Budget Revisions

Changes to Budget Revisions

- *Each grant is allowed 2 revisions after the initial modification.*

- Before you begin a revision reach out to CVAG staff to make sure the revision is required.

Reasons for Revisions

- Adding a new line item to the grant budget.

- Changing the quantity of an already approved item in the grant.

- You're going to exceed the approved amount in a category by more than 10%.

- Budget Narrative needs to be expanded or corrected.

Creating a Revision(s)

1. Navigate to Grants and Applications section of the Home Page.
2. Select the grant that you wish to revise. Grant Number, Version and Application Numbers are displayed on the grid.
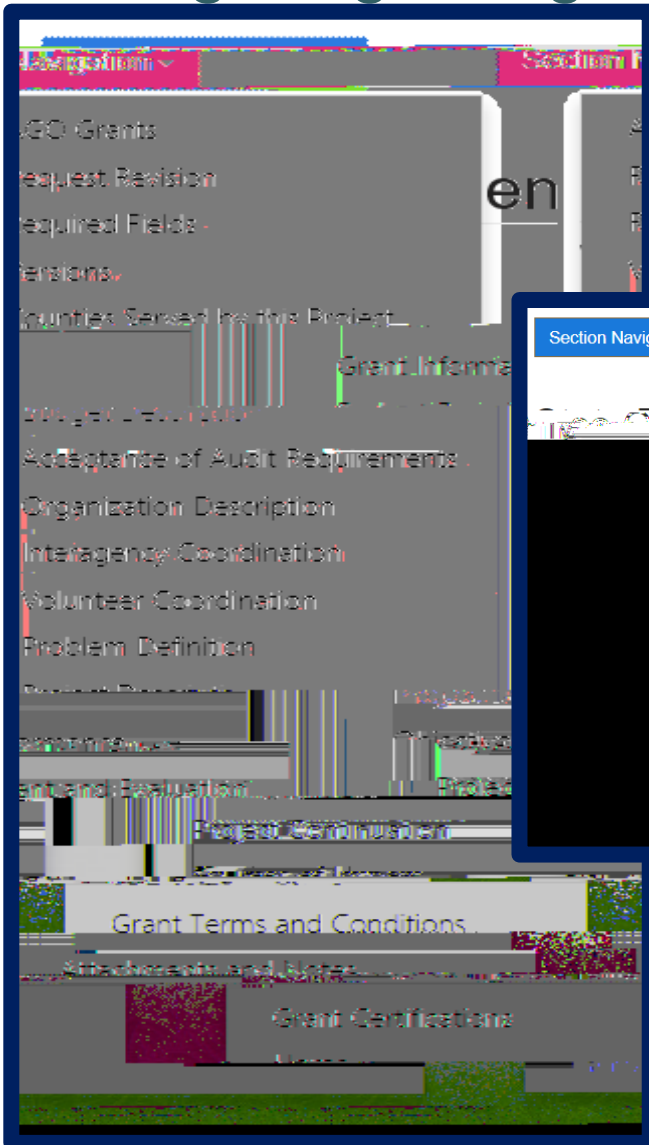
Create and Editing Budget Revision

1. Locate the grant to be revised, click request Revision to Application.
2. Select Edit this Version.

- Note: You may have to refresh your browser several times. Once the Submission Status has changed to Revision you are now able to edit.

Navigating Budget Revisions

- Note: users can navigate to specific screens by using the Section Navigation drop down on the upper left side of the screen.
- Click the save button on the lower left to save your work and move to the next screen.
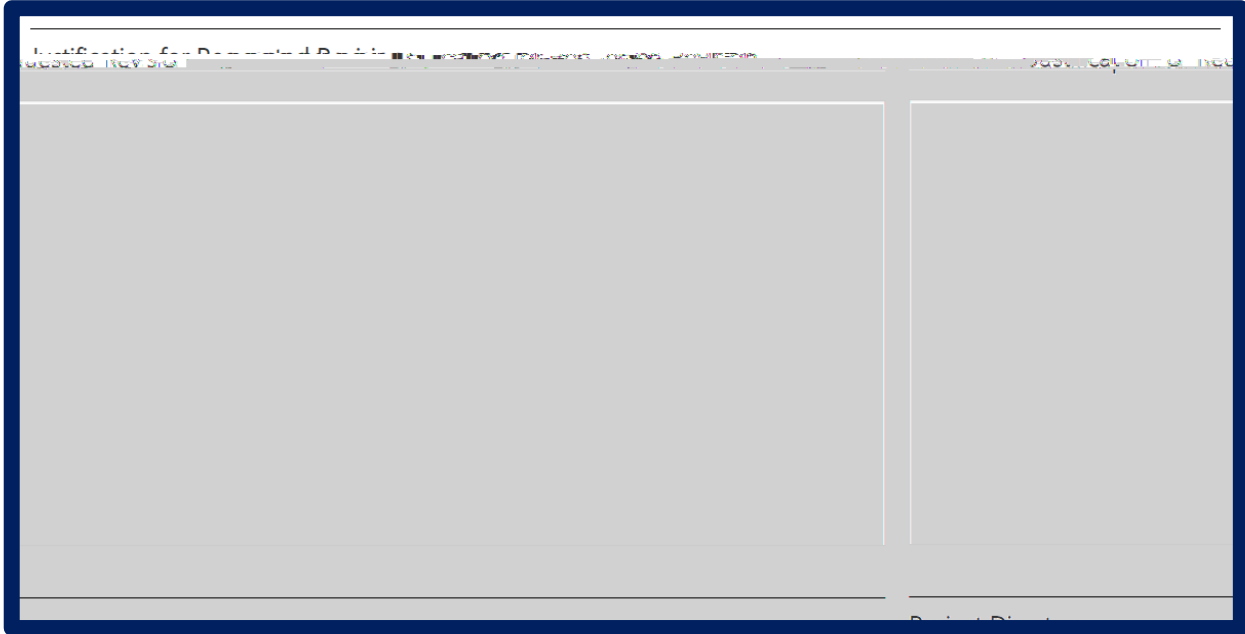
Request for Revision

Request for Revision

- The left column will be auto-populated with previous Approved Balances from the original grant or previous revision.
- Complete middle column to indicate new desired category totals.
- Enter all fields even if no change.

Section 2 – Request for Budget and/or Programmatic Revision

Column 1 should populate automatically, but please double check to ensure this matches the current approved budget.

When entering in column 2 for requested amounts, make sure the new requested amounts per category are entered, even if there are no changes to the dollar amounts. For example, if the approved grantor

Request For Revision

- Always complete the Justification for Requested Revision box.
- Be specific about what Budget Line Items you will be editing and by how much. This will help us review and approve your revision much quicker.
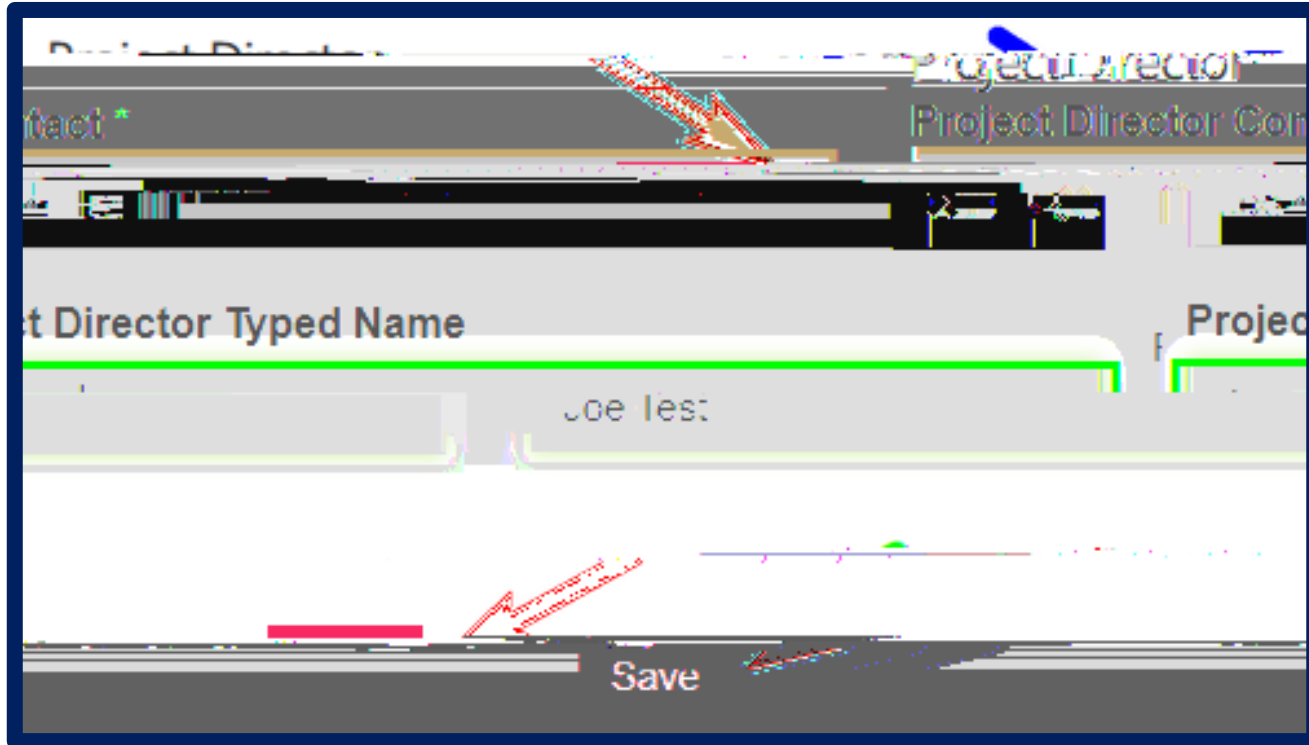
Example:

Revision 001—
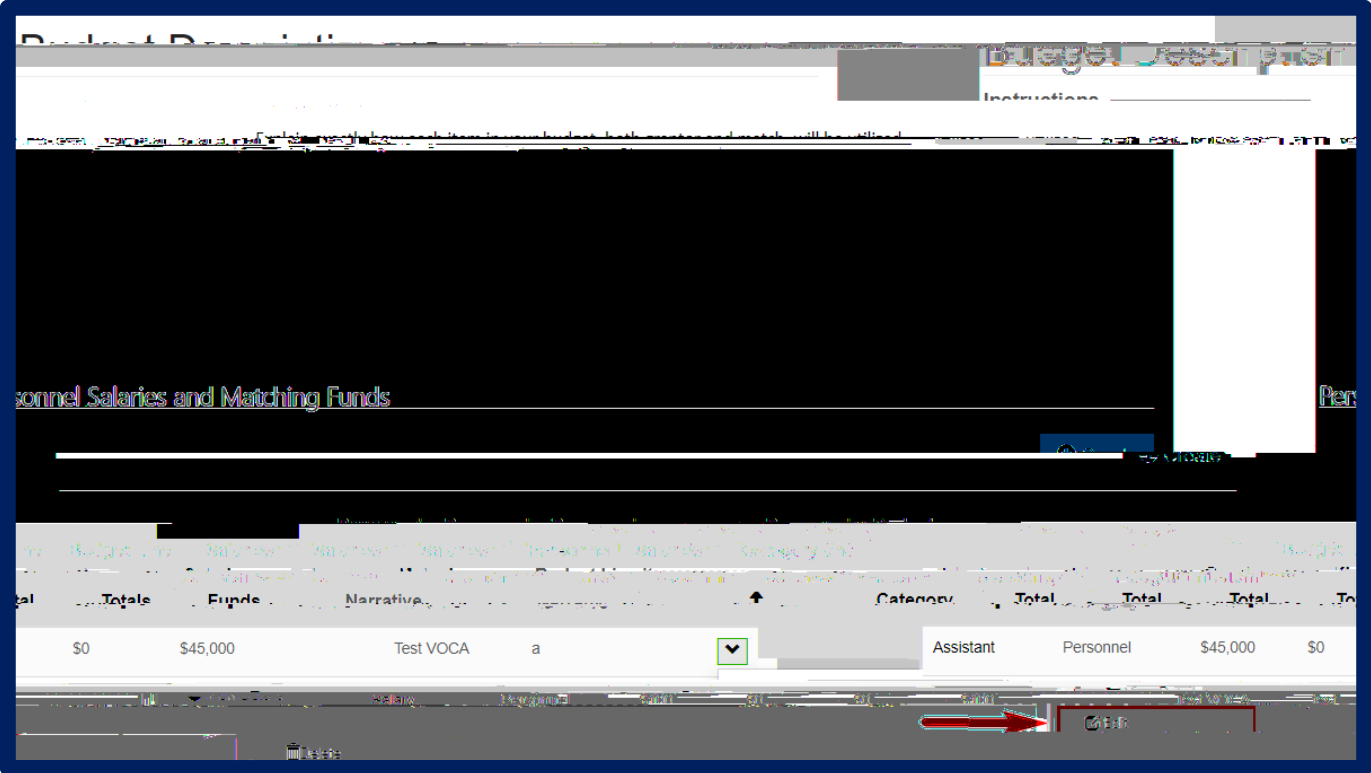
Reducing Mileage by $2000

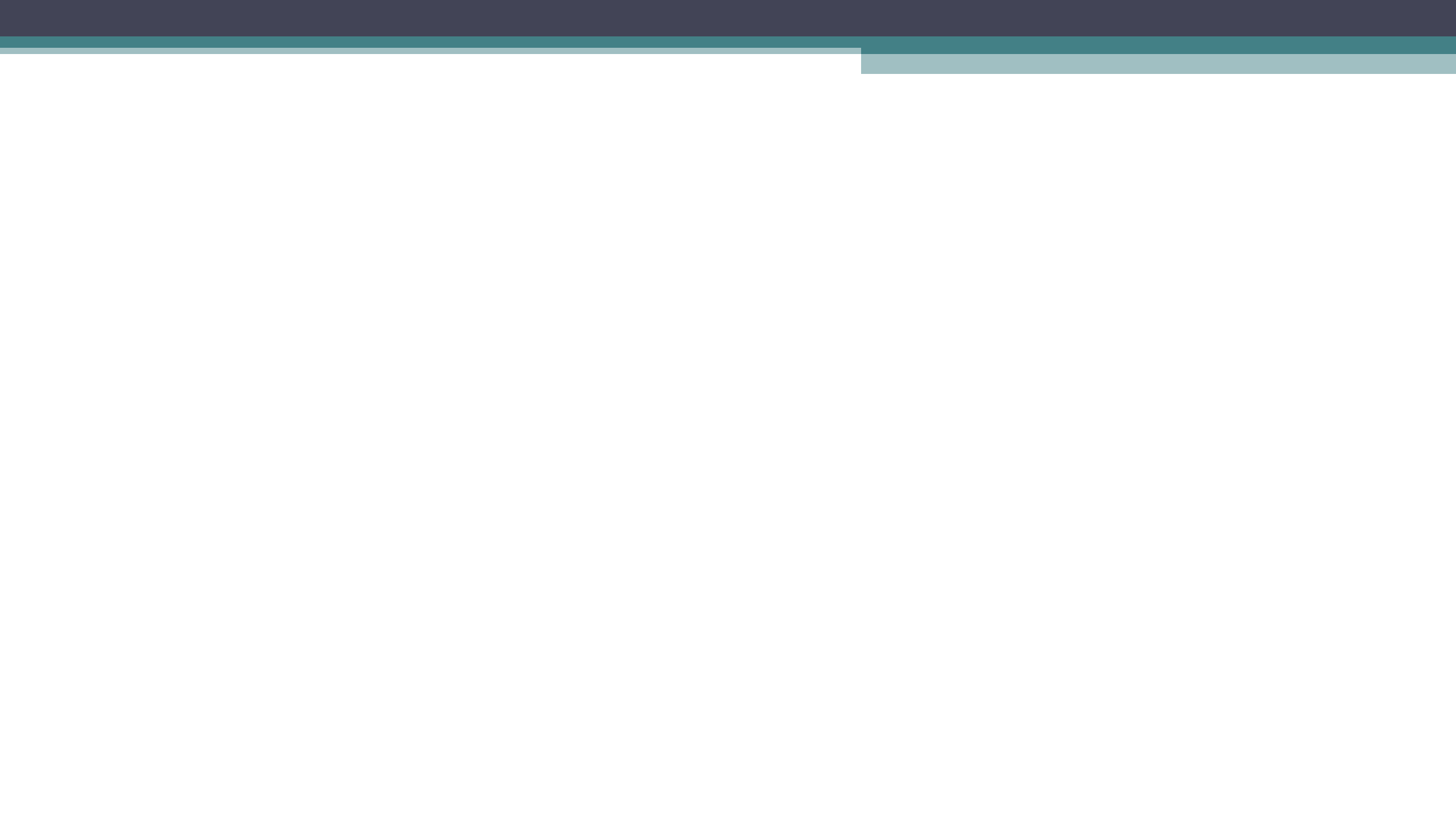Reducing Per Diem by $500

Budget Revision Certifications

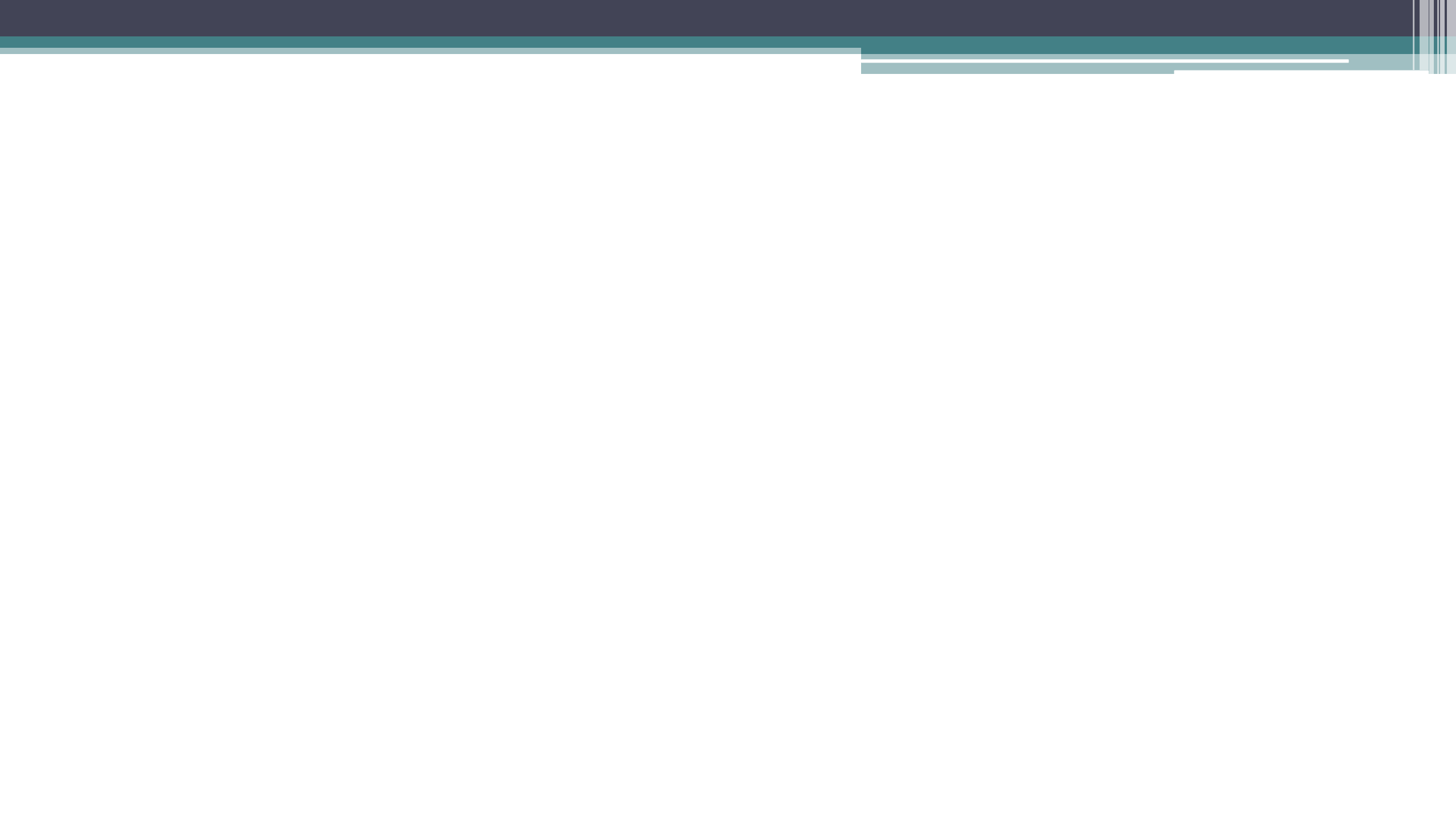1. Verify the Project Director.

2. Save.

Budget Line Item Revisions

1. Navigate to the Budget DescriptionSection.
2. Locatethe budget lineitem you need to edit.
3. Select Edit.

Budget Revisions
Editing or Adding Line Items

- NOTE: Please do not remove line items or narrative for items that the agency has already purchased and received reimbursement for.
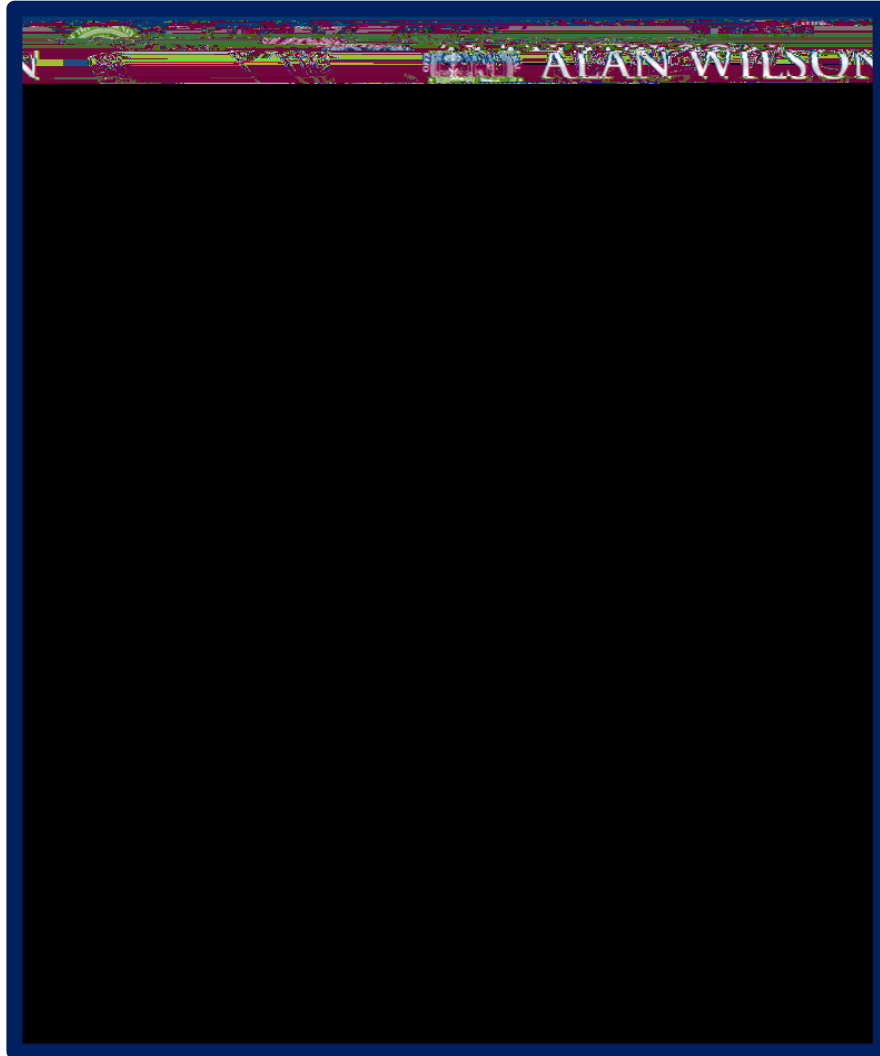
Budget Revision Submission

Confirm Request for Grant Extension and/or Revision has been completed and certified

1. Go to Section Navigation.
2. Select Grant Certification.
3. Verify all information is complete and accurate
4. Select "Submit For Review"
5. Save

Note: Revision will be marked as submitted and moved to read only status.

Budget Revisions

- When Revision is submitted, you will be directed back to the AGO Grants landing page.