

Quick Sheet: Using the Budget Worksheet - Carryover (Reprogram) Amendment

Audience: Grants Office

PURPOSE

This Quick Sheet provides step-by-step instructions for using the Budget Worksheet with a Carryover (Reprogram) amendment in the GrantSolutions Grants Management Module (GMM).

Note: A Carryover or Reprogram amendment increases the award amount with unused funds from a previous budget period.

Budget Worksheet: Carryover Steps

Open Budget Worksheet

- Verify if using *Total Cost* or *Federal Only Budget*

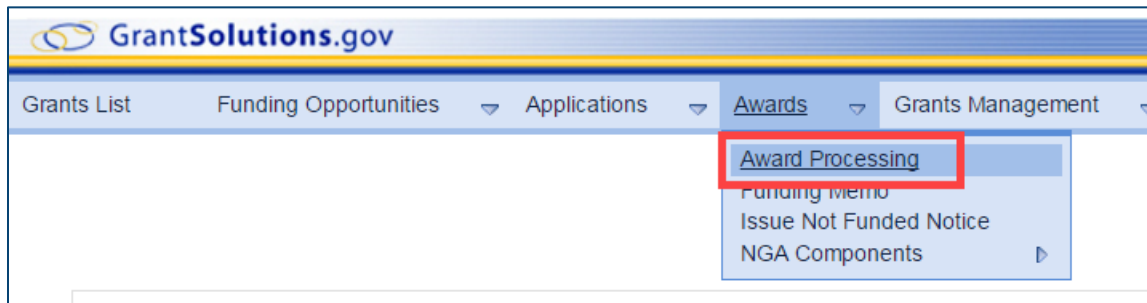
Direct Cost Section

- Select Activity tab(s) for Carryover
- View or Enter Carryover amounts in the *Recommended* Column
- Enter the same Carryover Amounts in the Unobligated Balance Column

Final Budget Totals

- Verify the Total This Action is \$0
- Confirm the Carryover Amount is Correct in the Unobligated Funds - Reprogram row
- Save and Verify

1. Login to the GrantSolutions GMM (www.grantsolutions.gov).
2. From the menu bar, select **Awards - Award Processing**.






3. The “Award Processing” screen appears. Search for the draft award using either the Simple or Advanced search screen.

Award Processing




Application Number

Grant Number or FAIN

Organization

4. The draft award appears in the *Results Table*. From the *Actions* column, click the **Open Award Overview** icon (file folder).

ns ▾							
50 100 150 200 All							
number	Application Type	Approved Amount	Budget Period Start Date	Budget Period End Date	Workflow Status	Workflow Actions	Actions
	Amendment (Carryover Request)	\$0.00	09/30/2015	09/29/2016	Drafted	Next Workflow Actions	  

- The “Award Overview” screen appears. From the *Award Preparation* column, click the **Budget Worksheet** link.

Award Overview			
Organization:			
Project Title:	Tennessee Noncustodial Parent Employment Demonstration Project (CSPED)		
DUNS:		CCR EIN:	
Grant Number:	90-04-01	Approved Amount:	\$0.00
Amendment Number:	1	Project Period:	09/30/2012 - 09/29/2017
Budget period Number:	4	Budget Period:	09/30/2015 - 09/29/2016
Workflow Status:	Drafted	Application Type:	Amendment (Carryover Request)
Application Number:	FD160	Last Updated By/Date:	- 09/16/2016

Award Preparation	Award Actions	Award Information
Edit/Validate Organization	Ready for Review	Application
Select Org Address	Delete Notice of Award	Award Workflow History
Project Assignments		Next Workflow Actions
Budget Worksheet		Funding Memo
Terms and Conditions		Grant History
Manage Commitments		View/Print Last Notice of Award
Manage Project Abstract		Award Summary
Application Notes		View/Print Notice Of Award
Edit Notice of Award		

- The “Budget Worksheet” appears.

Budget Worksheet		
Applicant: ?	Project Period: ? 09/30/2012 - 09/29/2017	Current Funding Amount: ? \$ 0.00
EIN: ?	Budget Period: ? 09/30/2015 - 09/29/2016	Prior Funding Amount: ? \$ 125,000.00
Grant Number: ? 90F-04-01	Budget Year: ? 4	Total Approved Fed Amount: ? \$ 125,000.00
Application #: ? FD	Amendment #: ? 01	

Calculate Budget as:

☒ Total Cost (Total Budget - Non-Federal - In Kind Contributions - Unobligated Reprogram - Unobligated Offset)
☐ Federal Only (Total Budget - Unobligated Reprogram - Unobligated Offset)

Important Information

The Budget Worksheet has two budget calculation options: *Total Cost* or *Federal Only*.

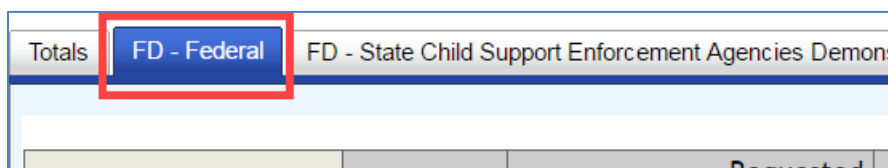
- When *Total Cost* is selected, Non-Federal amounts are entered by category in the Direct Cost section.
 - *Recommended* Column: Contains Recommended Federal and Non-Federal amounts
 - *Total* Column: Contains the total budget, including the Previous Budget and Recommended amounts
 - *Non-Federal* Column: Contains Non-Federal amounts by category. When numbers are entered in this column, the totals in the Federal total column decrease by the Non-Federal amount.
- When *Federal Only* is selected, only Federal amounts are entered in the *Direct Cost* section. New amounts are entered in the *Recommended* column, and the total Federal budget (Previous Budget plus Recommended) appears in the *Federal* column.

Calculate Budget as:

- ☒ Total Cost (Total Budget - Non-Federal - In Kind Contributions - Unobligated Reprogram - Unobligated Offset)
- ☐ Federal Only (Total Budget - Unobligated Reprogram - Unobligated Offset)

- Each Activity entered on the SF-424A appears as its own tab on the Budget Worksheet. When there is more than one tab, the first tab contains the combined Totals, and the *Direct Cost* section is read-only.

Select the **tab** that contains the carryover amounts as entered on the SF-424A. If a SF-424A is not electronically submitted for the carryover action, click the desired **tab** to manually enter the carryover amounts.



8. The carryover amounts entered on the SF-424A automatically populate in the *Recommended* column. These amounts are editable and may be modified. If a SF-424A is not electronically submitted for an amendment action, enter the **carryover amounts** in the tabs *Recommended* column.

Totals FD - Federal FD - State Child Support Enforcement Agencies Demonstration1 Training Example 1					
Direct Cost (FD - Federal)					
Category	Previous Budget	Requested Agency Adjusted Requested	Adjustment	Recommended	Total
Personnel	30,600.00	48,205.00	0.00	48205.00	78,805.00
Fringe Benefits	10,098.00	11,220.00	0.00	11220.00	21,318.00
Travel	1,360.00	1,700.00	-1000.00	700.00	2,060.00
Equipment	0.00	0.00	0.00	0.00	0.00
Supplies	0.00	0.00	0.00	0.00	0.00
Contractual	77,061.00	147,108.00	0.00	147108.00	224,169.00
Facilities/Construction	0.00	0.00	0.00	0.00	0.00
Other	5,881.00	20,400.00	0.00	20400.00	26,281.00
Trainee Travel	0.00	0.00	0.00	0.00	0.00
Alterations and	0.00	0.00	0.00	0.00	0.00

9. In the *Unobligated Balance* column, enter the same itemized **Cost amounts** that appear in the *Recommended* column. The total amounts in both columns should be equal.

Direct Cost (FD - Federal)					
Adjustment	Recommended ²	Total ²	Non-Federal ²	Federal ²	Unobligated Balance ²
0.00	48205.00	78,805.00	0.00	78,805.00	48205.00
0.00	11220.00	21,318.00	0.00	21,318.00	11220.00
-1000.00	700.00	2,060.00	0.00	2,060.00	700.00
0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00
0.00	147108.00	224,169.00	0.00	224,169.00	147108.00
0.00	0.00	0.00	0.00	0.00	0.00
0.00	20400.00	26,281.00	0.00	26,281.00	20400.00
0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00
-1,000.00	227,633.00	352,633.00	0.00	352,633.00	227,633.00

10. Navigate to the *Final Budget Totals* section located towards the bottom of the page. When there is more than one tab, scroll to the bottom of the *Totals* tab to access the *Final Budget Totals*.

The screenshot shows a tabbed interface with three tabs: 'Totals', 'FD - Federal', and 'FD - State Child Support Enforcement Agencies Demon'. The 'Totals' tab is selected and highlighted with a red box. Below the tabs, there are two buttons: 'Previous' and 'Requested'.

11. In the *Final Budget Totals* section, the *Total this Action* row should equal \$0.00.
12. Verify the *Unobligated Funds -Reprogram* row equals the total amount of the Carryover Request.

Final Budget Totals	
Total Budget ?	353,633.00
Non-Federal (May Include Program Income) ?	0.00
Federal ?	353,633.00
Unobligated Funds - Reprogram	228,633.00
Unobligated Funds Offset	0.00
In Kind Contribution ?	0.00
Program Income ?	0.00
Previous Award (Doesn't Include Non-Federal) ?	125,000.00
Total This Action ?	0.00

13. Click the **Save and Verify** button. If there are no errors, click the **Close** button.

The screenshot shows three buttons: 'Save', 'Save and Verify', and 'Close'. The 'Save and Verify' button is highlighted with a red box.

14. The "Award Overview" screen appears.