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**COLORADO**  
Department of Education

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# EASI Revision Process Cohort 4

August 2021

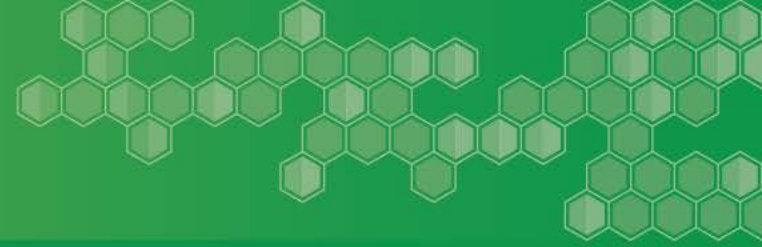


# Who

- Districts with schools that received an EASI award that began in 2020-2021 (Cohort 4)
- Cohort 3 will continue to make revisions in the Excel document sent to districts during the summer.



# When



- Revisions can be submitted anytime. CDE will review weekly and follow-up with questions or approval.
- LEAs should submit Post-Award Revisions (PAR) for the following reasons:
  - District/school used a placeholder for 2021-2022 awards. District will want to build out budget now that planning has occurred.
  - Need approval for new activities or change in scope of work
  - Any changes to equipment purchases require program approval.
  - To update indirect costs if the LEA
  - Changes among direct cost that exceed, or are expected to exceed 10% for the last approved amount
- Examples of reasons **NOT** to submit PAR
  - Minor adjustments that do not alter the overall scope or goals of the approved application. However, we encourage the district to keep their budget up-to-date.
    - Reading intervention training for new teachers changed from 2 to 3 days.

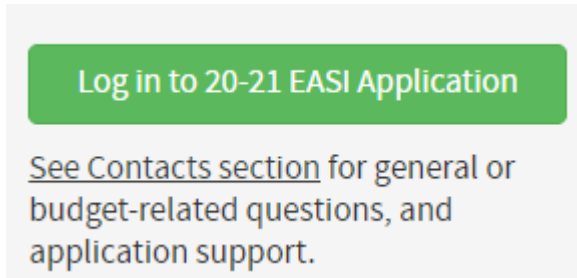




# How To Make Revisions

1) Log in to EASI System

<http://www.cde.state.co.us/fedprograms/easiapplication>



2) Scroll to the bottom of the district's home page and select





# Budget Revisions Main Page

3) The next page provides an overview of the funds awarded to the district by route as well as the district’s total EASI award. This number is based on the Grant Award Letter (GAL) and does not change.

Budget Revisions		
Request Total: \$██████		
<b>Offered Services Route</b> School Turnaround Leaders Development Program	Grant Total: \$██████ Subtotals by Fiscal Year: 2020-2021 : \$██████ 2021-2022 : \$██████	<a href="#">Review / Revise Budget</a>

For districts awarded multiple routes, each route will be listed separately and will have a separate budget that can be revised. Click on *Review/Revise Budget* to begin making changes to a particular route.





# How to make revisions, con't.

4) The next page is a copy of the approved budget from the EASI application. An original budget has been saved in the system.

Year 1 (January 2021 - June 30, 2021)

ID Ref	Location	Description of Activity	Person(s) Responsible	Fiscal Year	Program Code	Object Code	Salary Position	FTE	Requested Amount	Used Amount
1135	[REDACTED]	[REDACTED]	[REDACTED]	Year 1 (January 2021 - June 30, 2021)	Improvement of Instructional Services (2210)	0300 Purchased Services		0.00	\$42,000.00	<input type="text" value="\$"/> <small>Enter Full Amount</small>

If there are no changes to the budget, click *Enter Full Amount* this will populate the budget box. A budget amount must be listed in the *Used Amount* column. Note: amounts can be revised at any time.

If there has been a budget change, enter the actual amount spent.





# Determining Carry Over

The system will then calculate the amount remaining as either carryover or an overage amount to be deducted from another line item.

Approved Total:	\$48,500.00
Budgeted Total:	\$48,500.00
Unbudgeted Total:	\$0.00
Expended Total:	\$46,500.00
Carryover Funds Total:	<b>\$2,000.00</b>

Since 2020-2021 funds should have been obligated by June 30, 2021, any remaining funds will be available for budgeting in the 2021-2022 school year. The system will move the funds to the next year chart.



Year 2 (July 1, 2021 - June 30, 2022)										
ID Ref	Location	Description of Activity	Person(s) Responsible	Fiscal Year	Program Code	Object Code	Salary Position	FTE	Amount	Options

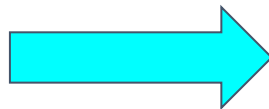




# Adding or Changing Budget items

The district can make changes or budget for remaining 2020-2021 funds. To make adjustments to 2021-2022 line items, select the pencil. A pop-up screen will appear. Make any necessary revisions, include a justification for the revision and save.

Amount	Options
\$32,000.00	 




<b>Fiscal Year:</b>	Year 2 (July 1, 2021 - June 30, 2022)
<b>Program Code:</b>	Improvement of Instructional Services (2210)
<b>Object Code:</b>	0300 Purchased Services
<b>Salary Position:</b>	- Select Salary Position -
<b>FTE:</b>	<input type="text"/>
<b>Requested Amount:</b>	\$ 32000 .00
<b>Revision Justification:</b>	Provide an explanation of the desired revisions: <input type="text"/>
	<input type="button" value="Clear Form"/> <input type="button" value="Save Item"/>





# Adding Grant Activities

- If an activity came in under budget and there are funds remaining, the district can add a grant activity. Click on  Add Grant Activities
- Similar to the pencil edit button, a pop-up will appear that will allow the district to provide the necessary detail for the proposed expenditure.
- Complete and save. Note, there is not an automatic save feature. Please save often to ensure work is not lost.



# Revision Justification

For revisions and additions, the pop up will request a *Revision Justification*. Below is some guidance on what to include.

- For reduction of costs, explain why the original funds are no longer needed.
- For additional budget line items, explain how the proposed expenditures align with original intent and programming.
- Any additional information to assist reviewers in understanding the need for the revision.



# Submitting Budget Revisions

When ready to submit for approval, return to the district's *Budget Revision Main Page* and click *Submit Budget Revisions*

Budget Revisions

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Request Total: **\$87,000**

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<p><b>Offered Services Route</b> School Turnaround Leaders Development Program</p>	<p>Grant Total: \$87,000  <i>Subtotals by Fiscal Year:</i>            2020-2021 : \$48,500            2021-2022 : \$38,500</p>	<p><a href="#">Review / Revise Budget</a></p>
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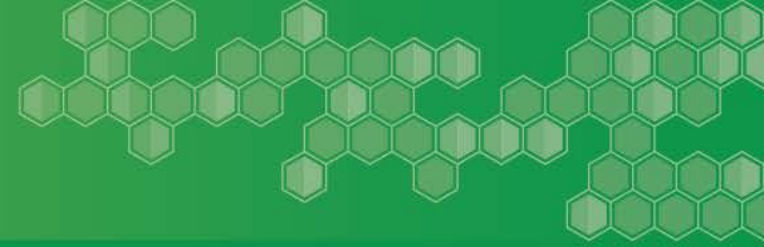
[Submit Budget Revisions](#)

This action will lock the application and send to CDE for review. CDE will be reviewing revisions weekly and will follow up with questions or send an email approval.





# Questions



Any questions contact Laura Meushaw (720.728.9023;  
[meushaw\\_l@cde.state.co.us](mailto:meushaw_l@cde.state.co.us))

