

e-grants Budget Revision Guide

Grantee steps are in **RED** and Grant Manager steps are in **BLACK**

Grantee Step 1: Grantee requests budget revision from grant manager

Grant Manager Step 2: Click on View Status Options

The screenshot shows the 'OJP Grant Menu' interface. At the top, there is a 'Back' button and the title 'OJP Grant Menu'. Below this, 'Document Information' is displayed as 'A-JAG-2011-Minneapolis Police Department-00008'. A 'Details' dropdown menu is visible. A table with the following data is shown:

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	OJP Grant	Minneapolis Police Department	Grant Manager	Grant Awarded	07/01/2011 - 12/31/2012 09/14/2011 11:59PM EST

Below the table, there are two main sections: 'View, Edit and Complete Forms' with a 'VIEW FORMS' button, and 'Change the Status' with a 'VIEW STATUS OPTIONS' button. The 'VIEW STATUS OPTIONS' button is highlighted with a red box.

Grant Manager Step 3: Apply **BUDGET REVISIONS IN PROCESS** status

The screenshot shows the 'OJP Grant Menu - Status Options' interface. At the top, there is a 'Back' button and the title 'OJP Grant Menu - Status Options'. Below this, 'Document Information' is displayed as 'A-JAG-2011-Minneapolis Police Department-00008'. A 'Details' dropdown menu is visible. The 'Possible Statuses' section lists three options:

- AMENDMENT IN PROCESS
[APPLY STATUS](#)
- CLOSEOUT IN PROCESS
[APPLY STATUS](#)
- BUDGET REVISIONS IN PROCESS**
[APPLY STATUS](#)

The 'BUDGET REVISIONS IN PROCESS' option and its corresponding 'APPLY STATUS' button are highlighted with a red box.

MESSAGE: Grantee receives message, "Grant Revision Justification Required for grant # A-###-###-#####"

Grantee Step 4: Go to Task Menu and find grant with "Budget Revision Justification Required"

View My Tasks

Export Results to: Screen Sort by: -- Select -- GO

Info	Document Type	Organization	Name	Current Status	Date Received	Date Due
	OJP Grant	Men As Peacemakers	<u>A-JAG-2011-MENPEACE-00006 (2)</u>	Budget Revisions Justification Required	5/9/2013	9/14/2011
	Recovery Act Justice Assistance Grant (JAG) FSR Addendum: Jobs Reporting Form-Aug. 2011	Men As Peacemakers	<u>R-JAGR-2010-MENPEACE-00921</u>	Progress Report In Process	9/7/2011	9/20/2011
	OJP Grant	Men As Peacemakers	<u>A-YIP-2012-MENPEACE-00006</u>	Application In Process	9/13/2011	10/17/2011

Grantee Step 5: Click on View, Edit and Complete Forms

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OJP Grant Menu

Document Information: [A-JAG-2011-MENPEACE-00006 \(2\)](#)

Details

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	OJP Grant	Men As Peacemakers	Program Admin	Budget Revisions Justification Required	07/01/2011 - 12/31/2012 09/14/2011 11:59PM EST

View, Edit and Complete Forms

Select the View Forms button below to view, edit, and complete forms.

VIEW FORMS

Grantee Step 6: Click on Budget Revision Justification

Grant

- Grant Agreement and Amendments
- Maximum Advance Percentage
- Inter/Intra Agency Code
- Contracting/Operating Agencies
- Authorized Signatures Verification

Budget Revision

- Budget Revision Justification (2)

Amendment

- Amendment Justification

Grantee Step 7: Enter Date of the Request

PLEASE NOTE: This new budget revision request form is designed as a worksheet that allows the grantee to clearly make the changes within the budget line items and give specific detail on the changes. This worksheet is NOT connected to your grant's budget.

SAVE ADD PRINT VERSION ADD NOTE CHECK GLOBAL ERRORS SHOW HELP

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 Document Information: A-JAG-2011-MENPEACE-00006 (2)
Details
 You are here: > OJP Grant Menu > Forms Menu

05/08/2013

BUDGET REVISION JUSTIFICATION

Instructions:

- Choose the Line Items affected in the Budget Revision. **CLICK SAVE**. The Current Budget will then populate on the form.
- Enter the Increase or Decrease. **CLICK SAVE**. The New Budget Amount will then populate on the form.
- When you are finished with your justifiaton please change the status to, "**Budget Justification Submitted**".

Date of Request:

Please add additional information here:

Additional Detail on Change

Line Item	Current Budget \$	Increase or (Decrease)	New Budget Amount	Additional Detail
<input type="text"/>		<input type="text"/>		<input type="text"/>
<input type="text"/>		<input type="text"/>		<input type="text"/>
<input type="text"/>		<input type="text"/>		<input type="text"/>
<input type="text"/>		<input type="text"/>		<input type="text"/>
<input type="text"/>		<input type="text"/>		<input type="text"/>
<input type="text"/>		<input type="text"/>		<input type="text"/>
<input type="text"/>		<input type="text"/>		<input type="text"/>
<input type="text"/>		<input type="text"/>		<input type="text"/>
TOTAL				

Grantee Step 8: Enter general description of budget revision purpose

Grantee Step 9: Choose the line items in the drop down menus affected in the Budget Revision

SAVE ADD PRINT VERSION ADD NOTE CHECK GLOBAL ERRORS SHOW HELP

Instructions:

- Choose the Line Items affected in the Budget Revision. **CLICK SAVE**. The Current Budget will then populate on the form.
- Enter the Increase or Decrease. **CLICK SAVE**. The New Budget Amount will then populate on the form.
- When you are finished with your justifiaton please change the status to, "**Budget Justification Submitted**".

Date of Request:

Please add additional information here:

Line Item	Current Budget \$	Increase or (Decrease)	New Budget Amount	Additional Detail
Personnel (Award: \$79,090.00) - Staff <input type="text"/>		<input type="text"/>		<input type="text"/>

Grantee Step 10: Click SAVE

NEXT SCREEN: After you save, the current budget will populate on the form, see form below:

BUDGET REVISION JUSTIFICATION

Instructions:

- Choose the Line Items affected in the Budget Revision. **CLICK SAVE**. The Current Budget will then populate on the form.
- Enter the Increase or Decrease. **CLICK SAVE**. The New Budget Amount will then populate on the form.
- When you are finished with your justification please change the status to, "Budget Justification Submitted".

Date of Request:

Please add additional information here:

Line Item	Current Budget \$	Increase or (Decrease)	New Budget Amount	Additional Detail
Personnel (Award: \$79,090.00) - Staff	\$79,090			
Program Expenses (Award: \$4,140.00) - Workstations	\$1,200			
Program Expenses (Award: \$58,098.00) - Internships	\$9,820			

Grantee Step 11: Enter the changes to the budget

- To Increase a line item:** Enter a whole number in the Increase/ Decrease column

Line Item	Current Budget \$	Increase or (Decrease)
Personnel (Award: \$79,090.00) - Staff	\$79,090	\$5,000

- To decreased a line item:** Enter a negative number in the Increase/Decrease column using a minus sign in front of the amount. Example: **-\$1,000**

Line Item	Current Budget \$	Increase or (Decrease)
Program Expenses (Award: \$4,140.00) - Workstations	\$1,200	-\$1,000

- To Add a line item:** Leave the Line item blank, enter the amount of the new line item in the Increase/Decrease column and then add the name and description of the line in the Additional Detail column. If you have multiple funding sources for the new line, breakout the new amount by source. Example: Evaluation- \$3000 VOCA, \$1000 STATE and \$1000 MATCH.

Line Item	Current Budget \$	Increase or (Decrease)	New Budget Amount	Additional Detail
		\$5,000.00		Evaluation- \$3000 VOCA, \$2000 State

Grantee Step 12: Enter the additional detail per line item change

Grantee Step 13: Click Save

Items affected in the Budget Revision. **CLICK SAVE**. The Current Budget will then populate on the form.

Increase or Decrease. **CLICK SAVE**. The New Budget Amount will then populate on the form.

When finished with your justification please change the status to, "Budget Justification Submitted".

Date of Request:

Please add additional information here:

Line Item	Current Budget \$	Increase or (Decrease)	New Budget Amount	Additional Detail on Change
\$79,090.00) - Staff	\$79,090	\$6,000		We added staff because of increase in kids
(Award: \$4,140.00) - Workstations	\$1,200	-\$1,000		Extra money
(Award: \$58,098.00) - Internships	\$9,820	-\$4,000		Not having as many internships as planned

Next Screen: The new budget amounts will populate

Enter the Increase or Decrease. **CLICK SAVE**. The New Budget Amount will then populate on the form.

When you are finished with your justification please change the status to, "Budget Justification Submitted".

Date of Request:

Please add additional information here:

Line Item	Current Budget \$	Increase or (Decrease)	New Budget Amount	Additional Detail
Personnel (Award: \$79,090.00) - Staff	\$79,090	\$6,000	\$85,090	We added staff because of
Program Expenses (Award: \$4,140.00) - Workstations	\$1,200	(\$1,000)	\$200	Extra money
Program Expenses (Award: \$58,098.00) - Internships	\$9,820	(\$4,000)	\$5,820	Not having as many inters
Supplies (Award: \$2,000.00) - Test description 2	\$2,000	(\$1,000)	\$1,000	Extra money

Grantee Step 14: Return to OJP Grant

Menu

Page Information
The information has been saved.

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Grantee Step 15: Click View Status Options

OJP Grant Menu

Document Information: [A-JAG-2011-MENPEACE-00006 \(2\)](#)

[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	OJP Grant	Men As Peacemakers	Program Admin	Budget Revisions Justification Required	07/01/2011 - 12/31/2012 09/14/2011 11:59PM EST

View, Edit and Complete Forms
Select the **View Forms** button below to view, edit, and complete forms.
[VIEW FORMS](#)

Change the Status
Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.
[VIEW STATUS OPTIONS](#)

Grantee Step 16: Apply BUDGET REVISION JUSTIFICATION SUBMITTED Status

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OJP Grant Menu - Status Options

Select a button below to execute the appropriate status push.

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[Details](#)

Possible Statuses

BUDGET REVISION JUSTIFICATION SUBMITTED

[APPLY STATUS](#)

MESSAGE: Grant Manager receives email message, "Budget Revision Justification Submitted for grant # A-###-###-####".

Grant Manager Step 17: Go to Task Menu and find the grant with Budget Revision Justification Submitted status, click on name.

View My Tasks

Export Results to Screen Sort by: -- Select -- GO

Info	Document Type	Organization	Name	Current Status	Date Received	Date Due
	OJP Grant	Men As Peacemakers	A-JAG-2011-MENPEACE-00006 (3)	Budget Revision Justification Submitted	5/17/2013	9/14/2011
	OJP Grant	Men As Peacemakers	A-JAG-2014-MENPEACE-00002	Application Submitted	5/15/2013	4/30/2014
	OJP Grant	Duluth Police Department	A-NGTF-2012-DULUTHPD-00002	Application Submitted	12/5/2011	1/7/2012

Grant Manager Step 18: Click View Edit, Complete Forms

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Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	OJP Grant	Men As Peacemakers	Grant Manager	Budget Revision Justification Submitted	07/01/2011 - 12/31/2012 09/14/2011 11:59PM EST

View, Edit and Complete Forms

Select the **View Forms** button below to view, edit, and complete forms.

[VIEW FORMS](#)

Grant Manager Step 19: Click on Budget Revision Justification

Budget Revision	Budget Revision Justification (4)	
	Budget Revision Request (Old)	05/08/2013 05/15/2013
Amendment		05/08/2013 05/17/2013
	Amendment Request	

Grant Manager Step 20: Review Budget Revision Justification

Grant Manager Step 21: If the budget revision justification is correct, change the status to **BUDGET REVISION JUSTIFICATION APPROVED** and go to **Step 22**. If the budget revision justification is incorrect, change the status to **BUDGET REVISION JUSTIFICATION MODIFICATIONS REQUIRED** and go back to **Step 16**.

Grant Manager Step 22: Print out Print Version of Budget Revision Justification

Please Note: Printing the justification out makes it easier to make the changes necessary in the budget pages after the budget revision is complete, please put the justification in the grant file.

Grant Manager Step 23: Navigate back to Forms Menu

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05/15/2013

Grant Manager Step 24: Click on Budget

Forms [SHOW HELP](#)

Status	Page Name	Note	Created By	Last Modified By
Application				
	Instruction Sheet - READ FIRST			
	Terms and Conditions			
	Grant Program Guidelines			
	Project Information Sheet			
	Work Plan/Outcomes		Frank Jewell 5/9/2013 2:35:37 PM	
	Purpose Areas		Frank Jewell 5/10/2012 11:50:06 AM	Frank Jewell 5/10/2012 2:02:44 PM
	Program Information			
	Narrative			
	Service Areas			
	Budget (12)			
	Budget	Click to view this page	Frank Jewell 9/8/2011 2:58:12 PM	
	Financial St	Internships Printing, copying, postage, and supplies Rent Staff		

Grant Manager Step 25: Revise the appropriate budget line items by selecting from the drop down and click Go

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BUDGET

Instructions:

- Budget line items no longer needed should be zeroed out.
- They cannot be deleted.
- If a new budget line item is needed, click Add.

Select the appropriate Program Component for this budget item:
 Youth Intervention: Norht 4

Select the appropriate Budget Category for this budget item:
 Program Expenses

Provide a short description for this budget item (should be unique to this budget):
 Internships

Provide a more detailed description for this budget item:
 48 training sessions/year @ \$50/session = \$2,400/annual= \$4,800. 21 subsidized

- Internships
- Internships
- Printing, copying, postage, and supplies
- Rent
- Staff
- Tax and Fringe
- Telephone
- Test description 1
- Test description 2
- Test description 3
- Test description 4
- Travel
- Workstations

Grant Manager Step 26: Enter the new budget amounts and added descriptions from the Budget Revision Justification Form

... may cannot be deleted.

- If a new budget line item is needed, click Add.

Select the appropriate Program Component for this budget item:
 Youth Intervention: Norht 4

Select the appropriate Budget Category for this budget item:
 Personnel

Provide a short description for this budget item (should be unique to this budget):
 Staff

Provide a more detailed description for this budget item:
 \$5,030/annual and 5% to direct programming = \$2,515/annual) = \$50,030 x 15% =
 7,545. \$39,545/annual.
 REVISION: Adding \$6,000 for more staff time

279 of 1000

Enter the dollar amounts associated with the budget item:

Award: \$85,090.00 Match:

Grant Manager Step 27: Click Save

Grant Manager Step 28: Navigate to OJP Grant Menu

SAVE ADD DELETE PRINT VERSION ADD NOTE CHECK GLOBAL ERRORS

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 The information has been saved.

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Staff GO

OJP Grant Menu

Document Information: [A-JAG-2011-MENPEACE-00006 \(3\)](#)
 Details

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	OJP Grant	Men As Peacemakers	Grant Manager	Budget Revision Justification Approved	07/01/2011 - 12/31/2012 09/14/2011 11:59PM EST

View, Edit and Complete Forms
 Select the View Forms button below to view, edit, and complete forms.
 VIEW FORMS

Change the Status
 Select the View Status Options button below to perform actions such as submitting applications or request modifications.
 VIEW STATUS OPTIONS

Grant Manager Step 30: Apply BUDGET REVISION COMPLETE status

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OJP Grant Menu - Status Options

Select a button below to execute the appropriate status push.

Document Information: [A-JAG-2011-MENPEACE-00006 \(3\)](#)

[Details](#)

Possible Statuses

BUDGET REVISION COMPLETE

[APPLY STATUS](#)