

**Ohio Department of Alcohol and Drug Addiction Services  
Recovery to Work (RSC VRP3 Project) Administration  
Budget Revision Instructions**

- A completed RSC VRP3 Budget Proposal for Case Planning and Coordination (Administration) is required when submitting a Budget Revision Request.
- **A Budget Revision to the approved Budget is required if a program is requesting a change in the Operating Budget Costs between any Direct Costs Line Items 1 through 7 that is greater than 10% of the Category.** The RSC VRP3 Budget Proposal for Case Planning and Coordination reflects the line items. For example:
  - The Board has been approved for \$10,000 for Line Item 2- Travel. The program decides to transfer \$2,500 from to Line Item 2- Travel to Line Item 7- Salaries. Therefore, a budget revision would be required because the decrease exceeds 10% of Line Item- 2 Travel.
  - If the program decided to transfer \$250 to the Line Item 7- Salaries (with a approved amount of \$25,000) from Line Item 2- Travel (with a approved amount of \$10,000), no budget revision would be necessary since the change is not greater an 10% of either category.
- **Any change to the Indirect Cost line must be pre-approved by ODADAS with the submission of a Budget Revision and required documentation.** The Indirect Cost Rate can only be applied after submitting a Federal Indirect Cost Agreement or a copy of an Indirect Cost Rate approved by RSC on a previous RSC project. A Budget Revision Approval Notice must be received from ODADAS before the Indirect Costs can be charged at the requested rate.
- **A Budget Revision Approval Notice from ODADAS with the Director's signature is the official pre-approval the Agency must receive before incurring costs for a change in the Budget Categories.**

Follow the instructions below to request a budget revision:

- Submit a completed RSC VRP3 Budget Proposal for Case Planning and Coordination (Administration) including any changes to the relevant worksheets.
- The RSC VRP3 Budget Proposal for Case Planning and Coordination (Administration) can be downloaded from the ODADAS web site at [www.odadas.ohio.gov](http://www.odadas.ohio.gov). Select the "Services" link, "Fiscal," "Fiscal and Grant Reporting Forms," and "Recovery to Work Forms." Budget Revision requests not using the RSC VRP3 Budget Proposal for Case Planning and Coordination (Administration) will not be processed and therefore will not be considered for review and approval.
- **Submit Budget Revisions via email to the following:**

Boards from Allen through Lorain should be emailed to:  
Nikki DeCamp, Fiscal Specialist, at [NDeCamp@ada.ohio.gov](mailto:NDeCamp@ada.ohio.gov)  
For Fiscal Technical Assistance, please call 614-644-8422

Boards from Lucas through Wood should be emailed to:  
Johanna Pickett, Grants Coordinator, at [Johanna.Pickett@ada.ohio.gov](mailto:Johanna.Pickett@ada.ohio.gov)  
For Fiscal Technical Assistance, please call 614-728-8190

- The Department will respond to the budget revision request within twenty (20) calendar days. Programs must receive **prior written approval** from ODADAS before incurring costs for a change in

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