

GAM

Grant Award Modification Subrecipient Guide

**A technical assistance resource for recipients of
subawards administered by the Kentucky Justice and
Public Safety Cabinet Grants Management Division**

June 2023

GRANT AWARD MODIFICATION

The purpose of a Grant Award Modification (GAM) is to modify key facts or details about an award.

This job aid has been prepared to assist subrecipients and Kentucky Department of Juvenile Justice (DJJ) Grants Branch personnel responsible for the administration of subawards process Grant Award Modifications (GAMs) in the *Intelligrants 10.0* (IGX) electronic grants management system.

This job aid:

- Defines the GAM process employed by Grants Branch
- Identifies circumstances that necessitate a GAM
- Clarifies when GAMs should be executed
- Provides helpful communication tips to facilitate timely GAM processing
- Details the series of status changes that take place during the GAM process for each GAM type and the responsibilities of subrecipients, Program Administrators, and Financial Administrators during each status (p. 4-7)

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GAM Types

1. **Change of Official(s)** - Update contact information for key project contacts
2. **Grant Period Extension** - Extend subaward period of performance
3. **Budget Revision** - Modify budget details (reallocate grant funds, increase award amount, or decrease award amount)

Timely Submission of GAMs

Subrecipients and DJJ Grants Branch staff are expected to process GAMs PRIOR to filing the next financial report in which GAM changes would be reflected as expenditures.

Initiating a GAM

The GAM process begins through written correspondence between the subrecipient and assigned grant administrators. GAM requests MUST include the following elements:

- Narrative explanation/justification of requested changes (All GAMs) – This can be provided in the body of the email or as an attachment.

- Simple spreadsheet showing the budget before and after the proposed changes (Budget Revision GAM)
- Revised budget narrative for the entire subaward that incorporates the proposed changes (Budget Revision GAM)

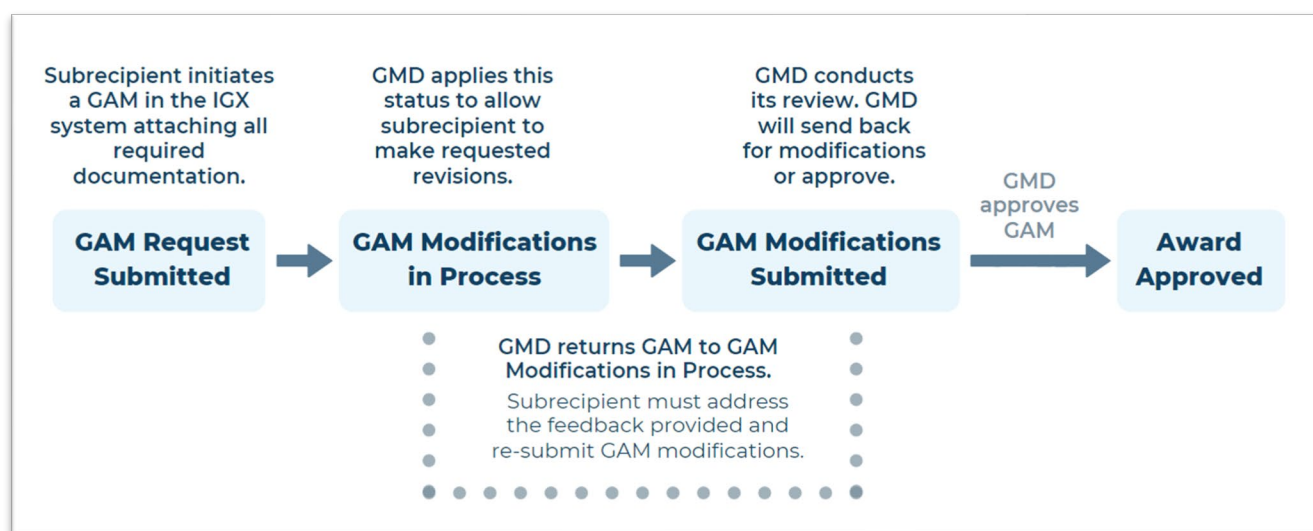
After Grants Branch has provided preliminary approval, the revisions can be formally processed in IGX. Subawards must be in **Award Approved** status for a GAM to be initiated. Subrecipients will:

1. Create a new GAM page from the Forms Menu
2. Enter all required information, including attachments
3. Save the GAM page
4. Change status to **GAM Request Submitted**

Subrecipients should only populate the fields required for the specific GAM type.

Processing a GAM

Once the GAM is initiated in the system, the award will be pushed through a series of status changes as information is updated, reviewed, and approved, before returning to “Award Approved” status at completion of the GAM.



The exception to the above status change process flow is for GAMs that increase or decrease award amounts. Such GAMs require manager approval and are pushed to “GAM Manager Approval Required” for manager authorization.

GAM INSTRUCTIONS

The following instructions clarify the duties of subrecipients, Program Administrators, and Financial Administrators at each GAM status. Separate instructions are provided for each GAM type.

Instructions: Change of Official(s) GAM

Status	Action Items and Responsible Parties
Award Approved Initiating the GAM	- Subrecipient creates a NEW GAM Request page and completes the following sections: Request Type: Select "Change of Official(s) Request" Change of Official(s) Request: Enter new Agency Representative/CEO, Project Director/Contact, or Financial Officer name(s) and title GAM Request Justification: Provide an explanation of requested changes Updated Budget Narrative: Upload a placeholder document with text conveying that no budget changes are requested with Change of Official(s) GAM Supporting Documentation: Attach Resume/CV of new official - SAVE the page - Change status to GAM Request Submitted
GAM Request Submitted	- Program and Financial Administrators each review GAM request page to confirm required fields have been completed - Program Administrator checks "Program Approval" box on GAM page - Financial Administrator checks "Financial Approval" box on GAM page - Program or Financial Administrator changes status to GAM Modifications In Process once both administrators are in agreement, and sends email to subrecipient notifying them that GAM modification(s) may now be entered
GAM Modifications In Process	- Subrecipient executes necessary adjustments on the Contact Information page and SAVES the page. - Subrecipient changes status to GAM Modifications Submitted - Subrecipient sends an email to assigned GRANTS BRANCH Program and Financial Administrators notifying them of status change
GAM Modifications Submitted	- Program Administrator verifies changes to Contact Information page - If corrections are needed, Program or Financial Administrator changes status back to GAM Modifications In Process and emails subrecipient to notify them of required changes - If both Program and Financial Administrators agree that NO corrections are needed, either administrator changes status to GAM Approved, which will automatically return the grant to Award Approved.

Instructions: Grant Period Extension GAM

Status	Action Items and Responsible Parties
Award Approved	- Subrecipient creates a NEW GAM Request page and completes the following sections: Request Type: Select “Grant Period Extension Request” Grant Period Extension Request: Enter the project period start date for the current active award (do not change this to a new date) and enter the new project period end date GAM Request Justification: Provide an explanation of requested changes - SAVE the page and change status to GAM Request Submitted
GAM Request Submitted	- Program and Financial Administrators each review GAM request page to confirm required fields have been completed - Program Administrator checks “Program Approval” box on GAM page - Financial Administrator checks “Financial Approval” box on GAM page - Program or Financial Administrator changes status to GAM Manager Approval Required - Manager reviews and authorizes by changing status to GAM Modifications in Process - Program or Financial Administrator sends email to subrecipient notifying them that GAM modification(s) may now be entered
GAM Modifications In Process	- Subrecipient edits Project Period End Date field on General Information page - Subrecipient changes status to GAM Modifications Submitted - Subrecipient sends an email to assigned GRANTS BRANCH Program and Financial Administrators notifying them of status change
GAM Modifications Submitted	- Program Administrator verifies the accuracy of GAM changes to Project Period End Date field on General Information page - If corrections are needed, Program or Financial Administrator changes status back to GAM Modifications In Process and emails subrecipient to notify them of required changes - Program Administrator performs Date Modification to extend project period end date (Tools → Date Modification → Period Dates) - If both Program and Financial Administrators agree that NO corrections are needed, either administrator changes status to GAM Approved, which will automatically return the grant to Award Approved.
Award Approved	NEW Award Binder must be signed following completion of Grant Period Extension GAM.

Instructions: Budget Revision GAM**Reallocating Across Budget Categories or Changing Budget Line Items**

Note: These instructions DO NOT apply to budget revision GAMs that increase or decrease award amounts. Please refer to *Instructions: Budget Revision GAM – Increasing or Decreasing Award Amount* (p. 7) for more information.

Status	Action Items and Responsible Parties
Award Approved Initiating the GAM	- Subrecipient creates a NEW GAM Request page and completes the following sections: Request Type: Select “Budget Revision Request” GAM Request Justification: Provide a detailed explanation of requested changes Updated Budget Narrative: Upload a revised Budget Narrative encompassing the ENTIRE grant budget Supporting Documentation: Simple spreadsheet showing the budget before and after the proposed changes - SAVE the page and change status to GAM Request Submitted
GAM Request Submitted	- Program and Financial Administrators each review GAM request page to confirm required fields have been completed - Program Administrator checks “Program Approval” box on GAM page - Financial Administrator checks “Financial Approval” box on GAM page - Financial Administrator downloads copy of Budget Summary page - Program or Financial Administrator changes status to GAM Modifications In Process and sends email to subrecipient notifying them that GAM modification(s) may now be entered
GAM Modifications In Process	- Subrecipient executes necessary adjustments on the relevant budget pages and respective narrative justifications. - Subrecipient changes status to GAM Modifications Submitted - Subrecipient sends an email to assigned GRANTS BRANCH Program and Financial Administrators notifying them of status change
GAM Modifications Submitted	- Program Administrator and Financial Administrator confirm that budgetary changes accurately reflect the approved GAM proposal - Financial Administrator confirms federal share on updated Budget Summary page has not changed (see previously downloaded Budget Summary) - If corrections are needed, Program or Financial Administrator changes status back to GAM Modifications In Process and emails subrecipient to notify them of required changes - If both Program and Financial Administrators agree that NO corrections are needed, either administrator changes status to GAM Approved, which will automatically return the grant to Award Approved.

Instructions: Budget Revision GAM

Increasing or Decreasing Award Amounts

Note: These instructions DO NOT apply to budget revision GAMs that reallocate funds across budget categories without increasing or decreasing the total award amount. Please refer to *Instructions: Budget Revision GAM – Reallocating Across Budget Categories or Changing Budget Line Items* (p. 6) for more information.

Status	Action Items and Responsible Parties
Award Approved Initiating the GAM	- Subrecipient creates a NEW GAM Request page and completes the following sections: Request Type: Select “Budget Revision Request” GAM Request Justification: Provide a detailed explanation of requested changes Updated Budget Narrative: Upload a revised Budget Narrative encompassing the ENTIRE grant budget Supporting Documentation: Simple spreadsheet showing the budget before and after the proposed changes - SAVE the page and change status to GAM Request Submitted
GAM Request Submitted	- Program and Financial Administrators each review GAM request page to confirm required fields have been completed - Program Administrator checks “Program Approval” box on GAM page - Financial Administrator checks “Financial Approval” box on GAM page - Program or Financial Administrator changes status to GAM Manager Approval Required - Manager reviews and authorizes by changing status to GAM Modifications in Process - Program or Financial Administrator sends email to subrecipient notifying them that GAM modification(s) may now be entered
GAM Modifications In Process	- Subrecipient executes necessary adjustments on the relevant budget pages and respective narrative justifications. - Subrecipient changes status to GAM Modifications Submitted - Subrecipient sends an email to assigned GRANTS BRANCH Program and Financial Administrators notifying them of status change
GAM Modifications Submitted	- Program Administrator and Financial Administrator confirm that budgetary changes accurately reflect the approved GAM proposal - If corrections are needed, Program or Financial Administrator changes status back to GAM Modifications In Process and emails subrecipient to notify them of required changes - If both Program and Financial Administrators agree that NO corrections are needed, either administrator changes status to Award Approved
Award Approved	NEW Award Binder must be signed following completion of Budget Modification to Increase or Decrease Award Amount.

RECOMMENDATIONS

- Subrecipients should make as many corrections and revisions to their grant as possible during the initial budget modification phase and before the subaward moves to **Application Approved** status at the start of the project period.
- Subrecipients should include both assigned Program and Financial Administrators on all GAM-related correspondence.
- Subrecipients should send an email to Program and Financial Administrators after submitting GAM changes, as the system does not currently support automatic notifications of this status change.