

Budget Revision Request Checklist

If you find that after the start of the grant that you need to make a change to your budget for any reason you will need to submit a budget revision request. A budget revision is required if any line items in any categories are going to alter from the approved items or amounts.

Example: If you budgeted for mileage for a meeting but then the meeting is cancelled and you want to use the funds for another reason – you will have to do a budget revision.

Important Information:

- The budget revision **MUST** be submitted and approved by ICJIA before you expend the funds for the revised items. If you expend them before the approved budget revision you may not receive reimbursement for those expenses.
- Ensure that with your budget revision you made all changes that were needed at the time. You want to avoid having to do multiple budget revisions because you accidentally forgot a change on the previous revision.
- Budget revision requests can be submitted anytime during the grant period but **MUST** be submitted no later than 60 days from the end of the grant.
 - Example: If your grant period ends on June 30th your budget revision must be submitted to ICJIA staff on or before May 1st.

CHECKLIST		
<input checked="" type="checkbox"/>	Budget Revision Form	<p>Please fill this out completely.</p> <p>Be sure to provide detailed explanation of the changes you are requesting for each category. Make sure it you are describing the changes by line item.</p> <p>Ensure that the chart on the last page is filled out and include original and revised amounts for all categories (the revised will remain the same if there was no requested change).</p> <p>Sign and submit.</p>
<input checked="" type="checkbox"/>	Marked-Up Budget	<p>Using your approved Excel version of your budget. You need to do the below steps and submit with your budget revision form to Lacey:</p> <ul style="list-style-type: none"> • Line out line items that you are removing/changing ex: paper • Add all new/updated line items in RED ex: postage • Line out the narrative for the items you are removing/changing • Provide an updated narrative for the new/updated line items. ICJIA needs to know exactly what you are requesting to add and what you are removing

Request for Budget Revision
Please Submit a Marked-Up Budget With this Request
Fields expand, you may use as much space as you need
Use the tab key to advance to each field.

Interagency Agreement Number: 327585

Implementing Agency: *Western County*

Period of Performance: *10/1/2017 to 6/30/2018*

Person Making Request: *Beverly Smith*

Date of Request: *March 15, 2018*

Is your request being made 60 days prior to expiration date of grant? ☒ Yes ☐ No

If your answer is No, please explain why.

N/A

Explain why you need this budget revision and how it will benefit the program:

We are requesting a budget revision to the travel, supplies and contractual line items.

Travel expenses need to be increased because the IRS standard mileage rate increased to \$.545 as of 1/1/18 and we had to budget the entire grant period at the 2017 rate of \$.535. There was also a two-day Springfield training added in 2018 so we had to budget for the Council Coordinator's one-night hotel stay and one-day per diem. We also decided to send some of the steering committee members to the May 18th training so we had to budget for their mileage reimbursement.

Supplies – expenses for trainings were less than anticipated so we are requesting these excess funds be moved to the travel line items.

We are not requesting a change in the contractual services budget amount, but rather a modification in the usage of fund. We had originally only planned to offer 3 stipends to victim services agencies, but since have decided that there is another agency that we would like to offer a stipend to because of their ongoing support of the program and our trainings and activities.

Please check the categories in which you will be revising the budget and provide the requested information. Also indicate changes in federal and match dollar amounts with each explanation.

PERSONNEL/FRINGE

☐ Increase Personnel/Fringe ☐ Decrease Personnel/Fringe ☒ N/A

Please provide a detailed explanation of the changes in salary and fringe benefits.

EQUIPMENT

☐ Increase Equipment ☐ Decrease Equipment ☒ N/A

Please explain in detail why.

COMMODITIES/SUPPLIES

☐ Increase Commodities/Supplies ☒ Decrease Commodities/Supplies ☐ N/A

Please explain in detail why.

The expense for supplies per training was less than anticipated so we are requesting \$292 of the funds budgeted for supplies be moved to the travel category since an additional Springfield meeting was scheduled in 2018.

TRAVEL

☒ Increase Travel ☐ Decrease Travel ☐ N/A

Please explain in detail why.

We are requesting a \$292 increase in travel expenses due to the increased mileage rate in 2018 and the additional Springfield training being added.

CONTRACTUAL

☐ Increase Contractual

☐ Decrease Contractual

☒ N/A

Please explain in detail why.

We are not increasing or decreasing the contractual category amount but changing the line items to add another stipend agency because of their support to the council total stipends from (\$2,850 to \$3,800). We are reducing the local speaker speaking fees because we were able to get free or very reasonable options (\$1,050 to \$100)

OTHER/INDIRECT COSTS

☐ Increase Other/Indirect Costs

☐ Decrease Other/Indirect Costs

☒ N/A

Please explain in detail why.

Show your budget revision in the following chart:

Federal	Personnel	Equipment	Commodities/ Supplies	Travel	Contractual	Other/Indirect Costs	Total
Original	\$22,905	0	\$1,272	\$976	\$5847	0	\$31,000
Revised	\$22,905	0	\$980	\$1,268	\$5847	0	\$31,000
Match	Personnel	Equipment	Commodities/ Supplies	Travel	Contractual	Other/Indirect Costs	Total
Original							
Revised							

Signature:

Date:

+

For ICJIA Use Only

☐ Approved ☐ Not Approved
☐ Approved ☐ Not Approved

Date:
Date

Monitor: _____
Supervisor: _____

Notes:

Section C - Budget Worksheet & Narrative

3). Travel (2 CFR 200.474)-- Travel should include: origin and destination, estimated costs and type of transportation, number of travelers, related lodging and per diem costs, brief description of the travel involved, its purpose, and explanation of how the proposed travel is necessary for successful completion of the project. In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit cost involved. Identify the location of travel, if known; or if unknown, indicate "location to be determined." Indicate source of Travel Policies applied, Applicant or State of Illinois Travel Regulations. **NOTE:** Dollars requested in the travel category should be for staff travel only. Travel for consultants should be shown in the contractual category along with the consultant's fee. Travel for training participants, advisory committees, review panels and etc., should be itemized the same way as indicated above and placed in the "Miscellaneous" category.

Column G ("Basis") defines the quantity being measured. For example, if your expense is two nights in a hotel, the basis is "Nights." If the expense is 300 miles, the basis is "Miles."

Note: Please see ICJIA Specific Instructions tab for additional information for completing this section.

Purpose of Travel (brief description)	Location	Computation						Federal/State Amount	Match	Total Cost
		Items	Cost Rate	Quantity	Basis	# Staff	# of Trips			
<i>Coordinator mileage</i>	<i>local travel</i>	<i>mileage</i>	\$ 0.535	<i>12</i>	<i>miles</i>	<i>1</i>	<i>25</i>	\$ 161	\$ -	\$ 161
<i>Coordinator mileage - 2017</i>	<i>local travel</i>	<i>mileage</i>	<i>\$ 0.535</i>	<i>12</i>	<i>miles</i>	<i>1</i>	<i>6</i>	<i>\$ 39</i>		<i>\$ 39</i>
<i>Coordinator mileage - 2018</i>	<i>local travel</i>	<i>mileage</i>	<i>\$ 0.545</i>	<i>12</i>	<i>miles</i>	<i>1</i>	<i>16</i>	<i>\$ 105</i>		<i>\$ 105</i>
<i>Coordinator mileage</i>	<i>Spfld round trip</i>	<i>mileage</i>	\$ 0.535	<i>75</i>	<i>miles</i>	<i>1</i>	<i>4</i>	\$ 161		\$ 161
<i>Coordinator mileage - 2018</i>	<i>Spfld round trip</i>	<i>mileage</i>	<i>\$ 0.545</i>	<i>150</i>	<i>miles</i>	<i>1</i>	<i>2</i>	<i>\$ 164</i>		<i>\$ 164</i>
<i>Coordinator mileage</i>	<i>Outside western County local travel</i>	<i>mileage</i>	\$ 0.535	<i>35.75</i>	<i>miles</i>	<i>1</i>	<i>8</i>	\$ 153		\$ 153
<i>Coordinator mileage - 2017</i>	<i>Outside Western County local travel</i>	<i>mileage</i>	<i>\$ 0.535</i>	<i>128</i>	<i>miles</i>	<i>1</i>	<i>1</i>	<i>\$ 68</i>		<i>\$ 68</i>
<i>Coordinator mileage - 2018</i>	<i>Outside Western County local travel</i>	<i>mileage</i>	<i>\$ 0.545</i>	<i>92</i>	<i>miles</i>	<i>1</i>	<i>4</i>	<i>\$ 201</i>		<i>\$ 201</i>
<i>Speakers' travel hotel (with tax)</i>	<i>Western County</i>	<i>hotel</i>	<i>\$ 80.000</i>	<i>2</i>	<i>room</i>	<i>3</i>	<i>1</i>	<i>\$ 160</i>		<i>\$ 160</i>
<i>Speaker mileage</i>	<i>Chicago O'Hare to western county to Rockford</i>	<i>mileage</i>	<i>\$ 0.535</i>	<i>323</i>	<i>miles</i>	<i>1</i>	<i>1</i>	<i>\$ 173</i>		<i>\$ 173</i>
<i>Speaker per diem</i>	<i>Western County</i>	<i>per diem</i>	<i>\$28</i>	<i>2</i>	<i>days</i>	<i>3</i>	<i>1</i>	<i>\$ 168</i>		<i>\$ 168</i>
<i>Steering Committee Member Travel to Training</i>	<i>To Spfld</i>	<i>mileage</i>	<i>\$ 0.545</i>	<i>150</i>	<i>miles</i>	<i>1</i>	<i>1</i>	<i>\$ 82</i>		<i>\$ 82</i>
<i>Coordinator per diem</i>	<i>Springfield</i>	<i>per diem</i>	<i>\$28.00</i>	<i>1</i>	<i>day</i>	<i>1</i>	<i>1</i>	<i>\$ 28</i>		<i>\$ 28</i>
<i>Hotel</i>	<i>Springfield</i>	<i>hotel</i>	<i>\$ 80.00</i>	<i>1</i>	<i>room</i>	<i>1</i>	<i>1</i>	<i>\$ 80</i>		<i>\$ 80</i>
Total								\$ 1,268	\$ -	\$ 1,268

Travel Narrative:

- Travel to Springfield, IL above is for ~~staff~~ Coordinator, to drive twice to Springfield, IL to ~~attend a mandatory full day meeting sponsored by ICJA~~ attend a Local Council Coordinator Meeting on 2/21/18 at McFarland Mental Health Center and a Statewide Mandatory Training on 5/18/18 with another Local Council Coordinator Meeting on 5/17/18. Both of these trips to Springfield are in 2018 therefore, the budget is revised to reflect the IRS standard mileage reimbursement rate of \$.545/mile. The quantity was also revised to indicate the accurate roundtrip distance. The rest of the staff travel will be within the local area as well as any travel to outside Western County, necessary to meet with representatives from the four remaining counties to address the goals of the grant. ~~Total mileage is estimated at 1,200 miles at the 2017 rate of \$.535 per mile.~~ Travel is an estimate based on the # of counties within the Tenth Circuit, as well as the activities planned to achieve our goals as we move forward with both re-structuring and rejuvenating the Council. Both local travel and outside Western County travel had to be revised for the increased standard mileage rate of \$.545 effective January 1, 2018. Also, slightly more travel than originally budgeted will be conducted outside Western County due to the needs of the program. Total mileage for local travel in 2017 was 72 miles for a total of \$39. Total mileage for local travel in 2018 will be no more than 192 miles for a total of \$105. Total 2017 mileage outside Western County was 128 miles for a total of \$68. Total 2018 mileage outside Western County will be no more than 368 miles for a total of \$201.
- Travel for National Speakers are approximate costs based on 3 speakers traveling 323 miles from Chicago O'Hare to Watertown and then onto westchester totaling \$173. Speakers are also presenting a training in Rockford on Nov. 3, 2017. Rockford is paying for their air travel expenses.
- Per diem cost is calculated at \$28 per day for 2 days for 3 speakers totaling \$168.
- One Steering Committee Member will be attending the Statewide Mandatory Training in Springfield on 5/18/18 therefore, the revised budget includes reimbursement for 150 miles at the rate of \$.545 totaling \$82.
- The Council Coordinator will be attending trainings on both 5/17/18 and 5/18/18, therefore the revised budget includes one hotel night and one day's per diem.

Section C - Budget Worksheet & Narrative

5). Supplies (2 CFR 200.94) --List items by type (office supplies, postage, training materials, copying paper, and other expendable items such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

Note: Please see ICJIA Specific Instructions tab for additional information for completing this section.

Supply Items	Computation			Federal/State Amount	Match	Total Cost
	Quantity/ Duration	Cost	Pro-Rated Share (Put 100% if cost is not pro-rated)			
Office supplies, postage, training materials	4	\$ 318.00	100.00%	\$ 1,272		\$ 1,272
Office supplies, postage, training materials	4	\$ 245.00	100.00%	\$ 980		\$ 980
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
Total				\$ 980	\$ -	\$ 980

Supplies Narrative:

- Supplies expense is for items necessary for approximately four trainings. These may include folders, paper, binders, and the costs to print and bind the training materials. Cost for supplies is an estimate on the # of anticipated trainings planned and the cost of folders, printing and items necessary in hosting a training. **Our expenses for supplies was not as much as we anticipated therefore we are decreasing our supply budget to \$245 per training and using the remaining funds to pay for travel expenses.**

Section C - Budget Worksheet & Narrative

6. Contractual Services (2 CFR 200.318) & Subawards (200.92) -- Provide a description of the product or service to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. Federal rules require a separate justification must be provided for sole source contracts in excess of \$150,000 (*See 2 CFR 200.88*). **However, ICJIA has additional requirements for sole source contracts of other amounts. The applicant must contact the ICJIA grant monitor or program administrator for additional information.** This budget category may include **subawards**. Provide separate budgets for each subaward or contract, regardless of the dollar value and indicate the basis for the cost estimates in the narrative. Describe products or services to be obtained and indicate the applicability or necessity of each to the project.

Please also note the differences between subaward, contract, and contractor (vendor):

- 1) Subaward (200.92) means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal/State award, including a portion of the scope of work or objectives. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal/State program.
- 2) Contract (200.22) means a legal instrument by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal award. The term as used in this part does not include a legal instrument, even if the non-Federal entity considers it a contract, when the substance of the transaction meets the definition of a Federal award or subaward.
- 3) "Vendor" or "Contractor" is generally a dealer, distributor or other seller that provides services in support of the project activities. This can include utilities, leases, computing costs, audit costs, and similar types of costs.

Note: Please see ICJIA Specific Instructions tab for additional information for completing this section.

Description	Computation				Federal/State Amount	Match	Total Cost
	Cost per Basis	Basis	Length of Time	Pro-Rated Share (Put 100% if cost is not pro-rated)			
Local speaker speaking fee	\$ 350.00	# speakers	3	100.00%	\$ 1,050		\$ 1,050
National speakers prep time & speaking fee	\$ 1,950.00	# speakers	3	33.29%	\$ 1,947		\$ 1,947
Victim Service Agency Stipends	\$ 15.00	Hour	190	100.00%	\$ 2,850		\$ 2,850
Victim Service Agency Stipends	\$ 15.00	Hour	253	100.00%	\$ 3,800		\$ 3,800
Local Speaker speaking fee	\$ 100.00	# speakers	1	100.00%	\$ 100		\$ 100
Total					\$ 5,847	\$ -	\$ 5,847

Contractual Narrative:

- ~~• Three local speakers will be retained and paid approximately \$350 each speaking fees. Possible topics for trainings/conferences include human trafficking, Internet Safety, stalking, clergy response to domestic violence, health care and sexual assault education.~~
- Three national speaker will be retained from Washington D.C. The costs above are for prep work and one day of training. Topic for trainings include immigration laws related to family violence.
- Speakers will be determined by either the Steering or Individual Committees based on the training needs and interests the Local Council has that will enable us to accomplish our goals as described in the grant.
- Victim Service Agency stipends are for Advocates for Access, Adult Protective Services, and the Center for Prevention of Abuse at \$15/hour for a total of 190 hours. Staff from these nonprofit agencies attend training committee and planning committee meetings and assist with the trainings. Memorandums of Understanding will be signed with each agency. **An additional Victim Service Agency stipend has been added for their participation in Council trainings and support. They will be paid at \$15/hour for a total of 63 hours, the same as other Victim Service Agency stipends. Although 2 local speakers have presented this grant period there was no fee involved. We have revised the budget to accomodate 1 remaining speaker.**