



# Budget Modification GAN

Job Aid

GMS Training Documentation



| Step | Screen   | Description and Action  |  |                        |                |        |      |                  |                                       |  |                      |      |                 |        |                |        |      |                                  |   |  |                        |      |                 |        |                |        |      |                                  |   |  |                        |      |                 |        |                |        |      |                                  |   |  |                        |      |                 |        |                |        |      |                                  |   |  |                        |   |
|------|--|---|--|------------------------|----------------|--------|------|------------------|---------------------------------------|--|----------------------|------|-----------------|--------|----------------|--------|------|----------------------------------|---|--|------------------------|------|-----------------|--------|----------------|--------|------|----------------------------------|---|--|------------------------|------|-----------------|--------|----------------|--------|------|----------------------------------|---|--|------------------------|------|-----------------|--------|----------------|--------|------|----------------------------------|---|--|------------------------|---|
| 1    | <p><b>GMS Home Screen</b></p> <p>All programs you are currently participating in are listed below. To reduce the size of program listing, choose from the following criteria and press the <b>Refresh</b> button.</p> <p>Year: All   Solicitation: All   Refresh</p> <p>Office of Justice Programs has many other funding opportunities that you may be eligible for. To review these opportunities or to start a new application click on <a href="#">Funding Opportunities</a>.</p> <p><b>BJA 10-11-2018</b></p> <table border="1"> <thead> <tr> <th>Year</th> <th>Application No.</th> <th>Status</th> <th>Correspondence</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>2019</td> <td>2019-H0159-VA-BZ</td> <td>• Application submitted on 06/21/2019</td> <td>No Messages<br/><a href="#">Compose message</a></td> <td><a href="#">View</a></td> </tr> </tbody> </table> <p><b>BJA SCAAP 2019</b></p> <table border="1"> <thead> <tr> <th>Year</th> <th>Application No.</th> <th>Status</th> <th>Correspondence</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>2019</td> <td><a href="#">2019-H0161-VA-CI</a></td> <td>• Application not yet submitted, last saved on 08/08/2019<br/>• Application Deadline expires on 02/27/2020</td> <td>No Messages<br/><a href="#">Compose message</a></td> <td><a href="#">Update</a></td> </tr> </tbody> </table> <p><b>BJA SCAAP 2019</b></p> <table border="1"> <thead> <tr> <th>Year</th> <th>Application No.</th> <th>Status</th> <th>Correspondence</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>2019</td> <td><a href="#">2019-H0162-VA-CI</a></td> <td>• Application not yet submitted, last saved on 08/08/2019<br/>• Application Deadline expires on 02/27/2020</td> <td>No Messages<br/><a href="#">Compose message</a></td> <td><a href="#">Update</a></td> </tr> </tbody> </table> <p><b>BJA SCAAP 2019</b></p> <table border="1"> <thead> <tr> <th>Year</th> <th>Application No.</th> <th>Status</th> <th>Correspondence</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>2019</td> <td><a href="#">2019-H0163-VA-CI</a></td> <td>• Application not yet submitted, last saved on 09/20/2019<br/>• Application Deadline expires on 02/27/2020</td> <td>No Messages<br/><a href="#">Compose message</a></td> <td><a href="#">Update</a></td> </tr> </tbody> </table> <p><b>BJA SCAAP 2019</b></p> <table border="1"> <thead> <tr> <th>Year</th> <th>Application No.</th> <th>Status</th> <th>Correspondence</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>2019</td> <td><a href="#">2020-H0002-VA-CI</a></td> <td>• Application not yet submitted, last saved on 10/04/2019<br/>• Application Deadline expires on 02/27/2020</td> <td>No Messages<br/><a href="#">Compose message</a></td> <td><a href="#">Update</a></td> </tr> </tbody> </table> <p><a href="#">Help/Frequently Asked Questions</a></p> | Year  | Application No.                                | Status                 | Correspondence | Action | 2019 | 2019-H0159-VA-BZ | • Application submitted on 06/21/2019 | No Messages<br><a href="#">Compose message</a> | <a href="#">View</a> | Year | Application No. | Status | Correspondence | Action | 2019 | <a href="#">2019-H0161-VA-CI</a> | • Application not yet submitted, last saved on 08/08/2019<br>• Application Deadline expires on 02/27/2020 | No Messages<br><a href="#">Compose message</a> | <a href="#">Update</a> | Year | Application No. | Status | Correspondence | Action | 2019 | <a href="#">2019-H0162-VA-CI</a> | • Application not yet submitted, last saved on 08/08/2019<br>• Application Deadline expires on 02/27/2020 | No Messages<br><a href="#">Compose message</a> | <a href="#">Update</a> | Year | Application No. | Status | Correspondence | Action | 2019 | <a href="#">2019-H0163-VA-CI</a> | • Application not yet submitted, last saved on 09/20/2019<br>• Application Deadline expires on 02/27/2020 | No Messages<br><a href="#">Compose message</a> | <a href="#">Update</a> | Year | Application No. | Status | Correspondence | Action | 2019 | <a href="#">2020-H0002-VA-CI</a> | • Application not yet submitted, last saved on 10/04/2019<br>• Application Deadline expires on 02/27/2020 | No Messages<br><a href="#">Compose message</a> | <a href="#">Update</a> | <p><b>Description</b></p> <p>A Grant Adjustment Notice (GAN) is a request to make a programmatic, administrative, or financial change to a grant.</p> <p>Work with your assigned grant manager to make sure the GAN is really needed or if the action can be handled another way. They will identify any accompanying information that needs to be submitted with the request.</p> <p><b>Action</b></p> <ol style="list-style-type: none"> <li>To create a GAN, click the <b>Grant Adjustments</b> link to open the Grant Adjustments module.</li> </ol> <p><a href="#">Grant Adjustments</a></p> |
| Year | Application No.  | Status  | Correspondence                                 | Action                 |                |        |      |                  |                                       |  |                      |      |                 |        |                |        |      |                                  |   |  |                        |      |                 |        |                |        |      |                                  |   |  |                        |      |                 |        |                |        |      |                                  |   |  |                        |      |                 |        |                |        |      |                                  |   |  |                        |   |
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2

All Active GANs Screen

| ID      | GAN Type | Multiple Awards | Program Office | Status    | Award Number    | Project Title | Date Submitted |
|---------|----------|-----------------|----------------|-----------|-----------------|---------------|----------------|
| 1047934 | Bud Mod  | No              | BJA            | Submitted | 2020-VT-K8-0002 | TESTING       | 10/22/2019     |

**R** Recovery Act

Description

The *Grant Adjustments* screen displays all active GANs created by the logged-in user, and the current status of each GAN.

Once a GAN has been completed, it will move from **Active** status to **Approved**. If the program office/OCFO needs to request changes, it will send a change request back to your organization and the GAN will move from **Active** status to **Change Requested**. The same is true for a GAN that is denied by the program office or OCFO.

Action

Filter the list by selecting the title of any column.

1. Click the **Create Grant Adjustment** link.





|                 |  |   |
|-----------------|--|---|
| <p><b>3</b></p> | <h3>Select Grant Adjustment Type Dropdown</h3> | <p><b>Description</b></p> <p>This list displays every type of GAN that can be submitted. Selecting a GAN Type displays fields that are appropriate for that GAN.</p> <p>All changes must be reviewed by the program office or OCFO. The program manager will identify any accompanying information that needs to be submitted along with the request.</p> <hr/> <p><b>Action</b></p> <ol style="list-style-type: none"> <li>1. Select the GAN Type. In this job aid, the <b>Budget Modification</b> GAN Type should be selected.</li> </ol> |
|-----------------|--|---|



4

### Select Grant Adjustment Type Screen

**Create Grant Adjustment - Select Grant Adjustment Type**

Select the type of grant adjustment you would like to create.

Budget Modification

Create

[All Active](#)

[Change Requested](#)

[Approved](#)

[Denied](#)

[Draft](#)

[Create Grant Adjustment](#)

[Help/Frequently Asked Questions](#)

[GMS Home](#)

[Log Off](#)

### Description

Once selected, the **Budget Modification** GAN Type appears.

### Action

1. Click the **Create** button.





5

Select Award Screen

Create Grant Adjustment - Select Award

Please select the awards for which you would like to create a Grant Adjustment from the list below.

| Award Number                                    | Solicitation   | Program Office |
|---|--|----------------|
| <b>My Assigned OJP Vendor Number: 569456046</b> |  |                |
| <input type="radio"/> 2020-BJ-R9-K001           | OVW Special Condition Test 11/20   | OVW            |
| <input type="radio"/> 2020-VT-K8-0002           | FY 18 Category 1: Improving the Efficacy of State, Local, and Tribal Justice Systems | BJA            |

1 **R** Recovery Act

2 **Submit**

[Help/Frequently Asked Questions](#)  
[GMS Home](#)  
[Log Off](#)

Description

The *Select Award* screen displays all awards that are eligible to be modified for your organization.

Some GANs will adjust all awards in your account. These include DUNS, mailing address, and grantee name adjustments.

For Budget Modification GANs, select a single award.

Action

1. Select the award that requires adjustment.
2. Select the **Submit** button.

**Submit**



6 Modify Budget GAN Screen

**Modify Budget GAN**

US DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS

**GRANT ADJUSTMENT NOTICE**

**Grantee Information**

Grantee Name: Michael Oliver      Project Period: 10/18/2019 - 09/30/2020  
 Grantee Address: 3434 Washington Blvd Arlington, 22020      Program Office: BJA  
 Grantee DUNS Number: 00-000-0000      Grant Manager: Sean Smith  
 Grantee EIN: 12-3456789      Application Number(s): 2020-H0006-VA-23  
 Vendor #: 569456046      Award Number: 2020-VT-KS-0002  
 Project Title: TESTING      Award Amount: \$1,000,000.00

**Budget Modification**

\* All editable Budget fields must contain a numeric value.

| Category           | Approved Budget | Requested Changes to Budget | Revised Budget |
|--------------------|-----------------|-----------------------------|----------------|
| A. Personnel       | \$1,000,000     | \$0.0                       | \$1,000,000    |
| B. Fringe Benefits | \$1,000,000     | \$0.0                       | \$1,000,000    |
| C. Travel          | \$2,000,000     | \$0.0                       | \$2,000,000    |
| D. Equipment       | \$0.0           | \$0.0                       | \$0.0          |

**Grantee Information**

Grantee Name: Michael Oliver      Project Period: 10/18/2019 - 09/30/2020  
 Grantee Address: 3434 Washington Blvd Arlington, 22020      Program Office: BJA  
 Grantee DUNS Number: 00-000-0000      Grant Manager: Sean Smith  
 Grantee EIN: 12-3456789      Application Number(s): 2020-H0006-VA-23  
 Vendor #: 569456046      Award Number: 2020-VT-KS-0002  
 Project Title: TESTING      Award Amount: \$1,000,000.00

Attachments: Add Attachment

Actions: Save Submit Cancel

**Description**

A Budget Modification GAN is required for any changes to the budget that are greater than 10% of the total award amount.

The *Grantee Information* section is pre-populated from the Grantee user profile. Changes to this section must be made in the profile.

Be sure all entries in this section are accurate before submitting the GAN.

**Action**

1. Review the *Grantee Information* section for accuracy.

 **Helpful Tip:** If changes need to be made, close the GAN, update the Grantee Profile information, and return to this screen using the steps described previously.



7

**Budget Modification Section**

| <b>Budget Modification</b>  |                   |                             |                   |
|---|-------------------|-----------------------------|-------------------|
| * All editable Budget fields must contain a numeric value.                        |                   |                             |                   |
| Categories  | Approved Budget   | Requested Changes to Budget | Revised Budget    |
| A. Personnel  | \$ 200000         | \$ 0                        | \$ 200000         |
| B. Fringe Benefits  | \$ 100000         | \$ 0                        | \$ 100000         |
| C. Travel   | \$ 200000         | \$ 0                        | \$ 200000         |
| D. Equipment  | \$ 0              | \$ 0                        | \$ 0              |
| E. Supplies   | \$ 200000         | \$ 0                        | \$ 200000         |
| F. Construction   | \$ 0              | \$ 0                        | \$ 0              |
| G. Contractual  | \$ 100000         | \$ 0                        | \$ 100000         |
| H. Other  | \$ 200000         | \$ 0                        | \$ 200000         |
| <b>TOTAL DIRECT COST</b>  | <b>\$ 1000000</b> | <b>\$ 0</b>                 | <b>\$ 1000000</b> |
| Total Direct Costs = (Sum of lines A-H)   |                   |                             |                   |
| INDIRECT COST   | \$ 0              | \$ 0                        | \$ 0              |
|   |                   |                             |                   |
| <b>TOTAL PROJECT COST</b>   | <b>\$ 1000000</b> | <b>\$ 0</b>                 | <b>\$ 1000000</b> |
| Total Project Costs = Total Direct Costs + Indirect Cost                          |                   |                             |                   |
| Total Project Costs = Federal Funds Approved + Non-Federal Funds + Program Income |                   |                             |                   |
| FEDERAL FUNDS APPROVED  | \$ 1000000        |                             | \$ 1000000        |
| NON-FEDERAL FUNDS APPROVED  | \$ 0              | \$ 0                        | \$ 0              |
| PROGRAM INCOME  | \$ 0              | \$ 0                        | \$ 0              |

**Description**

The *Budget Modification* section allows for funding updates. Funding is moved from one category to another using the *Requested Changes to Budget* column.

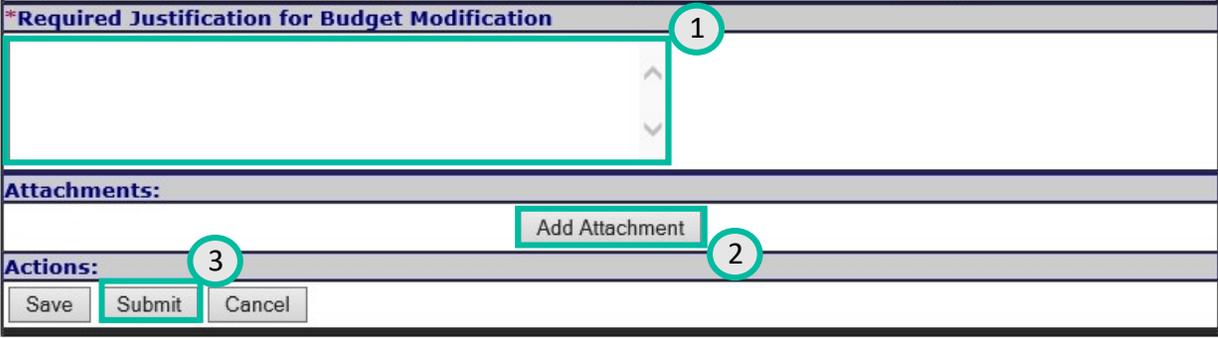
The total cost should not change.

Once a Budget Modification GAN is created, the recipient can save the GAN as a draft, submit the GAN to the grant manager for consideration, or cancel the request.

**Action**

1. Update any funding requests. Funding may be moved from one category to another, but the total cannot change.



|          |  |   |
|----------|--|---|
| <p>8</p> | <p><b>Required Justification Section</b></p>   | <p><b>Description</b></p> <p>The grant manager requires a justification for updating the budget. Use the <b>Required Justification for Budget Modification</b> to enter it.</p> <p>Any required attachments should also be entered here.</p> <p><b>Action</b></p> <ol style="list-style-type: none"> <li>1. Enter the justification for the Budget Modification GAN</li> <li>2. Add all required attachments.</li> <li>3. Click the <b>Submit</b> button.</li> </ol> <p><input type="button" value="Submit"/></p> |
| <p>9</p> | <p><b>GAN Action Confirmation Screen</b></p>  | <p><b>Description</b></p> <p>The <i>GAN Action Confirmation</i> screen allows one final opportunity to confirm the GAN.</p> <p><b>Action</b></p> <ol style="list-style-type: none"> <li>1. Click the <b>Yes</b> button to confirm the Budget Modification GAN.</li> </ol> <p><input type="button" value="Yes"/></p>   |