

HOW TO COMPLETE A BUDGET AMENDMENT

STEP 1: Click on the budget section to pull up the budget summary page.

The screenshot shows a web browser window with the address <http://apps.sd.gov/applications/de53egrants/application/grantinfo.aspx>. The page title is "2006 - 2007 Consolidated Application".

On the left sidebar, there is a "LEA Links" section with the following items: Add/View Grant, Contacts, Assign Grant, Permissions, Authorizations, Goals and Objectives, and Reimbursements.

The main content area has a "Select Grant:" dropdown menu set to "2006 - 2007 Consolidated Application". Below this, there are two lines of text: "Application was submitted and assurances agreed to on 12/5/2006 6:45:06 PM by Mark Frankenstein" and "Application was approved on 12/20/2006 9:54:32 AM by Rob Huffman, South Dakota Department of Education".

Below the text is a table with the following columns: Grant, Status, Due Date, Print, and Submit.

Grant	Status	Due Date	Print	Submit
2006 - 2007 Consolidated Application	Approved	07/01/2006	Print	Submit
General				
General Narratives	Approved		Print	
Needs Assessment	Approved		Print	
REAP				
Rural Education Achievement Program (REAP)	Approved		Print	
Title I - Part A				
Title I, Part A (Improving The Academic Achievement Of The Disadvantaged)	Approved		Print	
Budget				
Narrative GSA				
Title I, Part A (School Selection)	Approved		Print	
Title I - Part A - School Wide				
ROSLYN ELEM	Approved		Print	
ROSLYN JR HI	Approved		Print	

At the bottom of the page, there is an "Announcements" section.

STEP 2: Click on the link at the top of the budget summary page
Click here to request a Budget Amendment.

eGrant Home Library **Correspondence** Log Out DOE Home Tech. Assistance

2006 - 2007 Consolidated Application
 Budget Section, Title I, Part A (Improving The Academic Achievement Of The Disadvantaged)
 Roslyn School District 18-2

Due Date: 7/15/2006 12:00:00 AM
 Last Updated: 11/17/2006 4:02:55 PM by Rob Hoffman
 SEA Contact: [Lori Rosenbauer](#)

Current status is: **Approved**

Funds Available to Budget \$52,515

[Click here for request form](#)

Click here to request a Budget Amendment

Activities	100 Salaries	200 Employee Benefits	300 Purchased Services	400 Supplies Materials	500 Capital Acquisition	Totals
Program for Eligible Children (Title I)	\$40,000	\$11,775				\$51,775
Attendance and Social Work						\$
	\$40,000	\$11,775				\$51,775
Indirect Costs:						\$0
Funds Budgeted:						\$51,775

Funding Summary

Indirect Rate	4.43 %	Indirect Costs	\$0
Carryover	\$540		
Final Allocation	\$50,553	Funds Available to Budget	\$52,515
Transfer In	\$0	Funds Budgeted	\$51,775
	\$0	Available Balance	\$740
ReAllocation	\$1,117	Budget Number	

[Edit Budget Details](#) [Approve All Budget Items](#) The Fiscal Representative or Business Manager must Approve All Budget Items before this Grant Section can be submitted.

Done Trusted sites

STEP 3: Overview of the Amendment Page

2006 - 2007 Consolidated Application
 Title I, Part A (Improving The Academic Achievement Of The Disadvantaged)
 Roslyn School District 18-2

Total Amount Available: 52,515
 Total Amount Budgeted: 51,775
 Available Balance: 740
 Requested Amendment: 0
 Amended Budget Total: 51,775

Current status is:

If you need to add an additional budget item, choose it from the list and click the "Add" button:

Object	Activity	(A) Existing	(B) Amount of Increase or Decrease	(A+B) Revised Total
100	Programs for Eligible Children (Title I)	\$ 40,000		\$ 40,000
200	Programs for Eligible Children (Title I)	\$ 11,775		\$ 11,775
300	Attendance and Social Work	\$ 0		\$ 0
	Indirect Costs	\$ 0		\$ 0
		\$ 51,775	\$ 0	\$ 51,775

Justification:

Save Save & Submit Delete

View Budget Summary – Link that takes you to the Budget Summary Page.
Transferability Table – Link that takes you to the Transferability Table. (Available only to non REAP districts)
Print – The print option is currently unavailable. To print the screen, click the Print icon at the top of the page.

Total Amount Available:

Total Amount Budgeted:

Available Balance:

Requested Amendment:

Amended Budget Total:

Current status is:
 Current Status – will indicate blank, pending, submitted, denied, or approved.

If you need to add an additional budget item, choose it from the list and click the "Add" button:

To add an additional budget item, select the object & then the activity. Use the scroll bar on the right to select activities from the list for Employee Benefits, Purchased Services, Supplies/Materials, or Capital Acquisition. Click 'Add'.

2006 - 2007 Consolidated Application
 Title I, Part A (Improving The Academic Achievement of Disadvantaged)
 Roslyn School District 18-2

Total Amount Available: Salaries
 Total Amount Budgeted:
 Available Balance:
 Requested Amendment:
 Amended Budget Total:
 Current status is: Blank

If you need to add an additional budget item, choose it from the list and click the "Add" button:

Object	Activity	(A) Existing	(B) Amount of Increase or Decrease	(A+B) Revised Total
100	Programs for Eligible Children (Title I)	\$ 40,000		\$ 40,000
200	Programs for Eligible Children (Title I)	\$ 11,775		\$ 11,775
300	Attendance and Social Work	\$ 0		\$ 0
	Indirect Costs	\$ 0		\$ 0
		\$ 51,775	\$ 0	\$ 51,775

Justification:

STEP 4: Entering the Amendment

Object	Activity	(A) Existing	(B) Amount of Increase or Decrease	(A+B) Revised Total
100	Programs for Eligible Children (Title I)	\$ 40,000		\$ 40,000
200	Programs for Eligible Children (Title I)	\$ 11,775		\$ 11,775
300	Attendance and Social Work	\$ 0		\$ 0
	Indirect Costs	\$ 0		\$ 0
		\$ 51,775	\$ 0	\$ 51,775

Justification:

Save Save & Submit Delete

2:25:34 PM Marc Frankenstein : Roslyn School District 10-2

Click in the 'Amount of Increase or Decrease' column & enter the dollar amount. If wanting to decrease the budgeted amount, you will need to enter a negative sign in front of the number. Enter whole dollars only.

You must enter a justification for why the amendment is necessary. The justification must be a brief description of the increased or decreased activities, which results in revised budget totals.

Click the 'Save' button to save an amendment without submitting.

Click the 'Save & Submit' button to save an amendment & submit to the Department of Education. A popup will display, asking if you are sure that you want to submit the Amendment? Click 'OK' or 'Cancel'.

Current status is: Draft

If you need to add an additional budget item, choose it from the list and click the "Add" button.

Object	Activity	(A) Existing	(B) Amount of Increase or Decrease	(A+B) Revised Total
100	Programs for Eligible Children (Title I)	\$ 40,000		\$ 40,000
200	Programs for Eligible Children (Title I)	\$ 11,775		\$ 11,775
300	Attendance and Social Work	\$ 0		\$ 0
	Indirect Costs	\$ 0		\$ 0
		\$ 51,775	\$ 0	\$ 51,775

Justification:

Save Save & Submit Delete

2:25:34 PM Marc Frankenstein : Roslyn School District 10-2

Once the application has been submitted, the status will change to submitted & a popup will appear that indicates 'Your amendment has been saved & submitted'.

The screenshot shows the '2006 - 2007 Consolidated Application' page. The current status is 'Submitted'. A popup window titled 'Amendment' displays the message: 'Your amendment has been saved and submitted.' The application details include:

- Total Amount Available: 52,515
- Total Amount Budgeted: 51,775
- Available Balance: 740
- Requested Amendment: 0
- Amended Budget Total: 51,775

Object	Activity	(A) Existing	(B) Amount of Increase or Decrease	(A+B) Revised Total
100	Programs for Eligible Children (Title I)	\$ 40,000		
200	Programs for Eligible Children (Title I)	\$ 11,775		
300	Attendance and Social Work	\$ 0		
	Indirect Costs	\$ 0		

Click the 'Delete' button to delete the amendment. A popup will appear that asks 'Are you sure you want to DELETE this amendment?' Click 'OK' or 'Cancel'.

The screenshot shows the same application page, but with a confirmation dialog box open. The dialog box asks: 'Are you sure you want to DELETE this Amendment?' with 'OK' and 'Cancel' buttons. The application details and table are the same as in the previous screenshot.

Object	Activity	(A) Existing	(B) Amount of Increase or Decrease	(A+B) Revised Total
100	Programs for Eligible Children (Title I)	\$ 40,000	\$ 0	\$ 40,000
200	Programs for Eligible Children (Title I)	\$ 11,775	\$ 0	\$ 11,775
300	Attendance and Social Work	\$ 0	\$ 0	\$ 0
	Indirect Costs	\$ 0	\$ 0	\$ 0

After the budget amendment is reviewed by the Department of Education, the authorized user that submitted the amendment will receive an email generated through the eGrant system indicating whether the amendment has been approved or denied.

Examples:

-----Original Message-----

From: eGrants@state.sd.us [mailto:eGrants@state.sd.us]

Sent: Wednesday, November 22, 2006 12:05 PM

To: Authorized User

Subject: Amendment Approved

The amendment for Title I, Part A (Improving The Academic Achievement Of The Disadvantaged) has been approved.

Request Submitted Wednesday, November 22, 2006

-----Original Message-----

From: eGrants@state.sd.us [mailto:eGrants@state.sd.us]

Sent: Friday, December 15, 2006 9:10 AM

To: Authorized User

Subject: Amendment Denied

The amendment for Title IV, Part A (Safe and Drug Free) has been denied for the following reason:

Please provide a brief description of these supplies and how they will support the program.

[View Amendment](#)