

# Budget Revisions



## Changes to Budget Revisions

- Each grant is allowed 2 revisions after the initial modification.
- Before you begin a revision reach out to CVAG staff to make sure the revision is required.

## Reasons for Revisions

- Adding a new line item to the grant budget.
- Changing the quantity of an already-approved item in the grant.
- You're going to exceed the approved amount in a category by more than 10%.
- Budget Narrative needs to be expanded or corrected.

# Creating a Revision(s)

**ALAN WILSON**  
SOUTH CAROLINA ATTORNEY GENERAL

The Department of Crime Victim Assistance Grants Portal

Crime Victim Assistance Grants

Agency Name *	Primary Contact	Main Phone	Website
DEV *TEST Stark Industries	SA DEV TEST	1-803-555-1212	https://www.scag.gov

**Grants & Applications**

To Create a new Application, click on the "Create" button at the top of the grid.

To Revise an Application you've already submitted, go to the dropdown at the far right of the row that lists the Application you are concerned with, then click "Revise a Submitted Application". Fill out the subsequent pages, then return to the grid to edit the application by clicking on the "Edit" selection in the dropdown.

Create

Submission Status ↓	Grant Number	App Number	Project Title	Grant Program	Grant Year	Project Director	Amount Approved	
Draft	1V18005	AV18026	Sexual Violence Services	VOCA (Program) Victims of Crime Act	2018/2019	Mary DEV TEST	\$1,906,776.00	▼
Draft			**Baker Test**	VAWA (Program) S.T.O.P. Violence Against Women	2018/2019	Kenneth DEV TEST		▼
Draft	gxyz1234	xyz12345	*xyz12345 Test	VOCA (Program) Victims of Crime Act	2018/2019	*Andrew DEV TEST		▼
Draft			*One last test	VAWA (Program) S.T.O.P.	2018/2019	AGA DEV TEST		▼

1. Navigate to Grants and Applications section on the Home Page.
2. Select the grant that you wish to revise. Grant Number, Version and Application Numbers are displayed on the grid.

# Create and Editing Budget Revision

Grant Number	Version Number	App Number ↑	Project Title	Submission Status	Grant Program	Grant Year	Project Director	Amount Approved	Amount Requested	Modified On ↑	
UNKNOWN	Original	UNKNOWN	*Test JT*	Awarded	SVAP (Program) State Victims Assistance Program	2018/2019	*Test Test Project Director			6/18/2019 3:40 PM	▼ View Details Request Revision To Application.

Grant Number	Version Number	App Number ↓	Project Title	Submission Status	Grant Program	Grant Year	Project Director	Amount Approved	Amount Requested	Modified On	
R003		AW21020	Test 1 April 10th	Revision	SVAP (Program) State Victims Assistance Program	2020/2021	Joe Corey			8/14/2020 11:56 AM	▼ View Details Edit this version Edit Edit
	Original	AW21019	Test SVAP 3	Submitted	SVAP (Program) State Victims	2020/2021	Joe Corey			8/18/2020 11:39 AM	▼

1. Locate the grant to be revised, click request Revision to Application.
2. Select Edit this Version.

- Note: You may have to refresh your browser several times. Once the Submission Status has changed to Revision you are now able to edit.

# Navigating Budget Revisions

Section Navigation ▾

- AGO Grants
- Request Revision
- Required Fields
- Versions
- Counties Served by this Project
- Grant Information
- Budget Description
- Acceptance of Audit Requirements
- Organization Description
- Interagency Coordination
- Volunteer Coordination
- Problem Definition
- Project Description
- Objectives and Performance
- Project Assessment and Evaluation
- Project Continuation
- Sources of Income
- Grant Terms and Conditions
- Attachments and Notes
- Grant Certifications
- Home

Section Navigation ▾

### State Funding Agency (SFA) Use Only

<b>Version Number *</b> R001	<b>Grant Number</b> —	<b>App Number</b> AV20013
<b>Project Title</b> Test VOCA		
<b>Amount Approved</b> —	<b>Amount Requested</b> —	<b>Status Reason</b> Under Revision

Save

- Note: users can navigate to specific screens by using the Section Navigation drop down on the upper left side of the screen.
- Click the save button on the lower left to save your work and move to the next screen.

# Request for Revision

Section Navigation ▾

## Request for Grant Revision

Grant Number	Version Number *	Version Date
—	R001	—

**Agency Account \***  
\*TEST Stark Industries

**Project Title**  
Test VOCA

**Program Director Contact \***  
Jill Doe

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**Type of Request**

Programmatic Revision  Budget Revision

Navigate to the Request for Revision tab.  
Select (check) Budget Revision box only.

1. Scroll down page to Section
2. Request for Budget and/or Program Revision.

# Request for Revision

**2. REQUEST FOR BUDGET AND/OR PROGRAMMATIC REVISION**

Approved Personnel	Requested Personnel Amount*	Personnel Difference
\$ 75,481.00	\$ 74000	(\$81)
Approved Contractual Services	Requested Contractual Services	Contractual Difference
\$ 5,040.00	\$ 05040	(\$5,040)
Approved Travel	Requested Travel	Travel Difference
\$ 2,828.00	\$ 2828	(\$2,828)
Approved Equipment	Requested Equipment	Equipment Difference
\$ 0.00	\$ 481	\$0
Approved Other	Requested Other	Other Difference
\$ 3,340.00	\$ 03340	(\$3,340)
Approved Total	Requested Total	Total Difference
—	\$75,400	—

Justification for Requested Revision

This is where I enter my Justification for Requested Revisions. They go here.

- The left column will be auto populated with previous Approved Balances from the original grant or previous revision.
- Complete middle column to indicate new desired category totals.
- Enter all fields even if no change.

## Section 2 – Request for Budget and/or Programmatic Revision

Column 1 should populate automatically, but please double check to ensure this matches the current approved budget.

When entering in column 2 for requested amounts, make sure the new requested amounts per category are entered, even if there are no changes to the dollar amounts. For example, if the approved grantor personnel is \$45,000 and there are no requested changes then the amount requested would still be \$45,000.

Please keep in mind that employer contributions are pulled into the total personnel category total.



# Request For Revision

Justification for Requested Revision

Print Document

- Always complete the Justification for Requested Revision box.
- Be specific about what Budget Line Items you will be editing and by how much. This will help us review and approve your revision much quicker.

**Example:**

Revision 001 –

Reducing Mileage by \$2000

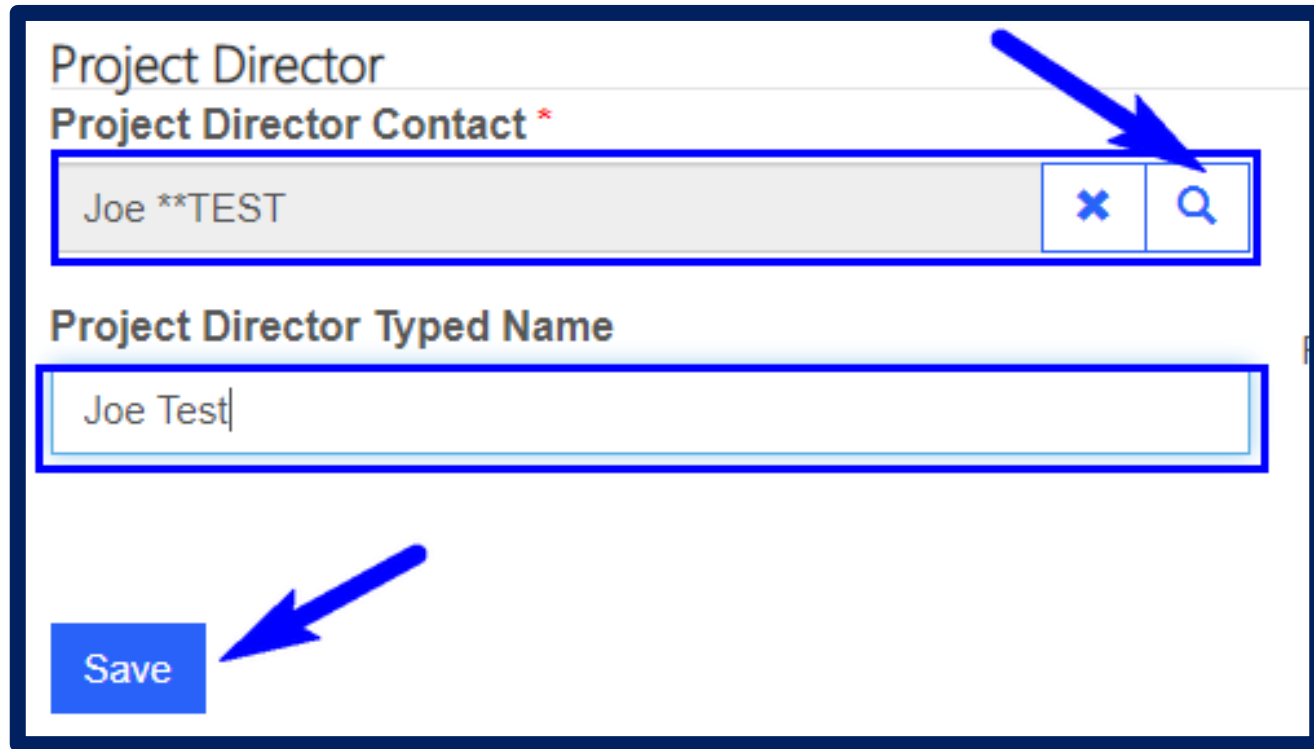
Reducing Per Diem by \$500

Increasing Therapy Supplies by \$1500

Increasing Cell Phones by \$1000

Updating Narrative for Office Supplies

# Budget Revision Certifications



Project Director

**Project Director Contact \***

Joe \*\*TEST

Project Director Typed Name

Joe Test

Save

The screenshot shows a web form with three main sections. The first section is titled 'Project Director' and contains a required field 'Project Director Contact \*' with the value 'Joe \*\*TEST'. A blue arrow points to the search icon (magnifying glass) in the search bar. The second section is titled 'Project Director Typed Name' and contains a text input field with the value 'Joe Test'. The third section contains a blue 'Save' button, with a blue arrow pointing to it.

1. Verify the Project Director.
2. Save.

# Budget Line Item Revisions

**Budget Description**

**Instructions**  
Explain exactly how each item in your budget, both grantor and match, will be utilized.

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Personnel Salaries and Matching Funds

[+ Create](#)

Budget Line Item Name ↑	Budget Line Item Category	Personnel Salaries Grantor Total	Personnel Salaries In-Kind Total	Personnel Salaries Cash Total	Personnel Salaries Total	Personnel Salaries Total Totals	Budget Category and Matching Funds	Budget Line Item Narrative	
Assistant	Personnel	\$45,000	\$0	\$0	\$45,000		Test VOCA	a	⌵
Salary	Personnel	\$100	\$0	\$0	\$100		Test VOCA	test	<ul style="list-style-type: none"> <li>View Details</li> <li><b>Edit</b></li> <li>Delete</li> </ul>

1. Navigate to the Budget Description Section.
2. Locate the budget line item you need to edit.
3. Select Edit.

# Budget Revisions

## Budget Line Item Details

Budget Line Item Title - Matching Funds and Categories

Budget Line Item Category

Personnel

Budget Line Item Name \*

Assistant

Budget Line Item Narrative

The town will hire a victim advocate within 30 days of the award. This VA will provide trauma-focused

### Personnel Salaries (by Position)

Personnel Title	% of Time	Hours/Pay Period
Assistant	100	200
<b>Personnel Salaries Grantor Total</b>		<b>Personnel Salaries Cash Total</b>
\$ 41,200		\$ 10,300
	<b>Personnel Salaries In-Kind Total</b>	<b>Personnel Salaries Total</b>
	\$ 0	\$45,000

Submit



- Navigate through the form and update as needed.
1. Make changes.
  2. Submit.

# Budget Revisions

## Budget Line Item Details

Budget Line Item Title - Matching Funds and Categories

Budget Line Item Category

Personnel

Budget Line Item Name \*

Assistant

Budget Line Item Narrative

The town will hire a victim advocate within 30 days of the award. This VA will provide trauma-focused

### Personnel Salaries (by Position)

Personnel Title	% of Time	Hours/Pay Period
Assistant	100	200

Personnel Salaries Grantor Total	Personnel Salaries Cash Total	Personnel Salaries In-Kind Total	Personnel Salaries Total
\$ 41,200	\$ 10,300	\$ 0	\$45,000

Submit



## Budget Narrative Expansion:

For line items that were already approved in the original grant and the agency is only expanding the budget narrative the entry should be made as follows:

Example: Therapy Supplies

Revision 001 – Adding stress balls, workbooks, sand therapy, art therapy supplies

# Budget Revisions

## Editing or Adding Line Items

- NOTE: Please do not remove line items or narrative for items that the agency has already purchased and received reimbursement for.

# Budget Revision Submission

Section Navigation ▾

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- Grant Certifications
- Home

## Grant Certifications

Agency Account \*  
\*TEST Stark Industries

Grant Number  
—

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**Certification by Project Director**

Project Director \*  
Joe Corey ✕ 🔍

Project Director Typed Name \*      Certification Date Project Director \*  
Joe Corey      2/13/2020 📅

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**Certification by Financial Officer**

Financial Officer Contact \*  
Emily Merritt ✕ 🔍

Financial Officer Typed Name \*      Certification Date Financial Officer \*  
Emily Merritt      1/29/2020 📅

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**Certification by Authorized to Sign**

Authorized to Sign Contact \*  
John \*TEST Doe ✕ 🔍

Authorized to Sign Typed Name \*      Certification Date Authorized to Sign \*  
Joe \*Test Doe|      2/13/2020 📅

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**Submit for Review**

SUBMIT FOR REVIEW? (Select "Yes", then click the BLUE SAVE BUTTON below)

Save ↖

Confirm Request for Grant Extension and/or Revision has been completed and certified.

1. Go to Section Navigation.
2. Select Grant Certification.
3. Verify all information is complete and accurate
4. Select "Submit For Review"
5. Save

Note: Revision will be marked as submitted and moved to read-only status.

# Budget Revisions


ALAN WILSON  
SOUTH CAROLINA ATTORNEY GENERAL

The Department of Crime Victim Assistance Grants Portal

Crime Victim Assistance Grants

Agency Name *	Primary Contact	Main Phone	Website
*TEST Stark Industries	Paul Khelli	212 867 5309	<a href="https://www.notreallyreal.com">https://www.notreallyreal.com</a>

Grants & Applications

Grant Number	Version Number	App Number ↑	Project Title	Submission Status	Grant Program	Grant Year	Project Director	Amount Approved	Amount Requested	Modified On ↑	
R002	AV20013	Test VOCA	Revision	VOCA (Program) Victims of Crime Act	2020/2021	Joe Corey				8/20/2020 1:21 PM	▼
R002	AK10070	PK Test	Revision	VAWA (Program) S.T.O.P. Violence Against Women	2020/2021	Joe Corey				8/20/2020 10:11 AM	▼
R001	AW21019	Test SVAP 3	Revision	SVAP (Program) State Victims Assistance Program	2020/2021	Joe Corey				8/20/2020 10:03 AM	▼
Original	AW21002	VOCA Test January 31st 2020	Draft	VOCA (Program) Victims of Crime Act	2020/2021					8/18/2020 2:13 PM	▼

< 1 2 3 4 5 6 >

Requests For Payment

+ Create

- When Revision is submitted, you will be directed back to the AGO Grants landing page.