Creating Your Initial Budget Through a Contract Amendment Process – Title IV

Districts are completing the Consolidated Application in WebGrants with NDDPI staff reviewing those applications. As the review process takes place, there may be times an application needs to be negotiated back to the district for additional information or revisions. These communications will be in the form of WebGrants alerts sent to the primary contact and any additional contacts listed in the General Information section of the application. Please watch your emails for these alerts!

Log into WebGrants

- On the left side you will see your dashboard
- Select Grants - here you will see all the grants to which you have been assigned
- Select the grant you are working on, in this case, Title IV
- Note your total allocation for Title IV is at the top of the page
- Select contract amendment
- Select add an amendment
- Amendment type default is set to Budget Revision –**Select "Initial Budget"**
- Title – **enter "Initial Budget" (you can add the SY here if you like- i.e., 23-24)**
- Save form (green bar on the right side)
- Select the budget amendment you wish to work on; SH, WR, or EUT (at the bottom under amendment details)
- Select +Add Row
- It is best to work on the *Budget Justification* section first before entering information to the grid.
- Select a category for coding (budget codes)
- Select a *Budget Activity* that best aligns with the purpose of the description you will enter.
- **Description (Justification)- *Be sure to enter activity description that is specific but brief- this establishes if it is reasonable, allowability, and approvable.**
- Enter Amount
- Save Row

Repeat this process for each activity within your budget(s).

When you have entered all your activities:

- Review for accuracy. The total(s) on the right side of the contract amendment(s) should balance with your total Title IV allocation before you submit. Review your set-aside amounts.
- Mark as Complete, and (you can edit at any time before you hit submit) submit when ready**.**

Upon approval, DPI will complete and issue the Grant Award to the district.

Individual budgets for Safe and Healthy, Well-Rounded, and Effective Use of Technology will be built in WebGrants by DPI Fiscal Techs.

For districts over $30,000 - you have the waiver option(s). If you do not participate, the 20/20 obligation rule applies. Districts should have internal processes to monitor your spending requirements.

All districts must meet the 15% technology cap of their total amount spent in Effective Use of Technology stream unless you have requested a waiver.

For any remaining unobligated funds, make sure to add in the budget for balancing purposes. Contract amendments to obligate the funds can be done later.