Grant Budget Revisions
Helpful Hints

Additional assistance can be found on the ADE website under ESEA Consolidated Bootcamp Micro-Trainings - Building Your Grant series. Micro-training #6 Approval and Revisions: https://vimeo.com/435794635

Final Allocation can create a need to adjust the set-asides **Family/Community Engagement**, **Homeless**, and **Private Schools** as these are based on allocation amounts. It can be helpful to start with the set-asides, including recalculation for Private Schools, and then move to the PPA page before going to the budget. Working in a sequence can save time on your revision. Final Allocation revisions may affect information on the **PPA List**, **Program Details**, **Set-Asides**, **SIAP** and/or **LIAP** pages as well. Update each section as needed.

7a.	Services to Homeless students - Required minimum of ½%, if TI funds greater than $50,000; otherwise, at least $100. For additional information, see www.azed.gov/homeless.
7b.	Services to Homeless students - Optional additional funds for excess transportation costs or liaison salary. For additional information, see www.azed.gov/homeless.
	$ 9,041.67 - Minimum amount to allocate
8.	LEA Family/Community Engagement. For additional information, see www.azed.gov/titlei/familyengagement/.
	$ 18,083.35 - Minimum amount to allocate
	1% set-aside required for districts with allocations of more than $500,000. LEAs may reserve up to 10% of this set-aside for LEA-level activities; the remainder must be distributed to Title I schools. Enter all amounts budgeted for Family/Community Engagement.

Carryover

A grant revision for **Carryover** may affect information on the **PPA List**, **Program Details**, **Set-Asides**, **SIAP** and/or **LIAP** pages. If a revision changes the **FTEs**, it should be noted in the Narrative Description. Update each section as needed.

	(1)	Title I LEA CFDA: 84.010A
Original		$2,054,110.31
Incoming Carryover		$306,917.94
Outgoing Carryover		$0.00
Reallocated		$0.00
Additional		$0.00
Incoming Interest Carryover		$0.00
Released		$0.00
Consortium		$0.00
Forfeited		$0.00
CR Released		$0.00
Total		$2,361,028.25

On the **Budget** page, a remaining balance of **zero** is necessary.

		$0.00
Total		$1,808,334.75
Adjusted Allocation		$1,808,334.75
Remaining		$0.00

Starting a revision

Under Sections: Choose **Revision Started** and **Confirm**. A revision number will be noted at the top of the page. The revision number must to be included in the Narrative Description where a change is being made.

Application Status: SEA ESEA Consolidated Director Approved

ESEA Consolidated - Rev 4

Change Status To: Revision Started
or
CR Draft Started

You are about to change the status to Revision Started. Click Confirm to change the status.

Confirm   Cancel

Choose **Modify** next to the section needing a revision.

Budget By Function Codes

	Object Code
Modify	6100 - Salaries
Modify	6200 - Employee Benefits
Modify	6300 - Purchased Professional Services

Example #1: Additional funding to the current line item expenditure(s).

When a revision is made, **do not remove or change the original Narrative Description**. It should be left in place.

The salaries' revision below is marked with the **revision number** and **date**. *The revision number should match the one at the top of the page (ESEA Consolidated – Rev __).* The new information is in a different color and highlight, so it stands out from the original entry. Clearly labeling each revision will assist the Program Specialist in reviewing and providing feedback in a timely manner.

Object Code	Function Code	Project Time (FTE)	Quantity
6100 - Salaries	1000 - Instruction		1

Narrative Description

Instructional and Intervention Specialists (Certified) for direct student instruction/Tier II interventions groups:
#1 Elementary 1.0 FTE (1 certified staff) = $47,000
#2 Elementary 1.00 FTE (2 certified staff) 2 @ $24,000 = $48,000
Line Item Total = **$95,000**

Revision #1 10/1/20
Increase #1 Elementary to $50,000
Increase #2 Elementary to 2 @ $27,000 = $54,000
New Line Item Total = **$104,000**

Adjust the **Line Item Total** to match the changes in the Narrative Description.

Quantity	Salary, Rental,or Unit Cost	Line Item Total
1	$104,000.00	$104,000.00

Since Example #1 makes a change in salaries, a revision to 6200 Employee Benefits would be expected. If a change in FTEs is needed, it should also be noted in the revision.

Object Code	Function Code	Project Time (FTE)
6200 - Employee Benefits	1000 - Instruction	

Narrative Description

Benefits for Instructional and Intervention Specialists (Certified)
#1 Elementary 1.0 FTE (1 certified staff) = $47,000 X 21.5% = $10,105
#2 Elementary 1.0 FTE (2 certified) 2 @ 24,000 each = $48,000 X 21.5% = $10,320

Revision #1 10/1/20 New Line Item Total = $22,360
Increase #1 Elementary to $10,750
   ($50,000 X 21.5%)
Increase #2 Elementary to $11,610
   ($54,000 X 21.5%)

Example #2: Reduction in funding to the current line item expenditure(s).
In this example a reduction is being made in consumable supplies. The revision line is highlighted to distinguish the new from the original and/or previous change(s). The new line item total is in bold.

Object Code	Function Code	Project Time (FTE)	Quantity	Sala
6600 - Supplies	2100,2200,2600,2700 - Support Services (Students, Instr., Operation, Transport.)		1	$

Narrative Description

Consumable supplies and materials for family engagement activities (paper, pencils, rulers, math manipulatives, STEM manipulatives)
#1 Elementary = $3000
#2 Elementary = $1,694
Line Item Total = **$4,694**

Revision #2 10/1/20
Decrease #1 Elementary to $2,800
Decrease #2 Elementary to $1,508.60
New Line Item Total = **$4,308.60**

Adjust the **Line Item Total** to match the changes in the Narrative Description.

Quantity	Salary, Rental, or Unit Cost	Line Item Total
1	$4,308.60	$4,308.60

Example #3: Mixed changes in funding to the current line item expenditures.

In this example one line was increased and one line was decreased. The revision line is highlighted, and the decrease line is in red to differentiate between increase and decrease.

Object Code	Function Code	Project Time (FTE)	Quantity
6100 - Salaries	1000 - Instruction		1

Narrative Description

Set-Aside #4a Certified and Classified Salaries for Summer School = **$61,250**
5 Certified Teachers $30 per hr. X 7 hrs. a day X 25 days = $26,250
10 Paraprofessionals $20 per hr. X 7 hrs. a day X 25 days = $35,000

Revision #4 - 3/4/21- Increase line to $64,750
Increase Certified Teachers to 7 X $30 per hr. X 7 hrs. a day X 25 days = $36,750
Decrease Paraprofessionals to 8 X $20 per hr. X 7 hrs. a day X 25 days = $28,000

*Since Example #3 makes a change in set-asides and salaries, a modification would be expected on the **Set-Asides** page and to Employee Benefits under Object Code 6200.*

Adjust the **Line Item Total** to match the changes in the Narrative Description.

Salary, Rental,or Unit Cost	Line Item Total
$64,750.00	$64,750.00

Remember to confirm that the total on the **Set-Asides** page matches the total budgeted items for Summer School after changes are completed.

Set Asides

4.	LEA-level **Instructional** Programs, such as summer school programs or pre-school (enter below). Descriptions must be included in your Integrated Action Plan in the GME Planning Tool.
	a. LEA funds reserved for Summer School

Example #4: Creating a new item to fund.

In this example, a new line item was added to the budget that did not exist in the original grant application. The wording "New Item" was included in the Narrative Description to alert the Program Specialist. A different color font was used to denote this change was part of the revision.

Object Code	Function Code	Project Time (FTE)	Quantity	Salary, Rental,or Unit Cost	Line Item Total
6100 - Salaries	1000 - Instruction	1	1	$22,787.86	$22,787.86

Narrative Description

11/12/20 Rev #3 New Item
#2 Elementary - 1.0 FTE paraprofessional to serve as a STEM Specialist (7.4 hrs a day @ $16.92) = $22,787.86. STEM Specialist will work directly with students in a push/in program and will be under the supervision of an appropriately certified teacher.

The STEM Specialist paraprofessional was added to the **SIAP** and added to the **Program Details** page since it was a new position.

Copy AS 2.3.6) STEM Specialist · Title I LEA · TI SW1
Details
Action Step Description: #2 Elementary will hire a STEM Specialist to provide STEM instruction for students.
Person Responsible for this Action Step: Joe Principal (Organization Role: Principal)
Timeline: 11/2/2020 to 5/28/2021
ESSA Evidence: Strong evidence from at least one well-designed and well-implemented experimental study

Classified

Type									Content						# of Title I Paraprofessionals	Total # of FTEs
BA/S	SS	Fri/SatS	HS	PI/PO	INT	K-SW	K-TA	PS	RDG	Ma	SCI	Tech	Eng	Arts/MU		
☐	☐	☐	☐	☑	☐	☐	☐	☐	☐	☐	☐	☑	☐	☐	1	1

Example #5: Removing a piece from a line item in the current budget.
In this example, a revision was made to remove the certified teacher from the line. The change is in red to bring attention to what was removed. This change would need to be made in the **SIAP** as well as **Program Details**.
Notice the original Narrative Description was not changed.

Object Code	Function Code	Project Time (FTE)	Quantity	Salary, Rental,or Unit Cost	Line Item Total
6100 - Salaries	1000 - Instruction		1	$30,000.00	$30,000.00

Narrative Description

1.0 FTE Certified Teacher to provide push in support services in reading and math for at-risk students $42,000
1.5 FTEs (3) Paraprofessionals to assist students in reading under the supervision of appropriately certified teachers
3 X $10,000 = $30,000
Line Item Total: $72,000

Revision #2 10/2/20
Reduce line to $30,000
Remove 1.0 FTE Certified Teacher
New Line Item Total: **$30,000**

Example #6: Removing a line item from the current budget.
When removing an item completely from the budget, choose **Remove**. This action will be recorded in the Change Log. An update in the **SIAP** would need to be made with this revision.

	Object Code	Function Code	Project Time (FTE)	Quantity
Remove	6500 - Other Purchased Services	2100,2200,2600,2700 - Support Services (Students, Instr., Operation, Transport.)		1

Narrative Description

Travel expenses (airfare, mileage, hotel, meals, etc.) for professional development workshop/conference:
#1 Elementary One Certified Teacher to attend ITSE Conference, San Antonio, TX, Nov. 29-Dec. 5) = $630

Saving revisions

Save the information each time a change is made. The save button is located at the top of the page.

As a new revision is made, it would be helpful to change color/highlight/**bold** each time. This will set the new information apart from the original entry or earlier modifications in the grant budget.

Completing a revision

Once a revision is complete, return to the **Sections** page and choose **Revision Completed** and **Confirm**.

Application Status: Revision Started

Change Status To: Revision Completed
or
Cancel Revision

No validation errors were found, but one or more warnings exist.

You are about to change the status to Revision Completed. Click Confirm to change the status.

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If you need any support with your ESEA Consolidated Grant Revision, please do not hesitate to contact your Program Specialist.