



AmpliFund Process Steps: Changing the Award End Date (Early Closeouts/Extensions)

Overview

There are two primary reasons a Recipient may want to change the end date of an award:

1. All project activities are complete.

Small purchasing projects are often completed well in advance of the award end date. It is possible to move the end date of the award up and close it earlier than expected, ***provided all project activities are complete***. You cannot change the end date of your award if:

- Items purchased with grant funds require installation, and installation is not complete.
- The grant paid for extended warranties, services, or subscriptions that would extend past the new end date.
- Payment activity is not complete. You cannot change the end date of your award prior to submitting the final payment request.

In addition, Recipients typically owe one final performance report for the quarter before the award may be officially closed. Changing the end date ("early closeout") does not actually "close" the award.

2. An extension is needed.

Federal grant regulations permit a ***one-time extension*** under three specific circumstances:

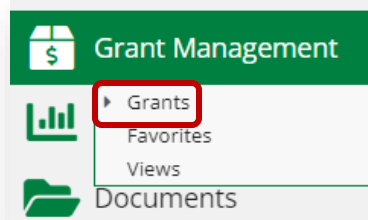
- Natural disasters;
- Litigation and/or state and local legislative schedules; or
- Exigent circumstances approved by OCJG's Bureau Chief.

Please be aware extensions will not be permitted solely to expend unused funds. Only one extension will be permitted, and the request must be made no later than 30 days prior to the end date of the award. Awards may not be extended beyond the federal award period.

It is imperative to discuss any possible changes to the project period with your assigned OCJG grant manager prior to submitting an amendment.

Instructions

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



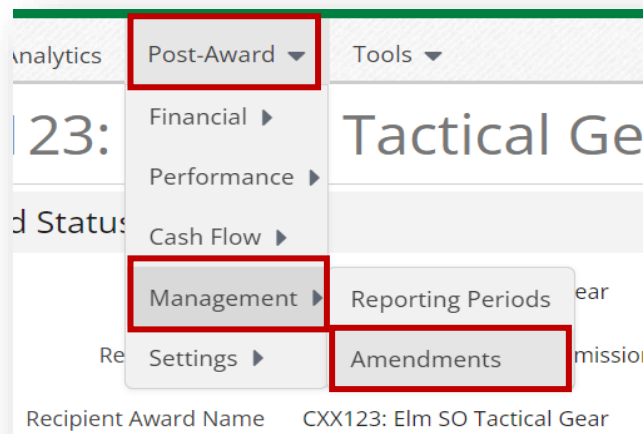


AmpliFund Process Steps: Changing the Award End Date (Early Closeouts/Extensions)

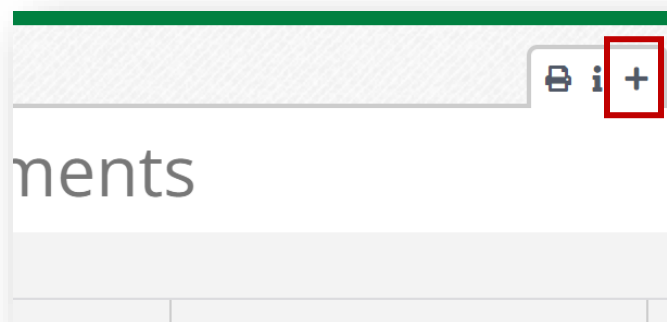
3. Click on the name of the grant you wish to change the end date for.

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



5. 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.





AmpliFund Process Steps: Changing the Award End Date (Early Closeouts/Extensions)

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

The screenshot shows a web form titled "Amendment". Under the "Amendment Information" section, the "Amendment Request Name *" field contains "AMD014" and is highlighted with a red box. Below it, the "Amendment Type" is "Amendment Request" and the "Date Created" is "6/6/2024 1:28 PM".

7. Next to “Areas to Amend”, select the checkbox for “Award Duration”. **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.

The screenshot shows the "Amendment Information" section of the form. The "Amendment Request Name *" field contains "AMD014". Below it, the "Amendment Type" is "Amendment Request", "Date Created" is "6/6/2024 3:07 PM", "Created By" is "Elizabeth Halvorson", and "Status" is "Draft". In the "Areas to Amend *" section, the "Award Duration" checkbox is checked and highlighted with a red box. Other unchecked options are "Awarded Amount", "Category Budget", and "Performance Goal".

8. All end dates must be the end of a fiscal quarter (12/31, 3/31, 6/30, or 9/30). Enter the desired end date in the “Requested End Date” field, and provide your justification as follows:
- Moving the end date forward (early closeout): The justification should state that all project activities are complete. If equipment was purchased that requires setup or installation, indicate if the equipment has been installed and is operational.
 - Pushing the end date back (extensions): The justification must include: (a) an explanation for why the extension is necessary, (b) the source of any delays or setbacks, and (c) a timeline of activities that will be completed prior to the new end date.



AmpliFund Process Steps: Changing the Award End Date (Early Closeouts/Extensions)

NOTE: If the requested end date is not the end of a quarter, or if sufficient justification is not provided, the amendment will be denied.

Award Duration

Start Date

11/1/2021

Current End Date

9/30/2023

Current Length Of Award

1 year 11 months 0 days

Current Close Out Date

11/30/2022

Requested End Date *

12/31/2024

Requested Length Of Award

3 years 2 months 0 days

Requested Close Out Date

3/1/2025

Justification

9. When you are finished, click “Submit”.

Save

Submit

Cancel

10. 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.

Submit

Cancel