

Application: Springfield Police ORT

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Organized Retail Theft Grant Program 23-25

Summary

ID: 00000000006

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Organized Retail Theft Grant Program Budget Adjustment Request Form

Completed - Apr 23 2025

A budget adjustment request is required to move funds from one category to another.

A formal amendment will be required if the budget adjustment request exceeds 10% of the total funds awarded. Formal amendments will be processed administratively by CJC and additional paperwork will be sent via email.

Approval is required prior to implementation. One budget adjustment request will be accepted once per quarter from Q1-Q7: a budget adjustment request will not be an option for Q8.

Budget adjustment requests must be submitted 45 days prior to the end of the project period to be considered. Please refer to the [Grant Administration Guide](#) for further detail regarding amendments.

Instructions:

1. Please use a new budget adjustment request for each category you are asking to move funds between.
2. Enter the amount of money you would like to move. Please keep in mind you must have adequate amount of funds in a category to cover the movement of funds.
3. Select which category you are requesting to move funds from and which category you are requesting moving funds to.
4. Provide a short justification for why you'd like to move funds.
5. Please select "yes" if you'd like to move funds between other categories for this request.

Organized Retail Theft Budget Adjustment Request Form

1. Budget Adjustment Request

Please use a new budget adjustment request for each category you are asking to move funds between.

Grantee would like to move	2.50
From (select category)	Training/Associated Travel
Indicate Line Item(s)	5. Cellebrite CCO/CCPA
If your request includes the reallocation of funds from multiple line items, please include a breakdown of the amount by line item.	(No response)
To (select category)	Yes
Indicate Line Item	2. McAfee Certified ORC Investigator
Describe in detail the reason behind the requested shift in funding.	Would like to alleviate the minimal overage on this line item by using part of the funds that were awarded for CCO/CCPA training as it ended up being \$35 less than anticipated.
Would you like to move other funds?	Yes

2. Budget Adjustment Request

Please use a new budget adjustment request for each category you are asking to move funds between.

Grantee would like to move	1389
From (select category)	Equipment
Indicate Line Item(s)	11. Brown Recluse Polecam
If your request includes the reallocation of funds from multiple line items, please include a breakdown of the amount by line item.	(No response)
To (select category)	Yes
Indicate Line Item	9. Cartop Carrier Surveillance
Describe in detail the reason behind the requested shift in funding.	Due to recently increased prices in technological products needed for these items, we will not be able to purchase all three of these surveillance products, and have decided that the best use of the awarded funds will be to purchase the cartop carrier and modular drop camera system only. This amount is the difference between initial quote and actual cost of this product.
Would you like to move other funds?	Yes

3. Budget Adjustment Request

Please use a new budget adjustment request for each category you are asking to move funds between.

Grantee would like to move	5845
From (select category)	Equipment
Indicate Line Item(s)	11. Brown Recluse Polecam
If your request includes the reallocation of funds from multiple line items, please include a breakdown of the amount by line item.	(No response)
To (select category)	Yes
Indicate Line Item	10. Modular Drop Camera Surveillance
Describe in detail the reason behind the requested shift in funding.	Due to recently increased prices in technological products needed for these items, we will not be able to purchase all three of these surveillance products, and have decided that the best use of the awarded funds will be to purchase the cartop carrier and modular drop camera system only. This amount is the difference between initial quote and actual cost of this product.
Would you like to move other funds?	Yes

4. Budget Adjustment Request

Please use a new budget adjustment request for each category you are asking to move funds between.

Grantee would like to move	3276
From (select category)	Equipment
Indicate Line Item(s)	11. Brown Recluse Polecam
If your request includes the reallocation of funds from multiple line items, please include a breakdown of the amount by line item.	(No response)
To (select category)	Yes
Indicate Line Item	3. CRU Operations Vehicle
Describe in detail the reason behind the requested shift in funding.	The remaining awarded funds from this polecam are being requested to be moved into the CRU Operations Vehicle line item to continue being applied to the upfit of the approved CRU Interceptor under line item 3.
Would you like to move other funds?	Yes

5. Budget Adjustment Request

Please use a new budget adjustment request for each category you are asking to move funds between.

Grantee would like to move	9896
From (select category)	Equipment
Indicate Line Item(s)	Motorola APX8000 Radios
If your request includes the reallocation of funds from multiple line items, please include a breakdown of the amount by line item.	(No response)
To (select category)	Yes
Indicate Line Item	3. CRU Operations Vehicle
Describe in detail the reason behind the requested shift in funding.	We have been awarded an unrelated grant to purchase portable radios that make this line item unnecessary, so we would like to move this amount to the continued upfit of the approved CRU Interceptor under line item 3.
Would you like to move other funds?	No