

## Budget Navigation Screens

This guide is meant to assist with navigation through the budget screens **after** completing your budget setup. Guidance on first setting up the Budget Detail section can be found using the links below:

School districts applying for Part A **AND** Part B: Use [Appendix A Part A AND Part B Budget](#) from the funding announcement.

School districts/entities applying for Part A **OR** Part B: Use [Part A OR Part B Budget Setup Guide](#)

All budgets will be reviewed by PCCD staff. If an item is listed in the wrong budget category, PCCD staff will return the budget detail section to you for corrections.

**Step 1:** Click on the link of the agency name to open up the budget category options.

System will time out at: 09:55:58 AM  
Remaining time: 19:47

Grant ID: 28533      Project Title: test  
 Status: Open - Draft      Fund Announcement: [School Safety and Security Committee](#)

**BUDGET SUMMARY**

Section Point Value: 0      Created By: Mr. Chris Epoca      Created Date: 9/24/2018 2:55:08 PM  
 Completion Status: In Process      Last Update By: Mr. Chris Epoca      Last Update Date: 9/25/2018 9:35:58 AM

BY RECIPIENT AGENCY	YEAR1	YEAR2	TOTAL
<a href="#">ABC School District</a> (Agency Budget)	0.00	0.00	0.00
<a href="#">Test Agency</a> (Agency Budget)	0.00	0.00	0.00
Total:	0.00	0.00	0.00

  

BY CATEGORY	YEAR1	YEAR2	TOTAL
Personnel	0.00	0.00	0.00
Employee Benefits	0.00	0.00	0.00
Travel (Including Training)	0.00	0.00	0.00
Equipment	0.00	0.00	0.00
Supplies & Operating Expenses	0.00	0.00	0.00

**Step 2:** Click the link of the budget category that relates to the expense you will be entering (e.g., the salary of a staff member would be entered under Personnel).

System will time out at: 09:55:58 AM  
Remaining time: 19:47

Grant ID: 28533      Project Title: test  
 Status: Open - Draft      Fund Announcement: [School Safety and Security Committee](#)

**ABC SCHOOL DISTRICT BUDGET SUMMARY**  
Agency Budget

BY CATEGORY	YEAR1	YEAR2	TOTAL
<a href="#">Personnel</a>	0.00	0.00	0.00
<a href="#">Employee Benefits</a>	0.00	0.00	0.00
<a href="#">Travel (Including Training)</a>	0.00	0.00	0.00
<a href="#">Equipment</a>	0.00	0.00	0.00
<a href="#">Supplies &amp; Operating Expenses</a>	0.00	0.00	0.00
<a href="#">Consultants</a>	0.00	0.00	0.00
<a href="#">Construction</a>	0.00	0.00	0.00
<a href="#">Other</a>	0.00	0.00	0.00
Total:	0.00	0.00	0.00

Cancel

**Step 3:** Each budget line item entered within each budget category requires the applicant to enter specific information This information is then used by Egrants to automatically calculate the line item total. The following screens show how to complete the required fields within each budget category:

**Personnel:** In the Justification field, describe how the line items you will enter in the budget category selected relate to the project. Provide any relevant details for the proposed budget line items. For example, an applicant would provide a narrative relating to the personnel that will be hired with grant funding.

Click "Add New Line"

PERSONNEL

Justification:

Add New Line

Position	Name	Cost		
		Year1	Year2	Total
Total:		0.00	0.00	0.00

Save Cancel

Enter the position title and employee name, if known (if unknown, enter TBD (To Be Determined) or TBH (To Be Hired)). Enter the number of hours budgeted per week for the grant project, enter the number of weeks budgeted for the grant project and enter the hourly pay rate for the position. Finally, enter the standard working hours per week for this position (e.g., 40, 37.5, 35, etc.). If you are applying for up to two years of funding, enter this information for both years one and two. Enter "0" in all calculation fields, except standard working hours, in the Year 2 budget if you are only applying for one year of funding. Click "Save" or click "Save and Add Another" to enter another personnel position to the budget.

**PERSONNEL BUDGET LINE ITEMS**

Created By: Created Date:  
Last Update By: Last Update Date:

Position : \*  (maximum 70 characters)  
Name : \*  (maximum 70 characters)

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**Year 1**

# Budgeted Hours / Week *	40	# Weeks *	x 52	Hourly Pay Rate *	x 28.00	Cost	58,240.00
What are the standard working hours per week for this position? *				40.00	hrs.	% Budgeted Hours: 100.00	

**Year 2**

# Budgeted Hours / Week *	0	# Weeks *	x 0	Hourly Pay Rate *	x 0	Cost	0.00
What are the standard working hours per week for this position? *				0.00	hrs. !	% Budgeted Hours: 0.00	

**Total Line Item Cost (All Years):** 58,240.00

Save Save And Add Another Delete Cancel

**Employee Benefits:** Add a brief justification for the budgeted benefits. Be sure to explain anything that is not self-explanatory. Select the position you want to add benefits for from the dropdown box and click "Add New Line."

**EMPLOYEE BENEFITS**

Justification:  
Standard benefits for the positions listed

Select Position/Name:

Position	Name	Cost		
		Year1	Year2	Total
Total:		0.00	0.00	0.00

Select a benefit from the dropdown box and click "Add selected benefit type."

Position : \* School Resource Officer (maximum 70 characters)  
Name : \* John Smith (maximum 70 characters) System w  
Remainin

533

Year 1

% Budgeted Hours: 100.00

Other Benefit Name	Total Benefit Cost*	Cost of Benefit Paid By Grant*	% Budgeted Cost
<i>No Employee Benefits records exist for this year.</i>			
<b>Totals:</b>		0.00	0.00

Year 2

% Budgeted Hours: 0.00

Delete	Benefit	Other Benefit Name	Total Benefit Cost*	Cost of Benefit Paid By Grant*	% Budgeted Cost
<i>No Employee Benefits records exist for this year.</i>					
<b>Totals:</b>			0.00	0.00	

Total Line Item Cost (All Years):

Enter the Total Benefit Cost paid by the recipient agency for each specific benefit. Enter the cost of the benefit that will be paid by the grant. Repeat this process for each year of the budget and for each type of benefit. Click Save.

Last update by: Last update date: System will tin  
Remaining tin

Position : \* School Resource Officer (maximum 70 characters)  
Name : \* John Smith (maximum 70 characters)

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Year 1

Medical  % Budgeted Hours: 100.00

Delete	Benefit	Other Benefit Name	Total Benefit Cost*	Cost of Benefit Paid By Grant*	% Budgeted Cost
✖	FICA	N/A	4455.00	4,455.00	100.00
<b>Totals:</b>			<b>4,455.00</b>	<b>4,455.00</b>	

Year 2

FICA  % Budgeted Hours: 0.00

Delete	Benefit	Other Benefit Name	Total Benefit Cost*	Cost of Benefit Paid By Grant*	% Budgeted Cost
<i>No Employee Benefits records exist for this year.</i>					
<b>Totals:</b>			<b>0.00</b>	<b>0.00</b>	

Total Line Item Cost (All Years): 4,455.00

**Travel (Including Training):** Add a justification for the budgeted travel costs. Be sure to explain anything that is not self-explanatory (e.g., explain what a specific training will include and who will attend). Click "Add New Line."

TRAVEL (INCLUDING TRAINING)

Justification:

Purpose:  Location:

Purpose of Travel	Location	Item	Cost		Total
			Year1	Year2	
Total:			0.00	0.00	0.00



**Equipment:** For an item to be listed as equipment in the budget detail section, the item must have a useful life of at least one year and a unit cost of at least \$5,000. Any equipment purchase that is under \$5,000 should be listed in supplies & operating expenses. Add a justification for the budgeted equipment costs. Be sure to explain anything that is not self-explanatory. Click "Add New Line".

Grant ID: 28533      Project Title: test      Remaining time: 19:04  
 Status: Open - Draft      Fund Announcement: [School Safety and Security Committee](#)

**EQUIPMENT**

Justification:

Item	Cost		
	Year1	Year2	Total
Total:	0.00	0.00	0.00

Complete the "Item" field. Enter the unit cost, the item quantity, and the percentage of the total cost that the grant will pay for both years of the budget. Enter "0" in the calculation fields if you are not budgeting the item in year two. Click "Save and Add Another" to enter additional equipment items to the budget. Click "Save" once you have completed entering equipment items to return to the equipment budget summary page.

**EQUIPMENT BUDGET LINE ITEMS**

System will time out at  
Remaining time: 19:2

Created By:      Created Date:  
 Last Update By:      Last Update Date:

Item : \*  (maximum 70 characters)

**8533**

Year 1			
Total Unit Cost per item *	Quantity *	% Applied to Grant *	Cost
<input type="text" value="6000.00"/>	x <input type="text" value="2"/>	x <input type="text" value="100.00"/>	12,000.00

  

Year 2			
Total Unit Cost per item *	Quantity *	% Applied to Grant *	Cost
<input type="text" value="0.00"/>	x <input type="text" value=""/>	x <input type="text" value=""/>	0.00

**Total Line Item Cost (All Years):** 12,000.00

**Supplies & Operating Expenses:** Add a justification for the budgeted supplies and operating expenses. Be sure to explain anything that is not self-explanatory. Click "Add New Line".

Grant ID: 28533  
 Status: Open - Draft  
 Project Title: test  
 Fund Announcement: [School Safety and Security Committee](#)

**SUPPLIES & OPERATING EXPENSES**

Justification:

Supply Item	Cost		Total
	Year1	Year2	
Total:	0.00	0.00	0.00

Complete the "Supply Item" field. Enter the unit cost, the item quantity, and the percentage of the total cost that the grant will pay for both years of the budget. Enter "0" in the calculation fields if you are not budgeting the item in year two. Click "Save and Add Another" to enter additional supplies and operating expense items to the budget. Click "Save" once you have completed entering supplies and operating expenses to return to the supplies & operating expenses budget summary page.

**SUPPLIES & OPERATING EXPENSES BUDGET LINE ITEMS**

Created By:    Created Date:  
 Last Update By:    Last Update Date:

Supply Item : \*  (maximum 70 characters)

**8533**

Year 1			
Unit Cost per item *	Quantity *	% Applied to Grant *	Cost
<input type="text" value="950"/>	x <input type="text" value="2"/>	x <input type="text" value="100"/>	1,900.00
Year 2			
Unit Cost per item *	Quantity *	% Applied to Grant *	Cost
<input type="text"/>	x <input type="text"/>	x <input type="text"/>	0.00

**Total Line Item Cost (All Years):** 1,900.00

**Consultants:** Add a justification for the budgeted consultant expenses. Be sure to explain anything that is not self-explanatory. Click "Add New Consultant."

Grant ID: 28533  
 Status: Open - Draft  
 Project Title: test  
 Fund Announcement: School Safety and Security Committee  
 System will time out at: 01:55:17 PM  
 Remaining time: 19:05

**CONSULTANTS**

Justification:

Add New Consultant

Name / Position	Service Provided	Cost		Total
		Year1	Year2	
Total:		0.00	0.00	0.00

**CONSULTANT TRAVEL**

Justification for Travel:

Add New Travel Item

Consultant: \*  Location:

Enter the name of the entity or individual consultant/contractor. Enter the service that will be provided by that entity or individual. Enter the cost per hour or day and the number of hours or days budgeted or the flat fee. Enter "0" in the calculation fields if you are not budgeting the item in year two. Click "Save and Add Another" to enter additional consultants to the budget. Click "Save" once you have completed entering consultants to return to the consultants budget summary page.

Name / Position : \*  (maximum 70 characters)  
 Service Provided : \*  (maximum 70 characters)

**28533**

**Year 1**

Cost per *	Duration *	Cost
<input type="text" value="70"/> <input checked="" type="radio"/> Hour <input type="radio"/> Day <input type="radio"/> Flat Fee	x <input type="text" value="10"/> Hour(s)	700.00

**Year 2**

Cost per *	Duration *	Cost
<input type="text"/> <input checked="" type="radio"/> Hour <input type="radio"/> Day <input type="radio"/> Flat Fee	x <input type="text"/> Hour(s)	0.00

**Total Line Item Cost (All Years):** 700.00

You can now enter any travel or products/services associated with the consultants entered in the previous step. Choose the consultant you want to enter travel costs or products/services costs for from the dropdown. Click "Add New Travel Item" or "Add New Product Item". Follow the directions for the travel budget category to enter travel costs associated with consultants. Follow the directions for the supplies and operating expenses budget category to enter consultant product/service items.

System will time out at: 02:04:40 PM  
Remaining time: 19:39

Name / Position	Service Provided		Year1	Cost Year2	Total
Training Company	Training		700.00	0.00	700.00
Total:			700.00	0.00	700.00

**CONSULTANT TRAVEL**

Justification for Travel:

**Add New Travel Item**

Consultant	Location	Item	Year1	Cost Year2	Total
Training Company			0.00	0.00	0.00
Total:			0.00	0.00	0.00

**PRODUCTS OR SERVICE**

Justification for Products or Services:

**Add New Product Item**

Consultant	Item	Year1	Cost Year2	Total
		0.00	0.00	0.00
Total:		0.00	0.00	0.00

**OVERALL TOTALS**

**Construction:** Add a justification for the budgeted construction expenses. Be sure to explain anything that is not self-explanatory. Include specific detail demonstrating how proposed costs relate to the project. Click "Add New Line".

**CONSTRUCTION**

Justification:

**Add New Line**

Description	Year1	Cost Year2	Total
Total:	0.00	0.00	0.00

Save Cancel

Enter a description for the construction item. Enter the computation used to calculate the cost for the item. Enter the item cost. Enter "0" in the computation and cost fields if you are not budgeting the item in year two. Click "Save and Add Another" to enter additional construction items to the budget. Click "Save" once you have completed entering construction items to return to the construction budget summary page.

**CONSTRUCTION BUDGET LINE ITEMS**  
 Created By: Created Date:  
 Last Update By: Last Update Date:

Description : \*  (maximum 70 characters)

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**Year 1**  
 Computation \*  Cost \* 0.00

**Year 2**  
 Computation \*  Cost \* 0.00

Total Line Item Cost (All Years): 0.00

**Other:** Add a justification for the budgeted other expenses. Be sure to explain anything that is not self-explanatory. **Please note that only costs that cannot be entered in any other budget category should be entered in the other budget category. You will be asked to revise your application if PCCD determines that a cost entered in the other budget category should be placed in one of the other budget categories.** Click "Add New Line".

CONSTRUCTION

Justification:

Description	Cost		
	Year1	Year2	Total
Total:	0.00	0.00	0.00

Enter a description for the item(s) listed in the "Other" category. Enter the computation used to calculate the cost for the item(s). Enter the item cost. Enter "0" in the computation and cost fields if you are not budgeting the item in year two. Click "Save and Add Another" to enter additional items to the budget. Click "Save" once you have completed entering additional items to return to the "Other" budget summary page.

OTHER BUDGET LINE ITEMS  
Created By: Created Date:  
Last Update By: Last Update Date:

Description : \*  (maximum 70 characters)

28533	
Year 1	
Computation *	Cost *
<input type="text"/>	<input type="text" value="0.00"/>
Year 2	
Computation *	Cost *
<input type="text"/>	<input type="text" value="0.00"/>

Total Line Item Cost (All Years):