

Budget Revision Requests Guide

Grant Management

Budget Revision Requests

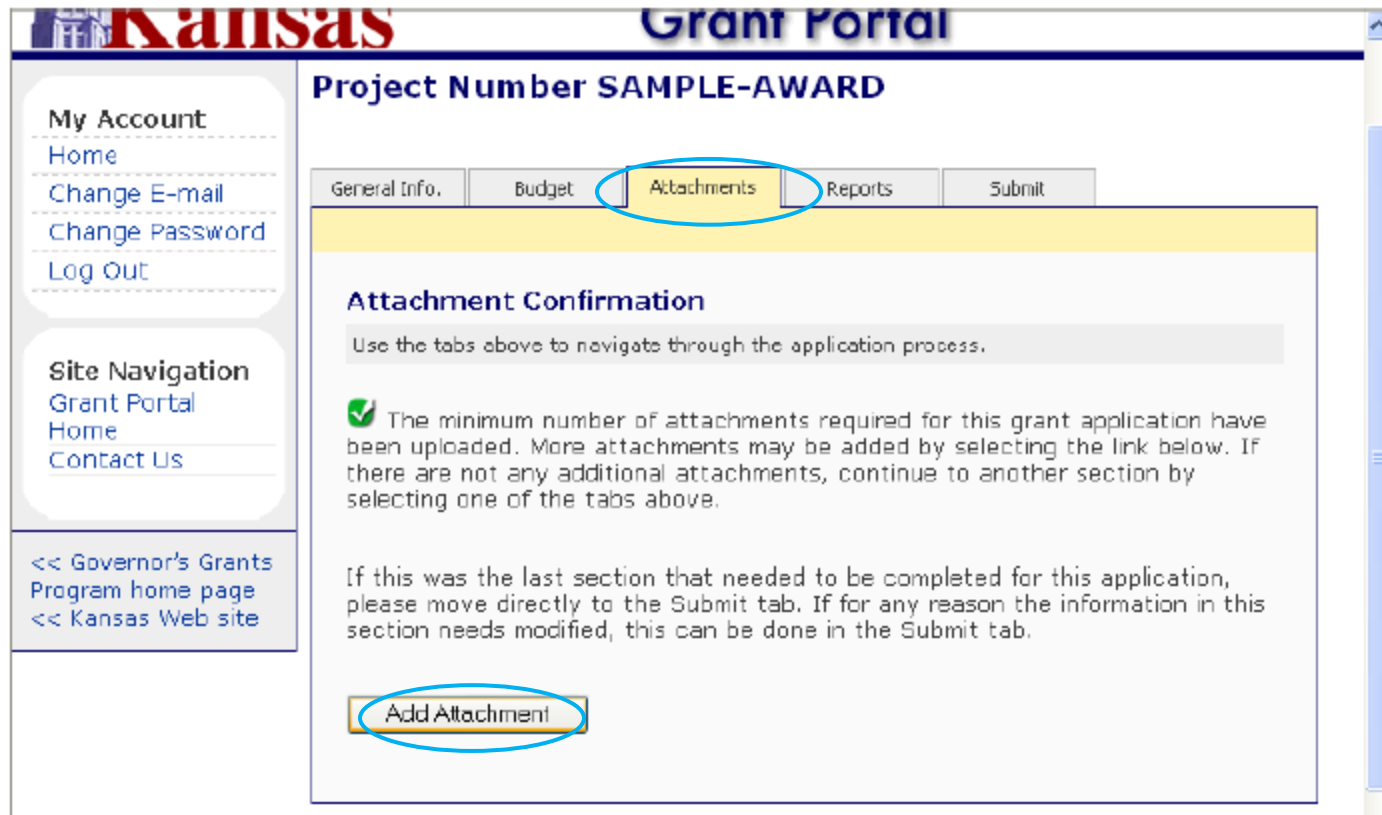
- ▶ **Best practice is to submit requests as the needs arise to ensure prior approval for all grant expenditures.**
- ▶ **Will not be accepted in last 30 days of grant project period**
- ▶ Review budget grant solicitation and grant assurances to ensure all requested line items are allowable costs.
- ▶ Justification letter
- ▶ Budget changes submitted on portal
- ▶ Submit tab / Submit Revision button
 - ▶ Print the “Submission was Successful” message
- ▶ Projection of Final Expenditures

Justification Letter

- ▶ Be certain to upload a letter explaining why you are requesting changes to the budget and explain the changes you are requesting by line item. Upload the budget revision request letter at the same time as the budget revision. Once the budget revision is submitted the grant portal will not accept attachments until the budget is either approved or denied.
- ▶ Justification letter
 - ▶ Agency letterhead
 - ▶ Explanation – address supplanting issues if applicable
 - ▶ Budget change summary
 - ▶ Effective date needed to be retroactive
 - ▶ Uploaded as an attachment

Uploading the Justification Letter

When the justification letter is prepared, click on the 'Attachments' tab at the top of the screen.



The screenshot displays the 'Kansas Grant Portal' interface. At the top, the 'Project Number SAMPLE-AWARD' is visible. Below this, a navigation bar contains tabs for 'General Info.', 'Budget', 'Attachments', 'Reports', and 'Submit'. The 'Attachments' tab is highlighted with a blue circle. The main content area is titled 'Attachment Confirmation' and includes the following text: 'Use the tabs above to navigate through the application process.' followed by a green checkmark icon and the text: 'The minimum number of attachments required for this grant application have been uploaded. More attachments may be added by selecting the link below. If there are not any additional attachments, continue to another section by selecting one of the tabs above.' Below this, there is a paragraph: 'If this was the last section that needed to be completed for this application, please move directly to the Submit tab. If for any reason the information in this section needs modified, this can be done in the Submit tab.' At the bottom of the main content area, there is a button labeled 'Add Attachment', which is also circled in blue. On the left side of the portal, there are two sections: 'My Account' with links for Home, Change E-mail, Change Password, and Log Out; and 'Site Navigation' with links for Grant Portal, Home, and Contact Us. At the bottom left of the sidebar, there are links for '<< Governor's Grants Program home page' and '<< Kansas Web site'.

The portal will display the Attachment Confirmation page. Click on the 'Add Attachment' button on the bottom of the screen.

Uploading the Justification Letter

Project Number SAMPLE-AWARD

General Info. Budget Attachments Reports Submit

Attachments

Use the tabs above to navigate through the application process.

To complete this section of the grant application upload at least 0 files.

Files associated with this grant.

Title	Type	Name	Action
-------	------	------	--------

Attached Files

Title	Req.	Done	Type	Name	Action
-------	------	------	------	------	--------

Add Attachment

The portal will now display a list of any files previously added as an attachment. (In this example, there are not files already attached.) Click on the 'Add Attachment' button on the bottom of the screen.

Uploading the Justification Letter

The screenshot shows the 'Attachments: Add File' page in the Kansas Grant Portal. The page title is 'Project Number SAMPLE-AWARD'. The 'Attachments' tab is selected, and the 'Browse...' button is circled in blue. The page includes a sidebar with 'My Account' and 'Site Navigation' links, and a main content area with instructions and form fields for uploading a file and adding comments.

Kansas Grant Portal

Project Number SAMPLE-AWARD

General Info. Budget Attachments Reports Submit

Attachments: Add File

Use the tabs above to navigate through the application process.

Select the Browse button to locate a file to be uploaded. Comments, which will only be visible to the grant applicant, may be added to the file being uploaded.

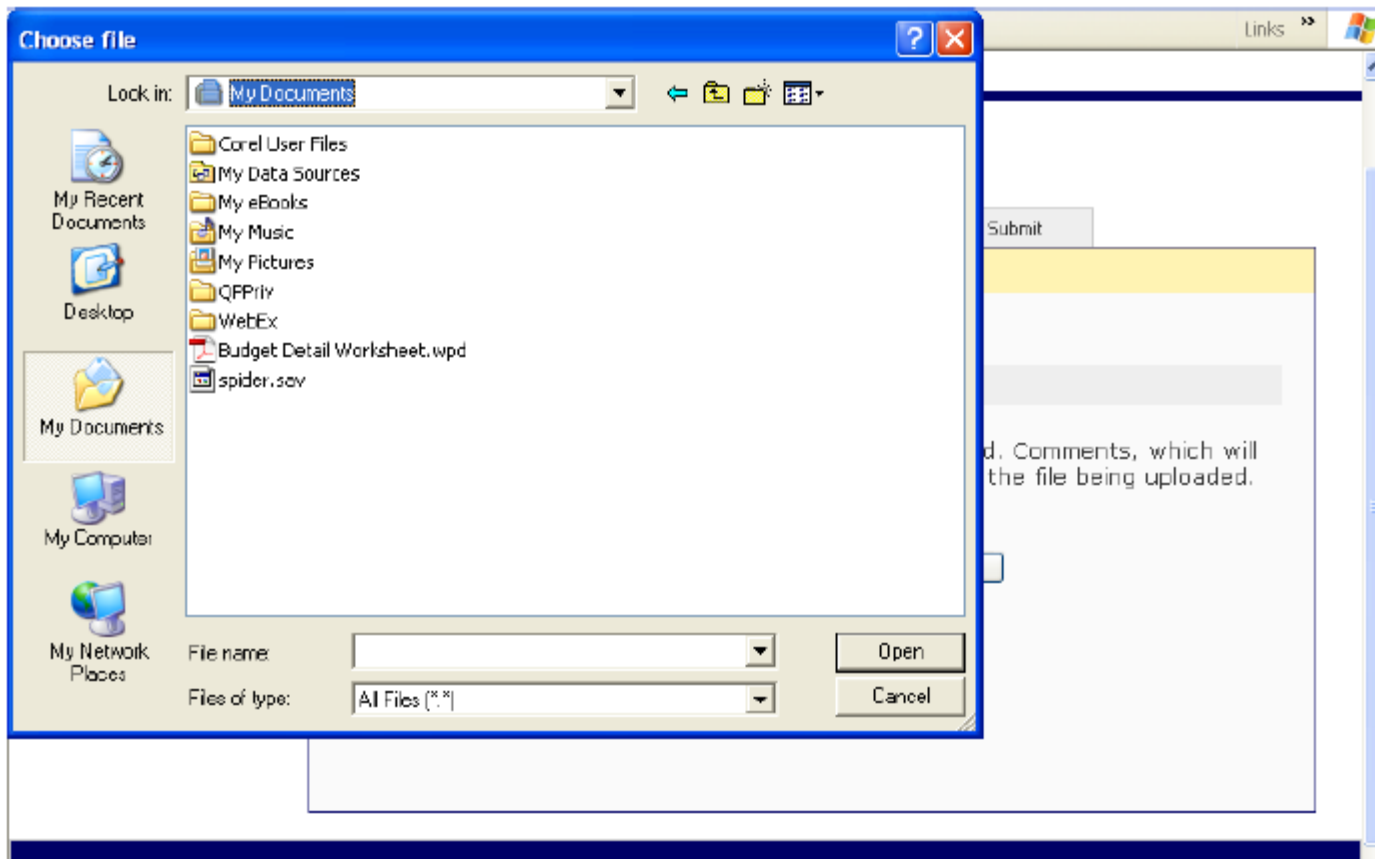
Upload: **Browse...**

Comments:

Save Cancel

Click on the 'Browse' button to find the file that will be attached to the budget revision request.

Uploading the Justification Letter



The system displays the 'Choose file' page that will allow you to look for and select the file to attach. Click on the file you want to attach so that it is highlighted and then click on 'Open'.

Uploading the Justification Letter

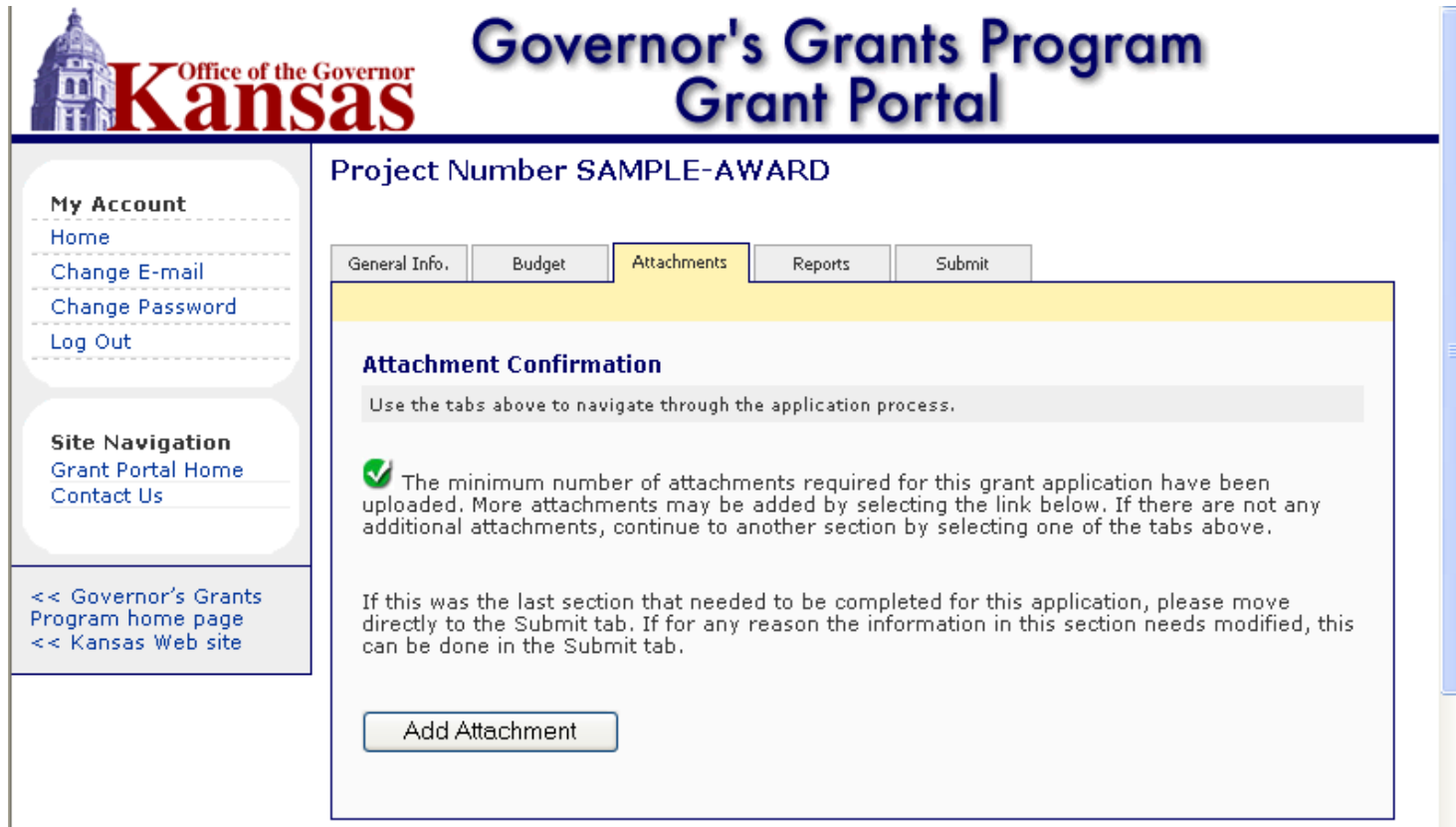
The screenshot shows a web browser window with the title 'Project Number SAMPLE-AWARD'. The page has a navigation menu on the left with sections for 'My Account' (Home, Change E-mail, Change Password, Log Out) and 'Site Navigation' (Grant Portal Home, Contact Us). Below the navigation is a link to the 'Governor's Grants Program home page' and the 'Kansas Web site'. The main content area has tabs for 'General Info.', 'Budget', 'Attachments', 'Reports', and 'Submit'. The 'Attachments' tab is active, showing 'Attachments: File Information'. A message says 'Use the tabs above to navigate through the application process.' Below this is a table with the following information:

Type:	
Name:	Budget Revision [current date].doc
Date added:	2007-12-19 15:15
Size:	19KB
Comments:	

At the bottom of the page, a 'Continue' button is circled in blue.

A verification page will display the filename, date added, and size. If this information is correct, click on the 'Continue' button on the bottom of the screen.

Uploading the Justification Letter



The screenshot displays the 'Governor's Grants Program Grant Portal' interface. At the top left is the 'Office of the Governor Kansas' logo. The main header reads 'Governor's Grants Program Grant Portal'. Below the header, the 'Project Number SAMPLE-AWARD' is displayed. A navigation bar contains tabs for 'General Info.', 'Budget', 'Attachments' (which is highlighted), 'Reports', and 'Submit'. The 'Attachment Confirmation' section features a green checkmark icon and the following text: 'Use the tabs above to navigate through the application process.' and 'The minimum number of attachments required for this grant application have been uploaded. More attachments may be added by selecting the link below. If there are not any additional attachments, continue to another section by selecting one of the tabs above.' Below this, a paragraph states: 'If this was the last section that needed to be completed for this application, please move directly to the Submit tab. If for any reason the information in this section needs modified, this can be done in the Submit tab.' At the bottom of the main content area is an 'Add Attachment' button. On the left side, there are two menu boxes: 'My Account' with links for Home, Change E-mail, Change Password, and Log Out; and 'Site Navigation' with links for Grant Portal Home and Contact Us. At the bottom left of the page, there are links for '<< Governor's Grants Program home page' and '<< Kansas Web site'.

You will be taken back to the Attachment Confirmation page. (To see if the file is attached, click on the 'Add Attachment' again to view the list of all attached documents.

Budget Revision Example

- ▶ Turnover in the Volunteer Coordinator position resulted in unused funds in that line item that could be moved to the health insurance line item to offset unexpected increases in costs. In this example the Volunteer Coordinator position became vacant after the first 2 months of the grant, then was open for a month, and was then filled with a newly hired Volunteer Coordinator. The position was originally scheduled for a 3% cost-of-living increase after 6 months. The new Volunteer Coordinator will start at \$15.00/hour with no increase during this grant project. In addition, the new Volunteer Coordinator will not be eligible for health insurance for the first 30 days of employment.

Budget Revision Example

Volunteer Coordinator calculation before budget revision:

This example shows the Volunteer Coordinator position calculated for 6 months at \$15/hour with a 3% cost of living increase for 6 months.

Volunteer Coordinator calculation after the budget revision:

This example shows the Volunteer Coordinator position funded at \$15/hour for 1912 hours for 11 months with no cost of living increase.

Budget: Personnel Verification

Use the tabs above to navigate through the application process.

► Indicates required information

Title: **Volunteer Coordinator**

Position Status: **Existing**

Dollar Amount: **\$25,334**

Description: **Recruits, trains, schedules and supervises volunteers who work directly with victims: \$15.00/hour X 1,040 hours + \$15.45 X 1,040 hours X 80% = \$25,334**

Budget: Personnel Verification

Use the tabs above to navigate through the application process.

► Indicates required information

Title: **Volunteer Coordinator**

Position Status: **Existing**

Dollar Amount: **\$22,944**

Description: **Recruits, trains, schedules and supervises volunteers who work directly with victims: \$15.00/hour X 1,912 hours X 80% = \$22,944**



Budget Revision Example

Health insurance calculation before budget revision		Health insurance calculation after budget revision	
Budget: Fringe Benefit Verification		Budget: Fringe Benefit Verification	
Use the tabs above to navigate through the application process.		Use the tabs above to navigate through the application process.	
▶ Indicates required information		▶ Indicates required information	
Type	Health Insurance	Type	Health Insurance
Dollar Amount:	\$2,832	Dollar Amount:	\$3,280
Description:	Health Insurance for Vol Coordinator: \$350/month X 12 months X .8 FTE = \$2832	Description:	Health Insurance for Vol Coordinator: \$350/month X 2 months + 425/month X 8 months X .8 FTE = \$3,280

Please see the “Writing a Grant Project Budget” guide under the Grant Application Tips section at <https://grants.ks.gov/resources/getting-started> for more examples of budget line item descriptions.

Helpful Hint

- ▶ Grant project budget information should be kept in a spreadsheet document, with separate sheets for each revision, with descriptions and computations that can be copied and pasted into the Grant Portal

	A	B	C	D
1				
2				
3				
4				
5		Title:	Volunteer Coordinator	
6		Position:	Existing	
7		Dollar Amount:	\$22,944	
8		Description:	Recruits, trains, schedules, and supervises volunteers who work directly with victims: \$15.00/hour x 1912 hours x 80%=\$22,944	
9				
10		Type:	Health Insurance	
11		Dollar Amount:	\$3,280	
12		Description:	Health Insurance for Vol Coordinator: \$350/month x 2 months + \$425/month x 8 monts x .8 FTE=\$3,280	
13				
14				
15				

Reminders

- ▶ Be certain to include the date the change is effective.
- ▶ Do not wait until the end of the grant project period to purchase equipment or large amounts of supplies.
- ▶ Justify not supplanting if increasing the percentage of grant funds in any line item or if adding a line item. The simple explanation for justifying that you are not supplanting is to explain “what funding source paid for this item previously, and why can’t that funding source continue to pay for this item.”



Submission to KGGP

- ▶ When ready to submit the budget revision request, be sure to go to the Submit tab and click the “Submit Revision” button.
- ▶ When the budget revision has been submitted you will see the message below.



- ▶ After the revision has been successfully submitted, the information can no longer be edited, but can be viewed.

Common Issues with Budget Revision Requests

- ▶ Justification letter not uploaded
- ▶ Justification letter does not address all the revisions
- ▶ Justification letter does not include statement of non-supplantation
- ▶ Budget changes do not balance with award amount
- ▶ Budget computations do not reflect issues identified in justification letter
- ▶ Revision is not submitted

Remember – the KGGP cannot see the revision until the subgrantee receives a “Submission was Successful” message