

A photograph of the California State Capitol building, showing its iconic dome and classical architecture, set against a clear blue sky. An American flag is visible on the left side of the building.

BUDGET MODIFICATIONS

2023 JAG

2023 JAG BUDGET MODIFICATIONS: WHY WOULD I NEED A BUDGET MODIFICATION?

- ◆ Your proposal for 2023 JAG funding was submitted as a part of a competitive bidding process for funds. All of the proposals were reviewed by the scoring panel and the awards were granted based on what was included in those proposals including your proposed grant budget. As a result, any changes to the Grant Approved Budget must go through the Budget Modification process.



2023 JAG BUDGET MODIFICATIONS: WHAT IS A BUDGET MODIFICATION?

◆ Budget Modifications are formal requests to Modify the grant's approved budget, that **DO NOT affect the scope or objectives of a project and do not require amending the grant agreement.**

◆ There are two types of Budget Modifications:

Line-Item Change: Modifications made to line items within a single budget category

Budget Modification: Requests to move funds from one budget category to another

2023 JAG BUDGET MODIFICATIONS: WHEN IS A BUDGET MODIFICATION NEEDED?

◆ A Budget Modification is needed when you are moving grant funding from one budget category to another (Budget Modification)

Project Budget	
<i>Note: This table will auto-populate based on the information entered in the sections below.</i>	
Budget Line Item	Grant Funds
1. Salaries and Benefits	\$437,000
2. Services and Supplies	\$7,500
3. Professional Services	\$0
4. Non-Governmental Organization (NGO) Subcontracts	\$127,500
5. Equipment/Fixed Assets	\$0
6. Data Collection, Reporting and Evaluation <i>Must be at least 5 percent of the total grant award</i>	\$33,000
7. Other (Travel, Training, etc.)	\$17,500
8. Indirect Costs	\$37,500
TOTAL	\$660,000



2023 JAG BUDGET MODIFICATIONS: WHEN IS A BUDGET MODIFICATION NEEDED?

◆ A Budget Modification is needed when you are moving grant funding between line items in the same budget category (Line-Item Change)

5.Equipment/Fixed Assets			
Description of Equipment/Fixed Asset	Calculation for Expense		Grant Funds
Example: Purchase of Vehicle	Toyota Prius @ Market Value		\$24,000
Cisco Office Phones	\$160 x 15		\$2,400
Dell Latitude Business 7430 Laptops	\$1459 x 15		\$21,885
Dell Monitors	\$149 x 15		\$2,235
Dell Docking Stations	\$190 x 15		\$2,850
		TOTALS	\$29,370

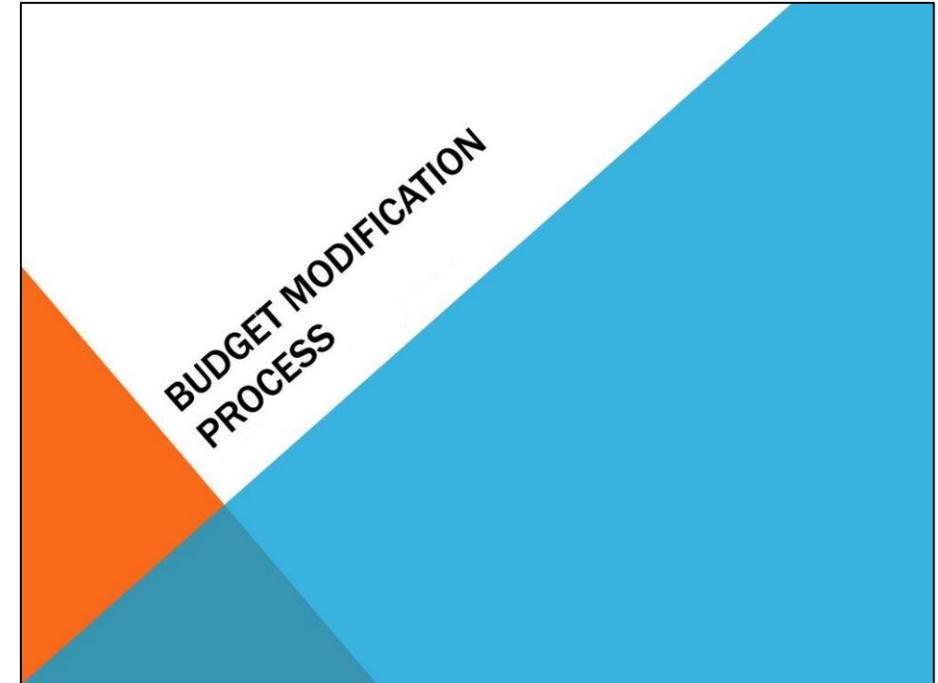


2023 JAG BUDGET MODIFICATIONS: CHANGES NOT ALLOWED VIA BUDGET MODIFICATION?

- ◆ **Modifications that change the scope of your project**
- ◆ **Modifications that affect the proposed objectives of your project**
- ◆ **Modifications that affect specific program components**
- ◆ **Modifications that could impact your ability to implement your project as proposed**
- ◆ **Refer to your proposal to review the narrative, goals, and objectives.**

2023 JAG BUDGET MODIFICATIONS: THE MODIFICATION PROCESS

- ◆ Once you determine that you will need a modification there is multiple step process to requesting and getting formal approval for your modification.
- ◆ Please note that this process can be time consuming and may require multiple revisions before final approval. Because of this, we recommend you request your modification as soon as you are aware one will be needed.



2023 JAG BUDGET MODIFICATIONS: THE MODIFICATION PROCESS



1. **Identify the amount(s) of savings, and the line-item detail and budget category where the savings have been generated**
2. **Provide justification for the savings and confirm if it will have an impact on the project as proposed**
3. **Provide the current calculation and allocation for the line item detail, as well as the proposed updated calculation**
4. **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**
5. **Provide justification for the reallocation and why it is beneficial for your JAG project**
6. **Provide the current calculation and allocation for the line item detail, as well as the proposed updated calculation**
7. **After you identify which invoice # the modification should be effective, include all this information in a Word document and send to your analyst**

2023 JAG BUDGET MODIFICATIONS: THE MODIFICATION PROCESS

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% = \$26,897. The correct salary for this position should be: 10% FTE @ \$55,000/year for 43 months = \$19,708 + benefits @ 25.1% = \$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 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

2023 JAG BUDGET MODIFICATIONS: THE MODIFICATION PROCESS

Line Item Change Request

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. 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, 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.

2023 JAG BUDGET MODIFICATIONS: THE APPROVAL PROCESS

- ✓ Upon receipt of your modification request the analyst will review the modification and may request additional information or clarification
- ✓ Once all necessary information is received the analyst will ask you to enter the request in the Budget Modification tab of the invoice workbook and submit.
- ✓ Upon receipt of the completed modification, the analyst will send to the Field Representative for final approval.
- ✓ Your analyst will inform you when the Field Representative approves the modification and/or if any additional information or clarification needed.



2023 JAG BUDGET MODIFICATIONS: YOU BE THE FIELD REP

Would you approve this Line-Item Change?

(Type your response in the chat)

We have realized a savings of \$1,500 in the Laptop line of the Services & Supplies category.

We are requesting to reallocate to the Participant Supports line because we have noticed an increase in tuition costs. Currently we have allocated 5 participants/year @ \$500/participant x 3 years = \$7,500 The updated allocation will be 5 participants/year @ \$600/participant x 3 years = \$9,500

DENIED

2023 JAG BUDGET MODIFICATIONS: YOU BE THE FIELD REP

We have realized a savings of \$1,500 in the Laptop line of the Services & Supplies category **because we have determined a new Laptop is no longer needed. Funds have not been spent in this line and this will not impact staff job duties.**

We are requesting to reallocate to the Participant Supports line because we have noticed an increase in tuition costs. Currently we have allocated 5 participants/year @ \$500/participant x 3 years = \$7,500
The updated allocation will be 5 participants/year @ \$600/participant x 3 years = **\$9,000**



2023 JAG BUDGET MODIFICATIONS: QUESTIONS

