Welcome to the Criminal Justice Division (CJD) eGrants Financial Management Training. In an increased effort to better serve the grant community and our assisting agencies, CJD developed the eGrants online grant management system.

This document is designed, as a training tool, for you to refer to for financial grant management and includes screen shots and some instructions for the web pages you will be interacting with regarding Financial Status Reports, Advances, and Grant Adjustments.

Please keep in mind that changes to the system can occur at anytime. A link for updates to the eGrants system will be located under the ‘Updates’ link on the home page. Ensure that you incorporate these changes into your daily grant management processes.

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- What are the Reporting Methods? Who can submit the FSR? What happens if I do not submit a “Required” FSR?
- What are the FSR Reporting Periods? When does the next FSR become available? What are the FSR Due Dates? When can I access the Liquidation FSR?
- What do I need if I am a State Agency or Public University?
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Chapter 1: Creating and Submitting a Financial Status Report (FSR)

Where do I locate the FSR?

Locating the FSR is very easy! From the ‘My Home’ tab click on the grant record you wish to report your expenses for. When the record opens, locate and click on the ‘Budget’ tab then click on the ‘Financial Status Report’ sub tab. The page seen below will open.

What are the FSR Due Dates?

Due Dates: It is required that your grant organization submit at a minimum quarterly FSRs 22 days after the close of a financial quarter. You may choose to submit a report once a month to generate more frequent payments.

Reimbursement-based: Submission of a Financial Status Report (FSR) generates a grant payment!
What are the Reporting Methods?

You can submit FSR's through two methods: either monthly or quarterly. Both methods will generate a grant payment upon approval of the FSR by CJD when cumulative expenses exceed cumulative payments. Remember, you must submit an FSR at least once per financial quarter.

**Method 1: Monthly Reporting**
Your organization can choose to report cumulative expenditures and request reimbursement monthly. If you choose to report expenditures monthly, you will be reimbursed on a monthly basis for the maximum reimbursement amount available as of that reporting period.

**Method 2: Quarterly Reporting**
Your organization can choose to report cumulative expenditures and request reimbursement quarterly. If you choose to report expenditures quarterly, you will be reimbursed on a quarterly basis for the maximum reimbursement amount available as of that reporting period.

Getting Started

The Authorized Official or Financial Officer assigned to this project can prepare and submit Financial Status Reports to CJD. The Financial Status Report for any given month or quarter is available for your organization to begin reporting expenditures as of the most recent Reporting Period Through Date.

You will notice that the current regular or liquidation report due to CJD is highlighted below. This is the next report available for your organization to complete and submit to CJD by the due date. The last column in each of the charts below denote whether the report is optional or required. All monthly reports are optional, but each regular quarterly report and the final liquidation report are required.

If your organization does not submit the regular monthly report to CJD by the Financial Status Report Due Date, this optional report will become unavailable and CJD will automatically 'report no expenditures' for that month. Your organization will be able to report cumulative expenditures for this project once the next Reporting / Liquidation Period Through Date becomes available.

If your organization does not submit the regular quarterly reports or the final liquidation report to CJD by the Financial Status Report / Liquidation Report Due Date(s), CJD will place your organization on Vendor Hold until the required report is received and approved by CJD.

To report monthly or quarterly, simply click on the Create New Financial Status Report button below and follow the instructions provided. If you do not have any expenditures for any given month or quarter, simply click on the Report No Expenditures button below, then click the OK button to submit this report to CJD.
**What are the FSR Reporting Periods?**

As seen below in the table, the “Reporting Period Through Date” denotes the maximum date available through which cumulative expenditures may be reported. This is followed by the financial quarter end date and the FSR due date. Each of the reports will be labeled as either “Optional” or “Required”. The “Liquidation” table follows the same rules as the FSR Reporting table in regards to through date, quarter ending, liquidation due date, and submitting either an optional report or a required report.

**When does the next FSR become available?**

**What are the FSR Due Dates?**

**When can I access the Liquidation FSR?**

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### Reporting Period Through Date:

This date is used as a milestone to report expenditures incurred up to a certain date. Once the reporting period through date has passed, you will be able to prepare and submit your FSR to CJD.

### Due Date:

The dates in this area are established as due dates to submit either monthly or quarterly reports. Notice that in this example the 5/31/2008 report is highlighted in blue. This means that this is the report that can currently be submitted. The report is also labeled as Optional since the Through Date does not coincide with the end of a calendar quarter.

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### Next Available Report:

The current report that can be submitted will always be highlighted in the table below.

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### Reporting Period Through Date:

During the Liquidation Period the final Through Date will open on the first of the month and close on the “Liquidation Date”.

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### Due Date:

The dates in this area are established as due dates to submit either monthly or quarterly reports. Notice that in this example the 5/31/2008 report is highlighted in blue. This means that this is the report that can currently be submitted. The report is also labeled as Optional since the Through Date does not coincide with the end of a calendar quarter.
What do I need if I am a State Agency or Public University?

How to I create the FSR?

When would I “report no expenditures”?

Creating a Financial Status Report or Reporting 'No Expenditures'

To report monthly or quarterly, simply click on the Create New Financial Status Report button below and follow the instructions provided. If your Reporting Period Through Date (reference the charts above to find this date) has not passed, then you cannot report expenditures until this report becomes available. If you do not have any expenditures for any given optional monthly period, simply click on the Report No Expenditures button below, then click the OK button to submit this report to CJD. No further action is required by your organization for this type of report.

State Agencies: If you are a state agency, you are required to enter either the Recurring Transaction Index (RTI) or Agency General Ledger (AgencyGL) Number below under the 'For State Agency Use Only' area below before you click on the Create New Financial Status Report or the Report No Expenditures buttons.

Note: A summary of your project's financial status is displayed below this section for your convenience.

Create New Financial Status Report

Report No Expenditures

Grant Start Date: 06/01/2007

Next Reporting Period Through Date: 05/31/2007

For State Agency Use Only

Enter the Recurring Transaction Index (RTI) Number:
325324

Enter the Agency General Ledger (AgencyGL) Number:

Create New FSR: Click here if you want to be reimbursed for expenditures exceeding the cumulative amount disbursed for this grant project.

Report No Expenditures: Click here if you do not have any new expenditures to report (up to the reporting period through date). All of the cumulative line item figures previously reported will be brought forward to the current reporting period. After clicking this button, your report will be automatically submitted to CJD.

Note: If you intend to submit a Final FSR to CJD, you cannot report “No Expenditures”.

State Agency or Public University: Enter the RTI or the Agency General Ledger Number here.
Where is a summary of figures reported-to-date?

A summary is provided and displays the grant project’s financial status to date at the bottom of the FSR sub-tab.

<table>
<thead>
<tr>
<th>Financial Status Summary for this Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>This section displays your grant project’s financial status to date.</td>
</tr>
<tr>
<td><strong>Today’s Date:</strong> 12/1/2008</td>
</tr>
<tr>
<td><strong>Grant Start Date:</strong> 3/1/2008</td>
</tr>
<tr>
<td><strong>Grant End Date:</strong> 8/31/2008</td>
</tr>
<tr>
<td><strong>Grant Liquidation Date:</strong> 11/29/2008</td>
</tr>
<tr>
<td><strong>Current Grant Award Amount:</strong> $110,000.00</td>
</tr>
<tr>
<td><strong>Total Expenditures Reported to Date:</strong> $0</td>
</tr>
<tr>
<td><strong>Total Reimbursement(s) and Advance Payment Request(s) Paid to Date:</strong> $0</td>
</tr>
<tr>
<td><strong>Maximum Reimbursement Amount Available:</strong> $0.00</td>
</tr>
<tr>
<td><strong>Total Unexpended Balance to Date:</strong> $110,000.00</td>
</tr>
<tr>
<td><strong>Date this Financial Status Report / Reimbursement Request was Created by Grantee:</strong> 12/1/2008 2:50:06 PM</td>
</tr>
<tr>
<td><strong>Date this Financial Status Report / Reimbursement Request was Submitted to CJD:</strong> 12/1/2008 2:50:06 PM</td>
</tr>
<tr>
<td><strong>Financial Status Report / Reimbursement Request Status:</strong> Created by Grantee</td>
</tr>
<tr>
<td><strong>Report Period From Date:</strong> 3/1/2008</td>
</tr>
<tr>
<td><strong>Report Period To Date:</strong> 8/31/2008</td>
</tr>
<tr>
<td><strong>CJD Funds Reported:</strong> $0.00</td>
</tr>
<tr>
<td><strong>Cash Match Reported:</strong> $0.00</td>
</tr>
<tr>
<td><strong>In Kind Match Reported:</strong> $0.00</td>
</tr>
<tr>
<td><strong>GPI Reported:</strong> $0.00</td>
</tr>
<tr>
<td><strong>Grand Total:</strong> $0.00</td>
</tr>
</tbody>
</table>
How do I get to the FSR details?

Click on the **plus** icon to the left of the **Budget Category** to begin adding or updating an expenditure by line item.
**How do I view the remaining balances yet to be reported?**

An expanded view of an FSR Budget Line Item is displayed below. The balance of unexpended funds within each line item is displayed, as well as the expenditures reported previously during each “Reporting Period Through Date” or “FSR Period”.

**How do I view previous Reporting Period figures?**

Remaining Balances: This row displays the balance of unexpended funds for each line item. These figures update real-time as you fill out your FSR.

Report Expense: Click on this link to report or update your expenditures by Budget Line Item.

Report Expense: This is your “Reporting Period Through Date”. 

Report Expense: Click on this link to report or update your expenditures by Budget Line Item. 

- **Report Expense:** Click on this link to report or update your expenditures by Budget Line Item.
- **Remaining Balances:** This row displays the balance of unexpended funds for each line item. These figures update real-time as you fill out your FSR.
- **FSR Period:** This is your “Reporting Period Through Date”. 

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**Budget Category**

- **CJD Funds Balance**
- **Cash Match Balance**
- **In Kind Match Balance**
- **GPI Balance**
- **Total Balances**

**Budget Items**

- **Grantee-Defined Line Item**
- **% of Time / Qty**
- **CJD Funds**
- **Cash Match**
- **In Kind Match**
- **GPI**
- **Project Total**

**Invoice Number**

- **3/31/2008**
- **4/30/2008**
- **5/31/2008**

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- **CJD Funds Balance:** $150,000.00
- **Cash Match Balance:** $21,000.00
- **In Kind Match Balance:** $0.00
- **GPI Balance:** $145,000.00
- **Total Balances:** $316,000.00

- **CJD Funds:** $100,000.00
- **Cash Match:** $20,000.00
- **In Kind Match:** $0.00
- **GPI:** $120,000.00
- **Project Total:** $240,000.00

**FSR Period:**

- **3/31/2008**
- **4/30/2008**
- **5/31/2008**

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**Report Expense:** Click on this link to report or update your expenditures by Budget Line Item.
**How do I report my expenditures by Budget Line Item?**

After you select a Budget Line Item to report expenditures for, then you simply enter the “Service To Date”, “Invoice Date”, and the cumulative expenditure figures, as appropriate. Once you have entered in the correct information and clicked on the “Update” button, the screen will refresh to allow you to select another Budget Line Item to report. eGrants automatically displays the budgeted, reported, and remaining balances for each Budget Line Item for your convenience.

**What do I need to know about Invoices?**

**You Should Know About Invoices:** Within Equipment and Contractual line items, you must enter an invoice, purchase, tracking, or order number that can be matched back to the original invoice for auditing purposes. You will not be able to submit the FSR until a number is entered in this area.

**Service To and Invoice Dates:** These areas will auto fill but they can be modified. Ensure that the dates match the “Reporting Period Through Date”.

**How do I report figures less than I reported previously?**

Click here to report less than previously reported cumulative amounts.
If you are submitting your “Final FSR” to CJD, click on the box to indicate that this is the final FSR for the grant project. Ensure that your current approved budget figures match the amount disbursed for this project, and that you have reported all cumulative figures **B E F O R E** marking the FSR as final. Otherwise, simply click on the “Submit Financial Status Report” button to send the completed FSR to CJD. If the FSR is returned to you by CJD for revisions and you have made the required changes, simply click on the “Resubmit Financial Status Report” button (not shown below). If you make a mistake and would like to start over, just click on the “Delete Financial Status Report” button.
What do I need to know about Grant Adjustments approved between FSR Reporting Periods?

If you requested a Grant Adjustment and it was approved between either the monthly or quarterly FSR reporting period, another chart detailing the changes by Budget Line Item will show up on the FSR sub tab.
Chapter 2: Creating and Submitting an Advance Payment Request

Where do I locate the Request Advance Sub Tab?  
Who can submit the Advance Request?  
When can I request an Advance Payment?  
How much money can I request in advance?

By going to the ‘Budget’ tab and then selecting the ‘Request Advance’ sub tab, you will be able to see the request advance page. Be advised that **you may only submit an advance request within the first 30 days after the date the grant was activated in eGrants by CJD.**
Time Limit for Request: Advances can be requested within the first 30 days of the activation date in eGrants. This is normally limited to first-time grantees to help cover some of the costs of startup fees, but CJD will consider all other requests on a case-by-case basis. CJD will not typically accept advance requests beyond the 30 day activation date, but you may contact CJD to explain any unforeseen circumstances that may warrant an advance payment request.

Please keep in mind that you cannot submit an FSR and an advance request simultaneously.

Financial Status Summary for this Project:

This section displays your grant project's financial status to date.

Today's Date: 9/6/2007
Grant Start Date: 7/1/2007
Grant End Date: 6/30/2008
Grant Liquidation Date: 9/28/2008

Current Grant Award Amount: $160,000.00
Total Expenditures Reported to Date: $0
Total Reimbursement(s) and Advance Payment Request(s) Paid to Date: $0
Maximum Reimbursement Amount Available: $0
Total Unexpended Balance to Date: $160,000.00

Last Date an Advance Payment can be Submitted to CJD for this Grant: 9/14/2007
Date This Advance Payment Request was Created by Grantee: [Date]
Date This Advance Payment Request was Submitted to CJD by Grantee: [Date]
Advance Payment Request Status:

Maximum Advance Payment Amount Allowed for this Project: $13,333.33
Maximum Advance Payment Amount Allowed for this Request: $13,333.33

Calculating the Allowed Payment Amount: Be aware that advance requests normally cannot exceed more than “1/nth” of the grant award i.e. 1/6th, 1/10th, 1/12th. The fractions are determined by one month over the length of the grant period. For example if you have a 12 month grant, your advance payment would be equal to 1/12th of the grant award and so on.

Maximum Advance Amount: This is the maximum amount you can request in advance for the project.
How do I create the Advance Request?

To create the request, simply complete the required information onscreen then click the "Create Advance Payment Request" button. Once you have completed the request, then click the button labeled "Submit the Advance Payment Request" (not shown below) to submit your Advance Payment Request to CJD. If the request is returned to you by CJD for revisions and you have made the required changes, simply click on the "Resubmit Advance Payment Request" button (not shown below). If you make a mistake and would like to start over - or your request is denied by CJD, just click on the "Delete Financial Status Report" button.

How do submit the Advance Request?

Invoice Number: Enter a pre-tracking number so you can identify the amount requested on FSRs; otherwise, enter "N/A" in this box.

Payment Details: In these areas, enter the amount of the advance request and the dates that the advance request will cover. Be aware that advance requests normally cannot exceed more than ‘1/nth’ of the grant award i.e. 1/6th, 1/10th, 1/12th. The fractions are determined by one month over the length of the grant period. For example if you have a 12 month grant, your advance payment would be equal to 1/12th of the grant award and so on.

How do I delete the Advance Request?

For State Agency Only

Enter the Recurring Transaction Index (RTI) Number:

Enter the Agency General Ledger (Agency GL) Number:

Enter a Description / Justification for this Advance Payment Request:
Chapter 3: Creating and Submitting a Grant Adjustment Request

**Where do I locate the Request Adjustment Sub Tab?**

By going to the 'Budget' tab and then selecting the 'Request Adjustment' sub tab, you will be able to see the adjustment request page. During the course of your grant project, situations may arise where it is necessary to make changes to your grant. You may request adjustments during the grant period to include: changes to any official listed on the grant, the start and end period for the grant project, modifications to the scope and impact of the project, budget adjustments, supplemental awards, and de-obligations.

During the grant period, but before the grant end date, you may request as many grant adjustments as necessary to administer your project. If you request an adjustment between FSR reporting periods, then those grant adjustment changes (if approved by CJD) will display for your convenience on the 'Financial Status Report' sub-tab *(see Chapter 2, pg. 11 of this guide for more details)*.

**How many Grant Adjustments can I request for my grant project?**

During the course of your grant project, situations may arise where it is necessary to make changes to your grant. You may request adjustments during the grant period to include: changes to any official listed on the grant, the start and end period for the grant project, modifications to the scope and impact of the project, budget adjustments, supplemental awards, and de-obligations.

During the grant period, but before the grant end date, you may request as many grant adjustments as necessary to administer your project. If you request an adjustment between FSR reporting periods, then those grant adjustment changes (if approved by CJD) will display for your convenience on the 'Financial Status Report' sub-tab *(see Chapter 2, pg. 11 of this guide for more details)*.
How do I create the Adjustment Request?

Who can submit the Grant Adjustment Request?

What are the types of Grant Adjustments?

Click on the 'Request Adjustment' sub-tab, a screen will display instructions summarizing the types of grant adjustments available for this project (for more detailed instructions go to the Requesting a Grant Adjustment section on this sub-tab).

Quick Reference for Requesting a Grant Adjustment

- To request a grant adjustment, select one or more items you wish to modify within the project, enter appropriate information in the text boxes (if applicable), and then scroll down the page and type in your justification for the grant adjustment request based on the choices you’ve selected.
- Once you have completed preparing the 'Request Adjustment' page, click on the 'Create an Adjustment Request' button at the bottom of the sub-tab.
- eGrants will then display a message onscreen notifying you that this project can now be modified.
- Follow the directions to go to the specific tab(s) in eGrants where you want to make those changes. As an example, if your request is to update your budget, go to the 'Budget Details' sub-tab and enter the appropriate updates within each line item.
- Once all proposed updates have been entered into eGrants, click on the 'Go to Certify Page' button or navigate to the 'Certify Adjustment' tab.
- Click on the 'Certify Adjustment' button to send your request to CJD for review. Some grant adjustments may require the Authorized Official assigned to this project to submit the request to CJD.

Requests for grant adjustments must be submitted through eGrants. Any grant official can create and submit a grant adjustment to CJD. Only adjustments involving requests for an extension, a reduction, or increase in CJD funds are required to be certified by the Authorized Official. The Authorized Official is required to certify these items because they alter the agency’s time commitment and funding level. The types of adjustments you can request are displayed below.

Budget Adjustment – moves funds among or within approved budget categories.

The 10% Rule: CJD allows grantees to move a cumulative total of ten percent (10%) of the CJD-funded portion of the grant among or within approved budget categories without prior approval from CJD as long as the move does not change the equipment budget category, indirect costs, or the approved purpose of the project.
Programmatic Adjustment – changes the scope, activities, or identifying information of the project.

Changes to the Authorized Official (AO): To designate a new or interim AO if the position becomes vacant (after the AO registers for a user account in eGrants), simply have the Financial Officer (FO) – as named on one or more projects - create and submit to the grant adjustment to CJD.

Updates to Payment or Grant Vendor Information: So as not to disrupt payment to your agency, CJD must be notified immediately if any of the information under the 'Profile/Grant.Vendor' sub-tab has changed. The information under this sub-tab is locked and can only be updated upon request.

IMPORTANT NOTICE
An original copy of your agency’s payee identification form, direct deposit form, and IRS form W-9 MUST be mailed to:
Office of the Governor, Financial Services Division, Post Office Box 12878, Austin, Texas 78711.
Grant Extension Adjustment – extends the grant project’s End Date and Liquidation Date.

Extend the Grant Period:
If CJD approves the grant extension for your project, the Liquidation Date will be adjusted automatically. The new End & Liquidation Dates can be found on the ‘Profile/Details’ sub-tab. In some cases extending the End Date will shorten your project’s Liquidation Date. Ensure that you pay attention to the Liquidation Date when you are requesting final reimbursement and reporting expenditure (see Chapter 2, pg. 11 of this guide for more details).

Request Additional Funds or De-obligate Existing Funds Adjustment – increases or decreases the grant award amount.

Supplemental Funds:
Each successful request for supplemental funds is routed through CJD’s review and approval process before those funds are awarded to the grantee. CJD approval of a grant adjustment adding supplemental funds to the project is required before those funds can be spent.

De-obligation of Funds:
Typically, grantees request to de-obligate funds when the project is being closed out (finalized), or when adjusting the amount of expenditures reported. CJD approval of a grant adjustment de-obligating funds from the project is required before the project can be finalized.
Generated Program Income (GPI) Adjustment – increases or decreases the grant award amount.

Request to Apply GPI: If your project earns program income, you must submit a grant adjustment to CJD to include the program income in your budget. CJD approval of a grant adjustment adding GPI to the project is required before GPI can be spent.

Request Advance Funds Adjustment – advances monies to your project and reserves all remaining monies awarded to your project until the full amount of advanced funds have been reported back to CJD.

Request for Advance Payment: Advances are limited to one-time startup costs. You may request up to one month of funding which is calculated by dividing the amount of the award by the number of months in your grant. CJD considers all other advances on a case-by-case basis as requested by the grantee on a grant adjustment. eGrants will automatically deduct the amount of your advanced funds from the line item expenses you report during the next regularly scheduled FSR period. Once the amount of cumulative expenses exceeds the amount you were advanced, you may begin receiving additional payments.
**How do I make changes & submit the Adjustment Request?**

Submitting a Grant Adjustment Request - Once all proposed updates have been entered into eGrants, click on the 'Go to Certify Page' button.

For more details on how to make changes to your grant project, reference the table at the end of this guide titled **"Quick Reference - Updating your Grant Project by Grant Adjustment"**.

**How do I revise or delete the Adjustment Request?**

Delete Adjustment: If you make a mistake, or wish to delete the Grant Adjustment request, simply click on the 'Delete Adjustment Request' button, and then confirm that you want to delete the request. The items that you changed in the grant project will then revert back to their original figures and data in eGrants.

Submit Adjustment: To go to the 'Certify Adjustment' tab, click on the 'Go to Certify Page' button.
**Certify a Grant Adjustment** - Once you have located the ‘Certify Adjustment’ tab, scroll down and find the ‘List of Application Errors and Incomplete Information’ section. You may have seen this area during the application review, preliminary CJD review, or grant award acceptance processes. When there are no items displaying in the list, then the ‘Certify Adjustment’ button will be available for your to send your adjustment request to CJD for review.

**IMPORTANT NOTICE**

Any and all items listed above must be resolved by the grantee organization **BEFORE** the Authorized Official, Financial, or Project Director will have access to certify the Grant Adjustment and submit the request to CJD.
Review by CJD - CJD staff will process your grant adjustment in-house, and may edit your selections as warranted when issues arise that need to be clarified and/or corrected by your organization.

Grant Issues - If your grant adjustment request is returned to you for clarification or corrections, your grant officials will receive email notification. Go to the "Summary/Grant Issues" tab and scroll down to the most recent entries under the Grant Issues Summary area.

<table>
<thead>
<tr>
<th>Goto</th>
<th>Message</th>
<th>Subject</th>
<th>Created by</th>
<th>Category</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Profile</td>
<td>I'm not sure if my Authorized Official has registered for a user account. Please assist me with locating her email address.</td>
<td>Note</td>
<td>Heather Morgan</td>
<td>Application Pending Submission</td>
<td>6/14/2007 10:21:34 PM</td>
</tr>
<tr>
<td>Profile</td>
<td>The grant application # 1804302 is available again for your organization.</td>
<td>Note</td>
<td>Heather Morgan</td>
<td>Pending CJD Review</td>
<td>6/14/2007 11:09:03 PM</td>
</tr>
<tr>
<td>Documents</td>
<td>NARRATIVE: Based on the previous grant record, it appears that you are a Type II Entity. Please make another selection, or confirm the entity type you selected.</td>
<td>Note</td>
<td>Judy Switzer</td>
<td>Pending CJD Review</td>
<td>6/14/2007 11:17:47 PM</td>
</tr>
</tbody>
</table>
Make Additional Changes - Simply go to the specific tab(s) in eGrants where you want to make those edits or corrections. For example, if you requested to add a new line item to your budget but you did not fully describe that new line item enough in your proposed adjustment, CJD would note this item on the 'Grant Issues' tab. You would then go to the 'Budget Details' sub-tab and make the appropriate changes within that specific line item.
Finding the Status of a Grant Adjustment - To locate a pending grant adjustment request in eGrants is to: go to your 'My Home' tab, scroll down to the Active Grants section, locate the Current Status column, then look for the grant project having 'Pending Grantee Certification' in the 'Current Status' column.

CJD Final Approval - Once CJD staff approves your organization's grant adjustment, then the grant officials will receive an email message notifying them that those changes have been approved.
Where is a summary of figures adjusted-to-date?

A summary is provided and displays the grant project’s financial status to date on the ‘Request Adjustment’ sub-tab.
**Quick Reference - Updating your Project by Grant Adjustment**

Follow the directions to go to the specific tab(s) in eGrants where you want to make those changes. As an example, if your request is to update your budget, go to the 'Budget/Details' sub-tab and enter the appropriate updates within each line item. See the table below to determine which tab and sub-tab is related to the checkboxes, etc. on the ‘Request Adjustment’ sub-tab.

<table>
<thead>
<tr>
<th>Tab Name</th>
<th>Sub-Tab Name</th>
<th>Related Tabs / Sub-Tabs</th>
<th>Adjustment Category</th>
<th>Adjustment Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Profile</td>
<td>Details</td>
<td>Summary / Upload Files</td>
<td>Grant Officials</td>
<td>Designate a new or existing grant official</td>
</tr>
<tr>
<td></td>
<td></td>
<td>To upload supporting documentation for the Authorized Official change (if applicable)</td>
<td></td>
<td>□ Authorized Official</td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
<td>□ Financial Officer</td>
</tr>
<tr>
<td></td>
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<td></td>
<td>□ Project Director</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>□ Grant Writer</td>
</tr>
<tr>
<td>Profile</td>
<td>Details</td>
<td>Summary / Upload Files</td>
<td>Agency Legal Name</td>
<td>Change the legal name of agency</td>
</tr>
<tr>
<td></td>
<td></td>
<td>To upload supporting documentation for the name change (if applicable)</td>
<td></td>
<td>□ Applicant Agency Name</td>
</tr>
<tr>
<td>Profile</td>
<td>Details</td>
<td></td>
<td>Identifying Information</td>
<td>Change the project title &amp; official agency address</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>□ Project Title</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>□ Project’s Official Address</td>
</tr>
<tr>
<td>Profile</td>
<td>Grant Vendor</td>
<td>Note: The grantee must mail the original documents to the Governor’s Office (see Guide to Grants for more detailed information)</td>
<td>Grant Vendor</td>
<td>Change the grant’s vendor number, payment information, or payment address</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>□ Payment Address or Other Grant Vendor Information</td>
</tr>
<tr>
<td>Narrative</td>
<td></td>
<td></td>
<td>Project Narrative</td>
<td>Change the fund-specific program information, civil rights contact, problem statement, statistical supporting data, goal statement, or project summary</td>
</tr>
<tr>
<td>Activities</td>
<td>Measures</td>
<td></td>
<td>Project Activities</td>
<td>Change the selected project activities</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>□ Project Activities and / or Performance Measures</td>
</tr>
<tr>
<td>Tab Name</td>
<td>Sub-Tab Name</td>
<td>Related Tabs / Sub-Tabs</td>
<td>Adjustment Category</td>
<td>Adjustment Description</td>
</tr>
<tr>
<td>-----------</td>
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<td>------------------------</td>
</tr>
<tr>
<td>Activities</td>
<td></td>
<td></td>
<td>Project Activities</td>
<td>Change the Impacted Target Population or Geographic Area</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>□ Impacted Target Population or Geographic Area</td>
</tr>
<tr>
<td>Measures</td>
<td>Activities</td>
<td></td>
<td>Performance Measures</td>
<td>Change the current data or target level for previously projected performance measures</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>□ Project Activities and / or Performance Measures</td>
</tr>
<tr>
<td>Documents</td>
<td></td>
<td>Supporting Documentation</td>
<td></td>
<td>Change supporting documentation</td>
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<td></td>
<td></td>
<td></td>
<td>□ Supporting Documents</td>
</tr>
<tr>
<td>Fiscal Capability</td>
<td></td>
<td>Note: If the grantee requests changes to the ‘Organizational Information’ section on the Fiscal Capability tab, then the Grant Vendor tab may need to be changed</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Change the organizational information, accounting system, financial capability, budgetary, and internal controls and practices</td>
<td></td>
</tr>
<tr>
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<td></td>
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<td></td>
<td>□ Fiscal Capability (Nonprofit Corporations only)</td>
</tr>
<tr>
<td>Budget</td>
<td>Details</td>
<td>Source of Match</td>
<td>Budget Adjustment</td>
<td>Change the Budget Line Item details (where there is not an increase or decrease of CJD Funds)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>To modify the source(s) of match (if applicable)</td>
<td></td>
<td>□ Click here to modify the budget</td>
</tr>
<tr>
<td>Profile</td>
<td>Details</td>
<td>Profile Details</td>
<td>Grant Extension</td>
<td>Extend the project’s End Date &amp; Liquidation Date</td>
</tr>
<tr>
<td></td>
<td></td>
<td>To find the current and adjusted End Date &amp; Liquidation Date</td>
<td></td>
<td>□ Existing Funds</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Budget / Financial Status Report</td>
<td></td>
<td>□ Supplemental Funds</td>
</tr>
<tr>
<td></td>
<td></td>
<td>To report on the adjusted regular and liquidation periods</td>
<td></td>
<td>□ Spend Down Generated Program Income (GPI)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Note: When the grantee extends the project’s End Date the Liquidation Period may be decreased.</td>
<td></td>
<td>□ Other (specify below under Adjustment Justification)</td>
</tr>
<tr>
<td></td>
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<td></td>
<td>Enter the Revised End Date:</td>
</tr>
<tr>
<td>Tab Name</td>
<td>Sub-Tab Name</td>
<td>Related Tabs / Sub-Tabs</td>
<td>Adjustment Category</td>
<td>Adjustment Description</td>
</tr>
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<td>--------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Budget</td>
<td>Details</td>
<td>Profile / Details; Narrative; Activities; Measures; Source of Match</td>
<td>Supplemental</td>
<td>Request supplemental (additional) funds</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Adjustment</td>
<td>Modify budget line items that will result in an increase to the <strong>Total Project Cost</strong> amount</td>
</tr>
<tr>
<td></td>
<td></td>
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<td></td>
<td>To enter revised data regarding the supplemental funds requested</td>
</tr>
<tr>
<td>Budget</td>
<td>Details</td>
<td>Profile / Details; Narrative; Activities; Measures; Source of Match</td>
<td>De-obligation</td>
<td>Request a de-obligation of funds</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Adjustment</td>
<td>Modify budget line items that will result in a decrease to the <strong>Total Project Cost</strong> amount</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>To enter revised data regarding the de-obligation of funds requested</td>
</tr>
<tr>
<td>Budget</td>
<td>Details</td>
<td>Profile / Details; Narrative; Activities; Measures; Source of Match</td>
<td>GPI Adjustment</td>
<td>Request to apply GPI to the existing budget</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>□ GPI to be applied to this budget is a result of a Court Forfeiture</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>□ GPI to be applied to this budget is a result of Other Sources (e.g., fees, interest)</td>
</tr>
<tr>
<td></td>
<td></td>
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<td></td>
<td>To enter revised data to apply GPI to the current, approved budget</td>
</tr>
<tr>
<td>Budget</td>
<td>Request</td>
<td>Note: Advances are limited to one time start-up costs, unless CJD approves an advance requested by grant adjustment</td>
<td>Request a payment advance after the 30th day of grant activation</td>
<td>Request an Advance Payment for CJD Funds</td>
</tr>
<tr>
<td>Request</td>
<td>Advance</td>
<td></td>
<td></td>
<td>Enter the amount of CJD Funds you are Requesting in Advance:</td>
</tr>
</tbody>
</table>