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

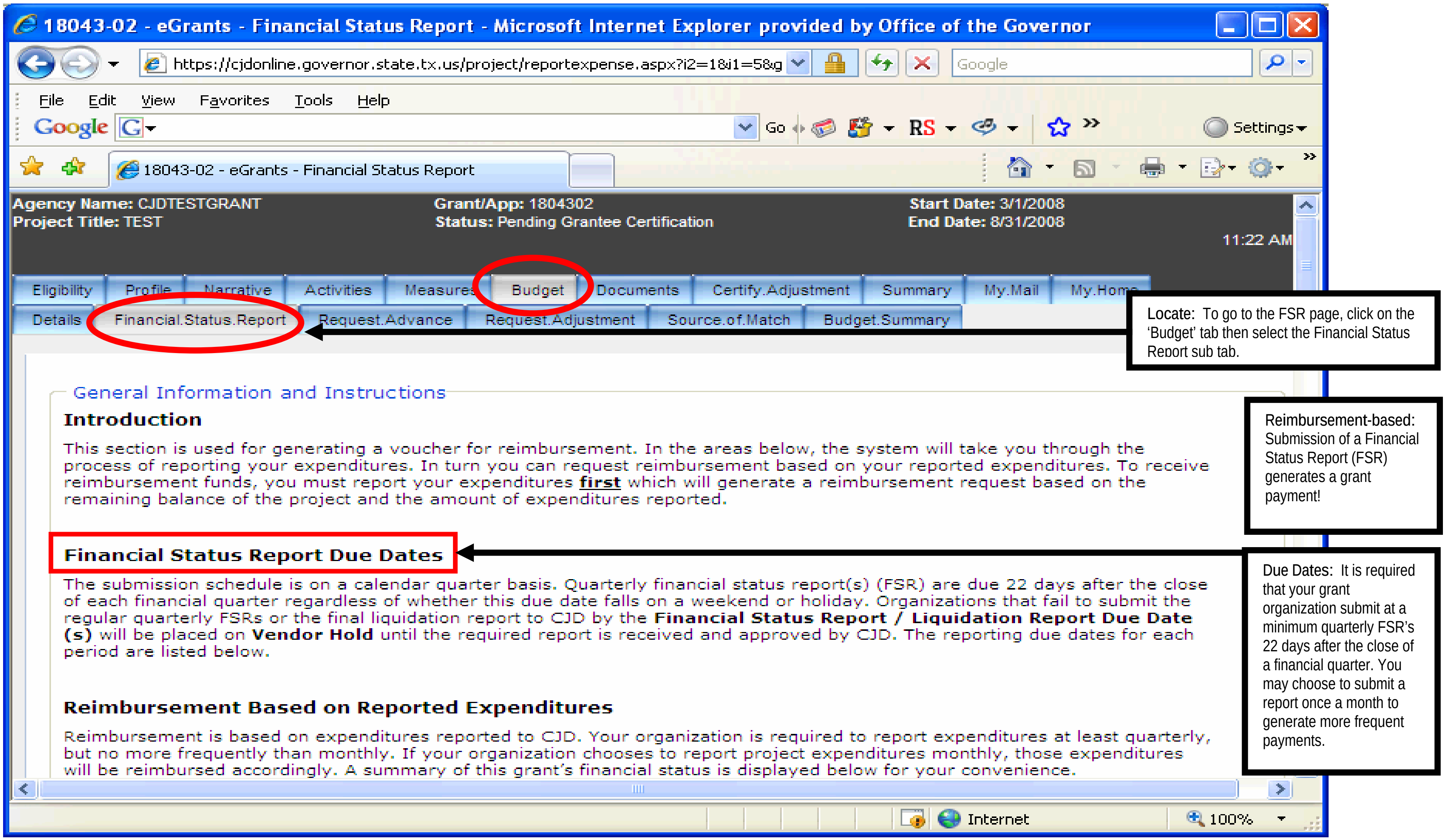
- Where do I locate the Request Adjustment Sub Tab? How many Grant Adjustments can I request for my grant project?
- How do I create the Adjustment Request? Who can submit the Grant Adjustment Request? What are the types of Grant Adjustments?
- How do I make changes & submit the Adjustment Request? How 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.



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 cummulative 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 cummulative 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 cummulative expenditures for this project once the next **Reporting / Liquidation Period Through Date** becomes available.

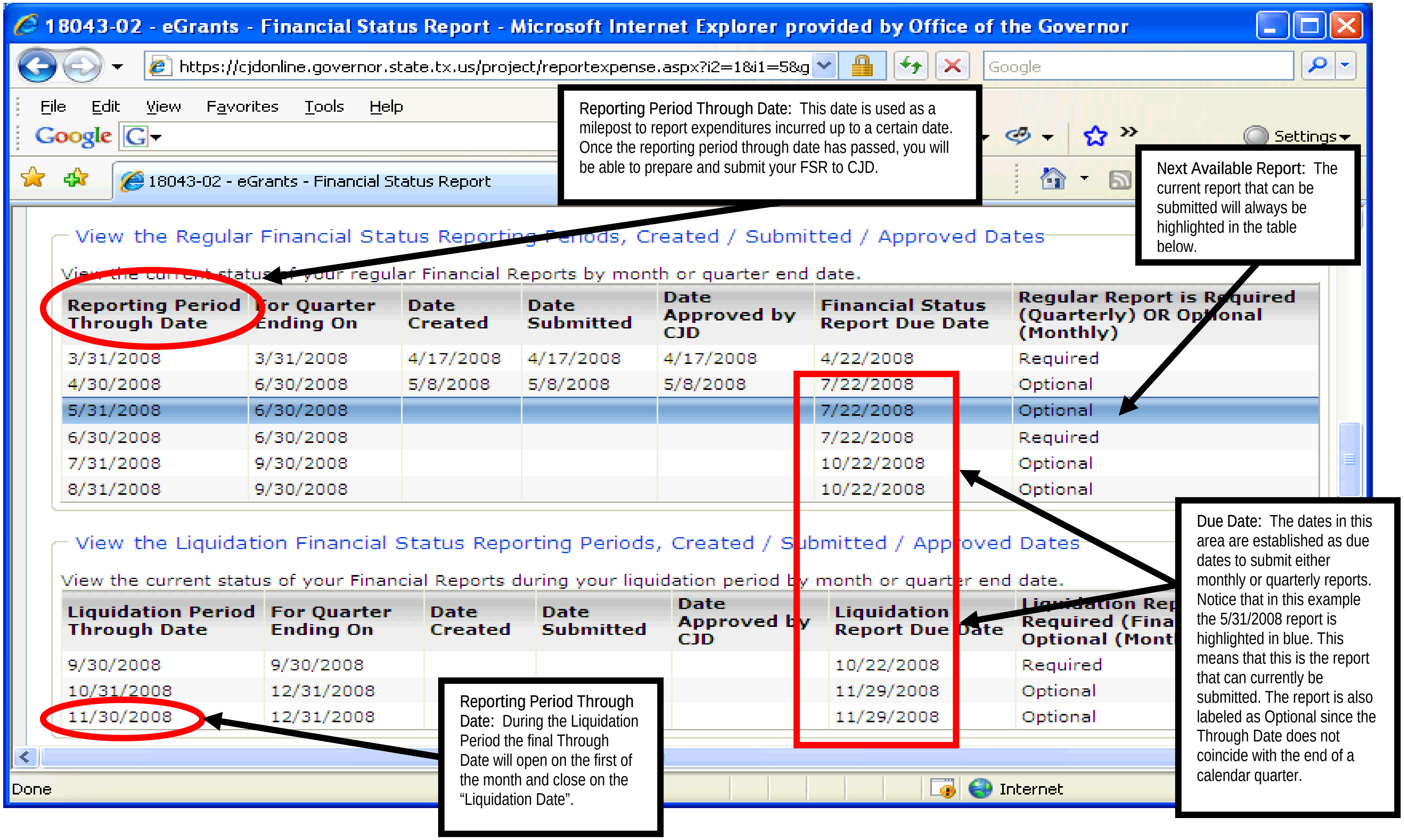
If your organization does not submit the regular quarterly reports or the final liquidation report to CJD by the **Financial Status Report / Liquidation Report Due Date(s)**, CJD will place your organization on **Vendor Hold** until the required report is received and approved by CJD.

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	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 Rep Required (Fina Optional (Mont
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

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.

Grant Start Date:
05/01/2007

Next Reporting Period **Through Date**:
05/31/2007

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

For State Agency Use Only

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

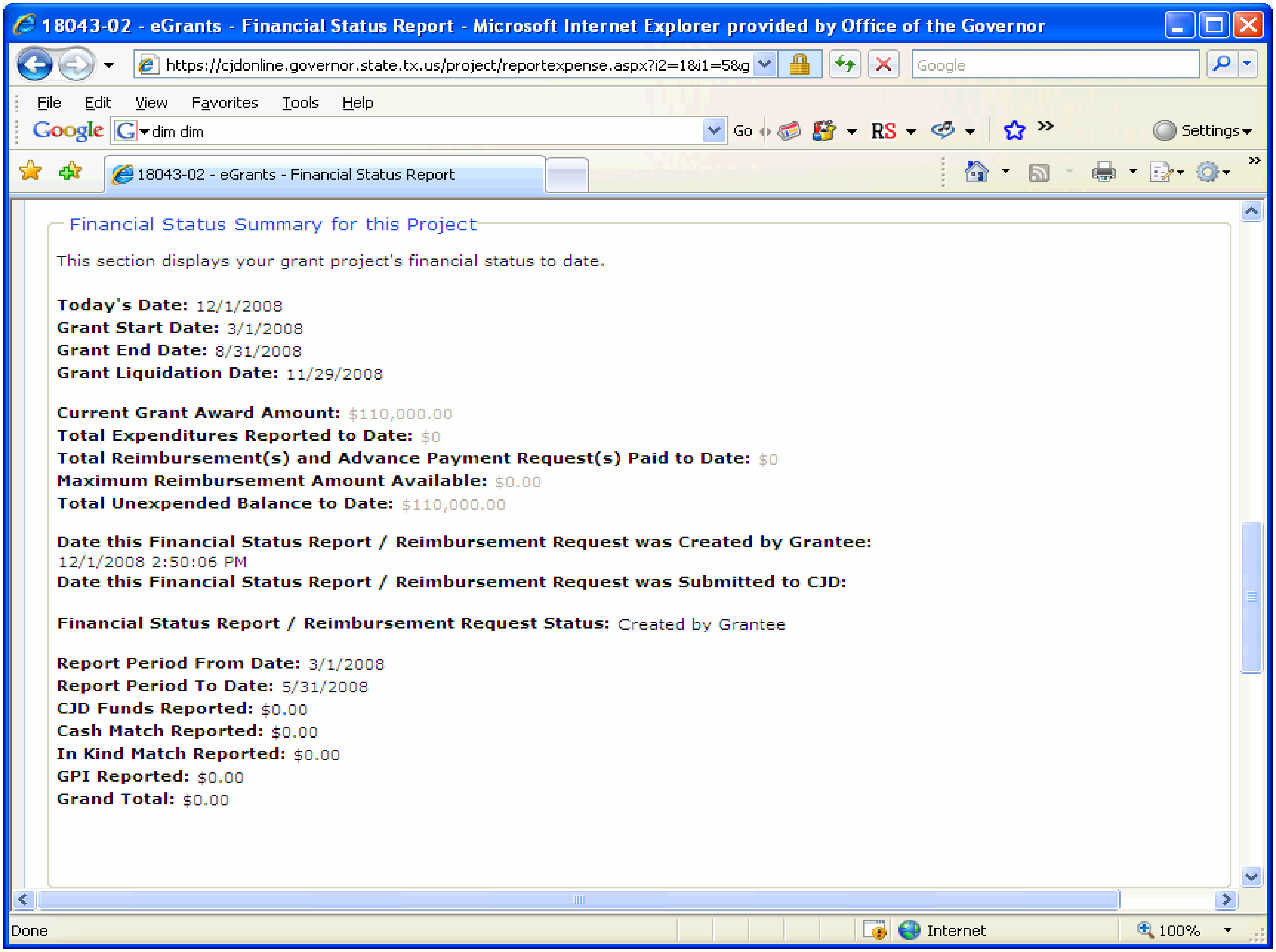
Enter the Recurring Transaction Index (RTI) Number:
325324

Enter the Agency General Ledger (AgencyGL) Number:

State Agency or Public University: Enter the RTI or the Agency General Ledger Number here.

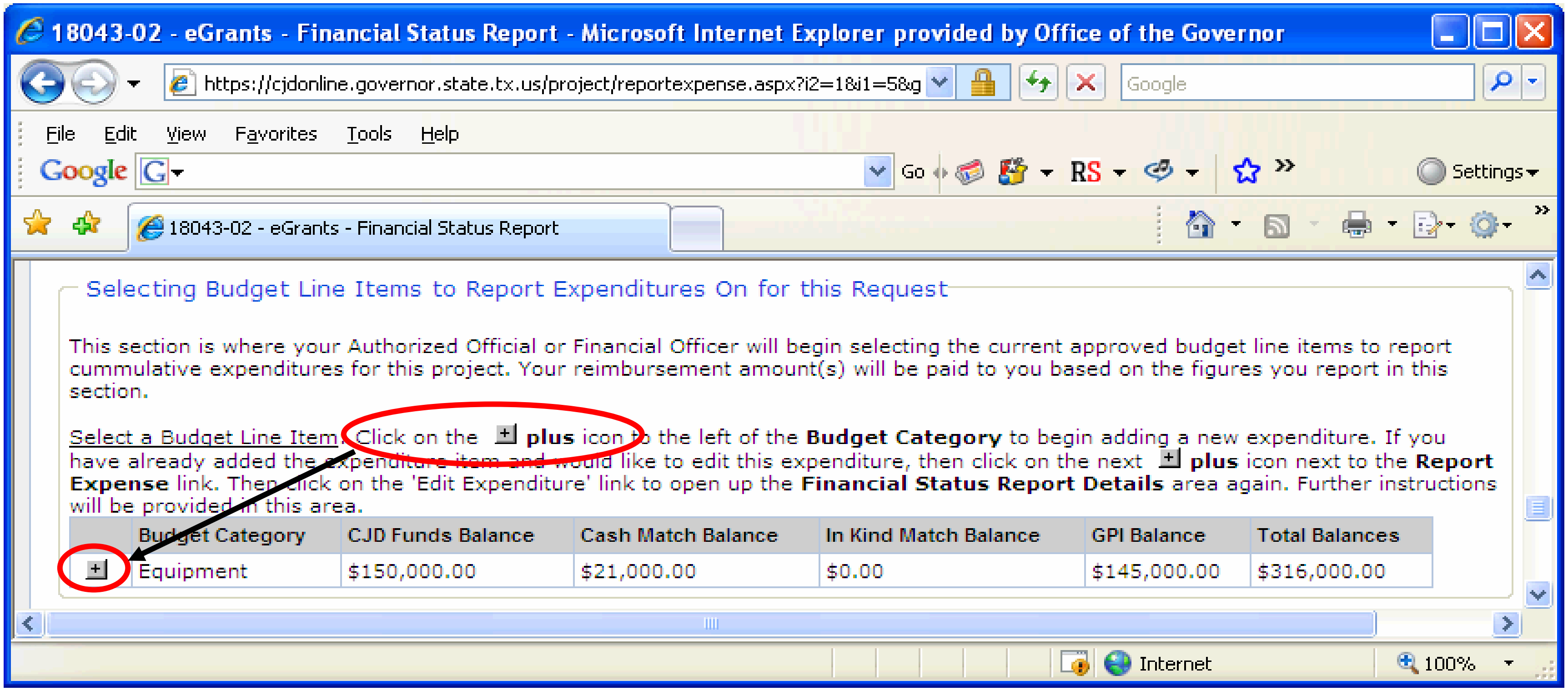
Where is a summary of figures reported-to-date?

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?

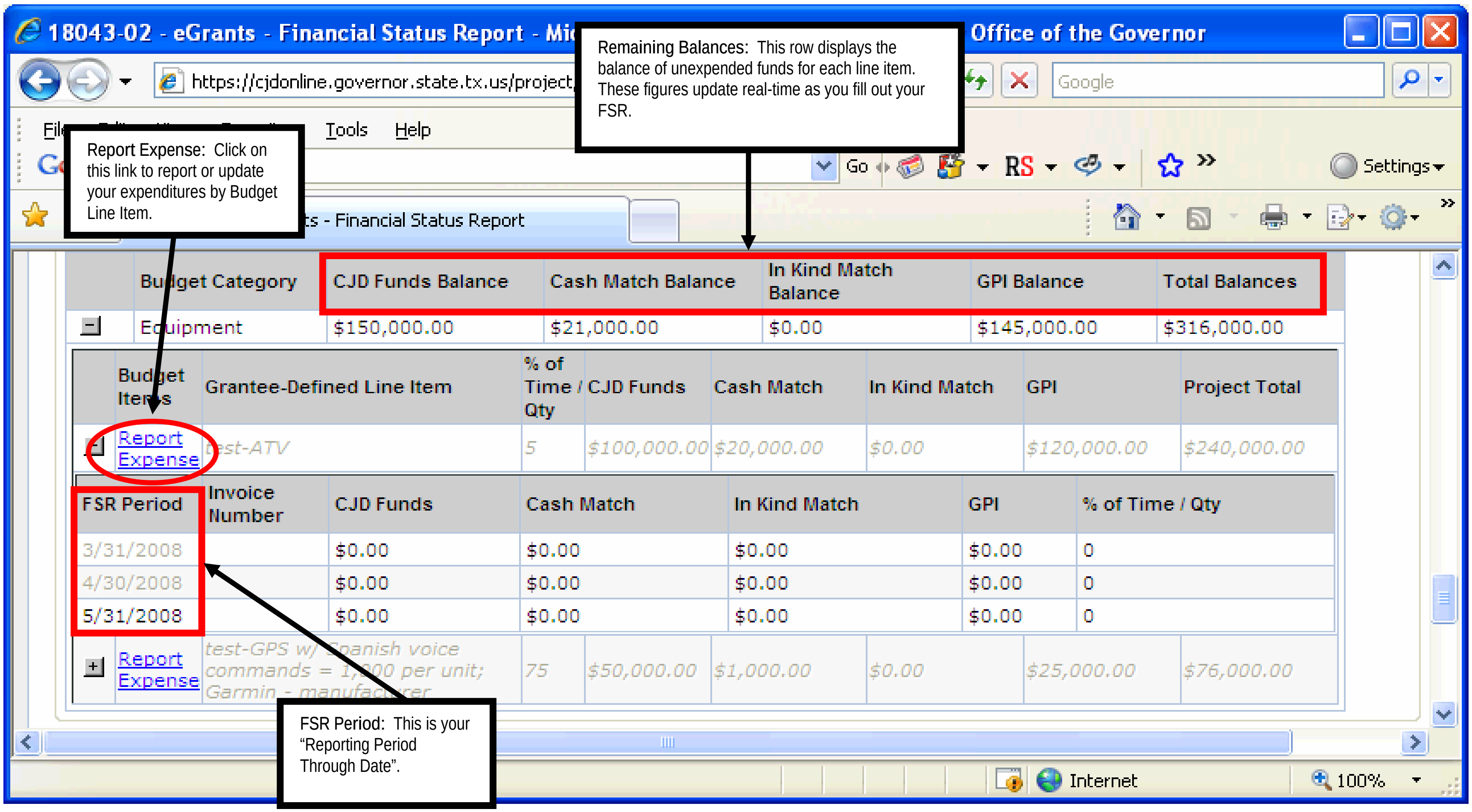
Click on the ⊞ **plus** icon to the left of the **Budget Category** to begin adding or updating an expenditure by line item.



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”.

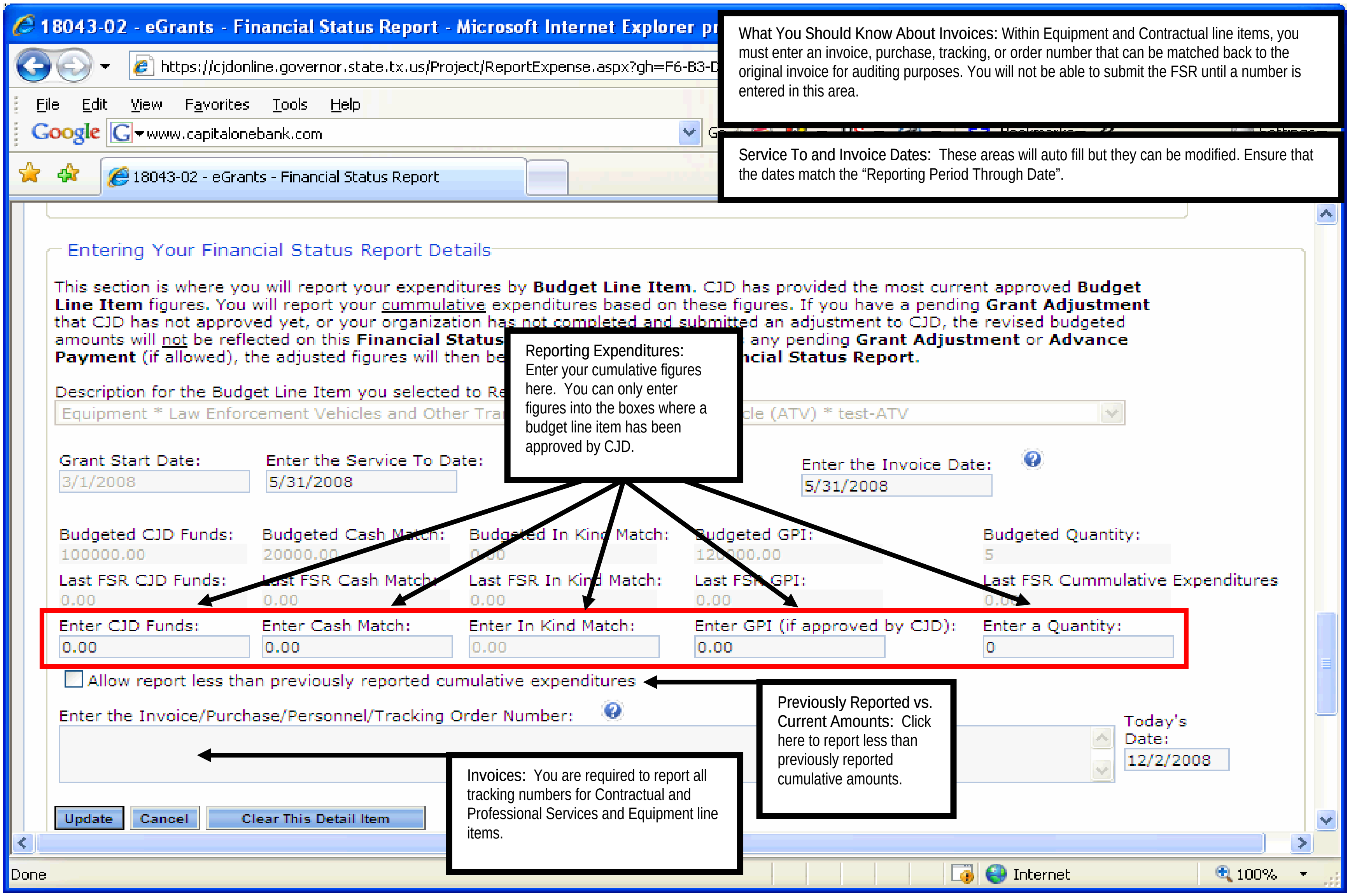


How do I report my expenditures by Budget Line Item?

What do I need to know about Invoices?

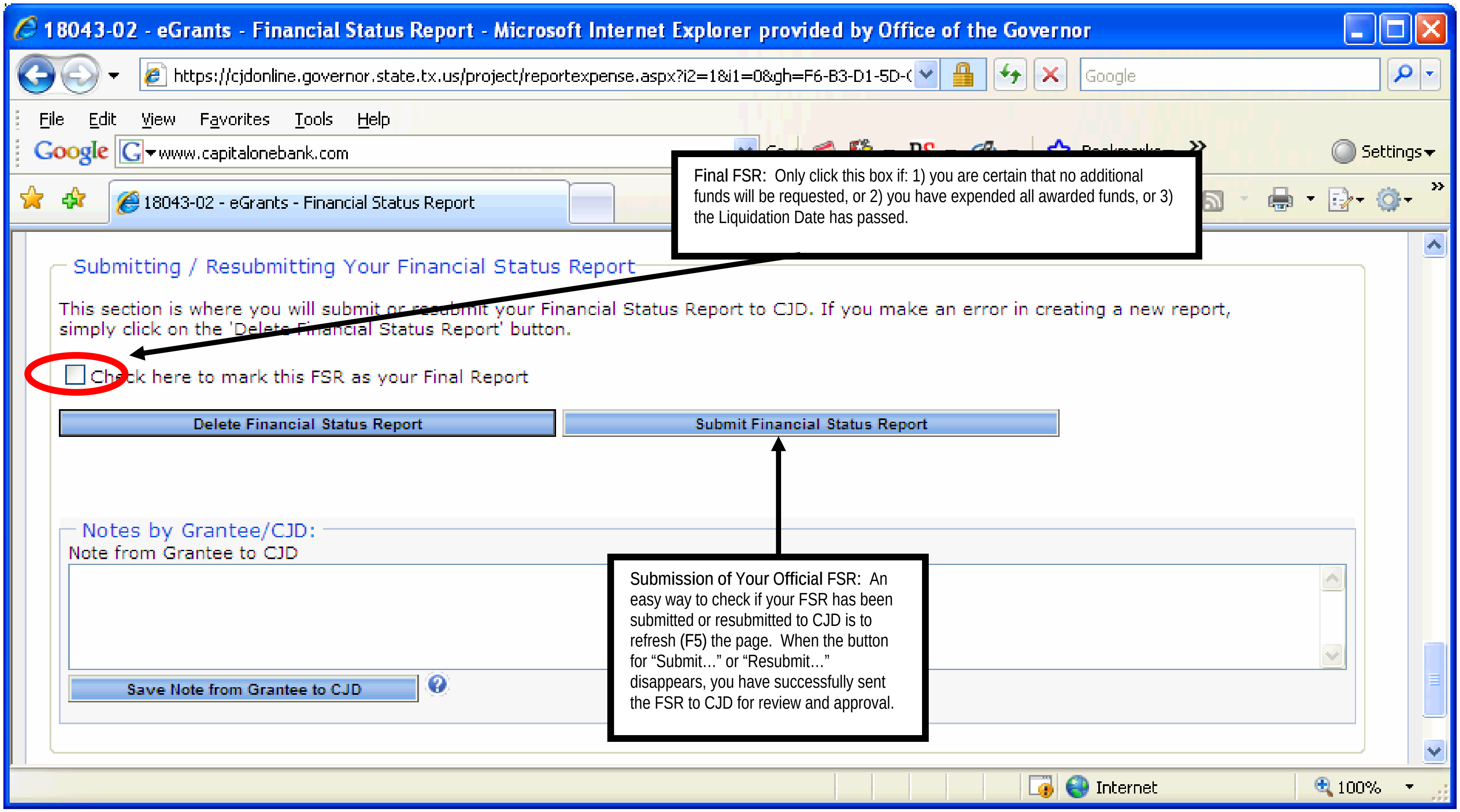
How do I report figures less than I reported previously?

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.



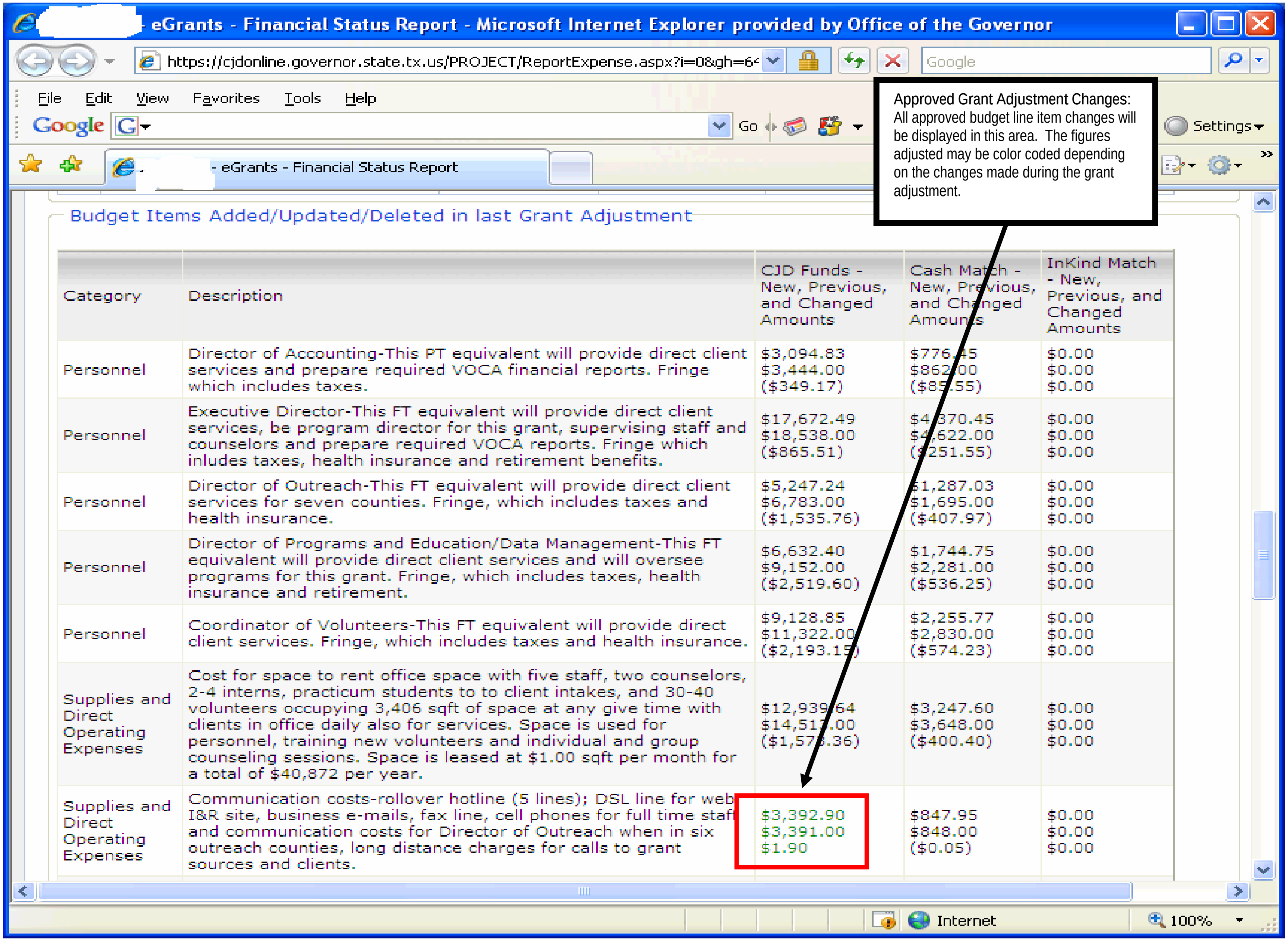
How to I mark the FSR as "Final"? *How do I submit the FSR?* *How do I resubmit or delete the FSR?*

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.

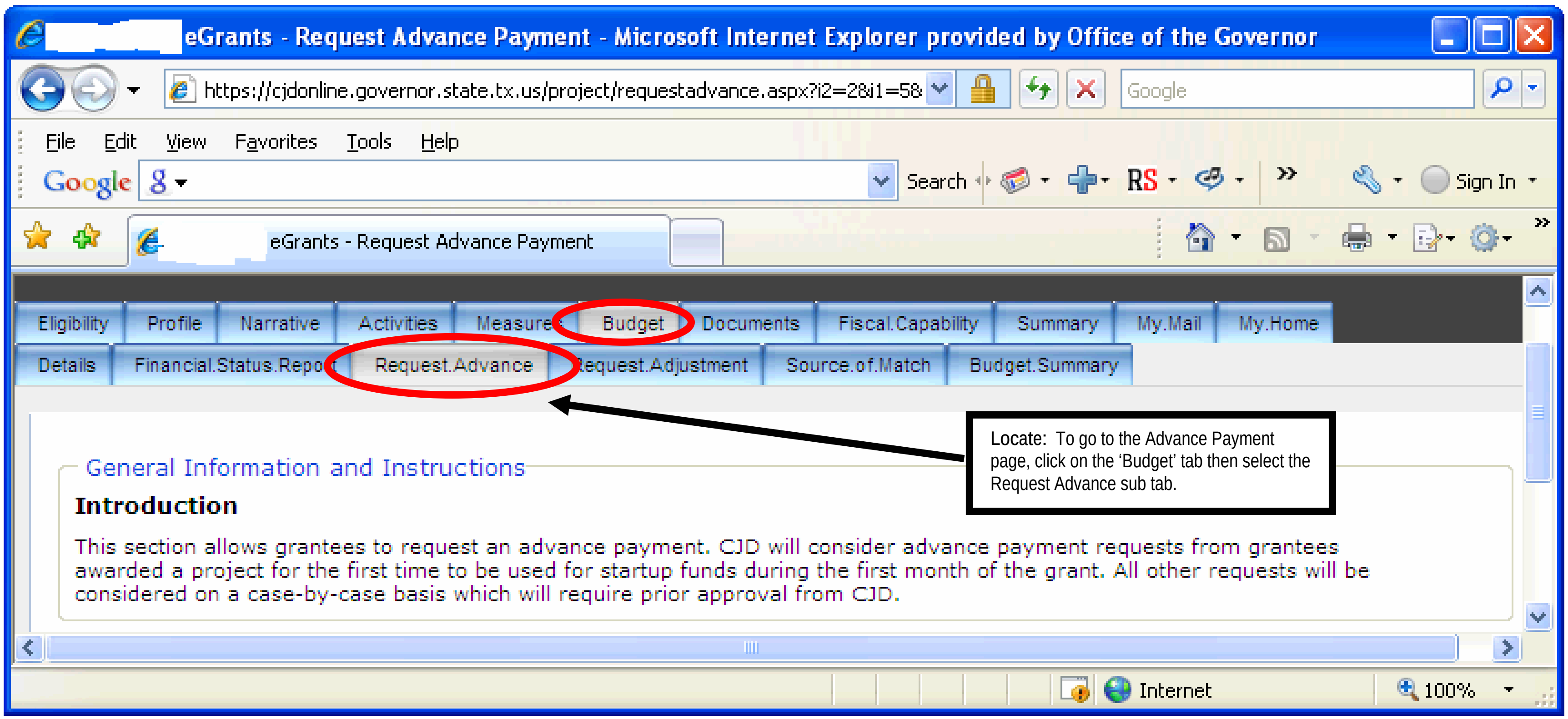


Category	Description	CJD Funds - New, Previous, and Changed Amounts	Cash Match - New, Previous, and Changed Amounts	InKind Match - New, Previous, and Changed Amounts
Personnel	Director of Accounting-This PT equivalent will provide direct client services and prepare required VOCA financial reports. Fringe 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 inludes taxes, health insurance and retirement benefits.	$17,672.49 $18,538.00 ($865.51)	$4,370.45 $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 $14,513.00 ($1,573.36)	$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.**



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 <u>30</u> 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.

<u>Please keep in mind that you cannot submit an FSR and an advance request simultaneously.</u>

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.

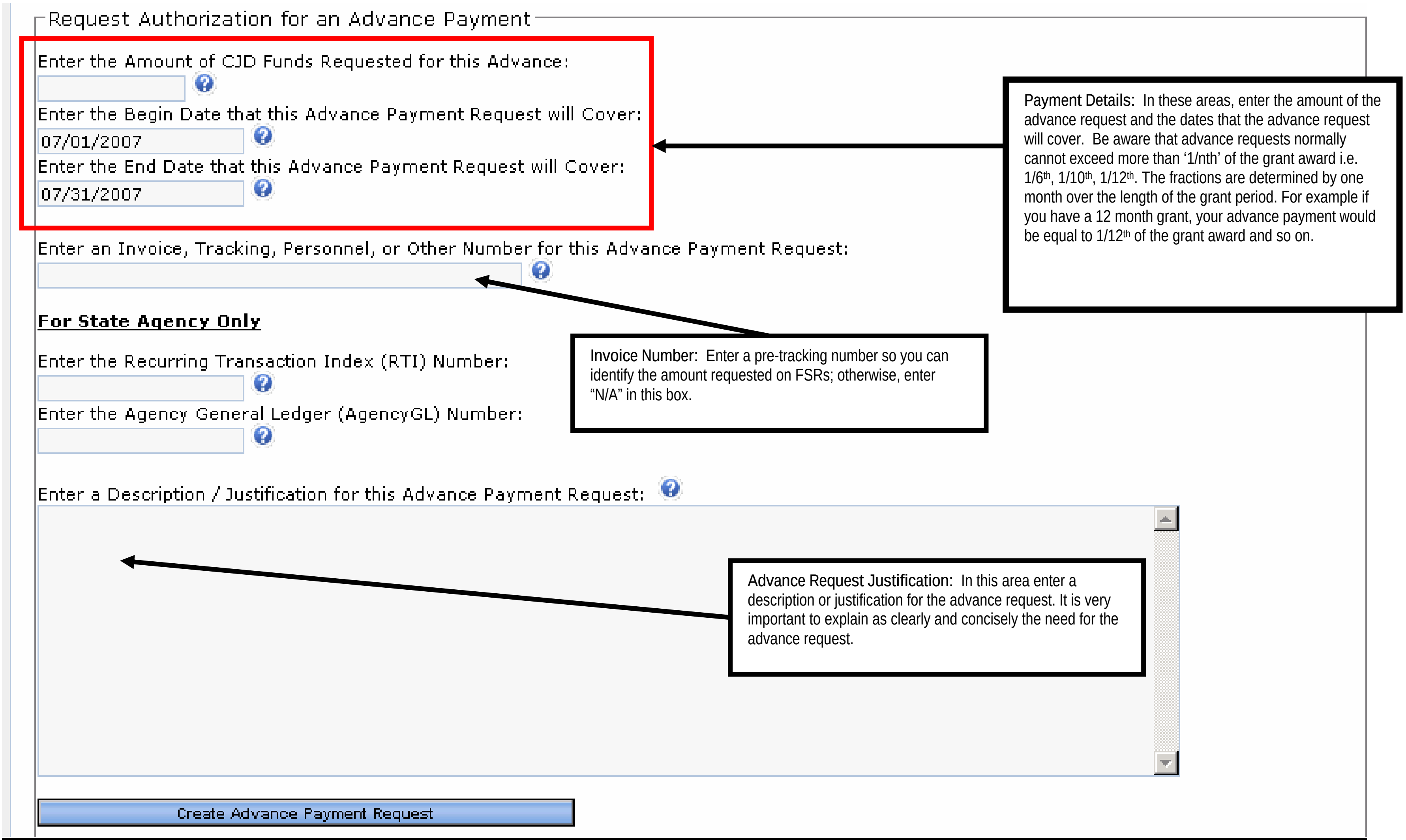
Maximum Advance Amount: This is the maximum amount you can request in advance for the project.

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.

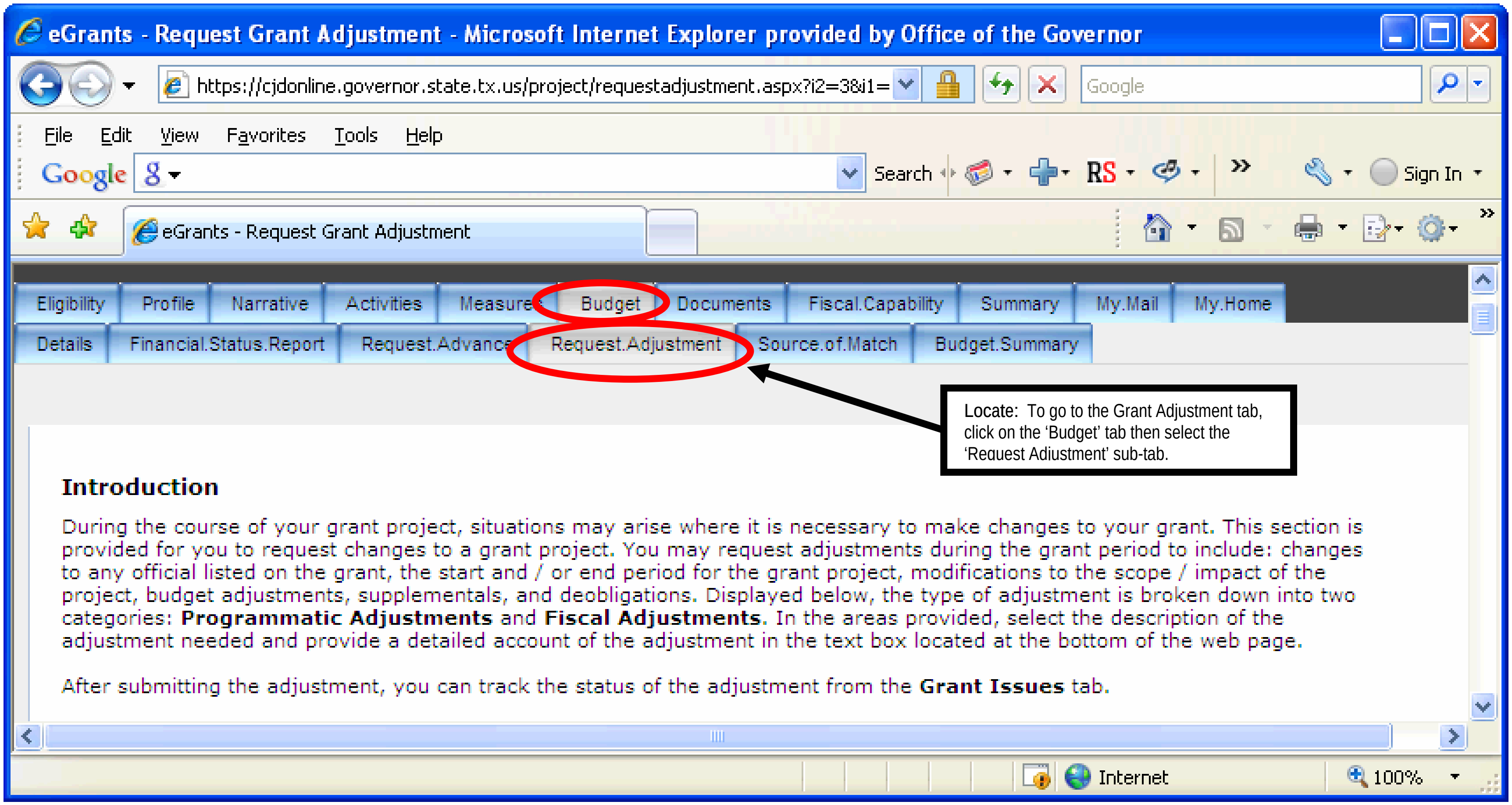


Where do I locate the Request Adjustment Sub Tab?

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.

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

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?

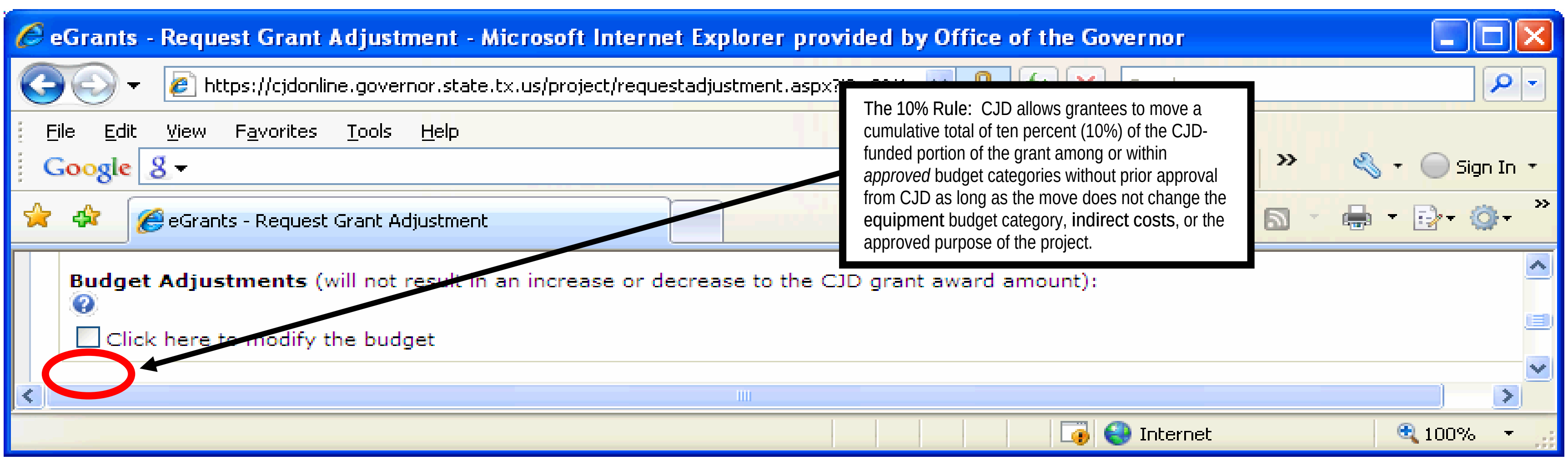
Click on the 'Request Adjustment' sub-tab, a screen will display instructions summarizing the types of grant adjustments available for this project *(for more detailed instructions go to the* ***Requesting a Grant Adjustment*** *section on this sub-tab)*.

<u>Quick Reference for Requesting a Grant Adjustment</u>

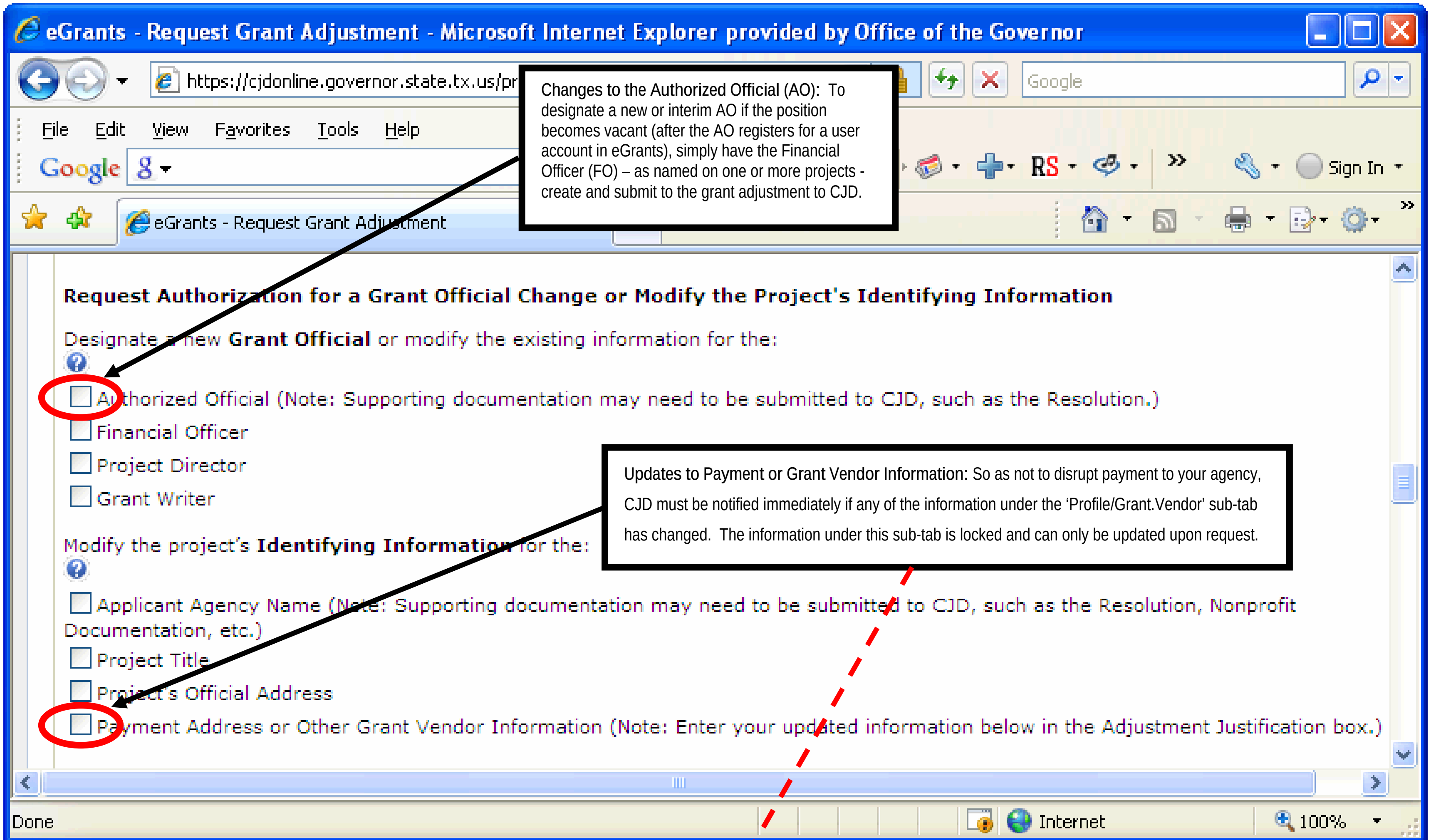
- To request a grant adjustment, select one or more items you wish to modify within the project, enter appropriate information in the text boxes (if applicable), and then scroll down the page and type in your justification for the grant adjustment request based on the choices you've selected.
- Once 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 **<u>must</u>** 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.

<u>Budget Adjustment</u> – moves funds among or within approved budget categories.



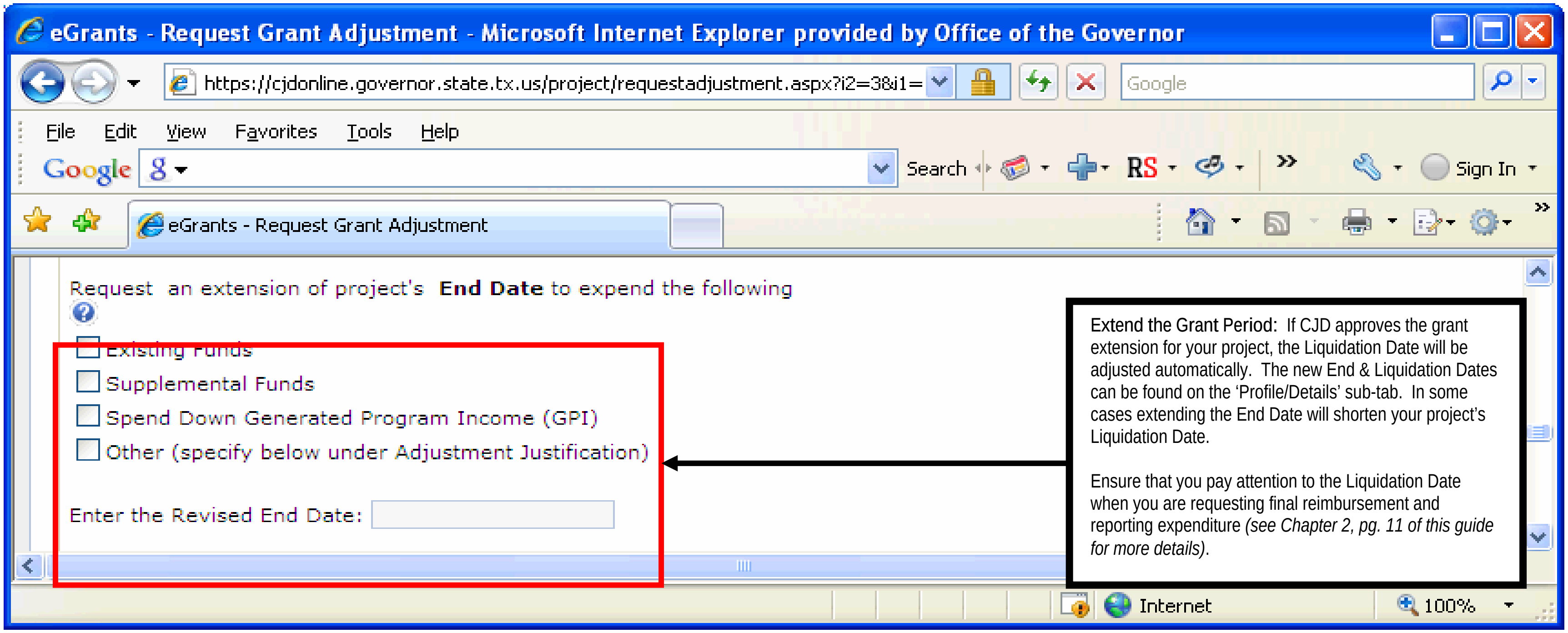
Programmatic Adjustment – changes the scope, activities, or identifying information of the project.



IMPORTANT NOTICE

An original copy of your agency's payee identification form, direct deposit form, and IRS form W-9 <u>MUST</u> be mailed to: Office of the Governor, Financial Services Division, Post Office Box 12878, Austin, Texas 78711.

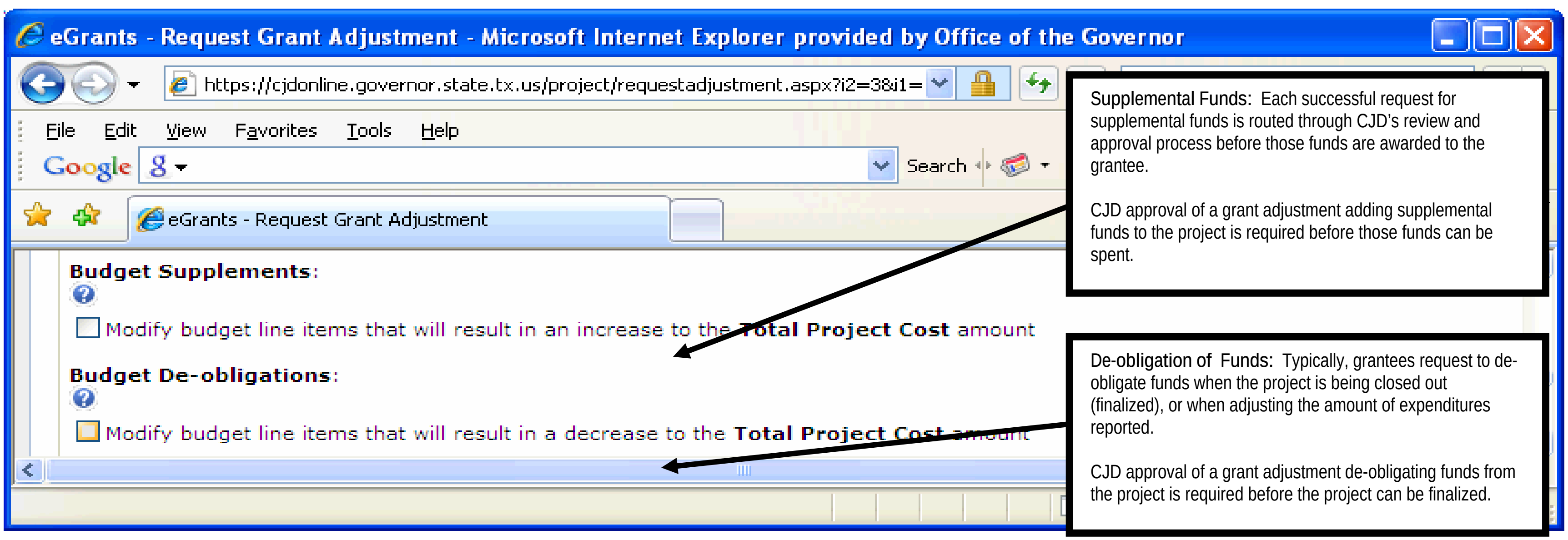
Grant Extension Adjustment – extends the grant project's End Date and Liquidation Date.



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.



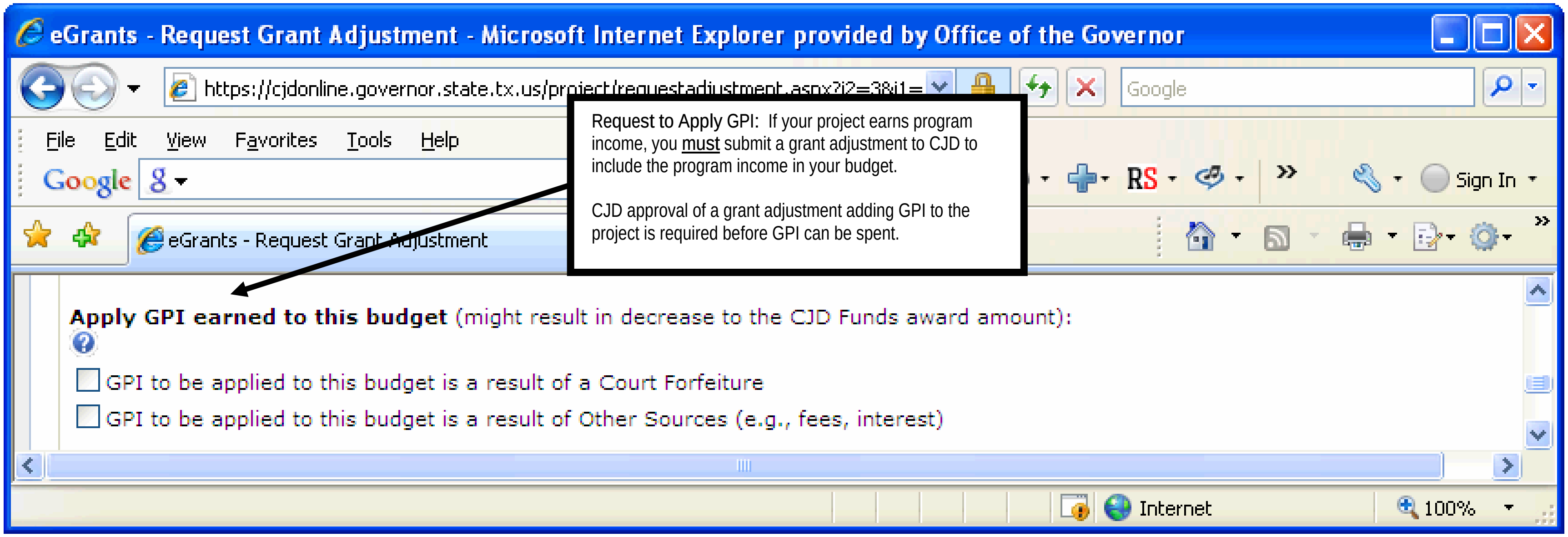
Supplemental Funds: Each successful request for supplemental funds is routed through CJD's review and approval process before those funds are awarded to the grantee.

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

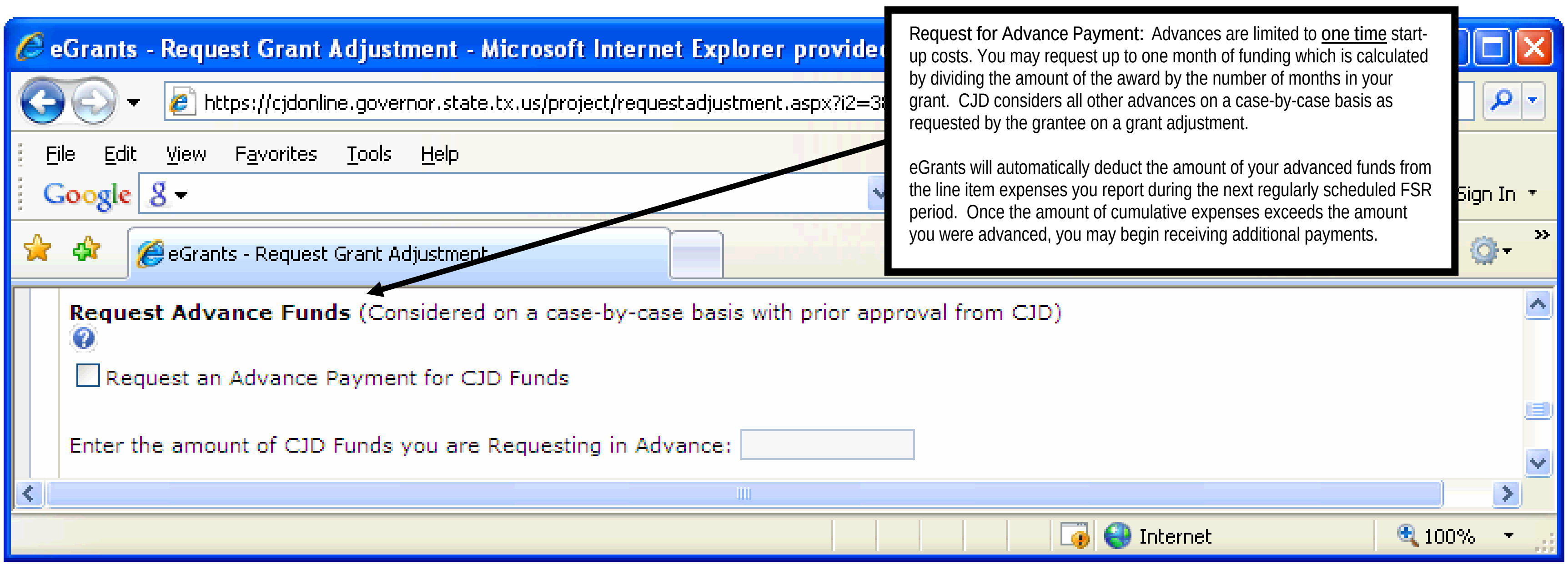
De-obligation of Funds: Typically, grantees request to de-obligate funds when the project is being closed out (finalized), or when adjusting the amount of expenditures reported.

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 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.

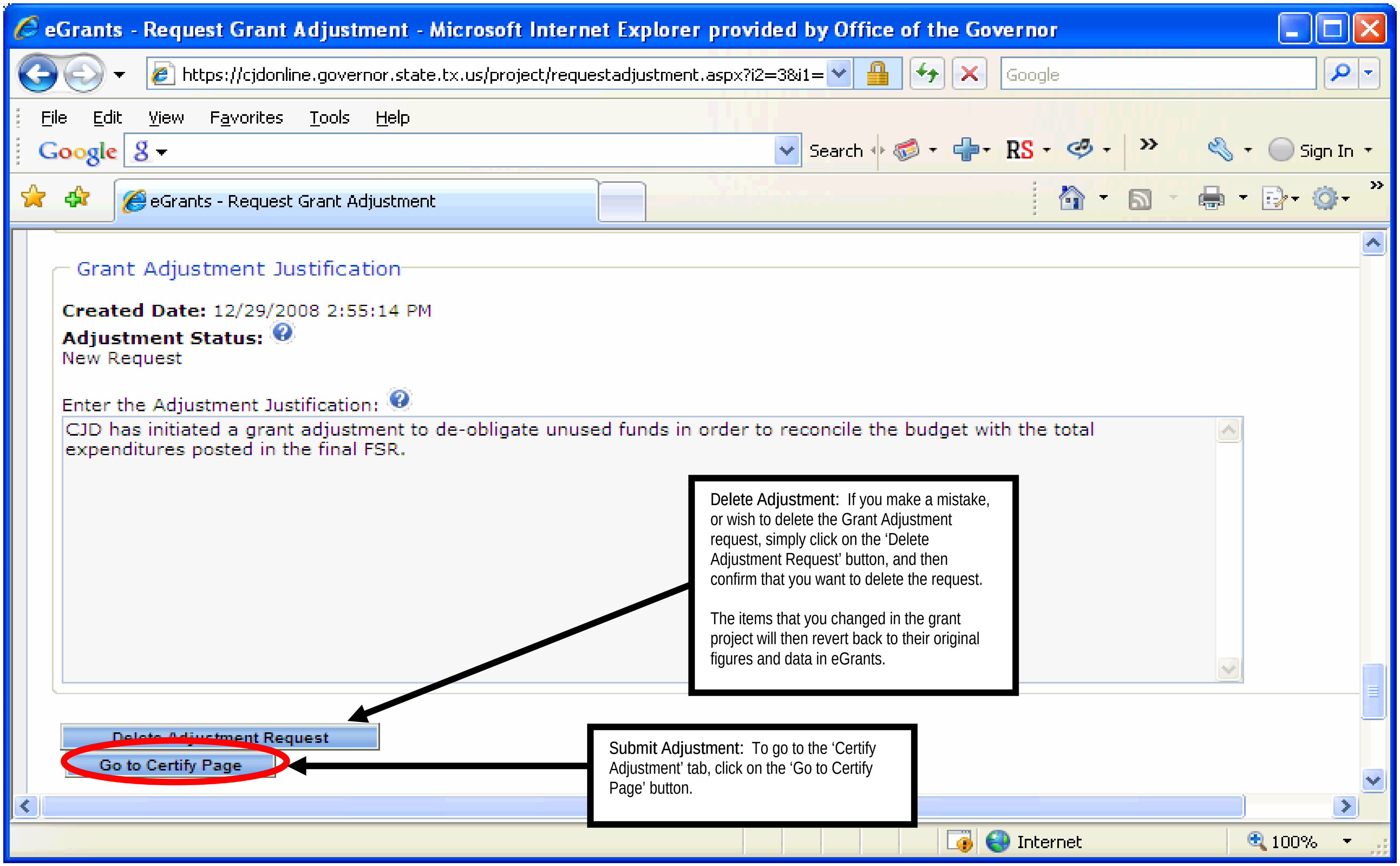


How do I make changes & submit the Adjustment Request?

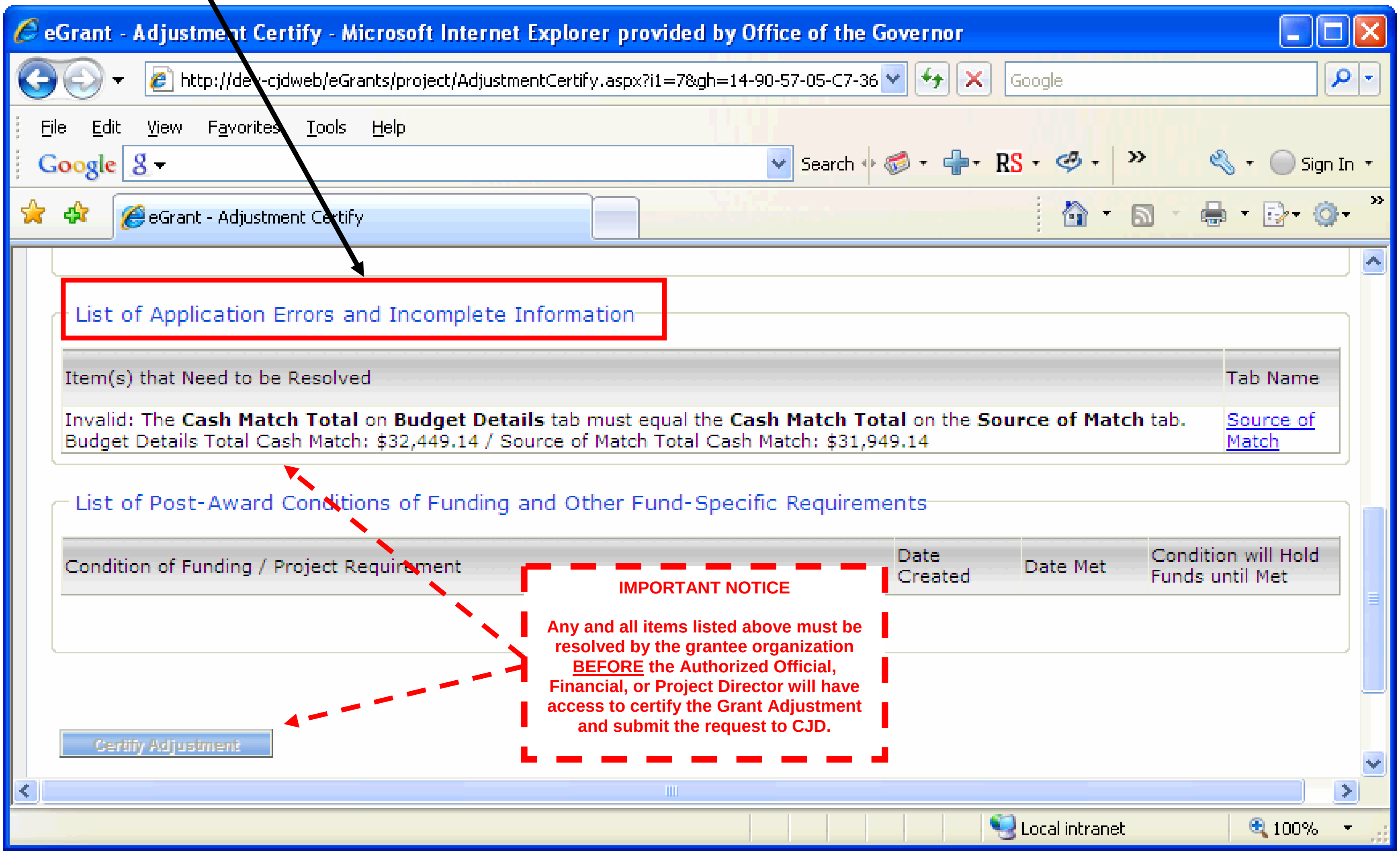
How do I revise or delete the Adjustment Request?

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"**.*

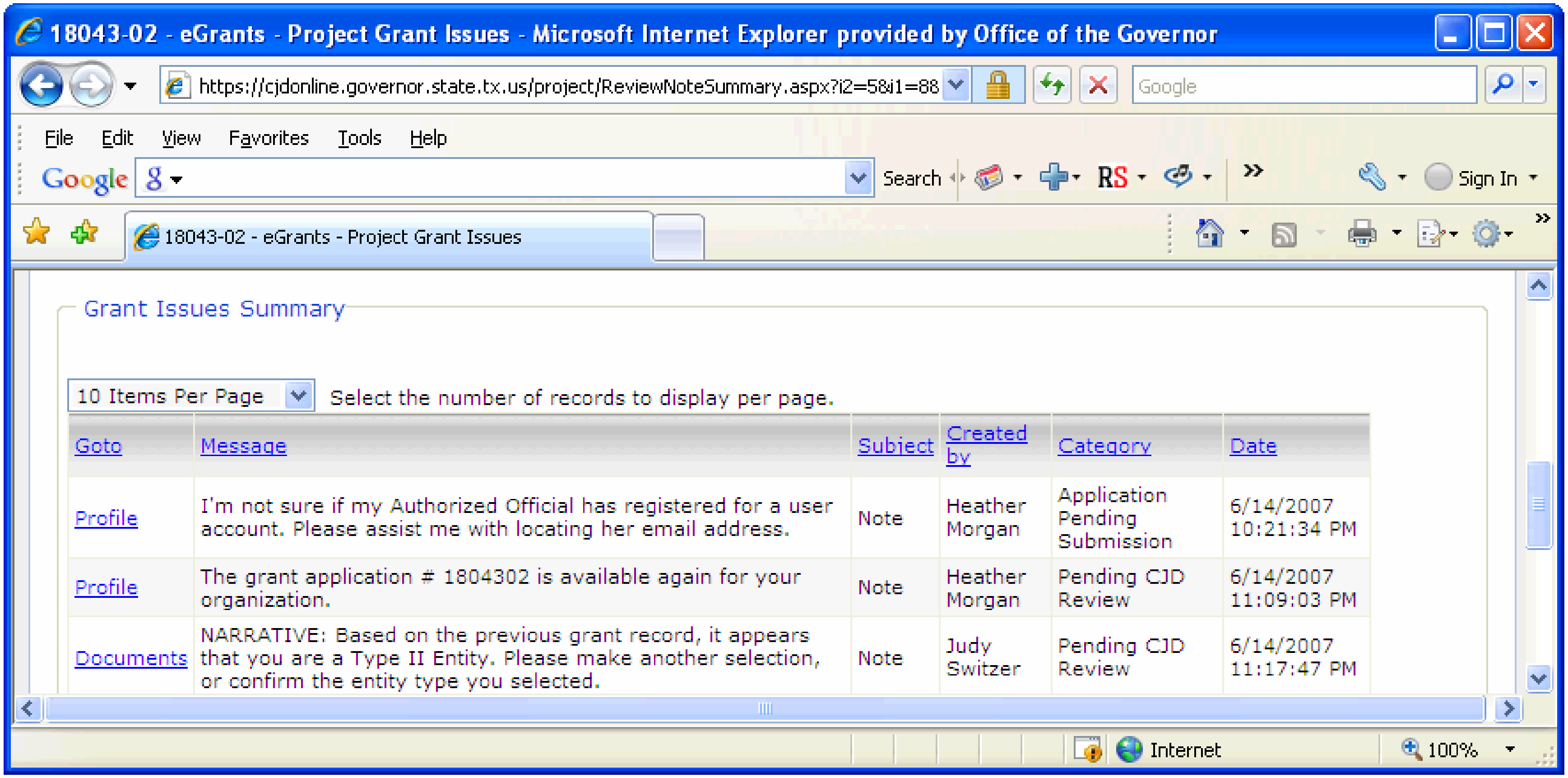


Certify a Grant Adjustment - Once you have located the 'Certify Adjustment' tab, scroll down and find the 'List of Application Errors and Incomplete Information' section. You may have seen this area during the application review, preliminary CJD review, or grant award acceptance processes. When there 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.

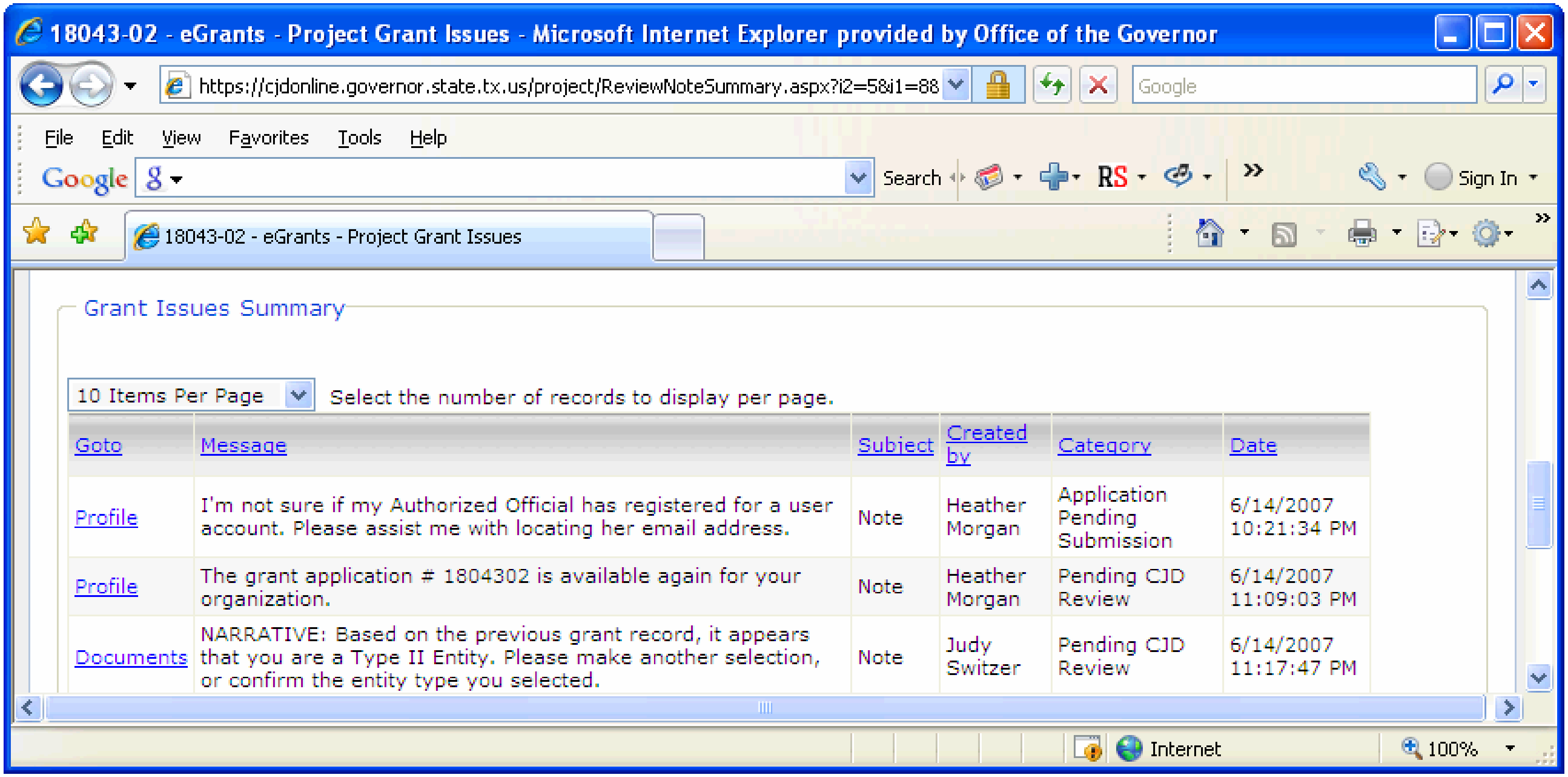


Review by CJD - CJD staff will process your grant adjustment in-house, and may edit your selections as warranted when issues arise that need to be clarified and/or corrected by your organization.

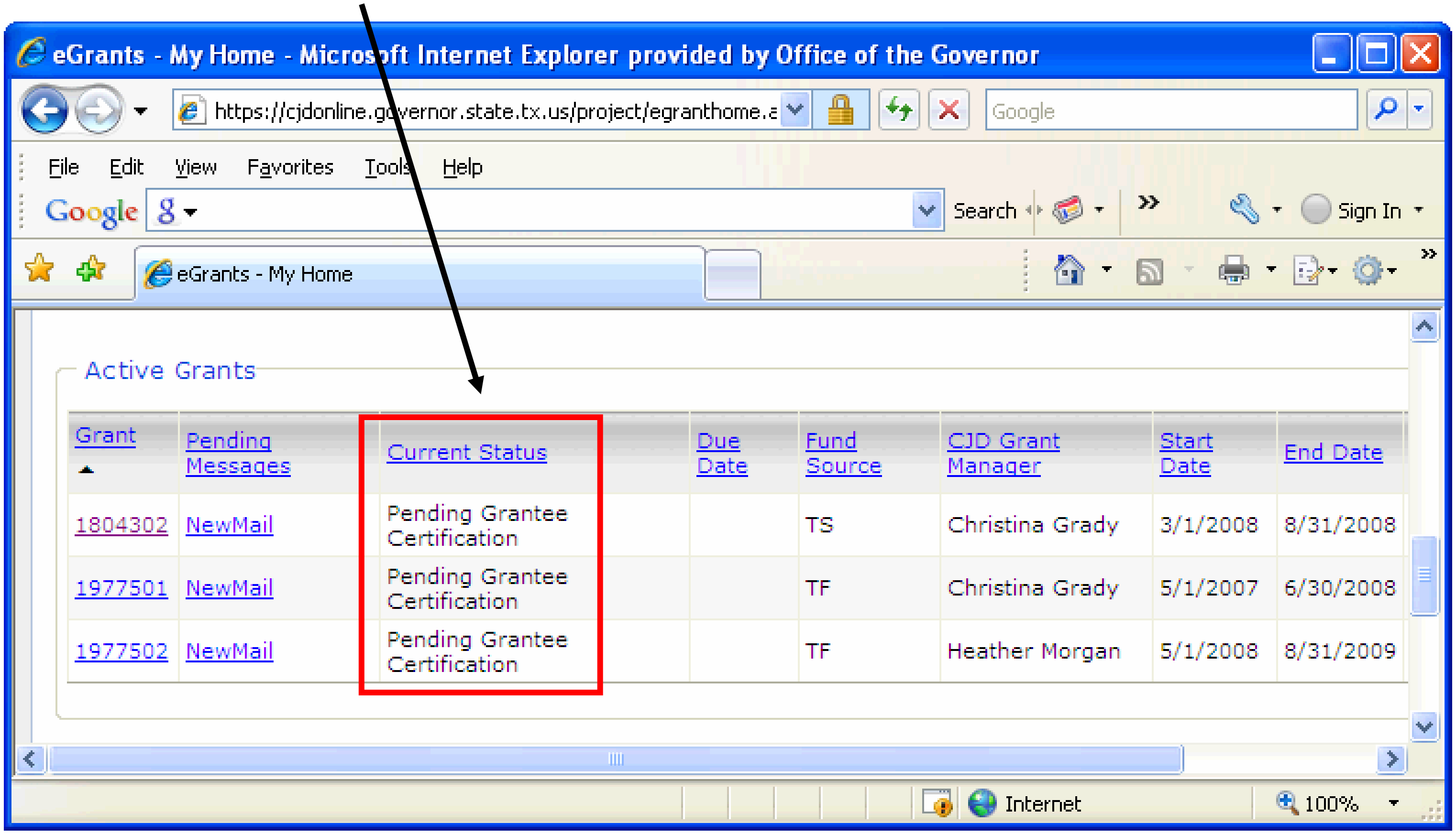
Grant Issues - If your grant adjustment request is returned to you for clarification or corrections, your grant officials will receive email notification. Go to the "Summary/Grant Issues" tab and scroll down to the most recent entries under the Grant Issues Summary area.



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.



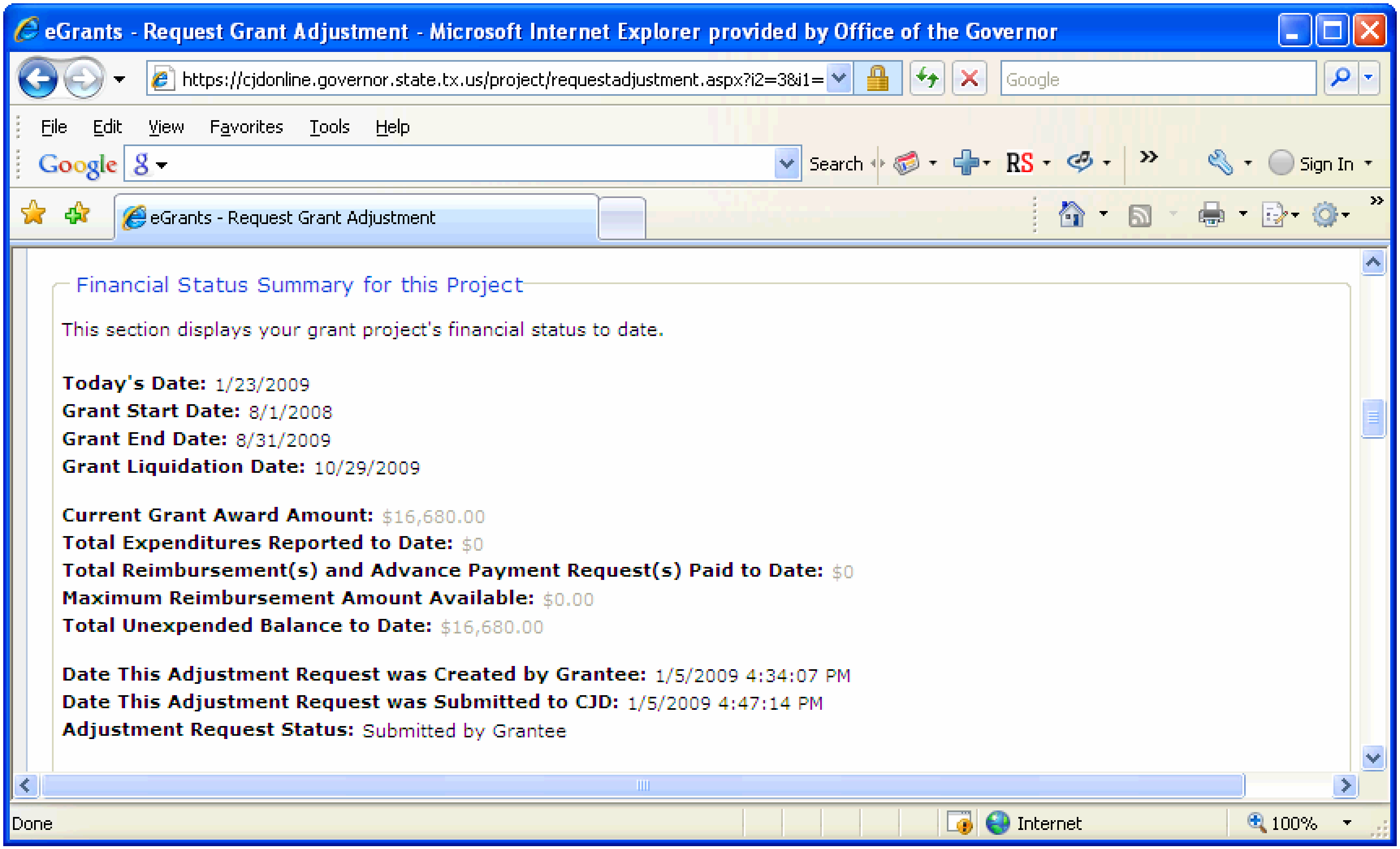
Finding the Status of a Grant Adjustment - To locate a pending grant adjustment request in eGrants is to: go to your ‘My Home’ tab, scroll down to the Active Grants section, locate the Current Status column, then look for the grant project having ‘Pending Grantee Certification’ in the ‘Current Status’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

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 ☐ Authorized Official ☐ Financial Officer ☐ Project Director ☐ 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 ☐ Applicant Agency Name
Profile	Details		Identifying Information	Change the project title & official agency address ☐ Project Title ☐ 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 ☐ 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 ☐ Project Narrative
Activities		Measures	Project Activities	Change the selected project activities ☐ 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 ☐ Impacted Target Population or Geographic Area
Measures		Activities	Performance Measures	Change the current data or target level for previously projected performance measures ☐ Project Activities and / or Performance Measures
Documents			Supporting Documentation	Change supporting documentation ☐ 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 ☐ 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 *(where there is not an increase or decrease of CJD Funds)* ☐ 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 ☐ Existing Funds ☐ Supplemental Funds ☐ Spend Down Generated Program Income (GPI) ☐ Other (specify below under Adjustment Justification) Enter the Revised End Date:

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 ☐ 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 ☐ 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 ☐ GPI to be applied to this budget is a result of a Court Forfeiture ☐ 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 30th day of grant activation ☐ Request an Advance Payment for CJD Funds Enter the amount of CJD Funds you are Requesting in Advance: