



## PROGRAM AND BUDGET REVISION REQUEST

---

An Interim Revision is required for significant changes to the American Rescue Plan - Elementary and Secondary Schools Emergency Relief Fund (ARP-ESSER) application

- Adding a new expenditure that was not included in the approved application
- Removing an expenditure from the approved application
- If unsure if you need to complete the process, email your Regional Coordinator (RC)

**This is a two-step process**

- **Step 1 Create the Interim Revision**
- **Step 2 Create the Interim Report**

### Step 1 – Create the Interim Revision

1. Choose year 2020-21.
2. Choose American Rescue Plan - Elementary and Secondary Schools Emergency Relief Fund (ARP-ESSER).

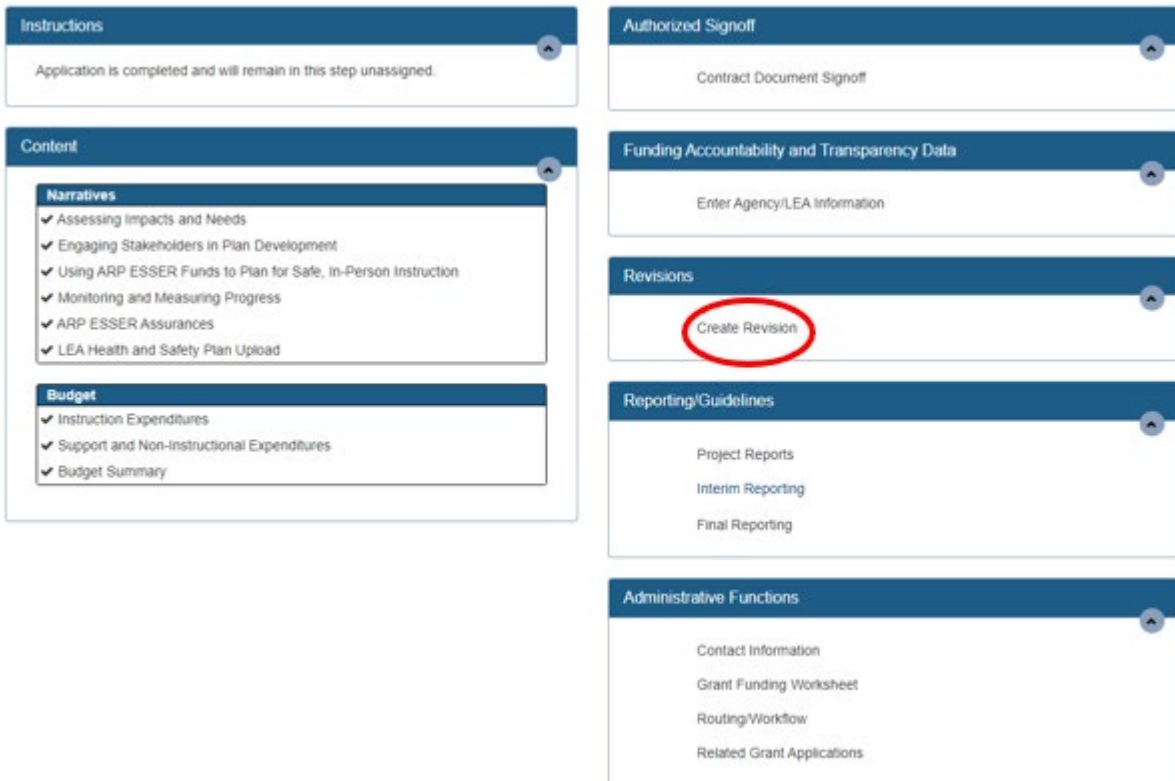
American Rescue Plan - Elementary and Secondary Schools Emergency Relief Fund (ARP-ESSER)	223-21-0340	Original	Completed	DFP Approval Complete	
---	-------------	----------	-----------	-----------------------	--

Click on the application you want to revise. The Application status must be “Completed” to do the Budget Revision.

3. Open the project.

American Rescue Plan - Elementary and Secondary Schools Emergency Relief Fund (ARP-ESSER)	223-21-0340	Original	Completed	DFP Approval Complete	
---	-------------	----------	-----------	-----------------------	---

4. Click **Create Revision**.



The screenshot displays a project management interface with several sections:

- Instructions:** Application is completed and will remain in this step unassigned.
- Content:**
  - Narratives:**
    - Assessing Impacts and Needs
    - Engaging Stakeholders in Plan Development
    - Using ARP ESSER Funds to Plan for Safe, In-Person Instruction
    - Monitoring and Measuring Progress
    - ARP ESSER Assurances
    - LEA Health and Safety Plan Upload
  - Budget:**
    - Instruction Expenditures
    - Support and Non-Instructional Expenditures
    - Budget Summary
- Authorized Signoff:** Contract Document Signoff
- Funding Accountability and Transparency Data:** Enter Agency/LEA Information
- Revisions:** Create Revision (circled in red)
- Reporting/Guidelines:** Project Reports, Interim Reporting, Final Reporting
- Administrative Functions:** Contact Information, Grant Funding Worksheet, Routing/Workflow, Related Grant Applications

5. Choose Interim Revision
6. Click **Create Revision**.

Create Revision ×

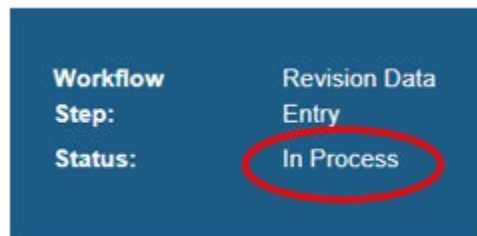
Select a Project Type from the drop-down list, then click the Create button

Project Type Final Revision ▼

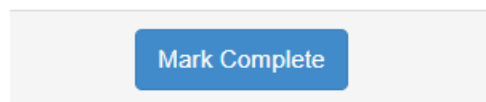
Revision Code Final Revision  
Interim Revision

Create Revision Close

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



8. 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. Click **Mark Complete** for each section



- b. For budget sections,
      - i. Edit data to make changes.
      - ii. Click **Add** (above table) to insert new line. Be sure to complete every field for each entry.

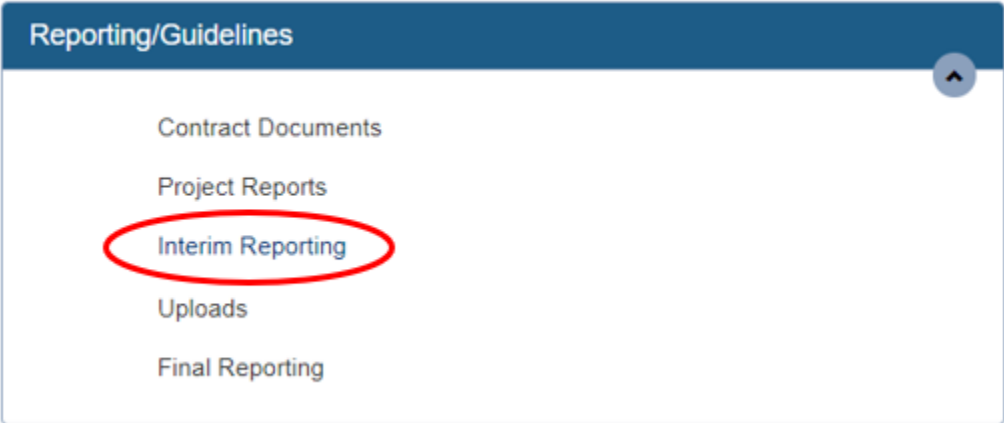
- iii. Click **Save** to update total.
- iv. Click **Mark Complete** when section/screen is finished.

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

**IMPORTANT NOTE:** DO NOT SUBMIT THE INTERIM REVISION UNTIL THE INTERIM REPORT IS SUBMITTED AND IN COMPLETED STATUS. See next steps.

**Step 2 - Create the Interim Report**

- 1. Complete the Interim Report within the Interim Budget Revision
  - To complete the narrative interim reports, click on Interim Reporting on the right-hand side.



- 2. Click on **Create** to begin the report.

A screenshot of a table titled "Pending Interim Reports". The table has columns for Report Title, Report Type, Interval, Interval Option, Start Date, End Date, Due Date, Edit, and Delete. The "Create" button in the Edit column is circled in red.

Report Title	Report Type	Interval	Interval Option	Start Date	End Date	Due Date	Edit	Delete
ARP ESSER Budget and Program Revision Request	Narrative	Quarterly	Q1	03-13-2020	08-30-2024	09-30-2024 11:58 PM	Create	

Note: Budget and Program Revision Request - All questions in the report will fall under Budget and Program Revision Request.

Interim Report Details **Budget and Program Revision Request** Certification

**Details**

<b>Report Name</b>	ARP ESSER Budget and Program Revision Request	<b>Date Start</b>	03-13-2020
<b>Grant</b>	American Rescue Plan - Elementary and Secondary Schools Emergency Relief Fund (ARP-ESSER)	<b>Date End</b>	09-30-2024
		<b>Date Due</b>	09-30-2024 11:59 PM

**Instructions**

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 in accordance with 2 CFR 200.308. An LEA should not begin new programs/services or spend federal grant funds on things other than what is in the approved budget in eGrants until written approval is obtained from the Division of Federal Programs.

**Program Office Contact**

<b>Name</b>	Erin Derr
<b>Title</b>	Regional Coordinator
<b>Email</b>	jder@pa.gov
<b>Phone</b>	717-787-7815

Next Save Submit Cancel

Questions:

- 1) If there are changes to the 20% set aside for Learning Loss, please complete the table.
  - a. What is Being Added?
  - b. Is the New Expenditure an Evidence-Based Intervention? – choose from drop down
  - c. What is Being Removed?
- 2) Please provide a description of the revisions needed to program area. If there are no program changes, write in NA.

- 3) Please provide a description of the revisions needed to the budget area. If there are no budget changes, write in NA.
- 4) Provide justification for the revision(s).
- 5) Allowable Usage of Funds - please use the list below to complete the table in question 6.
  - a. this question is informational and used for the table in question 6
- 6) Please complete the table by describing what is being added, use the drop down to identify one of the allowable uses of funds and explain what is being removed from the approved application.
  - a. What is Being Added?
  - b. Allowable Use of Funds – choose from the drop down
  - c. What is Being Removed?
- 7) Are you requesting approval for a construction/renovation/capital expense project that was not previously approved?

Note: It is recommended to click Save after answering questions with long text to ensure the system does not time out and answers are lost.

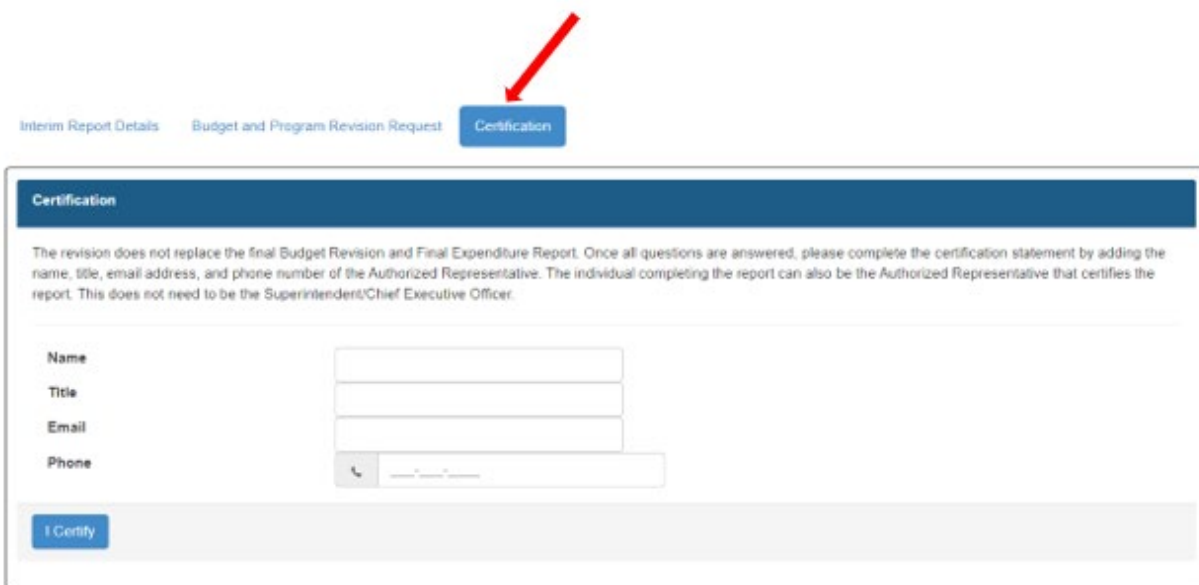
Though SUBMIT button is at the bottom of each screen, click it **ONLY** after all data is entered and the Certification page is complete.

3. Once all questions are answered click Save



4. Click on **Next** and the **Certification** sign off will appear.

Please fill in the Name, Title, Email Address and Phone Number for the Authorized Representative. This **does not** need to be the Superintendent or the CEO. It can be the person completing the report, Federal Program Coordinator, Title I teacher, etc.



Interim Report Details   Budget and Program Revision Request   **Certification**

**Certification**

The revision does not replace the final Budget Revision and Final Expenditure Report. Once all questions are answered, please complete the certification statement by adding the name, title, email address, and phone number of the Authorized Representative. The individual completing the report can also be the Authorized Representative that certifies the report. This does not need to be the Superintendent/Chief Executive Officer.

Name

Title

Email

Phone

**I Certify**

#### 5. Complete Certification

- Click I CERTIFY
- Click Save
- Click SUBMIT

Once the Report is successfully submitted, it will move to Completed status.

The Interim revision can now be submitted, see next steps

6. Once your revision and interim report are complete (each section has a checkmark), click **Complete Step**.

The screenshot displays a web application interface with several sections, each with a blue header and a list of items. The sections are:

- Instructions:** Enter information to complete application.
- Authorized Signoff:** Contract Document Signoff.
- Content:**
  - Narratives:** Assessing Impacts and Needs, Engaging Stakeholders in Plan Development, Using ARP ESSER Funds to Plan for Safe, In-Person Instruction, Monitoring and Measuring Progress, ARP ESSER Assurances, LEA Health and Safety Plan Upload.
  - Budget:** Instruction Expenditures, Support and Non-Instructional Expenditures, Budget Summary.
- Funding Accountability and Transparency Data:** Enter Agency/LEA Information.
- Reporting/Guidelines:** Contract Documents, Project Reports, Interim Reporting, Uploads, Final Reporting.
- Administrative Functions:** Contact Information, Grant Funding Worksheet, Routing/Workflow, Related Grant Applications.

A blue button labeled "Complete Step" is located at the bottom right of the interface, circled in red.

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

<b>Workflow Step:</b>	Revision Signoff and Submit
<b>Status:</b>	In Process



If your revision was successfully submitted, you will see a green bar at the top that reads '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.

<b>Workflow Step:</b>	Revision Regional Coordinator Review
<b>Status:</b>	Submitted

If you have any questions, please reach out to Erin Derr at [jder@pa.gov](mailto:jder@pa.gov) or Lynn Calvello at [lcalvello@pa.gov](mailto:lcalvello@pa.gov).