

LEA Budget and Program Revision Procedures

Budget and program revisions are permitted during the approved program period for all federal grants. All budget and program revisions require prior written approval from the Division of Federal Programs. An LEA should not begin new programs/services or spend federal grant funds on things other than what is in the approved budget until written approval is obtained from the Division of Federal Programs.

An LEA needing a budget or program revision should follow these steps.

1. Email your Regional Coordinator in the Division of Federal Programs requesting approval to revise your program and/or budget for your federal grant. Include:
 - a. Program Name
 - b. Program Year
 - c. Project # (found in eGrants)
 - d. A description of the revisions needed to program and/or budget as well as a justification for the revisions.
 - e. The impact on the budget of the grant (what will be changed and altered in the budget).
2. Regional Coordinator will review the budget requests and either approve or deny the request.
3. If approved, LEA should upload a copy of the approval into the "Uploads" tab in the eGrants application to be available for review by monitors and/or single auditors.
4. When ready to close out the federal grant, create a revision in the eGrant system and make all appropriate changes to the narrative and/or budgets to reflect all approved revisions on file.
5. Complete and submit the Final Expenditure Report after all revisions are captured within the eGrant application.

UGG Reference: 2 CFR 200.308 Recipients are required to report deviations from budget or project scope or objective and request prior approvals from Federal awarding agencies for budget and program plan revisions, in accordance with this section.

1. *The approved budget for the Federal award summarizes the financial aspects of the project or program as approved during the Federal award process. It may include either the Federal and non-Federal share (see definition for Federal share in [§ 200.1](#)) or only the Federal share, depending upon Federal awarding agency requirements. The budget and program plans include considerations for performance and program evaluation purposes whenever required in accordance with the terms and conditions of the award.*
2. *Recipients are required to report deviations from budget or project scope or objective and request prior approvals from Federal awarding agencies for budget and program plan revisions, in accordance with this section.*
3. *For non-construction Federal awards, recipients must request prior approvals from Federal awarding agencies for the following program or budget-related reasons:*
 - (1) *Change in the scope or the objective of the project or program (even if there is no associated budget revision requiring prior written approval)*

Budget Revisions

NOTE: When the expenditures for a Function Code (line item) exceeds the last approved budgeted amount by 20% or more, an LEA must submit a Budget Revision prior to submitting the Final Expenditure Report (FER).



A Budget Revision (BR) is created at the end of the project – either when all funds are obligated/ expended/ received or the project end date. If it is submitted earlier, it will be deleted by the DFP Technician. However, if you are ready to request a final payout, contact your DFP fiscal technician BEFORE you submit the BR.

NOTE: **ANY** change to Nonpublic share in any project **must** be preapproved by your DFP Regional Coordinator.

NOTE: BY CREATING AND SUBMITTING THIS REVISION YOU ARE ATTESTING YOU HAVE RECEIVED AND/OR EXPENDED 100% OF THE GRANT FUNDING AND ARE READY TO SUBMIT THE FER.

1. Choose year.
2. Choose Project/Sub-Grant.

Note: If the project is part of the consolidated you must select the sub-grant, i.e., Title I, II, III, IV, ID. If you completed a funding adjustment or amendment you will want to choose that project.

LEA	AUN	Grant Title	Project No	Project Type	Project Status	Workflow Step	
Aliquippa SD	127040503	Consolidated Application	FA-999-18-0004	Original Application	Closed	DFP Approval Complete	
Aliquippa SD	127040503	Consolidated Application	FA-999-18-0004 A	Funding Adjustment	Completed	DFP Review Complete (FA)	

Click on the sub-grant you want to revise. The Consolidated and sub-grant status must be “Completed” to do the Budget Revision.

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

3. Open the project.

Sub Grant Applications					
Grant Title	Project No.	Status	Workflow Step	Allocation	
Title I, Part A - Improving Basic Programs	FA-013-18- 0001 A	Completed	Receipt / Verification	\$636,427.00	✎
Title II, Part A - Supporting Effective Instruction	FA-020-18- 0001 A	Completed	Receipt / Verification	\$173,192.00	✎
Title III, Language Instruction for English Learners	FA-010-18- 0001 A	Closed	Receipt / Verification	\$34,607.00	✎
Title IV, Part A – Student Support and Academic Enrichment Grants	FA-144-18- 0001 A	Closed	Receipt / Verification	\$14,363.00	✎

4. Click **Create Revision**.

Grant Title: Title II, Part A - Supporting Effective Instruction
 Agency: Abington SD
 Project No: FA-020-18- 0001 A
 Type: Funding Adjustment

Total Allocation Amount: **\$173,192.00**
 Award Amount: \$173,192.00
 Awarded Date:
 Awarded Status:

Actions...
 Status: Completed
 Workflow Step: Receipt / Verification

[Back to Consolidated Apps Menu](#)

Instructions

Received by Division of Federal Programs. Consolidated application should be submitted in addition to subprograms. Contact Federal Programs if the application needs to be reopened.

Content

Narratives

- ★ Program Description
- ★ Assurances
- ✓ Performance Goals

Carryover

- ✓ Previous Year Carryover
- ✓ Transferability

Budget

- ✓ Administration and Indirect Cost Expenditures
- ✓ Equitable Non-Public Share
- ✓ Instruction Expenditures
- ✓ Equipment Expenditures
- ✓ Other Expenditures
- ✓ Budget Summary

Authorized Signoff

Funding Accountability and Transparency Data

Enter Agency/LEA Information

Revisions

Create Revision

Reporting/Document

Reporting

Supporting Grants

Supporting Grants

Administrative Functions

5. Click **Create Revision**.

nia
Hello Ann Bacon
2017-2018

Create Revision

Select a Project Type from the drop-down list, then click the Create button

Project Type Revision

Revision Code 1

Create Revision Close

6. Revision Opens

You will see your Budget Revision is now created and In Process.

Grant Title: Title II, Part A - Supporting Effective Instruction
Agency: Abington SD
Project No: FA-020-18 0001 A 1
Type: Revision

Total Allocation Amount: \$173,192.00
Award Amount: \$0.00
Awarded Date:
Awarded Status:

Actions...
Status: In Process
Workflow Step: Revision Data Entry

Back to Consolidated Apps Menu

Instructions
Enter information to complete application

Content
Narratives
Program Description
Assurances
Performance Goals

Authorized Signoff

Funding Accountability and Transparency Data
Enter Agency/LEA Information

Reporting/Document

7. As you click through the narratives and sections in the project you will see that it is prefilled with information from the current version of the project.

- a. For Narrative sections, all changes must be pre-approved by the Regional Coordinator or Project Manager via email. The LEA must retain documentation of pre-approval.

- b. For budget sections,
 - i. Edit data to make changes.
 - ii. Click **Add** (below table) to insert new line. Be sure to complete every field for each entry.
 - iii. Click **Save** to update total.
 - iv. Click **Mark Complete** when section/screen is finished.

Instruction Expenditures ?

Function	Object	Amount	Description	
1190 - FEDE <input type="button" value="v"/>	100 - Salarie: <input type="button" value="v"/>	\$ 58,350.00	Salaries for STEM/Computer Science <input type="button" value="v"/>	✕
1190 - FEDE <input type="button" value="v"/>	200 - Benefit: <input type="button" value="v"/>	\$ 7,381.00	Benefits for STEM/Computer Science <input type="button" value="v"/>	✕
		\$65,731.00		

Check Rules

Mark Complete

Save

8. As you review each section, click Mark Complete.
 - a. Should you need to leave a section, but it is not finished, click **SAVE** to ensure data is not lost.

Add

Goal Area	Measureable Goal (limit 1000 characters)	Baseline Data (limit 300 characters)	By whom?	By when?	Data Source (limit 300 characters)	
<input type="checkbox"/>	Reduce class size in grade 9	Average college prep class size is	Science department chair	E	Course enrollment data	✘
<input type="checkbox"/>	K-5 staff will participate in FIA	At least 75% of the K - 5 staff who	Supervisor of Elementary Communicati	E	Act 48 attendance sheets will	✘
<input type="checkbox"/>	Staff members will have access	At least 10% of the eligible teachers will	Montgomery County Intermediate	E	Registration and attendance	✘

Check Rules

Mark Complete

Save

NOTE: To reopen a section for editing, click **Make In Process.**

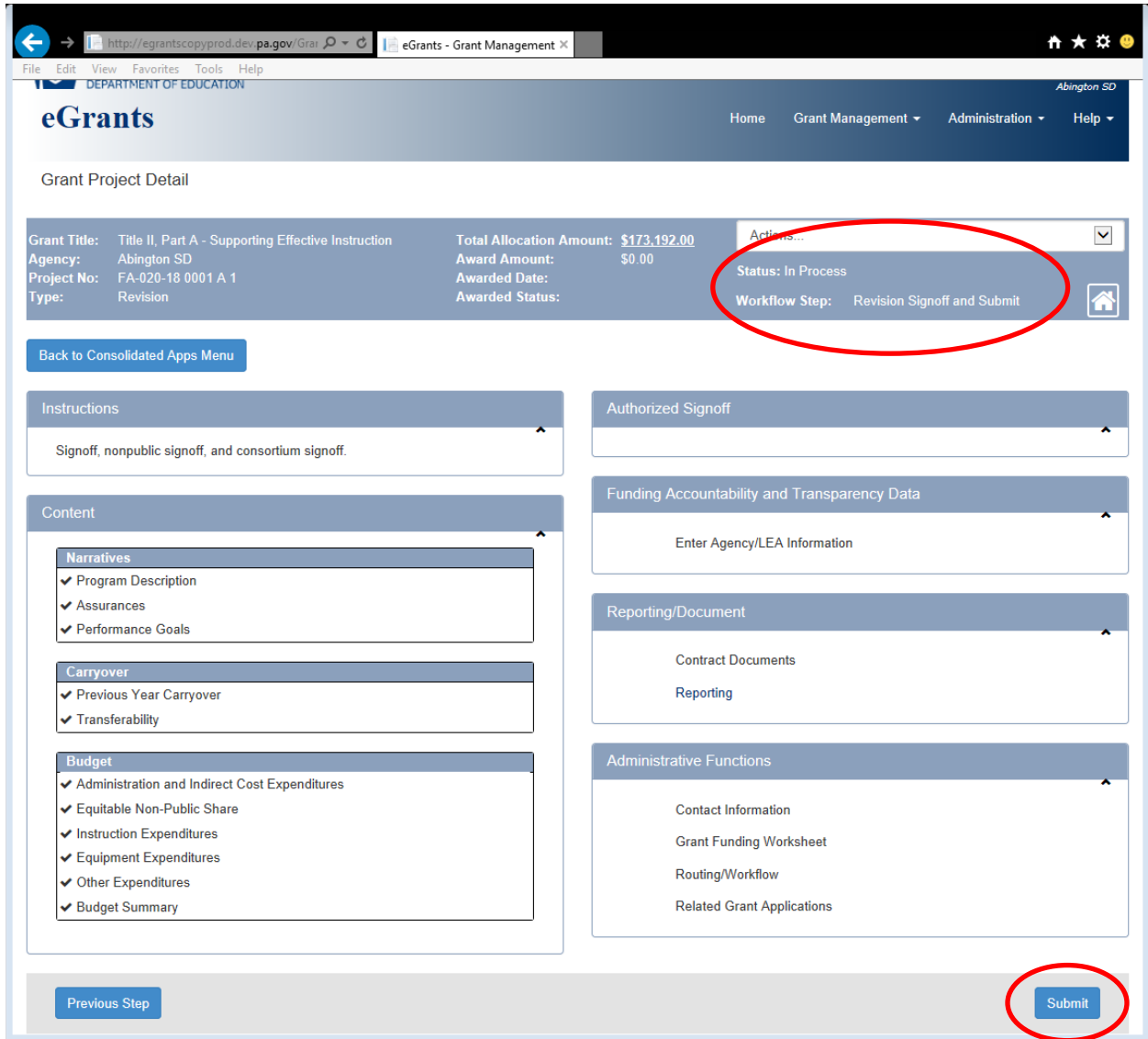
FUNDED REGULAR PROGRAMS	600 - Supplies	\$	27347		
			80114.00		

Make In Process

9. Once your revision is complete (each section has checkmark), click **Complete Step**.



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



11. When your revision is submitted, you will see a green bar at the top saying 'The grant application step was successfully 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.

Grant Title: Title II, Part A - Supporting Effective Instruction	Total Allocation Amount: \$173,192.00	Actions...
Agency: Abington SD	Award Amount: \$173,192.00	Status: Submitted
Project No: FA-020-18 0001 A 1	Awarded Date:	Workflow Step: Revision Submitted
Type: Revision	Awarded Status:	

Back to Consolidated Apps Menu

Instructions
Revision review.

Content

- Narratives
 - ✓ Program Description
 - ✓ Assurances
 - ✓ Performance Goals
- Carryover

Authorized Signoff

Funding Accountability and Transparency Data
Enter Agency/LEA Information

Reporting/Document
Contract Documents

Email your DFP Administrative Technician to notify them you have submitted the Budget Revision.

Remember, the BR must be reviewed and approved before you create the Final Expenditure Report.

By Creating and Submitting this Budget Revision, you are attesting that you are ready to submit the FER (meaning you have received 100% of the funding for this grant or expended everything you can against the awarded amount).