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-aside for **Family/Community Engagement, Homeless, and Private Schools** as these are based on allocation amounts. It can be helpful to start with the set-aside, 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.

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| Original | $2,054,110.31
| **Incoming Carryover** | $300,917.94
| 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** | $2,351,028.25

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

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.

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

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= $5,409.21

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

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)

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.
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*.

<table>
<thead>
<tr>
<th>Revisions Checklist</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Check the Set-Asides page as the following SA’s are based on allocation amounts. Ensure all mandatory minimums are met</td>
</tr>
<tr>
<td>- Family/Community Engagement</td>
</tr>
<tr>
<td>- Homeless</td>
</tr>
<tr>
<td>- Private Schools *</td>
</tr>
<tr>
<td>* CLICK HERE to view a more detailed guide on Final Allocations Review of Private School Proportionate Share</td>
</tr>
<tr>
<td>2. Move to the PPA page.</td>
</tr>
<tr>
<td>- Take note of any School Site budgets that may have increased due to additional monies awarded</td>
</tr>
<tr>
<td>* Single Site LEAs: Make sure to update Box E if your Per Pupil Amount (PPA) has changed</td>
</tr>
<tr>
<td>3. Update your Budget and Budget Narratives* as necessary.</td>
</tr>
<tr>
<td>- Make sure any changes in the narrative align to the Line-Item Totals</td>
</tr>
<tr>
<td>* CLICK HERE for the Budget Narrative Resource Guide</td>
</tr>
<tr>
<td>4. Check the Budget, a remaining balance of <strong>zero</strong> is necessary</td>
</tr>
<tr>
<td>5. If items are added or deleted from the budget, you will want to check and realign the following pages of the grant:</td>
</tr>
<tr>
<td>- Program Details</td>
</tr>
<tr>
<td>- SIAP*</td>
</tr>
<tr>
<td>- LIAP*</td>
</tr>
<tr>
<td>* CLICK HERE for a reference guide regarding appropriate coding, tagging, and required Action Steps for the LIAP and SIAP</td>
</tr>
</tbody>
</table>
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.

Confirm  Cancel

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