

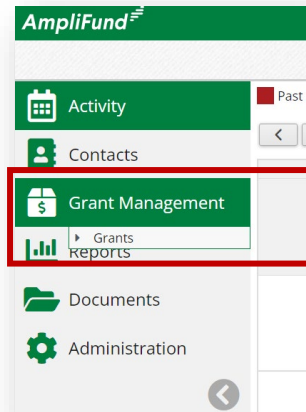
Amendments – Decreasing Award for Closeout

Introduction

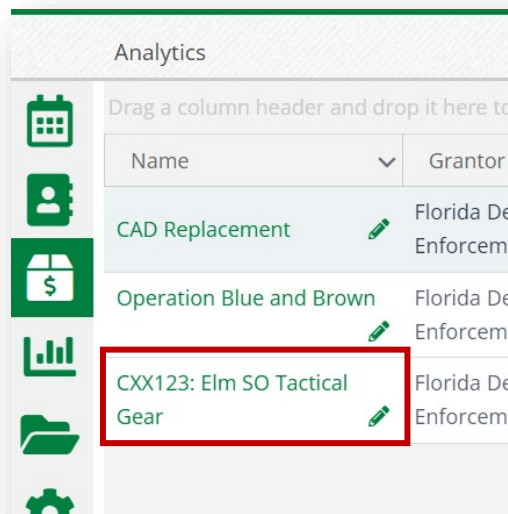
At the end of the project period, you may have unspent grant funds. These funds must be reverted back to the Office of Criminal Justice Grants prior to closing your award. This is accomplished by submitting an amendment to decrease the award for closeout.

Creating and Submitting the Amendment

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

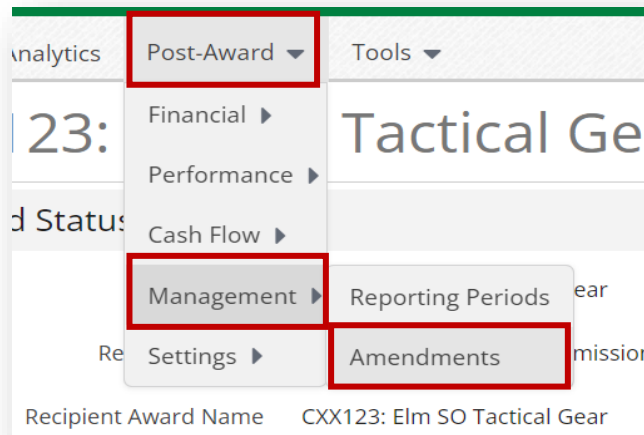


3. Select the name of the grant you wish to submit the amendment on.

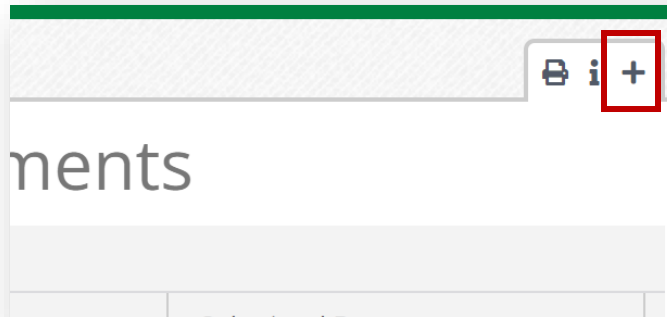


4. Select “Post Award → Management → Amendments” from the top menu bar.

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5. Take note of the next sequential amendment number to be used, (i.e. AMD001, AMD002, AMD003). Click the “+” icon on the top right action bar to create a new amendment request.

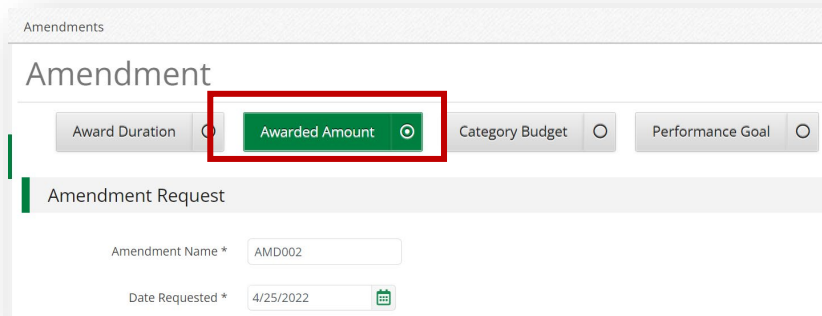


6. Enter the correct amendment number in the following format: AMD002.

A screenshot of the 'Amendment Request' form. The form has two fields: 'Amendment Name *' and 'Date Requested *'. The 'Amendment Name *' field contains the text 'AMD002' and is highlighted with a red box. The 'Date Requested *' field contains the date '4/25/2022' and has a calendar icon to its right.

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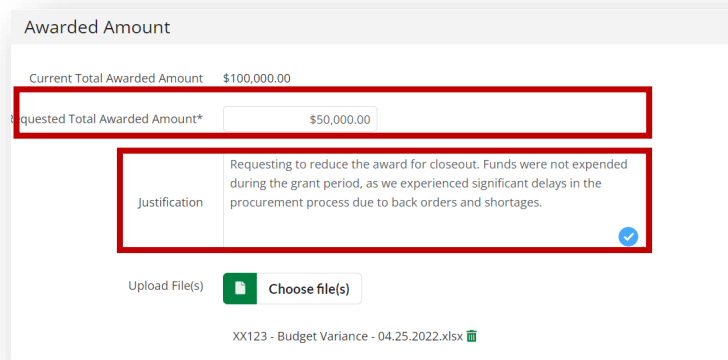
- Click the circle next to the “Awarded Amount” amendment type.



The screenshot shows the 'Amendment' form with the 'Awarded Amount' tab selected. The 'Amendment Request' section contains the following fields:

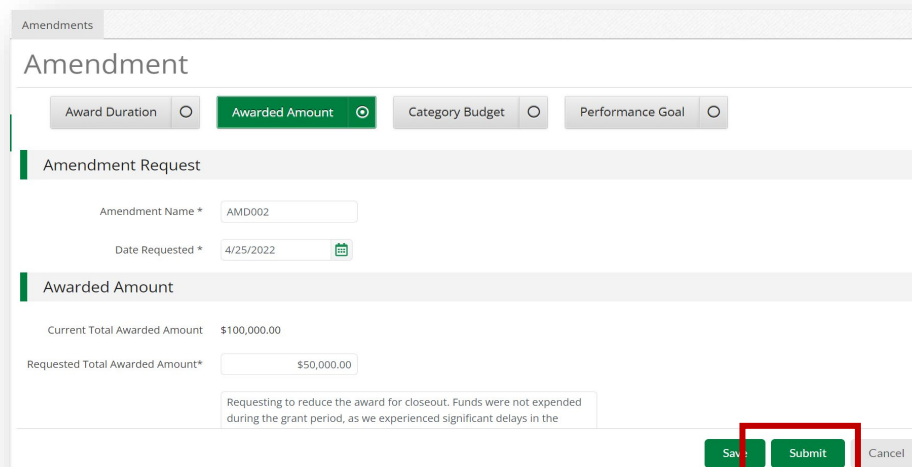
- Amendment Name *: AMD002
- Date Requested *: 4/25/2022

- Click the “Awarded Amount” label to populate the required fields for data entry. Enter the revised awarded amount (i.e. this will reflect the total amount spent on the award). Enter the justification for why funds were not expended during the reporting period.



The screenshot shows the 'Awarded Amount' section of the amendment form. The 'Current Total Awarded Amount' is \$100,000.00. The 'Requested Total Awarded Amount*' is \$50,000.00. The 'Justification' field contains the text: 'Requesting to reduce the award for closeout. Funds were not expended during the grant period, as we experienced significant delays in the procurement process due to back orders and shortages.' A blue checkmark icon is visible next to the justification text. Below the justification field is a file upload section with a 'Choose file(s)' button and a file named 'XX123 - Budget Variance - 04.25.2022.xlsx'.

- Click “Submit” on the amendment screen and the popup window to send the amendment request to your OCJG grant manager for review.



The screenshot shows the 'Amendment' form with the 'Awarded Amount' tab selected. The 'Amendment Request' section contains the following fields:

- Amendment Name *: AMD002
- Date Requested *: 4/25/2022

The 'Awarded Amount' section contains the following fields:

- Current Total Awarded Amount: \$100,000.00
- Requested Total Awarded Amount*: \$50,000.00

The 'Justification' field contains the text: 'Requesting to reduce the award for closeout. Funds were not expended during the grant period, as we experienced significant delays in the procurement process due to back orders and shortages.' A blue checkmark icon is visible next to the justification text. Below the justification field is a file upload section with a 'Choose file(s)' button and a file named 'XX123 - Budget Variance - 04.25.2022.xlsx'.

At the bottom right of the form, the 'Submit' button is highlighted with a red box.