

What is a Grant Award Modification (GAM)?

A Grant Award Modification or GAM is created to update one of the following three areas of your grant award:

- ◆ Project Period Extensions
- ◆ Change approved budget (more than 10%)
- ◆ Change in project program scope

Consult with your Grant Manager before submitting a complex scope change. For in-depth resources including eLearning videos and job aid reference guides visit the [JustGrants Training: Grant Award Modifications](#).

When do we need to submit a GAM?

A grantee needs to submit a GAM when they want to:

- ◆ Extend the length of the funded award by changing the project end date (not all awards are eligible for extensions, consult with your Grant Manager). [See TFM's Project Period Extensions Frequently Asked Questions](#).
- ◆ Alter programmatic activities
- ◆ Receive prior approval for changes to key staff, contractors, or subawards
- ◆ Receive prior approval for allowable costs, such as allocating grant funds into a new budget category

How do we start a GAM?

GAMs are all started in the same basic way; however, each has specific fields and sub-types depending on the information needed for the type of GAM you are submitting. Users can enter information in the GAM, save it, then return later to complete and submit.

The GAM is created in **JustGrants** and submitted to the Office of Justice Programs (OJP). **JustGrants** is the web-based grants management software released in the fall of 2020 for OJP grantees.

- ◆ To access the GAM, log into **JustGrants**, select your award, and click on the GAM tab on the far-right side of the screen.
- ◆ Once a GAM is submitted, OJP/OVC reviews it and then sends the grantee a notification: *Approved*, *Denied*, or *Change Requested*. Grantees can follow-up with their OJP Grant Manager on a regular basis throughout the GAM review process. It is good practice for grantees to also email their Grant Manager when they submit GAMs.

The OJP JustGrants Grant Award Modification training includes detailed information about GAM requirements and specific instructions on how to complete each of the tasks (*see link to training resource below*).

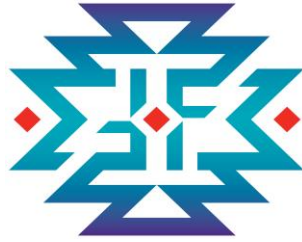
What else should I know about GAMs?

GAMs need to be:

- ◆ Reasonable
- ◆ Justified
- ◆ Within the scope of the grant program
- ◆ Submitted prior to the award end date

Resources

- ◆ **TFMC Project Period Extensions Frequently Asked Questions**
<https://mailchi.mp/ovctfmc/ppfaq>
- ◆ **JustGrants Training, Grant Award Modifications**
<https://justicegrants.usdoj.gov/training-resources/justgrants-training/grant-award-modifications#nvxk5g0>
- ◆ **Grant Award Modifications Job Reference Guide**
<https://justicegrants.usdoj.gov/sites/g/files/xyckuh296/files/media/document/jarg-grant-award-modifications.pdf>
- ◆ **DOJ Grants Financial Guide**
https://ojp.gov/financialguide/doj/pdfs/DOJ_FinancialGuide.pdf



The **OVC Tribal Financial Management Center (OVC TFMC)** provides **training, technical assistance, and resources** to support American Indian and Alaska Native communities as they successfully manage the financial aspects of their federal awards. OVC TFMC also offers support via our Virtual Support Center (VSC) to Office for Victims of Crime (OVC) grantees and those seeking federal funding from OVC for the first time. **Email questions or requests for grant financial management technical assistance to TFMC@OVCTFMC.org** or call **703.462.6900**. Visit OVCTFMC.org for additional resources and information.

Feedback Requested

OVC TFMC will continually work to provide resources to support grantees as they successfully manage their OVC financial awards. Your feedback assists us in creating these resources to meet your needs. To help us provide the most useful resources, we would appreciate your feedback on this guide sheet. Please send any comments or suggestions to Evaluation@OVCTFMC.org.

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