BUDGET DETAIL WALKTHROUGH

A Guide to Completing the Budget Detail Section in Egrants
This walkthrough provides a detailed, step-by-step process of how to enter a budget into the Budget Detail section of PCCD’s Egrants system.

You may follow this walkthrough page by page or click on a step listed on the right of this slide for information on a specific step of the process.

For Procurement information and guidance, review the Procurement Details Walkthrough located on the Grant Guides webpage.
Troubleshooting Tip: If the Budget Detail section is not a live link that opens to the Budget Setup page, go to the Main Summary Information section and check to see if you have your Recipient Agency(ies) information entered. The Budget Detail section cannot be updated until you have a Recipient Agency identified. See the Main Summary technical assistance guide for help in setting up your Main Summary information.
Getting Started

If the applicant is maintaining the budget and project activities, select **Agency Budget**.

If the applicant is passing through the funds to another agency who will maintain the budget and project activities, select **Pass Through Budget**.

Be very careful when setting up the budget and selecting budget type, as the budget type will affect how the budget is entered throughout the application.
Getting Started

**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.

<table>
<thead>
<tr>
<th>Recipient Agency Name</th>
<th>Agency Budget</th>
<th>Pass Through Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sample Agency</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Click **Save** to create a new budget which can be accessed on the BUDGET SUMMARY page.
Getting Started

Click on the link to open the **Budget Summary** and begin building the project’s budget.

This walkthrough document will enter information in each category as an example of how to complete a budget. Refer to the funding announcement for information about what “are” and “are not” allowable budget items and expenditures.

The **Applicant’s Manual – Financial and Administrative Guide for Grants** provides additional insight into completing the application, including the budget.
Getting Started

Each **Category Title** to the left is a link that will open a Line Item Detail Entry Screen specific to each category.

This walkthrough document will enter information in each category as an example of how to complete a budget. Refer to the funding announcement for information about what “are” and “are not” allowable budget items and expenditures.

The **Applicant's Manual – Financial and Administrative Guide for Grants** provides additional insight into completing the application, including the budget.
Personnel

- Personnel costs include wages and salaries of an agency’s or organization’s employees assigned to the subgrant project.

- Costs of benefits are to be included in the Employee Benefits category.

- Time and Effort Reports (timesheets) are required for all personnel funded with PCCD grant dollars regardless of the funding stream.

- In no case is dual compensation allowable.

- Costs of compensation are allowable if:
  
  - They are reasonable for the services rendered and consistent with scales for employees from other sources.
  
  - The method of appointment conforms to state and local law, with regard to subgrant regulations and meets federal merit system standards where applicable.
  
  - They are documented by payroll records and supported by Time and Effort Reports.

- Refer to the [Applicant’s Manual – Financial and Administrative Guide for Grants](#) for additional insight into completing the Personnel category of the budget, including Time and Effort Reports requirements.
Click on the **Personnel** link to open the Line Item Entry Screen.
Add narrative about the Personnel line item(s) included in the budget in the justification field.

All personnel described in the Project Description sections should also be discussed within the justification section of the Personnel budget category.

The same level of detail as in the Project Description section does not need to be included; however, the budget justification should provide the reviewer with a clear understanding of each position, the purpose of each position, and what is included in the budgeted costs.
Click on **Add New Line** to open the Personnel Budget Line Items screen. Each item is added to the budget by creating a new line.

It is important to note that only payroll positions should be entered in the Personnel category.

Staff that are contracted individuals, or contracted from an outside agency, are considered consultants and should be added to the Consultants category.
All fields are required to be completed. Enter zero in fields that do not apply to the budget; for example, a position that will only be filled for one of the two years.
Egrants will automatically calculate the fields shaded in blue. The Egrants budget does not allow cents. Budget entries are rounded at the Line Item level, and only whole dollars are displayed.
Click on **Save And Add Another** to enter an additional position within the Personnel category.
When all positions have been added, click on **Save** to return to the PERSONNEL category overview.
If the Personnel budget information is correct, click **Save** to return to the Budget Summary page.

It’s helpful to write down each year’s salary total. These figures are needed when calculating benefits.
Employee Benefits

- Enter the total cost of benefits for employees assigned to the project.
- Itemize all employee benefit costs.
- Employers’ shares of the following are also allowable:
  - Social Security
  - Medicare
  - Employees’ health and life insurance
  - Unemployment Compensation
  - Worker’s Compensation
  - Pension plans
Click on the **Employee Benefits** link to open the Line Item Entry Screen.
All Employee Benefits should be discussed within the justification field, and each benefit must be entered as a separate line item.
Click on the down arrow to open a list of the positions that were entered in the Personnel category.
Employee Benefits

Justification:

-- FICA tax rate of 7.65%
-- Unemployment Compensation at 2.3905% of first $10,000. See attached Pa. Unemployment Tax Rate 2019.
-- Worker’s Compensation is prorated and will be adjusted to actual figures when positions are filled.
-- Health insurance includes medical, dental and vision coverage. Medical insurance is based on employee’s age, dental and vision coverage is the same for all employees. This will be adjusted to actual figures when positions are filled.
-- Life, Short-term and Long-term Disability insurance at actual rate.
-- Retirement at 6.5% contribution per current contract.

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Cost Year1</th>
<th>Cost Year2</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sample Position #2 / To be hired</td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Click on one of the positions to select it for editing.
Employee Benefits

Click on Add New Line to open the EMPLOYEE BENEFITS BUDGET LINE ITEMS page.
Click on the down arrow to open a list of benefits.

No Employee Benefits records exist for this year.
Employee Benefits

Click on one of the benefits to select it for editing.
Click on **Add selected Benefit Type** to open the EMPLOYEE BENEFITS BUDGET LINE ITEMS page.

If the position is being funded by the grant for multiple years, enter Year 2 benefits the same way.
Enter the appropriate calculations into the fields.

The **Total Benefit Cost** is the actual cost of the employee’s benefits. The **Cost of Benefit Paid By Grant** is the amount that is being budgeted to be paid by the grant.
Egrants will automatically calculate the fields shaded in blue.

The % Budgeted Cost for position benefits should not be more than the % Budgeted Hours within the Personnel category for the same position.
Employee Benefits

Select the next benefit type from the drop-down list.

Click on **Add selected Benefit Type** to open a new line. Enter the calculations in the same way as the FICA totals.

Repeat this for each benefit type that is to be funded by the grant for this position.
When all benefits have been added for the position, click on **Save** to return to the EMPLOYEE BENEFITS category overview.
Select the next position from the drop-down box, and click on **Add New Line**.

Enter the benefit line items in the same way as the first position.
When all benefits have been added for the position, click on **Save** to return to the EMPLOYEE BENEFITS category overview. Since this position is funded for only year one, there are no entries in the Year 2 section.
The EMPLOYEE BENEFITS page now shows each Personnel position and the Cost of benefits for each grant year.

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Year1</th>
<th>Year2</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sample Position</td>
<td>To be hired</td>
<td>20,959.00</td>
<td>21,691.00</td>
<td>42,649.00</td>
</tr>
<tr>
<td>Sample Position #2</td>
<td>To be hired</td>
<td>16,681.00</td>
<td>0.00</td>
<td>16,681.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>37,640.00</strong></td>
<td><strong>21,691.00</strong></td>
<td><strong>59,330.00</strong></td>
</tr>
</tbody>
</table>

Review the information; and if correct, click on **Save** to return to the BUDGET SUMMARY page.
Travel (Including Training)

• The costs for transportation, lodging, subsistence and related items incurred by project employees who are traveling on official project business are allowable expenses.

• In training projects where travel and subsistence of trainees are included, these items should be listed separately, indicating the number of trainees and unit costs involved.

• The purpose of travel must be clearly described in the justification.

• When travel is by personal automobile for the purpose of conducting official project business, actual costs for mileage not exceeding the state rate or local government rate (whichever is lower) are allowable expenses.

• The Commonwealth’s maximum per night lodging rate allowances for reimbursement follow the Federal Government’s GSA per diem rates.

• The allowable rates for subsistence follow the Federal Government’s GSA rates. The Commonwealth will only reimburse the meal portion of these allowances and will not reimburse the incidental amounts as defined by the GSA.

• Refer to the Applicant’s Manual – Financial and Administrative Guide for Grants for additional insight into completing the Travel (Including Training) category of the budget.
If staff will participate in off-site activities such as trainings or conferences, click on the Travel (Including Training) category link.

A general rule of thumb when determining which budget category should reflect training costs:

- If staff are traveling offsite to events, the travel and registration costs are entered in the Travel (Including Training) category.
- If trainers are coming onsite to conduct events, the costs are most often entered in the Consultants category.
- If the trainings are software-based or via licensed online access, the costs are most often entered in the Supplies & Operating Expenses category.
Add narrative about the Travel (Including Training) line item(s) included in the budget.

All training and related travel described in the project narrative sections should also be discussed within the Travel (Including Training) budget category.

The same level of detail as in the Project Description does not need to be included; however, the budget justification should provide the reviewer with a clear understanding of each event, who is attending, the purpose of each event, and what is included in the budgeted costs.
Travel (Including Training)

Click on Add New Line to open the Travel (Including Training) Budget Line Items screen.
Travel (Including Training)

Complete the required fields.

Click on the down arrow to open a list of travel and training line items.
Travel (Including Training)

Select an item. Click on **Add** to open the Travel (Including Training) Budget Line Item screen.
Travel (Including Training)

Enter the correct calculations into the active fields.

Each budget year’s activities need to be entered separately. This example indicates travel and training occurs in Year 1 only.
Travel (Including Training)

Egrants will automatically calculate the fields shaded in blue.
Select each line item from the drop-down list and click **Add** to open the Travel (Including Training) Budget Line Items screen.
Travel (Including Training)

Click on **Save And Add Another** to enter additional training or travel events within the Travel (Including Training) category.
When all travel and training events have been added, click on **Save** to return to the TRAVEL (INCLUDING TRAINING) category overview.
If the Travel (Including Training) budget information is correct, click **Save** to return to the Budget Summary page.
Equipment

• Do not budget for equipment purchases that will unnecessarily duplicate existing equipment.

• Equipment rental or lease is preferred when such costs are less than the cost of the equipment purchased after consideration is given to the project life over which the benefits will accrue.

• Individual items costing $5,000 or more that have a life expectancy of more than one year should be entered into the Equipment category.

• If an item costs less than $5,000, it should be entered in the Supplies & Operating Expenses category.

• Include equipment information in the justification area that answers the following:
  • How will the equipment be used for the project?
  • Will it be used 100% for the project? If it will be used for other projects as well, the cost of the equipment must be pro-rated.
  • How will the equipment be procured?

• Refer to the Procurement Details Walkthrough located on the Grant Guides webpage for information and guidance on using proper procurement methods.

• Refer to the Applicant’s Manual – Financial and Administrative Guide for Grants for additional insight into completing the Equipment category of the budget.
The Equipment category is intended for items to be purchased that cost $5,000 or more, and have a life expectancy of more than one year. Examples are an $8,000 generator, or a $12,000 electronic gate.

If an item costs less than $5,000, it should be entered into the Supplies & Operating Expenses category.

If a large item is made up of smaller components individually costing less than $5,000 that work together to create the larger unit; this should also be entered into the Supplies & Operating Expenses category.

Examples are a $50,000 surveillance system comprised of many individual cameras, or a $13,000 security system that is comprised of many individual locking mechanisms.
Click on the **Equipment** link to open the Line Item Entry Screen.
Add narrative about the Equipment line item(s) included in the budget.

PCCD reviewers will ask applicants to confirm procurement methods for purchases that exceed the micro-purchase threshold. As of the publication of this walkthrough, the micro-purchase threshold is $10,000. Procurement less than $10,000 is considered a micro-purchase.

Adding a procurement statement when creating the budget will save time during the review process, and enable the application to be reviewed more efficiently.

The Applicant’s Manual – Financial and Administrative Guide for Grants provides additional insight into completing the application, including the budget.
A larger, more powerful server is needed to handle the upgraded security system. This will be purchased in year one. In year two, a generator that is capable of sustaining the entire building will be purchased. Items will be procured via COSTARS or competitive quotes.

Click on **Add New Line** to open the line item entry screen.
**Equipment**

Complete the required fields.

Enter zero in the fields for Year 2 if the item will be purchased only in Year 1.
Click on **Save And Add Another** to enter additional Equipment items within the Equipment category.
Complete the required fields.

This item will be purchased in Year 2, so the entry fields in Year 1 each contain zero.
When all equipment items have been added, click on **Save** to return to the EQUIPMENT category overview.
If the Equipment budget information is correct, click **Save** to return to the Budget Summary page.
Supplies & Operating Expenses

• Items in this category include:
  • Printing and postage
  • Telephone, utilities and fuel
  • Supplies and repairs for motorized equipment, maintenance service
  • Rental of real estate and equipment
  • Office supplies, educational supplies
  • Maintenance materials and supplies
  • Software and user licenses
  • Individual items costing less than $5,000

• Refer to the Procurement Details Walkthrough located on the Grant Guides webpage for information and guidance on using proper procurement methods.

• Refer to the Applicant’s Manual – Financial and Administrative Guide for Grants for additional insight into completing the Supplies & Operating Expenses category of the budget.
Supplies & Operating Expenses

<table>
<thead>
<tr>
<th>BY CATEGORY</th>
<th>YEAR1</th>
<th>YEAR2</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
<td>116,417.00</td>
<td>76,835.00</td>
<td>193,252.00</td>
</tr>
<tr>
<td>Employee Benefits</td>
<td>37,039.00</td>
<td>21,691.00</td>
<td>58,730.00</td>
</tr>
<tr>
<td>Travel (Including Training)</td>
<td>3,909.00</td>
<td>0.00</td>
<td>3,909.00</td>
</tr>
<tr>
<td>Training</td>
<td>9,500.00</td>
<td>9,500.00</td>
<td>19,000.00</td>
</tr>
<tr>
<td>Supplies &amp; Operating Expenses</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Other</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Construction</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Total</td>
<td>157,454.00</td>
<td>108,026.00</td>
<td>265,480.00</td>
</tr>
</tbody>
</table>

Click on the **Supplies & Operating** link to open the Line Item Entry Screen.
Supplies & Operating Expenses

Add narrative about the Supplies & Operating line item(s) included in the budget.

PCCD reviewers will ask applicants to confirm procurement methods for purchases that exceed the micro-purchase threshold. As of the publication of this walkthrough, the micro-purchase threshold is $10,000. Procurement less than $10,000 is considered a micro-purchase.

Adding a procurement statement when creating the budget will save time during the review process, and enable the application to be reviewed more efficiently.

The Applicant's Manual – Financial and Administrative Guide for Grants provides additional insight into completing the application, including the budget.
Supplies & Operating Expenses

Click on Add New Line to open the line item entry screen.
Complete the required fields.

Enter zero in the fields for Year 2 if the item will be purchased only in Year 1.
Supplies & Operating Expenses

![Supplies & Operating Expenses Budget Line Items](image)

Click on **Save And Add Another** to enter additional Equipment items within the Equipment category.
**Supplies & Operating Expenses**

**SUPPLIES & OPERATING EXPENSES BUDGET LINE ITEMS**

- **Supply Item:** Camera system

<table>
<thead>
<tr>
<th>Year</th>
<th>Unit Cost per Item</th>
<th>Quantity</th>
<th>% Applied to Grant</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Year 1</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>412.00</td>
<td>x 45</td>
<td>x 100.00</td>
<td>18,540.00</td>
</tr>
<tr>
<td><strong>Year 2</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>0</td>
<td>x 0</td>
<td>x 0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Complete the required fields.

This item will be purchased in Year 1, so the entry fields in Year 2 each contain zero.
When all supplies and operating items have been added, click on **Save** to return to the SUPPLIES & OPERATING EXPENSES category overview.
**Supplies & Operating Expenses**

If the Supplies & Operating Expenses budget information is correct, click **Save** to return to the Budget Summary page.
Consultants

- Indicate the consultant services to be provided and the total cost.
- Federal/state regulations require the procurement of professional and personal services through competitive, good faith negotiations. Professional services are not exempt from the Procurement Standards.
- Contracts with consultants must be in writing.
- List each individual consultant or service with number of people in each category and names of consultants when available. Include the proposed fee rates on an individual basis by day or by hour, and the amount of time to be devoted to such services.
- List organizations, including professional associations and educational institutions performing professional services by types of services being performed and estimated contract price.
- Travel expenses for individual and organization consultants should be included in the Consultants category as separate line items.
- Refer to the Procurement Details Walkthrough located on the Grant Guides webpage for information and guidance on using proper procurement methods.
- Refer to the Applicant’s Manual – Financial and Administrative Guide for Grants for additional insight into completing the Consultants category of the budget.
Click on the **Consultants** link to open the Line Item Entry Screen.
Consultants

PCCD reviewers will ask applicants to confirm procurement methods for purchases that exceed the micro-purchase threshold. **As of the publication of this walkthrough, the micro-purchase threshold is $10,000. Procurement less than $10,000 is considered a micro-purchase.**

Adding a procurement statement when creating the budget will save time during the review process, and enable the application to be reviewed more efficiently.

Individual consultant fees that exceed the current maximum hourly or daily rates (as of the publication of this walkthrough, maximum allowable rate is $81.25 per hour, or $650 per 8-hour day) can sometimes be broken down into fee, travel and products. This sometimes, but not always, lowers the hourly or daily rates to within acceptable thresholds.

The **Applicant’s Manual – Financial and Administrative Guide for Grants** provides additional insight into completing the application, including the budget.
Consultants

<table>
<thead>
<tr>
<th>Justification:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor costs for installation of camera system. Procurement of labor will be included in the request for competitive quotes for the purchase of cameras.</td>
</tr>
</tbody>
</table>

Click on **Add New Consultant** to open the line item entry screen.
Consultants

Complete the required fields.
Enter zero in the fields for Year 2 if the item will only be purchased in Year 1.

Flat fees are generally discouraged. Because this is an estimate prior to receiving competitive quotes, the flat fee can be entered. More details can be provided to PCCD when the service provider has been determined.

If quotes have been received prior to creating this budget, actual figures may be entered or the quotes may be added to the Attachments section of the application.
Consultants

Click on **Save And Add Another** to enter additional Consultants within the Consultant category.
Click on Add New Consultant.
### Consultants

**CONSULTANTS - CONSULTANT BUDGET LINE ITEMS**

- **Name / Position:** Acme Professional Development Company
- **Service Provided:** Enter title of training here

<table>
<thead>
<tr>
<th>Year</th>
<th>Cost per *</th>
<th>Duration *</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>65.00</td>
<td>32 Hour(s)</td>
<td>2,080.00</td>
</tr>
<tr>
<td>2</td>
<td>70.00</td>
<td>32 Hour(s)</td>
<td>2,240.00</td>
</tr>
</tbody>
</table>

**Total Line Item Cost (All Years):** 4,320.00

*Complete the required fields.*
When all consultants have been added, click on **Save** to go to the screen where Consultant Travel and Consultant Products can be entered.
Click on the down arrow to open a list of consultants that were entered in the Consultants category.
Select the Consultant from the drop-down list.
Enter narrative in the **Justification for Travel** field.

Click on **Add New Travel Item** to open a new line.
Select an item. Click on Add to open the Consultant Travel Budget Line Item screen.
Consultants

Enter the applicable information.

This example includes training in year two also. Click on the Year 2 Add button.
Egrants will automatically calculate the fields shaded in blue.
Consultants

Use the drop-down arrow to select another Consultant travel item.

Click on Add to open the Consultant Travel Budget Line Item screen.
When all travel-related items have been entered, click on **Save** to return to the Consultants category overview screen.
If the consultant is charging for products such as training manuals, enter the cost as a Product line item.

Add narrative to the Products or Service Justification field that describes the products or services that are entered in the budget.

Select the correct consultant from the drop-down list, and click on **Add New Product Item**.
Complete the applicable fields.

Click on **Save And Add Another** if lines items need to be added for other consultants.
Click on **Save** if all line items for all applicable consultants have been entered.
Review the line item entries within the Consultant category.

If correct, click on **Save** to return to the BUDGET SUMMARY page.
• Under some very specific circumstances, certain types of funds may statutorily be used for construction purposes. If in doubt, refer to the Funding Announcement or contact the respective PCCD program office for specific guidance.

• Include in this category the costs of:
  • Acquisition, expansion or repair (including remodeling and restoring) of existing buildings or other physical facilities
  • Acquisition or installation of initial equipment, including architect’s fees, but not the cost of land acquisition. Initial equipment includes heating, plumbing, air conditioning, electrical, elevator, and other building-related equipment and fixtures.

• Do not include in the Equipment category removable machinery or equipment that is not inherently a part of the building or facility (such as office equipment).

• Refer to the Procurement Details Walkthrough located on the Grant Guides webpage for information and guidance on using proper procurement methods.

• Refer to the Applicant’s Manual – Financial and Administrative Guide for Grants for additional insight into completing the Construction category of the budget.
Click on the Construction link to open the Line Item Entry Screen.

Construction is often a prohibited activity. Refer to the funding announcement for guidance on whether construction is an allowable activity.

Enter narrative in the Justification field.

Click on **Add New Line** to open the CONSTRUCTION BUDGET LINE ITEMS entry screen.
Complete all required fields.

Click on **Save And Add Another** to add another construction activity, or click on **Save** to return to the CONSTRUCTION category overview.
Review the line item entries within the Construction category.

If correct, click on **Save** to return to the BUDGET SUMMARY page.
Other

- Items that do not fall within any of the previous categories should be entered into the Other category.
- An example of an appropriate item would be indirect costs.
- Refer to the Applicant’s Manual – Financial and Administrative Guide for Grants for additional insight into Indirect Costs and completing the Other category of the budget.
Click on the Other link to open the Line Item Entry Screen.

The Other category is intended for items that cannot be identified in the previous categories. An example would be indirect costs.

Enter narrative in the Justification field.

Click on Add New Line to open the OTHER BUDGET LINE ITEMS entry screen.
Complete all required fields.

Click on **Save And Add Another** to add another line item, or click on **Save** to return to the OTHER category overview.
Review the line item entries within the Other category.

If correct, click on **Save** to return to the BUDGET SUMMARY page.
Review the Budget Summary. Click on any of the category links to review entries within an individual category.

If correct, click on **Cancel** to return to the main BUDGET SUMMARY page.
Moving the Budget Detail to Complete Status
There are three sections to the Budget Summary.

**BY RECIPIENT AGENCY** shows the yearly breakdown and total requested budget.

**BY CATEGORY** shows the category breakdown of the requested budget.

**BY SOURCE** shows the origin of the funding to be applied to this budget. This information needs to be entered before the budget can be marked as complete.
The column totals of all three sections must match before the budget can be moved to Complete status.
Moving the Budget Detail to Complete Status

Enter the amount of funds requested on the appropriate source line(s). Refer to the funding announcement for confirmation of the funding source.

If correct, click on **Save And Continue Editing** to do a final review of the entered information.
Moving the Budget Detail to Complete Status

Confirm each column totals match. If correct, click on the drop-down arrow next to Completion Status.
Moving the Budget Detail to Complete Status

Select **Complete**, and click **Save**.
The Budget Detail section is now in **Complete** status.
### Additional Information

- Use the links in the table of contents to the right to revisit any step of this walkthrough.
- All Egrants forms can be found on the Egrants Home page of PCCD’s website.
- If you have any questions throughout this process, email ra-cd-sssc@pa.gov
- For additional grant guides and walkthroughs, please visit the Grant Guidance webpage.

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9. **Other**
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