

**APPENDIX A**  
**Information for School District Filing BOTH Part A and Part B Budgets**

**School districts applying for both Part A: Meritorious Application and Part B: Competitive Application must create a separate budget in Egrants for each part.**

**In order to create two budgets in the Egrants system, you must add two Recipient Agencies in the Main Summary section. The following example walks you through this process:**

ABC School District is the example Applicant Agency.

**Step 1:** Complete the Short Project Title and Brief Project Description fields in the Main Summary section.

**Step 2:** Click Add Applicant Agency as Recipient Agency. This will add ABC School District as a Recipient Agency for your Part B: Competitive Application budget.

Section Point Value: 0  
Completion Status:    
SubGrant ID: --  
Applicant Agency: [ABC School District](#)  
FID #: 111111111  
Recipient Agency:  
Project Director:   [Details](#) Project Director not listed in dropdown?   
Financial Officer:   [Details](#) Financial Officer not listed in dropdown?   
Primary Contact:   [Details](#) Primary Contact not listed in dropdown?   
[Additional Contacts \(0-PCCD\)](#)

Created By: Mr. Chris Epoca  
Last Update By: Mr. Chris Epoca  
Created Date: 9/6/2018 11:02:12 AM  
Last Update Date: 9/6/2018 11:02:29 AM

**Step 3:** To enter a Recipient Agency for your Part A; Meritorious Application, click Add Recipient.

Section Point Value: 0  
Completion Status:    
SubGrant ID: --  
Applicant Agency: [ABC School District](#)  
FID #: 111111111  
Recipient Agency:  
Project Director:   [Details](#) Project Director not listed in dropdown?   
Financial Officer:   [Details](#) Financial Officer not listed in dropdown?   
Primary Contact:   [Details](#) Primary Contact not listed in dropdown?   
[Additional Contacts \(0-PCCD\)](#)

Created By: Mr. Chris Epoca  
Last Update By: Mr. Chris Epoca  
Created Date: 9/6/2018 11:02:12 AM  
Last Update Date: 9/6/2018 11:02:29 AM

**Step 4:** Enter the school district name (Part A) (e.g., ABC School District (Part A)) as the agency name in the Recipient Agency Name search field and click the Search button. There will be no search results.

Status: Open - Draft Fund Announcement: School Safety and Security Remaining time: 18:4

**RECIPIENT SEARCH**

Search Criteria

Recipient Agency Name:

City:

County:

Zip Code:

Federal ID Number:

Applicant Name	Federal ID Number	Address	City	County
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**Step 5:** Click Add New Recipient

**Step 6:** Enter Recipient Agency Information. Make sure to add (Part A) after your school district's name (i.e., ABC School District (Part A)). This will differentiate the Part A: Meritorious Application budget from the Part B: Competitive Application budget. Click Save.

System will time out at: 03:40:34  
Remaining time: 19:51

Agency Name:

Federal ID Number:

Preferred Contact Method:

Agency Type:

DUNS Number:

Faith Based Agency:

JURIS Number: JURIS Non-Compliant

ORI Number:

Email Address:

Fiscal Year Ending (last day of):

US Congressional District:  (Ex: PA02)

Last Update By:  
Last Update Date:  
Status:

Address List	
Select	Delete
Envelopes/Labels, ABC School District (Part A), , 123 Main Street , Anywhere, Adams, Pennsylvania, 11111-1111, UNITED STATES	

**Step 7:** When you open the Budget Details screen for the first time, you will see the screen below. The Agency Budget option should be selected for both budgets. You may add additional budgets as necessary for if your school entity is passing funds through to another agency.

Remaining time: 17:29

Grant ID: 28513      Project Title: test  
 Status: Open - Draft      Fund Announcement: [School Safety and Security](#)

**BUDGET SETUP**

**BUDGET SETUP DEFINITIONS**

**Agency Budget** - Provides a separate budget(s) within the Master Budget, allowing specific departments within a county to input their budget line item detail (Agency Budget) separate from the Master Budget. These costs will then be consolidated into the Master Budget categories.

**Pass Through Budget** - Select when funds are being passed through the applicant agency to other organizations or contractors (service providers). Allows for the input of a separate budget, including budget line item details, for these organizations. The total of each Pass Through Budget will be incorporated into the Consultant category of the Master Budget.

Click the Help button in the upper right corner for examples.

Recipient Agency Name	Agency Budget	Pass Through Budget
ABC School District	<input checked="" type="radio"/>	<input type="radio"/>
ABC School District (Part A)	<input checked="" type="radio"/>	<input type="radio"/>

Save    Cancel

**Step 8:** You will now be able to add line items for each budget you established in step 7. There will be a link for each agency budget. Click the link for the budget you wish to build and/or modify. Remember, Part A; Meritorious Application budgets may not exceed \$25,000.

Remaining time: 19:50

Back Button will not take you back pages, instead use the application menus and controls.

[Main Menu](#) | [User Management](#) | [Funding Announcement](#) | [Project Management](#) | [Work Manager](#) | [Internal Menu](#)  
[Project Application Monitoring](#) | [Audit](#) | [Fiscal Details](#) | [Reporting Requirements](#)

Grant ID: 28513      Project Title: test  
 Status: Open - Draft      Fund Announcement: [School Safety and Security](#)

**BUDGET SUMMARY**

Section Point Value: 0      Created By: Mr. Chris Epoca      Created Date: 9/6/2018 11:02:12 AM  
 Completion Status:       Last Update By: Mr. Chris Epoca      Last Update Date: 9/6/2018 3:27:58 PM

BY RECIPIENT AGENCY	YEAR1	YEAR2	TOTAL
<a href="#">ABC School District</a> (Agency Budget)	0.00	0.00	0.00
<a href="#">ABC School District (Part A)</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
Consultants	0.00	0.00	0.00
Construction	0.00	0.00	0.00