



AmpliFund Process Steps: Reducing an Award Balance prior to Closeout

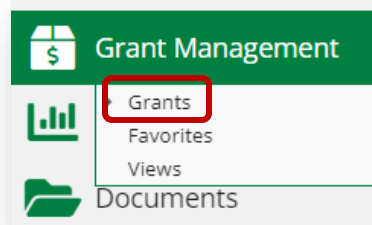
Overview

At the end of the project period, a balance of unspent funds may remain on your award. This balance must be reverted back to the Office of Criminal Justice Grants prior to award closeout. This is accomplished by submitting an amendment in AmpliFund to reduce the award balance to reflect the actual amount expended.

These amendments are typically done during the final quarter of the project period, or during the closeout period. All payment activity must be complete before an amendment can be approved.

Instructions

1. Log into AmpliFund (www.gotomygrants.com).
2. Select "Grant Management → Grants" from the left menu bar.



3. Click on the name of the grant you wish to reduce the balance for.

Operation Blue and Brown	Florida Department of Law Enforcement	Closed
(BLT ONLY) CXX123: Elm SO Tactical Gear	Florida Department of Law Enforcement	Approved
CXX456: UTV Purchase	Florida Department of Law Enforcement	Closed

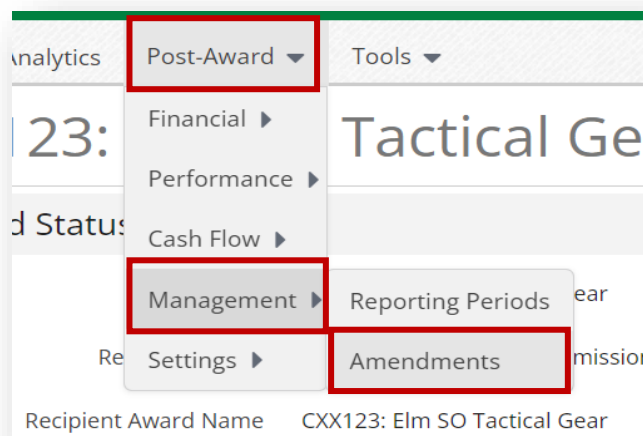
4. On the Award Details page, review the "Payments Made to Date" and "Remaining Available Budget" fields to ensure they are accurate.
 - a. Write down the balance for "Payments Made to Date". This will be your new (amended) award balance.
 - b. The "Remaining Available Budget" field should equal the amount of funds remaining (unspent funds).Contact your OCJG Grant Manager if discrepancies are noted in either of these fields.



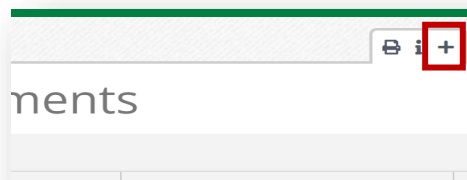
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Payments Made To Date ⓘ	\$3,980.00
Remaining Available Grant-Funded Amount ⓘ	\$334.00
Remaining Match Requirement ⓘ	\$0.00
Remaining Available Budget ⓘ	\$334.00

- To navigate to the Amendments screen, click on “Post Award → Management → Amendments” using the top menu bar.



- On the Amendments screen, review the list of existing amendments (if any) and make note of the next sequential number to be used, (i.e. AMD001, AMD002, AMD003). Click the “+” icon in the upper-right corner to create a new amendment.





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- Under “Amendment Information”, enter the Amendment Request Name (using the next sequential amendment number) in the following format: AMD###.

Amendment

Amendment Information

Amendment Request Name * AMD014

Amendment Type Amendment Request

Date Created 6/6/2024 1:28 PM

- Next to “Areas to Amend”, select the checkbox for “Awarded Amount”. **NOTE:** Do not select more than one area to amend at a time. Selecting more than one box will result in the amendment being denied by OCJG.

Amendment Request Name * AMD014

Amendment Type Amendment Request

Date Created 6/6/2024 1:28 PM

Created By Elizabeth Halvorson

Status Draft

Areas to Amend *

☒ Awarded Amount

☐ Award Duration

☐ Category Budget

☐ Performance Goal

- Enter the actual amount expended (“Payments Made to Date”) in the “Requested Total Awarded Amount” field. Include a brief justification explaining why the total awarded amount was not expended.



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Awarded Amount

Current Total Awarded Amount \$100,000.00

Requested Total Awarded Amount*

Justification

Upload File(s)

XX123 - Budget Variance - 04.25.2022.xlsx

10. Click "Submit".

11. A "Submission Reminder" window will pop up to confirm you want to send the amendment to OCJG. Click "Submit" again to send the amendment request to your OCJG grant manager for review.

Submission Reminder

By submitting, you will be sending the amendment to the funder organization.
You cannot make any further changes after submission.