

Minnesota Department of Public Safety
Office of Justice Programs
Crime Victim Services

Budget Revision Guidance for Grantees

March 2020

Timeline for requesting a budget revision

- Requests must be made at least 30 days in advance of the end date of the grant.

Reasons for requesting a budget revision

- To create a new line item.
- To increase a line item that is about to exceed the total amount budgeted on the line item as a whole (federal + state) by 10% (or \$200, whichever is higher).
- To significantly revise the detail within a line item, for example, “The *Personnel* total as a line item doesn’t need revision but a different staff position will be funded.”

Questions to ask prior to submitting a *Budget Revision Justification* form for grant manager review

- Is the request necessary yet or do all line items have a large enough balance to do an FSR?
- Is the same amount of each funding source being increased and decreased so that the bottom line of each funding source is not being changed?
- Is each budget line item being revised only selected once from the dropdown list?
- Does the budget revision request form include a clear summary of the revisions being requested and reasons for those requests?
- Is the request to eliminate or decrease a line (e.g., “Advocate (VOCA)”) that has already reported expenditures? If so, be sure the budget accounts for those payments and the revision leaves at least the amount that’s been paid out already.
- Do revisions to personnel have corresponding revisions to payroll taxes & fringe (or an explanation as to why not)?
- If additional funds are being added to a VOCA position, is the position doing the proper amount of VOCA-eligible work?
- If the request involves a budget that includes indirect costs, will the request change the MTDC (10% de minimis) or Base (federally-approved) figure? If so, the amount budgeted for indirect costs needs to be recalculated and included in the revision.
- Are you requesting to add a new line item? If so,
 - Have you noted the sources of funding to be used?
 - For new personnel, have you provided the position’s overall FTE, portion of FTE to be covered with grant and annual/hourly pay?
 - For new contracts over \$10,000, have you provided a copy of the contract and documentation of bidding process form?