



**ALAN WILSON**  
SOUTH CAROLINA ATTORNEY GENERAL

The Department of  
Crime Victim Assistance Grants  
AGO Grants System

**BUDGET REVISIONS**

# Editing an Approved Grant for Revision(s)



## The Department of Crime Victim Assistance Grants Portal

Crime Victim Assistance Grants

Agency Name \*  
V \*TEST Stark Industries

Primary Contact Main Phone Website

### Grants & Applications

To Create a new Application, click on the "Create" button at the top of the grid.

To Revise an Application you've already submitted, go to the dropdown at the far right of the row that lists the Application you are concerned with, then click "Revise a Submitted Application". Fill out the subsequent pages, then return to the grid to edit the application by clicking on the "Edit" selection in the dropdown.

Create

Submission Status ↓	Grant Number	App Number	Project Title	Grant Program	Grant Year	Project Director	Amount Approved	
Draft	1V18005	AV18026	Sexual Violence Services	VOCA (Program) Victims of Crime Act	2018/2019	Mary DEV TEST	\$1,906,776.00	▼
Draft			**Baker Test**	VAWA (Program) S.T.O.P. Violence Against Women	2018/2019	Kenneth DEV TEST		▼
Draft	xyz1234	xyz12345	*xyz12345 Test	VOCA (Program) Victims of Crime Act	2018/2019	*Andrew DEV TEST		▼
Draft			*One last test	VAWA (Program)	2018/2019	AGA DEV TEST		▼

1. Navigate to "Grants and Applications" Section on the Home Page
2. Select the Grant That You Wish to Make Revision(s). Grant Number, Version and Application Numbers are Displayed on the Grid

# Create and Edit Budget Revision



The screenshot shows a table with columns: Grant Number, Version Number, App Number, Project Title, Submission Status, Grant Program, Grant Year, Project Director, Amount Approved, Amount Requested, and Modified On. The second row is highlighted. A green arrow points to the 'R001' version number, and another green arrow points to the 'Edit this version' link in the dropdown menu.

Grant Number	Version Number	App Number	Project Title	Submission Status	Grant Program	Grant Year	Project Director	Amount Approved	Amount Requested	Modified On	
UNKNOWN	Original	UNKNOWN	** Test of grant periods **	Awarded	VOCA (Program) Victims of Crime Act	2018/2019	*Test Test Authorized to Sign			2/15/2019 1:57 PM	▼
1V19999	R001	AV19999	*Stark Project Title	Revision	VOCA (Program) Victims of Crime Act	2018/2019	*Andrew *Test Lincoln	\$89,547.00	\$1,000,000.00	2/15/2019 11:53 AM	▼
1K30000	Original	AK30001	Final	Awarded	VAWA	2018/2019	*Andrew	\$75,000.00	\$75,000.00	2/15/2019	▼

## CREATE a Budget Revision

1. After highlighting Grant to be revised, SELECT Create Revision.
- NOTE: Version Number will be set to R001 or higher. Please note that Submission Status will change from Approved to Revision
  - NOTE: You may have to refresh your browser several times if the Edit option does not appear. Once the Submission Status has changed to “Revision” you are now able to Edit

## EDIT a Budget Revision

1. Select Version Available to be Edited (Reminder: Only those marked as Revision may be edited)
2. SELECT Edit

# Navigating Budget Revisions

ALAN WILSON  
SOUTH CAROLINA ATTORNEY GENERAL

Section Navigation -

- AGO Grants
- Request for Grant Extension
- Required Fields
- Versions
- Counties Served by this Project
- Grant Information
- Budget Description
- Acceptance of Audit Requirements
- Organization Description
- Interagency Coordination
- Volunteer Coordination
- Problem Definition
- Project Description

State Funding Agency (SFA) Use Only

Version Number *	Grant Number	App Number
1001	1V19999	AV18999
Project Title *		
Stark Project Title		
Amount Approved	Amount Requested	Status Reason
\$69,647.00	\$1,000,000.00	Under Revision

Submit

- NOTE: Once you have opened Version, users can navigate to specific screens by using the navigation drop down on the upper left side of the screen
- To save your work and move to the next screen, Press the blue submit button on the lower left

## 1. SELECT Budget Description

# Request for Revision

Section Navigation -

## Request for Grant Extension and / or Revision

Grant Number: 1V19999      Version Number \*: R001      Version Date: 2/15/2019

Agency Account \*: \*TEST Stark Industries

Project Title \*: \*Stark Project Title

Type of Request

☐ Programmatic Revision      ☒ Budget Revision

- NOTE: Complete this form PRIOR to Certifying and Submitting Revision Request
  - NOTE: Do not remove line items or narrative for items that the agency has already purchased and received reimbursement for
  - NOTE: Do not complete request for Extension Section, this will be addressed by the programmatic team
1. SELECT (check) Budget Revision box only
  2. Scroll down page to Section 2. Request for Budget and/or Program Revision

# Request for Revision

**2. REQUEST FOR BUDGET AND/OR PROGRAMMATIC REVISION**

Approved Personnel	Requested Personnel Amount*	Personnel Difference
\$ 75,481.00	\$ 74,000	(\$81)
Approved Contractual Services	Requested Contractual Services	Contractual Difference
\$ 5,040.00	\$ 95,040	(\$5,040)
Approved Travel	Requested Travel	Travel Difference
\$ 2,828.00	\$ 2,828	(\$2,828)
Approved Equipment	Requested Equipment	Equipment Difference
\$ 0.00	\$ 481	\$0
Approved Other	Requested Other	Other Difference
\$ 3,340.00	\$ 83,340	(\$3,340)
Approved Total	Requested Total	Total Difference
—	\$75,400	—

**Justification for Requested Revision**

This is where I enter my Justification for Requested Revisions. They go here.

REASON FOR REQUESTED REVISION

- Section 2 will be auto populated with previous Approved Balances (Original Grant)
- Rows and Columns will be auto calculated once you have submitted the form
- Complete requested columns as directed by the programmatic and fiscal team instructions

## Section 2 – Request for Budget and/or Programmatic Revision

When entering in column 1 for approved amounts per budget expenditure category make sure that the current approved grantor amounts are entered.

When entering in column 2 for requested amounts per budget expenditure category make sure the amounts per category that the agency is requesting to be the approved amounts per category are entered. For example, if the approved grantor personnel is \$45,000 and there are no requested changes then the personnel grantor amount requested would still be \$45,000.

Please keep in mind that employer contributions are a separate budget expenditure line item entry in AGO Grants, but the employer contributions amounts are pulled into the total personnel category total

# Budget Revision Certifications

3. PROGRAM DIRECTOR

Project Director Contact

SA Test System Admin

Program Director Printed Name

Nancy Test

Submit

1. Complete other fields on the form
2. Submit

# Budget Line Item Revisions

Section Navigation -

Budget Description - Pages 2 & 3

Personnel Salaries and Matching Funds

Create

Associate

Budget Line Item Name ↑	Personnel Salaries Grantor Total	Personnel Salaries Cash Total	Personnel Salaries In-Kind Total	Personnel Salaries Total	% of Time	Hours/Pay Period	Personnel Salaries Additional Notes
Victim Advocate	\$41,200	\$10,300	\$0	\$51,500.00	100	200	
Volunteer Services Associate - Richland, Lexington, Newberry	\$34,000	\$0	\$0	\$34,000.00	100		

▼

View Details

Edit

Disassociate

Deactivate

Employer Contributions (Fringe Benefits)

Create

Associate

Budget Line Item Name ↑	Employer Contributions Grantor Total	Employer Contributions Cash Total	Employer Contributions In-Kind Total	Employer Contributions Total	Employer Contributions Itemization Notes (50,000)
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1. Navigate to Revision Line Item

Options include:

Create  
Associate

View  
Edit  
Disassociate  
Deactivate

2. Select Edit



# Budget Revisions

The screenshot shows a web form titled "EDIT" with a close button. The main heading is "Budget Line Item Details". Below this, there are three sections: "Budget Line Item Title - Matching Funds and Categories" with a sub-label "Budget Line Item Category" and a dropdown menu showing "Personnel"; "Budget Line Item Name" with a text input field containing "Victim Advocate"; and "Budget Line Item Narrative" with a text area containing the text: "The town will hire a victim advocate within 30 days of the award. this VA will provide trauma-focused, victim of violent crime in the town of London, SC".

The screenshot shows the bottom section of the "EDIT" form. It includes a "Personnel Salaries (by Position)" section with a table for "Personnel Title", "% of Time", and "Hours Work". Below this is a summary table with four columns: "Personnel Salaries Grantor Total", "Personnel Salaries Cash Total", "Personnel Salaries In-Kind Total", and "Personnel \$". The values are: \$ 41,200, \$ 10,300, \$ 0, and \$51,500.00 respectively. A "Submit" button is at the bottom left.

Personnel Salaries Grantor Total	Personnel Salaries Cash Total	Personnel Salaries In-Kind Total	Personnel \$
\$ 41,200	\$ 10,300	\$ 0	\$51,500.00

- NOTE: Budget Line Items are editable in the Revision
  - NOTE: Navigate through the Form and Update as Needed
1. Make Changes
  2. Insert (type) a DETAILED summary of your revision request in the Budget Line Item Narrative section (example: Moving \$500.00 from Personnel and adding the \$500.00 to Equipment)
  3. Submit

Section Navigation ▾

## Acceptance of Audit Requirements - Page 6

Grant Number

UNKNOWN

Audit Period Start Date

Audit Period End Date (Default Grant/App)

Submit Audit By (Default Agency Account)

ACCEPTANCE OF AUDIT REQUIREMENTS

PLEASE NOTE: State Agencies whose annual audit is covered by the State Auditor's office do not have to complete this form.  
  
We agree to have an audit conducted in compliance with OMB Circular A-133, whichever is applicable. If a compliance audit is not required, at the end of each audit period we will certify in writing that we have not expended the amount of federal funds that would require a compliance audit (\$750,000). If required, we will forward for review and clearance a copy of the completed audit(s), including the management letter if applicable, to:

Submit

NOTE: NO ACTION NEEDED ON THIS PAGE.

1. GO TO NAVIGATION BROWSER AND SELECT REQUEST FOR GRANT EXTENSION/REVISION

# Budget Revision “READY TO SUBMIT”

The image shows a web application interface for a budget revision. A 'Section Navigation' menu is overlaid on the left side of the main form. The menu lists various sections, with 'Required Fields' highlighted by a green arrow. The main form, titled 'Required Fields', contains several sections: 'Program Details' with fields for 'Agency Account' (containing '\*TEST Stark Industries'), 'Project Title' (containing 'Test'), and 'Project Director'; 'Organization Type' (a dropdown menu set to 'Unknown'); 'Application Ready to Submit?' (radio buttons for 'No' and 'Yes', with 'No' selected); 'Grant Starting Period' (dropdown set to 'October 1, 2018'), 'Grant Ending Period' (dropdown set to 'September 30, 2019'), and 'Grant Year' (dropdown set to '2018/2019'); 'Number of Active Volunteers' (text input set to '100') and 'Victims Served' (text input set to '99999'); and 'Program Funding' with fields for 'Grant Program' (containing 'SVAP (Program) State Victims Assistance Program') and 'Program Area' (containing 'VAWA 2018 Community-Based Culturally-Compete').

Section Navigation -

- AGO Grants
- Request for Grant Extension
- Required Fields
- Versions
- Counties Served by this Project
- Grant Information
- Budget Description
- Acceptance of Audit Requirements
- Organization Description
- Interagency Coordination
- Volunteer Coordination
- Problem Definition
- Project Description
- Objectives and Performance
- Project Assessment and Evaluation
- Project Continuation
- Sources of Income
- Grant Terms and Conditions
- Statement and Linker

Section Navigation -

## Required Fields

Program Details

Agency Account \*

\*TEST Stark Industries

Project Title \*

Test

Project Director \*

Organization Type \*

Unknown

Application Ready to Submit? \*

☒ No ☐ Yes

Grant Starting Period \*

October 1, 2018

Grant Ending Period \*

September 30, 2019

Grant Year \*

2018/2019

Number of Active Volunteers \*

100

Victims Served \*

99999

Program Funding

Grant Program \*

SVAP (Program) State Victims Assistance Program

Program Area

VAWA 2018 Community-Based Culturally-Compete

1. Go to Navigation

2. Select Grant Certification

- NOTE: Do not select “ready to submit”, until all data updates and edits are completed (Review “Required Fields” under Navigation Bar)
- NOTE: Pressing the Submitted Button will change the application status to read-only.

# Budget Revision Submission

Section Navigation -

Grant Certifications - Pages 27 - 28

Agency Account \*

EST Stark Industries

Grant Number

19999

---

Certification by Project Director

Project Director Contact

SA Test System Admin

Project Director Typed Name

Original Date 10/2018

Certification Date Project Director

---

Certification by Financial Officer

Financial Officer Contact

Bill Richardson

Financial Officer Typed Name

Original Date 10/2018

Certification Date Financial Officer

Certification by Financial Officer

Financial Officer Contact

Bill Richardson

Financial Officer Typed Name

Original Date 10/2018

Certification Date Financial Officer

---

Certification by Authorized to Sign

Authorized to Sign Contact

Jeffrey Morgan

Certification Signature Auth to Sign

Original Date 10/2018

Certification Date Auth to Sign

- NOTE: Before submitting the revision, confirm all updates are completed
- NOTE: Confirm Request for Grant Extension and/or Revision have been completed and certified

# Budget Revision Review and submission

Certification by Authorized to Sign  
Authorized to Sign Contact  
Jeffrey Morgan

Certification Signature Auth to Sign  
Original Date 10/2018

Certification Date Auth to Sign

Submit for Review

☐ Ready to Submit? (Application will become Read-only)

CVAG Administrative

Submission Status

Revision

Reviewer Comments "Display on the Portal"  
Original Date 10/2018

- Navigate to the End of the Application to the Grant Certifications Pages 27-28 section
- Confirm all fields are completed and Select Ready to Submit = YES
- Revision will be marked as submitted and moved to read-only status



# Additional Notes and Instructions

by  
Programmatic and Fiscal Team

# Budget Revisions

**EDIT**

### Budget Line Item Details

Budget Line Item Title - Matching Funds and Categories  
Budget Line Item Category  
Personnel

Budget Line Item Name \*  
Victim Advocate

Budget Line Item Narrative  
The town will hire a victim advocate within 30 days of the award. this VA will provide trauma-focused, v  
victim of violent crime in the town of London, SC

Personnel Salaries (by Position)

Personnel Title	% of Time
	100

Personnel Salaries Grantor Total	Personnel Salaries Cash Total	Personnel Salaries In-Kind Total
\$ 41,200	\$ 10,300	\$ 0

Submit

## Budget Justification Expansion:

In order to revise narratives on already approved line items. For line items that were already approved in the original grant and the agency is only expanding the budget narrative the entry should be made as follows:

Example, Budget Narrative:

Approved Line Item and Narrative

Therapy Supplies: journals and therapy games

To reflect an expanded narrative it needs to be entered as follows:

Revision 001 – stress balls, workbooks, sand therapy, art therapy supplies

The budget revision justification should be broken down by budget expenditure category and line item.

Example, Budget Revision Justification

Travel – adding line item for lodging for \$750

Equipment – reducing laptops line item by \$1000

Other – increasing line item for registration fees by \$250; expanding narrative for office supplies to include file folders

# Budget Revisions

**EDIT**

### Budget Line Item Details

Budget Line Item Title - Matching Funds and Categories

Budget Line Item Category

Personnel

Budget Line Item Name \*

Victim Advocate

Budget Line Item Narrative

The town will hire a victim advocate within 30 days of the award, this VA will provide trauma-focused, victim of violent crime in the town of London, SC

Personnel Salaries (by Position)		
Personnel Title	% of Time	Hours Worked
	100	200

Personnel Salaries Grantor Total	Personnel Salaries Cash Total	Personnel Salaries In-Kind Total	Personnel Salaries Total
\$ 41,200	\$ 10,300	\$ 0	\$51,500.00

Submit

- Budget Line Items are editable in the Revision
- Navigate through Form and Update as

## **Budget Narrative Expansion:**

For line items that were already approved in the original grant and the agency is only expanding the budget narrative the entry should be made as follows:

Example, Budget Narrative:

Approved Line Item and Narrative

Therapy Supplies: journals and therapy games

To reflect an expanded narrative it needs to be entered as follows:

Revision 001 – stress balls, workbooks, sand therapy, art therapy supplies




# Budget Revision Approvals and Notes

The screenshot shows a web form titled "CVAG Administrative". It features a "Submission Status" dropdown menu set to "Revision". Below this is a large yellow rectangular area labeled "Reviewer Comments \*Display on the Portal\*" with "Original Date 10/2018" written below it. The form is divided into two columns. The left column contains "Programmatic User Contact" (Joe Conroy), "Programmatic Reviewer Typed Name" (Original Date 10/2018), "Fiscal User Contact" (Daphne Shook), and "Fiscal Reviewer Typed Name" (Original Date 10/2018). The right column contains "Programmatic Reviewer Certification Date" (10/1/2018) and "Fiscal Reviewer Certification Date" (10/1/2018). At the bottom left, there is a "Submit" button, which is highlighted by a green arrow pointing towards it.

- Navigate to the End of the Application to the Grant Certifications Pages 27-28 section
- Programmatic and Fiscal Team Names and Review Notes will be Displayed.
- Press blue button to save and submit edits

# Budget Revisions



**ALAN WILSON**  
SOUTH CAROLINA ATTORNEY GENERAL

The Department of Crime Victim Assistance Grants Portal

Crime Victim Assistance Grants

Agency Name \*

Primary Contact

Main Phone

Website

\*TEST Stark Industries

SA Test System Admin

212 867 5309

https://www.notreallyreal.com

Addresses

Create

Address Type	Street Address 1	Street Address 2	City	State	Zip Code	County	Agency Account	Created On	SC Judicial Circuit District
Administrative Office	123 Test Street		Anderson	SC	86884	Anderson	**16/51 Stark Industries	9/10/2018 8:30 AM	
Administrative Office	Post Office Box 71171		North Charleston	South Carolina	29415 7171	Charleston	**16/51 Stark Industries	9/20/2018 10:54 AM	
Administrative Office	ABC Street		Charleston	SC	86888		**16/51 Stark Industries	8/27/2018 7:04 AM	
Administrative Office	1234 Main Street	Suite 100007	Gotham City	SC	121221	Attentive	**16/51 Stark Industries	11/28/2018 12:57 PM	Attentive-JCR

< 2 3 4 >

Agency Contacts

Create

- When Revision is Submitted, You will be directed back to the AGO Grants Landing Page

# Budget Revisions

Programmatic and Fiscal team notes and instructions

- **Request for Grant Extension and/or Revision**
- Please do not remove line items or narrative for items that the agency has already purchased and received reimbursement for.

# Budget Revisions

Programmatic and Fiscal team notes and instructions

## **Section 2 – Request for Budget and/or Programmatic Revision**

- When entering in column 2 for requested amounts, make sure the amounts per category that the agency is requesting to be the approved amounts per category are entered. For example, if the approved grantor personnel is \$45,000 and there are no requested changes then the personnel grantor amount requested would still be \$45,000.
- Please keep in mind that employer contributions are a separate budget expenditure line item entry in AGO Grants, but the employer contributions amounts are pulled into the total personnel category total.



## NEED HELP? PLEASE CONTACT:

Joe Corey	(803) 734-0798	<a href="mailto:jcorey@scag.gov">jcorey@scag.gov</a>
Ginger Dukes	(803) 734-0792	<a href="mailto:gdukes@scag.gov">gdukes@scag.gov</a>
Billy House	(803) 734-0785	<a href="mailto:bhouse@scag.gov">bhouse@scag.gov</a>
Sheila Hoffman	(803) 734-3751	<a href="mailto:shoffman@scag.gov">shoffman@scag.gov</a>
Bonnie Brooks	(803) 734-1424	<a href="mailto:bbrooks@scag.gov">bbrooks@scag.gov</a>

## THANK YOU!

<https://agogrants.scag.gov>