

Grantee Budget Revision Guide

Grantee Step 1: Grantee requests budget revision from grant manager.

After Grant Manager starts Budget Revision: Grantee receives message: “A budget revision justification is required for # A-###-###- #####. Please go into your grant’s form and complete the Budget Revision Justification Form. When you are complete, please change the status to Budget Justification Submitted. Contact your grant manager with any questions.”

Grantee Step 2: Go to Task Menu and find grant with “Budget Revision Justification Required.”

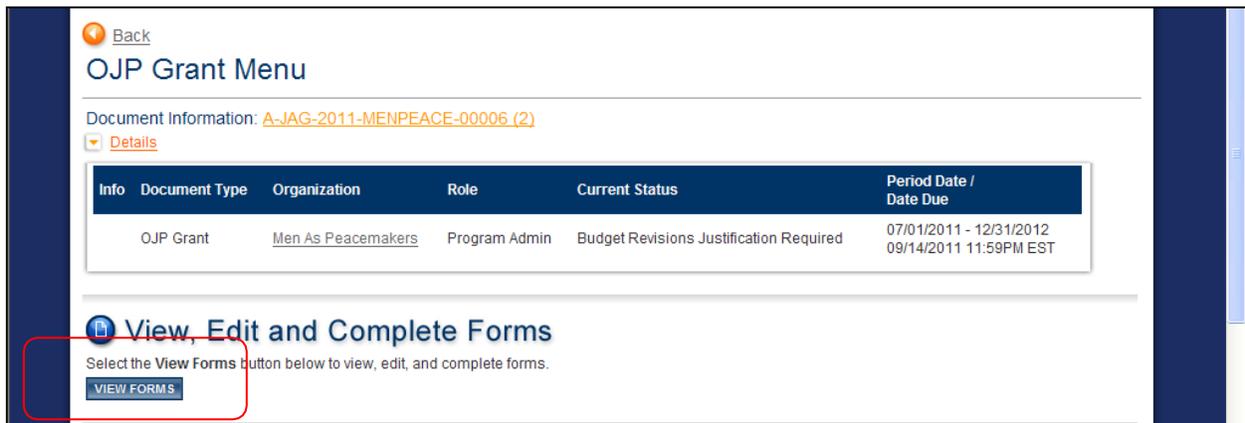


View My Tasks

Export Results to: Screen | Sort by: -- Select -- | GO

Info	Document Type	Organization	Name	Current Status	Date Received	Date Due
	OJP Grant	Men As Peacemakers	A-JAG-2011-MENPEACE-00006 (2)	Budget Revisions Justification Required	5/9/2013	9/14/2011
	Recovery Act Justice Assistance Grant (JAG) FSR Addendum: Jobs Reporting Form-Aug. 2011	Men As Peacemakers	R-JAGR-2010-MENPEACE-00921	Progress Report In Process	9/7/2011	9/20/2011
	OJP Grant	Men As Peacemakers	A-YIP-2012-MENPEACE-00006	Application In Process	9/13/2011	10/17/2011

Grantee Step 3: Click on **View, Edit and Complete Forms.**



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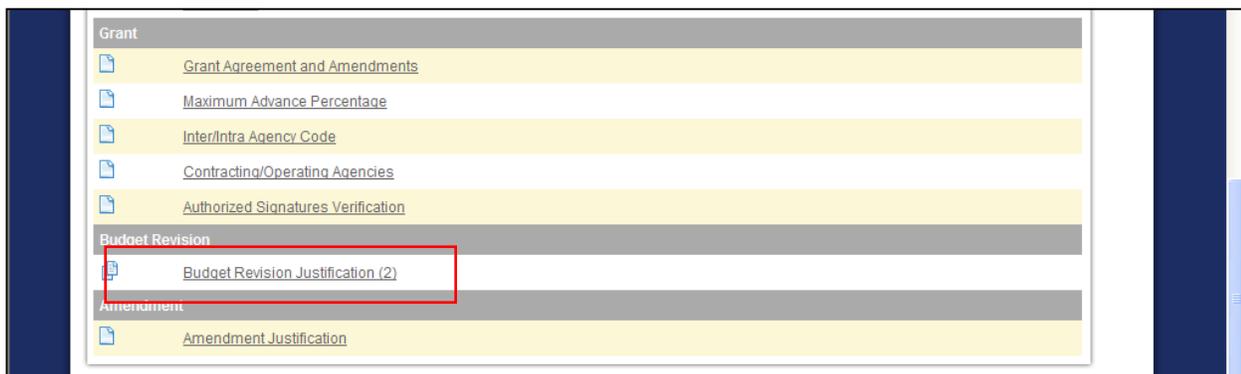
Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	OJP Grant	Men As Peacemakers	Program Admin	Budget Revisions Justification Required	07/01/2011 - 12/31/2012 09/14/2011 11:59PM EST

View, Edit and Complete Forms

Select the View Forms button below to view, edit, and complete forms.

VIEW FORMS

Grantee Step 4: Click on **Budget Revision Justification.**



Grant
Grant Agreement and Amendments
Maximum Advance Percentage
Inter/Intra Agency Code
Contracting/Operating Agencies
Authorized Signatures Verification
Budget Revision
Budget Revision Justification (2)
Amendment
Amendment Justification

Grantee Step 5: If this is not your first budget revision for this grant, click “Add” at the top of screen to create a blank Budget Revision Justification Form. Once you have a blank form, enter the Date of Request.

PLEASE NOTE: The budget revision request form is designed as a worksheet that allows the grantee to clearly make the changes within the budget line items and give specific detail on the changes. This worksheet is NOT connected to your grant’s budget.

SAVE SAVE/NEXT NEXT ADD DELETE PRINT VERSION ADD NOTE CHECK GLOBAL ERRORS SHOW HELP

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04/24/2024

BUDGET REVISION JUSTIFICATION

Instructions:

IMPORTANT! If this is NOT your FIRST budget revision you must CLICK ADD first, this allows for a new blank form to appear. A new form must be used for each revision. Then proceed to follow these instructions:

- Choose the Line Items affected in the Budget Revision. CLICK SAVE. The Current Budget will then populate on the form.
- Enter the Increase or Decrease. CLICK SAVE. The New Budget Amount will then populate on the form.
- Budget lines affected by the revision should only be selected ONCE in the worksheet below. The Increase or Decrease should be the total change to each affected line.
- If you are adding a new line item, do not select an existing line item, go to a blank drop down and only enter the amount and description for the new line item.
- When you are finished with your justification please change the status to, "Budget Justification Submitted".
- **PLEASE NOTE:** Budget revisions are needed only if one or more of these occur:
 - You need to create a new line item
 - You will exceed an existing line items by 10% (or \$200, whichever is higher)
 - You need to significantly revise line item detail (example: salary total doesn't change but a different staff position will be supported)

Date of Request:

Please add additional information here:

Grantee Step 6: Enter general description of budget revision purpose in the “Please add additional information here:” field.

Grantee Step 7: Choose only the line items in the drop-down menus affected in the Budget Revision. Each affected line item should be selected only one time. If you need additional lines, click “Save” at the top of the screen and more will be added.

Instructions:

- Choose the Line Items affected in the Budget Revision. **CLICK SAVE.** The Current Budget will then populate on the form.
- Enter the Increase or Decrease. **CLICK SAVE.** The New Budget Amount will then populate on the form.
- When you are finished with your justification please change the status to, “Budget Justification Submitted”.

Date of Request:

Please add additional information here:

Line Item	Current Budget \$	Increase or (Decrease)	New Budget Amount	Additional Detail
Personnel (Award: \$79,090.00) - Staff				

Grantee Step 8: Click SAVE.

NEXT SCREEN: After you save, the current budget will populate on the form, see form below:

BUDGET REVISION JUSTIFICATION

Instructions:

- Choose the Line Items affected in the Budget Revision. **CLICK SAVE.** The Current Budget will then populate on the form.
- Enter the Increase or Decrease. **CLICK SAVE.** The New Budget Amount will then populate on the form.
- When you are finished with your justification please change the status to, “Budget Justification Submitted”.

Date of Request:

Please add additional information here:

Line Item	Current Budget \$	Increase or (Decrease)	New Budget Amount	Additional Detail
Personnel (Award: \$79,090.00) - Staff	\$79,090			
Program Expenses (Award: \$4,140.00) - Workstations	\$1,200			
Program Expenses (Award: \$58,098.00) - Internships	\$9,820			

Grantee Step 9: Enter the changes to the budget.

- **To Increase a line item:** Enter a whole number in the Increase/ Decrease column.

	Current Budget \$	Increase or (Decrease)
\$79,090.00) - Staff	\$79,090	\$6,000

- **To Decrease a line item:** Enter a negative number in the Increase/Decrease column using a minus sign in front of the amount. Example: -\$1,000. Note: you cannot decrease a line item by more than the amount remaining.

\$4,140.00) - Workstations	\$1,200	-\$1,000
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- **To Add a line item:** Leave the Line item blank, enter the amount of the new line item in the Increase/Decrease column and then add the name and description of the line in the Additional Detail column. Descriptions for new line items must be detailed. If you have multiple funding sources for the new line, breakout the new amount by source. Example: Evaluation- \$3000 VOCA and \$2000 STATE.

	\$500.00	\$500.00		\$500.00	
			\$5,000.00		Evaluation- \$3000 VOCA, \$2000 State

Grantee Step 10: Enter the “Additional Detail on Change” information for each line item you are changing. This may include a reason for the change, FTE changes, calculation estimates, changes to your budget description, etc. Contact your Grant Manager if you have any questions about which details to provide.

Grantee Step 11: Click Save.

Items affected in the Budget Revision. **CLICK SAVE.** The Current Budget will then populate on the form.

or Decrease. **CLICK SAVE.** The New Budget Amount will then populate on the form.

ished with your justification please change the status to, "Budget Justification Submitted".

Date of Request:

Additional information here:

	Current Budget \$	Remaining Balance \$	Increase or (Decrease)	New Budget Amount	Additional Detail on Change
Community Liaison/RJ Coordinator 1FTE	\$108,713.00	\$75,583.08	(\$15,823.00)		FTE 29.89/hr x 585 hours (through 4/22/21
Community Liaison 0.4 FTE	\$47,527.00	\$29,069.98	(\$1,286.00)		1 Part time Staff @ \$35.63/hr x 778 hours
(00) - Community Liaison/RJ Coordinator 1FTE (B/F)	\$64,139.00	\$49,498.28	(\$27,562.00)		Insurance = \$12882.75; FICA = \$4571.62;
(00) - Community Liaison 0.4 FTE (B/F)	\$15,888.00	\$8,834.90	\$864.00		Insurance = \$5490; FICA = \$2125; PERA

Next Screen: The new budget amounts will populate.

Enter the Increase or Decrease. **CLICK SAVE.** The New Budget Amount will then populate on the form.

When you are finished with your justification please change the status to, "Budget Justification Submitted".

Date of Request:

Additional information here:

L	Current Budget \$	Remaining Balance \$	Increase or (Decrease)	New Budget Amount	Additional Detail on Change
Community Liaison/RJ Coordinator 1FTE	\$108,713.00	\$75,583.08	(\$15,823.00)	\$92,890.00	FTE 29.89/hr x 585 hours (through 4/22/21
Community Liaison 0.4 FTE	\$47,527.00	\$29,069.98	(\$1,286.00)	\$46,241.00	1 Part time Staff @ \$35.63/hr x 778 hours
(00) - Community Liaison/RJ Coordinator 1FTE (B/F)	\$64,139.00	\$49,498.28	(\$27,562.00)	\$36,577.00	Insurance = \$12882.75; FICA = \$4571.62;
(00) - Community Liaison 0.4 FTE (B/F)	\$15,888.00	\$8,834.90	\$864.00	\$16,752.00	Insurance = \$5490; FICA = \$2125; PERA
Supplies (Award: \$2,000.00) - Test description z				\$1,000	EXHAUSTIVE

Grantee Step 12: Verify that the total of the "Increase or (Decrease)" column is \$0 for each funding source and/or match. Any changes to line item amounts **must** net out to \$0 for each funding source for the revision to continue.

Current Budget \$	Remaining Balance \$	Increase or (Decrease)	New Budget Amount
\$67,620.00	\$65,948.26	(\$17,526.03)	\$50,093.97
\$40,125.88	\$26,296.09	\$17,526.03	\$57,651.91
\$107,745.88	\$1,532,493.35	\$0	\$107,745.88

your total budget, please

Grantee Step 13: Return to OJP Grant Menu.

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The information has been saved.

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Grantee Step 14: Click View Status Options.

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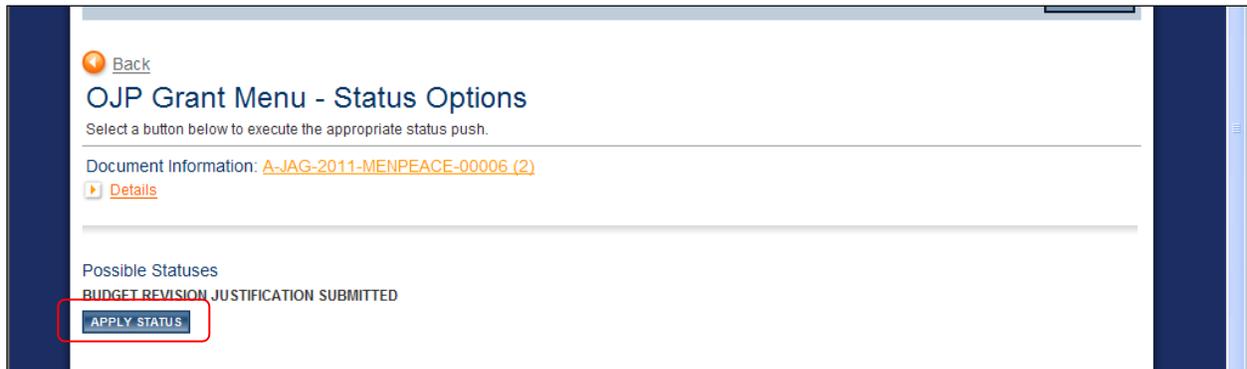
View, Edit and Complete Forms
Select the **View Forms** button below to view, edit, and complete forms.

[VIEW FORMS](#)

Change the Status
Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.

[VIEW STATUS OPTIONS](#)

Grantee Step 15: Apply BUDGET REVISION JUSTIFICATION SUBMITTED Status.



MESSAGE: Grant Manager receives email message: “Budget Revision Justification for application # A-###-###-#### has been successfully submitted.”

MESSAGE: If approved, grantee and grant manager receive message: “The budget revision justification for application # A-###-###-#### has been approved. The Grant Manager will use the justification form to update the current budget.” **Your Grant Manager will complete the Budget Revision.**

MESSAGE: If sent back for modifications, grantee receives message: “There are modifications required for the Budget Revision Justification form for # A-###-###-####.” **Return to step 9 and make any changes requested by your Grant Manager before resubmitting the Budget Revision Justification.**

Once the revision is complete: Grantee and grant manager receive message: “The budget revisions for # A-###-###-#### are now complete. Please contact your grant manager with any questions.”