, 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.

Financial GAM Takeaways (cont.)

Budget Reduction

This option is only available to Office of Community Oriented Policing Services (COPS) grantees on COPS awards. A budget reduction is used to reduce the amount of federal funds on an award. For Office of Justice Programs (OJP) and Office on Violence Against Women (OVW) awards, if this is needed, it must be initiated by the Grant Manager.

Budget Structure

Several budget structures can be found in JustGrants, depending on the options selected in the solicitation 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 Awards prior to FY23
 - OJP Web-based with match escalation
 - OJP Web-based without match escalation
- OJP Web-based for awards made in FY23 and later
- 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 \$100,000.
- 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. Examples include 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

Grant Award Administrators 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

Web-based and Attachment Budgets

- 1) Select the **Financial Option** from the **Type of Award Change** dropdown menu.
- 2) Select the **Budget Modification** option from the **Award Change Subtype** 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 [Grant Award Modification \(GAM\) Initiation](#) section of this guide.

The screenshot shows the JUSTgrants system interface. The main content area is titled "Active Funded Award" and displays details for a grant with ID (15)JOVW-22-GG-03119-STOP. A red banner indicates that the account is in a suspended status. Below this, there is a table of award details including Solicitation Title, Project Title, Project Period, Managing Office, DOJ Grant Manager, Grant Award Administrator, and FAW Case ID. The "Award Information" section is active, showing tabs for Award Package, Award Conditions, Award Details, Performance, Funding Balance and Availability, Federal Financial Report (FFR), Grant Award Modification (GAM), and Closeout. The "GAM Selection" section is highlighted, showing a dropdown menu for "Type of Award Change" set to "Financial" (marked with a green circle and the number 1) and another dropdown menu for "Award Change Subtype" set to "Budget Modification" (marked with a green circle and the number 2). A "Create New GAM" button is visible below the dropdowns. The right sidebar contains a "View Application" button and "Case details" including the last updated date, creator, and DOJ Grant Manager information.

Budget Modification GAM

Step 3

Web-based and Attachment Budgets

- 3) Select the **Create New GAM** button.

JUSTgrants
JUSTICE GRANTS SYSTEM

Home
Entity Profile
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Active Funded Award
(15P SMA-22-GG-03288-AWAX) **PENDING-ACTIVE**
Entity Legal Name (JustGrants Test Org26) Doing Business As: (JGII Test Org26)

ASAP Account is in Suspend status. Drawdown is not available. For more information, view the Funding Balance and Availability tab.

Solicitation Title:	SMART FY 22 Support for Adam Walsh Act Implementation Grant Program	Solicitation Category:	N/A
Project Title:	OJP Manual	Federal Award Amount:	\$1,000.00
Project Period:	10/28/22 - 12/31/23	Program Office:	SMART
Managing Office:	OJP	UEI:	RKV2V7M8F-J03
DOJ Grant Manager:	GrantManaReSMART.jgitsint	TIN:	260000000
Grant Award Administrator:	justgrants026.grantawardadmin.jgitsint		
FAW Case ID:	FAW-323937		

Award Information
DUE IN 4 MONTHS FROM NOW

Award Package Award Conditions Award Details Award Attachments Performance Management Funding Balance and Availability Federal Financial Report (FFR) **Grant Award Modification (GAM)** Closeout

GAM Selection

Type of Award Change: Financial
Award Change Subtype: Budget Modification

Create New GAM

View Application

Case details
Last updated by: Pega Email Bot (5d ago)
Created by: Agent(System-Queue-ServiceLevel.ProcessEvent) (5d ago)

Participants (5)

Privacy Policy

Budget Modification GAM

Step 4

Web-based Budgets

- 4) For Web-based budgets, enter the modified budget figures. The options to modify figures are:
- Modify existing line item.
 - Select the **Add** button 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: See sections [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 how to add Match and/or Program Income in Web-based budgets.



Grant Award Modification GAM-578283
(15PJDP-21-GK-03227-CEVJ) **NEW**
Entity Legal Name (COLLABORATIVE SOLUTIONS FOR COMMUNITIES) Doi

	Name	Position	Salary					
1	Penelope Griffith	Executive Director	\$ 193,048.00	Yearly	1	5.00	%	\$9,652.40
2	Shakitha Chase Leavy	Community Service Directo	\$ 95,000.00	Yearly	1	10.00	%	\$9,500.00
3	Anna Brown	Program Manager	\$ 70,000.00	Yearly	1	50.00	%	\$35,000.00
4	TBH	Behavioral Health Coordina	\$ 85,000.00	Yearly	1	30.00	%	\$25,500.00
5	Karina Martinez	Case Manager - Bi-Lingual	\$ 50,000.00	Yearly	1	100.00	%	\$50,000.00
6	TBH	Case Manager	\$ 50,000.00	Yearly	1	100.00	%	\$50,000.00
7	Christabel Okafor	Program Monitor	\$ 70,390.00	Yearly	1	10.00	%	\$7,039.00
8	Elise Carter	HR Assistant	\$ 50,000.00	Yearly	1	10.00	%	\$5,000.00
9	Johnny Mammen	Director of Finance	\$ 131,606.00	Yearly	1	10.00	%	\$13,160.60

Add

NOTE: Do not paste text boxes or images into the financial GAM **Additional Narrative** section, it will not display correctly.

4

Budget Modification GAM

Steps 5 - 7

Attachment Budgets

- 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 appear 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 section [Modify Match Amount in a Budget Modification GAM \(OJP FY23 and Later\)](#) for how to add Match and/or Program Income in Attachment budgets.

Grant Award Modification GAM-214891
(15PSMA-22-GG-03288-AWAX) NEW
Entity Legal Name (JustGrants Test Org26) Doing Business As (JGII Test Org26)

Category	Current Amount	Revised Budget	Current Amount	Revised Budget
FringeBenefits	\$200.00	---	\$	200.00
Travel	\$200.00	---	\$	200.00
Equipment	\$200.00	---	\$	200.00
Supplies	\$200.00	---	\$	200.00
Construction	\$200.00	---	\$	200.00
Subawards (subgrants)	\$200.00	---	\$	200.00
Procurement Contracts	\$200.00	---	\$	200.00
Other Costs	\$200.00	---	\$	200.00
Total Direct Costs	\$1,800.00	---	\$	1,800.00
Indirect Costs	\$200.00	---	\$	200.00
Total Project Costs	\$2,000.00	100.00%	\$	2,000.00
Total Project Cost Breakdown				
Federal Funds	\$1,000.00	---	\$0.00	\$1,000.00 50.00%
Match Amount	\$1,000.00	---	\$0.00	\$ 1,000.00 50.00%
Program Income Amount	\$0.00	---	\$0.00	\$ 0.00 0.00%

Budget Modification GAM

Steps 8 – 9

Web-based and Attachment Budgets

- 8) Type a justification for the budget modification in the **Justification** field.
- 9) Select the **Upload Doc** button 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 in the entity library and then upload the document with this request. An **Attach Entity Doc** button will appear which allows the EA to upload the document.

The screenshot displays the JUSTgrants web application interface. The top navigation bar includes the JUSTgrants logo and the text 'JUSTICE GRANTS SYSTEM'. The main content area is titled 'Grant Award Modification GAM-214906' and includes the following information: '(15PSMA-22-GG-03125-AWAX) NEW', 'Entity Legal Name (JustGrants Test Org26)', and 'Doing Business As (JGII Test Org26)'. Below this, there is a link for guidance: 'For guidance, see DOJ Financial Guide Chapter 3.11 on "Indirect Costs" "BudgetModification"'. The 'Justification' field is highlighted with a green box and contains a rich text editor with various formatting options. The left sidebar contains a navigation menu with items: Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, Federal Fo, and Training Resources. The number '8' is circled in the 'Monitoring' item. The bottom of the page shows a 'Budget/Financial Documentation' section with a 'Budget Worksheet and Budget Narrative' subsection, which currently has no documents uploaded. A 'Pre-Agreement Cost' subsection is also visible.

Budget Modification GAM

Steps 10 - 12

Web-based and Attachment Budgets

- 10) Use the **Select File(s)** button to locate the file on the user's workstation or 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 the **Attach** button.

NOTE: It is extremely important that the appropriate **Category** is selected. This selection determines where and how JustGrants stores uploaded files.

The screenshot displays the JustGrants system interface. The main content area shows the 'Grant Award Modification' page for GAM-214906. A modal dialog box titled 'Attach file(s)' is open, allowing file uploads. The dialog includes a 'Select file(s)' button (10), a 'Name' field (11), a 'Category' dropdown menu (11), and an 'Attach' button (12). The background shows the 'Grant Award Modification' page with a sidebar and a progress bar at the bottom.


Budget Modification GAM

Steps 13 - 15

Web-based and Attachment Budgets

- 13) Type any comments in the **Grants Management Comments** field. These comments are visible to the **Grant Manager**.
- 14) Select the **Add** button.
- 15) Select the **Submit** button.

The screenshot shows the JUSTgrants web application interface. The top navigation bar includes the JUSTgrants logo and a navigation menu with options like Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, Federal Forms, and Training Resources. The main content area displays the 'Grant Award Modification' details for GAM-214906, including the entity legal name and doing business as information. A text area for 'Grants Management Comments' is highlighted with a green box and labeled '13'. Below it, an 'Add' button is highlighted with a green box and labeled '14'. At the bottom right, a 'Submit' button is highlighted with a green box and labeled '15'.



**Modify Match Amount
in a Web-based Budget
Modification GAM
(FY22 and Prior)**

Modify Match Amount in a Web-based Budget Modification GAM (FY22 and Prior)

Steps 1 - 2

With and Without Escalation

- 1) Open the **Budget Detail Summary View**.
- 2) Enter the modified budget figures. The options to modify figures are:
 - Modify existing line item.
 - Select the **Add** button 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.

The screenshot displays the JUSTgrants interface for a Grant Award Modification. The header shows the grant title "Grant Award Modification GAM-578283" and the entity name "COLLABORATIVE SOLUTIONS FOR COMMUNITIES". Below the header is a table with 9 rows of budget line items. The table columns are: Name, Position, Salary, Rate, Time Worked, Percentage of Time (%), and Total Cost. A green box highlights the table area, and a circled number '2' is placed to the right of the table. An "Add" button is visible at the bottom left of the table.

	Name	Position	Salary	Rate	Time Worked	Percentage of Time (%)	Total Cost
1	Penelope Griffith	Executive Director	\$ 193,048.00	Yearly	1	5.00 %	\$9,652.40
2	Shakitha Chase Leavy	Community Service Directo	\$ 95,000.00	Yearly	1	10.00 %	\$9,500.00
3	Anna Brown	Program Manager	\$ 70,000.00	Yearly	1	50.00 %	\$35,000.00
4	TBH	Behavioral Health Coordina	\$ 85,000.00	Yearly	1	30.00 %	\$25,500.00
5	Karina Martinez	Case Manager - BI-Lingual	\$ 50,000.00	Yearly	1	100.00 %	\$50,000.00
6	TBH	Case Manager	\$ 50,000.00	Yearly	1	100.00 %	\$50,000.00
7	Christabel Okafor	Program Monitor	\$ 70,390.00	Yearly	1	10.00 %	\$7,039.00
8	Elise Carter	HR Assistant	\$ 50,000.00	Yearly	1	10.00 %	\$5,000.00
9	Johnny Mammen	Director of Finance	\$ 131,606.00	Yearly	1	10.00 %	\$13,160.60

Modify Match Amount in a Web-based Budget Modification GAM (FY22 and Prior)

Step 3

Without Escalation

For COPS, OVW, and OJP awards made in FY 22 and Prior, scroll 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 are the steps to edit the match amount **without** escalation. The **Match Amount** and **Program Income** fields are editable.

Grant Award Modification GAM-578283
 (15PJDP-21-GK-03227-CEVJ) NEW

Entity Legal Name (COLLABORATIVE SOLUTIONS FOR COMMUNITIES) Doing Business As ()

SubAwards	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Procurement Contracts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Other Costs	\$123,090.01	\$0.00	\$40,133.99	\$41,240.44	\$41,715.58	\$123,090.01	
Total Direct Costs	\$929,999.59	\$22,428.55	\$302,687.77	\$309,484.92	\$340,255.45	\$952,428.14	
Indirect Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Total Project Costs	\$929,999.59	\$22,428.55	\$302,687.77	\$309,484.92	\$340,255.45	\$952,428.14	
Federal Funds:	\$930,000.00	\$0.00			\$240,989.55	\$930,000.00	97.65%
Match Amount:	\$0.00	\$22,428.14				\$ 22,428.14	2.35%
Program Income:	\$0.00	\$0.00				\$ 0.00	0.00%

Modify Match Amount in a Web-based Budget Modification GAM (FY22 and Prior)

Step 4

With Escalation

For OJP awards, scroll to the **Project Budget Summary**. Notice that **Total Project Cost** increased or decreased based on the edits made in the **Detail Summary View** section.

- Adjust the **Match Amount** in the Project Budget Summary section per year.

NOTE: These are the steps to edit the match amount **with** escalation. The **Match Amount** field is editable.

Project Budget Summary

Budget Category	Approved Budget	Requested Budget Changes	Year 1	Year 2	Year 3	Revised Budget	Percentage
Personnel:	\$1,094,997.46	\$0.00	\$365,001.00	\$364,998.23	\$364,998.23	\$1,094,997.46	
Fringe Benefits:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Travel:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Equipment:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Supplies:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Construction:	\$0.00	\$0.00	\$0.00	\$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	\$0.00	\$0.00	\$0.00	
Other Costs:	\$30,000.00	\$0.00	\$10,000.00	\$10,000.00	\$10,000.00	\$30,000.00	
Total Direct Costs:	\$1,124,997.46	\$0.00	\$375,001.00	\$374,998.23	\$374,998.23	\$1,124,997.46	
Indirect Costs:	\$112,500.00	\$0.00	\$37,500.00	\$37,500.00	\$37,500.00	\$112,500.00	
Total Project Costs:	\$1,237,497.46	\$0.00	\$412,501.00	\$412,498.23	\$412,498.23	\$1,237,497.46	
Federal Funds:	\$928,123.00	\$0.00				\$928,123.00	75.00%
Match Amount:	\$309,378.00	\$0.00	\$ 103,126.00	\$ 103,126.00	\$ 103,126.00	\$309,378.00	25.00%



**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

Modify Budget
Figures

- 1) Navigate to **Budget Detail Summary View**.
- 2) Open the **Budget Category** caret.
- 3) Open the **Year** caret (OJP only).
- 4) Modify existing line items.
 - Modify the amount in the **Non-Federal Amount (Match or Program Income)** text box.
 - Select the **Add** button 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.

Grant Award Modification GAM-216870
(15PBJA-23-GG-03199-AWAX) **NEW**
Awarded Entity Legal Name (JGII Test Org25) Doing Business As: (JGII Test Org25)
Current Entity Legal Name (JGII Test Org25) Doing Business As: (JGII Test Org25)

Personnel
Fringe Benefits
Travel
Equipment

Budget Year
Year 1

Equipment Item	# of Items	Cost	Total Cost	Non-Federal Amt (Match or Prog Inc)	Federal Amount
1 Equipment	1.00	\$ 100.00	\$100.00	25.00	\$75.00

Equipment Total Cost: \$100
Total Non-Federal Amt (Match or Prog Inc): \$25
Total Federal Amount: \$75

Additional Narrative

Modify Match Amount in a Budget Modification GAM (OJP FY23 and Later)

Step 5

Modify Budget
Figures

- 5) Enter **Additional Narrative** in the text box if applicable. In the Additional Narrative, please 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.

The screenshot displays the JUSTgrants system interface for a Grant Award Modification (GAM-216870). The main content area shows a table for equipment items with the following data:

Equipment Item	# of Items	Cost	Total Cost	Non-Federal Amt (Match or Prog Inc)	Federal Amount
1 Equipment	1.00	\$ 100.00	\$100.00	25.00	\$75.00

Below the table, the 'Additional Narrative' section is highlighted with a green border and a circled '5'. The summary statistics are:

Equipment Total Cost	Total Non-Federal Amt (Match or Prog Inc)	Total Federal Amount
\$100	\$25	\$75

Modify Match Amount in a Budget Modification GAM (OJP FY23 and Later)

Steps 6 - 7

Modify Budget
Figures

- 6) Open the **Budget Summary View**.
 - The **Non-Federal Amount** is a 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 **Total Program Income**, go to the text box in the **Budget Detail Summary View** and insert the amount.
 - When inserting program income, the **Match Amount** will automatically adjust since the **Non-Federal Amount** in the summary must equal match amount plus program income.

NOTE: Match Amount is entered on each individual line item. Budgets that allow each award year to be entered separately, the total match amount is calculated from the match entry in each individual line item in all award years.

Grant Award Modification GAM-216870
(15PBJA-23-GG-03199-AWAX) **NEW**
Awarded Entity Legal Name (JGII Test Org25) Doing Business As: (JGII Test Org25)
Current Entity Legal Name (JGII Test Org25) Doing Business As: (JGII Test Org25)

	Budget	Changes			
Personnel:	\$0	\$0	\$0		\$0
Fringe Benefits:	\$0	\$0	\$0		\$0
Travel:	\$0	\$0	\$0		\$0
Equipment:	\$100	\$100	\$100	\$100	\$200
Supplies:	\$0	\$0	\$0		\$0
Construction:	\$0	\$0	\$0		\$0
SubAwards:	\$0	\$0	\$0		\$0
Procurement Contracts:	\$0	\$0	\$0		\$0
Other Costs:	\$0	\$0	\$0		\$0
Total Direct Costs:	\$100	\$100	\$100	\$100	\$200
Indirect Costs:	\$0	\$0	\$0		\$0
Total Project Costs:	\$100	\$100	\$100	\$100	\$200
Federal Funds:	\$75	\$75	\$75	\$75	\$150 75.00%
Non-Federal Contribution:	\$25	\$25	\$25	\$25	\$50
Match Amount:	\$25	\$25			\$50 25.00%
Program Income:	\$0	\$0		<input type="text" value="0"/>	0.00%

7



Sole Source GAM

Sole Source GAM

Steps 1 - 2

Select GAM Type and Subtype

- 1) Select **Financial** from the **Type of Award Change** dropdown menu.
- 2) Select **Sole Source** from the **Award Change Subtype** 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 guide.

JUSTgrants
JUSTICE GRANTS SYSTEM

Active Funded Award
(15JCOPS-23-GG-02415-METH) **PENDING-ACTIVE**
Entity Legal Name (JGII Test Org26) Doing Business As: (JGII Test Org26 Doing Business As)

ASAP Account is in Suspend status. Drawdown is not available. For more information, view the Funding Balance and Availability tab.

Award Information
DUE IN 4 MONTHS FROM NOW

GAM Selection

Type of Award Change: Financial (1)

Award Change Subtype: Sole Source Approval (2)

In Progress GAMs

GAM ID	Status	Type of Award Change	Award Change Subtype	Originated by	Last Modified Date
No items					

Completed GAMs

Case details
Last updated by Queue processor(pzStandardProcessor.TriggerWebBasedDi (3d ago)
Created by Agent(System-Queue-ServiceLevel.ProcessEvent) (5mo ago)

DOJ Grant Manager
Melissa Harrington
Phone: 202-616-5288
Email: melissa.harrington@usdoj.gov

Participants (7)
justgrants026.grantawardadmin (gitsxt) Grant Award Administrator

Sole Source GAM

Step 3

Create New
GAM

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

JUSTgrants
JUSTICE GRANTS SYSTEM

Home
Entity Profile
Entity Users
Entity Documents
Applications
Awards
Monitoring
Federal Forms
Training Resources

Active Funded Award
(15JCOPS-23-GG-02415-METH) **PENDING-ACTIVE**
Entity Legal Name (JGII Test Org26) Doing Business As: (JGII Test Org26 Doing Business As)

ASAP Account is in Suspend status. Drawdown is not available. For more information, view the Funding Balance and Availability tab.

Award Information
DUE IN 4 MONTHS FROM NOW

Award Package | Award Conditions | Award Details | Award Attachments | Performance Management | Funding Balance and Availability | Federal Financial Report (FFR) | **Grant Award Modification (GAM)** | Closeout

GAM Selection

Type of Award Change: Financial
Award Change Subtype: Sole Source Approval

3 **Create New GAM**

In Progress GAMs (FAW-315287)

GAM ID	Status	Type of Award Change	Award Change Subtype	Originated by	Last Modified Date
No items					

Completed GAMs (FAW-315287)

Case details

Last updated by Queue processor(pzStandardProcessor.TriggerWebBasedDi (3d ago)
Created by Agent(System-Queue-ServiceLevel.ProcessEvent) (5mo ago)

DOJ Grant Manager
Melissa Harrington
Phone: 202-818-5288
Email: melissa.harrington@usdoj.gov

Participants (7)

justgrants026.grantawardadmin (gltsext) Grant Award Administrator

Sole Source GAM

Steps 4 – 5

Add Justification

- 4) Type a justification for the sole source in the **Justification** field.
- 5) Select the **Upload Doc** button to attach files to the GAM.

JUSTgrants
JUSTICE GRANTS SYSTEM

Home

Entity Profile

Entity Users

Entity Documents

Applications

Awards

Monitoring

Federal Forms

Training Resources

Privacy Policy

Grant Award Modification GAM-215148
(15JCOPS-23-GG-02415-METH) **NEW**
Entity Legal Name (JustGrants Test Org26) Doing Business As (JGII Test Org26)

Sole Source Approval
Upload Doc

5

For guidance, see Chapter 3.5 "Adjustments to Awards" and "Grant Adjustment Notice" on budget modifications. [Sole Source Approval](#).

Justification

Font Size Bold Italic Underline Link Unlink Image Insert Table Undo Redo

4

Participants (0)
No Items

Grants Management Comments

Actions

Sole Source GAM

Steps 6 – 8

Attach Files

- 6) Locate the file on the user's workstation or shared drive or drag and drop the file as indicated.
- 7) Select an attachment category from the list.
- 8) Select the **Attach** button.

The screenshot shows the 'Grant Award Modification' (GAM-215148) page in the JUSTgrants system. A dialog box titled 'Attach file(s)' is open, allowing the user to upload a document. The dialog box contains a 'Drag and drop files here' area with a paperclip icon and a 'Select file(s)' button. Below this is a table with columns 'Name', 'File', and 'Category'. The 'Category' dropdown is open, showing options like 'Non-competitive Justification', 'Consultant Rate', 'Army Edit - Indirect Cost Rate Agreement (if applicable)', 'Test Disclosure', and 'Budget Other'. A green circle with the number '6' is around the dialog box, and another green circle with the number '7' is around the 'Category' dropdown.

Name	File	Category
Supporting Documentation	Supporting Documentation.docx	Non-competitive Justification
		Non-competitive Justification
		Consultant Rate
		Army Edit - Indirect Cost Rate Agreement (if applicable)
		Test Disclosure
		Budget Other

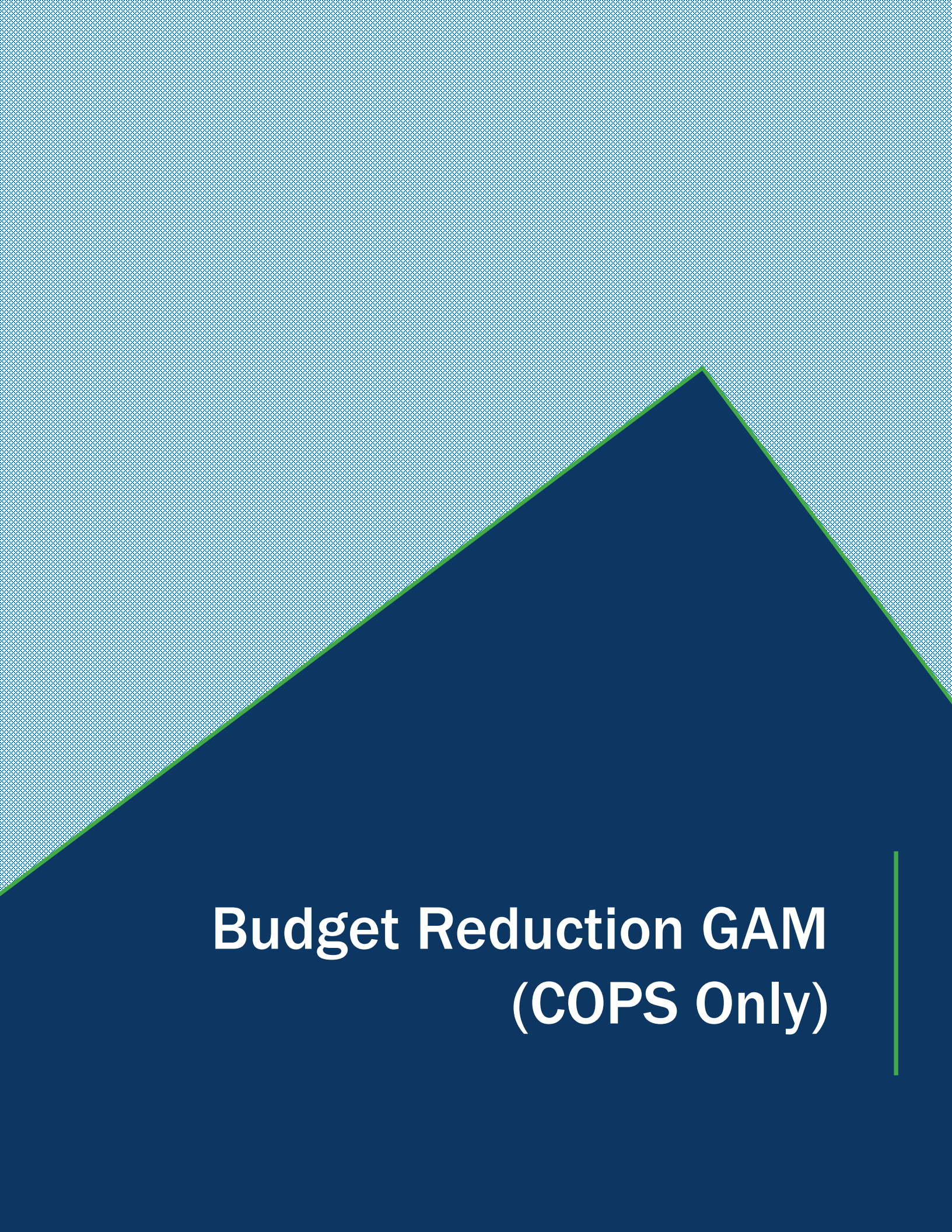
Sole Source GAM

Step 9

Submit

9) Select the **Submit** button.

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area shows a 'Grant Award Modification' form for GAM-215148. The form includes a table with columns for 'Entity Legal Name', 'Doing Business As', 'Justification', 'User', and 'Date'. The 'Justification' field contains the text: 'This vendor is the only operator in the local area. Other vendors would be much more expensive due to the distance from our project.' Below the justification field is a 'Grants Management Comments' section. At the bottom of the form, there are three buttons: 'Cancel', 'Delete GAM', and 'Submit'. The 'Submit' button is highlighted with a green circle and the number 9. A progress bar at the bottom of the page shows the current step as 'GAM FULFILLMENT'.



**Budget Reduction GAM
(COPS Only)**

Budget Reduction GAM (COPS only)

Steps 1 - 2

Select GAM Type
and Subtype

- 1) Select **Financial** from the **Type of Award Change** dropdown menu.
- 2) Select **Budget Reduction** from the **Award Change Subtype** 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 [GAM Initiation](#) section of this guide.

The screenshot shows the 'Active Funded Award' page in the JUSTgrants system. The 'GAM Selection' section is highlighted with a green box. Step 1 points to the 'Type of Award Change' dropdown menu, which is set to 'Financial'. Step 2 points to the 'Award Change Subtype' dropdown menu, which is set to 'Budget Reduction'. Below the dropdowns, there are two tables: 'In Progress GAMs' and 'Completed GAMs'. The 'In Progress GAMs' table has one entry with GAM ID 'GAM-214930', Status 'Submitted', Type of Award Change 'Financial', Award Change Subtype 'Budget Reduction', and Originated by 'GrantManalnCOPSProg@ojp.usdoj.stg'. The 'Completed GAMs' table is empty. On the right side, there is a sidebar with user information and participants.

GAM ID	Status	Type of Award Change	Award Change Subtype	Originated by	Last Modified Date
GAM-214930	Submitted	Financial	Budget Reduction	GrantManalnCOPSProg@ojp.usdoj.stg	8/22/23 2:58 PM

GAM ID	Status	Type of Award Change	Award Change Subtype	Originated by	Last Modified Date
No Items					

Budget Reduction GAM (COPS only)

Step 3

Create New
GAM

- 3) For COPS Office awards only, Grant Award Administrators can submit a Budget Reduction GAM to reduce the amount of Federal funding. Enter the amount in the **Federal Funds** field.

JUSTgrants
JUSTICE GRANTS SYSTEM

Home
Entity Profile
Entity Users
Entity Documents
Applications
Awards
Monitoring
Federal Forms
Training Resources

Grant Award Modification GAM-215147
(15JCOPS-23-GG-02415-METH) NEW
Entity Legal Name (JustGrants Test Org26) Doing Business As (JGII Test Org26)

Actions

Project Budget Summary

Budget Category	Approved Budget	Requested Budget Changes	Revised Budget	Percentage
Sworn Officer Positions:	\$142	-\$142	\$0	
Civilian or Non-Sworn Personnel:	\$220	-\$220	\$0	
Travel:	\$50	\$0	\$50	
Equipment:	\$50	\$0	\$50	
Supplies:	\$88	\$0	\$88	
SubAwards:	\$50	\$0	\$50	
Procurement Contracts:	\$50	\$0	\$50	
Other Costs:	\$120	\$0	\$120	
Total Direct Costs:	\$788	-\$362	\$408	
Indirect Costs:	\$232	\$0	\$232	
Total Project Costs:	\$1,000	-\$362	\$638	
Federal Funds:	\$1,000	-\$362	\$ 638	100.00%
Match Amount:	\$0	\$0	\$ 0	0.00%
Program Income:	\$0	\$0	\$ 0	0.00%

3

Privacy Policy

Budget Reduction GAM (COPS only)

Step 4

Submit

4) Scroll to the bottom of the GAM and select **Submit**.

The screenshot shows the JUSTgrants system interface. The top left corner features the JUSTgrants logo and the text 'JUSTICE GRANTS SYSTEM'. A sidebar on the left contains navigation links: Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, Federal Forms, and Training Resources. The main content area is titled 'Grant Award Modification GAM-215147' and includes the following information: '(15JCOPS-23-GG-02415-METH) NEW', 'Entity Legal Name (JustGrants Test Org26)', and 'Doing Business As (JGII Test Org26)'. Below this, there are sections for 'Budget/Financial Documentation', 'Non-competitive Justification' (with a note that no documents have been uploaded), and 'Grants Management Comments'. At the bottom of the main content area, there are buttons for 'Cancel', 'Delete GAM', 'Save', and 'Submit'. The 'Submit' button is highlighted with a red circle and the number '4'. A progress bar at the bottom of the page shows the current step as 'GAM FULFILLMENT'.



Budget Clearance Change Request





**Budget Clearance
Change Request
Web-based Budget**

Budget Clearance Change Request Web-based Budget

Step 1

Locate Case ID

- 1) Select the GAM from **My Worklist**. Note that the GAM status is **Pending-ChangeRequest**. The GAM appears.

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

The screenshot displays the JUSTgrants web application interface. The left sidebar contains navigation links: Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, Federal Forms, and Training Resources. The main content area shows a welcome message and an 'Alerts (0)' section. Below that is the 'My Worklist' section, which is circled in red with the number '1'. A green box highlights the first three rows of the table. A filter dropdown menu is open over the 'Case Status' column, showing 'Pending-ChangeRequest' selected. The table has columns for Case ID, Date Due, Case Type, Case Status, and Last Updated.

Case ID	Date Due	Case Type	Case Status	Last Updated
GAM-211743	03/11/2022	Grant Award Modification	New	03/11/2022 12:34 PM
GAM-212232	08/02/2022	Grant Award Modification	New	08/02/2022 11:15 AM
GAM-212476	10/21/2022	Grant Award Modification	Pending-ChangeRequest	10/21/2022 03:12 PM
GAM-212620	12/12/2022	Grant Award Modification	New	12/12/2022 05:28 PM
GAM-213622	05/08/2023	Grant Award Modification	New	05/08/2023 08:39 PM
GAM-213842	05/25/2023	Grant Award Modification	New	05/25/2023 11:19 AM
GAM-213843	05/25/2023	Grant Award Modification	New	05/25/2023 11:20 AM
GAM-214276	07/06/2023	Grant Award Modification	New	07/06/2023 09:25 PM
GAM-214837	08/17/2023	Grant Award Modification	New	08/17/2023 11:13 AM
GAM-214888	08/21/2023	Grant Award Modification	New	08/21/2023 04:20 PM
GAM-214891	08/22/2023	Grant Award Modification	New	08/22/2023 09:24 AM
GAM-214892	08/22/2023	Grant Award Modification	New	08/22/2023 09:26 AM

Budget Clearance Change Request Web-based Budget

Step 2

Review
Comments

2) Navigate to the Grants Management Comments section.

The screenshot displays the JUSTgrants web application interface. The header includes the JUSTgrants logo and navigation icons. The main content area is titled "Grant Award Modification" with ID "GAM-214821" and status "PENDING-CHANGEREQUEST". Below the title, there is a table with the following data:

Create Date	User	Note
8/2/23 12:24 PM	FinGrantsManaSuperReOVWFina Jgtsint	needs some modification
8/2/23 4:50 PM	Alak Dutta	testing

The table is highlighted with a green border, and a red circle with the number "2" is placed over the top right corner of the table area. Below the table, there are "Cancel", "Save", and "Submit" buttons. At the bottom, a progress bar shows the current step as "FINANCIAL REVIEW" with other steps like "CREATE", "INITIAL REVIEW", "PROGRAMMATIC REVIEW", "UFMS HANDOFF", and "GAM FULFILLMENT".

Budget Clearance Change Request Web-based Budget

Step 3

Budget Summary Detail

- 3) Navigate to the **Budget Summary Detail** view and open the caret corresponding to each category to edit the line items.

The screenshot displays the JUSTgrants web application interface. The top navigation bar includes the JUSTgrants logo and the text 'JUSTICE GRANTS SYSTEM'. The main content area is titled 'Grant Award Modification GAM-214821' with sub-headers '(15JOVW-23-GG-03234-STOP)' and 'PENDING-CHANGE REQUEST'. Below this, it shows 'Entity Legal Name (JustGrants Test Org26)' and 'Doing Business As (JGII Test Org26)'. A green circle with the number '3' is positioned above a green-bordered box that encloses a list of budget categories: Personnel, Fringe Benefits, Travel, Equipment, Supplies, Construction, SubAwards, Procurement Contracts, Other Costs, and Indirect Costs. Below the categories, there is a section for 'Budget/Financial Documentation' with a sub-section for 'Non-competitive Justification UPDATE' containing a table with columns for Name, Category, Created by, and Date Added.

Budget Clearance Change Request Web-based Budget

Steps 4 – 8

Update Line Items

- 4) (Optional) Open the line item to be edited.
- 5) (Optional) Add a new line item by selecting the **Add** button.
- 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) Navigate to the bottom of the Budget to select the **Save** button.

NOTE: Do not paste text boxes or images into the **Additional Narrative** section of the financial GAMs since they will not display correctly.

The screenshot displays the 'Grant Award Modification' interface for GAM-214821. The table below shows the budget line items:

Description	Base	Indirect Cost Rate	Total Cost
1 Indirect	\$ 1,000.00	90.00 %	\$900.00
2 Indirect	\$ 100.00	100.00 %	\$100.00

The 'Additional Narrative' field is currently empty and contains a rich text editor toolbar. The 'Indirect Costs Total Cost' is \$1,000.

Budget Clearance Change Request Web-based Budget

Step 9

Update Line Items

- 9) The budget summary automatically updates with any changes made in the **Budget Summary Detail** view.

The screenshot shows the 'Grant Award Modification' page in the JUSTgrants system. The page title is 'Grant Award Modification GAM-214821 (15JOVW-23-GG-03234-STOP) PENDING-CHANGE REQUEST'. Below the title, it says 'Entity Legal Name (JustGrants Test Org26) Doing Business As (JGII Test Org26)'. A green box highlights a budget summary table, and a circled '9' is placed above it.

Personnel:	\$0.00		
Fringe Benefits:	\$0.00		
Travel:	\$0.00		
Equipment:	\$0.00		
Supplies:	\$0.00		
Construction:	\$0.00		
SubAwards:	\$0.00		
Procurement Contracts:	\$0.00		
Other Costs:	\$0.00		
Total Direct Costs:	\$0.00		
Indirect Costs:	\$1,000.00		
Total Project Costs:	\$1,000.00		
Federal Funds:	\$1,000.00		100.00%
Match Amount:	\$ 0.00		0.00%
Program Income:	\$ 0.00		0.00%

Budget Clearance Change Request Web-based Budget

Step 10

Total Project Cost

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

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

Grant Award Modification GAM-214821
(15JOVW-23-GG-03234-STOP) **PENDING-CHANGE REQUEST**
Entity Legal Name (JustGrants Test Org26) Doing Business As (JGII Test Org26)

Personnel:	\$0.00	
Fringe Benefits:	\$0.00	
Travel:	\$0.00	
Equipment:	\$0.00	
Supplies:	\$0.00	
Construction:	\$0.00	
SubAwards:	\$0.00	
Procurement Contracts:	\$0.00	
Other Costs:	\$0.00	
Total Direct Costs:	\$0.00	
Indirect Costs:	\$1,000.00	
Total Project Costs:	\$1,000.00	
Federal Funds:	\$1,000.00	100.00%
Match Amount:	\$ 0.00	0.00%
Program Income:	\$ 0.00	0.00%

Budget Clearance Change Request Web-based Budget

Steps 11 – 12

Budget & Financial Documents

- 11) Navigate to the **Budget/Financial Documentation** section to upload an attachment, if necessary.
- 12) Select either **Entity Doc** to upload an attachment from the Entity's document library, or **Upload Doc** to upload a document from the workstation.

JUSTgrants
JUSTICE GRANTS SYSTEM

Home | Entity Profile | Entity Users | Entity Documents | Applications | Awards | Monitoring | Federal Forms | Training Resources

Grant Award Modification GAM-214821
(15JOVW-23-GG-03234-STOP) **PENDING-CHANGEREQUEST**
Entity Legal Name (JustGrants Test Org26) Doing Business As (JGII Test Org26)

Budget/Financial Documentation

- > Non-competitive Justification UPDATE
- > Consultant Rate UPDATE
- > Disclosure of Process Related to Executive Compensation UPDATE
- > Financial Management Questionnaire (including applicant disclosure of high-risk status) UPDATE
- > Additional Attachments

Name	Category	Created by	Date Added
191424_Stage.docx	Consultant Rate UPDATE	justgrants028.grantawardadmin.jgitsext	08/02/2023
189959_LTR_story_testing_document.docx	Consultant Rate UPDATE	FinGrantsManaliniOVWFina.jgitsint	08/02/2023
Grant Manager uploaded documents can not be deleted.pdf	Consultant Rate UPDATE	justgrants028.applicationssubmitter.jgitsext	08/02/2023

[Upload Doc](#) [Entity Doc](#)

Grant Comments

12

Budget Clearance Change Request Web-based Budget

Steps 13 – 14

Attach Entity
Doc

13) If Entity Doc is selected, the Attach Entity Document window appears. Select the checkbox corresponding to the document.

14) Select the Submit button.

The screenshot displays the JUSTgrants web application interface. The top navigation bar includes the JUSTgrants logo and a sidebar menu with options like Home, Entity Profile, Entity Users, Entity Documents, Applications, Monitoring, Federal Forms, and Training Resources. The main content area shows a 'Grant Package' (00774779) in a 'PENDING-DRAFT' status, due on July 30, 2023. A modal window titled 'Select a file from my Entity Profile' is open, displaying a table of files for selection. The table has columns for Name, Category, Start Date, End Date, Federal Fiscal Year, Notes, Created Date, and Uploaded by. The file 'Dunya's Test data 02.pdf' is highlighted. A green circle with the number '14' is overlaid on the 'Attach' button in the bottom right corner of the modal. Below the modal, application details are visible, including OpportunityID (O-OVV-2022-171485-STG), SolicitationID (SI-171485), and Solicitation Title (FY2022).

<input type="checkbox"/>	Name	Category	Start Date	End Date	Federal Fiscal Year	Notes	Created Date	Uploaded by
<input type="checkbox"/>	Job Aid - Creating and Using Bookmarks_comments.docx	LegacyAttachments					4/20/22	JohnElectronicBusinessPoc Doe
<input checked="" type="checkbox"/>	Dunya's Test Data 1.pdf	LegacyAttachments			2022		12/15/21	JohnElectronicBusinessPoc Doe
<input type="checkbox"/>	Dunyas-Test Data.xlsx	Budget Indirect Cost Rate Agreement			2022		12/15/21	JohnElectronicBusinessPoc Doe
<input checked="" type="checkbox"/>	Dunya's Test data 02.pdf	Budget Financial Management Questionnaire			2022		12/15/21	JohnElectronicBusinessPoc Doe
<input type="checkbox"/>	Email Template 1 JustGrants.pdf	File					11/4/20	tae song

Budget Clearance Change Request Web-based Budget

Steps 15 – 17

Upload Doc

- 15) If **Upload Doc** is selected, the **Attach Files** window appears. Choose the **Select File(s)** button to choose a file located on the workstation.
- 16) Select the document category from the **Category** dropdown. Note, the category selection should match a category displayed in the GAM, except for the **Additional Attachment** section. To upload a document to the **Additional Attachment** section, select the **Budget Other** category.
- 17) Select **Attach**. The attachment appears in the corresponding section.

The screenshot displays the JUSTgrants interface for a Grant Award Modification (GAM-214821). A modal dialog titled "Attach file(s)" is open, featuring a dashed box for file selection, a paperclip icon, and the text "Drag and drop files here" or "Select file(s)". The "Select file(s)" button is highlighted with a green circle and the number 15. The "Attach" button is highlighted with a green circle and the number 17. The background shows a table of documents under the "Consultant Rate UPDATE" category, with columns for Name, Category, and Consultant Rate. The "Upload Doc" button is visible at the bottom of the page.

Budget Clearance Change Request Web-based Budget

Step 18

Submit GAM

18) Select the **Submit** button. The GAM is routed back to DOJ for review.

NOTE: The GAA will receive an 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.

JUSTgrants
JUSTICE GRANTS SYSTEM

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Grant Award Modification GAM-214821
(15JOVW-23-GG-03234-STOP) **PENDING-CHAMBERQUEST**
Entity Legal Name (JustGrants Test Org26) Doing Business As (JGII Test Org26)

Create Date	User	Note
8/2/23 12:24 PM	FinGrantsManaSuperReOVWFina JgIstint	needs some modification
8/2/23 4:50 PM	Alak Dutta	testing

Cancel Save **Submit**

✓ CREATE > ✓ INITIAL REVIEW > ✓ PROGRAMMATIC REVIEW > **FINANCIAL REVIEW** > UFMS HANDOFF > GAM FULFILLMENT

18



**Budget Clearance
Change Request
Attachment Budget**

Budget Clearance Change Request Attachment Budget

Step 1

Locate Case ID

- 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 the **small arrow** corresponding to the column.

The screenshot displays the JUSTgrants system interface. The left sidebar contains navigation options: Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, Federal Forms, and Training Resources. The main content area shows a welcome message and an 'Alerts (0)' section. Below that is the 'My Worklist' section, which contains 1316 results. A table lists the following data:

Case ID	Date Due ↑	Case Type	Case Status	Last Updated
GAM-212476	10/21/2022	Grant Award Modification	Pending-ChangeRequest	10/21/2022 03:12 PM
GAM-214821	—	Grant Award Modification	Pending-ChangeRequest	08/02/2023 04:50 PM
GAM-214272	—	Grant Award Modification	Pending-ChangeRequest	08/02/2023 12:55 PM
GAM-214788	—	Grant Award Modification	Pending-ChangeRequest	08/01/2023 05:21 PM
GAM-212581	—	Grant Award Modification	Pending-ChangeRequest	03/09/2023 12:45 PM
GAM-212542	—	Grant Award Modification	Pending-ChangeRequest	10/24/2022 12:18 PM
GAM-211752	—	Grant Award Modification	Pending-ChangeRequest	03/03/2022 12:41 PM
GAM-211971	—	Grant Award Modification	Pending-ChangeRequest	01/27/2022 12:00 PM
GAM-211228	—	Grant Award Modification	Pending-ChangeRequest	11/18/2021 02:32 PM

A green box highlights the 'Case ID' column, and a circled '1' is placed next to it, indicating the first step of the process.

Budget Clearance Change Request Attachment Budget

Step 2

Review
Comments

2) Navigate to the Grants Management Comments section.

NOTE: An attachment budget clearance change request will be resolved by attaching a new budget document.

The screenshot displays the JUSTgrants system interface. The main content area shows a "Grant Award Modification" for GAM-214272, with a status of "PENDING-CHANGEREQUEST". The entity is identified as "JustGrants Test Org26". A table of comments is visible, with a circled "2" indicating the current step. The table has three columns: "Create Date", "User", and "Note".

Create Date	User	Note
8/22/23 4:37 PM	FinGrantsManalIOCFO.jgitsint	Change Requested to Grantee
8/2/23 12:55 PM	GrantManaReBJA.jgitsint	nnon

At the bottom of the page, there is a progress bar with the following steps: CREATE, INITIAL REVIEW, PROGRAMMATIC REVIEW, FINANCIAL REVIEW, UFMS HANDOFF, and GAM FULFILLMENT. The "FINANCIAL REVIEW" step is currently active.

Budget Clearance Change Request Attachment Budget

Steps 3 – 4

Budget &
Financial
Documents

- 3) Navigate to the **Budget/Financial Documentation** section to upload an attachment, if necessary.
- 4) Select either **Entity Doc** to upload an attachment from the Entity's document library, or **Upload Doc** to upload a document from the workstation.

The screenshot shows the JUSTgrants system interface. The top navigation bar includes the JUSTgrants logo and a navigation menu with options like Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, Federal Forms, and Training Resources. The main content area is titled 'Grant Award Modification GAM-214272' and shows details for a grant modification. Under the 'Budget/Financial Documentation' section, there is a table of attachments:

Name	Category	Created by	Date Added
Terms and Conditions \$288329.xlsx	BudgetWorksheet	justgrants028 applicationsubmitter jgitsxt	08/22/2023
229029_QA.docx	BudgetWorksheet	Mainul Islam	08/22/2023

Below the table, there are several expandable sections: Pre-Agreement Cost, Non-competitive Justification, Indirect Cost Rate Agreement (if applicable), Consultant Rate Justification, Employee Compensation Waiver, Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high-risk status), Disclosure of Process Related to Executive Compensation, and Additional Attachments. At the bottom of the attachments section, there are two buttons: 'Upload Doc' and 'Entity Doc'. A red circle highlights the number '4' in the 'Grant Comments' section.

Budget Clearance Change Request Attachment Budget

Steps 5 – 6

Attach Entity
Doc

- 5) If Entity Doc is selected, the Attach Entity Document window appears. Select the checkbox corresponding to the document.
- 6) Select the Submit button.

The screenshot shows the JUSTgrants system interface. The main content area displays a window titled "Grant Package (00804209) PENDING-DRAFT" with a due date of "December 20, 2023 2:02:00 PM EST". Below this, there is a section "Select a file from my Entity Profile" which contains a table of documents. The table has columns for Name, Category, Start Date, End Date, Federal Fiscal Year, Notes, Created Date, and Uploaded by. A green circle highlights the number "5" in the left sidebar, indicating the step number. Another green circle highlights the number "6" in the bottom right corner of the window, pointing to the "Attach" button.

<input type="checkbox"/>	Name	Category	Start Date	End Date	Federal Fiscal Year	Notes	Created Date	Uploaded by
<input type="checkbox"/>	Indirect Cost Rate Agreement.docx	Disclosure of Process Related to Executive Compensation			2023		8/29/23	JohnElectronicBusinessPoc Doe
<input type="checkbox"/>	26091 QA updated testing.docx	Disclosure of Process Related to Executive Compensation					8/23/23	JohnElectronicBusinessPoc Doe
<input type="checkbox"/>	Feature 160071 Testing Approach.xlsx	Disclosure of Process Related to Executive Compensation					8/23/23	JohnElectronicBusinessPoc Doe
<input type="checkbox"/>	231391 Design Doc.docx	Disclosure of Process Related to Executive Compensation			2026		8/23/23	JohnElectronicBusinessPoc Doe
<input type="checkbox"/>	Budget Modification.docx	Disclosure of Process Related to Executive Compensation			2023		8/23/23	JohnElectronicBusinessPoc Doe
<input type="checkbox"/>	Stage Testing.docx	Disclosure of Process Related to Executive Compensation					7/21/23	JohnElectronicBusinessPoc Doe
<input type="checkbox"/>	015 IDC.pdf	Disclosure of Process Related to Executive Compensation					5/11/23	JohnElectronicBusinessPoc Doe
<input type="checkbox"/>	DCM Account approval Form(Data Migration) 07.28.20.pdf	Disclosure of Process Related to Executive Compensation			2020		11/3/20	JohnElectronicBusinessPoc Doe
<input type="checkbox"/>	DCM Account approval Form(Data Migration) 07.28.20.pdf	Disclosure of Process Related to Executive Compensation			2020		11/3/20	JohnElectronicBusinessPoc Doe
<input type="checkbox"/>	EO-55-Temporary-Stay-at-Home-Order-Due-to-Novel-Coronavirus.pdf	Disclosure of Process Related to Executive Compensation			2021		11/3/20	JohnElectronicBusinessPoc Doe

Budget Clearance Change Request Attachment Budget

Steps 7 – 9

Attach Entity
Doc

- 7) If **Upload Doc** is selected, the **Attach Files** window appears. Choose **Select File(s)** to choose a file from the workstation.
- 8) Select the document category from the **Category** dropdown. Note, the category selection should match a category displayed in the GAM, except for the **Additional Attachment** section. To upload a document to the **Additional Attachment** section, select the **Budget Other** category.
- 9) Select the **Attach** button. The attachment appears in the corresponding section.

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JUSTICE GRANTS SYSTEM

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Grant Award Modification GAM-214272
(15PBJA-23-GG-03196-CAPL) PENDING-CHANGEREQUIREMENT
Entity Legal Name (JustGrants Test Org26) Doing Business As (JGI Test Org26)

Budget/Financial Documentation

Budget Worksheet and Budget Narrative (attachment)

7

Attach file(s)

Drag and drop files here
or
Select file(s)

Name	File	Category
Supporting Documentation	Supporting Documentation.docx	Budget Worksheet and Budget Narrative (attachment)

Cancel

9

Attach

Upload Doc Entity Doc

Grants Management Comments

Privacy Policy

Budget Clearance Change Request Attachment Budget

Step 10

Submit

10) Select the **Submit** button. The GAM is routed to DOJ for review.

NOTE: The GAA will receive an email 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.

JUSTgrants
JUSTICE GRANTS SYSTEM

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Entity Profile

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Entity Documents

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Privacy Policy

Grant Award Modification GAM-214272
(15PBJA-23-GG-03196-CAPL) **PENDING-CHANGEREQUEST**

Entity Legal Name (JustGrants Test Org26) Doing Business As (JGII Test Org26)

Add

Create Date	User	Note
8/22/23 4:37 PM	FinGrantsManaliniOCFO jgitsint	Change Requested to Grantee
8/2/23 12:55 PM	GrantManaReBJA jgitsint	nnon

Cancel Save **Submit**

January 2024

Version 2.0



JUSTgrants

JUSTICE GRANTS SYSTEM