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 portal will display the Attachment Confirmation page. Click on the ‘Add Attachment’ button on the bottom of the screen.
Uploading the Justification Letter

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

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

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

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.
### 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.

<table>
<thead>
<tr>
<th>Budget: Personnel Verification</th>
<th>Budget: Personnel Verification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use the tabs above to navigate through the application process.</td>
<td>Use the tabs above to navigate through the application process.</td>
</tr>
<tr>
<td>► Indicates required information</td>
<td>► Indicates required information</td>
</tr>
<tr>
<td><strong>Title</strong>: Volunteer Coordinator</td>
<td><strong>Title</strong>: Volunteer Coordinator</td>
</tr>
<tr>
<td><strong>Position Status</strong>: Existing</td>
<td><strong>Position Status</strong>: Existing</td>
</tr>
<tr>
<td><strong>Dollar Amount</strong>: $25,334</td>
<td><strong>Dollar Amount</strong>: $22,944</td>
</tr>
<tr>
<td><strong>Description</strong>: 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</td>
<td><strong>Description</strong>: Recruits, trains, schedules and supervises volunteers who work directly with victims: $15.00/hour X 1,912 hours X 80% = $22,944</td>
</tr>
</tbody>
</table>
### Budget Revision Example

<table>
<thead>
<tr>
<th>Health insurance calculation before budget revision</th>
<th>Health insurance calculation after budget revision</th>
</tr>
</thead>
</table>

#### Budget: Fringe Benefit Verification
Use the tabs above to navigate through the application process.

- **Type:** Health Insurance
- **Dollar Amount:** $2,832
- **Description:** Health Insurance for Vol Coordinator: $350/month X 12 months X .8 FTE = $2832

#### Budget: Fringe Benefit Verification
Use the tabs above to navigate through the application process.

- **Type:** Health Insurance
- **Dollar Amount:** $3,280
- **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](https://grants.ks.gov/resources/getting-started) for more examples of budget line item descriptions.
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.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Title:</td>
<td><strong>Volunteer Coordinator</strong></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Position:</td>
<td>Existing</td>
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</tr>
<tr>
<td>7</td>
<td>Dollar Amount:</td>
<td>$22,944</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Description:</td>
<td>Recruits, trains, schedules, and supervises volunteers who work directly with victims: $15.00/hour x 1912 hours x 80%=$22,944</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Type:</td>
<td><strong>Health Insurance</strong></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Dollar Amount:</td>
<td>$3,280</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Description:</td>
<td>Health Insurance for Vol Coordinator: $350/month x 2 months + $425/month x 8 months x .8 FTE=$3,280</td>
<td></td>
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</tbody>
</table>
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.

![Application Submitted Successfully]

- 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