



JAG ETP

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

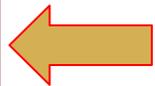
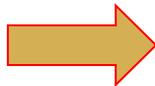
WHAT IS A BUDGET MODIFICATION?

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		
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, Armenian	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)		



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

3a. Training Expenses		
Itemized of Equipment/Fixed Asset	Calculation for Expense	Total
Example Crisis Response Training	\$1200 Reg. Fees * 4 Participants + Lodging 2 rooms @ \$200/night * 2 nights + Per Diem \$150/person * 2 days	\$6,800
Team Building Training	Crucial Learning Training Materials (25 x \$1,407 = \$35,175), In person training delivery fees (1 x \$31,000 = 31,000), In-Person Course Materials (1,400 x \$252 = \$352,800) - Total \$418,975	\$418,975
Bias In Expert Evidence & Testimony Training	Cognitive Consultants - Four (4) large scale training, six (6) small scale workshops, and two (2) train the trainer workshops - total \$360,000	\$360,000
Criminal Defense Investigative Training	AK Investigations (Two trainings \$35,000) + Customization for LA County Public Defender \$12,000 + In -person Customization \$16,000 (2 x \$8,000) + Course Conversion \$12,000 + Advisory/Consulting Services \$6,000 + Technical Assistance/Support Services \$19,000 - Total \$100,000	\$100,000
Leadership Training - Strengthening Leadership in PD Offices and Mitigation Training	National Association of Public Defenders - Leadership and Mitigation	\$2,284,271
Trial Skills and Innovations in Public Defense	National Criminal Defense College / NAPD/NLADA/NACDL 100 x \$3,000 = \$300,000; CACJ/CPDA- 100 x \$1,500 = \$150,000 - Total \$450,000	\$450,000



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

(Note: Items 1-4 will auto populate based on the information entered in the budget categories (services and supplies, etc.)

Budget Category	Total
1. Services and Supplies	\$94,182
2. Equipment/Fixed Assets	\$1,867,800
3. Training Expenses	\$524,298
4. Indirect Costs	\$92,188
	TOTAL
	\$2,578,468



WHY ARE MODIFICATION REQUESTS REQUIRED?

- The project budget your organization submitted as part of your proposal for JAG ETP funding was one of the criteria used to determine your eligibility for funding
- Since we must ensure that your project meets the PPA(s) selected, 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:



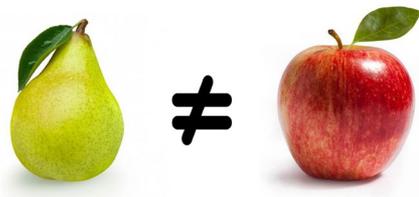
- Program modifications that affect the project scope
- Modifications that affect the proposed objectives for the project
- Modifications that affect specific program components
- Modifications that could impact your ability to implement the project as proposed

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 JAG ETP 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 JAG ETP 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 JAG ETP 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 JAG ETP 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 \$2,156 in the Services and Supplies budget category because we noticed we did not have the need for as many office supplies as originally planned. We had anticipated the purchase of a Copier that we no longer need to purchase. The amount for Office Supplies is \$5,000 and will now be \$2,844 without the printer.*
- ◆ *We are requesting to **REALLOCATE** the \$2,156 of savings to the Patrol Car line item detail in Equipment/Fixed Assets because the cost has gone up since we received the quote. Currently, this line item detail is allocated **1 Patrol Car @ \$45,000**. The proposed updated calculation is **1 Patrol Car @ \$47,242***

LINE-ITEM CHANGE EXAMPLE:



LINE ITEM CHANGE #1, EFFECTIVE INVOICE #3

We are requesting a line item detail change in the Training Expenses budget category.

*We have realized a **SAVINGS** of **\$600** in the Crisis Intervention Training Line Item because the lodging was less than originally budgeted. The Lodging for that training was **4 rooms @ \$250/night * 2 Nights = \$2,000** the new calculation will be **4 Rooms @ 175/night * 2 nights - \$1,400***

*We are requesting to **REALLOCATE** the **\$600** of savings to the Firearms Training line item the we have 2 more officers that need to attend the training. Currently, this line item detail is allocated **Registration Fees for 10 Officers @ \$300 ea = \$3,000**. The proposed updated calculation is **Registration Fees for 12 Officers @ \$300 ea = \$3,600**.*

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?

