The Department of Crime Victim Assistance Grants AGO Grants System

BUDGET REVISIONS
Editing an Approved Grant for Revision(s)

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 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

• 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

- 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

- 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.
1. Complete other fields on the form
2. Submit
Budget Line Item Revisions

1. Navigate to Revision Line Item
   Options include:
   Create
   Associate
   View
   Edit
   Disassociate
   Deactivate

2. Select Edit
Budget Revisions

• 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
NOTE: NO ACTION NEEDED ON THIS PAGE.

1. GO TO NAVIGATION BROWSER AND SELECT REQUEST FOR GRANT EXTENSION/REVISION
Budget Revision “READY TO SUBMIT”

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

- 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

• 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

### 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

- 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

- 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

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

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### The Department of Crime Victim Assistance Grants Portal

**Crime Victim Assistance Grants**

<table>
<thead>
<tr>
<th>Agency Name</th>
<th>Primary Contact</th>
<th>Main Phone</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEST Bank Industries</td>
<td>SA Test System Admin</td>
<td>212 887 5209</td>
<td><a href="https://www.randnlymail.com">https://www.randnlymail.com</a></td>
</tr>
</tbody>
</table>

#### Addresses

<table>
<thead>
<tr>
<th>Address Type</th>
<th>Street Address 1</th>
<th>Street Address 2</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
<th>County</th>
<th>Agency Account</th>
<th>Created On</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Office</td>
<td>123 Test Street</td>
<td>Anderson SC 29621</td>
<td>Anderson</td>
<td>SC</td>
<td>29621</td>
<td></td>
<td>7000</td>
<td>2018-01-01</td>
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<tr>
<td>Administrative Office</td>
<td>456 Test Street</td>
<td>Charleston SC 29401</td>
<td>Charleston</td>
<td>SC</td>
<td>29401</td>
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<td>7000</td>
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<tr>
<td>Administrative Office</td>
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<td>Greenville SC 29601</td>
<td>Greenville</td>
<td>SC</td>
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<td>2018-01-01</td>
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<tr>
<td>Administrative Office</td>
<td>1012 Test Street</td>
<td>Lexington SC 29072</td>
<td>Lexington</td>
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<td>2018-01-01</td>
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#### Agency Contacts

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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.
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:

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THANK YOU!

https://agogrants.scag.gov