

BUDGET REVISION INSTRUCTIONS

Budget Revisions are allowable when you:

- Have identified unexpended funds in one category that would lapse if not reallocated and
- Have identified items in another budget category that would support or enhance the program if the unexpended dollars were reassigned to these categories.

Timing:

Grantee requests for budget revisions must be received at ICJIA no later than 60 days prior to the expiration of the agreement period of performance. Written approval must be received prior to implementing the changes.

Instructions for completing a Budget Revision Request:

1. Complete the Budget Revision Request form
 - Detail exactly what you want to revise and why;
 - Detail how the revision will support or enhance the program;
 - All requested changes should be reasonable, necessary, cost effective, and allocable to the purpose of the program.
 - On the table in the Budget Revision Request form, the “Approved Budget” column totals must equal the “Revised Budget” column totals.
 - Your Budget Revision Request is not for requesting additional grant monies beyond what has already been allocated to your program.
 - Sign and date the Budget Revision Request form.

2. Complete a marked-up budget. Your Grant Specialist will provide you with a copy of the final approved Budget (in Excel). Use this Excel file to:
 - Strike through line items to be removed. See sample.
 - Type-in new line items in RED. See sample.
 - The new costs in the tables must add across the line item row and down the “Total Cost” column.
 - The budget narrative must be revised for each amended item. The same strikethrough and RED modifications should be followed for each narrative section.
 - Save a copy of the Budget Revision Request in Excel and name the file, “Grant ID #XXXXXX Marked-up Budget MMDDYY”.

3. Send the Budget Revision Request form (signed and scanned) and Marked-up Budget (Excel), to your Grant Specialist at least **60 days** prior to the end of performance period; and

4. Grantees must wait until Grant Specialist provides written approval prior to expending funds under the new budget.

SAMPLE

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			
ICJIA Partnership Meetings	Chicago	Parking	\$ 50.00	1	vehicles	1	1	\$ 50		\$ 50
		Per Diem	\$ 7.00	4	quarters	3	1	\$ 84		\$ 84
		Mileage	\$ 0.535	418	miles	1	1	\$ 224		\$ 224
		Lodging	\$268	1	room	3	1	\$ 804		\$ 804
									\$ -	
Training Conference	Peoria, IL.	Parking	\$ 7.00	1	vehicle	1	1	\$ 75		\$ 7
		Per Diem	\$ 7.00	4	quarters	3	1	\$ 84		\$ 84
		Mileage	\$ 0.54	800	miles - RT	1	1	\$ 428		\$ 428
		Lodging	\$ 0.54	1	night	3	1	\$ 210		\$ 2
									\$ -	
									\$ -	
Total							\$ 1,959	\$ 797	\$ 1,683	

Travel Narrative:

Travel costs are figured for one off site regional partnership meetings, for three (3) people (Program Manager, 2 MDT members). It is anticipated all meetings will be held in Chicago at the ICJIA office.

Mileage: Staff will be traveling from Springfield, IL to Chicago, IL roundtrip 418 miles x \$0.535 per mile = \$223.63

Lodging: Staff will stay for overnight for 1 night at the GSA federal rate for downtown Chicago in Sept., Oct., Nov., or Dec. 2019 at \$223.00 per night per room per person x 3 people = \$669*20% tax (\$134) = \$803

Parking is estimated at \$50 per trip

Per diem is estimated at 4 quarters for 3 people per trip. \$7 per quarter x 4 quarters = \$28 x 3 people = \$84

Travel costs are estimated for one off-site training conference for three people of the program. It is anticipated that the conference will be held in Peoria, IL.

Parking: \$75 for 1 car for the one day of the conference.

Per Diem: \$84 for 3 staff at 4 quarters.

Mileage: 800 miles round trip at \$0.54 per mile = \$428

Lodging: \$70 state rate per room in Peoria, IL for 3 people, each with a room, for 1 night. Total: \$210.