



## ESSER ELO (Extended Expanded Learning Opportunity) Grant Application Projected Costs Instructions

**Note:** The information entered on the Projected Costs page does not save until all validation rules have been met. Validation rules include, but are not limited to: employee benefits are budgeted whenever an amount is entered for salaries; each “Projected Cost” box associated with a text description must be filled in. The applicant should check for error messages at the top of the page before moving to another page. If the applicant moves to another page without saving the Projected Cost page, all data will be lost.

### Purpose Categories and Object Codes

Click the [Description of Purpose Categories and Object Codes](#) hyperlink here or at the top of the first budget grid on the Budget Detail page to open a pdf document detailing the purpose categories and object codes. Use this document to determine the appropriate purpose categories and object codes to use when you fill out your budget grid(s). Federal and state education programs have unique guidelines regarding what are or are not acceptable uses of funds. As a result, not every purpose category and/or object code listed on the document is available in every application.

There is one line item for each available Object Code in the ELO application. If you will not be using a certain object code, you may leave that line item blank.

### Budget Completion

To complete the Projected Costs page, fill in the desired object code’s textbox with a description of what will be purchased or paid for. Budget descriptions should contain the following:

- Include **specific details** of the expenditure – What is being purchased or paid for?
  - For staff/faculty members, what grade level(s) do they serve? How many FTE are represented? What subjects are being taught?
  - For contracted services, who is the contracted provider? What services are being provided? What is the **time period** of the contracted services? (Reminder that ESSER ELO funds cannot be used past the grant deadlines)
  - For supplies, what specific supplies are being purchased? List supplies whenever possible.
  - For curriculum, what is the curriculum/program title? Who is the publisher/provider? Is this a physical textbook, consumable workbook, online e-book, or fully online learning software?
  - If this includes a digital subscription/software/license purchase, what is the **time period** being paid for? (Reminder that ESSER ELO funds cannot be used past the grant deadlines)
- Include rationale how the expenditure **prepares** for, **prevents**, or **responds** to the effects of COVID-19.
- Include **specific student gains/benefits** of the expenditure.

SAVE the page.

Then enter unformatted, whole dollar amounts in the corresponding object code columns. (Do not enter commas, decimal points, or dollar signs.)

There is one line item for each available Object Code in the ELO application. If you will not be using a certain

object code, you may leave that line item blank. The Office of Public Instruction (OPI) does not require that every topic is used. Click the **Calculate Totals** button at the bottom of the page to update totals as you enter budget amounts.

When the Projected Costs page is complete, click the **Save Page** button. Check for error messages at the top of the page. If there are errors, they must be remedied before the page will save.