



IOWA DEPARTMENT OF JUSTICE

ATTORNEY GENERAL
BRENNA BIRD

Chapter 19 Budget, Scope and Other Changes

Program and budget revisions may be considered for minor changes to what was approved in the grant application. The grantee must obtain prior written approval for changes to scope of services or the approved budget. Program and budget revisions are not automatic. Grant scope and budget changes are not accepted within the final 30 days of the contract period.

Requests for the following must be submitted in Iowa GVS [by following these instructions.](#)

- Budget revisions - see the budget revision page in this chapter
- Scope of work changes - see the scope of work page in this chapter
- Project director changes - this will result in an amendment to the contract. Review the attachment in the link above.
- Staff changes - see the attached instructions in the link above.
- Match waivers - see the attached instructions - this applies to VOCA. See the attachment in the link above.

Budget Revisions

The victim services grant management system, Iowa GVS allows grantees to overspend budget categories by less than 10%. GVS will not allow budget category deviations greater than 10%. When attempted, the system will trigger an alert and stop the claim from being submitted.

Budget categories are payroll, benefits, in state travel, out of state travel, contractual services, utilities, advertising, etc.

All budget revisions requests must be submitted via Iowa GVS; however, if there is a claim in any status other than **paid** or **cancelled**, the system will stop the request. [Download the GVS amendment/revision instructions.](#)

When grantees request an amendment or a revision to their grants, they must initiate an amendment or revision by navigating to **Status Options** and selecting **Initiate Amendment/Revision**.

Once the grantee initiates an amendment or a revision, they will receive this message in a pop up box:

Please complete the 'Amendment/Revision Request' form. Upon completion don't forget to submit your amendment/revision request by selecting the 'Submit Amendment/Revision' status option in the left hand navigation.

Grantee then clicks on **Amendment Request** link in the navigation panel under **Amendments/Revisions**. If have been other amendments, another navigation panel will open and the grantee selects the one in process.

On the Amendment Request page, select budget revision.

Budget Revision – Grantees are directed to download the budget revision template. The budget template is an Excel document which the grantees use to request budget revisions. To make the budget revision template work, grantees must enable editing and save the file to their computer. Then they click on the editing tab, select replace and enter = into the find what and the replace with fields, choose replace all. Close the dialog box. Enter changes into the Budget Changes column and provide a justification for the changes. Justifications must include detailed information about the change.

Cancel or Submit: The grantee can cancel the revision request at any time. The grantee submits the request by clicking on the **Submit Amendment/Revision Request** on the navigation panel. This will forward the request to the assigned grant coordinator for review.

Budget Revision Reminders:

1) **Do not submit a budget revision for the sole purpose of moving funds to client assistance. The system will allow you to overspend client assistance by more than 10%. Furthermore, you do not need your grant coordinator's permission to shift funds to client assistance.**

2) Do not submit a budget revision to correct or make year end adjustments unless you will be moving more than 10% from a major budget category.

3) Do not submit a budget revision if you are moving line item expenses within a major budget category. For example, payroll is a major budget category. Unless you are changing the payroll **total** by more than 10% you can underspend and overspend salaries as much as you want unless you overspend payroll in total by more than 10%. Here's a reminder about non direct hours: Federal funds CANNOT be used for fundraising; VOCA funds cannot be used for administration. A limited amount of STOP, FVPSA and SASP can be used

for administration. A limited amount of FVPSA dollars can be used for prevention. In general, no more than 10% of the equivalent of a full-time employee can be charged to fundraising and prevention. Most of the expenses charged to this line must be paid for with state funds. See the grant manual to review allowable expense at: <https://www.iowaattorneygeneral.gov/manual/chapter-25-cvad-fund-sources>.

3) Do not submit a budget revision to move funds from one funding source to another. For example do not submit a request to move funds from state to FVPSA, etc.

4) You can over spend a major line item by up to 10%. Do not submit a request to move less than 10% into a category.

5) If you are moving funds into major categories that can be broken down in detail, such as benefits, utilities, contracted services, etc. provide us with the details. Refer to your detailed budget from your application. For example: do not ask to move funds from benefits - tell us to move funds from FICA, insurance, etc. Likewise when moving funds into a category - tell us why and which line item.

It is likely we will cancel your budget revision request if a budget revision is not needed. If this happens, please do not re-submit your request until you talk to your grant coordinator.

If the grant coordinator needs additional information to process the request, she will follow up by either contacting the grantee or sending the request back to the grantee and requesting additional information.

Budget revision justifications must be included so it is clear why budget changes are necessary. Justifications help determine if budget revisions are appropriate and if the changes will impact the approved goals/objectives. It is possible a budget change will also require a modification to the scope of work. **They are necessary for audit purposes.**

Please note the budget revision request can be denied if the expense is not allowable or is unreasonable. The grantee should submit a budget revision request prior to purchasing expenses associated with the change in budget. Failure to do so may result in an expense not being reimbursed.

The budget revision request will be reviewed within 10 business days and the subrecipient will be notified regarding approval or denial.

Budget revision requests will not be accepted within the last 30 days of the grant contract period, except in extenuating circumstances as determined by the VSS Grant Administrator.

Grant Scope Change

Scope of Work Changes: If it is necessary to change the approved scope of work or goals and objectives of the project, it is important to speak with your grant coordinator as soon as possible. Subrecipients must have prior approval before changing the scope of work.

Scope of work changes are required in order to significantly modify the programmatic goals, objectives, staffing and activities. New program narrative statements must be developed describing changes in any of the following areas:

- Target population
- Service Area
- Project goals
- Objectives
- Project activities
- Collaborative activities
- Performance measures
- Staffing
- Service Area
- Project timelines or deadlines

How to request a scope of work change: Prior approval means before it happens. Unfortunately, subrecipients are not always aware of changes that need to be made until the changes need to be made. It is important to review budgets, staffing, goals and objectives frequently and anticipate changes which will require a scope of work change.

Scope of work changes must be requested by submitting the request in Iowa GVS; however, it is important to talk to your grant coordinator prior to submitting a request. [Here are the instructions.](#)

When grantees request an amendment or a revision to their grants, they must initiate an amendment or revision by navigating to Status Options and selecting **Initiate Amendment/Revision. Claims must be in either paid or cancelled status prior to initiating a request.**

Once the grantee initiates an amendment or a revision, they will receive this message:

Please complete the 'Amendment/Revision Request' form. Upon completion don't forget to submit your amendment/revision request by selecting the 'Submit Amendment/Revision' status option in the left hand navigation.

Grantee clicks on **Amendment Request** in the navigation panel under Amendments/Revisions. If there are multiple amendments, another navigation panel will open and the grantee selects the one in process.

On the Amendment Request page, the grantee selects can select **one or more** of the following:

Scope of Work – Grantees will answer two questions: What is the Scope of Work change? This is the requested SOW, which will be different from what is in the application. And Why is the Scope of Work changing? This a justification as to why the grantee needs to change their SOW.

Cancel or Submit: The grantee can cancel the amendment request at any time. The grantee can submit the amendment by clicking on the **Submit Amendment/Revision Request** on the navigation panel. This will forward the request to the assigned grant manager for review. If the grant manager needs additional information she will contact the the grantee.

Scope of work requests must include a detailed justification so it is clear why the scope of work changes are necessary. Justifications help CVAD determine if the request is appropriate and if the changes will impact the approved goals/objectives. It is possible a scope of work change will require a revision of a program's goals/objectives and/or the program budget.

Please note the scope of work change request may be denied if the requested position, activities, or costs are not allowable or are unreasonable. The funded program should submit a scope of work change request and await approval, prior to hiring staff, or incurring any expenses associated with the change. Failure to do so may result in an expense not being reimbursed.

The scope of work change request will be reviewed within 10 business days and the subrecipient will be notified regarding approval or denial.

Scope of work change requests will not be accepted within the last 30 days of the grant contract period, except in extenuating circumstances as determined by the VSS Grant Administrator.

