



Adult Reentry Grant

Budget Modifications



TOPICS TO BE COVERED:

- What is a Budget Modification?
- Why are Budget Modifications Required?
- Not Allowed via a Budget Modification
- Two Types of Modifications
- Overview of the Modification Process
- Steps for Modification Language
- Examples and Reminders

WHAT IS A BUDGET MODIFICATION?

A budget modification is a formal request to modify the grant-approved budget that does not affect the scope or objectives of a project and does not require amending the grant agreement.

This includes:

➤ Modifying grant approved budget narratives

2. Services and Supplies for Warm Hand-off Reentry Services			
Description of Services or Supplies	Calculation for Expenditure		Grant Funds
Example: Supportive Services (bus passes, gas car)	\$350 x 50 Participants		\$17,500
Supportive Services	\$500/participant x 200 participants		\$100,000
Office Supplies	\$100/month x 36 months		\$3,600
	TOTAL		\$103,600
Services and Supplies Narrative for Warm Hand-off Reentry Services:			
Supportive Services- Supportive Services will include the following: food and beverages, clothing, transportation assistance, emergency housing assistance, toiletries and everyday necessities, gift cards, vital documents and government fees			
Office Supplies- general office supplies including paper, pens and pencils, staples, paper clips, drawers for organizing client files, stamps			

WHAT IS A BUDGET MODIFICATION?

A budget modification is a formal request to modify the grant-approved budget that does not affect the scope or objectives of a project and does not require amending the grant agreement.

This includes:

- Moving grant funding between line-item details in the same budget category

3. Professional Services for Warm Hand-off Reentry Services		
Description of Professional Service(s)	Calculation for Expenditure	Grant Funds
Example: Public Defender	Statewide Program Rate	
Data Consultant	\$100/hr x 4 hrs/month x 36 months	\$14,400
Mental Health Professional	\$125/hr x 5 hrs/month x 36 months	\$22,500
TOTAL		\$36,900

WHAT IS A BUDGET MODIFICATION?

A budget modification is a formal request to modify the grant-approved budget that does not affect the scope or objectives of a project and does not require amending the grant agreement.

This includes:

- Moving grant funding from one budget category to another

BSCC CALIFORNIA		CORRECTIONS PLANNING AND GRANT PROGRAMS CPGP
Adult Reentry Grant (ARG) Cohort 4 Project Budget and Budget Narrative - <i>Updated 1/23/2025</i>		
Name of Applicant:		
The total funds requested in the Rental Assistance category (Budget Line Item 1) may not exceed \$2,250,000. The total funds requested for all other budget line items combined (2-9) may not exceed \$2,250,000.		
<i>Note: This top table will auto-populate based on the information entered in the sections below.</i>		
Budget Line Item	Grant Funds	
1. Rental Assistance (Direct Housing Costs) - may not exceed \$2,250,000	\$2,000,000	
2. Salaries and Benefits	\$1,000,000	
3. Services and Supplies	\$100,000	
4. NGO Subcontractors Providing Direct Services	\$0	
5. Professional Services/Independent Contractors	\$0	
6. Public Agency Subcontractors	\$0	
7. Equipment/Fixed Assets	\$100,000	
8. Other (Travel, Training, etc.)	\$100,000	
9. Indirect Costs	\$0	
TOTAL	\$3,300,000	

WHY ARE MODIFICATION REQUESTS REQUIRED?

- The project budget your organization submitted as part of your proposal for ARG funding was one of the criteria rated and scored by the Executive Steering Committee.
- Since this was an extremely competitive process, and your project was awarded in part for what was proposed in the initial budget, the budget modification process is required when changes to the budget or narratives are requested.
- With this, some changes cannot be requested with a Budget Modification...

NOT ALLOWED VIA A BUDGET MODIFICATION:



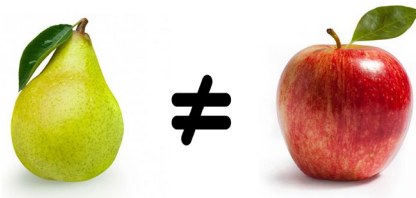
- Program modifications that affect the project scope
- Modifications that affect the proposed objectives for the project
- Modifications that affect specific program components
- Modifications that could impact your ability to implement the project as proposed

Refer to your proposal to review narrative, goals, and objectives

TWO TYPES OF BUDGET MODIFICATIONS:

Budget Modification:

A Budget Modification is required when requesting to move funding from one budget category to a different budget category



Line-Item Detail Change:

A Line-Item Detail Change Request is required when requesting to modify the narrative description of a budget category, or when requesting to reallocate funding within a budget category

BUDGET MODIFICATION PROCESS OVERVIEW

1. Reach out

The budget modification process starts by letting your ARG analyst know you need to complete a Budget Modification. Your analyst will help you determine if your request requires a Budget Modification or a Line-Item Detail Change.

2. Mod Language

Once it is determined what type of modification is needed, your ARG analyst will provide you guidance/assistance while you work on the modification language, ensuring the amount of savings equals the amount of requested reallocations, and that the necessary justification is provided for these proposed changes.

BUDGET MODIFICATION PROCESS OVERVIEW

3. Field Rep Review

Once the modification language includes all the required information and the request balances out to \$0 (if applicable), it will be sent to the Field Representative for review.

4. Workbook Entry

If additional information or clarification is not needed, your ARG analyst will provide guidance on how to submit the modification request in the Invoice Workbook.

5. Approval

You will be notified via e-mail once the Field Representative has formally approved the modification request.

STEPS FOR THE MODIFICATION LANGUAGE

Identify	Identify the amount(s) of savings, and the line-item detail and budget category where the savings have been generated
Justify	Provide justification for the savings and confirm if it will have an impact on the project as proposed; Provide justification for the reallocation and why it is beneficial for your ARG project
Calculate	Provide the current calculation and allocation for the line-item detail, as well as the proposed updated calculation
Reallocate	Identify the amount(s) you are requesting to be reallocated and ensure it is the same amount of savings identified, and then identify the line-item detail and budget category where you want to move the funds to

BUDGET MODIFICATION EXAMPLE:



BUDGET MODIFICATION #1, EFFECTIVE INVOICE #2

- ◆ We have realized a **SAVINGS** of **\$2,242** in the Salaries and Benefits budget category because we noticed the annual salary for the Program Manager is incorrect. The current salary for this position is 10% FTE @ **\$60,000/year** for 43 months = \$21,500 + benefits @ 25.1% Fringe = \$26,897. The correct salary for this position should be: 10% FTE @ **\$55,000/year** for 43 months = \$19,708 + benefits @ 25.1% Fringe = \$24,655.
- ◆ We are requesting to **REALLOCATE** the **\$2,242** of savings to the Participant Supports line item detail in Services and Supplies because we have discovered an increased need for direct support among our ARG participants. Currently, this line item detail is allocated **\$300/participant** x 150 participants = \$45,000. The proposed updated calculation is **\$315/participant** x 150 participants = \$47,242

LINE-ITEM CHANGE EXAMPLE:



LINE ITEM CHANGE #1, EFFECTIVE INVOICE #3

We are requesting a line item detail change in the Services and Supplies budget category because we want to expand the narrative description for our Supportive Services line item detail.

Currently, our narrative description is:

Supportive Services include interview or work attire, work tools/supplies, stipends, gas cards, and bus passes. If a participant does not use all of the funds budgeted, funds will be used towards another participant.

We would like to expand it to read:

Supportive Services include interview or work attire, work tools/supplies, stipends, gas cards, and bus passes, as well as educational Supportive Services such as small tuition fees (under \$500), educational books, supplies and tools or uniform for work, legal supportive services such as court fees or DMV fees. If a participant does not use all of the funds budgeted, funds will be used towards another participant.

BUDGET MODIFICATION REMINDERS

- All modification requests require approval from your Field Representative. Sometimes additional information or clarification will be needed before your modification can be approved.
- If approval is not obtained, the grant reimbursement may be reduced by the amount of the unauthorized expenditure(s). Unauthorized expenditures may also result in audit issues.
- You will still need to submit or update a Justification Form for any items added in the modification that require preapproval.



Questions?

