

# Completing a Budget Revision in E-Grants

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 provides the following information:

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	OJP Grant	<a href="#">Minneapolis Police Department</a>	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' page. It includes a 'Back' button and the title 'OJP Grant Menu - Status Options'. The 'Document Information' is 'A-JAG-2011-Minneapolis Police Department-00008'. Under 'Possible Statuses', there are three options, each with an 'APPLY STATUS' button:

- AMENDMENT IN PROCESS
- CLOSEOUT IN PROCESS
- BUDGET REVISIONS IN PROCESS** (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  Sort by:

Info	Document Type	Organization	Name	Current Status	Date Received	Date Due
	OJP Grant	Men As Peacemakers	A-JAG-2011-MENPEACE-00006 (2)	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	R-JAGR-2010-MENPEACE-00921	Progress Report In Process	9/7/2011	9/20/2011
	OJP Grant	Men As Peacemakers	A-YIP-2012-MENPEACE-00006	Application In Process	9/13/2011	10/17/2011

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

[Back](#)

### 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.

**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

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

05/08/2013 GO

### 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:

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"/>	<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"/>
<b>TOTAL</b>				

**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 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 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Program Expenses (Award: \$4,140.00) - Workstations <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Program Expenses (Award: \$58,098.00) - Internships <input type="text"/>	<input type="text"/>	<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 increased or decreased amount for each line item affected by the budget revision.

**Please note:** To decrease from a line item put the amount in parentheses.

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

**Grantee Step 13:** Click Save

**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 on Change
Personnel (Award: \$79,090.00) - Staff	\$79,090	\$6,000		We added staff because of increase in kids
Program Expenses (Award: \$4,140.00) - Workstations	\$1,200	-\$1,000		Extra money
Program Expenses (Award: \$58,098.00) - Internships	\$9,820	-\$4,000		Not having as many interships as planned
Program Expenses (Award: \$2,000.00) - Test description 2	\$2,000	-\$1,000		Extra money

**Next Screen:** The new budget amounts will populate

[PRINT VERSION](#)   [ADD NOTE](#)   [CHECK GLOBAL ERRORS](#)   [SHOW HELP](#)

- 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 o
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 interst
Supplies (Award: \$2,000.00) - Test description 2	\$2,000	(\$1,000)	\$1,000	Extra money

Date of Request:

**Grantee Step 14:** Return to OJP Grant Menu

**Page Information**  
 The information has been saved.

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

You are here: > OJP Grant Menu > [Forms Menu](#) > Budget Revision

[GO](#)

**Grantee Step 15:** Click View Status Options

## OJP Grant Menu

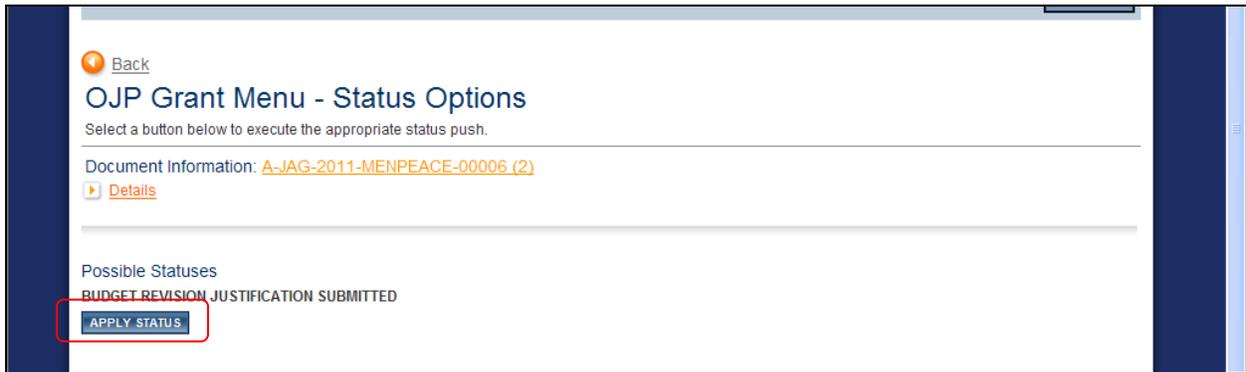
Document Information: [A-JAG-2011-MENPEACE-00006 \(2\)](#)  
[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	OJP Grant	<a href="#">Men As Peacemakers</a>	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](#)

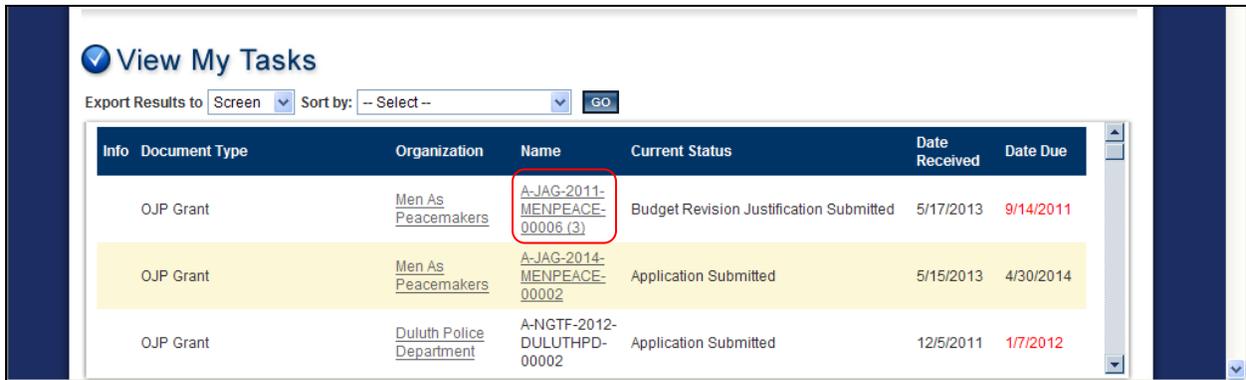
**Change the Status**  
 Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.  
[VIEW STATUS OPTIONS](#)

**Grantee Step 16: Apply BUDGET REVISION JUSTIFICATION SUBMITTED Status**

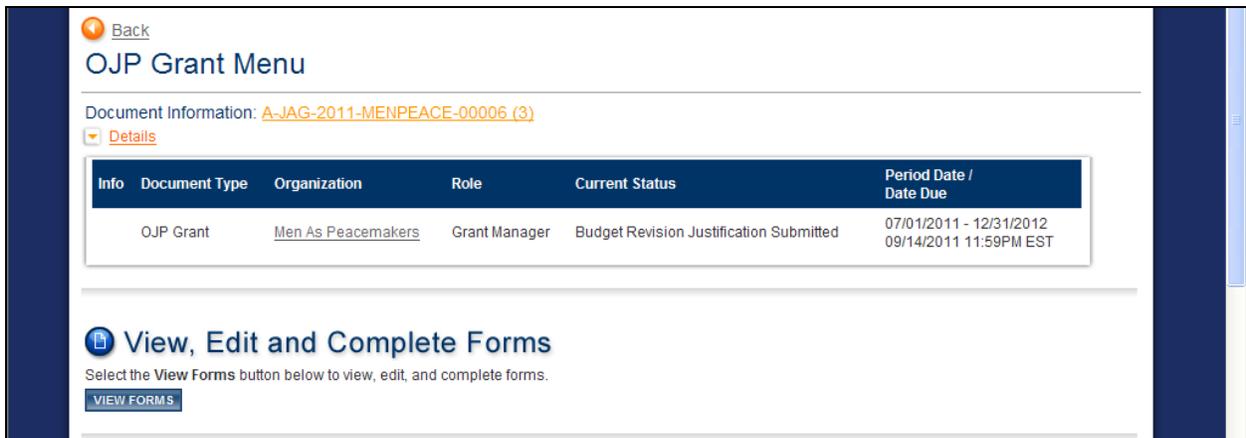


**MESSAGE:** Grant Manager receives email message, “Budget Revision Justification Submitted for grant # A-###-###-####”.

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



**Grant Manager Step 18:** Click View Edit, Complete Forms



**Grant Manager Step 19: Click on Budget Revision Justification**



**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**.

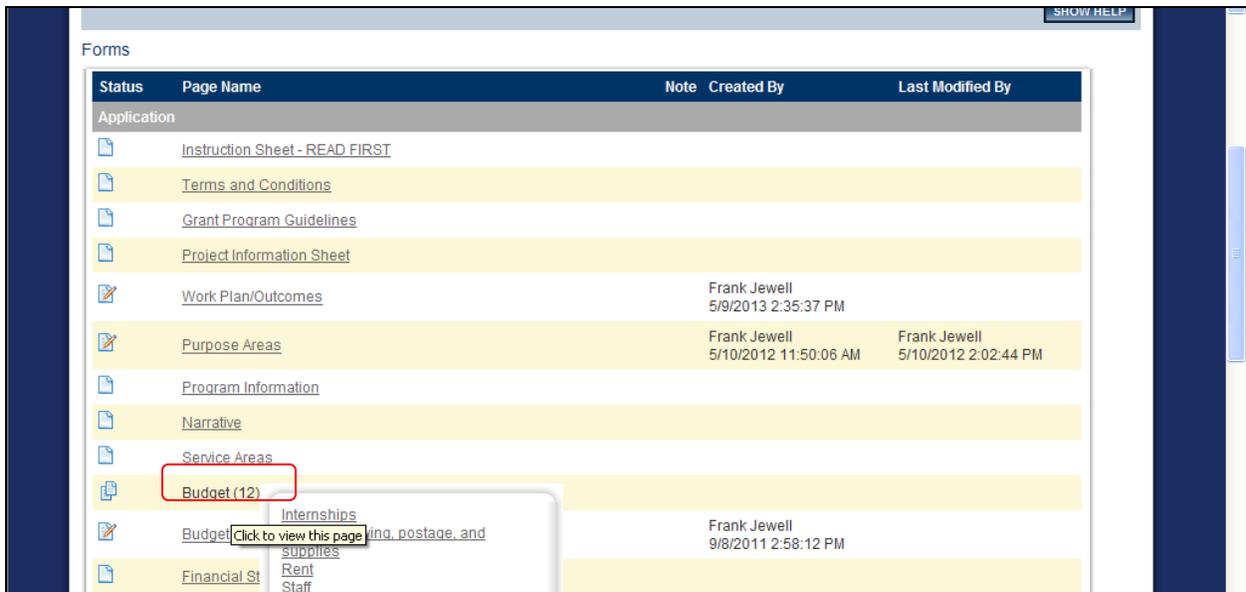
**Grant Manager Step 22:** Print out Print Version of Budget Revision Justification

**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.

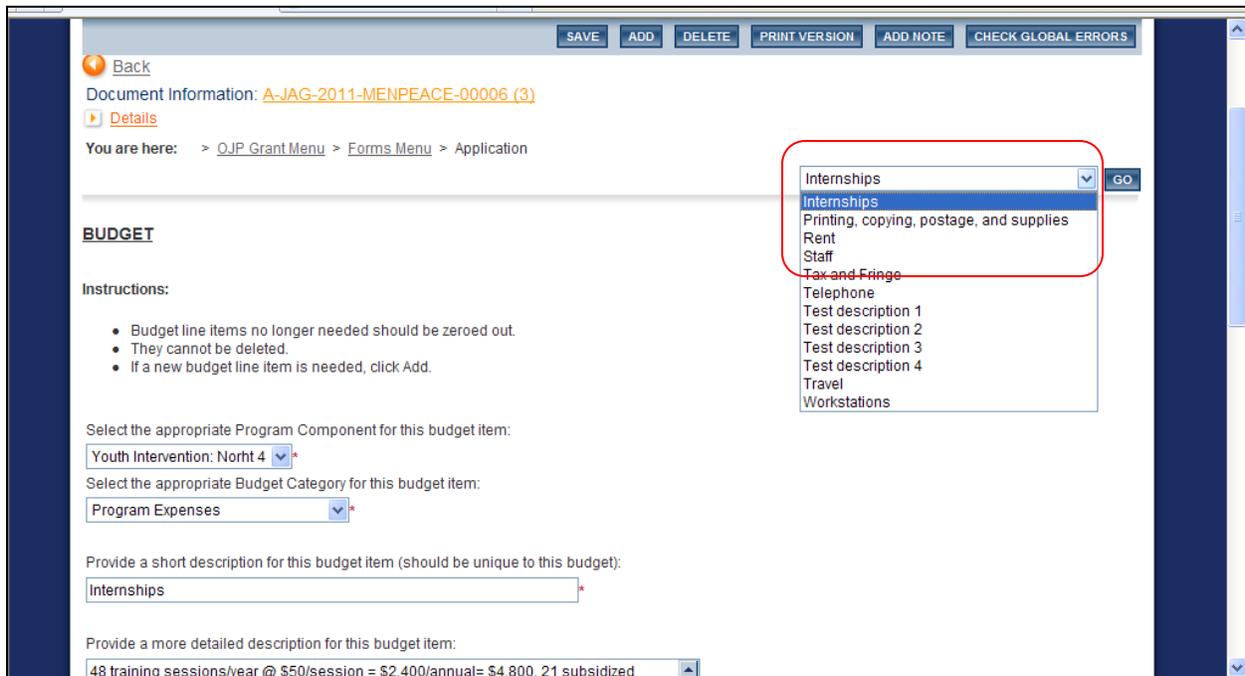
**Grant Manager Step 23:** Navigate back to Forms Menu



**Grant Manager Step 24:** Click on Budget



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



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

You are here: > [OJP Grant Menu](#) > [Forms Menu](#) > Application

**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

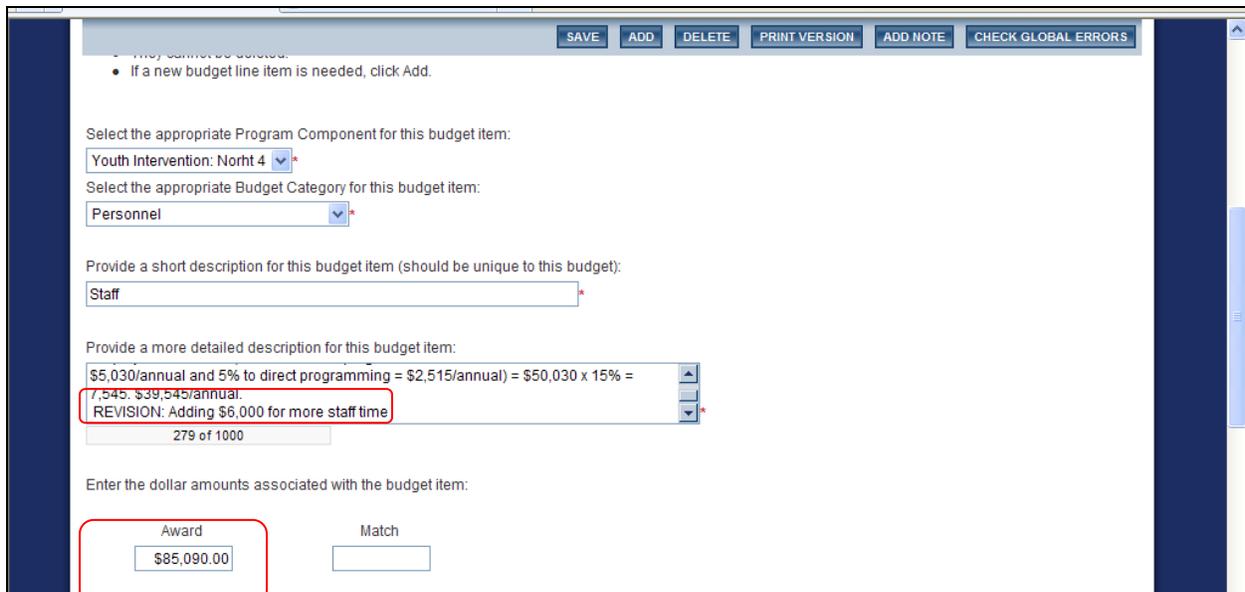
Select the appropriate Budget Category for this budget item:  
Program Expenses

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



Instructions:

- 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



Page Information  
The information has been saved.

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

You are here: > [OJP Grant Menu](#) > [Forms Menu](#) > Application

Staff

## Grant Manager Step 29: Click View Status Options

### 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	<a href="#">Men As Peacemakers</a>	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

[Back](#)

### 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](#)