

PLEASE NOTE: Contract Adjustment requests must be submitted **at least 30 days prior** to the change taking place, and **at least 60 days prior** to the end of the contract period.

Grant Tracking

Grant: 2001-VOCA-001-STL - 2011 Victims of Crime Act Test Application - 2011

Status: Underway
 Program Area: Victims of Crime Act (VOCA)
 Grantee Organization: BaseLine Organization
 Program Officer: Marc Peoples
 Awarded Amount: \$35,999.55

Grant Components

Component	Last Edited
General Information	02/27/2012
Claims	
Contact Information	06/19/2011
Correspondence	06/19/2012
Budget	07/24/2012
Contract Adjustments	
Contract Adjustment Notices	
VOCA Data Form	09/26/2011
Status Reports	
Site Visits	
Award Documents - Need Signatures	
Award Documents - Final	
Attachments	
Closeout	
Opportunity	-
Application	-

Grant Tracking

Grant: 2001-VOCA-001-STL - 2011 Victims of Crime Act Test Application - 2011

Status: Underway
Program Area: Victims of Crime Act (VOCA)
Grantee Organization: BaseLine Organization
Program Officer: Marc Peoples
Awarded Amount: \$35,999.55

Click "Add" to create a new contract adjustment request

Instructions

Contractors shall submit a **Contract Adjustment** request to the MO Department of Public Safety for any program revisions or budget revisions within 30 days prior to the proposed change taking effect, and at least 30 to 60 days prior to the end of the contract (depending on your source of funds).

Program revisions may include, but not be limited to:

- 1) Change in project site or service area
- 2) Change in scope of programmatic activities or purpose of the project
- 3) Change in applicant agency
- 4) Other changes that may affect the approved program

Budget revisions may include, but not be limited to:

- 1) Changes that increase or decrease the cost and/or number of units of an item within a budget category
- 2) Addition of a new line item in any budget category
- 3) Change in expenditure amounts from budget category to budget category

There are multiple forms to complete for a contract adjustment. All applicable forms must be marked complete before the request may be submitted. Once the request is submitted, the appropriate person(s) at DPS will be notified to review the request. Follow-up action will depend on the type of request submitted but the Contractor will be notified accordingly.

Prior approval in the form of a Contract Adjustment Notice form must be received from the MO Department of Public Safety for any program or budget revisions. Final, signed Contract Adjustment Notices will be uploaded under the **Contract Adjustment Notice** component of WebGrants.

Contract Adjustments

ID	Type	Status	Submitted Date
2001-VOCA-001-STL - 01	Budget Revision	Editing	
2001-VOCA-001-STL - 02	0	Submitted	02/23/2012
2001-VOCA-001-STL - 03	0	Editing	
2001-VOCA-001-STL - 04	Budget Revision	Editing	
2001-VOCA-001-STL - 05	Budget Revision	Correcting	07/24/2012
2001-VOCA-001-STL - 06	Program Revision	Editing	

Add

Last Edited By:

 **Grant Tracking**

General Information

Contract Amendment Type: * Budget Revision

Choose either
**Budget Revision or
Program Revision**

A "Budget Revision" is the most common contract amendment type.

A "Program Revision" will be utilized when there is a change in project title, service area, project scope, etc.

 **Grant Tracking**

General Information

ID: 12382

Amendment Type: Budget Revision

Once your Revision has
been created click
"Return to Components"

[Return to Components](#)

Last Edited By: TEST TEST, 07/25/2012

Contract Adjustment

Contract Adjustment: 07

Grant: **2001-VOCA-001-STL-2011 Victims of Crime Act Test Application**

Status: Editing

Program Area: Victims of Crime Act (VOCA)

Grantee Organization: BaseLine Organization

Program Manager: Marc Peoples

Submitted Date:

Components

[Preview](#) | [Submit](#)

	Name	Complete?	Last Edited
General Information		✓	07/25/2012
Contract Adjustment Request		✓	07/25/2012
Attachments			

You have completed the "General Information",
now click on "Contract Adjustment Request".

Total Federal/State Share	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Total Local Match Share	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>

Confirmation

Your typed name as the applicant authorized official, in lieu of signature, represents your legally binding acceptance of the terms of this application and your statement of the veracity of the representations made in this application. You must include your title, full legal name, and the current date.

Authorized Official Name: *

Title: *

Date: * 

[Return to Top](#)

Remember to SAVE when you are done!

Contract Adjustments

Contract Adjustment: 07

Grant: **2001-VOCA-001-STL-2011 Victims of Crime Act Test Application**

Status: Editing

Program Area: Victims of Crime Act (VOCA)

Grantee Organization: BaseLine Organization

Program Manager: Marc Peoples

Submitted Date:

Contract Adjustment Justification

Justification*

Please explain the reason for the requested adjustment and include the effective date. State the need for the change and how the requested revision will further the objectives of the project.

Font family | 3 (12pt)

Victim Advocate Jane Doe was on unpaid leave status for one month (2 full pay periods) resulting in \$1500.00 of salary that will not be utilized for this position.

We would like to utilize part of the \$1500 to send two advocates to the 2013 MOVA Conference in March at the Lake of the Ozarks. Due to budget limitations, these two advocates (Molly Jones and Dana Smith) have not been able to attend this type of training in the past. Both advocates are funded by SSVF 100%. Molly has been employed by our agency for 6 months, and Dana for 10 months.

In order for our agency to continue to provide quality services, stay informed of new

Path: p » span Words: 253

Enter your Justification for the adjustment request

Enter your Current Budget total for each category, and your Revised budget total for each category

Budget Adjustment

COMPLETE THIS SECTION IF YOU SELECTED "BUDGET REVISION"

Row	Current Budget	Revised Amount
Personnel	36000	34500
Personnel Benefits	\$0.00	\$0.00
Personnel Overtime	\$0.00	\$0.00
Personnel Overtime Benefits	\$0.00	\$0.00
PRN Time	\$0.00	\$0.00
PRN Benefits	\$0.00	\$0.00
Volunteer Match	10060.50	9310.00
Travel/Training	1499.55	2714.55
Equipment	\$0.00	\$0.00
Supplies/Operations	\$0.00	\$0.00
Contractual	\$0.00	\$0.00
Renovation/Construction	\$0.00	\$0.00

Federal/State and Local Match Share

COMPLETE THIS SECTION IF YOU SELECTED "BUDGET REVISION"

Row	Current Budget	Revised Amount
-----	----------------	----------------

**Enter your Current AND Revised
Federal/State Share and Local Match Share**

Total Federal/State Share

37499.55

35352.55

Total Local Match Share

10060.50

9310.00

Confirmation

Your typed name as the applicant authorized official, in lieu of signature, represents your legally binding acceptance of the terms of this application and your statement of the veracity of the representations made in this application. You must include your title, full legal name, and the current date.

Authorized Official Name:*

Marc Peoples

Title:*

Program Manager

Date:*

07/24/2012



**The Authorized
Official must "sign"
the revision request**

[Return to Top](#)

Review your information to ensure it is clear, complete, and accurate.
If you need to make changes, click "Edit" to reopen the component.

 **Contract Adjustments**

Contract Adjustment: 04

Grant: **2001-VOCA-001-STL-2011 Victims of Crime Act Test Application**
Status: Editing
Program Area: Victims of Crime Act (VOCA)
Grantee Organization: BaseLine Organization
Program Manager: Marc Peoples
Submitted Date:

When you are satisfied with your request, you may "Mark as Complete".

Contract Adjustment Justification

[Mark as Complete](#) | [Return to Components](#)

Justification*

Please explain the reason for the requested adjustment and include the effective date. State the need for the change and how the requested revision will further the objectives of the project.

Victim Advocate Jane Doe was on unpaid leave status for one month (2 full pay periods) resulting in \$1500.00 of salary that will not be utilized for this position.

We would like to utilize part of the \$1500 to send two advocates to the 2013 MOVA Conference in March at the Lake of the Ozarks. Due to budget limitations, these two advocates (Molly Jones and Dana Smith) have not been able to attend this type of training in the past. Both advocates are funded by SSVF 100%. Molly has been employed by our agency for 6 months, and Dana for 10 months.

In order for our agency to continue to provide quality services, stay informed of new techniques and network with other services providers, we would like to add lines to our budget for training registration, lodging, meals, and mileage.

Registration is \$185/person (non-member) x 2 = \$370.00

Lodging is \$80/night x 2 rooms x 3 nights = \$480.00

Meals to include 3 breakfast, 3 lunches, 3 dinners x 2 people = \$180.00

Mileage for one car at \$.37/mile x 500 miles (round-trip) = \$185.00

Total of \$1,215.00

Current Budget \$47,560.05

Victim Advocate Jane Doe

\$750/pay period x 48 pay periods = \$36,000.00

Volunteer Match

864 hours x \$9.50/hr = \$8,208.00

On-Call Volunteer Match

780 hours / 4 = 195 hours x \$9.50/hr = \$1,852.50

Travel/Training

MVSA Conference Mileage \$79.55

MVSA Conference Registration \$460.00

MVSA Conference Lodging \$960.00

REVISED Budget \$44,662.55

Victim Advocate Jane Doe

\$750/pay period x 46 pay periods = \$34,500.00

Volunteer Match

784 hours x \$9.50/hr = \$7,457.50

On-Call Volunteer Match

780 hours / 4 = 195 hours x \$9.50/hr = \$1,852.50

Travel/Training

MVSA Conference Mileage \$79.55

MVSA Conference Registration \$460.00

MVSA Conference Lodging \$960.00

MOVA Conference Registration \$370.00

MOVA Conference Lodging \$480.00

MOVA Conference Meals \$180.00

MOVA Conference Mileage \$185.00

Federal Share \$37,214.55

Local Match \$9,310.00

Total \$46,524.55

With this revision we will de-obligate \$285.00.

Budget Adjustment

COMPLETE THIS SECTION IF YOU SELECTED "BUDGET REVISION".

Row	Current Budget	Revised Amount	Net Change
Personnel	\$36,000.00	\$34,500.00	(\$1,500.00)
Personnel Benefits	\$0.00	\$0.00	\$0.00
Personnel Overtime	\$0.00	\$0.00	\$0.00
Personnel Overtime Benefits	\$0.00	\$0.00	\$0.00
PRN Time	\$0.00	\$0.00	\$0.00
PRN Benefits	\$0.00	\$0.00	\$0.00
Volunteer Match	\$10,060.50	\$9,310.00	(\$750.50)
Travel/Training	\$1,499.55	\$2,714.55	\$1,215.00
Equipment	\$0.00	\$0.00	\$0.00
Supplies/Operations	\$0.00	\$0.00	\$0.00
Contractual	\$0.00	\$0.00	\$0.00
Renovation/Construction	\$0.00	\$0.00	\$0.00
Totals	\$47,560.05	\$46,524.55	(\$1,035.50)

Federal/State and Local Match Share

COMPLETE THIS SECTION IF YOU SELECTED "BUDGET REVISION".

Row	Current Budget	Current Percent	Revised Amount	Revised Percent	Net Change
Total Federal/State Share	\$37,499.55	78.85%	\$35,352.55	75.99%	(\$2,147.00)
Total Local Match Share	\$10,060.50	21.15%	\$9,310.00	20.01%	(\$750.50)

Confirmation

Your typed name as the applicant author

lication and your statement of the veracity

Total Federal/State Share and Total Local Match Share should equal their corresponding totals when added.

$\$37,499.55 + 10,060.50 = \$47,560.05$

$\$35,352.55 + 9,310.00 = \$44,662.55$

of the representations made in this application. You must include your title, full legal name, and the current date.

Authorized Official Name: Marc Peoples

Title: Program Manager

Date: 07/24/2012

Last Edited By: TEST TEST, 07/25/2012

Missouri Department of Public Safety

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Contract Adjustment

Contract Adjustment: 07

Grant: **2001-VOCA-001-STL-2011 Victims of Crime Act Test Application**

Status: Editing

Program Area: Victims of Crime Act (VOCA)

Grantee Organization: BaseLine Organization

Program Manager: Marc Peoples

Submitted Date:

Components

[Preview](#) | [Submit](#)

	Name	Complete?	Last Edited
General Information		✓	07/25/2012
Contract Adjustment Request		✓	07/25/2012
Attachments			

If you have attachments you would like to include, click this link.

To include an attachment, click "Add".

Contract Adjustments

Contract Adjustment: 07

Grant: 2001-VOCA-001-STL-2011 Victims of Crime Act Test Application
Status: Editing
Program Area: Victims of Crime Act (VOCA)
Grantee Organization: BaseLine Organization
Program Manager: Marc Peoples
Submitted Date:

Attachments

[Mark as Complete](#) | [Return to Components](#)

If you have no relevant and/or required documents to attach, simply click "Mark as Complete".

To upload any relevant and/or required documents, select Add from the menu toolbar, browse for the document on your computer or disk, enter a short title in the Description box, and click Save.

If this document is not saved on a computer or disk but is rather a sheet of printed paper, it will need to be scanned and saved to a computer file location. If the document is multiple pages, check your scanner settings to ensure the pages can be saved as one file or use the free, online tool called [PDF Merge](#) if it is necessary to combine multiple 1-page scans into 1 saved document.

The Department of Public Safety can support the following file types: Word (*.doc, *.docx), Excel (*.xls, *.xlsx), PowerPoint (*.ppt, *.pptx), Publisher (*.pub), Adobe PDF (*.pdf), Photos (*.bmp, *.jpg, *.jpeg, *.jpe, *.asp, *.tif, *.wmf) and similar commonly used programs. If you attach a file type that the Department of Public Safety does not have software to open, the attachment may not be considered.

Do not attach password protected documents as the Print to PDF feature will not be able to open such file types.

Description	File Name	File Size
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Last Edited By:

Remember to Save when you are done!

Application

Attach File

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Upload File:

Browse...

Description: *

Enter a brief description describing the nature of your attachment

Choose the location of the file you wish to attach

It is important to note that password protected documents should **not** be attached!

You must click "Add" for each additional attachment you wish to include. Please limit the number of attachments to only those that are necessary to support your request!

Contract Adjustments

Contract Adjustment: 07

Grant: **2001-VOCA-001-STL-2011 Victims of Crime Act Test Application**

Status: Editing

Program Area: Victims of Crime Act (VOCA)

Grantee Organization: BaseLine Organization

Program Manager: Marc Peoples

Submitted Date:

Attachments

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Description	File Name	File Size
Contract Adjustment screenshot #1	Contract Adjustment1.pdf	63 KB

Last Edited By: TEST TEST, 07/23/2012

You can see your file has been attached

Contract Adjustments

Contract Adjustment: 07

Grant: **2001-VOCA-001-STL-2011 Victims of Crime Act Test Application**
 Status: Editing
 Program Area: Victims of Crime Act (VOCA)
 Grantee Organization: BaseLine Organization
 Program Manager: Marc Peoples
 Submitted Date:

You must mark this section as complete, regardless of whether or not you include attachments.

Attachments

Mark as Complete [Return to Components](#)

If you have no relevant and/or required documents to attach, simply click "Mark as Complete".

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Description	File Name	File Size
Contract Adjustment screenshot #1	Contract Adjustment1.pdf	63 KB
Contract Adjustment screenshot #2	Contract Adjustment2.pdf	66 KB

Last Edited By: TEST TEST, 07/25/2012

Contract Adjustment

Contract Adjustment: 07

Grant: **2001-VOCA-001-STL-2011 Victims of Crime Act Test Application**

Status: Editing

Program Area: Victims of Crime Act (VOCA)

Grantee Organization: BaseLine Organization

Program Manager: Marc Peoples

Submitted Date:

Components

	Name	Complete?	Preview	Submit
General Information		<input checked="" type="checkbox"/>	Last Edited	
Contract Adjustment Request		<input checked="" type="checkbox"/>	07/25/2012	
Attachments		<input checked="" type="checkbox"/>	07/25/2012	

Each section must be marked "Complete" before you are able to submit to your request

Once each section is complete, you may "Preview" your request one final time. If you are happy with what you see, click "Submit"!

Grant Tracking

Grant: 2001-VOCA-001-STL - 2011 Victims of Crime Act Test Application - 2011

Status: Underway
 Program Area: Victims of Crime Act (VOCA)
 Grantee Organization: BaseLine Organization
 Program Officer: Marc Peoples
 Awarded Amount: \$35,999.55

Instructions

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- 2) Change in scope of programmatic activities or purpose of the project
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- 4) Other changes that may affect the approved program

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- 3) Change in expenditure amounts from budget category to budget category

There are multiple forms to complete for a contract adjustment. All applicable forms must be marked complete before the request may be submitted. Once the request is submitted, the appropriate person(s) at DPS will be notified to review the request. Follow-up action will depend on the type of request submitted but the Contractor will be notified accordingly.

Prior approval in the form of a Contract Adjustment Notice form must be received from the MO Department of Public Safety for any program or budget revisions. Final, signed Contract Adjustment Notices will be uploaded under the **Contract Adjustment Notice** component of WebGrants.

Contract Adjustments

Add

ID	Type	Status	Submitted Date
2001-VOCA-001-STL - 01	Budget Revision	Editing	
2001-VOCA-001-STL - 02	0	Submitted	02/23/2012
2001-VOCA-001-STL - 03	0	Editing	
2001-VOCA-001-STL - 04	Budget Revision	Editing	
2001-VOCA-001-STL - 05	Budget Revision	Correcting	07/24/2012
2001-VOCA-001-STL - 06	Program Revision	Editing	
2001-VOCA-001-STL - 07	Budget Revision	Editing	

Last Edited By:

You can check the status of your request here.

Editing - a Contract Adjustment Request has been created by the agency, by not yet submitted
Submitted - the request has been submitted by the agency
Correcting - the request has been "negotiated" back the the agency for corrections
Approved - the request has been accepted and approved by DPS
Not Approved - the request is not accepted and the contract adjustment is not approved

Sample alerts that you may receive regarding your contract adjustment request

User Alerts

TEST, TEST Basic Information | Agencies | Program Areas | Roles | Alerts | Related Documents | Merge People | User Info

System Alerts

From Address	Subject	Body	Attachment	Date Created	Status
dpswebgrants@dps.mo.gov	DPS WebGrants: Contract # 2001-VOCA-001-STL - 05 - Contract Adjustment Negotiation	<p>**** DO NOT RESPOND TO THIS EMAIL ****</p> <p>Dear TEST TEST,</p> <p>Your Contract Adjustment has been unlocked but only the forms that require changes have been unlocked for your editing. You are requested to log into the WebGrants grants management system at https://dpsgrants.dps.mo.gov, edit the Contract Adjustment, and resubmit it. The grant details appear below:</p> <p>Contract Number: 2001-VOCA-001-STL - 05 Project Title: 2011 Victims of Crime Act Test Application Program Area: Victims of Crime Act (VOCA)</p> <p>You are requested to make the following modifications to your Contract Adjustment and resubmit it by 07/31/2012:</p> <p>Please correct the following: Blah blah blah blah blah. Blah blah, blah blah blah blah blah blah blah blah blah blah.</p> <p>Blah blah blah blah blah blah blah blah blah blah; blah blah blah blah blah blah.</p>		07/25/2012	Sent
dpswebgrants@dps.mo.gov	Contract Adjustment Submitted: #2001-VOCA-001-STL - BaseLine Organization	<p>*****DO NOT REPLY TO THIS EMAIL *****</p> <p>A Contract Adjustment for the following grant has been submitted:</p> <p>Program Area: Victims of Crime Act (VOCA) Applicant Agency: BaseLine Organization Contract Number: 2001-VOCA-001-STL Project Title: 2011 Victims of Crime Act Test Application Primary Contact: TEST TEST</p> <p>The status of the contract adjustment has changed: FROM: Correcting TO: Submitted</p>		07/24/2012	Sent
dpswebgrants@dps.mo.gov	DPS - Contract Adjustment #2001-VOCA-001-STL - Negotiation Due Soon	<p>**** DO NOT RESPOND TO THIS EMAIL ****</p> <p>Dear TEST TEST,</p> <p>The following Contract Adjustment is due for re-submission:</p> <p>Contract Number: 2001-VOCA-001-STL Project Title: 2011 Victims of Crime Act Test Application</p> <p>You were requested in a previous email to make the modifications to your Contract Adjustment and resubmit it by 07/27/2012. This email is being sent automatically by WebGrants to remind you of the due date.</p> <p>This email requires your immediate attention! You may log into the WebGrants grants management system at https://dpsgrants.dps.mo.gov.</p>		07/24/2012	Sent
dpswebgrants@dps.mo.gov	DPS - Contract Adjustment #2001-SSVF-002 SE 04	<p>**** DO NOT RESPOND TO THIS EMAIL ****</p> <p>Dear TEST TEST,</p>		07/23/2012	Sent

Negotiation alert... corrections are needed

Confirmation that your Contract Adjustment has been submitted

A friendly reminder that your corrections are due soon...

Grant Tracking

Grant: 2001-VOCA-001-STL - 2011 Victims of Crime Act Test Application - 2011

Status: Underway

Program Area: Victims of Crime Act (VOCA)

Grantee Organization: [BaseLine Organization](#)

Program Officer: Marc Peoples

Awarded Amount: \$35,999.55

Instructions

This component is a copy of the Budget form completed during the application process.

If you experience a change in grant-funded personnel, you must notify the MO Department of Public Safety immediately. Notification of the change(s) should be sent through the **Correspondence** component of Web Grants. Indicate the date of the effective change, the name/initials of the new grant-funded personnel, and the name/initials of the individual being replaced. Also include a brief summary of the new individual's experience and/or job responsibilities so DPS can update the Budget Justification section. If the position is left vacant, please indicate such so that DPS is aware of the position status.

If you experience any of the following changes, you must submit a budget revision request through the **Contract Adjustment** component of Web Grants:

- 1) Changes that increase the cost of a line item by more than 10% within a budget category
- 2) Changes that increase the number of units of an item in any budget category (e.g. sending 2 individuals to a training rather than 1 individual, purchasing 2 computers rather 1 computer, increasing internet service from 6 months to 12 months, etc)
- 3) Addition of a new line item in any budget category
- 4) Change in expenditure amounts from budget category to budget category

Once you have submitted the Contract Adjustment and DPS has reviewed and approved the request, your Budget component will be negotiated for editing. The "Grant Component Negotiation" alert will be sent indicating your Budget component has been unlocked. Once this alert is received, navigate to this component and click "Correcting Version" to make the necessary edits.

To edit an existing line item, click on the item's blue hyperlink. To add a new budget line item, click the Add button for the applicable budget category. To edit the justification for a budget category, click Edit. Once complete, click Submit to send to DPS.

Please note that if you are "removing" line items within your budget because they are no longer needed, you can delete the line item (or reuse it by renaming it) but ONLY if the line has had no reimbursement paid against it. If you have claimed any amount of money against a line item that is no longer necessary, the line item must be retained in the budget but can be reduced to a lower amount. Deleting a line that has been paid against will cause errors for the grant and incorrect balances.

Once submitted, DPS will review the revised budget. **Prior** approval in the form of a Contract Adjustment Notice form must be received from the MO Department of Public Safety for any budget revisions. Final, signed Contract Adjustment Notices will be uploaded under the Contract Adjustment Notice component of Web Grants. The revised budget will not become the current version until final approval is obtained.

Personnel

[Create New Version](#) | [Versions](#) | [Return to Components](#) | [Add](#)

1. To include personnel in your budget, click "Add". If the project includes more than one individual, repeat this step for each person.
2. The Total Cost will automatically calculate as Salary per Pay Period x Number of Pay Periods x % of Grant Funded Time.
3. The Local Match Share will automatically calculate as Total Cost x Local Match %. The Federal/State Share will then automatically calculate as Total Cost less Local Match Share.

Name	Title	Position	Employment Status	Salary per Pay Period	Number of Pay Periods	% of Grant Funded Time	Total Cost	Local Match %	Local Match Share	Federal/State Share
Jill Doe	Victim Advocate	Retained	FT	\$750.00	46.0	100.0	\$34,500.00	0	\$0.00	\$34,500.00
							\$34,500.00		\$0.00	\$34,500.00

To edit an existing line within the budget, you will click on the name (blue hyperlink).

Personnel Justification

Personnel Justification

If personnel is not included in the budget, put N/A or leave this section blank.

If personnel is included in the budget, provide justification for each position. If the position is new (created), provide a description of the job responsibilities the individual will be expected to perform. If the position exists (retained), provide a deion of the job responsibilities and the experience and/or any certification the individual possesses.

If a salary increase is included, address the type/reason for such increase, the percentage of increase, and the effective date of the increase.

You will NOT make changes to the original justification when making adjustments to your budget. Your justification should be provided in the contract adjustment request.

To create new/additional lines within your budget, you will need to "Add".

Add

Equipment

- To include equipment in the budget, click "Add". To include more than one item, repeat this step for each budget item.
- Equipment is defined as tangible property, having a useful life of more than one year. Equipment must be recorded and tracked in an Inventory Control Listing and tagged to reflect its source of funding, where possible. Items not meeting these guidelines should be listed in the Supplies/Operations budget category.
- The Total Cost will automatically calculate as Unit Cost x Quantity x % of Funding Requested.
- The Local Match Share will automatically calculate as Total Cost x Local Match %. The Federal/State Share will then automatically calculate as Total Cost less Local Match Share.

Item Description	Unit Cost	Quantity	Source of Bid	% of Funding Requested	Total Cost	Local Match %	Local Match Share	Federal/State Share
					\$0.00		\$0.00	\$0.00

Equipment Justification

Equipment Justification

If equipment is not included in the budget, put N/A or leave this section blank.

If equipment is included in the budget, provide justification for each item. Address why the item is needed, whether it is a replacement or an addition, who will use it, and how it will be used.

Supplies/Operations

Add

- To include a supply or operational expense in the budget, click "Add". To include more than one supply or operational expense, repeat this step for each budget item.
- The Total Cost will automatically calculate as Unit Cost x Quantity x % of Funding Requested.
- The Local Match Share will automatically calculate as Total Cost x Local Match %. The Federal/State Share will then automatically calculate as Total Cost less Local Match Share.

Item	Basis for Cost Estimate	Unit Cost	Quantity	% of Funding Requested	Total Cost	Local Match %	Local Match Share	Federal/State Share
					\$0.00		\$0.00	\$0.00

Supplies/Operations Justification

Supplies/Operations Justification

If supplies/operations are not included in the budget, put N/A or leave this section blank.

If supplies/operations are included in the budget, provide justification for each expense. Address why the item is necessary for the proposed project, who will use it, and how it will be used.

If your agency anticipates a rate change during the contract period, indicate the effective date of change and the reasoning for such change.

Contractual

Add

- To include contractual services in the budget, click "Add". To include more than one type of contractual service, repeat this step for each budget item.
- The Total Cost will automatically calculate as Unit Cost x Quantity x % of Funding Requested.
- The Local Match Share will automatically calculate as Total Cost x Local Match %. The Federal/State Share will then automatically calculate as Total Cost less Local Match Share.

Item	Basis for Cost Estimate	Unit Cost	Quantity	% of Funding Requested	Total Cost	Local Match %	Local Match Share	Federal/State Share
					\$0.00		\$0.00	\$0.00

Contractual Justification

Contractual Justification

If contractual or consultant services are not included in the budget, put N/A or leave this section blank.

If contractual or consultant services are included in the budget, provide justification for each expense. Address why each item is necessary for the proposed project and who will benefit from the services.

If your agency anticipates a rate change during the contract period, indicate the effective date of change and the reasoning for such change.

Total Budget

Total Federal/State Share: \$35,999.55

78.16%

Total Local Match Share: \$10,060.50

21.84%

Total Project Cost: \$46,060.05

Also please ensure the proper amount of match is being provided with your revision *(if applicable)*!

Missouri Department of Public Safety

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Your new Total Project Cost cannot exceed your **original** Total Project Cost.