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

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WHAT IS A BUDGET MODIFICATION?

A budget modification is a formal request to modify the grant-approved budget <u>that does not affect the scope or objectives of a project and does not require amending the grant agreement</u>.
This includes:

➢ **Modifying grant approved budget narratives**

2. Services and Supplies		
Description of Services or Supplies	Calculation for Expenditure	Grant Funds
Example: Supportive Services (bus passes, gas cards, etc.)	$350 x 50 Participants	$17,500
Multilingual flyers and posters in English, Spanish, Arm	30,000 X .50 for printing plus $2500 for translation service	$17,500
Public Awareness Signage and Event Signage	$100 X 50 (Public Awareness) $250 X 10 events (Event Signage)	$7,500
Event Materials (folders, pens, clipboards)	$2 X 2500	$5,000
Referral Resource Packets (multilingual)	$2.00 X 5000	$10,000
Safety Supplies (gloves, goggles, vests)	$50 X 100 kits	$5,000
Outreach Table Materials & Banners	500 X 5 Tables	$2,500
Firearm Handling Supplies (cable locks, bins)	$500 X 5 events	$2,500
	TOTAL	$50,000

Services and Supplies Narrative: Provide a brief description for each item that explains how it will be used toward fulfilling grant objectives.
Printing of English, Spanish, Armenian, and Tagalog outreach materials - translation services
Public Awareness Signage (banners, lawn signs) - High-visibility signage for event promotion in high-traffic areas, Event-day wayfinding signage for indoor/outdoor setup
Event Materials (folders, pens, clipboards) - Materials for use during events, including tracking and documentation tools
Referral Resource Packets (multilingual) - Mental health, safety, and community services information in 4 languages
Safety Supplies (gloves, goggles, vests) - PPE for staff and officers handling firearms
Outreach Table Materials & Banners - Branded tablecloths, pop-up banners, and presentation supplies
Firearm Handling Supplies (cable locks, bins) - Firearm Handling Supplies (cable locks, bins)

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WHAT IS A BUDGET MODIFICATION?

A budget modification is a formal request to modify the grant-approved budget <u>that does not affect the scope or objectives of a project and does not require amending the grant agreement</u>.
This includes:

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

4. Professional Services/Independent Contractors		
Description of Subcontract	Calculation for Expenditure	Grant Funds
Example: XYZ Evaluation Services	$XXXX per month for data collection and evaluation services.	
interpreter servicves	7500 for interpreter services -Spanish, Armenian, and Tagalog, - TBD	$7,500
graphic designer	graphic designer ($5,000) - Contract TBD	$5,000
Trauma-informed care training	Trauma-informed care training ($5,000) - Contract Service - TBD	$5,000
Evaluation Consultant	Evaluation Consultant to prepare the LER and further data	$20,000

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**

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State Crisis Intervention Program (SCIP) Cohort 2Project Budget and Budget Narrative	
Name of Applicant:	
Note: This table will auto-populate based on the information entered in the sections below.	

Budget Line Item	Grant Funds
1. Salaries and Benefits	$279,049
2. Services and Supplies	$50,000
3. NGO Subcontractors Providing Services	$60,000
4. Professional Services/Independent Contractors	$37,500
5. Public Agency Subcontractors	$0
6. Equipment/Fixed Assets	$0
7. Other (Travel, Training, etc.)	$4,935
8. Indirect Costs	$48,148
TOTAL	**$479,632**

WHY ARE MODIFICATION REQUESTS REQUIRED?

➢ The project budget your organization submitted as part of your proposal for SCIP funding was one of the criteria rated and scored by the Scoring Panel.

➢ 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 <u>different</u> budget category
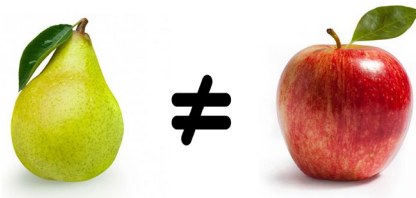
Line-Item Detail Change:

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 SCIP 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 SCIP 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.

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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 SCIP 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.

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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 SCIP 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 SCIP 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*

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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, 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, 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.

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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?