



## AmpliFund Process Steps: Reducing an Award Balance prior to Closeout

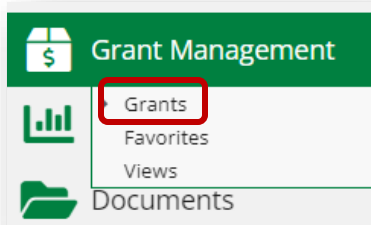
### Overview

At the end of the project period, a balance of unspent funds may remain on your award. This balance must be reverted back to Criminal Justice Grants (CJG) 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](http://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).

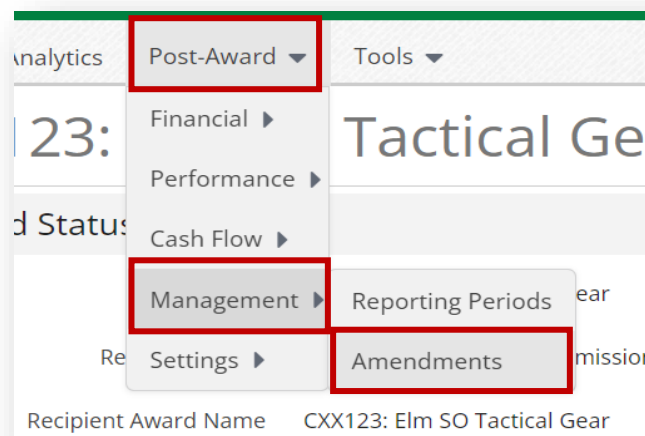
Contact your CJG Grant Manager if discrepancies are noted in either of these fields.



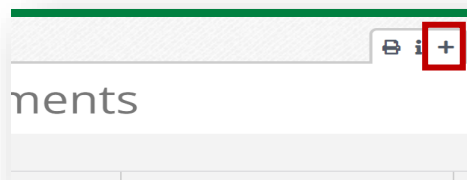
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|                                           |            |
|-------------------------------------------|------------|
| Payments Made To Date ⓘ                   | \$3,980.00 |
| Remaining Available Grant-Funded Amount ⓘ | \$334.00   |
| Remaining 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###.

A screenshot of the AmpliFund "Amendment" form. The "Amendment Information" section is highlighted with a green bar. The "Amendment Request Name \*" field contains "AMD014" and is highlighted with a red box. The "Amendment Type" is "Amendment Request" and the "Date Created" is "6/6/2024 1:28 PM".

| 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 CJG.

A screenshot of the AmpliFund "Amendment" form, showing the "Areas to Amend" section. The "Amendment Request Name \*" field contains "AMD014". The "Amendment Type" is "Amendment Request", "Date Created" is "6/6/2024 1:28 PM", "Created By" is "Elizabeth Halvorson", and "Status" is "Draft". The "Awarded Amount" checkbox is checked and highlighted with a red box. The other checkboxes, "Award Duration", "Category Budget", and "Performance Goal", are unchecked.

|                          |                                                                                                                                                                                        |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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 *         | <input checked="" type="checkbox"/> Awarded Amount<br><input type="checkbox"/> Award Duration<br><input type="checkbox"/> Category Budget<br><input type="checkbox"/> 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 CJG. Click "Submit" again to send the amendment request to your CJG 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.