



Homeless Education Program

Education for Homeless Children and Youth (EHCY) Grant Application Budget Revision Guidance

Purpose

ADE's Homeless Education Program has created this resource to provide general guidance and examples for Local Education Agencies (LEAs) when submitting a revision to an approved Homeless Education Program grant application, such as the Education for Homeless Children and Youth (EHCY).

What is the Purpose of a Grant Application Budget Revision?

Once an LEA has applied for a grant and received State Education Agency (SEA) Director Approval, the LEA may need to submit a grant application revision for many reasons, such as:

- An increase in allocated funds
- Available carryover funds
- Changes in LEA needs, including:
 - An increase or decrease in enrolled students experiencing homelessness affects planned provision of services and related expenditures
 - A grant-funded activity or event does not occur
 - An increase or decrease in salaries and/or benefits
 - Data or circumstances indicate a need for change in allocated funding of services for students experiencing homelessness

All revisions must go through the same process of approval as the initial grant application and receive SEA Director Approval prior to the expense being incurred.

How Does an LEA Begin a Budget Revision?

In Grants Management Enterprise (GME), view the "Sections" page of the grant application to be revised. Select "Revision Started" and "Confirm" to initiate a revision. Once the revision has been initiated in GME, the revision number will be noted at the top of this page. Ensure this revision number matches any revision numbering in the Budget Narrative Description where any changes are being made. Note that the resubmission of the grant application during the review process and *prior* to receiving SEA Director Approval does not constitute a new revision.

General Guidelines for Submitting a Budget Revision

This standardized formatting of a budget revision was developed to ensure that a record of past intended use of funds exists, and the most updated intended use is clear and easily understood. The standardized approach to submitting a budget revision helps to avoid any confusion should additional revisions need to be made, or if someone unfamiliar with the history of a grant application views a revised version.

Revision Formatting Standards:

- Use a different text color for each revision and provide a revision date and revision number in the first line.

- All revisions should be provided below the initial Budget Narrative Description.
- As new revisions are added, they must be provided below any previous revisions so that changes are maintained and organized in chronological order.
- An explanation of why the revision was made should be included in the body of the revision.

The heading, body, and final line of each revision should follow this format:

Revision # - Date - Item increased/decreased/added/removed = revised cost of expenditure
 Explanation of why the change is occurring
 Revised Cost of Expenditure (provide a breakdown per item here if necessary)

Example Revision

Object Code	Function Code	Project Time (FTE)	Quantity	Salary, Rental, or Unit Cost	Line-Item Total
6100 – Salaries	2100, 2200, 2600, 2700 – Support Services		1	\$12,250.00	\$12,250.00
Narrative Description					
<p><u>Portion of Salary for McKinney-Vento Program Coordinator</u> – The McKinney-Vento Program Coordinator will assist the McKinney-Vento Liaison in ensuring that homeless students are identified, enrolled, and receiving services ensured to them in the McKinney-Vento Act. Please reference the full list of job duties in the board-approved job description included in “Related Documents”. Only a portion of the Program Coordinator’s salary will be paid with these funds, whereas the rest will be paid with Title I funds. Funding Formula: \$45,000/year x 50% of salary = \$22,500</p> <p>Revision 1 – May 1, 2023 – Decrease of Expenditure = \$11,250.00 Our LEA is decreasing the portion of the McKinney-Vento Program Coordinator salary to be paid from these funds from 50% to 25%. An increase in funding from a different source will allow for this adjustment and reallocation of funds for other data-driven services for students experiencing homelessness. Revised Salary: \$45,000/year x 25% of salary = \$11,250.00</p> <p>Revision 2 – August 1, 2023 – Increase of Expenditure = \$12,250.00 The McKinney-Vento Program Coordinator that was hired for this position qualifies for a higher rate of pay according to our LEA’s salary schedule, for \$49,000/year. Therefore, an increase of this salary is reflected in this revision. Revised Salary: \$49,000/year x 25% of salary = \$12,250.00</p>					

We hope you found this guidance helpful! Check out [Education for Homeless Children and Youth \(EHCY\) Grant Budget Narrative Description Guidance](#) for more support on your EHCY grant!