

# BUDGET REVISIONS

1) Open your most recent completed Consolidated Application. If you completed a funding adjustment or amendment you will want to choose that project.

	Project No.	Type	Status	Workflow Step			
7602	FA-999-15-0483	Original Application	Closed	DFP Approval Complete			
12753	FA-999-15-0483 A	Funding Adjustment	Completed	DFP Review Complete (FA)			

Then click on the subgrant you want to revise. The Consolidated and subgrant status must be "Completed" to do the Budget Revision.

**\*\*Budget revisions must be completed and approved before a Final Expenditure Report can be created. \*\***

	<b>Grant</b> Consolidated Application	<b>Total Allocation Amount</b> \$1,130,898.00
	<b>Agency</b> Aliquippa SD	<b>Awarded Amount</b> \$1,130,898.00
	<b>Project No</b> FA-999-14-0004 A	<b>Status</b> Completed
	<b>Type</b> Consolidated Amendment (Increase)	<b>Awarded Date</b> 7/1/2013
	<b>Workflow Step</b> DFP Review Complete (AU)	<b>Award Status</b> Approved

Application for one or more Federal grant programs, available to approved Agencies. Complete the individual programs before submitting the consolidated application. The grant agreement for the consolidated application may govern one or more of the following programs: Title I, Parts A and D Title II, Part A Title III

**Required Instructions**

- Content
- Narratives
- Consolidated Application**

**Authorized Signoff**

**Contract Signoff**

**Administrative Functions**

- Contact Information**
- Grant Funding Worksheet**
- Routing / Workflow**
- Related Grant Applications**

**Documents**

- Guidelines**
- Reporting**

**Sub Grant Applications**

[+ Add Sub Grant Application](#)

Grant Title	Project No.	Status	Workflow Step	Allocation	
Title I, Part A - Improving Basic Programs	FA-013-14-0004 A	Completed	Receipt / Verification	\$942,048.00	
Title II, Part A - Improving Teacher Quality	FA-020-14-0004 A	Completed	Receipt / Verification	\$188,850.00	

2) Click on Create Revision.

	<b>Grant</b>	Title II, Part A - Improving Teacher Quality		<b>Total Allocation Amount</b>	\$12,638.00
	<b>Agency</b>	Austin Area SD		<b>Awarded Amount</b>	\$12,638.00
	<b>Project No</b>	FA-020-16-0015 A	<b>Status</b>	Completed	<b>Awarded Date</b>
	<b>Type</b>	Funding Adjustment	<b>Workflow Step</b>	Receipt / Verification	<b>Award Status</b>

 **Back to Consolidated Apps Menu**

**Required Instructions**

**Content**

**Narratives**

- ✓ Needs Assessment
- ✓ Assurances
- ✓ Highly Qualified Staff
- ✓ Program Description
- ✓ Performance Goals

**Carryover**

- ✓ Carryover

**Budget**

- ✓ Instruction Expenditures
- ✓ Equipment Expenditures
- ✓ Other Expenditures
- ✓ Budget Summary

**Authorized Signoff**

- Contract Signoff

**Reporting/Documents**

- Reporting
- Guidelines

**Supporting Grants**

- Supporting Grants

**Revisions**

- Create Revision**

**Administrative Functions**

- Contact Information
- Grant Funding Worksheet
- Routing / Workflow
- Related Grant Applications

3) Click Create.

The screenshot displays a grant management interface. At the top, a dark blue header contains the following information:

<b>Grant</b>	Title I, Part A (Improving Basic Programs)	<b>Total Allocation Amount</b>	\$942,048.00
<b>Agency</b>	Aliquippa SD	<b>Awarded Amount</b>	\$0.00
<b>Project No</b>	FA-013-14-0004 A	<b>Status</b>	Completed
<b>Type</b>	Title I, Part A Amendment	<b>Workflow Step</b>	Receipt / Verification
		<b>Awarded Date</b>	Award Status

Below the header, a text box explains: "Title I is a 100% Federally funded supplemental education program that provides financial assistance to local educational agencies to improve educational opportunities for educationally deprived children. Title I programs are designed to help children meet the state content and performance standards in reading, language arts, and mathematics."

The main interface is divided into several sections:

- Back to Consolidated Apps Menu**: A yellow button.
- Required Instructions**: A yellow header for a list of instructions.
- Authorized Signoff**: A section with "Contract Signoff" and "Third Party Signoff" options.
- Documents**: A section with "Guidelines" and "Reporting" options.
- Revisions**: A section with a "Create Revision" button.

A "Create Revision" dialog box is open in the center. It contains the following fields:

- Project Type**: A dropdown menu currently showing "Title I-A Revision".
- Revision Code**: A text input field containing the number "1".
- Create**: A button with a green plus icon, circled in red.

4) You will see your budget revision is now created and In Process.

	<b>Grant</b>	Title I, Part A (Improving Basic Programs)		<b>Total Allocation Amount</b>	\$942,048.00
	<b>Agency</b>	Aliquippa SD		<b>Awarded Amount</b>	\$0.00
	<b>Project No</b>	FA-013-14-00041A	<b>Status</b>	In Process	<b>Awarded Date</b>
	<b>Type</b>	Title I-A Revision	<b>Workflow Step</b>	Revision Data Entry	<b>Award Status</b>

Title I is a 100% Federally funded supplemental education program that provides financial assistance to local educational agencies to improve educational opportunities for educationally deprived children. Title I programs are designed to help children meet the state content and performance standards in reading, language arts, and mathematics.

[Back to Consolidated Apps Menu](#)

**Required Instructions**

- Content
- Narratives
- Targeted Assisted Programs**
- Schoolwide Programs
- Professional Development
- Parent Involvement
- Transitions and Homeless
- Carryover
- Previous Year Carryover Information**
- Neglecteds
- Neglected Institutions Served**
- Selection of Schools
- Reservation of Funds**
- Selection of Title I Schools
- Non Public Organizations
- Nonpublic Organizations**
- Budget
- Instruction Expenditures**
- Equipment Expenditures
- Other Expenditures

**Authorized Signoff**

- Contract Signoff**
- Third Party Signoff**

**Administrative Functions**

- Contact Information**
- Grant Funding Worksheet**
- Routing / Workflow**
- Related Grant Applications**

**Documents**

- Guidelines**
- Reporting**

5) As you click through the narratives and sections in the project you will see that it is all prefilled with information from your previous version of the project. An edit button is available in the budget sections to adjust the current expenditures.

	<b>Grant</b>	Title I, Part A (Improving Basic Programs)			<b>Total Allocation Amount</b>	\$942,048.00
	<b>Agency</b>	Aliquippa SD			<b>Awarded Amount</b>	\$0.00
	<b>Project No</b>	FA-013-14-00041A	<b>Status</b>	In Process	<b>Awarded Date</b>	
	<b>Type</b>	Title I-A Revision	<b>Workflow Step</b>	Revision Data Entry	<b>Award Status</b>	

**Section** Instruction Expenditures **Status:** In Process

Enter each type of expenditure as a separate line item and click **Add**.

Function	Object	Amount	Category	
1190 FEDERALLY FUNDED REGULAR PROGRAMS	100 Salaries	\$13,895.00	Other	<a href="#">Edit/Delete</a>
1190 FEDERALLY FUNDED REGULAR PROGRAMS	200 Benefits	\$10,322.00	Other	<a href="#">Edit/Delete</a>
1190 FEDERALLY FUNDED REGULAR PROGRAMS	100 Salaries	\$67,286.00	Early Childhood (all Title I programs grades K-2)	<a href="#">Edit/Delete</a>
1190 FEDERALLY FUNDED REGULAR PROGRAMS	200 Benefits	\$32,053.00	Early Childhood (all Title I programs grades K-2)	<a href="#">Edit/Delete</a>
1190 FEDERALLY FUNDED REGULAR PROGRAMS	100 Salaries	\$67,907.00	Reading (Grades 3-12)	<a href="#">Edit/Delete</a>
1190 FEDERALLY FUNDED REGULAR PROGRAMS	200 Benefits	\$32,053.00	Reading (Grades 3-12)	<a href="#">Edit/Delete</a>
1190 FEDERALLY FUNDED REGULAR PROGRAMS	100 Salaries	\$67,286.00	Reading (Grades 3-12)	<a href="#">Edit/Delete</a>
1190 FEDERALLY FUNDED REGULAR PROGRAMS	200 Benefits	\$31,486.00	Reading (Grades 3-12)	<a href="#">Edit/Delete</a>
1190 FEDERALLY FUNDED REGULAR PROGRAMS	100 Salaries	\$67,907.00	Reading (Grades 3-12)	<a href="#">Edit/Delete</a>
1190 FEDERALLY FUNDED REGULAR PROGRAMS	200 Benefits	\$32,164.00	Reading (Grades 3-12)	<a href="#">Edit/Delete</a>

[Back to Grant Application Detail](#)
[Check Rules](#)
[Mark Section Complete](#)
[Save & Continue](#)
[Save](#)

6) As you review each section, click on Mark Section Complete.

	<b>Grant</b>	Title I, Part A (Improving Basic Programs)			<b>Total Allocation Amount</b>	\$942,048.00
	<b>Agency</b>	Aliquippa SD			<b>Awarded Amount</b>	\$0.00
	<b>Project No</b>	FA-013-14-00041A	<b>Status</b>	In Process	<b>Awarded Date</b>	
	<b>Type</b>	Title I-A Revision	<b>Workflow Step</b>	Revision Data Entry	<b>Award Status</b>	

**Section** Budget Summary **Status:** Complete

**Budget Overview**  
(includes all budgeted items in all budget sections)

Budget:	\$942,048.00
Allocation:	\$942,048.00
<hr/>	
Budget Over(Under) Allocation:	\$0.00

**DETAILED BUDGET SUMMARY**

	100 Salaries	200 Benefits	300 Purchased Professional and Technical Services	400 Purchased Property Services	500 Other Purchased Services	600 Supplies 800 Dues and Fees	700 Property	Totals
1190 FEDERALLY FUNDED REGULAR PROGRAMS	\$380,054.00	\$138,078.00	\$0.00	\$0.00	\$50,000.00	\$96,008.00	\$0.00	\$664,140.00
1500 * NONPUBLIC SCHOOL PROGRAMS (For IU and school district use only)	\$0.00	\$0.00	\$17,848.00	\$0.00	\$0.00	\$0.00	\$0.00	\$17,848.00
1800 Pre-K	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2100 SUPPORT SERVICES - STUDENTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2160 * SOCIAL WORK SERVICES	\$31,497.00	\$13,446.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$45,943.00
2220 TECHNOLOGY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

[Back to Grant Application Detail](#)
[Check Rules](#)
[Mark Section Complete](#)
[Save & Continue](#)
[Save](#)

7) Once your revision is complete (each section has blue check mark, click on the Complete Step button.

	<b>Grant</b>	Title II, Part A - Improving Teacher Quality		<b>Total Allocation Amount</b>	\$12,638.00
	<b>Agency</b>	Austin Area SD		<b>Awarded Amount</b>	\$0.00
	<b>Project No</b>	FA-020-16-00151A	<b>Status</b>	In Process	<b>Awarded Date</b>
	<b>Type</b>	Revision	<b>Workflow Step</b>	Revision Data Entry	<b>Award Status</b>

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**Required Instructions**

- Content
  - Narratives
    - ✓ Needs Assessment
    - ✓ Assurances
    - ✓ Highly Qualified Staff
    - ✓ Program Description
    - ✓ Performance Goals
  - Carryover
    - ✓ Carryover
  - Budget
    - ✓ Instruction Expenditures
    - ✓ Equipment Expenditures
    - ✓ Other Expenditures
    - ✓ Budget Summary
- Authorized Signoff
  - Contract Signoff
- Reporting/Documents
  - Reporting
  - Guidelines
- Administrative Functions
  - Contact Information
  - Grant Funding Worksheet
  - Routing / Workflow
  - Related Grant Applications

**Complete Step**

8) Once project is in Signoff and Submit step, click Submit. **No signoffs are necessary.**

	<b>Grant</b>	Title I, Part A (Improving Basic Programs)		<b>Total Allocation Amount</b>	\$942,048.00
	<b>Agency</b>	Aliquippa SD		<b>Awarded Amount</b>	\$0.00
	<b>Project No</b>	FA-013-14-00041A	<b>Status</b>	In Process	<b>Awarded Date</b>
	<b>Type</b>	Title I-A Revision	<b>Workflow Step</b>	<b>Revision Signoff and Submit</b>	<b>Award Status</b>

Title I is a 100% Federally funded supplemental education program that provides financial assistance to local educational agencies to improve educational opportunities for educationally deprived children. Title I programs are designed to help children meet the state content and performance standards in reading, language arts, and mathematics.

**Back to Consolidated Apps Menu**

**Required Instructions**

Content

Narratives

Targeted Assisted Programs

Schoolwide Programs

Professional Development

Parent Involvement

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Previous Year Carryover Information

Neglecteds

Neglected Institutions Served

Selection of Schools

Reservation of Funds

Selection of Title I Schools

Non Public Organizations

Nonpublic Organizations

Budget

Instruction Expenditures

Equipment Expenditures

Other Expenditures

Budget Summary

**Authorized Signoff**

**Contract Signoff**

**Third Party Signoff**

**Administrative Functions**

**Contact Information**

**Grant Funding Worksheet**

**Routing / Workflow**

**Related Grant Applications**

**Documents**

**Guidelines**

**Reporting**

Return  Submit

9) You will notice a green bar at the top saying 'The grant application step was successfully submitted!' when your revision is submitted. Also, in the blue header you will see the Status of the revision is **Submitted** and the Workflow Step is **Revision Submitted** when your revision has been fully submitted to PDE.

The screenshot shows a software interface for grant management. At the top, a green notification bar states: "The Grant application step was successfully submitted!". Below this is a dark blue header table with the following data:

<b>Grant</b>	Title I, Part A (Improving Basic Programs)	<b>Total Allocation Amount</b>	\$942,048.00
<b>Agency</b>	Aliquippa SD	<b>Awarded Amount</b>	\$942,048.00
<b>Project No</b>	FA-013-14-00041A	<b>Status</b>	Submitted
<b>Type</b>	Title I-A Revision	<b>Workflow Step</b>	Revision Submitted

Below the header, there is a descriptive paragraph about Title I programs. The main area contains several expandable sections:

- Required Instructions** (yellow header)
- Content** (blue header)
  - Narratives
    - Targeted Assisted Programs
    - Schoolwide Programs
    - Professional Development
    - Parent Involvement
    - Transitions and Homeless
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    - Previous Year Carryover Information
  - Neglecteds
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  - Selection of Schools
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  - Non Public Organizations
    - Nonpublic Organizations
  - Budget
    - Instruction Expenditures
    - Equipment Expenditures
    - Other Expenditures
    - Budget Summary
- Authorized Signoff** (blue header)
  - Contract Signoff
  - Third Party Signoff
- Administrative Functions** (blue header)
  - Contact Information
  - Grant Funding Worksheet
  - Routing / Workflow
  - Related Grant Applications
- Documents** (blue header)
  - Guidelines
  - Reporting

At the bottom right of the interface, there is a "Complete" button with a right-pointing arrow.

10) **Email your Administrative Technician that the Budget Revision is Submitted.**