

Recipient Applications Returned for Edits

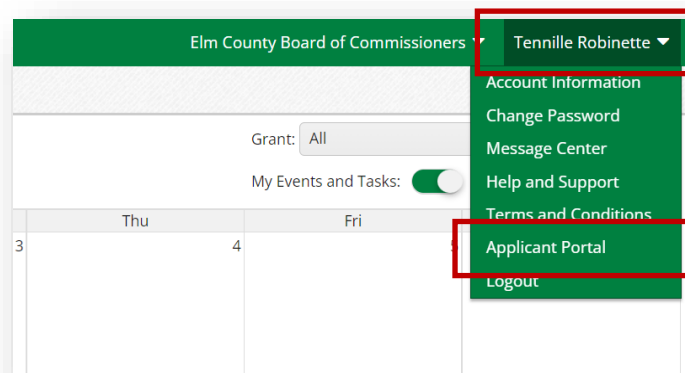
Introduction

Your organization's assigned FDLE Grant Manager (Grant Specialist B or GSB) will review your application. During this review, it is not uncommon for corrections or additional information to be required prior to moving the application forward to award. This section covers the process completing those revisions and resubmitting your application back to FDLE for review.

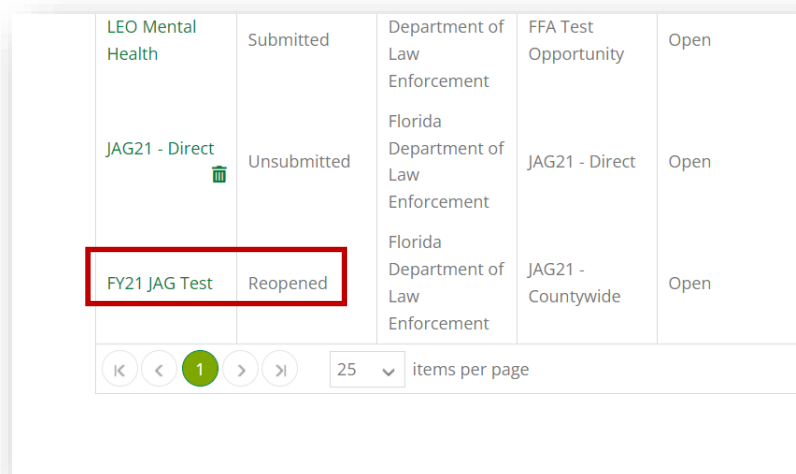
Editing the "Re-opened" Application

The FDLE Grant Manager will change the application status to "re-opened" and will notify you via email that your application requires revisions or additional information. The email will contain an attachment, "JAG Application Review Changes Required" (PDF), detailing all requested changes by section of the application. It is imperative that you use the information in the attachment to make your changes. Failure to do so will result in the application being returned again, and will cause further delays of the application and award process.

1. Log into AmpliFund (www.gotomygrants.com)
2. Access the applicant portal by selecting your name, then "Applicant Portal" in the top right corner of the AmpliFund home page.

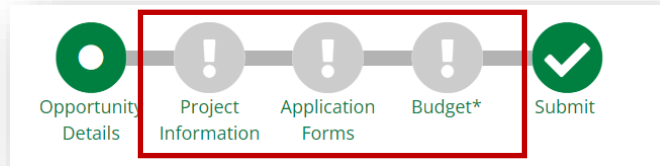


3. Access the "Re-opened" application by click the Application Name hyperlink.



Recipient Applications Returned for Edits

- The areas of the application that have been re-open for edits are marked with an exclamation point icon on the application status bar. This may vary depending on which sections were reopened by the FDLE Grant Manager. To begin editing a section, select the respective “!” icon on the status bar.



- Review the edits requested in the PDF attached to the notification email, and adjust fields as required. For cross reference, the JAG application guide can be found on our website at: <http://www.fdle.state.fl.us/Grants/Documents/AmpliFund/JAG-Application-Guide.aspx>

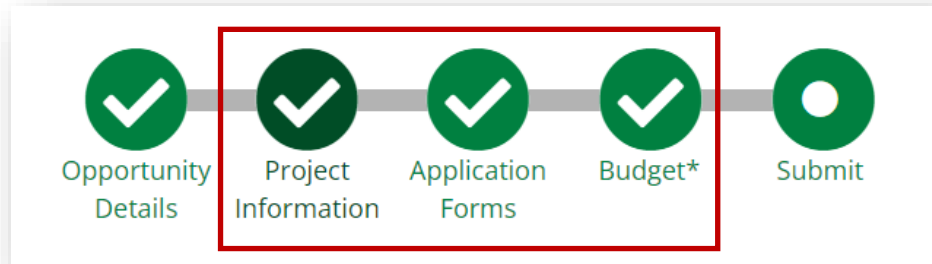
A screenshot of a web form titled 'Funder Comments'. Below the title is a tab labeled 'Application Information'. Under this tab, there is a field 'Application Name*' with the value 'FY21 JAG Test' and a green checkmark icon to its right. Below this is a section header 'How much are you requesting from the funder?'. Under this header, there are two fields: 'Award Requested' with the value '\$280,762.00' and 'Total Award Budget' with the value '\$280,762.00'. The 'Award Requested' field is highlighted with a red rectangular box.

- Once the changes are made to the section, select “Mark as Complete” at the bottom of the screen to finalize the changes.

A screenshot of the bottom of a web form showing three green buttons with white text. From left to right: 'Save', '✓ Mark as Complete', and 'Save & Continue'. The 'Mark as Complete' button is highlighted with a red rectangular box.

Recipient Applications Returned for Edits

7. If additional sections require revision, repeat steps #4-6 until the Application Status bar shows all green check marks. **NOTE:** There are multiple application forms and they are all set to “Re-opened” status when an application is returned. Even if only one application form needs correction, you will need to mark each application form complete to get the green check mark and resubmit the application.



8. When all corrections are made, click the “Submit” circle on the Application Status bar and click “Submit” button at the bottom to send the revised application back to the grant manager for review.

JAG21 - Countywide

The status bar for 'JAG21 - Countywide' shows five steps. The first four steps ('Opportunity Details', 'Project Information', 'Application Forms', 'Budget*') are marked with green checkmarks. The fifth step ('Submit') is marked with a green circle containing a white dot and is highlighted with a red box.

You are about to resubmit your application, **FY21 JAG Test**, to **Florida Department of Law Enforcement**.

Please review and submit your revised application to the funder.
