

# SUBAWARD ADJUSTMENTS 101

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A STEP-BY-STEP GUIDE TO COMPLETING REQUESTS FOR SUBAWARD ADJUSTMENTS

CREATED FOR THE CRIME VICTIMS SERVICES/JUVENILE JUSTICE UNIT (CVS/JJU) – SPECIFIC TO VAWA, SASP, & SSVF SUBAWARDS

# GETTING STARTED

- From the Main Menu, **select My Grants**

The screenshot shows the user interface of the Missouri Department of Public Safety WebGrants system. At the top, there is a dark blue header with the text "Missouri Department of Public Safety" and a logo. Below the header is a navigation bar with links for "Menu", "Help", and "Log Out". To the right of the navigation bar are utility icons for "Back", "Print", "Add", "Delete", "Edit", and "Save". Below the navigation bar is a "Welcome TEST TEST" message. The main content area is titled "Main Menu" and contains a list of menu items: "Instructions", "Reviewer Instructions", "My Profile", "Funding Opportunities", "My Applications", "My Grants", "Conflicts of Interests", and "My Reviews". The "My Grants" item is highlighted with a red rectangular box. At the bottom of the page, there is a footer with the text "Missouri Department of Public Safety" on the left and "Dulles Technology Partners Inc. © 2001-2017 Dulles Technology Partners Inc. WebGrants 6.10 - All Rights Reserved." on the right.

# GETTING STARTED

- **Select the Title** of the subaward you wish to create an Adjustment request for
  - *In this example we will use a VAWA award, however the process is almost identical for completing SASP and SSVF Adjustments*

Menu | Help | Log Out | Back | Print | Add | Delete | Edit | Save

### Grant Tracking

[Current Grants](#) [Closed Grants](#) | [Claims](#)

Grants in the status Underway or Suspended appear on this list. To view other Grants, click the closed Grants link.

ID	Status	Year	Title	Program Area	Program Officer	Additional Internal Contacts	Grant Amount
2021-DSSSF-001	Underway	2021	Deputy Sheriff Salary Supplementation Fund	Deputy Sheriff Salary Supplementation Fund (DSSSF)	Laura Robinson	Sarah Crawford	\$9,396.94
112400	Awarded	2020	Test 12 Chelse	911 Grant Program	Joni McCarter		\$355.00
107574	Underway	2020	CVS Domestic Violence Shelter	STOP Violence Against Women Grant (VAWA)	Connie Berhorst		\$144,712.70
112385	Awarded	2020	test11	911 Grant Program	Chelse Dowell		\$360.00
112361	Awarded	2020	test3	911 Grant Program	Chelse Dowell		\$0.00

# GRANT COMPONENTS

- This is a listing of your Grant Components
- **Select Subaward Adjustments**

Menu | Help | Log Out | Back | Print | Add | Delete | Edit | Save

### Grant Tracking

Grant: 107574 - CVS Domestic Violence Shelter - 2020

Status: Underway  
Program Area: STOP Violence Against Women Grant (VAWA)  
Grantee Organization: BaseLine Organization  
Program Officer: Connie Berhorst  
Awarded Amount: \$144,712.70

#### Instructions

The order of these forms has been set by DPS so that all program areas have the same consistent order. Do not renumber! Space has been provided between each component in the event a new component is added.

#### Grant Components

You can define your own alerts in the Alerts section

Component	Last Edited
General Information	06/12/2020
Attachments	
Budget	10/08/2019
Claims	
Closeout	
Contact Information	10/08/2019
Correspondence	
Goal and Objectives	10/08/2019
Status Reports	
<b>Subaward Adjustments</b>	
Subaward Adjustment Notices	
Subaward Documents - Need Signatures	
Subaward Documents - Final	
VAWA Data Form	10/08/2019
Opportunity	-
Application	-



# SUBAWARD ADJUSTMENTS LISTING

- Here is where you will find any Adjustment requests that have been created for the subaward
  - Information includes the Adjustment ID, Type of request, Status of the request, and Submitted Date
- **Select “Add”** from the Subaward Adjustments action ribbon

**Instructions**

Subrecipients shall submit a **Subaward 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 subaward (depending on the program area).

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 Subaward 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 Subrecipient will be notified accordingly.

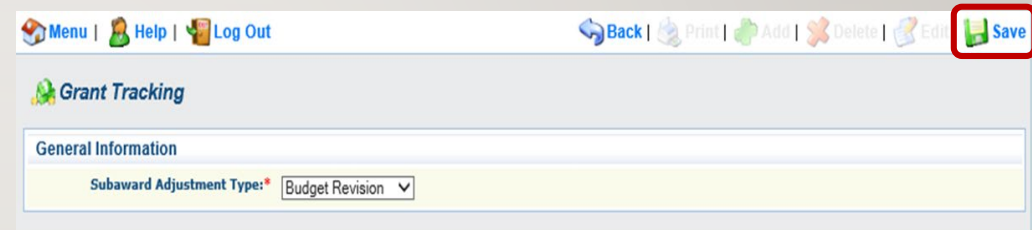
**Prior approval** in the form of a Subaward Adjustment Notice form must be received from the MO Department of Public Safety for any program or budget revisions. Final, signed Subaward Adjustment Notices will be uploaded under the **Subaward Adjustment Notice** component of WebGrants.

**Subaward Adjustments** [Return to Components](#) **Add**

ID	Type	Status	Submitted Date
107574 - 01	Budget Revision	Submitted	05/22/2020

# SUBAWARD ADJUSTMENTS – GENERAL INFORMATION

- Select the Subaward Adjustment Type
  - **Budget Revision** – select this option when requesting to revise the approved budget
  - **Program Revision** – select this option for non-monetary changes, such as a change in project scope, title, location, etc.
- For this training, we will choose **Budget Revision** for our adjustment request
- **Select “Save”** from the top action ribbon, then **select “Return to Components”** from the General Information action ribbon

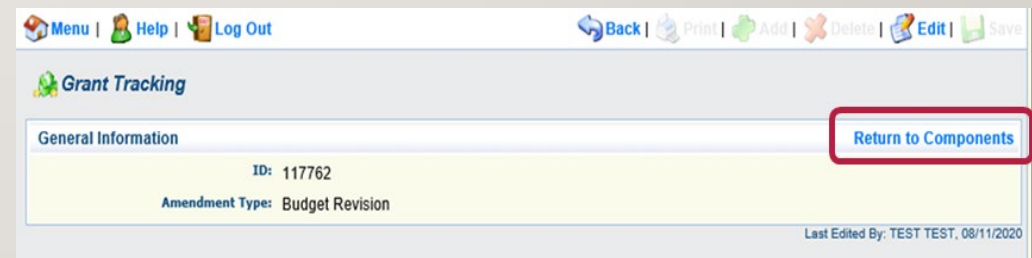


Menu | Help | Log Out | Back | Print | Add | Delete | Edit | **Save**

Grant Tracking

General Information

Subaward Adjustment Type: Budget Revision



Menu | Help | Log Out | Back | Print | Add | Delete | Edit | Save

Grant Tracking

General Information

ID: 117762

Amendment Type: Budget Revision

**Return to Components**

Last Edited By: TEST TEST, 08/11/2020

# SUBAWARD ADJUSTMENTS – REQUEST

- Next, **select Subaward Adjustment Request** from the list of Subaward Adjustment Components

Menu | Help | Log Out | Back | Print | Add | Delete | Edit | Save

**Subaward Adjustment**

**Subaward Adjustment: 01**

Grant: [107574-CVS Domestic Violence Shelter](#)  
Status: Correcting  
Program Area: STOP Violence Against Women Grant (VAWA)  
Grantee Organization: BaseLine Organization  
Program Manager: Connie Berhorst  
Submitted Date: 05/22/2020

Components			Preview   Submit
Name	Complete?	Last Edited	
<a href="#">General Information</a>	✓	05/22/2020	
<a href="#">Subaward Adjustment Request</a>		08/14/2020	
<a href="#">Attachments</a>		08/14/2020	



# SUBAWARD ADJUSTMENTS – BUDGET REVISION JUSTIFICATION

- Subaward Adjustments must be justified
- If requesting a **Budget Revision**, describe who or what the adjustment will affect within the budget
  - Detail which category(ies) will be affected (personnel, equipment, travel, etc.)
  - State when the changes will be effective
    - Subaward adjustments are **not** retroactive; requests **must be submitted at least 30 days prior to the change becoming effective, and at least 60 days prior to the end of the contract period**
  - Explain why the change is necessary
  - Detail, line by line, how funds will be reallocated, as well as the specific amount(s) to be moved from one line to another

**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.

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Provide who, what, when, why, and by how much. Indicate which line(s) are affected, and the amount being either added or removed from each line. If the request is approved, your new budget will be based on this adjustment request, so be specific regarding budget items and costs. You may attach a document/spreadsheet illustrating your request, but it will not replace the full justification!

**For example:**  
Reduce Line 1000 by \$500.00  
Reduce Line 2000 by \$38.25  
Add new line to the Supplies/Operations budget in the amount of \$538.25 for a new desk.

Characters: 738/50000



# SUBAWARD ADJUSTMENTS – PROGRAM REVISION JUSTIFICATION

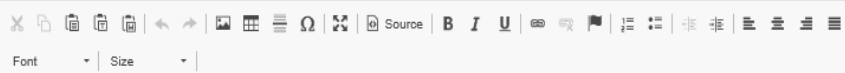
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- If requesting a **Program Revision**, contact your Regional Representative for guidance as these often require additional documentation be provided
- Describe what the change will be, why the change is necessary, and how it will impact the overall project

**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   |   Size

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Characters: 738/50000

# SUBAWARD ADJUSTMENTS – CURRENT AND REVISED AMOUNTS

- In the **Budget Adjustment table:**
    - Enter the current budget for each category in the first column
    - Enter the revised budget for each category in the second column
  - In the **Federal/State & Local Match Share table:**
    - Enter the current Federal/State Share and current Local Match Share\* in the first column
    - Enter the revised Federal/State amount and revised Local Match Share\* in the second column
- \* Match is only required for certain VAWA subawards; if match is not applicable to your contract, enter \$0.00 & 0% for Match

Budget Adjustment		
COMPLETE THIS SECTION IF YOU SELECTED "BUDGET REVISION".		
Row	Current Budget	Revised Amount
Personnel	30500	30000
Personnel Benefits	2333.25	2295.00
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	\$0.00	\$0.00
Travel/Training	\$0.00	\$0.00
Equipment	\$0.00	538.25
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
Total Federal/State Share	26266.60	26266.60
Total Local Match Share	6566.65	6566.65

# SUBAWARD ADJUSTMENTS – CONFIRMATION

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- Subaward Adjustment requests are signed electronically
  - The Authorized Official for the agency must agree to the subaward adjustment request by typing their name and title into the confirmation fields.
  - The date the request is “signed” by the Authorized Official must also be provided

**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](#)

# SUBAWARD ADJUSTMENTS

- Once all information has been entered, return to the top action ribbon and **select Save**
- Review the justification and adjustment tables for accuracy
- If correct, **select Mark as Complete** from the Contract Adjustment Justification action ribbon
- If changes are needed in the Justification, tables, or Confirmation, **select Edit** from the top action ribbon
- Remember, if you discover an error after you have marked the form “Complete”, you may still edit the information up until the request is actually submitted

The screenshot shows the 'Subaward Adjustments' web application interface. At the top, there is a navigation bar with 'Menu', 'Help', and 'Log Out' on the left, and 'Back', 'Print', 'Add', 'Delete', and 'Save' on the right. The 'Save' button is highlighted with a red box. Below the navigation bar, the page title is 'Subaward Adjustments'. The main content area displays 'Subaward Adjustment: 02' with the following details: Grant: 107574-CVS Domestic Violence Shelter, Status: Correcting, Program Area: STOP Violence Against Women Grant (VAWA), Grantee Organization: BaseLine Organization, Program Manager: Connie Berhorst, and Submitted Date: 08/11/2020. Below this is the 'Contract Adjustment Justification' section, which includes a 'Justification\*' field with a rich text editor toolbar and a character count of 738/50000.

The screenshot shows the 'Subaward Adjustments' web application interface. At the top, there is a navigation bar with 'Menu', 'Help', and 'Log Out' on the left, and 'Back', 'Print', 'Add', 'Delete', 'Edit', and 'Save' on the right. The 'Edit' button is highlighted with a red box. Below the navigation bar, the page title is 'Subaward Adjustments'. The main content area displays 'Subaward Adjustment: 02' with the following details: Grant: 107574-CVS Domestic Violence Shelter, Status: Editing, Program Area: STOP Violence Against Women Grant (VAWA), Grantee Organization: BaseLine Organization, Program Manager: Connie Berhorst, and Submitted Date: 08/11/2020. Below this is the 'Contract Adjustment Justification' section, which includes a 'Justification\*' field with a rich text editor toolbar and a character count of 738/50000. The 'Mark as Complete' and 'Return to Components' buttons are highlighted with a red box.



# SUBAWARD ADJUSTMENTS – ATTACHMENTS

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- **Select Attachments** from the list of Components

Components		<a href="#">Preview</a>   <a href="#">Submit</a>
Name	Complete?	Last Edited
<a href="#">General Information</a>	✓	08/11/2020
<a href="#">Subward Adjustment Request</a>	✓	08/11/2020
<a href="#">Attachments</a>		

# SUBAWARD ADJUSTMENTS – ATTACHMENTS

- To include attachments with your request, **select Add** from the top action ribbon



The screenshot displays the 'Subaward Adjustments' web application interface. At the top, there is a navigation bar with links for Menu, Help, Log Out, Back, Print, Add (highlighted with a red box), Delete, Edit, and Save. Below the navigation bar, the page title is 'Subaward Adjustments'. The main content area is titled 'Subaward Adjustment: 02' and contains the following information:

- Grant: 107574-CVS Domestic Violence Shelter
- Status: Editing
- Program Area: STOP Violence Against Women Grant (VAWA)
- Grantee Organization: BaseLine Organization
- Program Manager: Connie Berhorst
- Submitted Date:

Below this information is the 'Attachments' section, which includes the following text:

**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 a PDF merger 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:

# SUBAWARD ADJUSTMENTS – ATTACHMENTS

- **Select “Browse”** to locate the file you wish to upload from your computer
- **Type a brief Description** of the file you are uploading, for example: “Quote for desk and office chair”
- **Select Save** from the top action ribbon
  - If you upload the wrong file, **select the description**, and then **select Delete** from the top action ribbon

**Attach File**

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 a PDF merger 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.

Upload File:

Description:

Description	File Name	File Size
Quote for new desk and office chair	Claims 101 Training (08-20).pdf	1.4 MB

Menu | Help | Log Out

Back | Print | Add |  |

**Application**

**Attach File**

Upload File: Claims 101 Training (08-20).pdf

Description:

# SUBAWARD ADJUSTMENTS – ATTACHMENTS

- When all necessary attachments have been uploaded, **select Mark as Complete** from the Attachments action ribbon

**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.*

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*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
<a href="#">Quote for new desk and office chair</a>	<a href="#">Claims 101 Training (08-20).pdf</a>	1.4 MB



# SUBAWARD ADJUSTMENTS – PREVIEW AND SUBMIT

- Once all components of the adjustment request have been marked “Complete”, you are ready to preview!
- It is highly recommended that you preview your request prior to submission
- By previewing, you will see the adjustment request the same way that we see it once it is submitted
- **Select Preview** from the Components action ribbon

Menu | Help | Log Out | Back | Print | Add | Delete | Edit | Save

### Subaward Adjustment

Subaward Adjustment: 01

Grant: 107574-CVS Domestic Violence Shelter  
Status: Correcting  
Program Area: STOP Violence Against Women Grant (VAWA)  
Grantee Organization: BaseLine Organization  
Program Manager: Connie Berhorst  
Submitted Date: 05/22/2020

Components			Preview	Submit
Name	Complete?	Last Edited		
General Information		05/22/2020		
Subward Adjustment Request	✓	08/14/2020		
Attachments	✓	08/14/2020		

# SUBAWARD ADJUSTMENTS – PREVIEW AND SUBMIT

- Double-check your justification and the budget adjustment tables to ensure all information is complete and accurate
- If you are satisfied with your request, you may choose to print a copy for your records
- When you are ready to submit the request, **select Edit** from the top action ribbon to return to the adjustment components

Menu | Help | Log Out | Back | Print | Add | Delete | **Edit** | Save

**Subaward Adjustments**

Subaward Adjustment Details [Print to PDF](#)

**107574-CVS Domestic Violence Shelter**

STOP Violence Against Women Grant (VAWA)

Subaward Adjustment ID:	01	Submitted By:	
Subaward Adjustment Type:	Budget Revision	Submitted Date:	05/22/2020
Status:	Correcting	Last Submitted Date:	08/14/2020
Organization:	BaseLine Organization		

**Contract Adjustment Justification**

# SUBAWARD ADJUSTMENTS – PREVIEW AND SUBMIT

- **Select Submit** from the Components action ribbon
- **Select OK** to confirm submission
- You should receive a confirmation once the submission is complete

The screenshot displays the 'Subaward Adjustment: 01' interface. At the top, it shows details for Grant: 107574-CVS Domestic Violence Shelter, Status: Correcting, Program Area: STOP Violence Against Women Grant (VAWA), Grantee Organization: BaseLine Organization, Program Manager: Connie Berhorst, and Submitted Date: 05/22/2020. Below this is a 'Components' table with columns for Name, Complete?, and Last Edited. The 'Submit' button is highlighted in red. A dialog box titled 'Message from webpage' asks for confirmation to submit, with 'OK' and 'Cancel' buttons. The bottom of the screen shows a navigation bar with 'Menu', 'Help', 'Log Out', 'Back', 'Print', 'Add', 'Delete', 'Edit', and 'Save' options. The main content area displays a 'Subaward Adjustment Submitted Confirmation' message: 'You have successfully submitted your Subaward Adjustment numbered 01 for Grant titled: CVS Domestic Violence Shelter. You can return to the Grant forms by clicking [here](#)'.

Components	Name	Complete?	Last Edited
General Information		✓	05/22/2020
Subaward Adjustment Request		✓	08/14/2020
Attachments		✓	08/14/2020

Message from webpage

Submitting the Subaward Adjustment will lock all sections from further editing. Have you completed all sections? Are you sure you are ready to submit this Subaward Adjustment?

OK Cancel

Contracts

Subaward Adjustment Submitted Confirmation

You have successfully submitted your Subaward Adjustment numbered 01 for Grant titled: CVS Domestic Violence Shelter. You can return to the Grant forms by clicking [here](#)

# SUBAWARD ADJUSTMENTS – STATUS

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- You can check the status of a Subaward Adjustment by selecting “Subaward Adjustments” from your listing of Grant Components
  - Status includes:
    - **Editing** – an adjustment request has been created, but not yet submitted
    - **Submitted** – the adjustment request has been submitted and is being reviewed
    - **Correcting** – the adjustment request has been negotiated for more information and/or corrections
    - **Withdrawn** – the adjustment request has been withdrawn from consideration
    - **Approved** – the adjustment has been approved



# SUBAWARD ADJUSTMENTS – NEXT STEPS

- If the Subaward Adjustment is allowable, your Program Representative will contact you regarding the next steps
  - Next steps include:
    - Updating the contract budget to reflect requested changes to the award
    - Forwarding a copy of the final revised budget and adjustment request to DPS Administration for approval/signature
  - Once signed by DPS Admin, a final copy will be uploaded to “Subaward Adjustment Notices” located within your Grant Components
    - We recommend printing a copy for your records

Grant Components	
<i>You can define your own alerts in the Alerts section</i>	
Component	Last Edited
<a href="#">General Information</a>	08/12/2020
<a href="#">Attachments</a>	
<a href="#">Budget</a>	10/08/2019
<a href="#">Claims</a>	
<a href="#">Closeout</a>	
<a href="#">Contact Information</a>	10/08/2019
<a href="#">Correspondence</a>	
<a href="#">Goal and Objectives</a>	10/08/2019
<a href="#">Status Reports</a>	
<a href="#">Subaward Adjustments</a>	
<a href="#">Subaward Adjustment Notices</a>	
<a href="#">Subaward Documents - Need Signatures</a>	
<a href="#">Subaward Documents - Final</a>	
<a href="#">YAWA Data Form</a>	10/08/2019
<a href="#">Opportunity</a>	-
<a href="#">Application</a>	-