

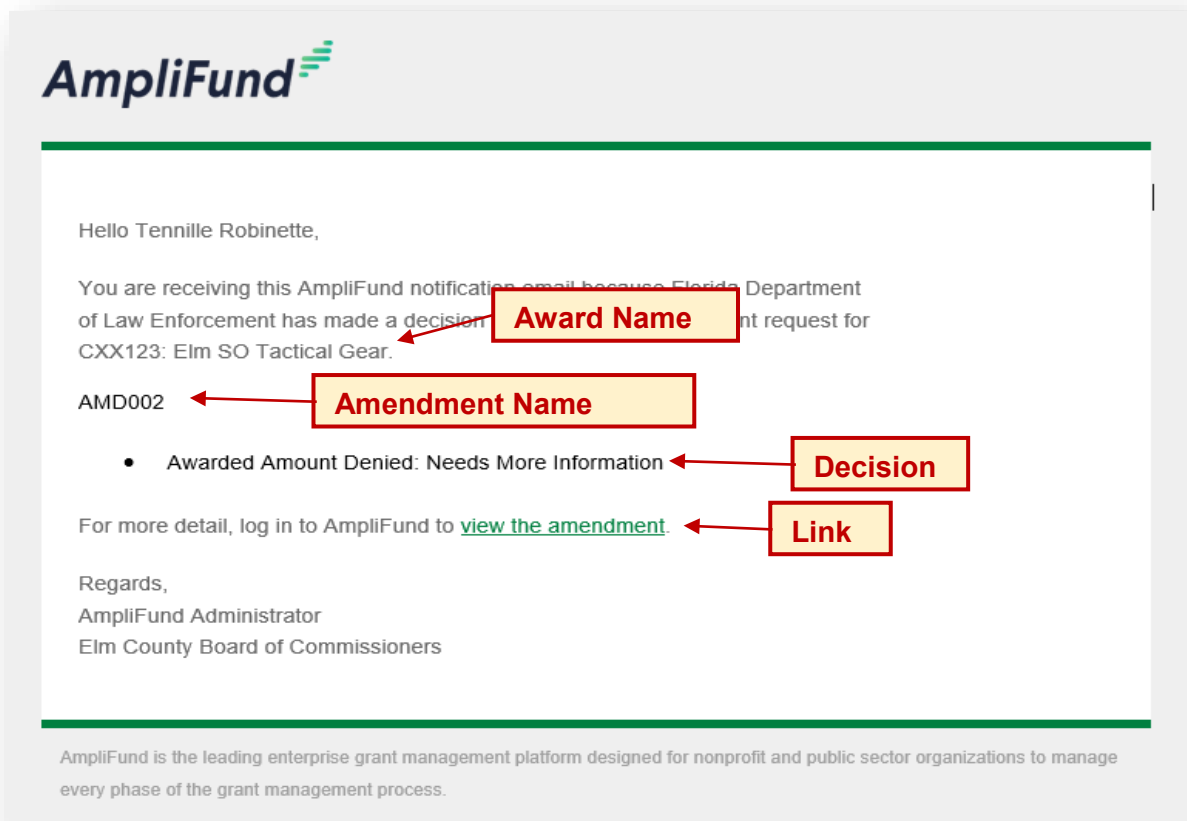
Amendments – “Denied – Needs More Information” Status Revisions

Introduction

During the review and approval process, the Office of Criminal Justice Grants may issue a “Denied – Needs More Information” decision on an amendment request you submitted for your award. This section discusses how you make changes and resubmit your request for consideration.

Reviewing the Denied Amendment Request

1. When the amendment decision is issued through the system, the Recipient Grant Manager will receive an email notification with a link to “view the amendment”. To view the more information required, click the email link and log in to the AmpliFund system.



2. Once on the individual amendment landing page, scroll down to the “Amendment Request Response” Section and review the details provided in the “Reasoning” comment box.

Amendments – “Denied – Needs More Information” Status Revisions

Amendments

Requested Total Awarded Amount

Justification

Existing Attachments [XX123 - Budget Variance - 04.25.2022](#)

Internal Notes

Amendment Request Response

Status

Reasoning

Revising and Resubmitting with Additional Information

3. In order to make the required changes you must generate a new amendment request. Start by clicking “Amendments” on the top menu bar to show all amendments created for your award.

AmpliFund

Amendments

Amendment – AMD002

Award Duration Awarded Amount

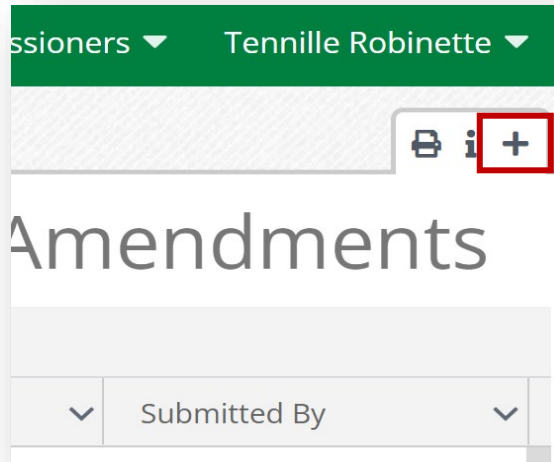
Amendment Request

Amendment Name **AMD002**

Date Requested

Amendments – “Denied – Needs More Information” Status Revisions

- From the landing page, click the “+” icon on the top, right action bar.



- On the amendment creation page, complete the following fields:
 - Select the appropriate “Amendment Type” by clicking the bubble in the appropriate box.
 - Enter the Amendment name using the same naming scheme as the returned Amendment and adding “ – Revised” to then. For example, if AMD002 was returned for more information, enter “AMD002 – Revised” as the Amendment name.

A screenshot of the 'Amendment' creation form. The form has a header 'Amendments' and a title 'Amendment'. Below the title, there are two radio button options: 'Award Duration' and 'Awarded Amount'. The 'Awarded Amount' option is selected and highlighted with a red square. Below these options is a section titled 'Amendment Request'. In this section, there are two required fields: 'Amendment Name *' and 'Date Requested *'. The 'Amendment Name *' field contains the text 'AMD002 - Revised' and is highlighted with a red rectangle. The 'Date Requested *' field contains the date '5/4/2022' and has a calendar icon to its right.

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- To complete the required fields for the Amendment Type selected, click text on the Amendment Type button (i.e. Awarded Amount, Award Duration, Category Budget, etc.). The fields appropriate for that amendment type will generate below the date requested.

The screenshot shows the 'Amendment' form with the 'Awarded Amount' button highlighted. Below it, the 'Amendment Request' section is visible, including 'Amendment Name' (AMD002 - Revised) and 'Date Requested' (5/4/2022). The 'Awarded Amount' section is highlighted with a red box, showing 'Current Total Awarded Amount' as \$100,000.00.

- Complete the necessary fields and upload required documentation. Be sure to incorporate all information requested from the denial of the original amendment request. Click “Submit” to send the revised amendment to your OCJG grant manager for review.

The screenshot shows the 'Amendment' form with the 'Requested Total Awarded Amount' and 'Justification' fields highlighted. The 'Requested Total Awarded Amount' is \$80,000.00. 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.' Below the justification, there is an 'Upload File(s)' section with a 'Choose file(s)' button and a file named 'XX123 - Budget Variance - 04.25.2022.xlsx' uploaded. The 'Submit' button is highlighted with a red box.