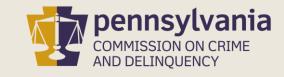
BUDGET DETAIL WALKTHROUGH

A Guide to Completing the Budget Detail Section in Egrants



6/16/2020

INFORMATION GUIDE

This walkthrough provides a detailed, stepby-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.

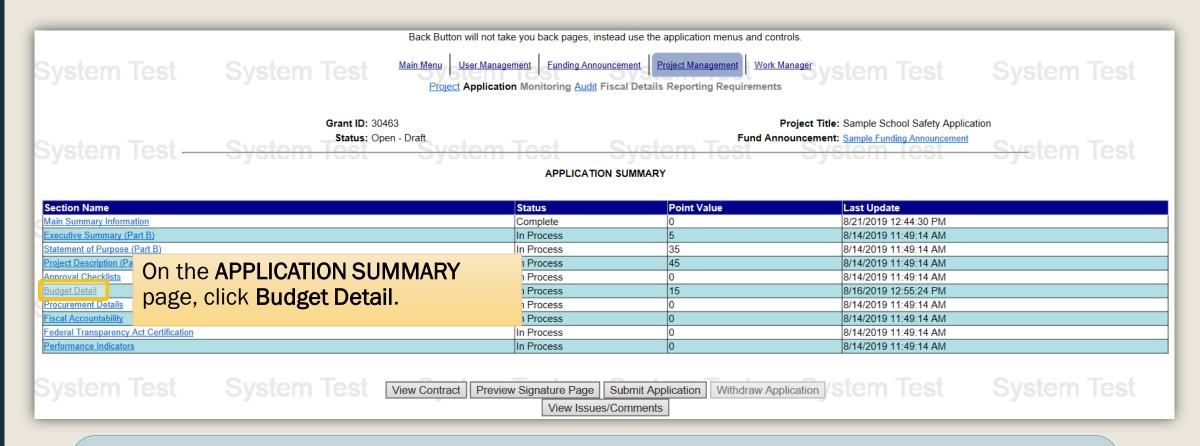
For Procurement information and guidance, review the Procurement Details Walkthrough located on the **Grant Guides** webpage.



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- 1. Getting Started
- 2. Personnel
- 3. <u>Employee Benefits</u>
- 4. <u>Travel (Including Training)</u>
- 5. **Equipment**
- 6. <u>Supplies & Operating Expenses</u>
- 7. Consultants
- 8. Construction
- 9. Other
- 10. Moving the Budget Detail to Complete Status

CREATE A BUDGET IN EGRANTS – Getting Started



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.

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		
Sample Agency	(a)	0		
Save Cancel				

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.

Important instructions for Intermediate Units applying for COVID-19 Nonpublic School Health and Safety Grants

Please **do not** create pass-through budgets for each of the nonpublic schools that will be funded with the grant.

Create an Agency Budget for the Intermediate Unit.

Then enter each nonpublic school as a separate line item within the Consultants category. Provide a brief description of how each school plans to expend the funds.

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 Sample Agency Save Cancel

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

BUDGET SUMMARY						
System Te	ot Ci <u>tatana</u> Lagt Citatan Lagt	Created By: Mr. Cordon Nader Last Update By: Mr. Cordon Nader		Created Date: 8/14/2019 11:49:14 AM Last Update Date: 8/16/2019 8:15:57 AM		
	Click on the link to open the Budge		_			
Sample Agency (Agency Bu	· · · · · · · · · · · · · · · · · · ·		YEAR1 0.00	YEAR2 0.00	TOTAL 0.00	
	Summary and begin building the	Total:	0.00	0.00	0.00	
	project's budget.		YEAR1	YEAR2	TOTAL	
Personnel			0.00		0.00	
Employee Benefits Travel (Including Training)			0.00	0.00	0.00	
Equipment			0.00	0.00	0.00	
Supplies & Operating Exp	Supplies & Operating Expenses			0.00	0.00	
Consultants			0.00		0.00	
Construction			0.00		0.00	
Other		Total:	0.00		0.00	
	BY SOURCE	rotal	YEAR1	YEAR2	TOTAL	
Federal			0.00	0.00	0.00	
State			0.00	0.00	0.00	
Project Income				0.00	0.00	
Interest		,	0.00		0.00	
State Match	This walkthrough document will enter information in each category as an example of					
Cash Match (New Approp	because compared to a basel of the first diagram of the first diagram of the sinform of the sinf					
In-Kind Match						
	what "are" and "are not" allowable budget items and expenditures.					
Project Income Match	0.00					
The Applicant's Manuel Financial and Administrative Cuide for Create provides					0.00	
The Applicant's Manual – Financial and Administrative Guide for Grants provides						
additional insight into completing the application, including the budget.						
	3.3.3.3.3.3.3.3.3.3.3.3.3.3.3.3.3.3.3.					

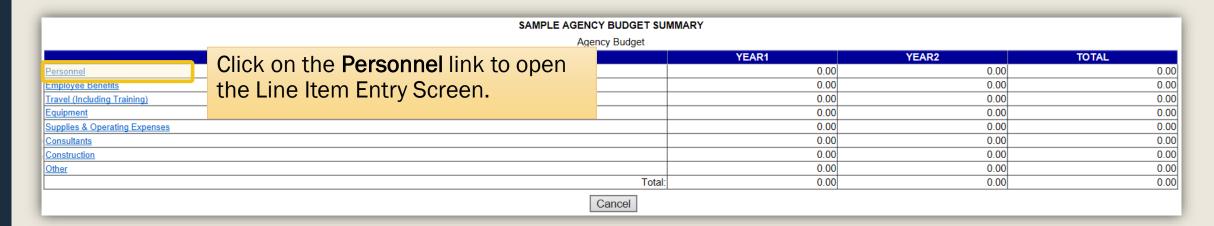
SAMPLE AGENCY BUDGET SUMMARY							
	Agency Budget						
BY CATEGORY			YEAR1	YEAR2	TOTAL		
Personnel			0.00	0.00	0.00		
Employee Benefits	Employee Benefits			0.00	0.00		
Travel (Including Training)	Travel (Including Training)			0.00	0.00		
Equipment			0.00	0.00	0.00		
Supplies & Operating Expenses	Each Category Title to the left is		0.00	0.00	0.00		
<u>Consultants</u>			0.00	0.00	0.00		
Construction	a link that will open a Line Item		0.00	0.00	0.00		
<u>Other</u>	•		0.00	0.00	0.00		
	Detail Entry Screen specific to	Total:	0.00	0.00	0.00		
	each category.	Cancel					

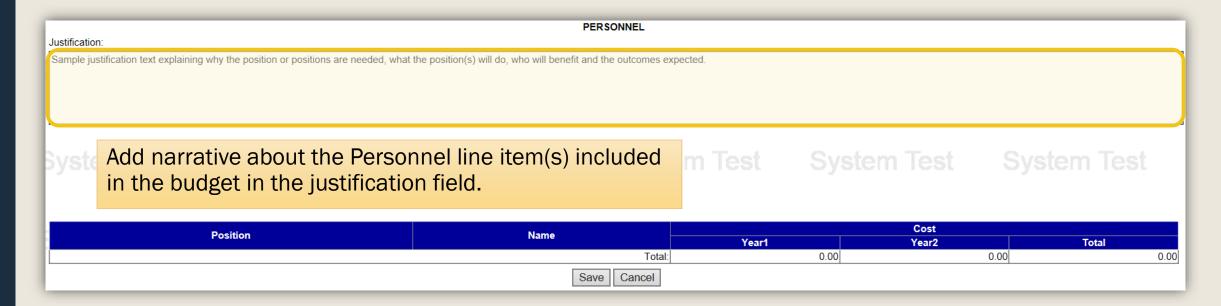
This walkthrough document will enter information in each category as an example of how to complete a budget. Refer to the funding announcement for information about what "are" and "are not" allowable budget items and expenditures.

The <u>Applicant's Manual – Financial and Administrative Guide for Grants</u> provides additional insight into completing the application, including the budget.

- Personnel costs include <u>wages</u> and <u>salaries</u> 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 <u>Applicant's Manual Financial and Administrative Guide for</u>
 <u>Grants</u> for additional insight into completing the Personnel category of the budget, including Time and Effort Reports requirements.

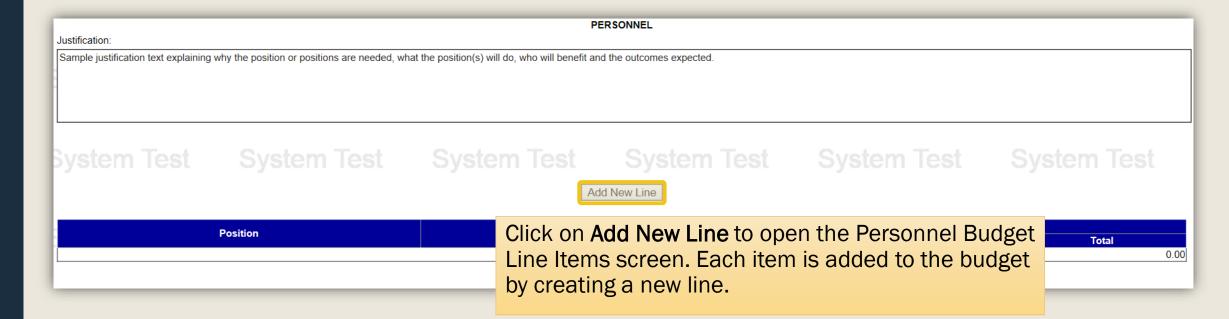






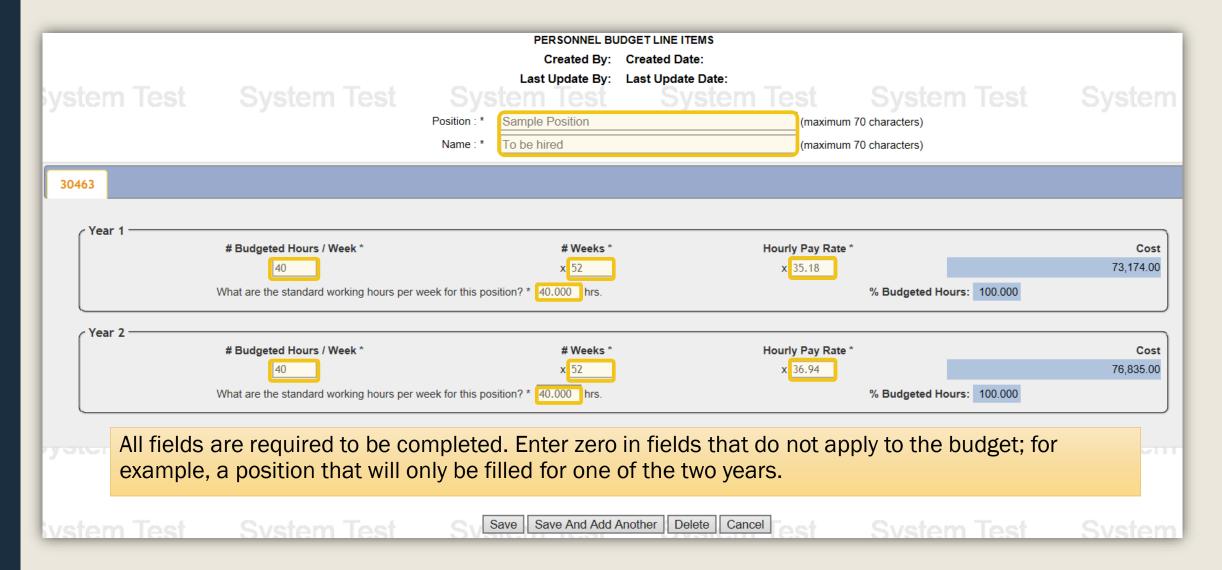
All personnel described in the Project Description sections should also be discussed within the justification section of the Personnel budget category.

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.

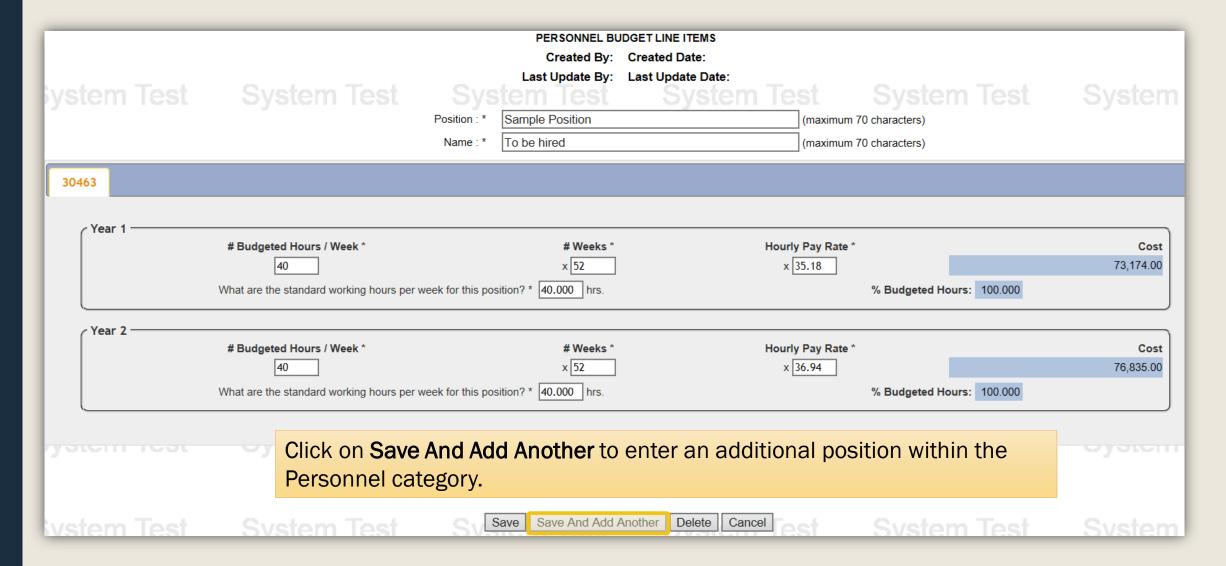


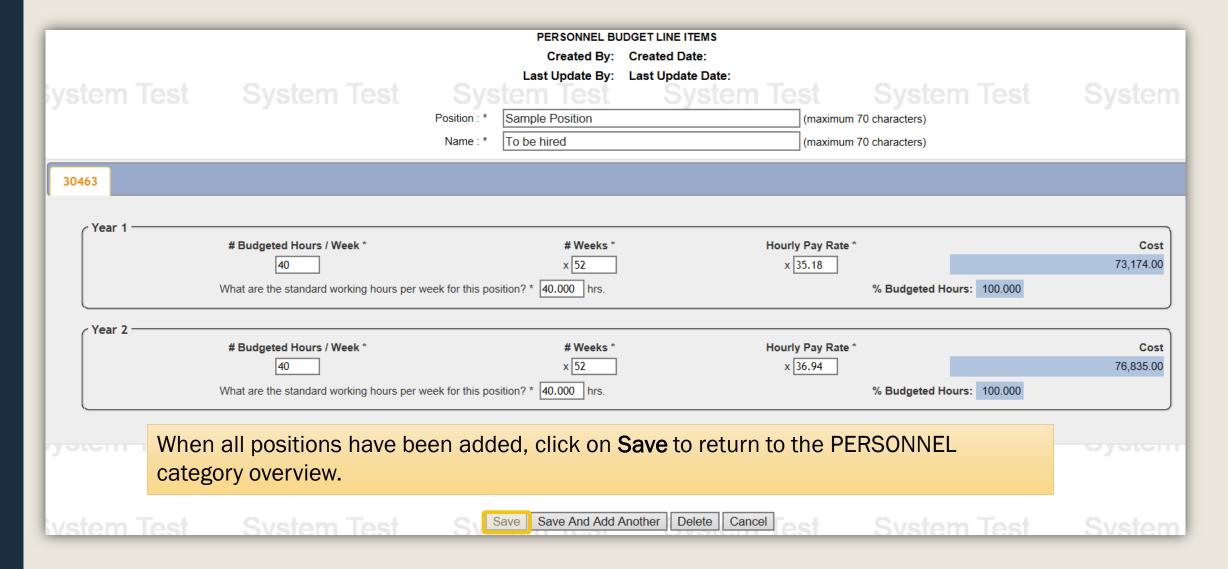
It is important to note that only payroll positions should be entered in the Personnel category.

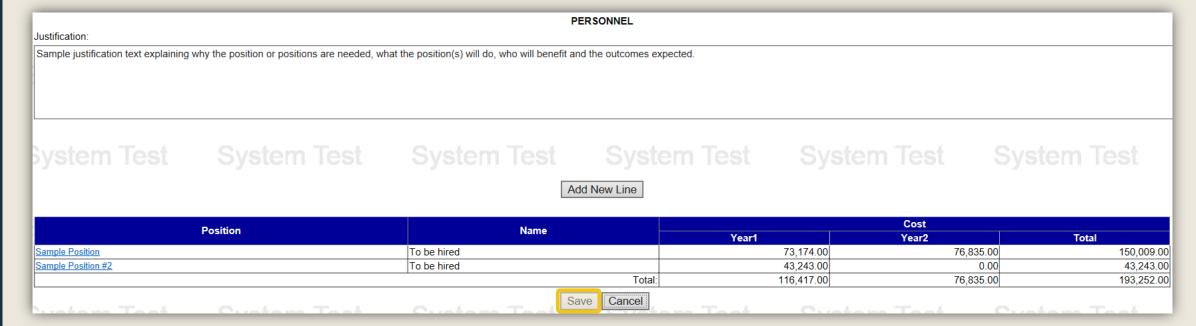
Staff that are contracted individuals, or contracted from an outside agency, are considered consultants and should be added to the Consultants category.



system Te	est System Test		System Test (maximum	System Test 70 characters) 70 characters)	System
30463 Year 1	# Budgeted Hours / Week * 40 What are the standard working hours per	# Weeks * x 52 week for this position? * 40.000 hrs.	Hourly Pay Rate x 35.18	% Budgeted Hours: 100.000	Cost 73,174.00
Year 2	# Budgeted Hours / Week * 40 What are the standard working hours per	# Weeks * x 52 week for this position? * 40.000 hrs.	Hourly Pay Rate	% Budgeted Hours: 100.000	Cost 76,835.00
yotoni i c	or Oyoren reor	Total Line Item Cost (All	Years): 150,009.00	Oyotem rest	
lvstem T	Egrants will automatically not allow cents. Budget of dollars are displayed.				Svstem





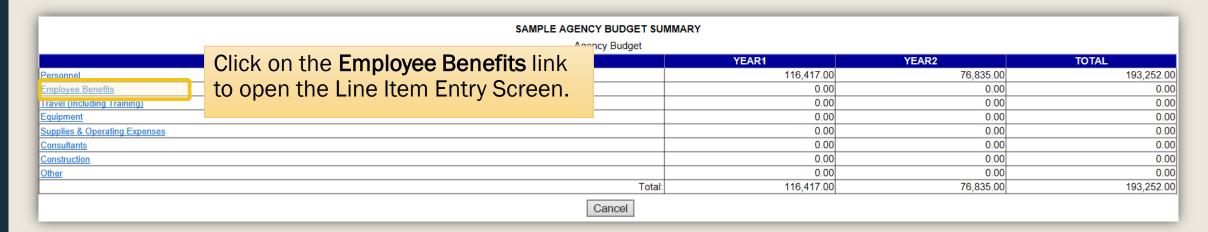


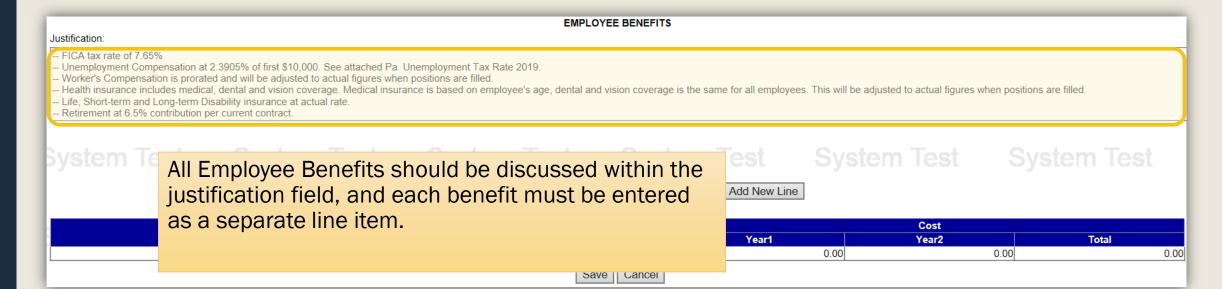
If the Personnel budget information is correct, click **Save** to return to the Budget Summary page.

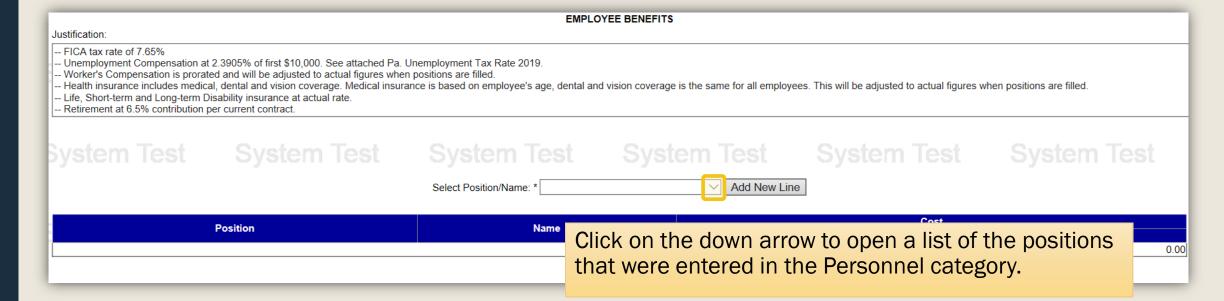
It's helpful to write down each year's salary total. These figures are needed when calculating benefits.

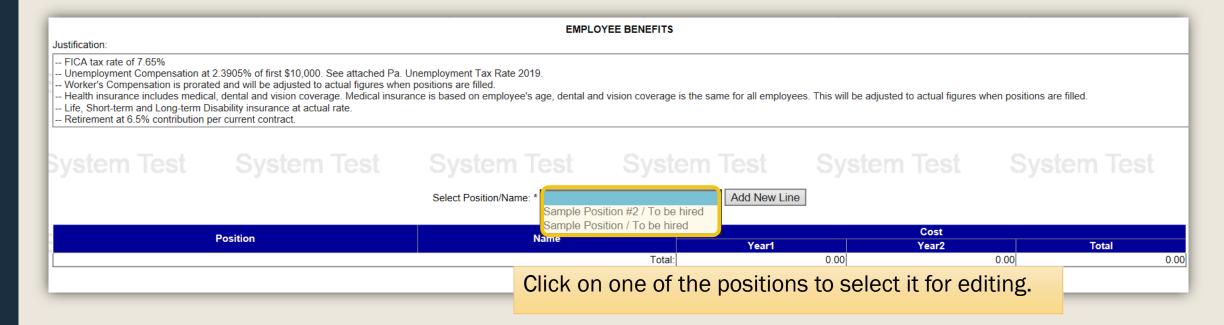
- Enter the total cost of benefits for employees assigned to the project.
- Itemize all employee benefit costs.
- Employers' shares of the following are also allowable:
 - Social Security
 - Medicare
 - Employees' health and life insurance
 - Unemployment Compensation
 - Worker's Compensation
 - Pension plans
- Refer to the <u>Applicant's Manual Financial and Administrative Guide for</u>
 <u>Grants</u> for additional insight into completing the Employee Benefits
 category of the budget.

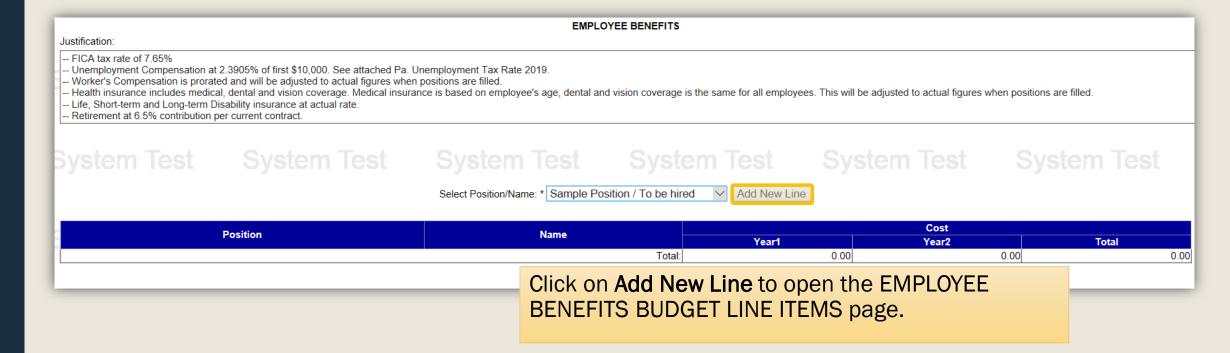


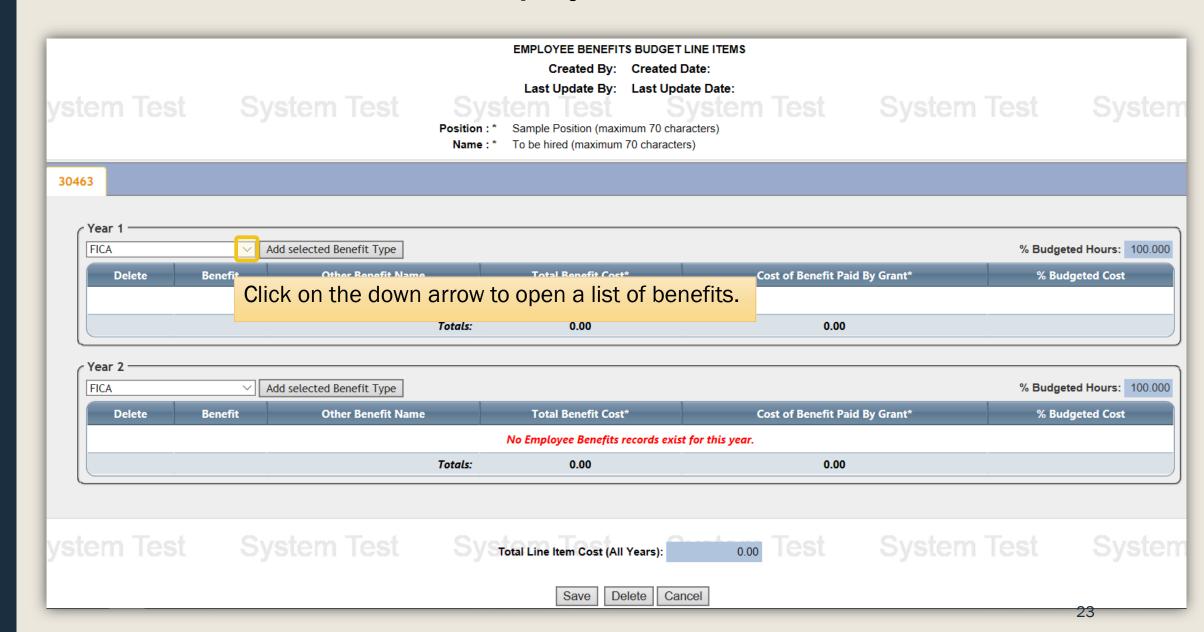


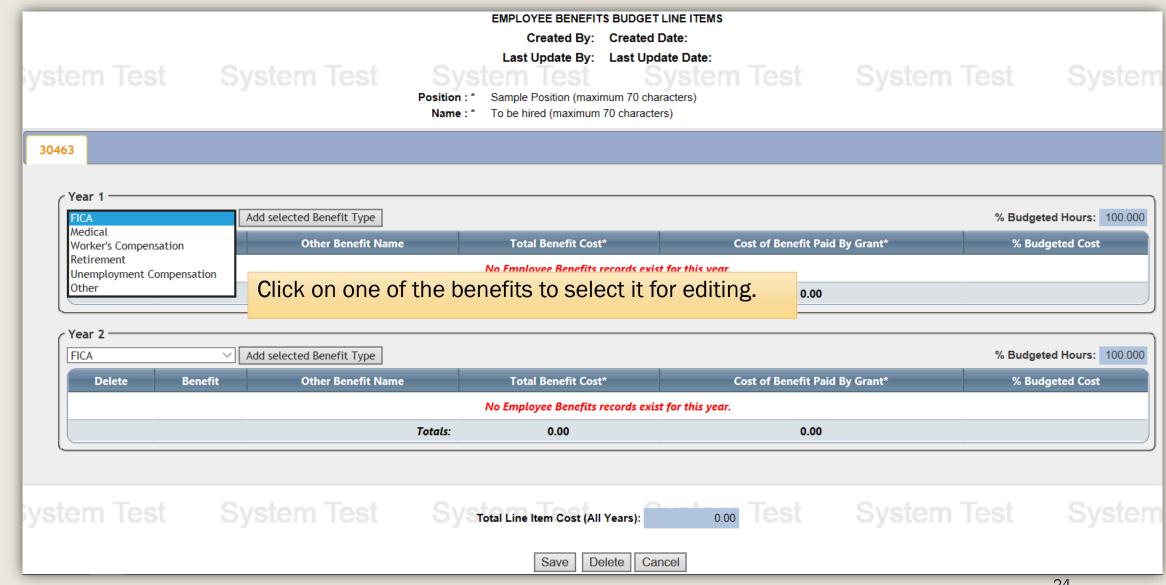


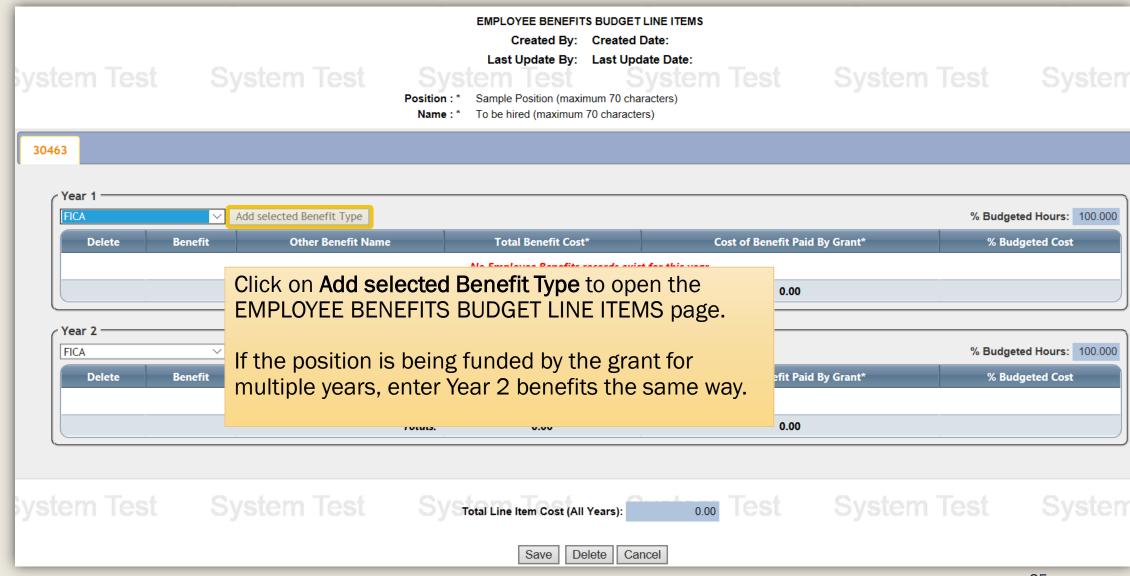


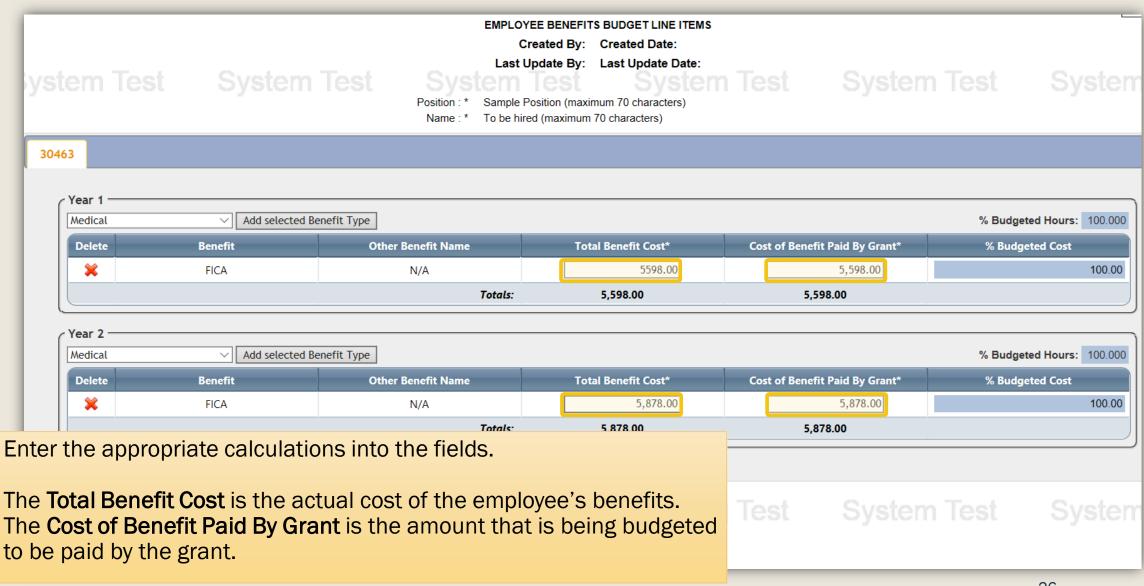


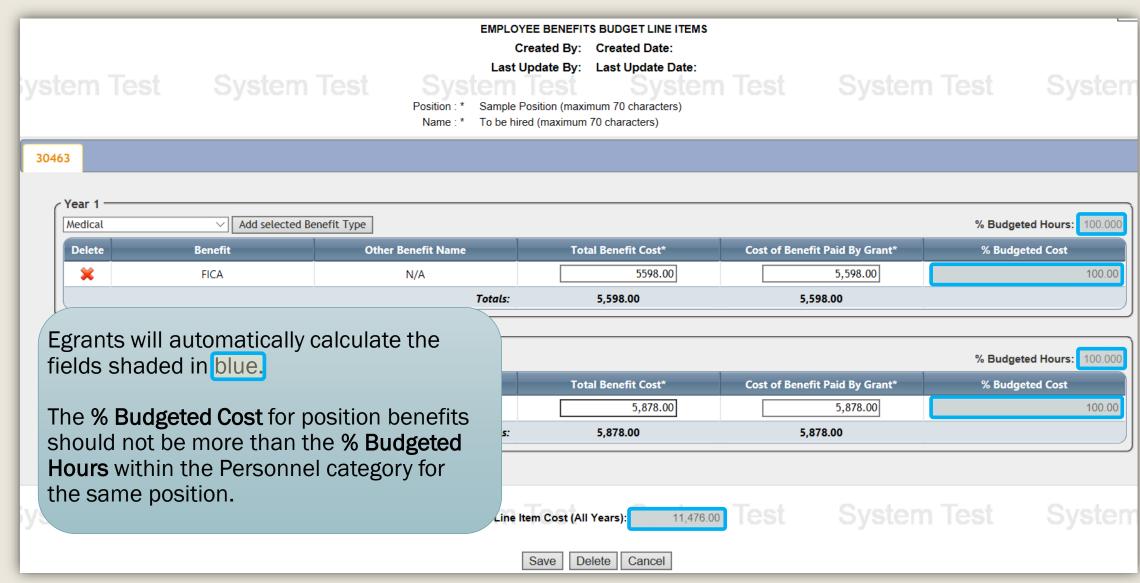


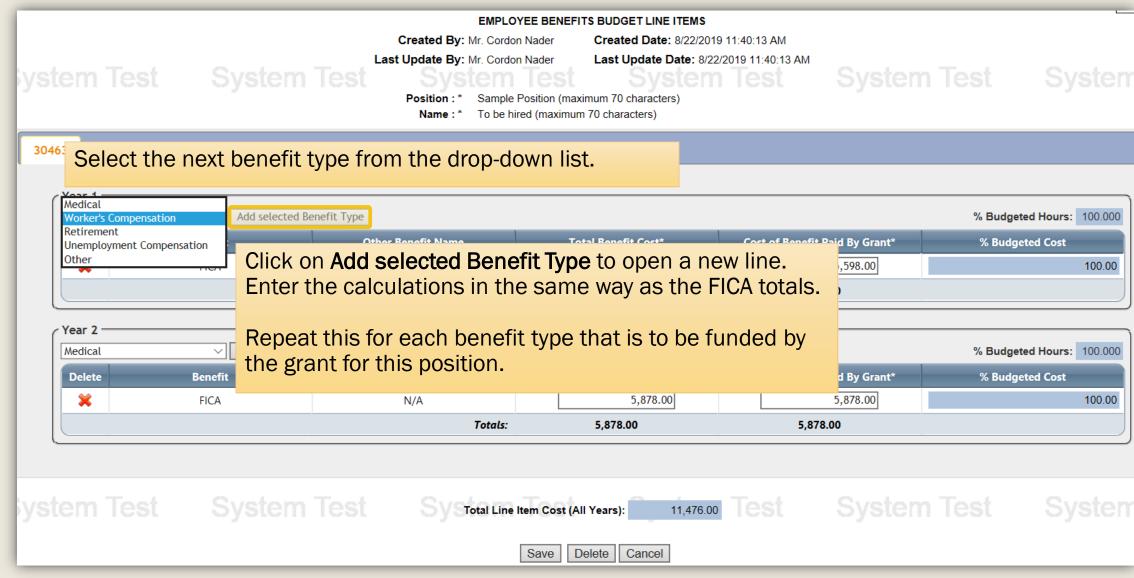


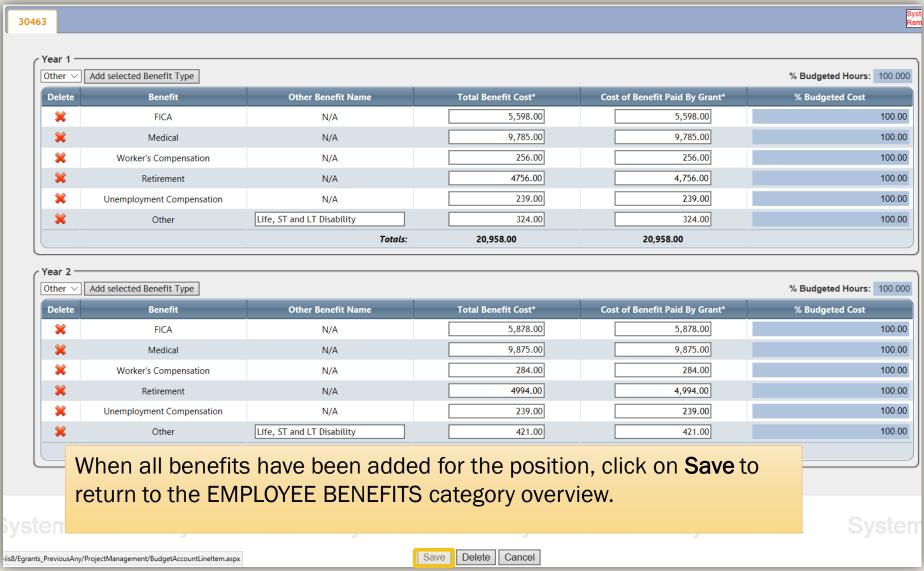


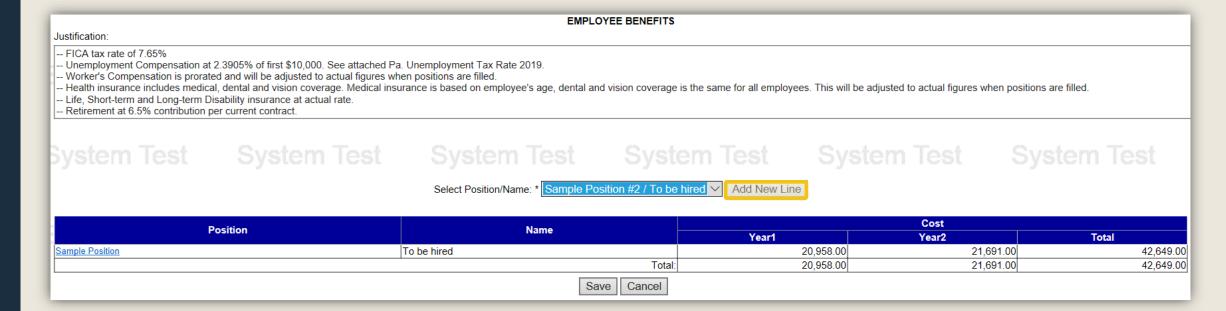






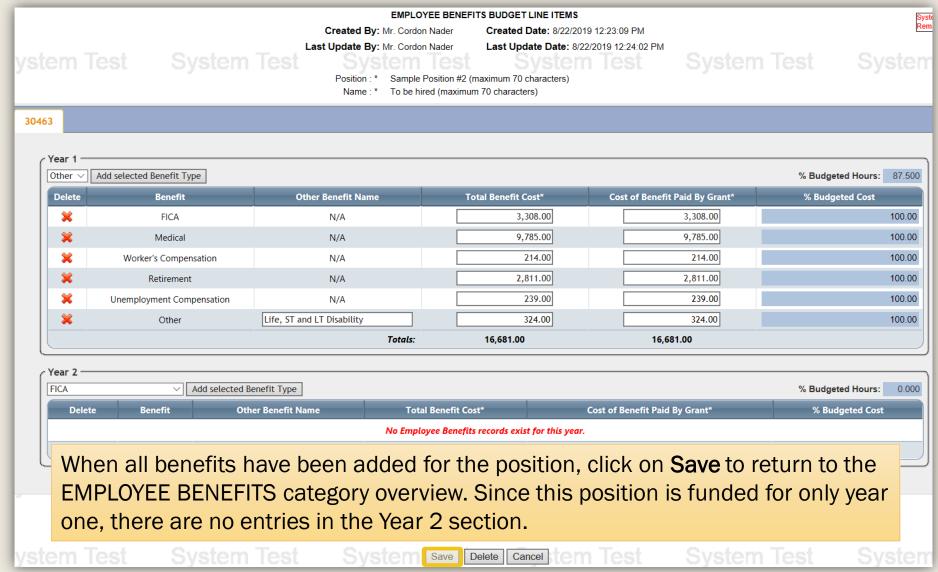






Select the next position from the drop-down box, and click on Add New Line.

Enter the benefit line items in the same way as the first position.



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. -- System Test -- The EMPLOYEE BENEFITS page now shows each Personnel position and the Cost of benefits for each grant year. -- Position -- Name -- Year -- Year -- Year -- Year -- Total

Position	Name				
Position	Name	Year1	Year2	Total	
Sample Position	To be hired	20,958.00	21,691.00	42,649.00	
Sample Position #2	To be hired	16,681.00	0.00	16,681.00	
	Total	37,639.00	21,691.00	59,330.00	
Save Cancel					

Review the information; and if correct, click on **Save** to return to the BUDGET SUMMARY page.

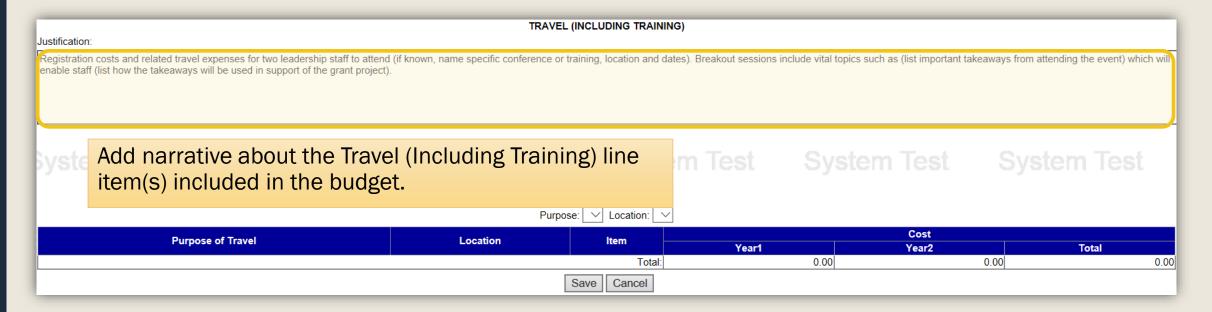
- The costs for transportation, lodging, subsistence and related items incurred by project employees who are traveling on official project business are allowable expenses.
- In training projects where travel and subsistence of trainees are included, these items should be listed separately, indicating 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 <u>Federal Government's GSA</u> 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 <u>Applicant's Manual Financial and Administrative Guide for</u>
 <u>Grants</u> for additional insight into completing the Travel (Including Training) category of the budget.



SAMPLE AGENCY BUDGET SUMMARY					
	Agency Budget				
	BY CATEGORY YEAR1				
Personnel		116,417.00	76,835.0	193,252.00	
Employee Benefits	polovee Renefits			59,330.00	
Travel (Including Training)	conferences, click on the Travel (Including Training) estagery link			0.00	
Equipment				0.00	
Supplies & Operating Expenses				0.00	
Consultants		_	0.0	0.00	
Construction		0.00	0.0	0.00	
Other		0.00	0.0	0.00	
	Total:	154,056.00	98,526.0	252,582.00	
Cancel					

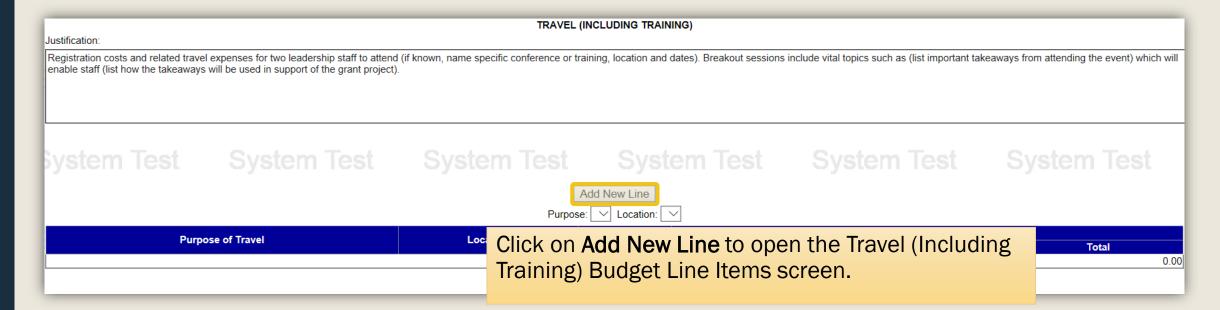
A general rule of thumb when determining which budget category should reflect training costs:

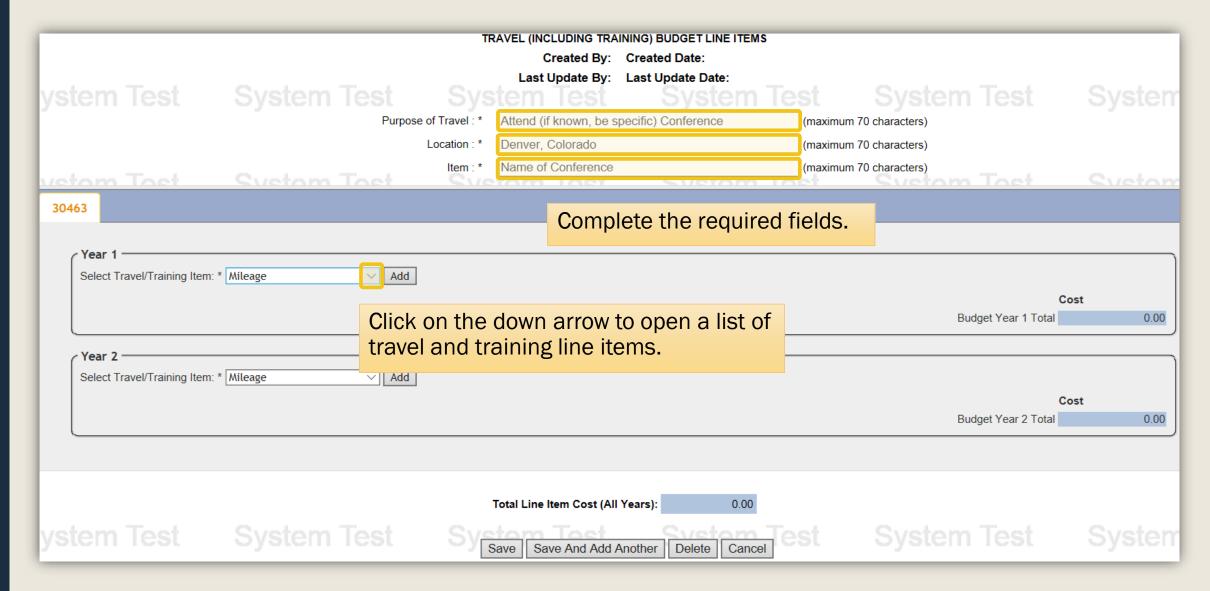
- If staff are traveling offsite to events, the travel and registration costs are entered in the Travel (Including Training) category.
- If trainers are coming onsite to conduct events, the costs are most often entered in the Consultants category.
- If the trainings are software-based or via licensed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

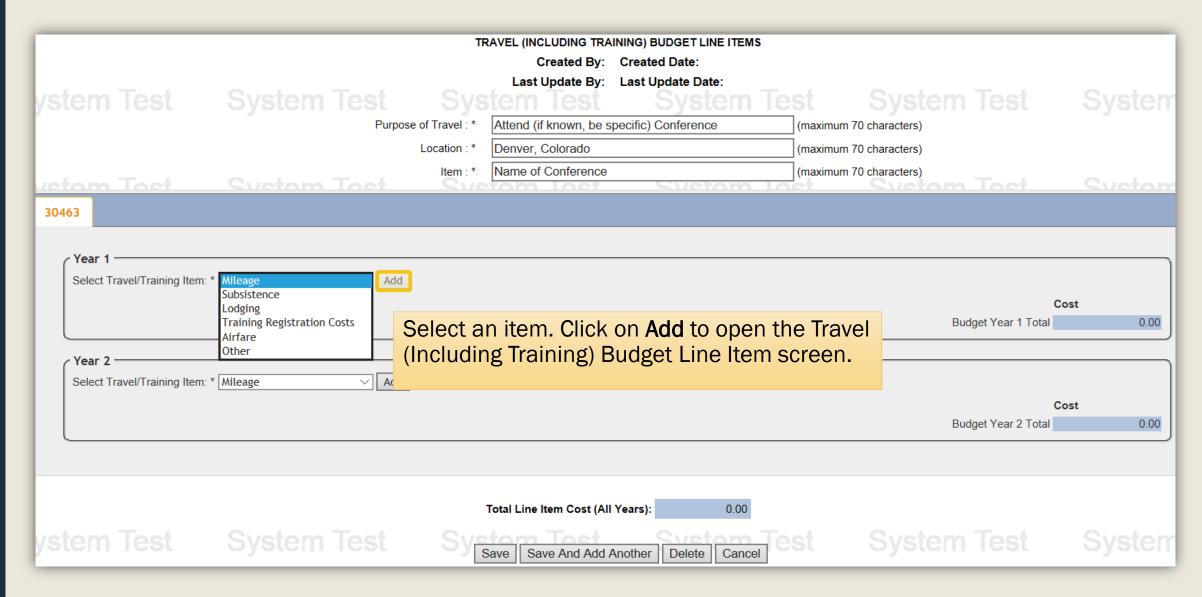


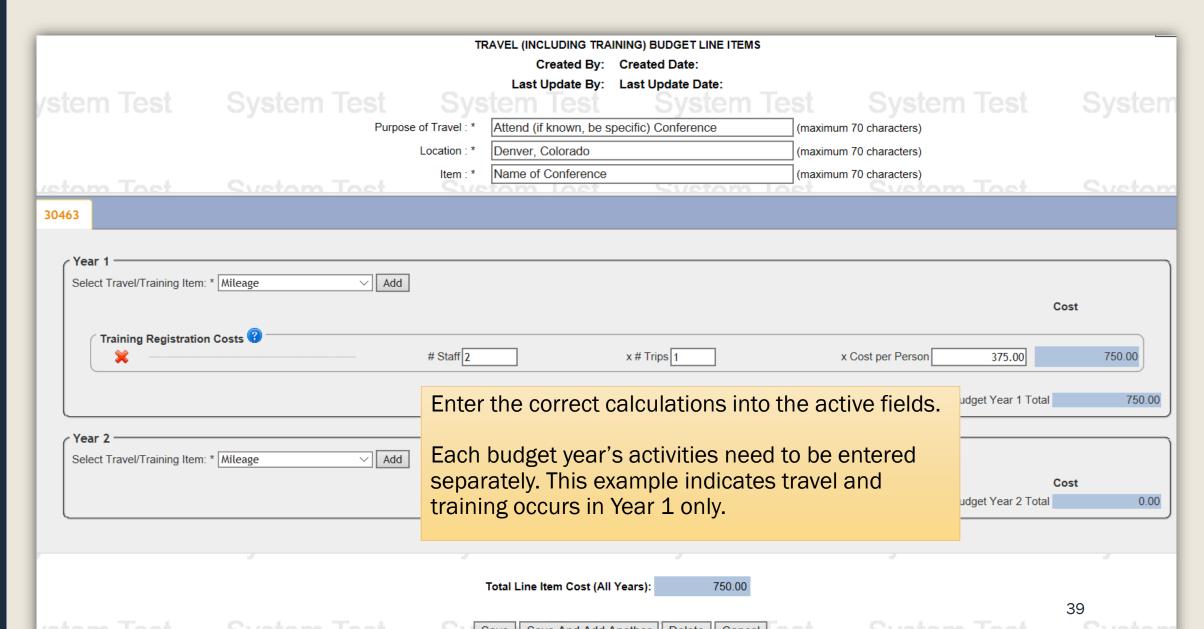
All training and related travel described in the project narrative sections should also be discussed within the Travel (Including Training) budget category.

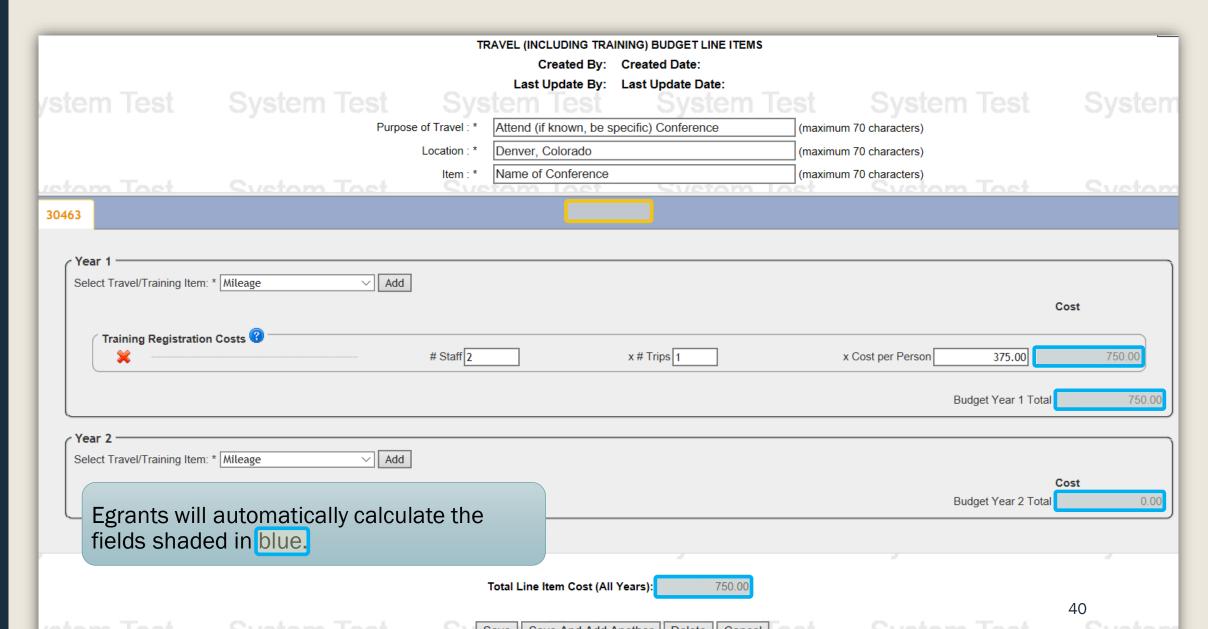
The same level of detail as in the Project Description does not need to be included; however, the budget justification should provide the reviewer with a clear understanding of each event, who is attending, the purpose of each event, and what is included in the budgeted costs.

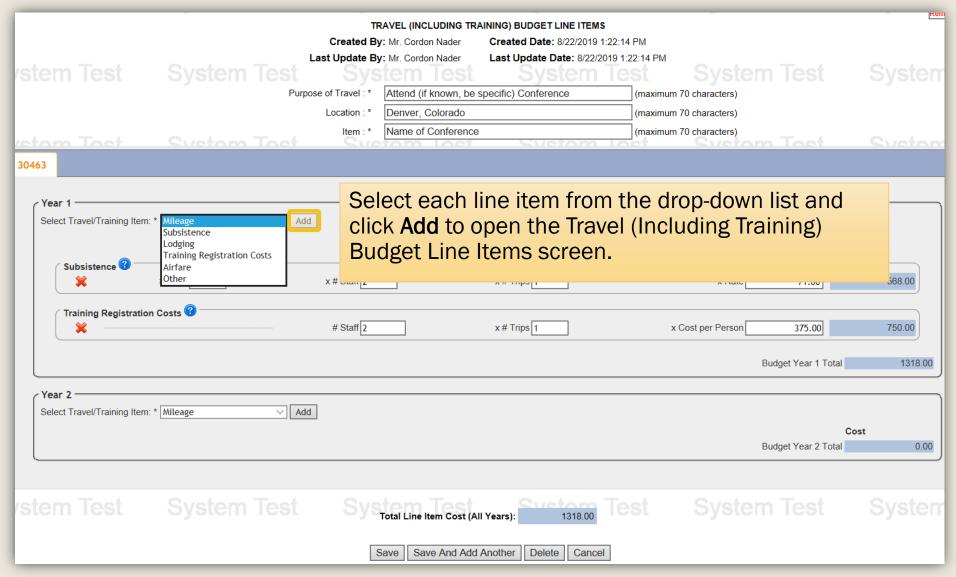


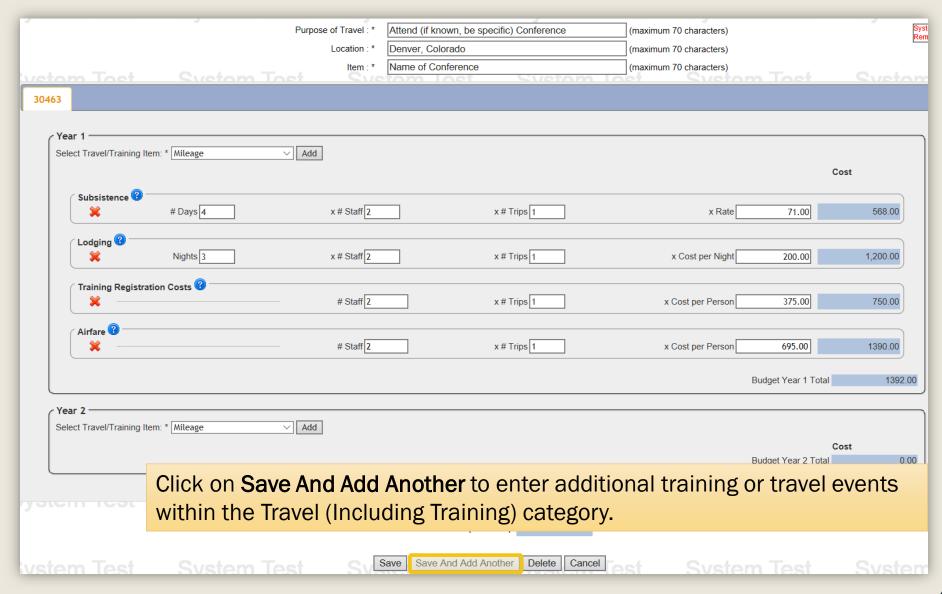


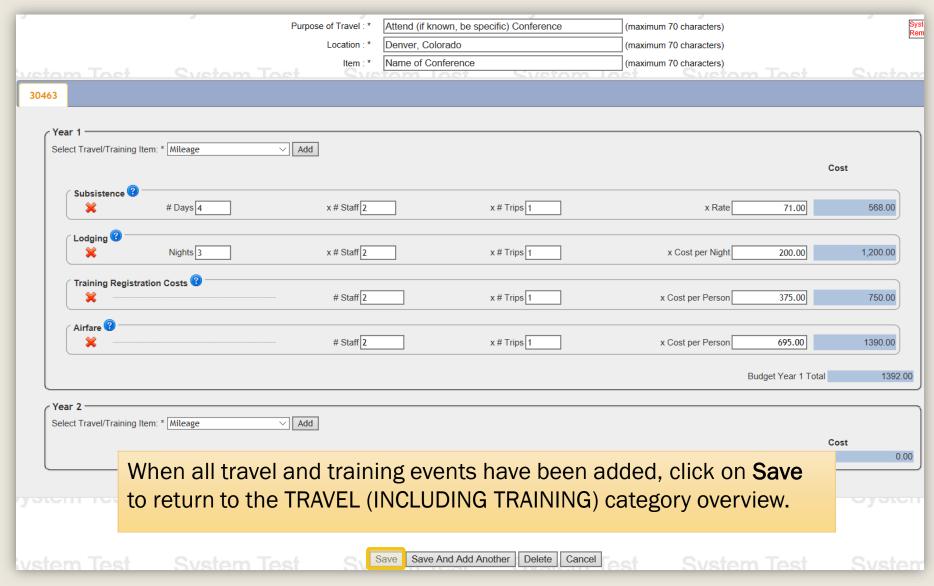


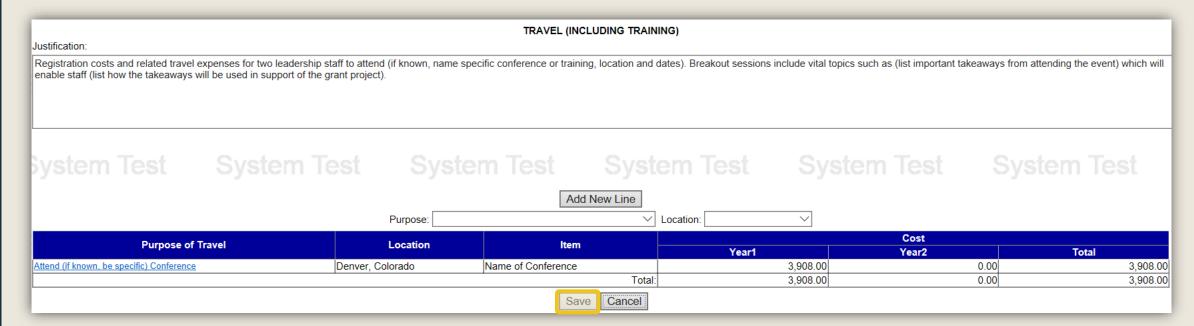








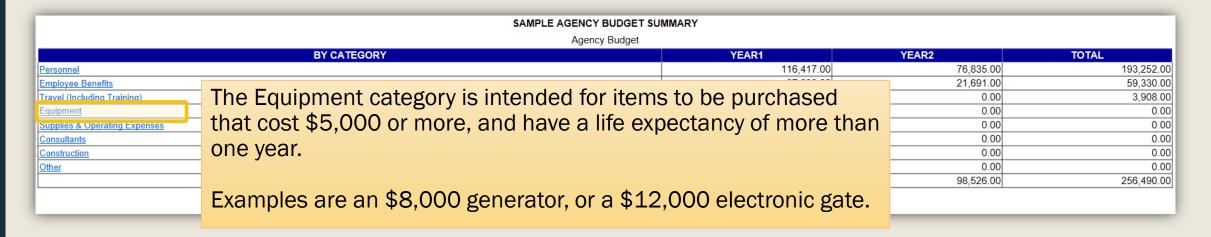




If the Travel (Including Training) budget information is correct, click **Save** to return to the Budget Summary page.

- 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.
- <u>Individual</u> 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 <u>Grant</u> <u>Guides webpage</u> for information and guidance on using proper procurement methods.
- Refer to the <u>Applicant's Manual Financial and Administrative Guide for</u>
 <u>Grants</u> for additional insight into completing the Equipment category of
 the budget.



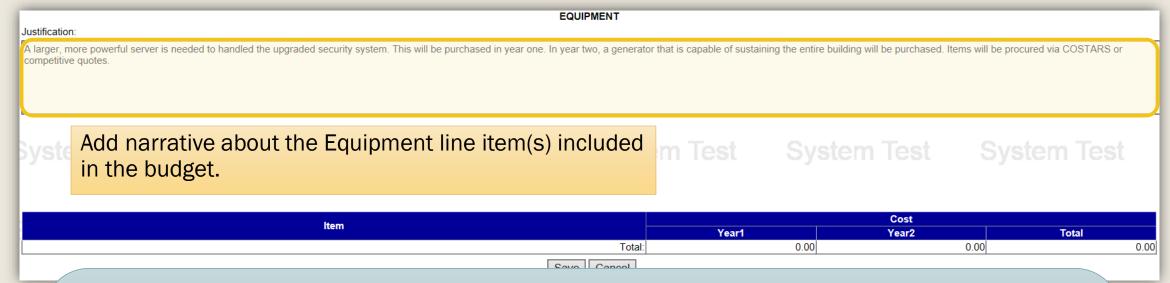


If an item costs less than \$5,000, it should be entered into the Supplies & Operating Expenses category.

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.

SAMPLE AGENCY BUDGET SUMMARY							
Agency Budget							
BY CATEGORY	YEAR1	YEAR2	TOTAL				
Personnel	116,417.00	76,835.00	193,252.00				
Employee Benefits	37,639.00	21,691.00	59,330.00				
Travel (Including Training) Click on the Equipment link to open the	3,908.00	0.00	3,908.00				
Equipment	0.00	0.00	0.00				
Supplies & Operating Expenses Line Item Entry Screen.	0.00	0.00	0.00				
Consultants	0.00	0.00	0.00				
Construction	0.00	0.00	0.00				
Other	0.00	0.00	0.00				
Total:	157,964.00	98,526.00	256,490.00				
Cancel							

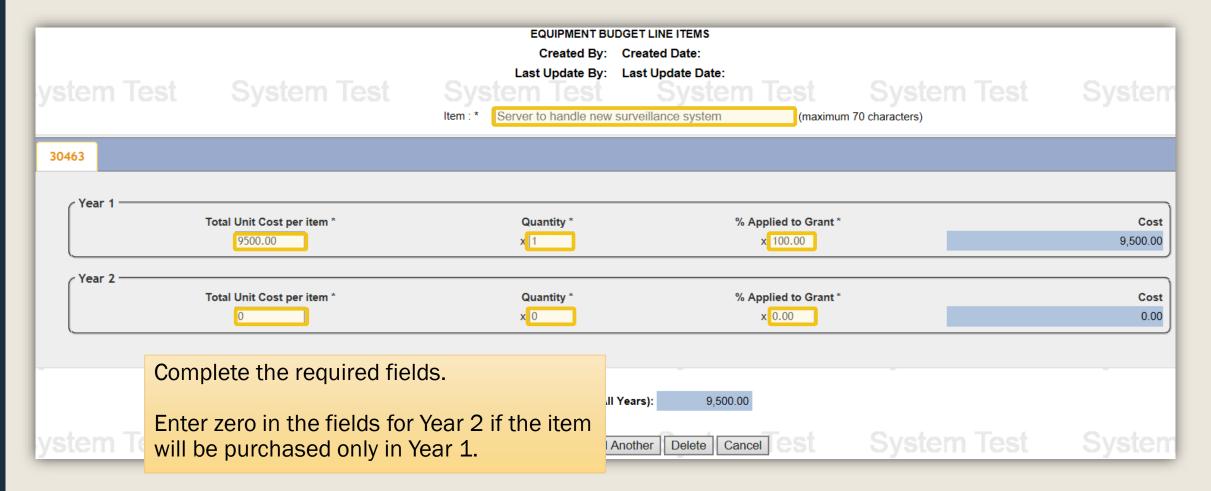


PCCD reviewers will ask applicants to confirm procurement methods for purchases that exceed the micro-purchase threshold. As of the publication of this walkthrough, the micro-purchase threshold is \$10,000. Procurement less than \$10,000 is considered a micro-purchase.

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

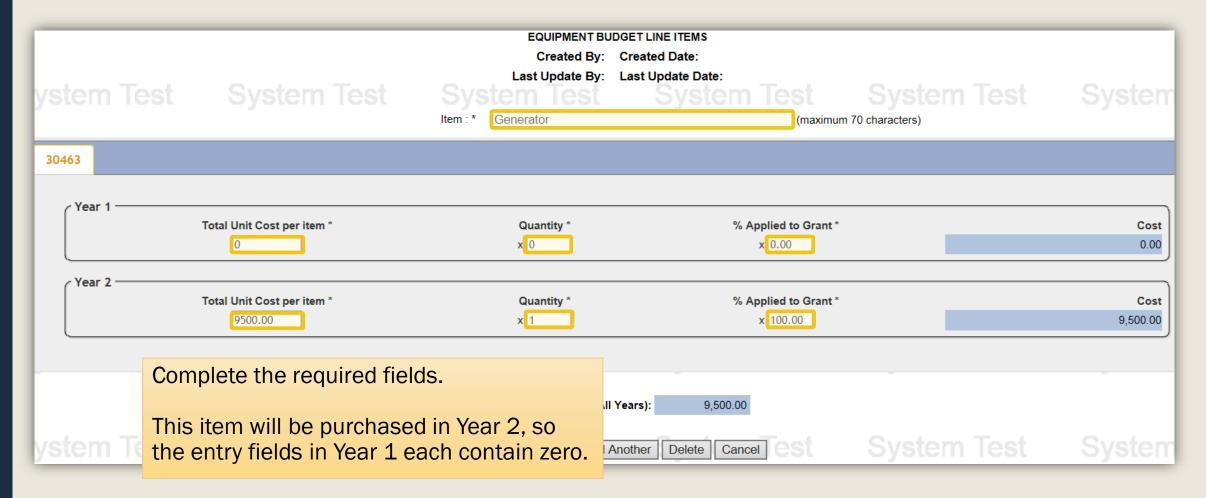
The <u>Applicant's Manual – Financial and Administrative Guide for Grants</u> provides additional insight into completing the application, including the budget.





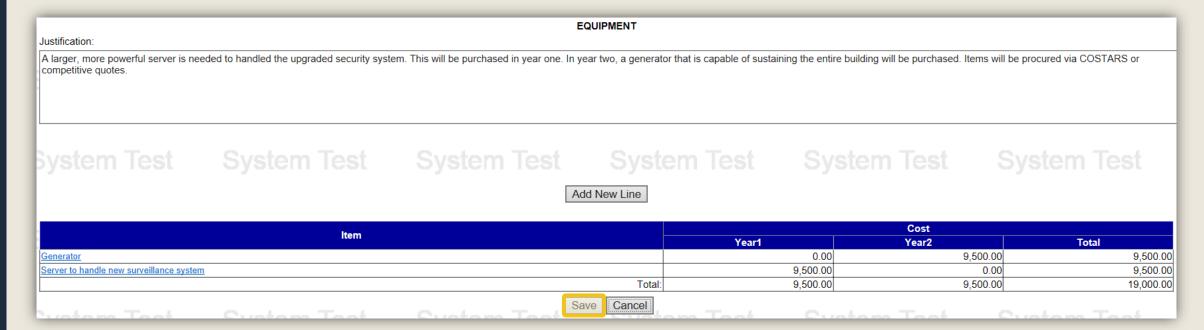
		EQUIPMENT BU	JDGET LINE ITEMS		
		Created By:	Created Date:		
T		Last Update By:	Last Update Date:		
ystem lest		System lest	System Test		
		Item: * Server to handle new	v surveillance system (maximum	70 characters)	
30463					
Year 1	Total Unit Cost per item *	Quantity *	% Applied to Grant *		Cost
	9500.00	x 1	x 100.00		9,500.00
C Year 2					
	Total Unit Cost per item *	Quantity *	% Applied to Grant *		Cost
	0	x 0	x 0.00		0.00
-					
		Total Line Item Cost (Al	l Years): 9,500.00		
vstem Test		Save Save And Add	Another Delete Cancel CS		
your look		Odve And Add	Allottor Delete Odricer		

Click on Save And Add Another to enter additional Equipment items within the Equipment category.



ystem Test	System Test		System Test	System Test n 70 characters)	Systen
30463					
Year 1	Total Unit Cost per item * 9500.00	Quantity * x 1	% Applied to Grant * x 100.00		Cost 9,500.00
Year 2	Total Unit Cost per item *	Quantity * x 0	% Applied to Grant * x 0.00		Cost 0.00
vstem Test		Total Line Item Cost (All			

When all equipment items have been added, click on **Save** to return to the EQUIPMENT category overview.

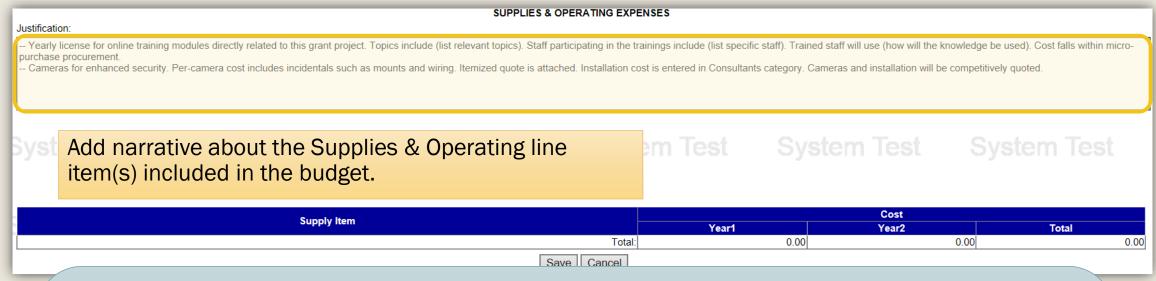


If the Equipment budget information is correct, click **Save** to return to the Budget Summary page.

- 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 <u>Grant</u> <u>Guides webpage</u> for information and guidance on using proper procurement methods.
- Refer to the <u>Applicant's Manual Financial and Administrative Guide for</u>
 <u>Grants</u> for additional insight into completing the Supplies & Operating
 Expenses category of the budget.



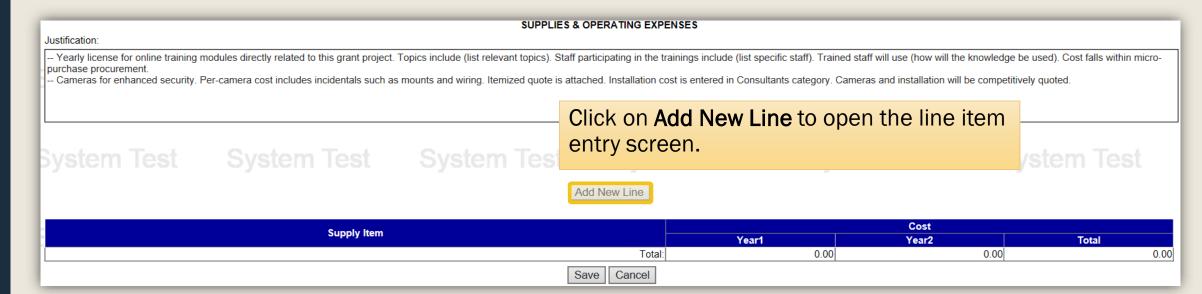
SAMPLE AGENCY BUDGET SUMMARY							
	Agency Budget						
	BY CATEGORY	YEAR1	YEAR2	TOTAL			
Personnel		116,417.00	76,835.00	193,252.00			
Employee Benefits		37,639.00	21,691.00	59,330.00			
Travel (Including Training)	Click on the Supplies & Operating link to	3,908.00	0.00	3,908.00			
Equipment	• • • • • • • • • • • • • • • • • • • •	9,500.00	9,500.00	19,000.00			
Supplies & Operating Expenses	open the Line Item Entry Screen.	0.00	0.00	0.00			
Consultants		0.00	0.00	0.00			
Construction		0.00	0.00	0.00			
<u>Other</u>		0.00	0.00	0.00			
	Total:	167,464.00	108,026.00	275,490.00			
Cancel							

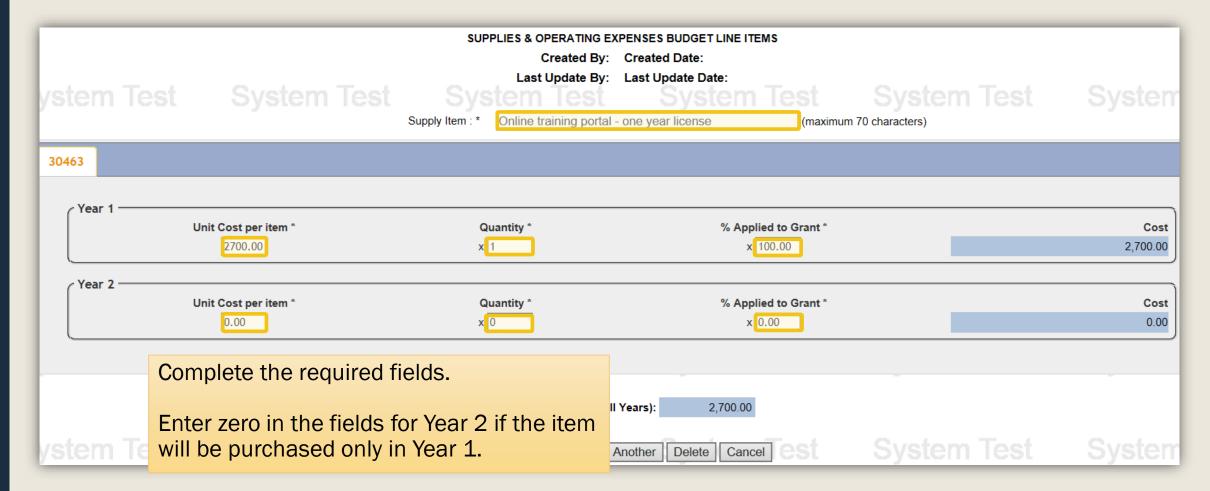


PCCD reviewers will ask applicants to confirm procurement methods for purchases that exceed the micro-purchase threshold. As of the publication of this walkthrough, the micro-purchase threshold is \$10,000. Procurement less than \$10,000 is considered a micro-purchase.

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

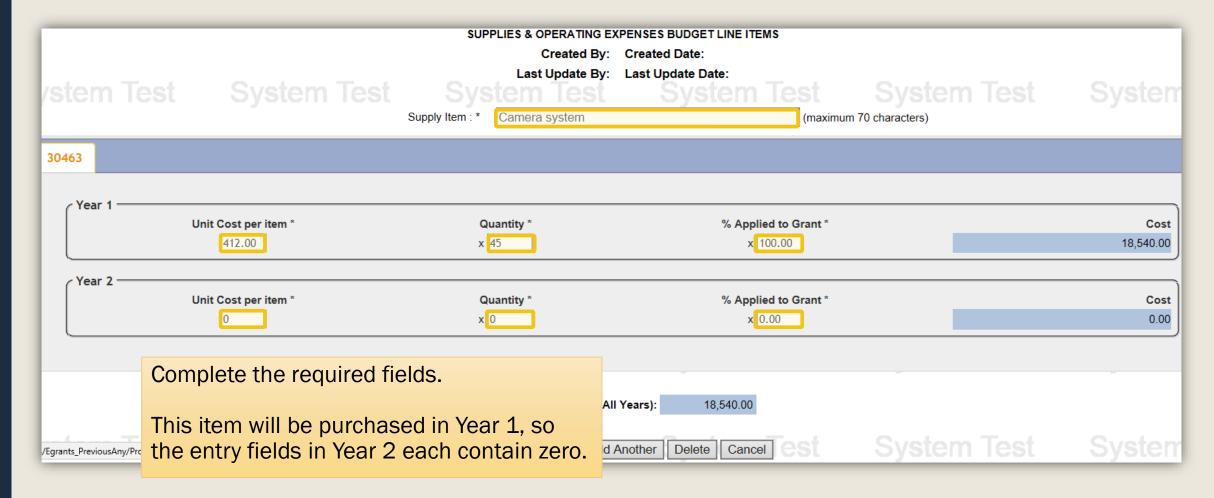
The <u>Applicant's Manual – Financial and Administrative Guide for Grants</u> provides additional insight into completing the application, including the budget.





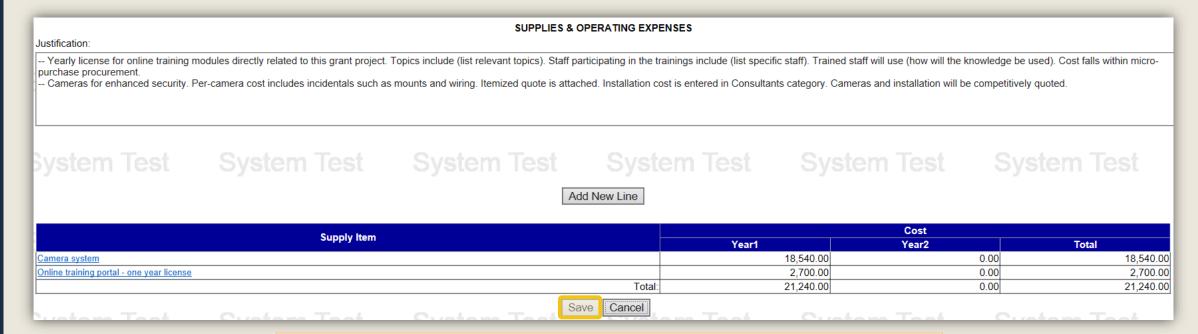
		SUPPLIES & OPERATING E	XPENSES BUDGET LINE ITEMS		
		Created By:	Created Date:		
		Last Update By:	Last Update Date:		
ystem Test			System Test		
		Supply Item : * Online training porta	l - one year license (maximur	n 70 characters)	
30463					
Year 1					
	Unit Cost per item *	Quantity *	% Applied to Grant *		Cost
	2700.00	x 1	x 100.00		2,700.00
Year 2	Unit Cost per item *	Oversity *	% Applied to Crant *		Cost
	0.00	Quantity * x 0	% Applied to Grant * $\times 0.00$		0.00
	0.00	^0	X 0.00		0.00
		Total Line Item Cost (A	II Years): 2,700.00		
		Total Line item Cost (A	2,700.00		
vetom Toet		S. Comp. Comp. A. LALL	Another Delete Cornel		
ystem Test	System lest	Save Save And Add	Another Delete Cancel @SI	System rest	System

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



	SUPPLIES & OPERATING E	XPENSES BUDGET LINE ITEMS		
	Created By:	Created Date:		
	Last Update By:			
vstem Test System Test				
	Supply Item : * Camera system	(maxim	um 70 characters)	
30463				
∠ Year 1				
Unit Cost per item *	Quantity *	% Applied to Grant *		Cost
412.00	x 45	x 100.00		18,540.00
Year 2				
Unit Cost per item *	Quantity *	% Applied to Grant *		Cost
0	x 0	x 0.00		0.00
	Total Line Item Cost (Al	II Years): 18,540.00		
/Egrants_PreviousAny/ProjectManagement/BudgetAccountLineItem.aspx	Save Save And Add	Another Delete Cancel		

When all supplies and operating items have been added, click on **Save** to return to the SUPPLIES & OPERATING EXPENSES category overview.



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

Important instructions for Intermediate Units applying for COVID-19 Nonpublic School Health and Safety Grants

Please enter by name, each nonpublic school entity as a separate line item within the Consultants category. Enter a flat rate for each one.

For example, if an IU serves 10 nonpublic schools that will receive funding, there should be 10 individual Consultant line items listed by school name.

In the Justification field, provide a brief narrative that explains how each school plans to expend the funds. If necessary, create a document and upload to the Attachments section.

- 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 <u>Grant</u> <u>Guides webpage</u> for information and guidance on using proper procurement methods.
- Refer to the <u>Applicant's Manual Financial and Administrative Guide for</u>
 <u>Grants</u> for additional insight into completing the Consultants category of
 the budget.



SAMPLE AGENCY BUDGET SUMMARY						
	Agency Budget					
	BY CATEGORY	YEAR1	YEAR2	TOTAL		
Personnel		116,417.00	76,835.00	193,252.00		
Employee Benefits		37,639.00	21,691.00	59,330.00		
Travel (Including Training)		3,908.00	0.00	3,908.00		
<u>Equipment</u>		9,500.00	9,500.00	19,000.00		
Supplies & Operating Expenses	Click on the Consultants link to open the	21,240.00	0.00	21,240.00		
<u>Consultants</u>	·	0.00	0.00	0.00		
Construction	Line Item Entry Screen.	0.00	0.00	0.00		
<u>Other</u>	Zino icom Zinci j Goroom	0.00	0.00	0.00		
	ı viai.	188,704.00	108,026.00	296,730.00		
Cancel						

Justification:	CONSULTANTS		
Labor costs for installatio	n of camera system. Procurement of labor will be included in the request for competitive quotes f	or the purchase of cameras.	
	Add narrative about the Consultants line item(s) included in the budget.		
System Test		System Test	
	Add Now Canaultant		

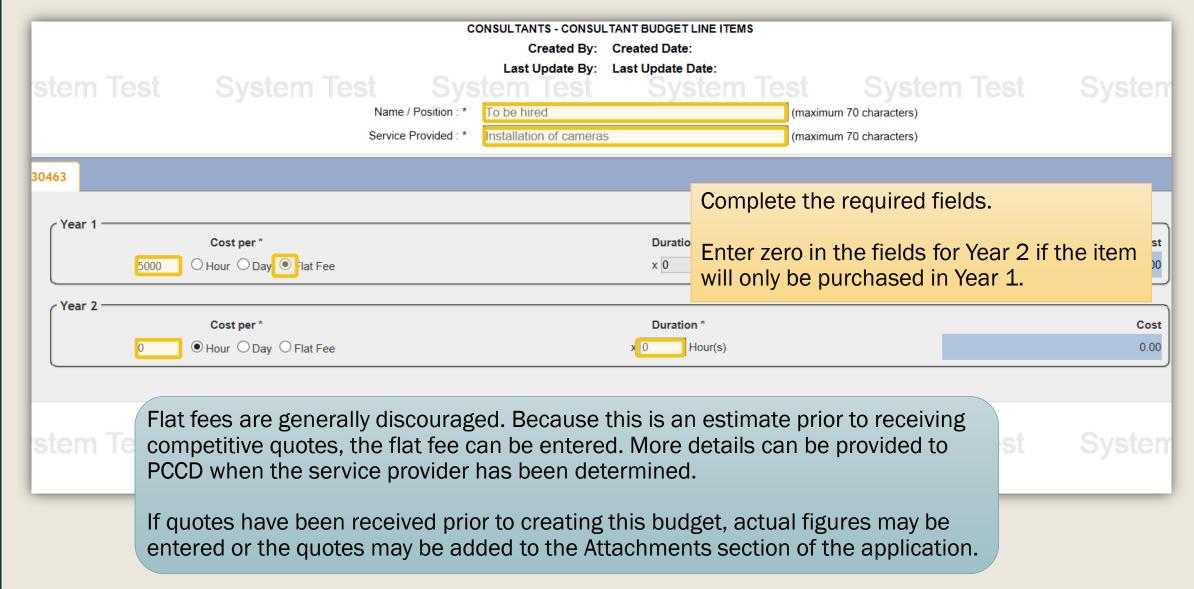
PCCD reviewers will ask applicants to confirm procurement methods for purchases that exceed the micro-purchase threshold. As of the publication of this walkthrough, the micro-purchase threshold is \$10,000. Procurement less than \$10,000 is considered a micro-purchase.

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 <u>Applicant's Manual – Financial and Administrative Guide for Grants</u> provides additional insight into completing the application, including the budget.

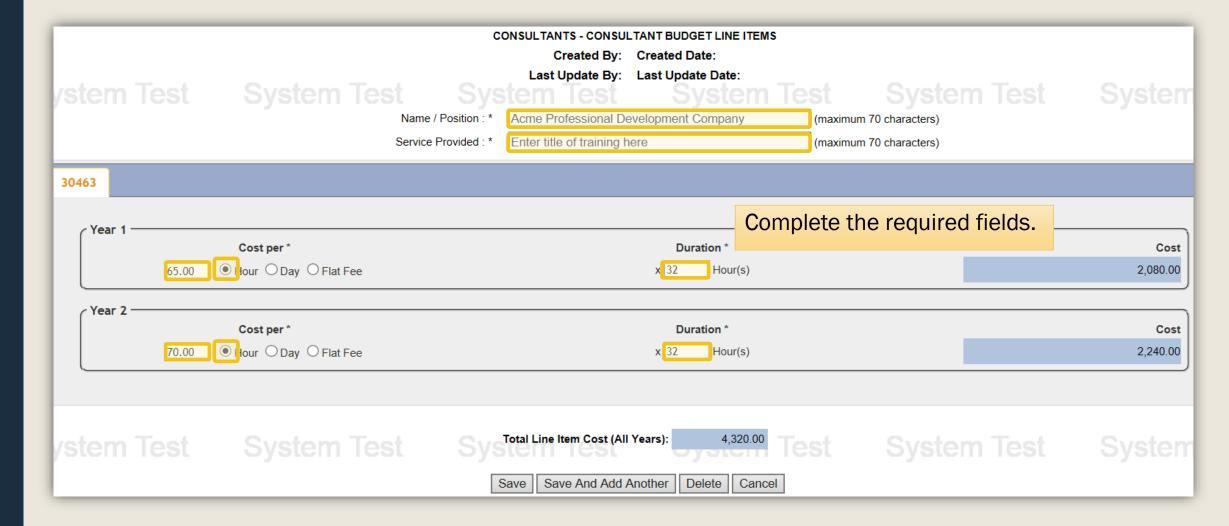
Justification:		CON	NSULTANTS	
Labor costs for installati	on of camera system. Procurement	of labor will be included in th	e request for competitive quotes for the purchase of cameras.	
			Click on Add New Consultant to open the	
Rvetom Tost	System Test	System Test	line item entry screen.	n Test
Dyotem rest			Oyololli loot Oyololli loot Oyo	torii icot
		Add N	ew Consultant	



			C	ONSULTANTS - CONSU	LTANT BUDGET LINE ITEMS			
				Created By:	Created Date:			
etom					Last Update Date:			
Stelli				tem lest	System 7		System Test	
			Name / Position : *	To be hired		(maximum 70		
			Service Provided : *	Installation of camera	S	(maximum 70) characters)	
30463								
50 105								
∠ Year 1								
		Cost per *			Duration *			Cost
	5000	O Hour O Day • Flat Fee			x 0			5,000.00
		<u> </u>						
Year 2		04*			Donaton *			01
		Cost per *			Duration *			Cost
	0	● Hour ○ Day ○ Flat Fee			x 0 Hour(s)			0.00
stem				Total Line Item Cost (All	Years): 5,000.00			
				Save And Add	Another Delete Cancel			

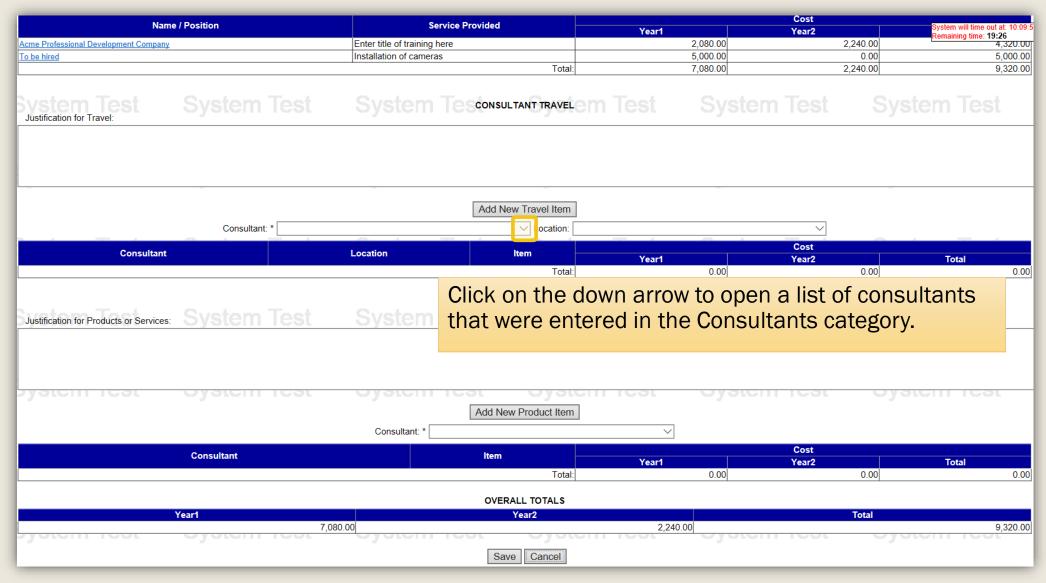
Click on **Save And Add Another** to enter additional Consultants within the Consultant category.

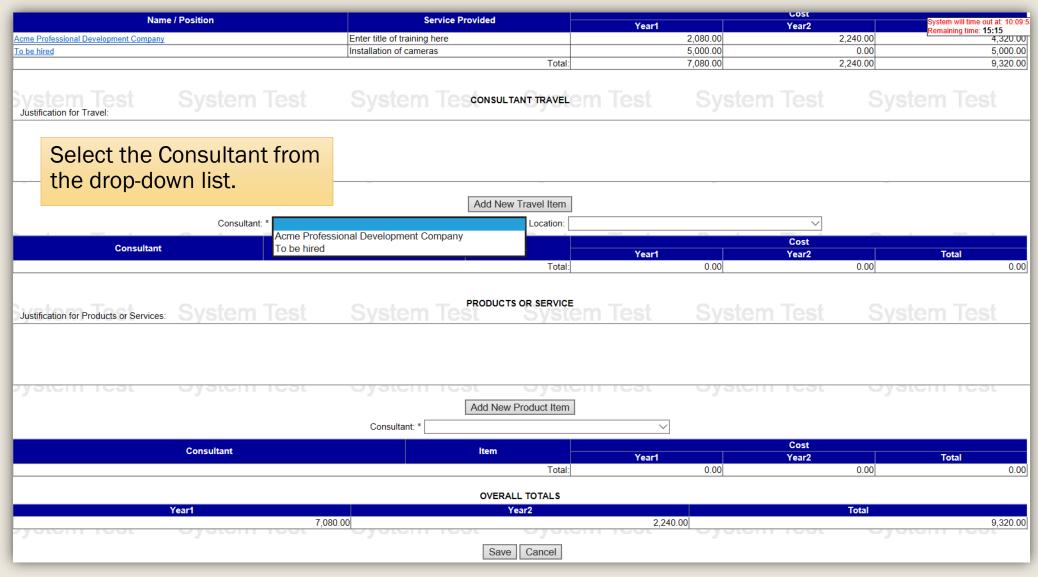
Justification:		co	NSULTANTS			System will time out at: 09:53:29 Remaining time: 16:45
Labor costs for installat		ent of labor will be included i training, topic, who will parti				nefit).
System Test	System Test	System Test	System Total Click	on Add New C	Consultant.	em Test
Name / Position		Service Provided	Yea		Cost Year2	Total
To be hired	Installation of came	eras	Total:	5,000.00 5,000.00	0.00	5,000.00 5,000.00
Justification for Travel:	System Test	System Test	JLTANT TRAVEL SVSTEM Test			tem Test
System rest	System lest	Add	lew Travel Item	System		
	Consultant: *		✓ Location:		~	
Consultant		Location	Total:		Cost (ear2 0.00	Total 0.00
		PRODU	CTS OR SERVICE			
Justification for Products or Services:	Createurs Teat	Custom Tool	Craken Teek	Crakene T	Seed Cred	To at
System Test	System Test	System Te Add N	ew Product Item	System T	est Syst	tem Test

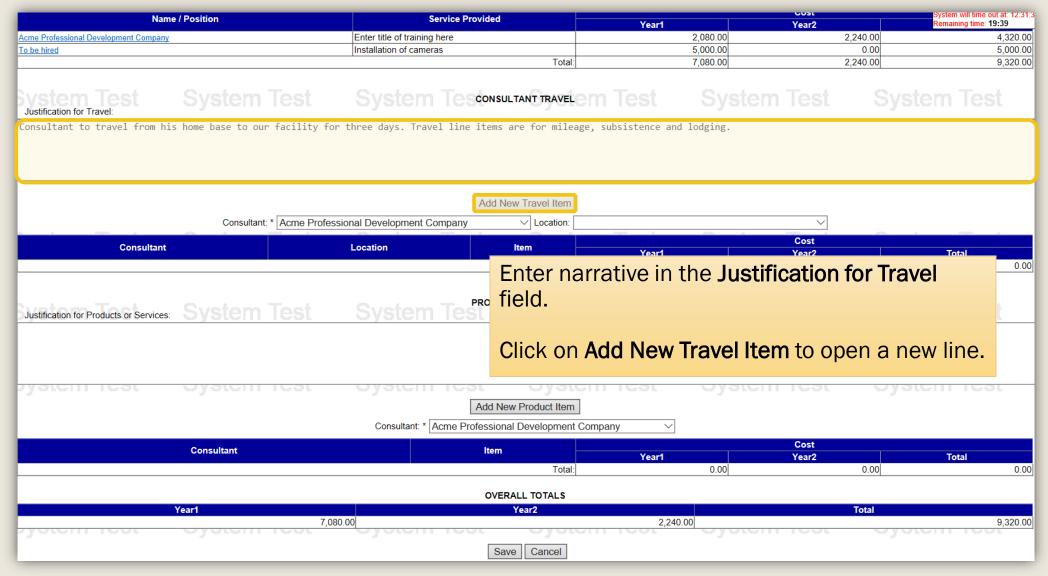


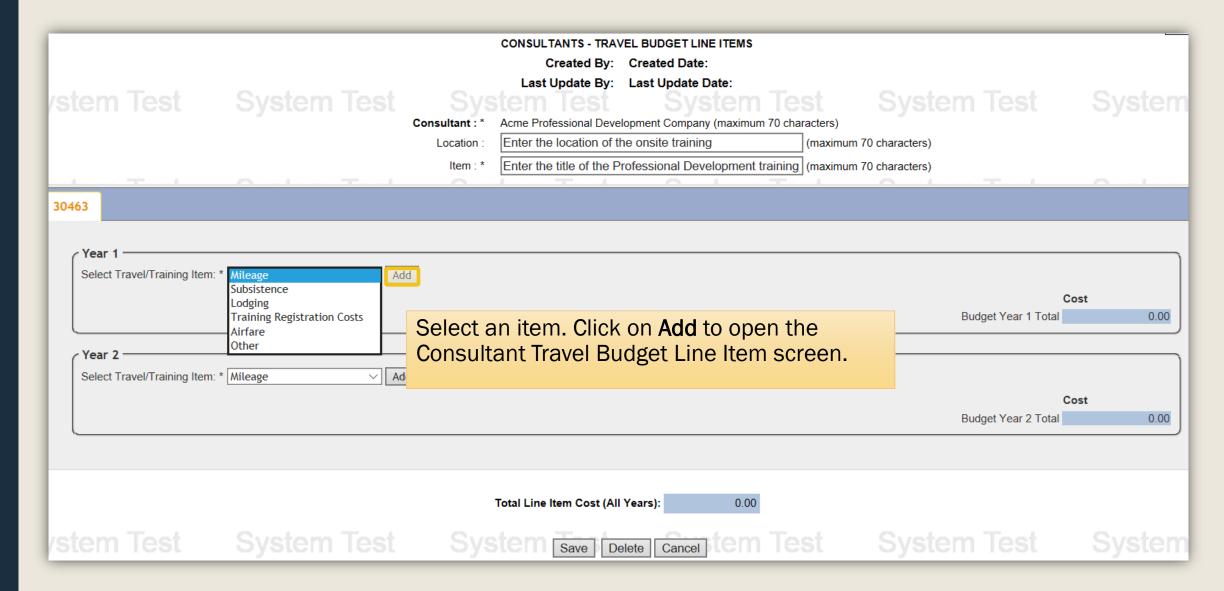
ystem Test	Nam	CONSULTANTS - CONSULTANT BUDGET I Created By: Created Date: Last Update By: Last Update D e / Position : * Acme Professional Development Com the Provided : * Enter title of training here	Date: Stem Test Sys	System
30463				
Year 165.00	Cost per * ☐ Hour ☐ Day ☐ Flat Fee	Duration x 32	n * Hour(s)	Cost 2,080.00
Year 2 70.00	Cost per * ☐ Hour ☐ Day ☐ Flat Fee	Duration x 32	n * Hour(s)	Cost 2,240.00
ystem Test		Total Line Item Cost (All Years): Save Save And Add Another Delete	4,320.00 Test Sys	

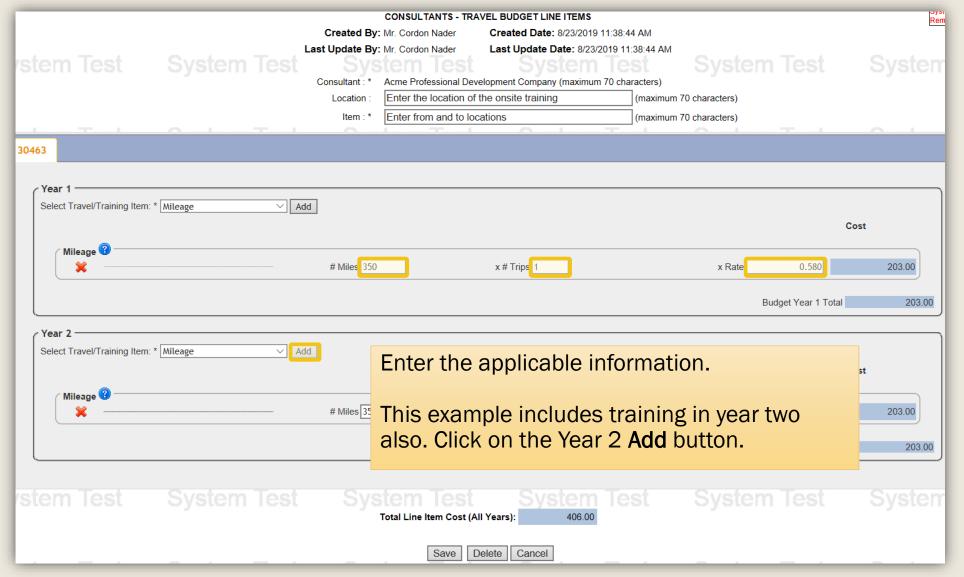
When all consultants have been added, click on **Save** to go to the screen where Consultant Travel and Consultant Products can be entered.

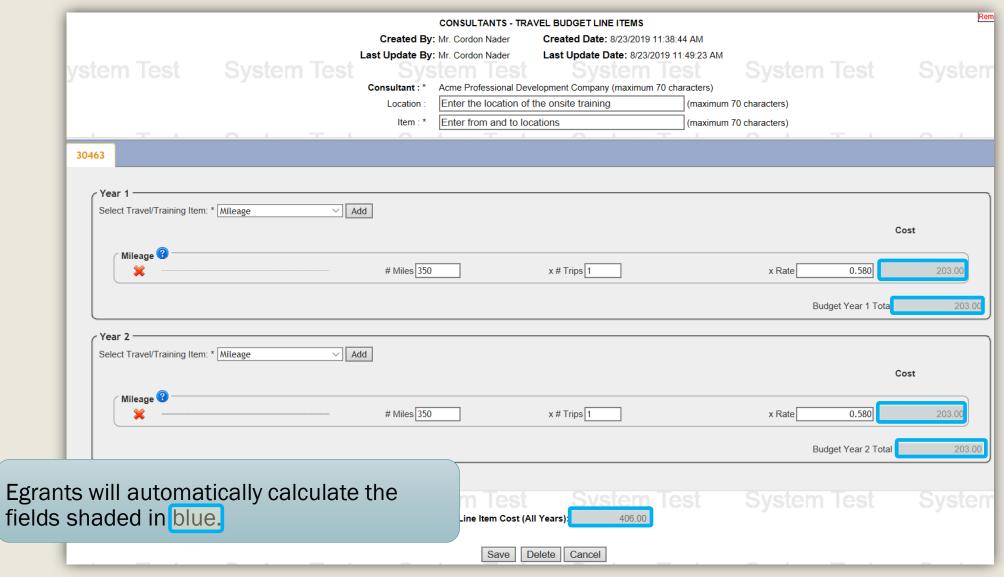


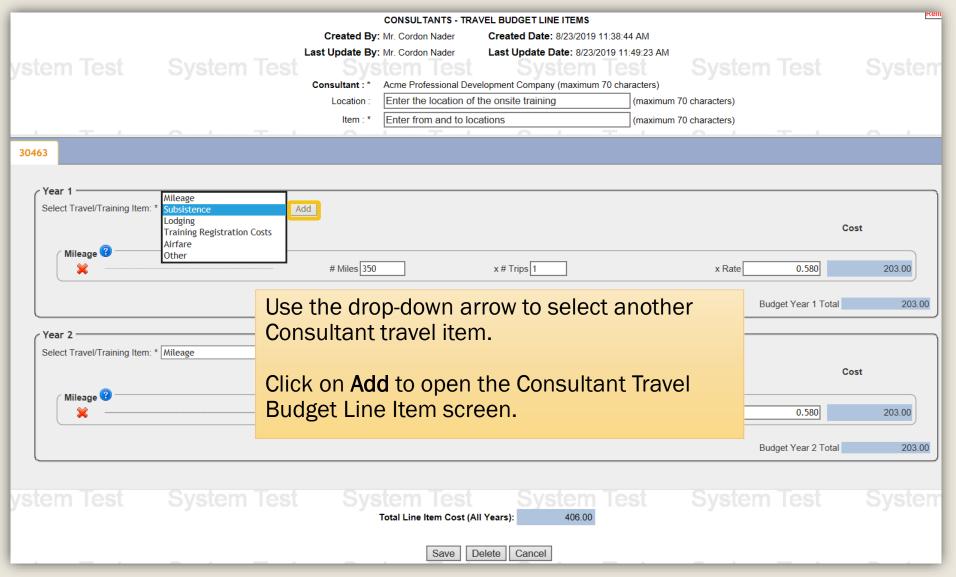


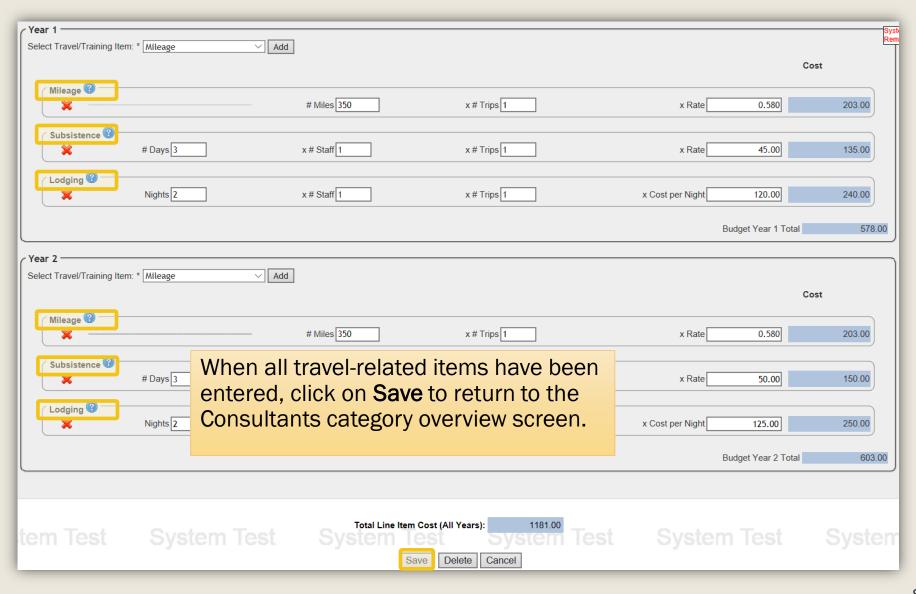


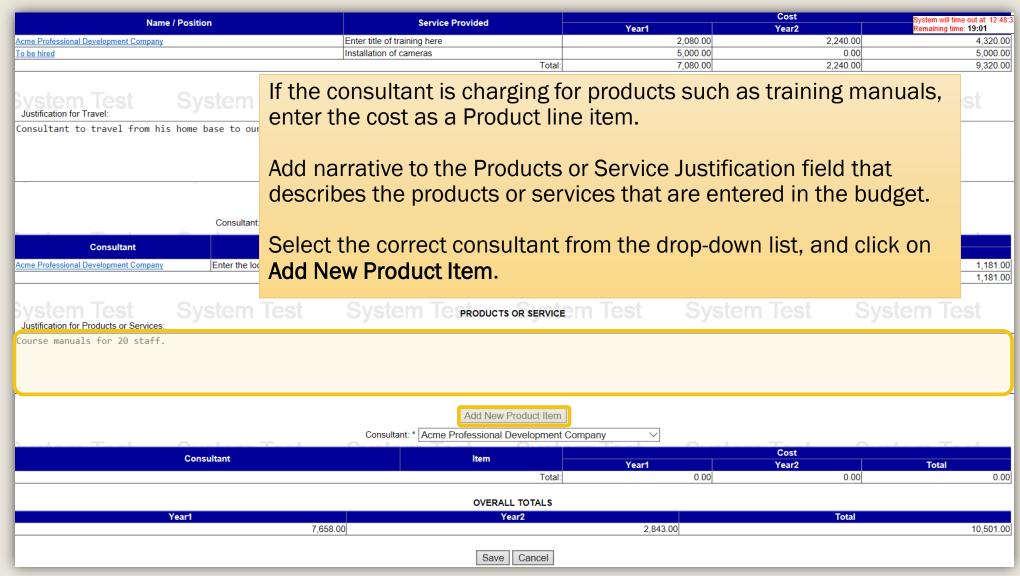


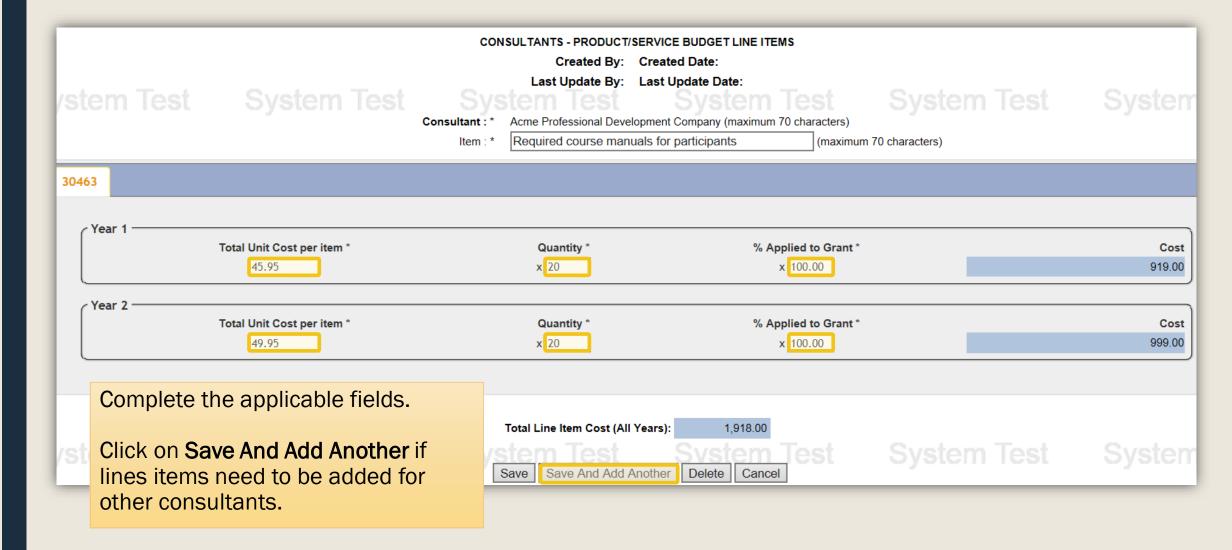


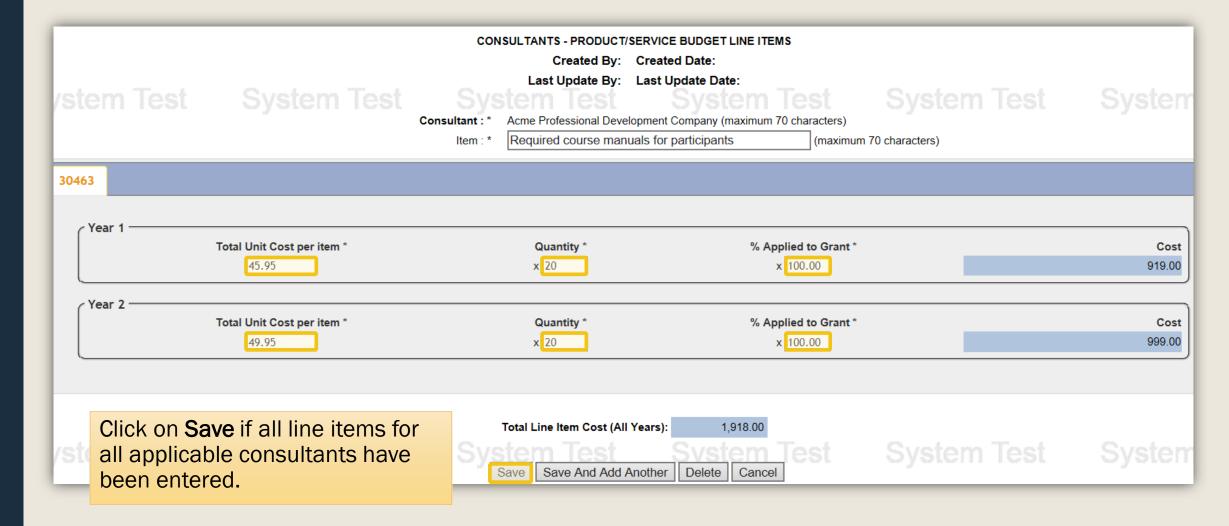


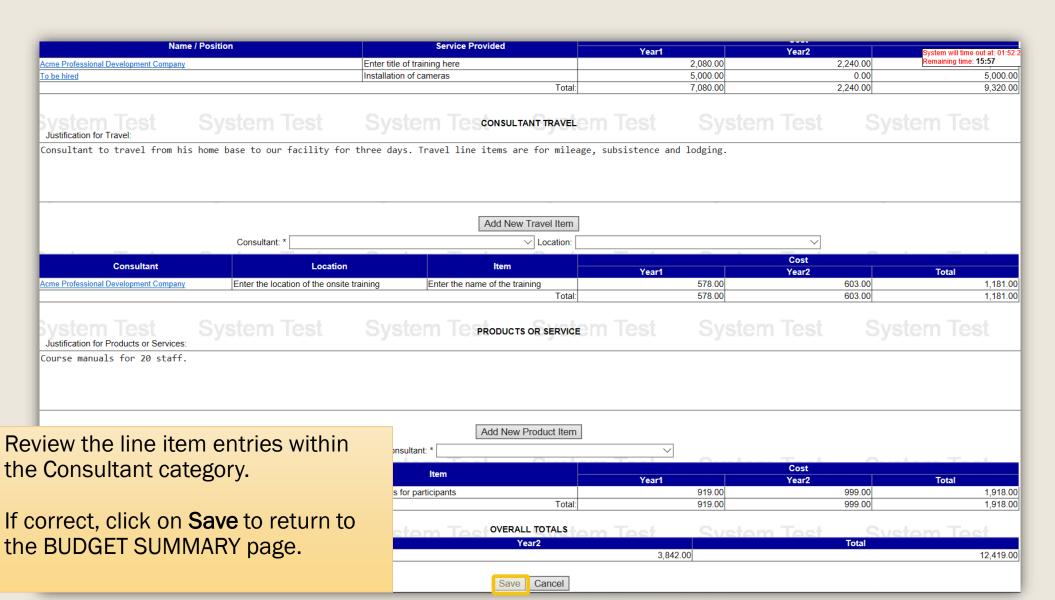












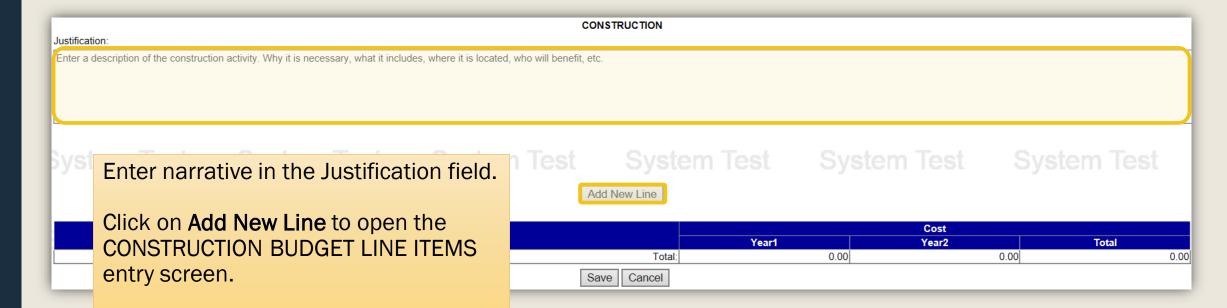
- Under some very specific circumstances, certain types of funds may statutorily be used for construction purposes. If in doubt, refer to the Funding Announcement or contact the respective PCCD program office for specific guidance.
- Include in this category the costs of:
 - Acquisition, expansion or 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 <u>Grant</u>
 <u>Guides webpage</u> for information and guidance on using proper
 procurement methods.
- Refer to the <u>Applicant's Manual Financial and Administrative Guide for</u>
 <u>Grants</u> for additional insight into completing the Construction category of
 the budget.

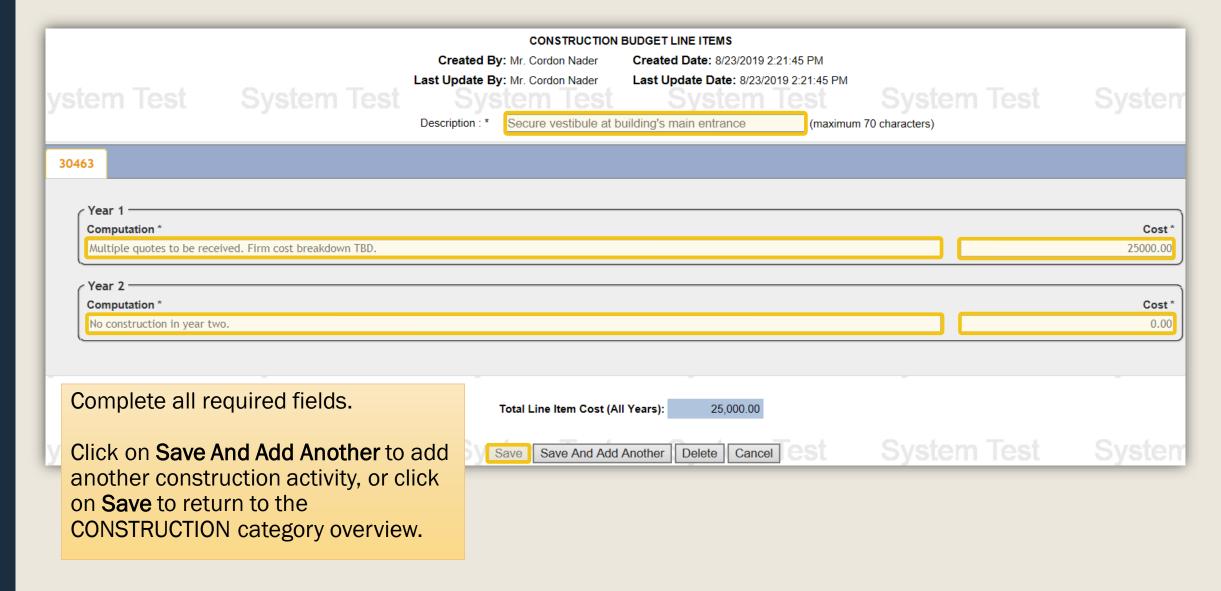


SAMPLE AGENCY BUDGET SUMMARY							
Agency Budget							
BY CATEGORY	YEAR1	YEAR2	TOTAL				
Personnel Personnel	116,417.00	76,835.00	193,252.00				
Employee Benefits	37,639.00	21,691.00	59,330.00				
Travel (Including Training)	3,908.00	0.00	3,908.00				
Equipment	9,500.00	9,500.00	19,000.00				
Supplies & Operating Expenses	21,240.00	0.00	21,240.00				
Click on the Construction link to open the	8,577.00	3,842.00	12,419.00				
Construction	0.00	0.00	0.00				
Line Item Entry Screen.	0.00	0.00	0.00				
Zino resm Zinery Gorgoni	197,281.00	111,868.00	309,149.00				
Cancel							

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

For more in-depth instructions, please refer to the <u>Applicant's Manual – Financial and Administrative Guide for Grants</u>.





CONSTRUCTION Justification:							
	ction activity. Why it is necessary, what it inclu	des, where it is located, who	will benefit, etc.				
System Test			Add New Line				
Secure vestibule at building's main en	Description trance		Tota	Year1	25,000.00 25,000.00	0.00	Total 25,000.00 25,000.00
	the line item entries struction category.	within	Save Cancel				

If correct, click on **Save** to return to

the BUDGET SUMMARY page.

89

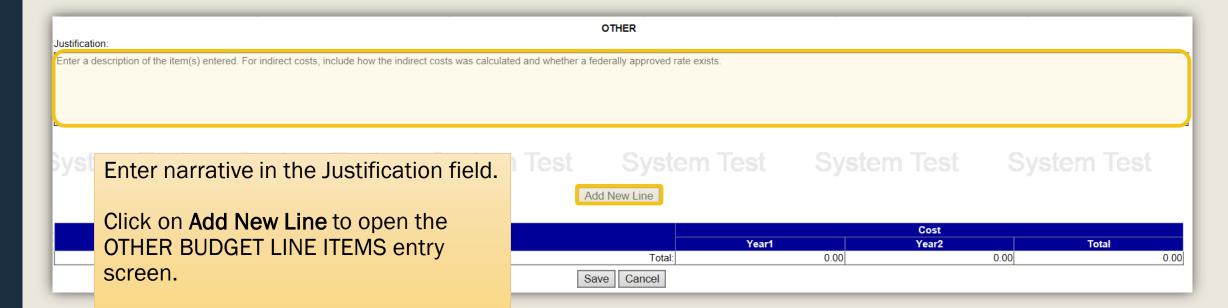
- Items that do not fall within any of the previous categories should be entered into the Other category.
- An example of an appropriate item would be indirect costs.
- Refer to the <u>Applicant's Manual Financial and Administrative Guide for Grants</u> for additional insight into Indirect Costs and completing the Other category of the budget.

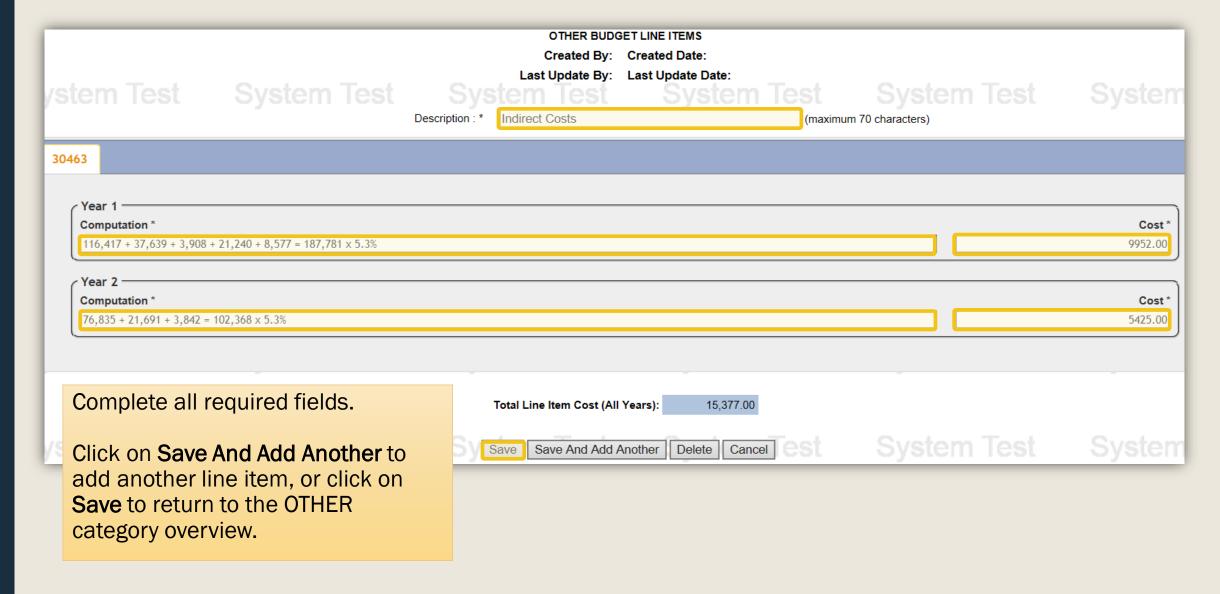


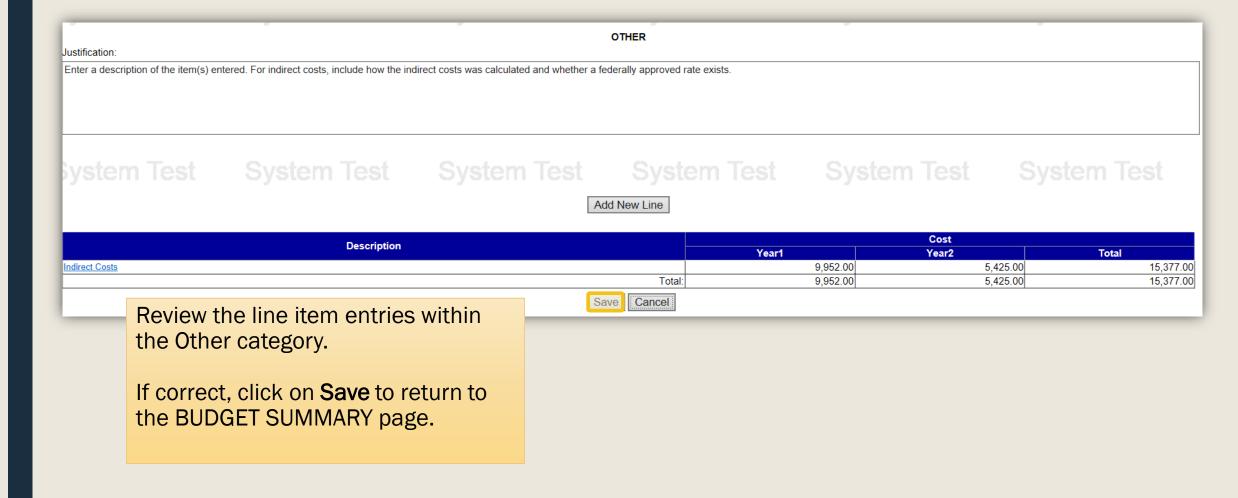
SAMPLE AGENCY BUDGET SUMMARY								
Agency Budget								
BY CATEGORY	YEAR1	YEAR2	TOTAL					
Personnel	116,417.00	76,835.00	193,252.00					
Employee Benefits	37,639.00	21,691.00	59,330.00					
Travel (Including Training)	3,908.00	0.00	3,908.00					
Equipment	9,500.00	9,500.00	19,000.00					
Supplies & Operating Expenses	21,240.00	0.00	21,240.00					
Consultants	8,577.00	3,842.00	12,419.00					
Click on the Other link to open the Line	25,000.00	0.00	25,000.00					
Other •	0.00	0.00	0.00					
Item Entry Screen.	222,281.00	111,868.00	334,149.00					
Team Entry Coroom								

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

For more in-depth instructions, please refer to the <u>Applicant's Manual – Financial and Administrative Guide for Grants</u>.







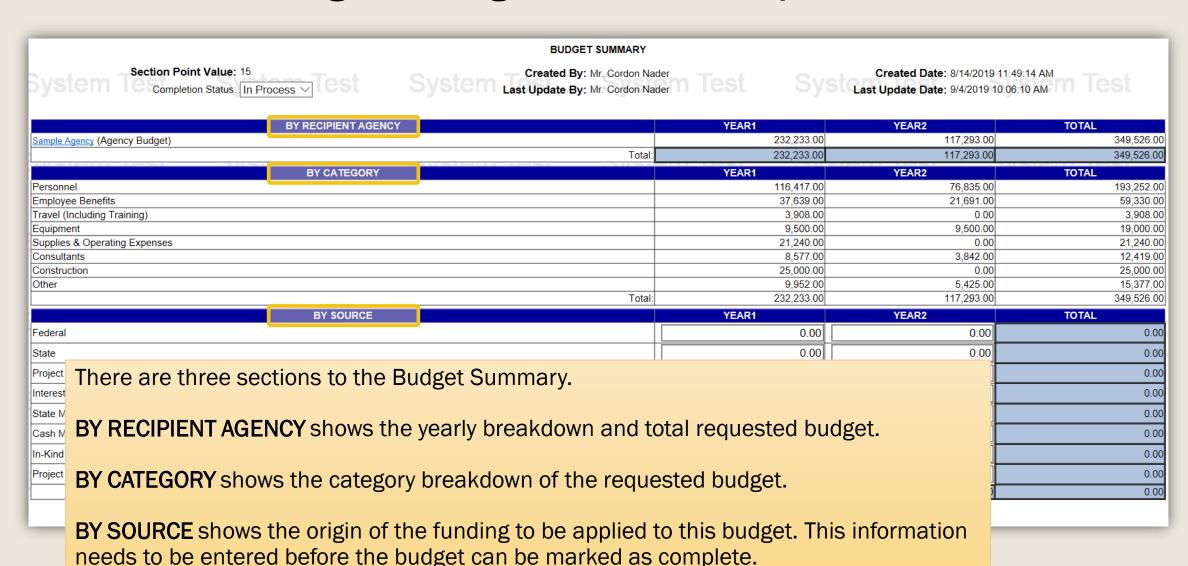
SAMPLE AGENCY BUDGET SUMMARY								
Agency Budget								
YEAR1	YEAR2	TOTAL						
116,417.00	76,835.00	193,252.00						
37,639.00	21,691.00	59,330.00						
3,908.00	0.00	3,908.00						
9,500.00	9,500.00	19,000.00						
21,240.00	0.00	21,240.00						
8,577.00	3,842.00	12,419.00						
25,000.00	0.00	25,000.00						
9,952.00	5,425.00	15,377.00						
I: 232,233.00	117,293.00	349,526.00						
	YEAR1 116,417.00 37,639.00 3,908.00 9,500.00 21,240.00 8,577.00 25,000.00 9,952.00	YEAR1 YEAR2 116,417.00 76,835.00 37,639.00 21,691.00 3,908.00 0.00 9,500.00 9,500.00 21,240.00 0.00 8,577.00 3,842.00 25,000.00 0.00 9,952.00 5,425.00						

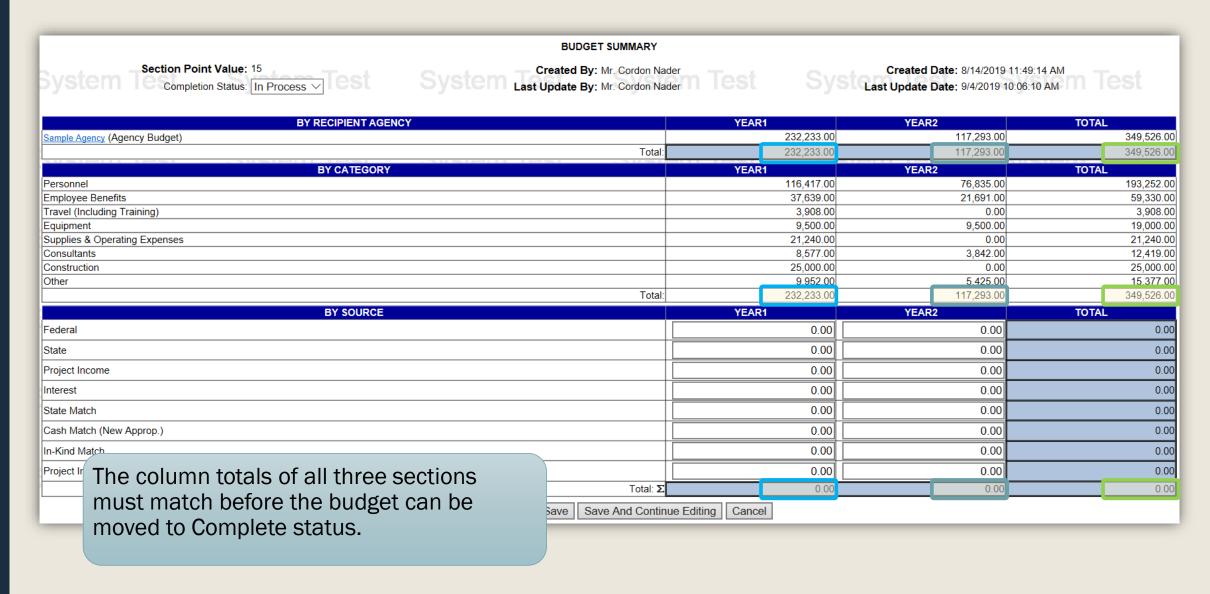
Cancel

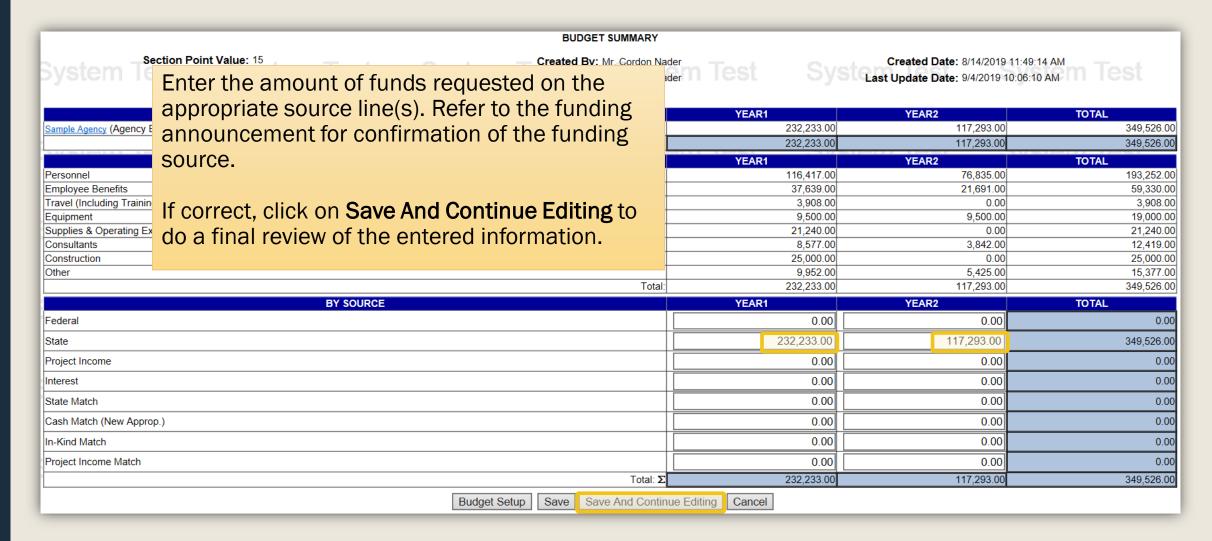
Review the Budget Summary. Click on any of the category links to review entries within an individual category.

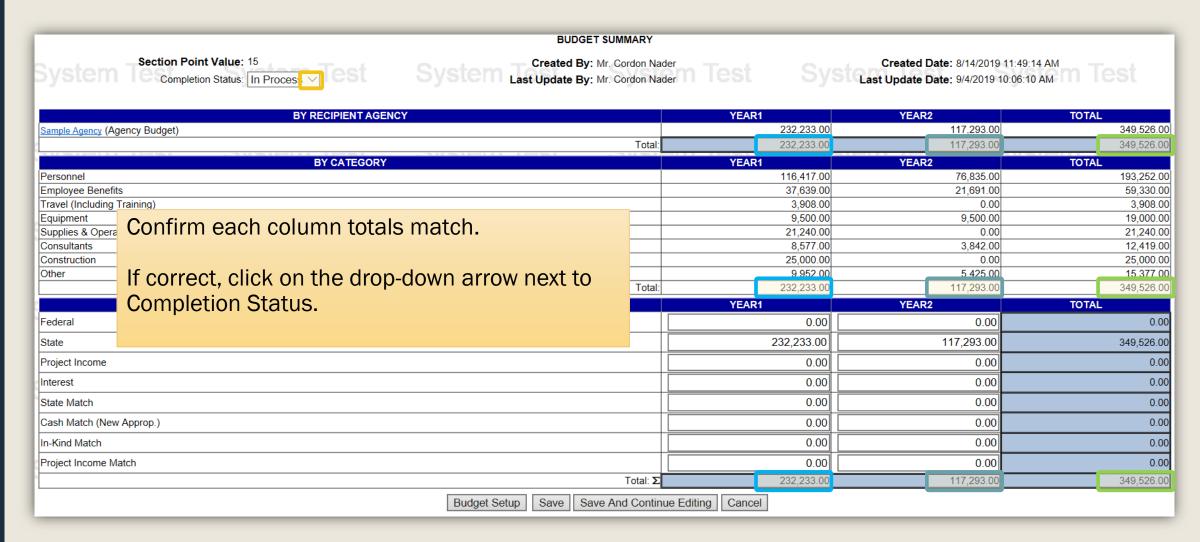
If correct, click on **Cancel** to return to the main BUDGET SUMMARY page.

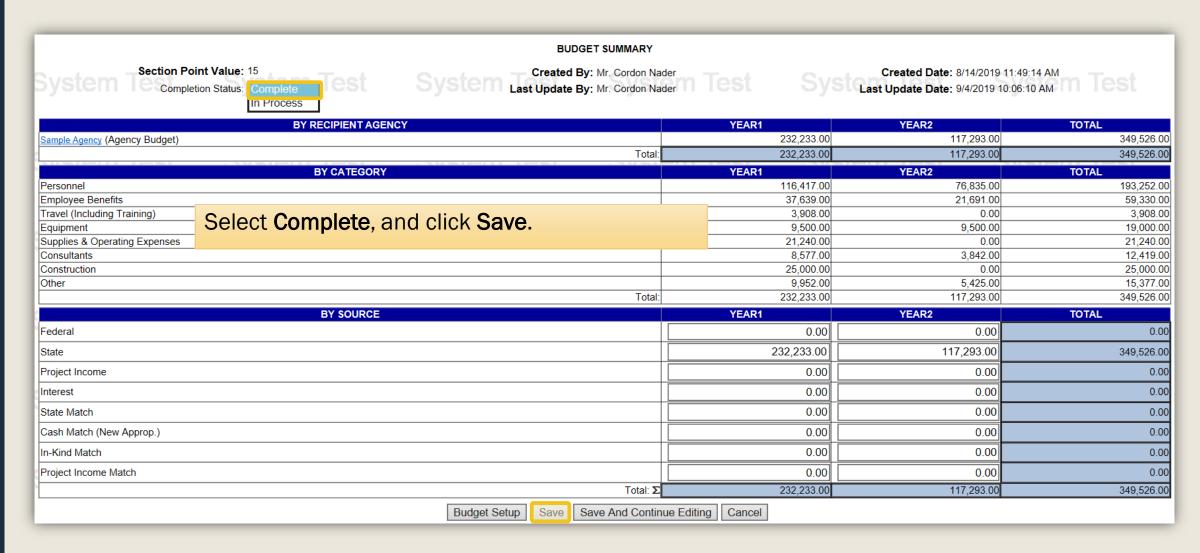


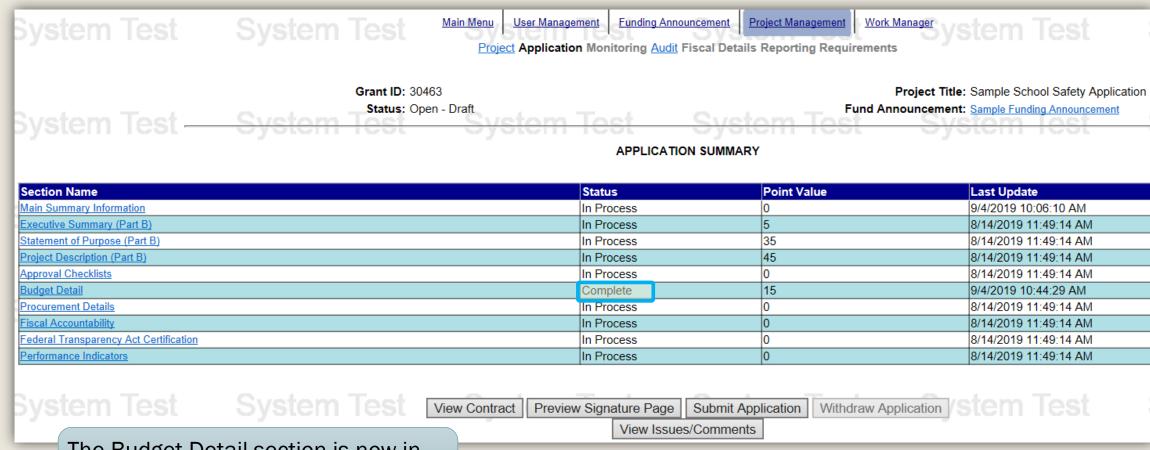












The Budget Detail section is now in **Complete** status.

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 <u>Egrants</u>
 <u>Home</u> 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 <u>Grant Guidance webpage</u>.

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- 1. Getting Started
- 2. Personnel
- 3. <u>Employee Benefits</u>
- 4. <u>Travel (Including Training)</u>
- 5. **Equipment**
- 6. <u>Supplies & Operating Expenses</u>
- 7. Consultants
- 8. Construction
- 9. Other
- 10. Moving the Budget Detail to Complete Status

