



## 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. NOTE: The approved Budget Revision serves as written DFP approval.

An LEA needing a budget or program revision should follow the step-by-step guidance listed below. A few reminders:

- (1) Email your Fiscal Technician if you have trouble creating your Budget Revision.
- (2) Regional Coordinators will review the budget revision to ensure changes are allowable under the specific program. Fiscal Technicians will review budgets and finalize the revisions.
- (3) Complete and submit the Final Expenditure Report **after** all revisions are captured within the eGrants application and your LEA has expended all of your funds.

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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.*

*(a) 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.*

*(b) 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.*

*(c) 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) change from 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 expended/ received or the project end date. If it is submitted earlier, it will be cancelled 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: 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 IA, IIA, IIIA, IVA, 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	Grant Detail
Aliquippa SD	127040503	Consolidated Application	FA-999-24-0004	Original Application	Closed	DFP Approval Complete	
Aliquippa SD	127040503	Consolidated Application	FA-999-24-0004 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.


Or


## eGrants Dashboard


Navigate to your grant program applications using the buttons below.


0 News Feed User Guides


  
**0**  
Programs  
Available Without Applications


  
**3**  
Applications  
Incomplete/In Process

  
**1**  
Applications  
Returned for Corrections

  
**5**  
Applications  
Submitted/Resubmitted

  
**3**  
Projects  
With Revisions Available

  
**3**  
Projects  
With FERs Available

  
**Search...**  
Where's My Application?

Then, choose project

Open the project.

**Grant Applications**

This list includes applications that are currently eligible for a Revision Project if one is necessary. Click the View/Edit button to view the applications eligible to have Revisions created via the 'Create a Revision' link.

Program Year	Grant Title	Project No	Project Type	Project Status	Workflow Step	Grant Detail
2023-2024	Title IV, Part A - Student Support and Academic Enrichment	FA-144-24-0004 A	Funding Adjustment	Completed	Receipt / Verification	<a href="#">View/Edit</a>
2020-2021	ARP ESSER After School Set Aside	FA-225-21-0004 2	Final Revision	Completed	Revision Review Complete	<a href="#">View/Edit</a>
2020-2021	ARP ESSER Learning Loss Set Aside	FA-225-21-0004	Original Application	Completed	Receipt / Verification	<a href="#">View/Edit</a>
2019-2020	Title I, Part A - Improving Basic Programs	FA-013-20-0004 B	Amendment	Completed	Receipt / Verification	<a href="#">View/Edit</a>
2023-2024	Title I, Part A - Improving Basic Programs	FA-013-24-0004 A	Funding Adjustment	Completed	Receipt / Verification	<a href="#">View/Edit</a>

### 3. Click **Create Revision**.

<b>Grant Title:</b>	Title I, Part A - Improving Basic Programs	<b>Total Allocation:</b>	\$966,724.00	<b>Workflow Step:</b>	Receipt / Verification	<b>Actions...</b>
<b>Agency:</b>	Aliquippa SD - 127040503	<b>Award Amount:</b>	\$966,724.00	<b>Status:</b>	Completed	
<b>Project No:</b>	FA-013-20-0004 B	<b>Awarded Date:</b>				
<b>Type:</b>	Amendment	<b>Awarded Status:</b>				

Back to Revisions Available

**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.

**Authorized Signoff**

**Funding Accountability and Transparency Data**

Enter Agency/LEA Information

**Revisions**

Create Revision

**Reporting/Guidelines**

Project Reports  
Performance Reporting  
Final Reporting  
Guidelines

**Content**

**Narratives**

- ✓ Targeted Assistance Programs
- ✓ Schoolwide Programs
- ✓ Professional Development
- ✓ Parent and Family Engagement
- ✓ Transitions and Coordination
- ✓ Homeless Children and Youth
- ✓ Foster Care
- ✓ Performance Goals
- ✓ Equity Plan
- ✓ Supplement Not Supplant Methodology

**Carryover**

### 4. Click **Create Revision**.

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

## 5. Revision Opens

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

<b>Grant Title:</b>	Title I, Part A - Improving Basic Programs	<b>Total Allocation:</b>	\$966,724.00	<b>Workflow</b>	<b>Revision Data</b>	<b>Actions...</b>
<b>Agency:</b>	Aliquippa SD - 127040503	<b>Award Amount:</b>	\$0.00			
<b>Project No:</b>	FA-013-20-0004 B1	<b>Awarded Date:</b>				
<b>Type:</b>	Revision	<b>Awarded Status:</b>		<b>Step:</b>	Entry	
				<b>Status:</b>	In Process	

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### Instructions

Enter information to complete application

### Content

#### Narratives

- Targeted Assistance Programs
- Schoolwide Programs
- Professional Development
- Parent and Family Engagement

### Authorized Signoff

### Funding Accountability and Transparency Data

Enter Agency/LEA Information


### Reporting/Guidelines

Contract Documents

6. 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 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"/>	<input type="button" value="x"/>
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"/>	<input type="button" value="x"/>
		<b>\$65,731.00</b>		



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7. **NEW Section for 23-24 Budget Revisions**  
**Changes to Nonpublic Budgeted Amounts**

Budget
Instruction Expenditures
Equipment Expenditures
Other Expenditures
Budget Summary
Budget Comparison
<b>Changes to Nonpublic Budgeted Amounts</b>

Guidance change is now that any differences between actual expenditures to 1500 and 2280 should be captured in Budget Revisions and not on Final Expenditure Reports only.

- a. Please first indicate if there are any changes to 1500 or 2280 contained within this Budget Revision
- b. If you did change the dollar amounts for 1500 or 2280, please provide justification for these changes. You can also indicate that you are going to add email correspondence with Regional Coordinators approving the changes to the Uploads section of the Budget Revision.

ESSA requires that funds for Nonpublic Programs and Equitable Participation must be obligated in the fiscal year for which the funds are received by the LEA. (ESEA sections 1117(a)(4)(B) and 8501(a)(4)(B)). The ESEA, however, does not prohibit carryover of funds for equitable services and, in most cases, requires it.

Please review and complete the assurance(s) below as applicable to your LEA.

\* Assurance (check whichever applies)

No changes have been made to the amounts budgeted towards Nonpublics under Function Code 1500 or 2280.

Yes, amounts budgeted in Function Code 1500 and/or 2280 have been changed.

If yes was selected above, please provide a justification in the textbox below for the change to Function Code 1500 and/or 2280. Reminder: Documentation of consultation between the LEA representative(s) and Nonpublic representative(s) to support these changes must be maintained at the LEA and available upon request for monitoring and auditing purposes.

Enter value

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 will	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**.**

<b>FUNDED REGULAR PROGRAMS</b>	600 - Supplies	\$	27347		
			<b>80114.00</b>		

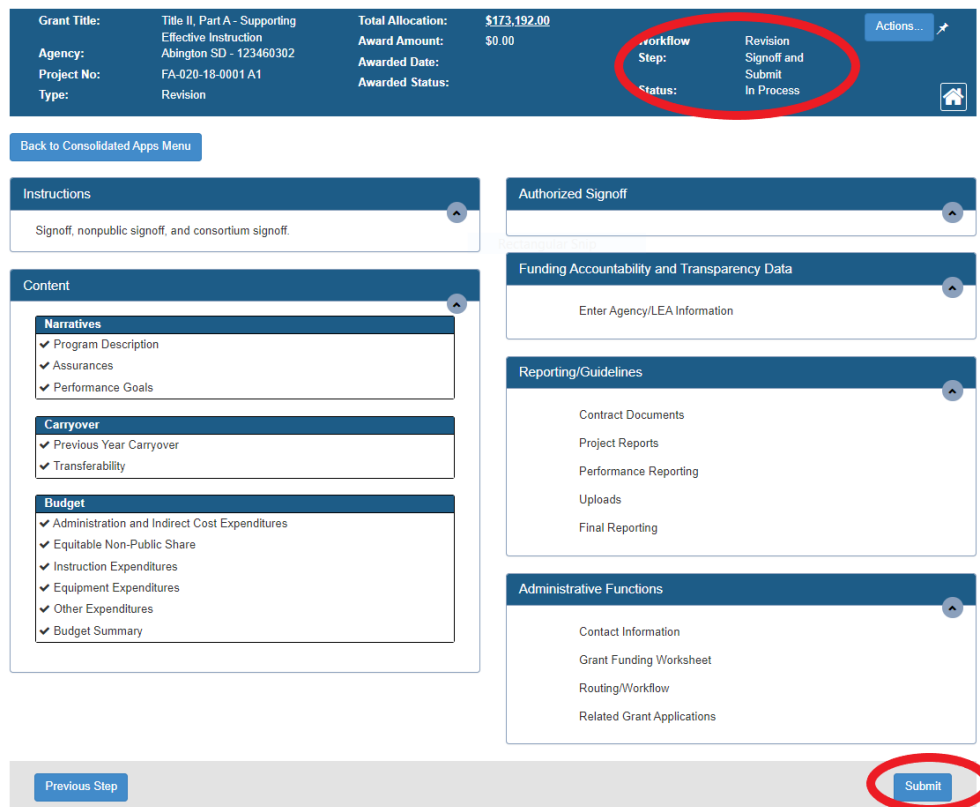
Make In Process



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.

<b>Grant Title:</b>	Title I, Part A - Improving Basic Programs	<b>Total Allocation:</b>	\$966,724.00	<b>Workflow Step:</b> Revision Submitted <b>Status:</b> Submitted	<a href="#">Actions...</a>
<b>Agency:</b>	Alliquippa SD - 127040503	<b>Award Amount:</b>	\$966,724.00		
<b>Project No:</b>	FA-013-20-0004 B1	<b>Awarded Date:</b>			
<b>Type:</b>	Revision	<b>Awarded Status:</b>			

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**Instructions**  
Revision review.

**Authorized Signoff**

**Funding Accountability and Transparency Data**  
Enter Agency/LEA Information

**Reporting/Guidelines**  
Contract Documents  
Project Details

**Content**  
**Narratives**

- ✓ Targeted Assistance Programs
- ✓ Schoolwide Programs
- ✓ Professional Development
- ✓ Parent and Family Engagement
- ✓ Transitions and Coordination

Remember, the Budget Revision must be reviewed and approved before you create the Final Expenditure Report. If you have questions regarding the status of your Budget Revision please contact your Fiscal Technician.

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).