

eGrants Financial Management Guide

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.

Chapter 1: Creating and Submitting a Financial Status Report (FSR)

- Where do I locate the FSR? What are the FSR Due Dates?
- 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?
- How do I create the FSR? When would I "report no expenditures"?
- Where is a summary of figures reported and approved-to-date?
- How do I get to the FSR details? How do I view the remaining balances yet to be reported? How do I view previous Reporting Period figures?
- How do I report my expenditures by Budget Line Item? What do I need to know about Invoices? How do I report figures less than I reported previously?
- How do I mark the FSR as "Final"? How do I submit the FSR? How do I resubmit or delete the FSR?
- What do I need to know about Grant Adjustments approved between FSR Reporting Periods?

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?
- How do I create the Advance Request?
- How do I submit the Advance Request?
- What happens if my Advance Payment Request is denied? How do I delete the Advance Request?

Chapter 3: Creating and Submitting a Grant Adjustment Request

- Where do I locate the Request Adjustment Sub Tab? How many Grant Adjustments can I request for my grant project?
- How do I create the Adjustment Request? Who can submit the Grant Adjustment Request? What are the types of Grant Adjustments?
- How do I make changes & submit the Adjustment Request? How do I make changes I requested on the Grant Adjustment form? How do I certify the Grant Adjustment? How do I revise the Adjustment Request?
- Where is a summary of figures reported and approved-to-date?
- **Quick Reference – Updating your Project by Grant Adjustment**

Chapter 1: Creating and Submitting a Financial Status Report (FSR)

Where do I locate the FSR?

What are the FSR Due Dates?

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.

18043-02 - eGrants - Financial Status Report - Microsoft Internet Explorer provided by Office of the Governor

https://cjdonline.governor.state.tx.us/project/reportexpense.aspx?i2=1&i1=5&g

Agency Name: CJDTESTGRANT Grant/App: 1804302 Start Date: 3/1/2008
Project Title: TEST Status: Pending Grantee Certification End Date: 8/31/2008

11:22 AM

Eligibility Profile Narrative Activities Measures **Budget** Documents Certify Adjustment Summary My Mail My Home

Details **Financial Status Report** Request Advance Request Adjustment Source of Match Budget Summary

General Information and Instructions

Introduction

This section is used for generating a voucher for reimbursement. In the areas below, the system will take you through the process of reporting your expenditures. In turn you can request reimbursement based on your reported expenditures. To receive reimbursement funds, you must report your expenditures **first** which will generate a reimbursement request based on the remaining balance of the project and the amount of expenditures reported.

Financial Status Report Due Dates

The submission schedule is on a calendar quarter basis. Quarterly financial status report(s) (FSR) are due 22 days after the close of each financial quarter regardless of whether this due date falls on a weekend or holiday. Organizations that fail to submit the regular quarterly FSRs or the final liquidation report to CJD by the **Financial Status Report / Liquidation Report Due Date (s)** will be placed on **Vendor Hold** until the required report is received and approved by CJD. The reporting due dates for each period are listed below.

Reimbursement Based on Reported Expenditures

Reimbursement is based on expenditures reported to CJD. Your organization is required to report expenditures at least quarterly, but no more frequently than monthly. If your organization chooses to report project expenditures monthly, those expenditures will be reimbursed accordingly. A summary of this grant's financial status is displayed below for your convenience.

Locate: To go to the FSR page, click on the 'Budget' tab then select the Financial Status Report sub tab.

Reimbursement-based: Submission of a Financial Status Report (FSR) generates a grant payment!

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

What are the Reporting Methods?

Who can submit the FSR?

What happens if I do not submit a "Required" FSR?

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.

Reporting Methods

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.

Methods: You can submit expenditure reports monthly or quarterly. It is mandatory that an FSR be submitted once a financial quarter.

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**.

Grant Officials: The Authorized Official or Financial Officer may prepare and submit an FSR.

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.

Sanctions: If your organization fails to submit a required FSR, your agency will be placed on vendor hold until the FSR is submitted.

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?

When does the next FSR become available?

What are the FSR Due Dates?

When can I access the Liquidation FSR?

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.

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.

Next Available Report: The current report that can be submitted will always be highlighted in the table below.

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.

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".

Reporting Period Through Date	For Quarter Ending On	Date Created	Date Submitted	Date Approved by CJD	Financial Status Report Due Date	Regular Report is Required (Quarterly) OR Optional (Monthly)
3/31/2008	3/31/2008	4/17/2008	4/17/2008	4/17/2008	4/22/2008	Required
4/30/2008	6/30/2008	5/8/2008	5/8/2008	5/8/2008	7/22/2008	Optional
5/31/2008	6/30/2008				7/22/2008	Optional
6/30/2008	6/30/2008				7/22/2008	Required
7/31/2008	9/30/2008				10/22/2008	Optional
8/31/2008	9/30/2008				10/22/2008	Optional

Liquidation Period Through Date	For Quarter Ending On	Date Created	Date Submitted	Date Approved by CJD	Liquidation Report Due Date	Liquidation Report Required (Final) OR Optional (Monthly)
9/30/2008	9/30/2008				10/22/2008	Required
10/31/2008	12/31/2008				11/29/2008	Optional
11/30/2008	12/31/2008				11/29/2008	Optional

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: 05/01/2007 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: ?

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.

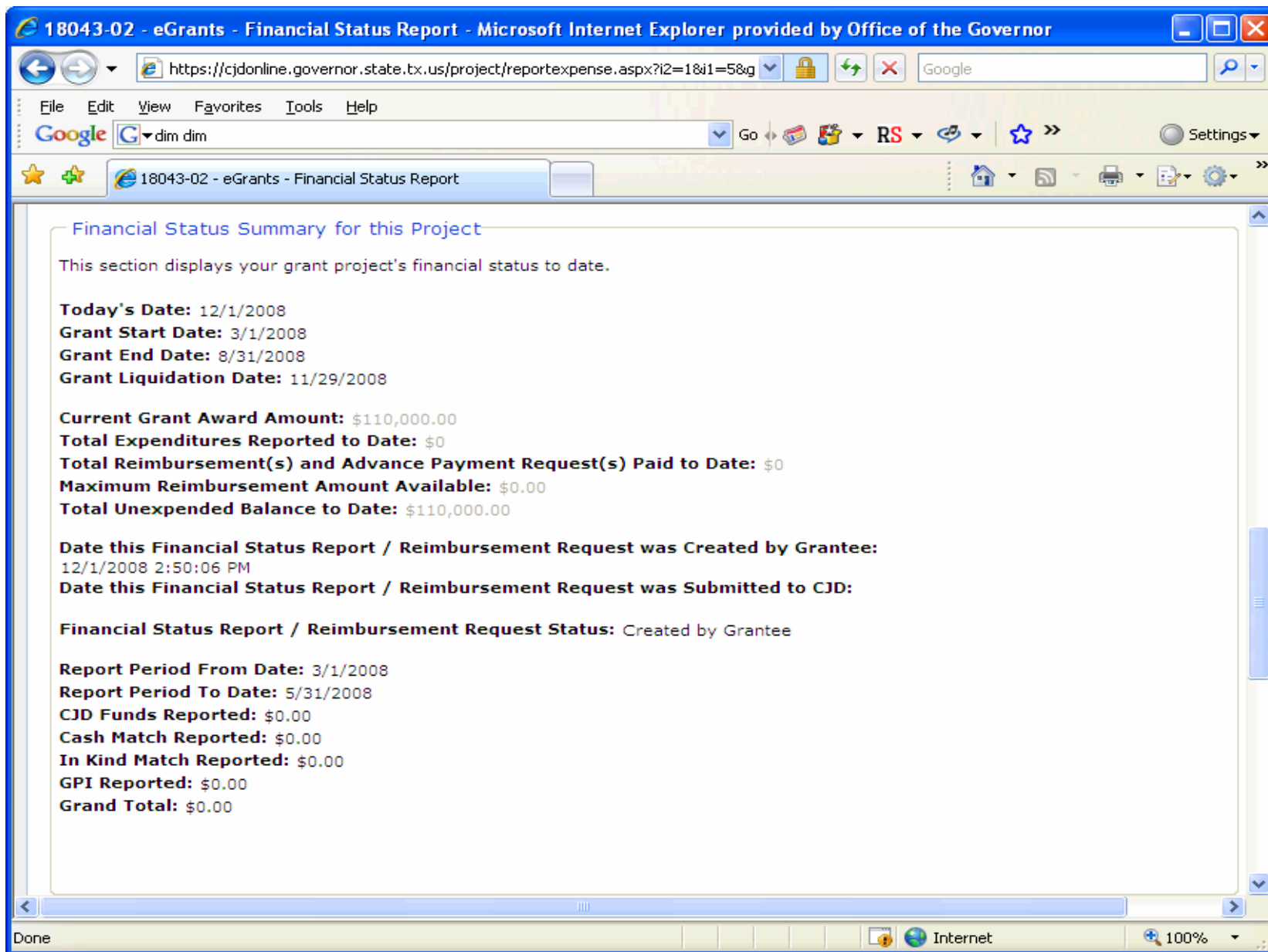
Create New FSR: Click here if you want to be reimbursed for expenditures exceeding the cumulative amount disbursed for this grant project.

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.

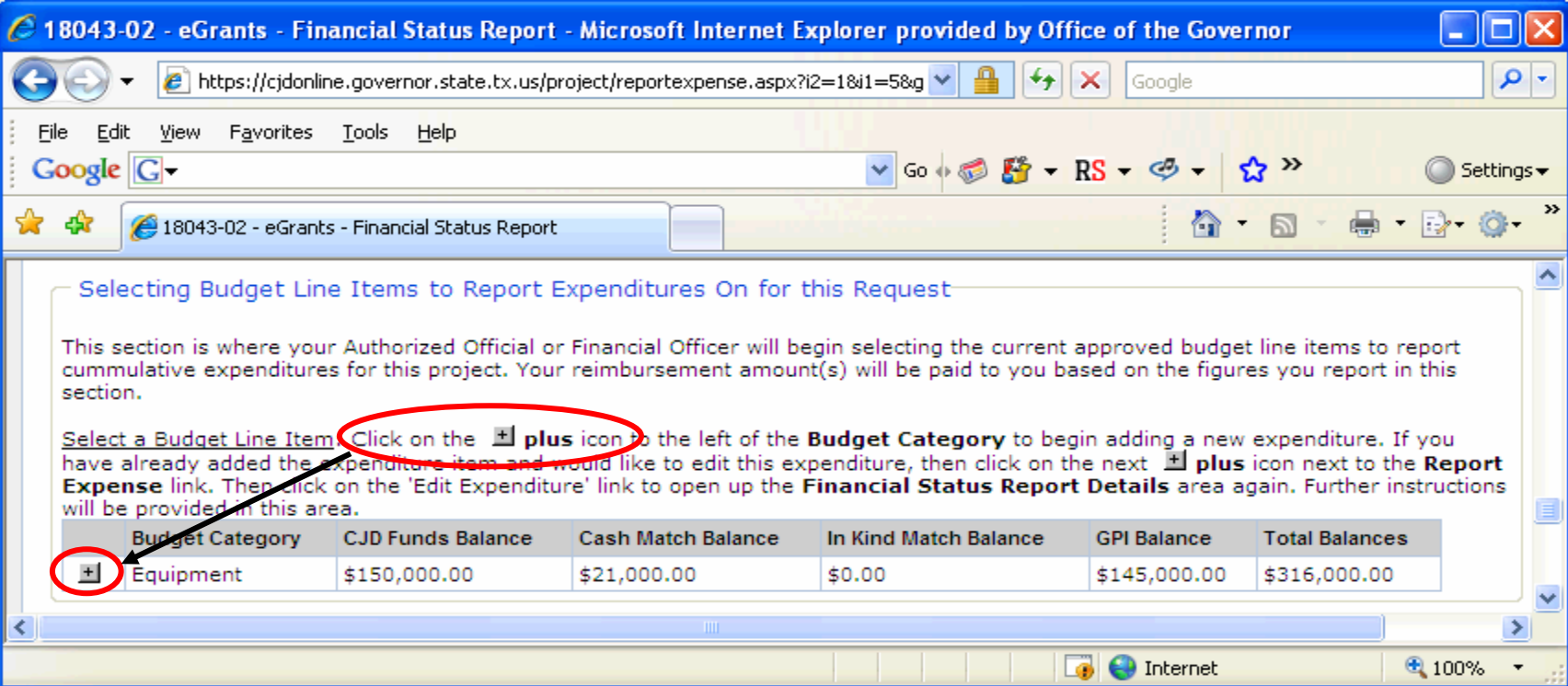
Where is a summary of figures reported-to-date?

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





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.



Selecting Budget Line Items to Report Expenditures On for this Request

This section is where your Authorized Official or Financial Officer will begin selecting the current approved budget line items to report cumulative expenditures for this project. Your reimbursement amount(s) will be paid to you based on the figures you report in this section.

Select a Budget Line Item. Click on the  **plus** icon to the left of the **Budget Category** to begin adding a new expenditure. If you have already added the expenditure item and would like to edit this expenditure, then click on the next  **plus** icon next to the **Report Expense** link. Then click on the 'Edit Expenditure' link to open up the **Financial Status Report Details** area again. Further instructions will be provided in this area.

Budget Category	CJD Funds Balance	Cash Match Balance	In Kind Match Balance	GPI Balance	Total Balances
 Equipment	\$150,000.00	\$21,000.00	\$0.00	\$145,000.00	\$316,000.00

How do I view the remaining balances yet to be reported?

How do I view previous Reporting Period figures?

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".

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".

Budget Category	CJD Funds Balance	Cash Match Balance	In Kind Match Balance	GPI Balance	Total Balances
Equipment	\$150,000.00	\$21,000.00	\$0.00	\$145,000.00	\$316,000.00

Budget Items	Grantee-Defined Line Item	% of Time / CJD Funds Qty	Cash Match	In Kind Match	GPI	Project Total	
Report Expense	test-ATV	5	\$100,000.00	\$20,000.00	\$0.00	\$120,000.00	\$240,000.00

FSR Period	Invoice Number	CJD Funds	Cash Match	In Kind Match	GPI	% of Time / Qty
3/31/2008		\$0.00	\$0.00	\$0.00	\$0.00	0
4/30/2008		\$0.00	\$0.00	\$0.00	\$0.00	0
5/31/2008		\$0.00	\$0.00	\$0.00	\$0.00	0

FSR Period	Invoice Number	CJD Funds	Cash Match	In Kind Match	GPI	% of Time / Qty	
Report Expense	test-GPS w/ Spanish voice commands = 1,000 per unit; Garmin - manufacturer	75	\$50,000.00	\$1,000.00	\$0.00	\$25,000.00	\$76,000.00

How do I report my expenditures by Budget Line Item?

What do I need to know about Invoices?

How do I report figures less than I reported previously?

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.

The screenshot shows the "Entering Your Financial Status Report Details" page in Microsoft Internet Explorer. The browser address bar shows the URL: https://cjdonline.governor.state.tx.us/Project/ReportExpense.aspx?gh=F6-B3-D. The page title is "18043-02 - eGrants - Financial Status Report".

Callout boxes provide the following information:

- What 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".
- Reporting Expenditures:** Enter your cumulative figures here. You can only enter figures into the boxes where a budget line item has been approved by CJD.
- Previously Reported vs. Current Amounts:** Click here to report less than previously reported cumulative amounts.
- Invoices:** You are required to report all tracking numbers for Contractual and Professional Services and Equipment line items.

The form fields include:

- Grant Start Date: 3/1/2008
- Enter the Service To Date: 5/31/2008
- Enter the Invoice Date: 5/31/2008
- Budgeted CJD Funds: 100000.00
- Budgeted Cash Match: 20000.00
- Budgeted In Kind Match: 0.00
- Budgeted GPI: 120000.00
- Budgeted Quantity: 5
- Last FSR CJD Funds: 0.00
- Last FSR Cash Match: 0.00
- Last FSR In Kind Match: 0.00
- Last FSR GPI: 0.00
- Last FSR Cumulative Expenditures: 0.00

Input fields at the bottom are:

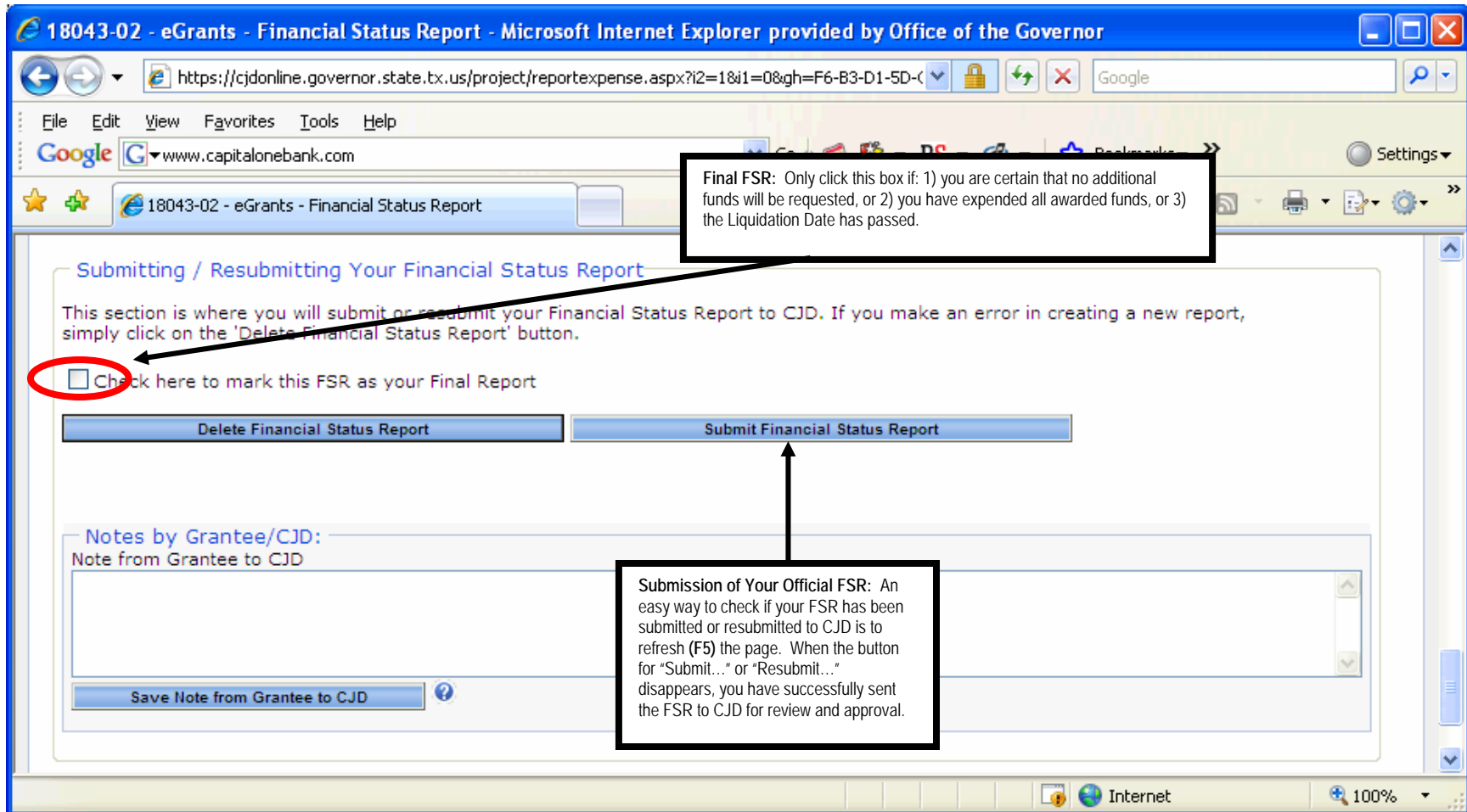
- Enter CJD Funds: 0.00
- Enter Cash Match: 0.00
- Enter In Kind Match: 0.00
- Enter GPI (if approved by CJD): 0.00
- Enter a Quantity: 0

Other form elements include a checkbox for "Allow report less than previously reported cumulative expenditures", a field for "Enter the Invoice/Purchase/Personnel/Tracking Order Number", and buttons for "Update", "Cancel", and "Clear This Detail Item". The "Today's Date" is 12/2/2008.

How to I mark the FSR as "Final"? **How do I submit the FSR?**

How do I resubmit or delete the FSR?

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 **BEFORE** 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.

The screenshot shows a Microsoft Internet Explorer browser window displaying the 'eGrants - Financial Status Report' page. The browser's address bar shows the URL: <https://cjdonline.governor.state.tx.us/PROJECT/ReportExpense.aspx?i=0&gh=6>. The page title is 'eGrants - Financial Status Report'. The main content area is titled 'Budget Items Added/Updated/Deleted in last Grant Adjustment'. It contains a table with five columns: 'Category', 'Description', 'CJD Funds - New, Previous, and Changed Amounts', 'Cash Match - New, Previous, and Changed Amounts', and 'InKind Match - New, Previous, and Changed Amounts'. A callout box with a black border and white background points to the 'CJD Funds' column of the last row. The callout text reads: 'Approved Grant Adjustment Changes: All approved budget line item changes will be displayed in this area. The figures adjusted may be color coded depending on the changes made during the grant adjustment.' The last row of the table is highlighted with a red border, and its 'CJD Funds' values are color-coded: \$3,392.90 (green), \$3,391.00 (green), and \$1.90 (red).

Category	Description	CJD Funds - New, Previous, and Changed Amounts	Cash Match - New, Previous, and Changed Amounts	InKind Match - New, Previous, and Changed Amounts
Personnel	Director of Accounting-This PT equivalent will provide direct client services and prepare required VOCA financial reports. Fringe which includes taxes.	\$3,094.83 \$3,444.00 (\$349.17)	\$776.45 \$862.00 (\$85.55)	\$0.00 \$0.00 \$0.00
Personnel	Executive Director-This FT equivalent will provide direct client services, be program director for this grant, supervising staff and counselors and prepare required VOCA reports. Fringe which includes taxes, health insurance and retirement benefits.	\$17,672.49 \$18,538.00 (\$865.51)	\$4,870.45 \$4,622.00 (\$251.55)	\$0.00 \$0.00 \$0.00
Personnel	Director of Outreach-This FT equivalent will provide direct client services for seven counties. Fringe, which includes taxes and health insurance.	\$5,247.24 \$6,783.00 (\$1,535.76)	\$1,287.03 \$1,695.00 (\$407.97)	\$0.00 \$0.00 \$0.00
Personnel	Director of Programs and Education/Data Management-This FT equivalent will provide direct client services and will oversee programs for this grant. Fringe, which includes taxes, health insurance and retirement.	\$6,632.40 \$9,152.00 (\$2,519.60)	\$1,744.75 \$2,281.00 (\$536.25)	\$0.00 \$0.00 \$0.00
Personnel	Coordinator of Volunteers-This FT equivalent will provide direct client services. Fringe, which includes taxes and health insurance.	\$9,128.85 \$11,322.00 (\$2,193.15)	\$2,255.77 \$2,830.00 (\$574.23)	\$0.00 \$0.00 \$0.00
Supplies and Direct Operating Expenses	Cost for space to rent office space with five staff, two counselors, 2-4 interns, practicum students to to client intakes, and 30-40 volunteers occupying 3,406 sqft of space at any give time with clients in office daily also for services. Space is used for personnel, training new volunteers and individual and group counseling sessions. Space is leased at \$1.00 sqft per month for a total of \$40,872 per year.	\$12,939.64 \$14,517.00 (\$1,577.36)	\$3,247.60 \$3,648.00 (\$400.40)	\$0.00 \$0.00 \$0.00
Supplies and Direct Operating Expenses	Communication costs-rollover hotline (5 lines); DSL line for web I&R site, business e-mails, fax line, cell phones for full time staff and communication costs for Director of Outreach when in six outreach counties, long distance charges for calls to grant sources and clients.	\$3,392.90 \$3,391.00 \$1.90	\$847.95 \$848.00 (\$0.05)	\$0.00 \$0.00 \$0.00

Chapter 2: Creating and Submitting an Advance Payment Request

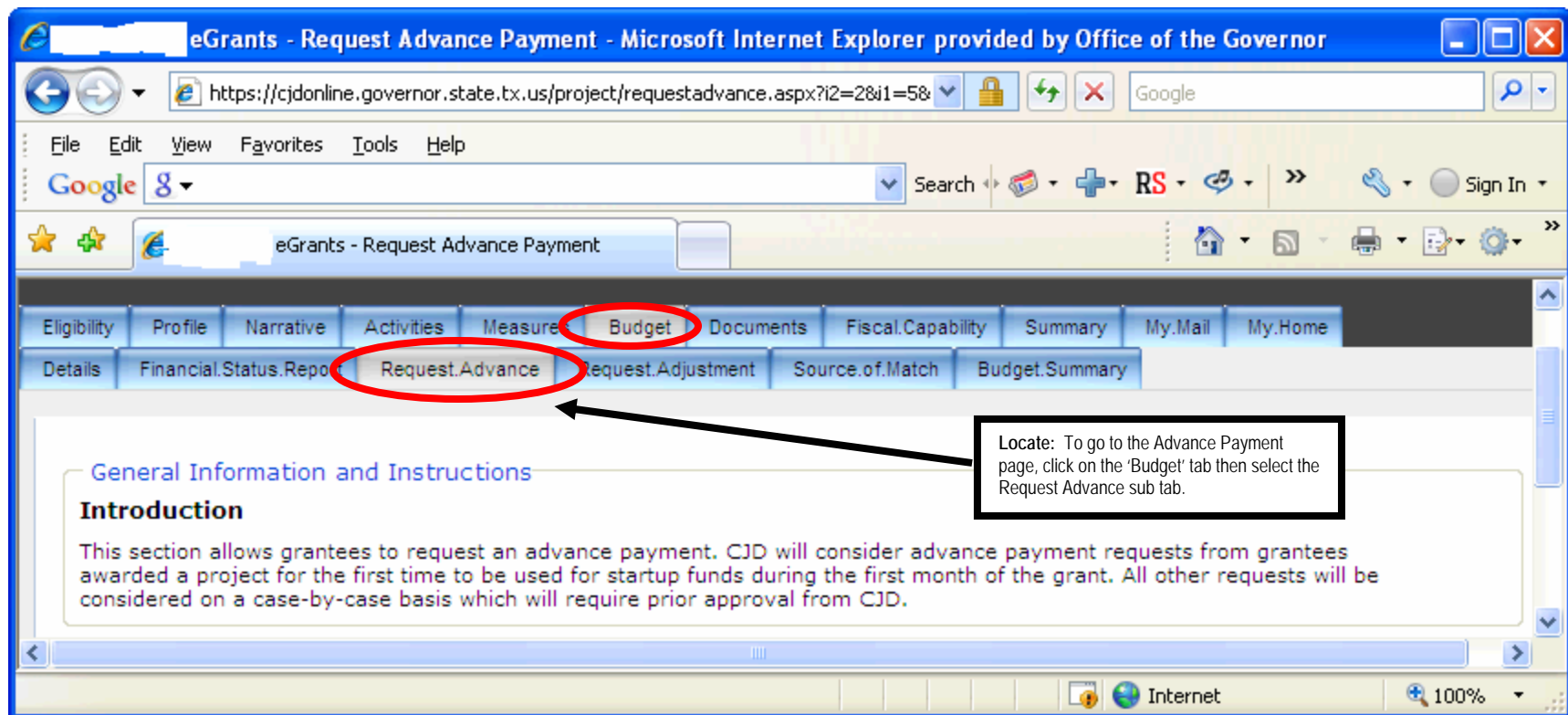
Where do I locate the Request Advance Sub Tab?

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.**



The screenshot shows the eGrants - Request Advance Payment page in Microsoft Internet Explorer. The browser title is "eGrants - Request Advance Payment - Microsoft Internet Explorer provided by Office of the Governor". The address bar shows the URL: "https://cjdonline.governor.state.tx.us/project/requestadvance.aspx?i2=2&i1=58". The page has a navigation menu with tabs: Eligibility, Profile, Narrative, Activities, Measure, Budget, Documents, Fiscal.Capability, Summary, My.Mail, My.Home. Below this, there are sub-tabs: Details, Financial.Status.Repo, Request.Advance, Request.Adjustment, Source.of.Match, Budget.Summary. The "Request.Advance" sub-tab is highlighted with a red circle. A callout box with a black border and white background points to the "Request.Advance" sub-tab with the text: "Locate: To go to the Advance Payment page, click on the 'Budget' tab then select the Request Advance sub tab." The main content area has a heading "General Information and Instructions" and a sub-heading "Introduction". The introduction text reads: "This section allows grantees to request an advance payment. CJD will consider advance payment requests from grantees awarded a project for the first time to be used for startup funds during the first month of the grant. All other requests will be considered on a case-by-case basis which will require prior approval from CJD."

Financial Status Summary: This area is a summary of your grant project and can be used as a reference point to help you fill out the required information for your advance request.

Grant Officials: The Authorized Official or Financial Officer may prepare and submit an FSR.

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 start-up 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.

General Information and Instructions

Introduction

This section allows grantees to request an advance payment. CJD will consider advance payment requests from grantees awarded a project for the first time to be used for startup funds during the first month of the grant. All other requests will be considered on a case-by-case basis which will require prior approval from CJD.

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 This Advance Payment Request was Submitted to CJD by Grantee:

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?

How do submit the Advance Request?

How do I delete 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.

Request Authorization for an Advance Payment

Enter the Amount of CJD Funds Requested for this Advance:
 ?

Enter the Begin Date that this Advance Payment Request will Cover:
 ?

Enter the End Date that this Advance Payment Request will Cover:
 ?

Enter an Invoice, Tracking, Personnel, or Other Number for this Advance Payment Request:
 ?

For State Agency Only

Enter the Recurring Transaction Index (RTI) Number:
 ?

Enter the Agency General Ledger (AgencyGL) Number:
 ?

Enter a Description / Justification for this Advance Payment Request: ?

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.

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

Advance Request Justification: In this area enter a description or justification for the advance request. It is very important to explain as clearly and concisely the need for the advance request.

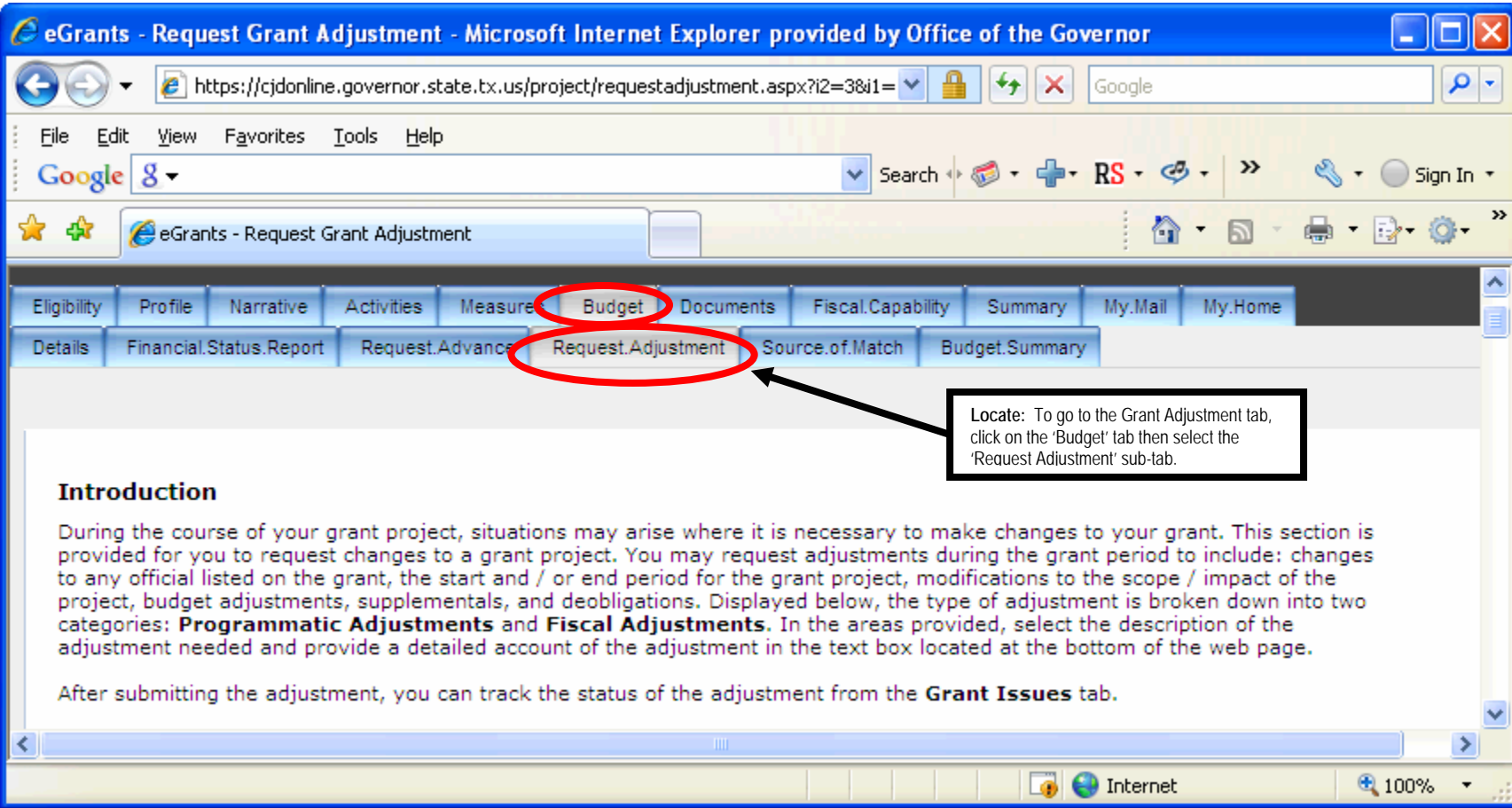
Chapter 3: Creating and Submitting a Grant Adjustment Request

Where do I locate the Request Adjustment Sub Tab?

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

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).



The screenshot shows the eGrants website interface in Microsoft Internet Explorer. The browser title is "eGrants - Request Grant Adjustment - Microsoft Internet Explorer provided by Office of the Governor". The address bar shows the URL: "https://cjdonline.governor.state.tx.us/project/requestadjustment.aspx?i2=3&i1=". The navigation tabs are: Eligibility, Profile, Narrative, Activities, Measure, Budget, Documents, Fiscal.Capability, Summary, My.Mail, My.Home. Below these are sub-tabs: Details, Financial.Status.Report, Request.Advance, Request.Adjustment, Source.of.Match, Budget.Summary. The "Budget" tab and the "Request Adjustment" sub-tab are circled in red. A callout box with an arrow pointing to the "Request Adjustment" sub-tab contains the text: "Locate: To go to the Grant Adjustment tab, click on the 'Budget' tab then select the 'Request Adjustment' sub-tab." The main content area has a heading "Introduction" and text: "During the course of your grant project, situations may arise where it is necessary to make changes to your grant. This section is provided for you to request changes to a grant project. You may request adjustments during the grant period to include: changes to any official listed on the grant, the start and / or end period for the grant project, modifications to the scope / impact of the project, budget adjustments, supplementals, and deobligations. Displayed below, the type of adjustment is broken down into two categories: **Programmatic Adjustments** and **Fiscal Adjustments**. In the areas provided, select the description of the adjustment needed and provide a detailed account of the adjustment in the text box located at the bottom of the web page. After submitting the adjustment, you can track the status of the adjustment from the **Grant Issues** tab."

How do I create the Adjustment Request?

Who can submit the Grant Adjustment Request?

What are the types of Grant Adjustments?

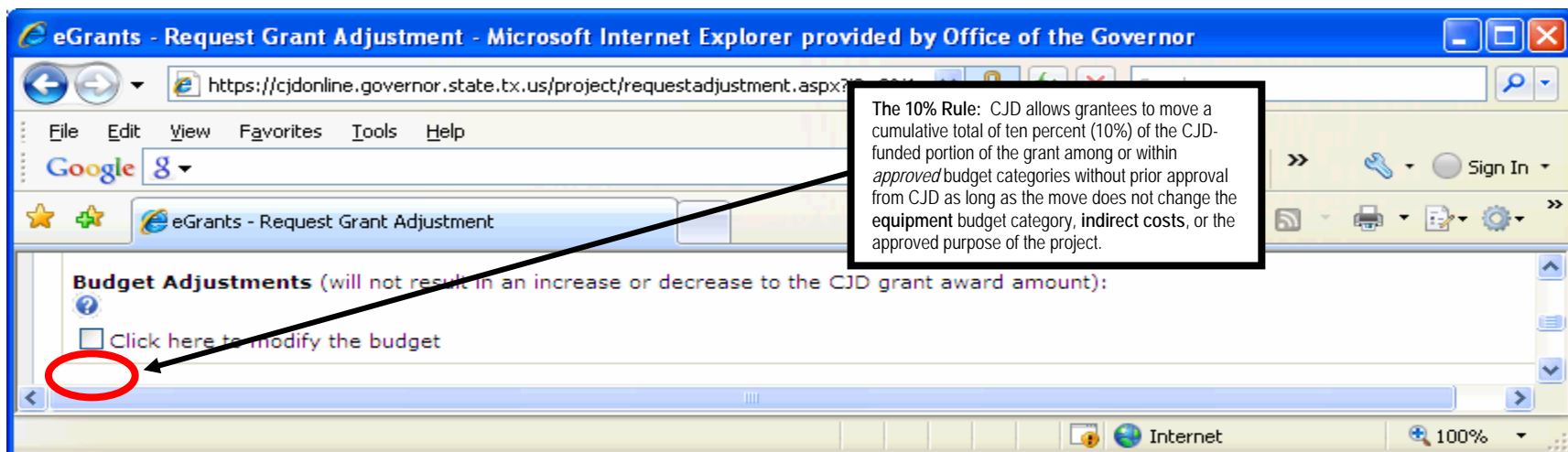
Click on the 'Request Adjustment' sub-tab, a screen will display instructions summarizing the types of grant adjustments available for this project (for more detailed instructions go to the **Requesting a Grant Adjustment** section on this sub-tab).

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.



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.

Request Authorization for a Grant Official Change or Modify the Project's Identifying Information

Designate a new **Grant Official** or modify the existing information for the:

- Authorized Official (Note: Supporting documentation may need to be submitted to CJD, such as the Resolution.)
- Financial Officer
- Project Director
- Grant Writer

Modify the project's **Identifying Information** for the:

- Applicant Agency Name (Note: Supporting documentation may need to be submitted to CJD, such as the Resolution, Nonprofit Documentation, etc.)
- Project Title
- Project's Official Address
- Payment Address or Other Grant Vendor Information (Note: Enter your updated information below in the Adjustment Justification box.)

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.

Request an extension of project's **End Date** to expend the following

- Existing Funds
- Supplemental Funds
- Spend Down Generated Program Income (GPI)
- Other (specify below under Adjustment Justification)

Enter the Revised End 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.

Budget Supplements:

- Modify budget line items that will result in an increase to the **Total Project Cost** amount

Budget De-obligations:

- Modify budget line items that will result in a decrease to the **Total Project Cost** amount

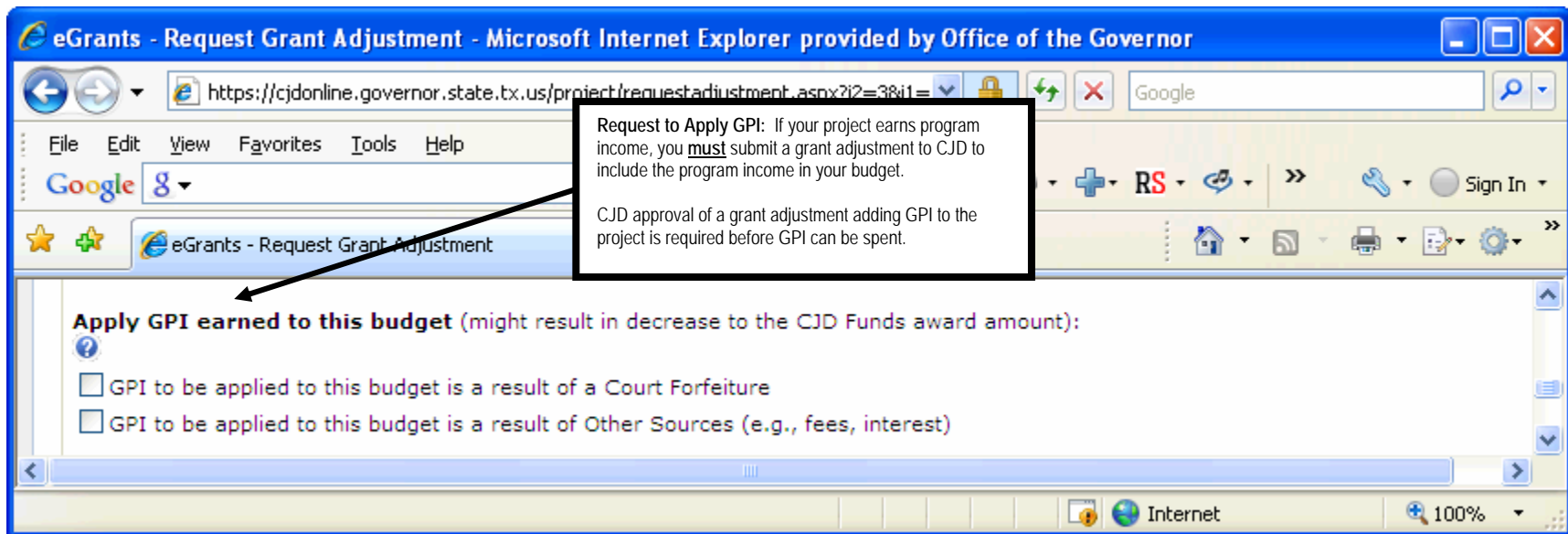
Supplemental Funds: Each successful request for supplemental funds is routed through CJD's review and approval process before those funds are awarded to the grantee.

CJD approval of a grant adjustment adding supplemental funds to the project is required before those funds can be spent.

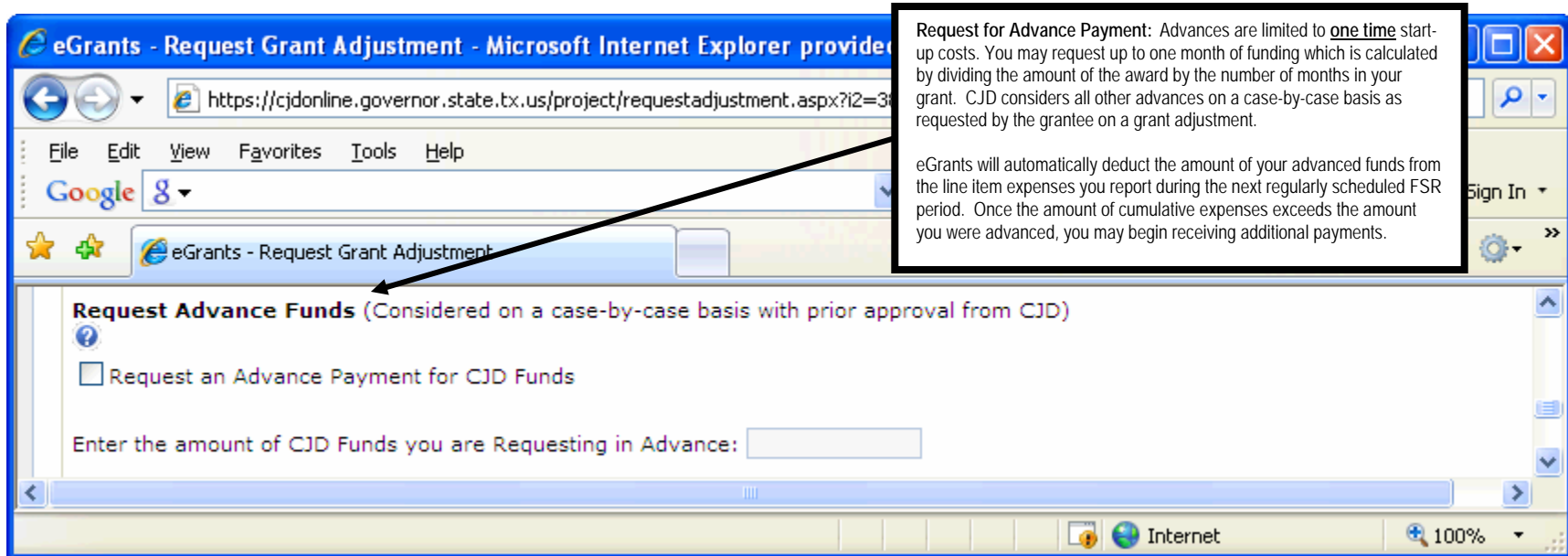
De-obligation of Funds: Typically, grantees request to de-obligate funds when the project is being closed out (finalized), or when adjusting the amount of expenditures reported.

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 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.

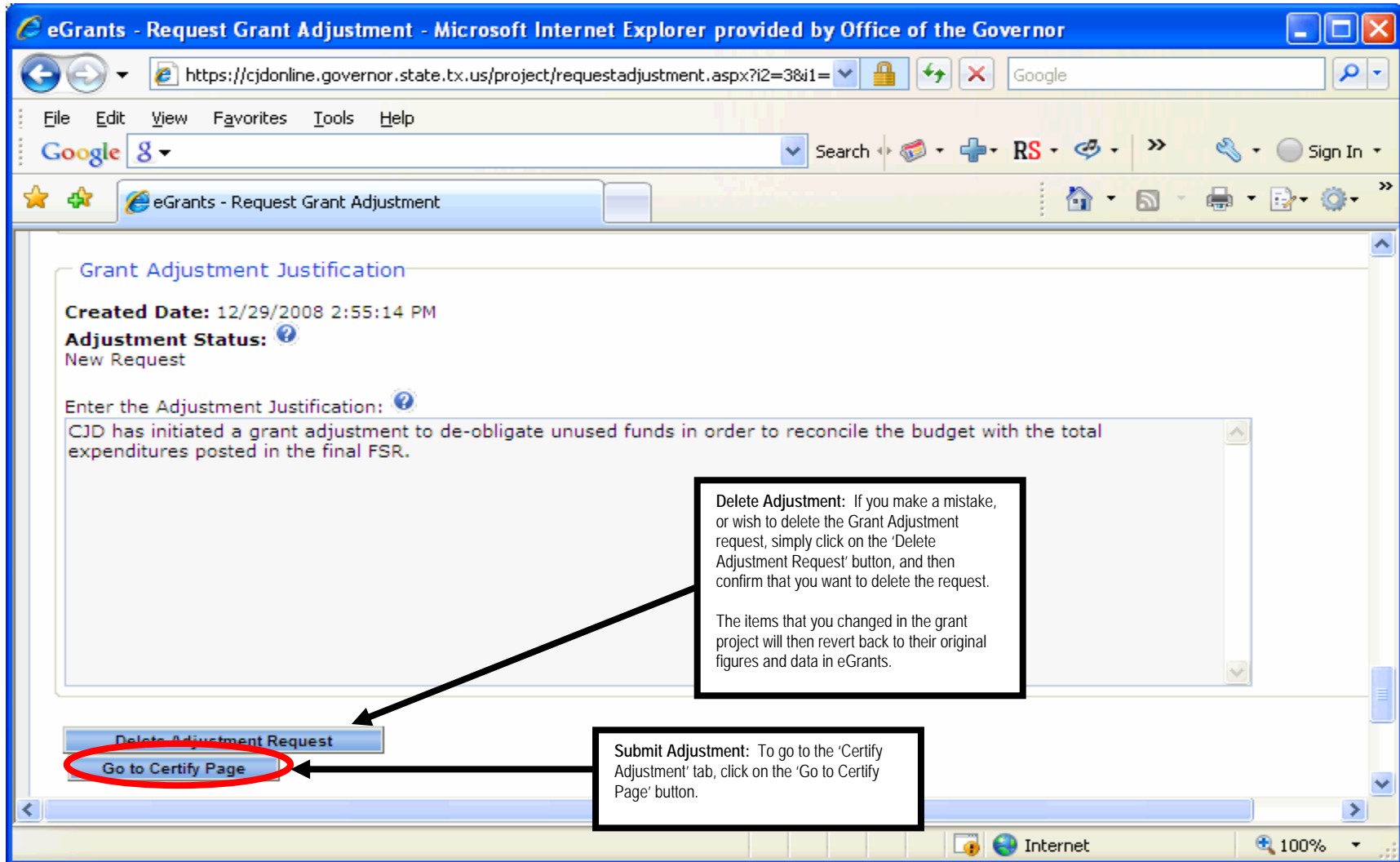


How do I make changes & submit the Adjustment Request?

How do I revise or delete 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”**.



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.

List of Application Errors and Incomplete Information

Item(s) that Need to be Resolved	Tab Name
Invalid: The Cash Match Total on Budget Details tab must equal the Cash Match Total on the Source of Match tab. Budget Details Total Cash Match: \$32,449.14 / Source of Match Total Cash Match: \$31,949.14	Source of Match

List of Post-Award Conditions of Funding and Other Fund-Specific Requirements

Condition of Funding / Project Requirement	Date Created	Date Met	Condition will Hold Funds until Met
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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.

[Certify Adjustment](#)

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.

18043-02 - eGrants - Project Grant Issues - Microsoft Internet Explorer provided by Office of the Governor

https://cjdonline.governor.state.tx.us/project/ReviewNoteSummary.aspx?i2=5&i1=88

File Edit View Favorites Tools Help

Google Search

18043-02 - eGrants - Project Grant Issues

Grant Issues Summary

10 Items Per Page Select the number of records to display per page.

Goto	Message	Subject	Created by	Category	Date
Profile	I'm not sure if my Authorized Official has registered for a user account. Please assist me with locating her email address.	Note	Heather Morgan	Application Pending Submission	6/14/2007 10:21:34 PM
Profile	The grant application # 1804302 is available again for your organization.	Note	Heather Morgan	Pending CJD Review	6/14/2007 11:09:03 PM
Documents	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.	Note	Judy Switzer	Pending CJD Review	6/14/2007 11:17:47 PM

Internet 100%

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.

18043-02 - eGrants - Project Grant Issues - Microsoft Internet Explorer provided by Office of the Governor

https://cjdonline.governor.state.tx.us/project/ReviewNoteSummary.aspx?i2=5&i1=88

File Edit View Favorites Tools Help

Google Search

18043-02 - eGrants - Project Grant Issues

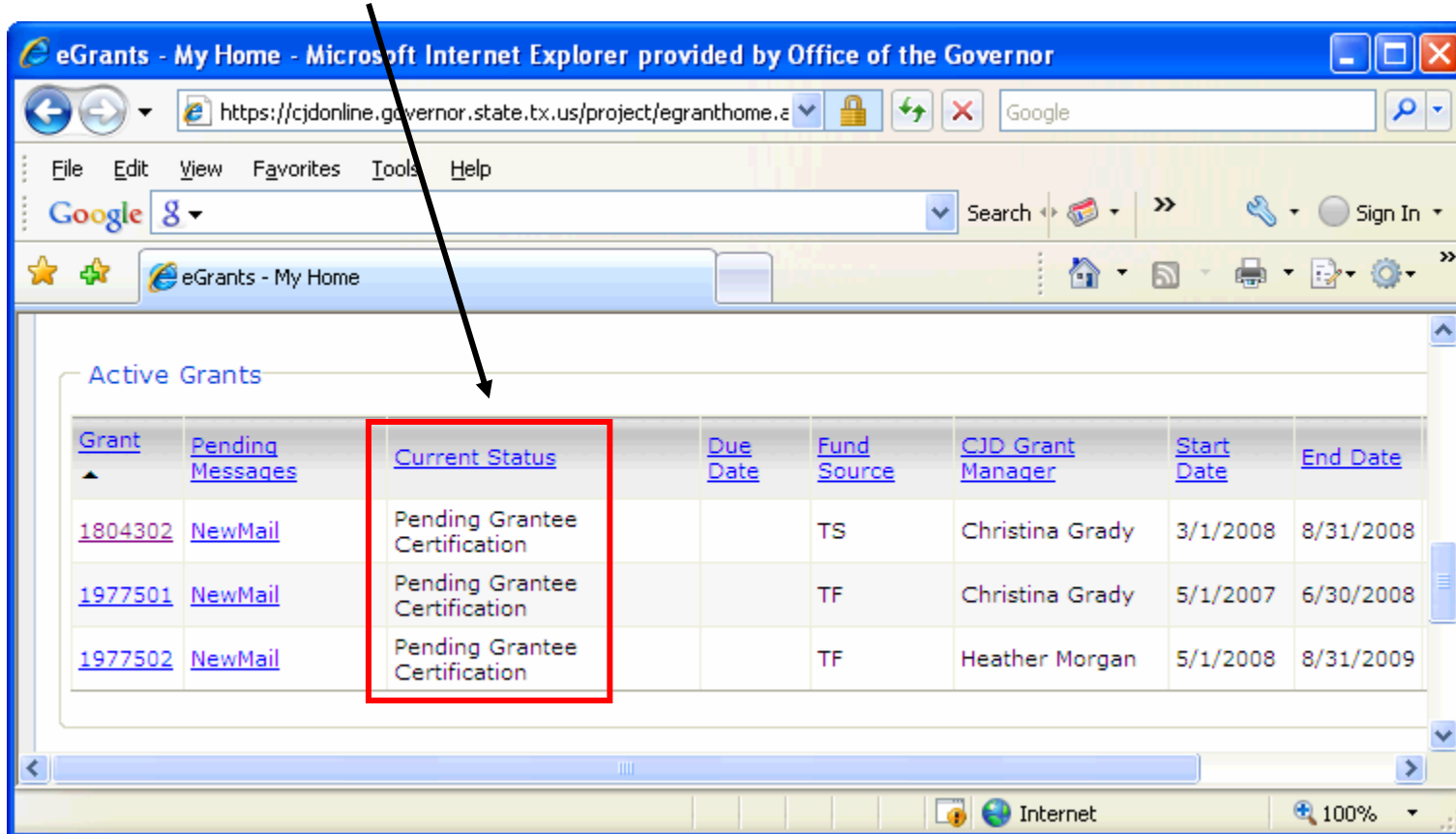
Grant Issues Summary

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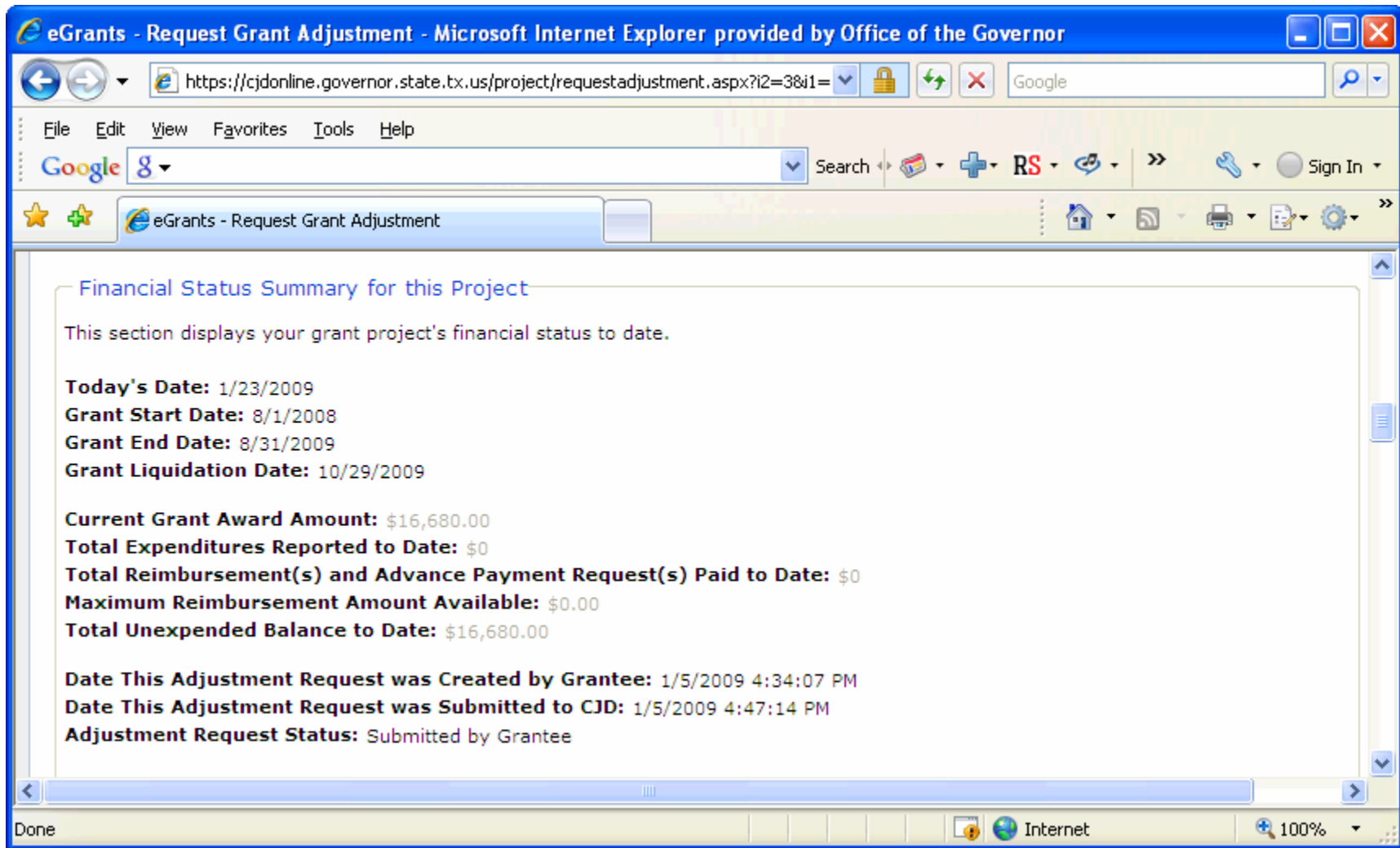
Finding the Status of a Grant Adjustment - To locate a pending grant adjustment request in eGrants is to: go to your 'My Home' tab, scroll down to the Active Grants section, locate the Current Status column, then look for the grant project having 'Pending Grantee Certification' in the 'Current Status' 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.

Tab Name	Sub-Tab Name	Related Tabs / Sub-Tabs	Adjustment Category	Adjustment Description
Profile	Details	Summary / Upload Files To upload supporting documentation for the Authorized Official change (if applicable)	Grant Officials	Designate a new or existing grant official <input type="checkbox"/> Authorized Official <input type="checkbox"/> Financial Officer <input type="checkbox"/> Project Director <input type="checkbox"/> Grant Writer
Profile	Details	Summary / Upload Files To upload supporting documentation for the name change (if applicable)	Agency Legal Name	Change the legal name of agency <input type="checkbox"/> Applicant Agency Name
Profile	Details		Identifying Information	Change the project title & official agency address <input type="checkbox"/> Project Title <input type="checkbox"/> Project's Official Address
Profile	Grant Vendor	Note: The grantee must mail the original documents to the Governor's Office (see Guide to Grants for more detailed information)	Grant Vendor	Change the grant's vendor number, payment information, or payment address <input type="checkbox"/> Payment Address or Other Grant Vendor Information
Narrative			Project Narrative	Change the fund-specific program information, civil rights contact, problem statement, statistical supporting data, goal statement, or project summary <input type="checkbox"/> Project Narrative
Activities		Measures	Project Activities	Change the selected project activities <input type="checkbox"/> Project Activities and / or Performance Measures

Tab Name	Sub-Tab Name	Related Tabs / Sub-Tabs	Adjustment Category	Adjustment Description
Activities			Project Activities	Change the Impacted Target Population or Geographic Area <input type="checkbox"/> Impacted Target Population or Geographic Area
Measures		Activities	Performance Measures	Change the current data or target level for previously projected performance measures <input type="checkbox"/> Project Activities and / or Performance Measures
Documents			Supporting Documentation	Change supporting documentation <input type="checkbox"/> Supporting Documents
Fiscal Capability		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		Change the organizational information, accounting system, financial capability, budgetary, and internal controls and practices <input type="checkbox"/> Fiscal Capability (Nonprofit Corporations only)
Budget	Details	Source of Match To modify the source(s) of match (if applicable)	Budget Adjustment	Change the Budget Line Item details <i>(where there is not an increase or decrease of CJD Funds)</i> <input type="checkbox"/> Click here to modify the budget
Profile	Details	Profile Details To find the current and adjusted End Date & Liquidation Date Budget / Financial Status Report To report on the adjusted regular and liquidation periods Note: When the grantee extends the project's End Date the Liquidation Period may be decreased.	Grant Extension	Extend the project's End Date & Liquidation Date <input type="checkbox"/> Existing Funds <input type="checkbox"/> Supplemental Funds <input type="checkbox"/> Spend Down Generated Program Income (GPI) <input type="checkbox"/> Other (specify below under Adjustment Justification) Enter the Revised End Date: <input type="text"/>

Tab Name	Sub-Tab Name	Related Tabs / Sub-Tabs	Adjustment Category	Adjustment Description
Budget	Details	Profile / Details; Narrative; Activities; Measures; Source of Match To enter revised data regarding the supplemental funds requested	Supplemental Adjustment	Request supplemental (additional) funds <input type="checkbox"/> Modify budget line items that will result in an increase to the Total Project Cost amount
Budget	Details	Profile / Details; Narrative; Activities; Measures; Source of Match To enter revised data regarding the de-obligation of funds requested	De-obligation Adjustment	Request a de-obligation of funds <input type="checkbox"/> Modify budget line items that will result in a decrease to the Total Project Cost amount
Budget	Details	Profile / Details; Narrative; Activities; Measures; Source of Match To enter revised data to apply GPI to the current, approved budget	GPI Adjustment	Request to apply GPI to the existing budget <input type="checkbox"/> GPI to be applied to this budget is a result of a Court Forfeiture <input type="checkbox"/> GPI to be applied to this budget is a result of Other Sources (e.g., fees, interest)
Budget	Request Advance	Note: Advances are limited to one time start-up costs, unless CJD approves an advance requested by grant adjustment		Request a payment advance after the 30 th day of grant activation <input type="checkbox"/> Request an Advance Payment for CJD Funds Enter the amount of CJD Funds you are Requesting in Advance: <input type="text"/>