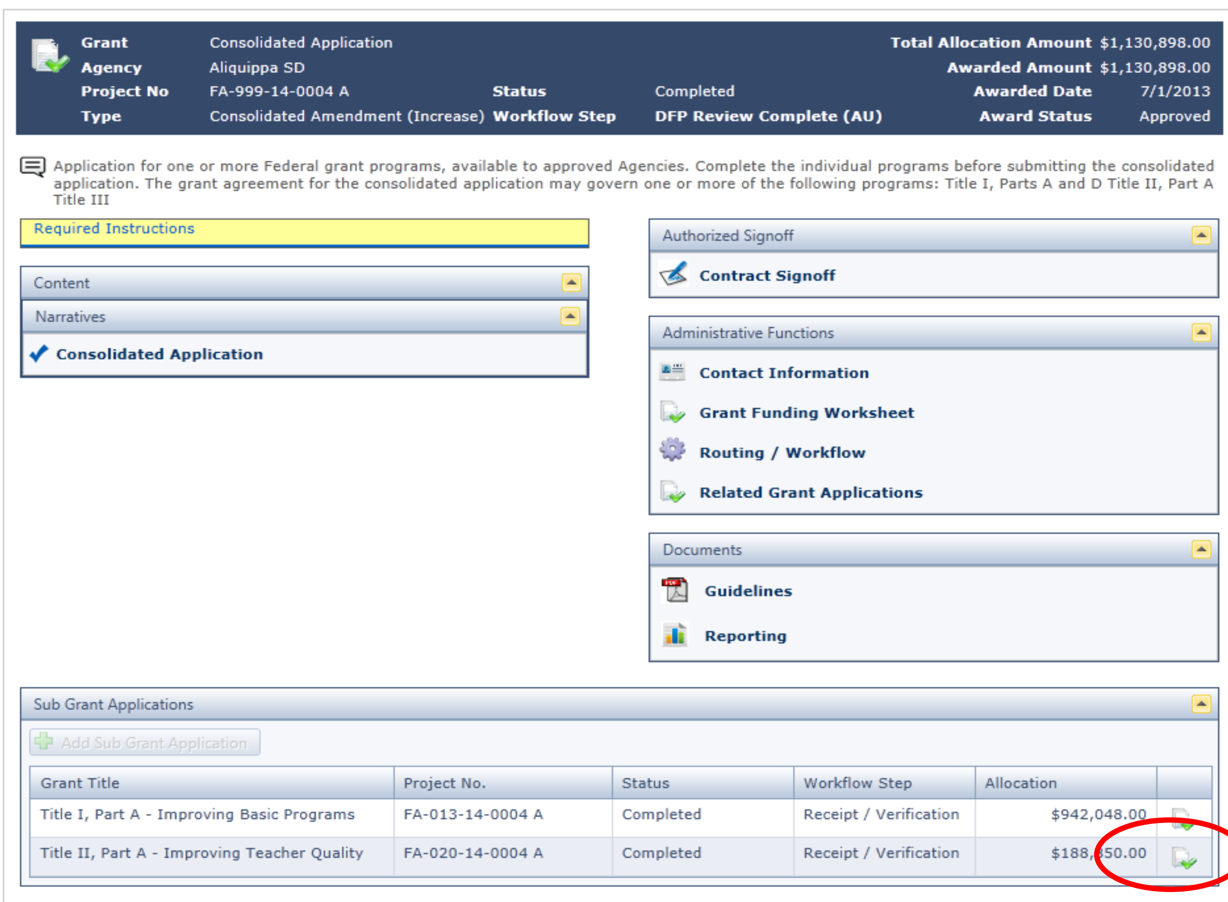
BUDGET REVISIONS

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

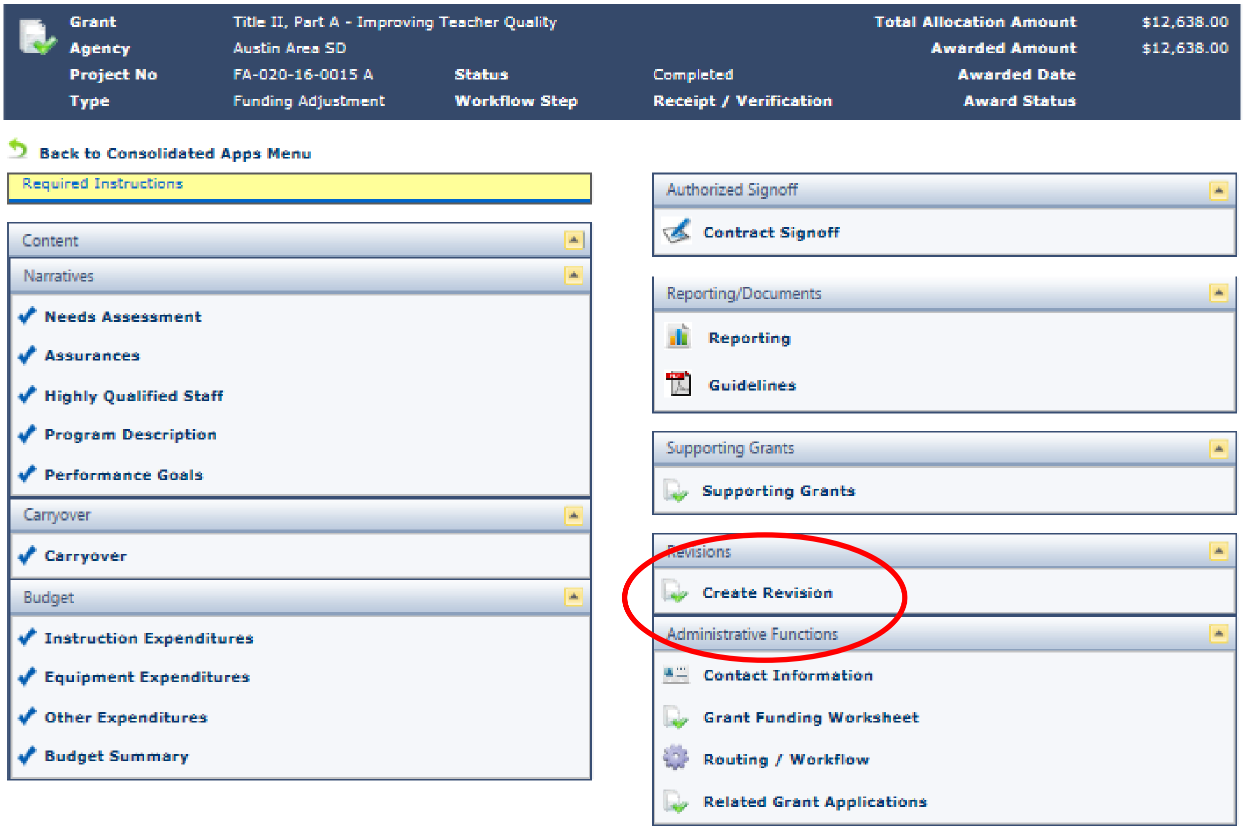
	Project No.	Type	Status	Workflow Step			
7602	FA-999-15-0483	Original Application	Closed	DFP Approval Complete			
12753	FA-999-15-0483 A	Funding Adjustment	Completed	DFP Review Complete (FA)			

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

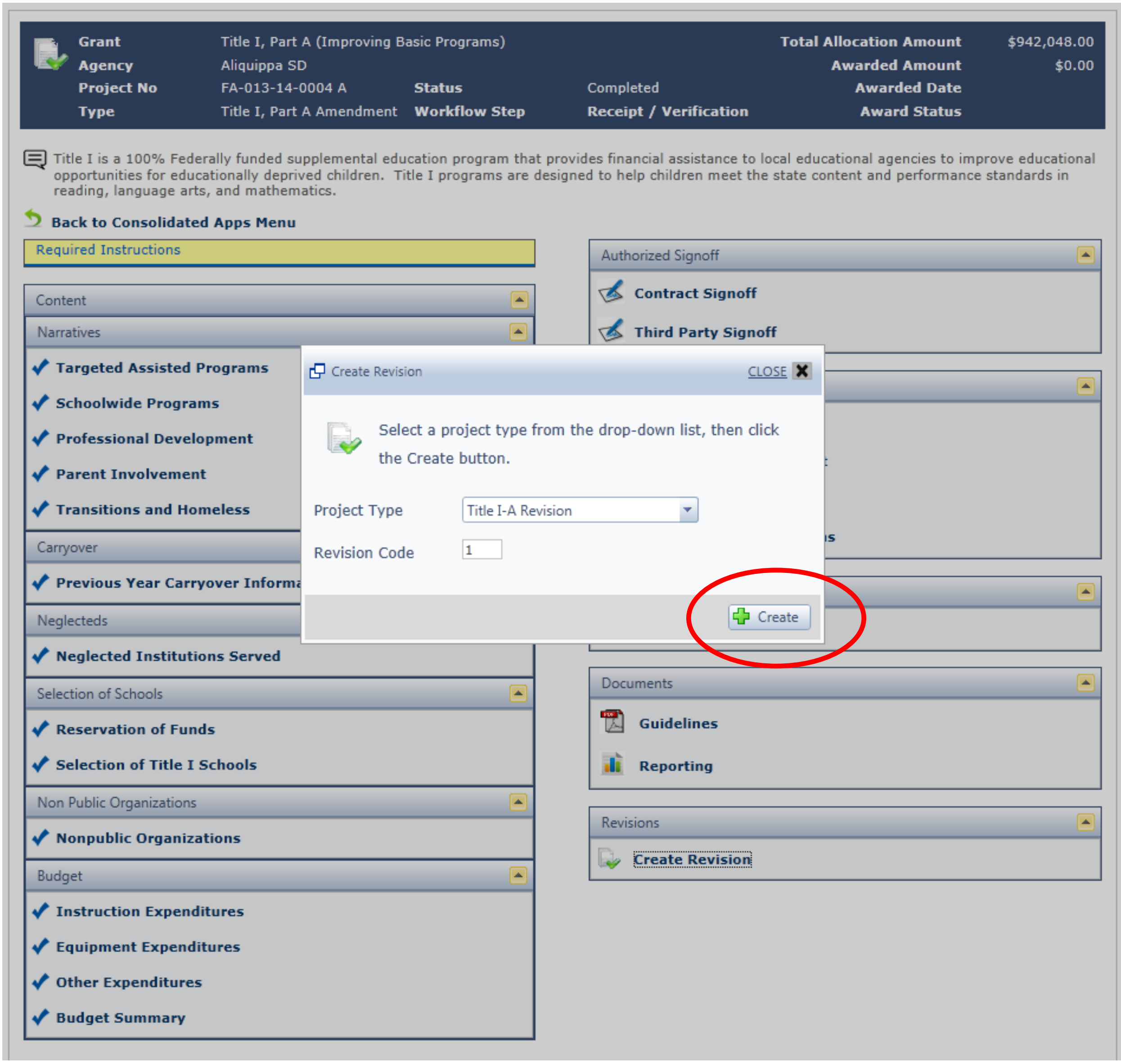
**Budget revisions must be completed and approved before a Final Expenditure Report can be created. **



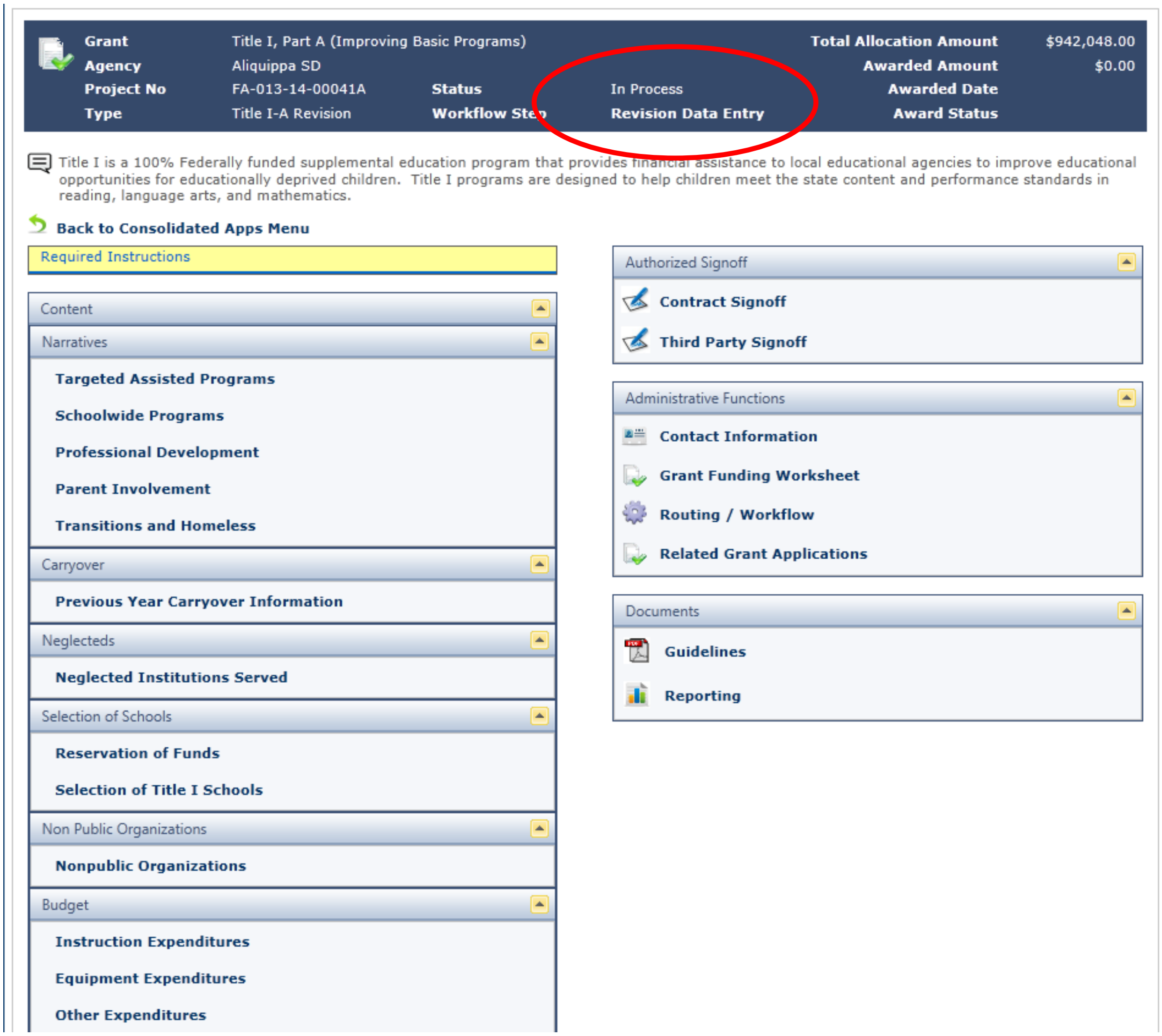
2) Click on Create Revision.



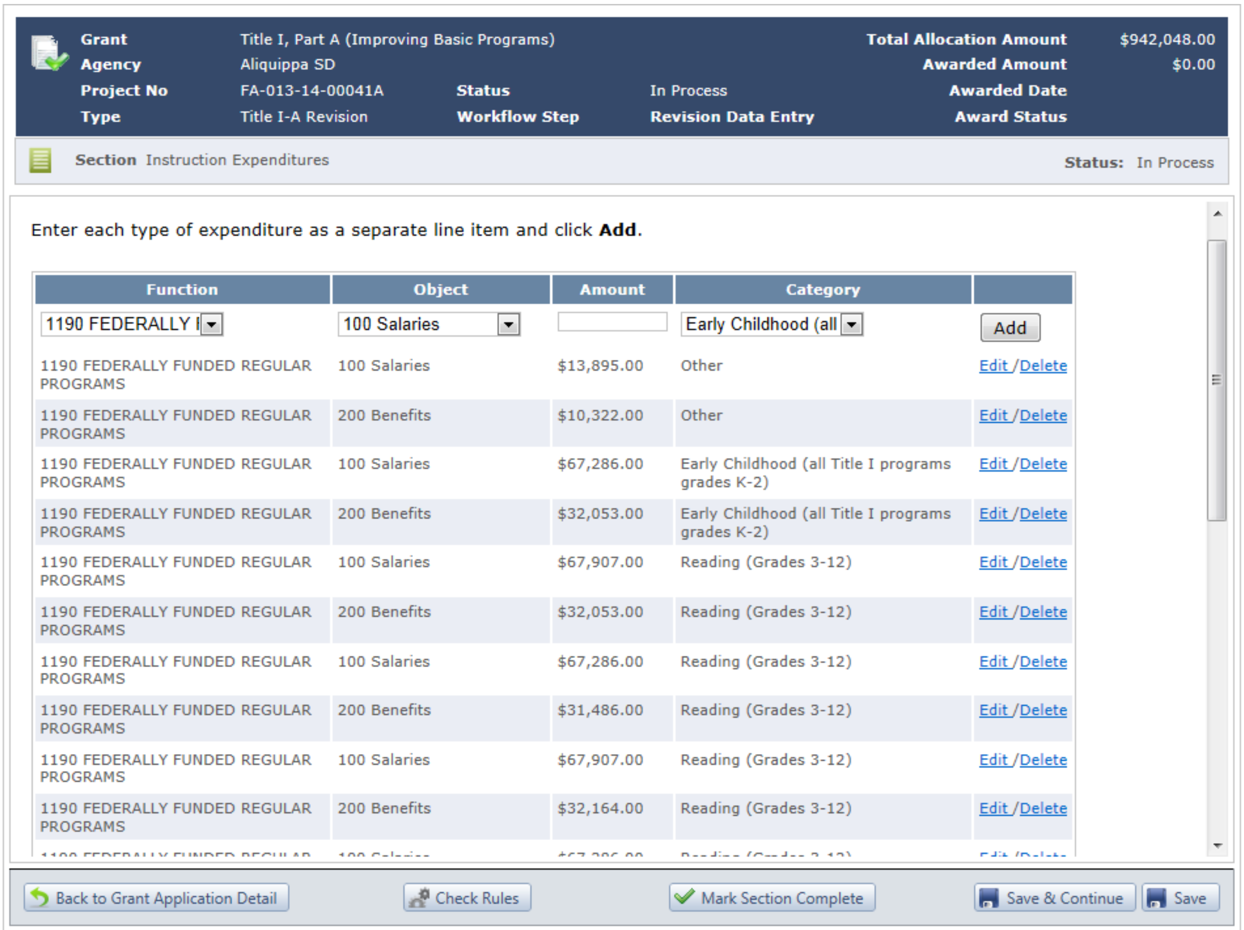
3) Click Create.



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



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.



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

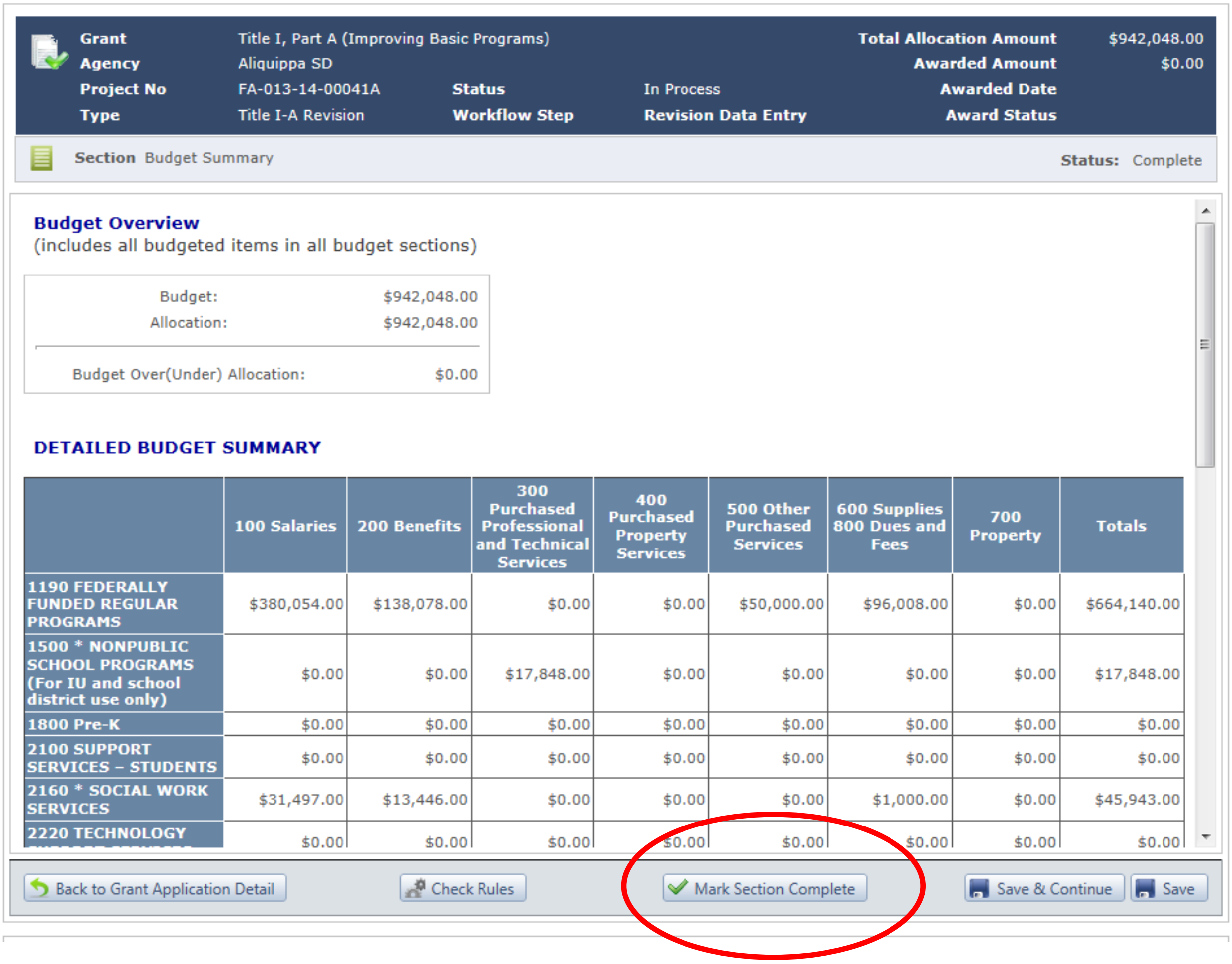
Section Instruction Expenditures **Status:** In Process

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

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

Back to Grant Application Detail | Check Rules | Mark Section Complete | Save & Continue | Save

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



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

Section Budget Summary — Status: Complete

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

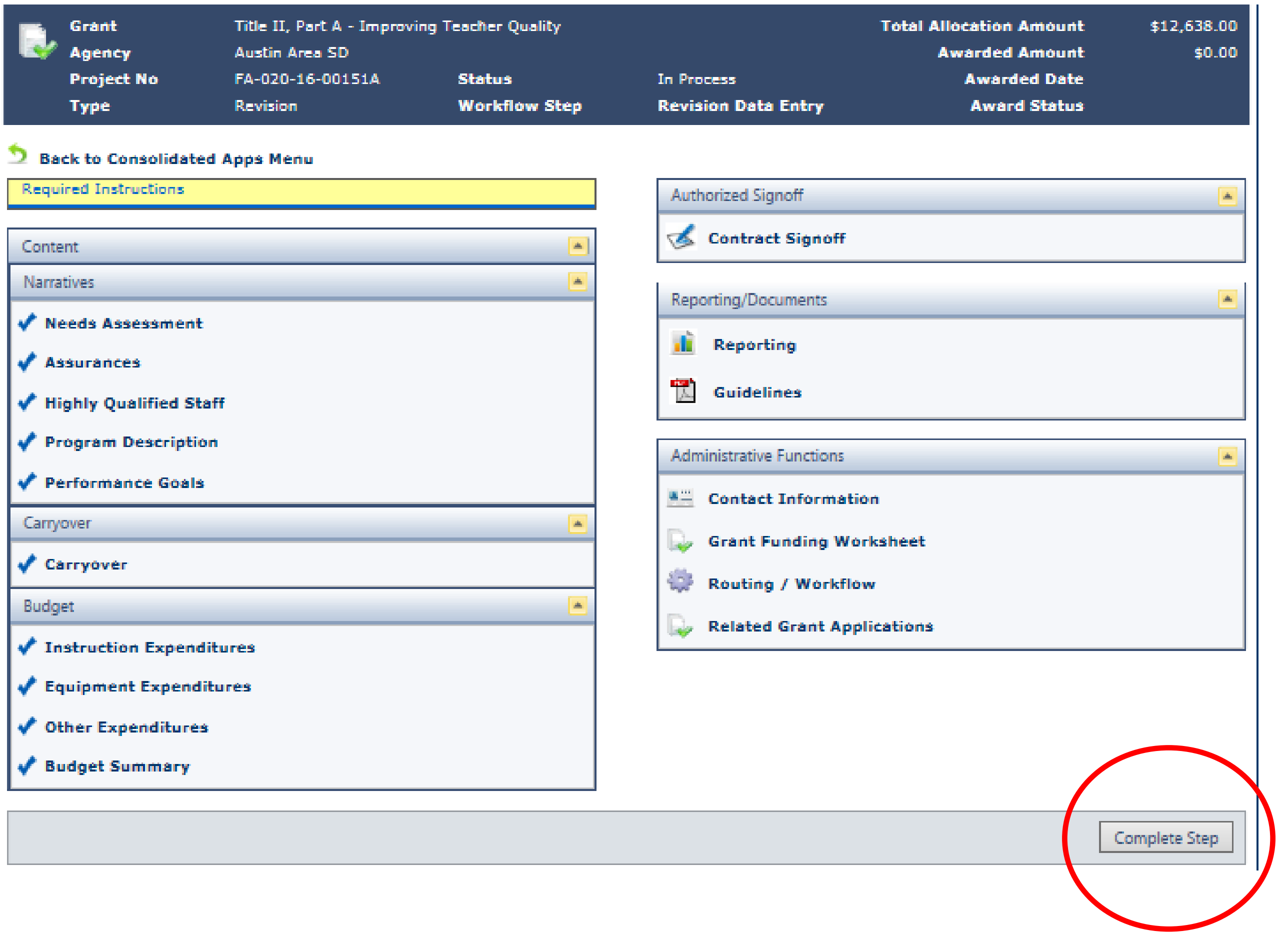
Budget:	$942,048.00
Allocation:	$942,048.00
Budget Over(Under) Allocation:	$0.00

DETAILED BUDGET SUMMARY

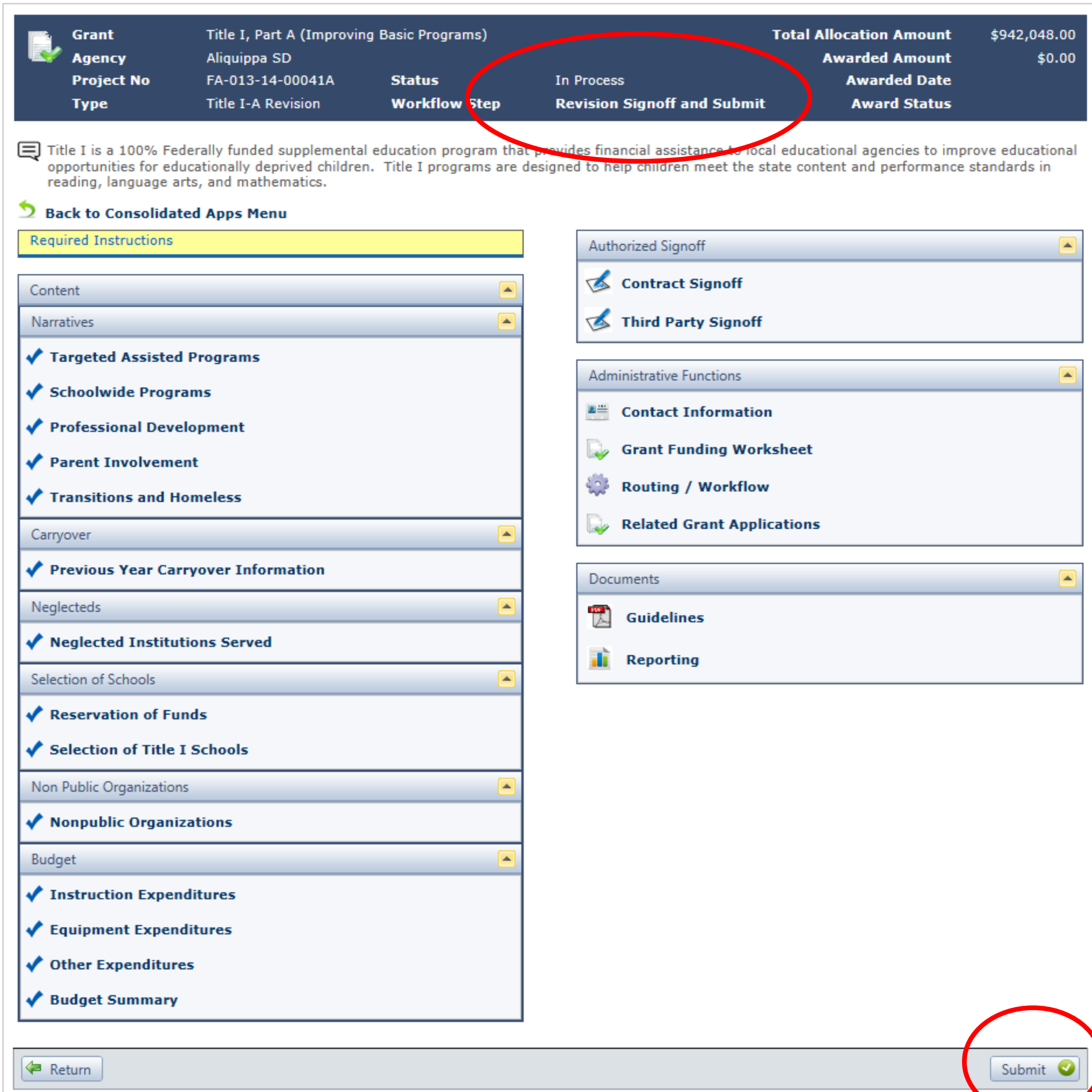
	100 Salaries	200 Benefits	300 Purchased Professional and Technical Services	400 Purchased Property Services	500 Other Purchased Services	600 Supplies 800 Dues and Fees	700 Property	Totals
1190 FEDERALLY FUNDED REGULAR PROGRAMS	$380,054.00	$138,078.00	$0.00	$0.00	$50,000.00	$96,008.00	$0.00	$664,140.00
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

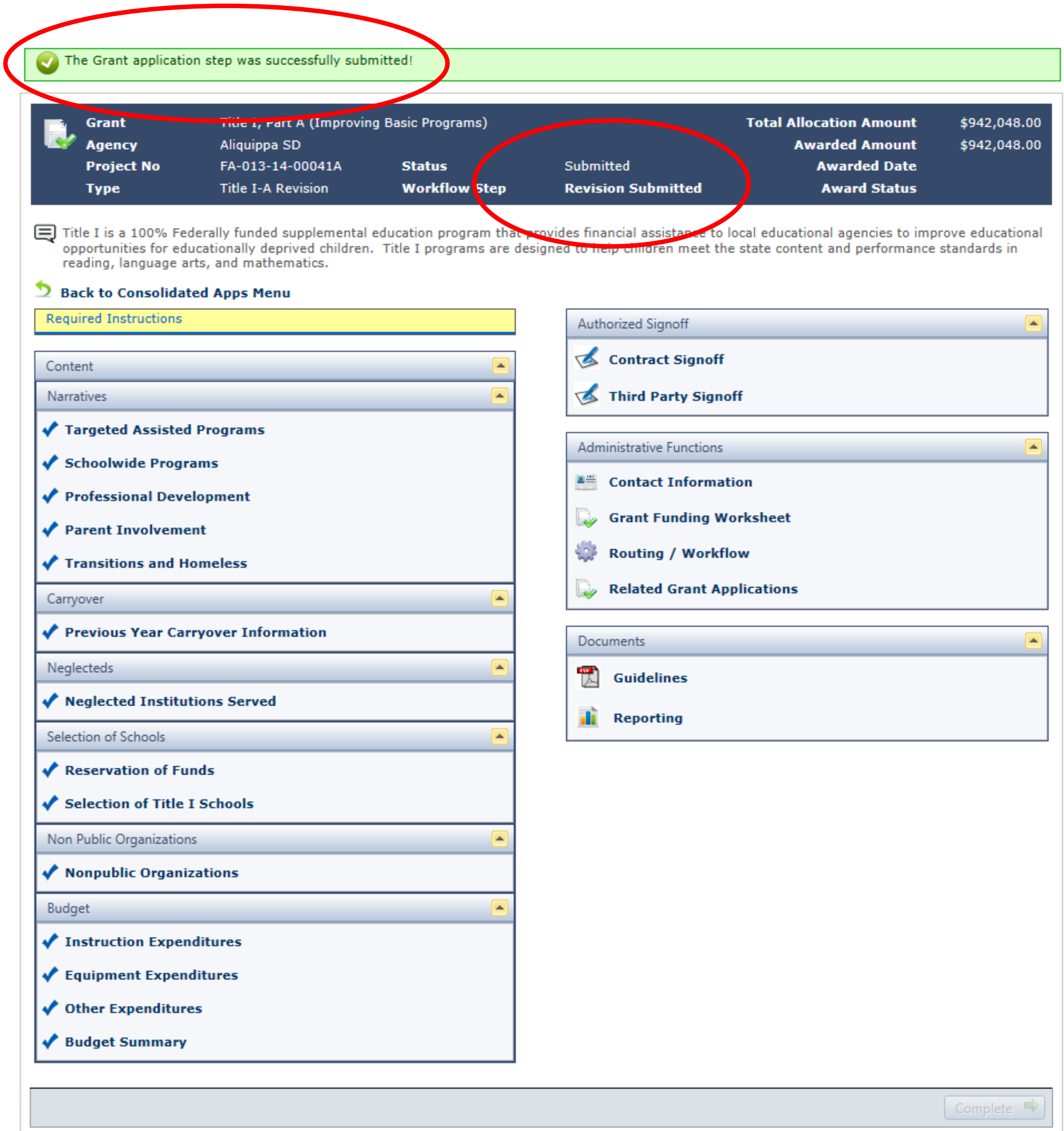
7) Once your revision is complete (each section has blue check mark, click on the Complete Step button.



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



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.



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