

Grant Budget Revisions Quick Guide

A more in-depth guide and other helpful hints can be found on the ADE Educator & School Excellence website. To find this resource, [CLICK HERE](#) to navigate to the *Title I-A* page. Select the *Resource Links* drop down menu and open “*Grant Revisions Helpful Hints*”.

Use the following checklist to guide you as you begin the revision process. This checklist is especially helpful when revising the grant due to ***Final Allocations*** or ***Carryover***.

Revisions Checklist									
<p>1. Check the Set-Asides page as the following SA’s are based on allocation amounts. Ensure all mandatory minimums are met</p> <ul style="list-style-type: none"> Family/Community Engagement Homeless Private Schools * <p>* CLICK HERE to view the <i>Equitable Services</i> page on the ADE website where you will find guidance, resources, and proportionate share information.</p>	<input type="checkbox"/>								
<p>2. Move to the PPA page.</p> <ul style="list-style-type: none"> Take note of any School Site budgets that may have increased due to additional monies awarded <p><i>Single Site LEAs: Make sure to update Box E if your Per Pupil Amount (PPA) has changed</i></p> <div style="text-align: center; margin-top: 10px;"> <p>Per Pupil Amount (PPA) \$ <input style="border: 1px solid red;" type="text" value="399.27"/></p> <table border="1" style="margin: auto; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #003366; color: white;"> <th colspan="2">Actual Allocation</th> </tr> <tr style="background-color: #003366; color: white;"> <th style="width: 50%;">PPA</th> <th style="width: 50%;">Total</th> </tr> <tr style="background-color: #003366; color: white;"> <th style="width: 50%;">E</th> <th style="width: 50%;">F E x C</th> </tr> </thead> <tbody> <tr> <td style="border: 1px solid red; text-align: left;">399.27</td> <td style="text-align: right;">61,487.58</td> </tr> </tbody> </table> </div>	Actual Allocation		PPA	Total	E	F E x C	399.27	61,487.58	<input type="checkbox"/>
Actual Allocation									
PPA	Total								
E	F E x C								
399.27	61,487.58								
<p>3. Update your Budget and Budget Narratives* as necessary.</p> <ul style="list-style-type: none"> Make sure any changes in the narrative align to the Line-Item Totals <p>* CLICK HERE for the <i>Budget Narrative Resource Guide</i></p>	<input type="checkbox"/>								
<p>4. Check the Budget, a remaining balance of zero is necessary</p>	<input type="checkbox"/>								
<p>5. If items are added or deleted from the budget, you will want to check and realign the following pages of the grant:</p> <ul style="list-style-type: none"> Program Details SIAP* LIAP* <p>* CLICK HERE for a reference guide regarding appropriate coding, tagging, and required Action Steps for the LIAP and SIAP</p>	<input type="checkbox"/>								

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Revisions Example #1:

Object Code	Function Code	Project Time (FTE)	Quantity
6100 - Salaries	2100,2200,2600,2700 - Support Services (Students, Instr., Operation, Transport.)		1
Narrative Description			
<p>Revision #1 9.2.21</p> <p>Revision #2 10.14.21 salary & position updates</p> <p>ABC Middle School - \$ 82,425 \$89,425 Instructional Coach 1.5 FTE</p> <p>ABC Middle School - \$37,027.00 Data Clerk 0.5 FTE Instructional Coach</p> <p>ABC Elementary School - \$33,619.00 \$0 0.5 FTE Instructional coach</p>			

Don't forget to number and date the revision.

DO NOT remove or change the original Narrative Description.

If you need to remove an item from the budget, indicate so by using a \$0 amount or adding a note the item was removed.

Use color to highlight the revision number. Use that same color to identify any changes made in the narrative.

Revisions Example #2:

Object Code	Function Code	Project Time (FTE)	Quantity
6500 - Other Purchased Services	1000 - Instruction		1
Narrative Description			
<p>Revision #1 - 8/6/2021</p> <p>Revision #2 - 1/11/2021</p> <p>Revision #3 - 4/21/2022</p> <p>Revision #4 - 8/22/2022</p> <p>ABC Elementary Printing services for supplemental instructional materials (math/reading workbooks), and Boystown and PBIS materials such as signs and posters. Printing @ \$0.10/sheet black and white; \$0.25/sheet for color; Signs @ \$1.00-\$3.00; Posters @ \$2.50-\$15.00; Binding @ \$0.15</p> <p>TOTAL= \$5,000 NEW TOTAL= \$5409.21</p> <p>ABC Middle School Add printing services for supplemental instructional materials (math/reading) to support reading/math instruction (workbooks, flashcards, etc.) and PBIS instruction (signage, tickets, etc.) Printing @ \$0.10/sheet black and white; \$0.25/sheet for color; Signs @ \$1.00-\$3.00; Posters @ \$2.50-\$15.00; Binding @ \$0.15</p> <p>TOTAL= \$3,000 NEW TOTAL = \$9,000 NEW TOTAL = \$8,598.25</p> <p>ABC High School Printing services for supplemental instructional materials (math/reading workbooks) and PBIS/Boystown materials (signage, instructional workbooks, etc.) Printing @ \$0.10/sheet black and white; \$0.25/sheet for color; Signs @ \$1.00-\$3.00; Posters @ \$2.50-\$15.00; Binding @ \$0.15</p> <p>TOTAL= \$2,964.56 NEW TOTAL= (\$1,738.22) NEW TOTAL= (\$217.80)</p>			

NOTE: Printing cost breakdown follows the updated [BUDGET NARRATIVE GUIDANCE](#)