

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 1/2%, 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 .
	\$ <input type="text" value="9,041.67"/> - Minimum amount to allocate
8.	LEA Family/Community Engagement - For additional information, see www.azed.gov/title/familyengagement/ .
	\$ <input type="text" value="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 revisions number must be included in the Narrative Description where a change has been 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:

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 highlighted, 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	2100,2200,2600,2700 - Support Services (Students, Instr., Operation, Transport.)		1

Revision #1 9.2.21
Revision #2 10.14.21 salary & position updates

ABC Middle School - \$ 82,425 **\$89,425**
 Instructional Coach 1.5 FTE

ABC Middle School - **\$37,027.00**
 Data Clerk
 0.5 FTE Instructional Coach

ABC Elementary School - **\$33,619.00** **\$0**
 0.5 FTE Instructional coach

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.

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.

Example #2:

In this example you can see new items added to the budget, item increases, and item reductions. Each revision is color coded to distinguish the new from the original and/or previous change(s). The new totals are clearly identified and all previous totals are still provided.

Object Code	Function Code	Project Time (FTE)	Quantity
6500 - Other Purchased Services	1000 - Instruction		1

Narrative Description	
<p>Revision #1 - 8/6/2021 Revision #2 - 1/11/2021 Revision #3 - 4/21/2022 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 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 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 TOTAL= \$2,964.56 NEW TOTAL= (\$1,738.22) NEW TOTAL= (\$217.80)</p>	<p>NOTE: Printing cost breakdown follows the updated BUDGET NARRATIVE GUIDANCE</p>

In **Example #2**, a new line item was added to the budget that did not exist in the original grant application. The wording “Add” was included in the Narrative Description to alert the Program Specialist. You may also use “New item”. A different color font was used to denote this change was part of the revision.

Finally, since a new line item was added to the budget that did not previously exist, it is necessary to go back to the **SIAP** and include any added budget items. If adding or removing a salaried position, it may also be necessary to update the **Program Details** page.

Copy [AS] 2.3.6) STEM Specialist Title I LEA TI SW1

Details

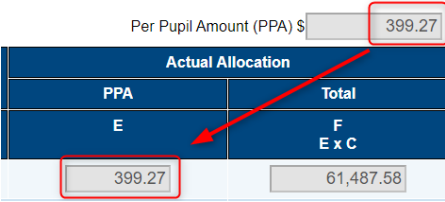
Action Step Description: #2 Elementary will hire a STEM Specialist to provide STEM instruction for students.
 Person Responsible for this Action Step: Joe Principal (Organization Role: Principal)
 Timeline: 11/2/2020 to 5/28/2021
 ESSA Evidence: Strong evidence from at least one well-designed and well-implemented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

← **SIAP**

Program Details →

Classified															# of Title I Paraprofessionals	Total # of FTEs
Type					Content											
BA/S	SS	Fri/SatS	HS	PI/PO	INT	K-SW	K-TA	PS	RDG	Ma	SCI	Tech	Eng	Arts/MU		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	1

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 a more detailed guide on Final Allocations Review of Private School Proportionate Share</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>  <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td colspan="2" style="text-align: center;">Per Pupil Amount (PPA) \$</td> <td style="text-align: center;">399.27</td> </tr> <tr> <th colspan="2" style="text-align: center;">Actual Allocation</th> <td></td> </tr> <tr> <th style="text-align: center;">PPA</th> <th style="text-align: center;">Total</th> <td></td> </tr> <tr> <th style="text-align: center;">E</th> <th style="text-align: center;">F E x C</th> <td></td> </tr> <tr> <td style="text-align: center;">399.27</td> <td style="text-align: center;">61,487.58</td> <td></td> </tr> </table>	Per Pupil Amount (PPA) \$		399.27	Actual Allocation			PPA	Total		E	F E x C		399.27	61,487.58		<input type="checkbox"/>
Per Pupil Amount (PPA) \$		399.27														
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 Budget Narrative Resource Guide</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"/>															

Saving revisions

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



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.



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>

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