



**Career and Technical Education Unit**  
**Update: Carl D. Perkins Local Application Budget Modification**  
**Grant Period: July 1, 2024 – June 30, 2025**

***Budget Modification Proposals***  
***Due no later than May 30, 2025***

Please follow the steps listed below and complete all modifications only in the eGMS.

1. Change application status to “Application Revision Started.”
2. A revision summary will pop-up after beginning the modification asking, “Please provide a summary of why this revision is being completed?” A comment stating, “*To reflect actual expenditures*” does not provide an acceptable level of detail and must be expanded on.
3. Create comment(s) in the Revision Summary and/or History Log detailing each proposed modification and label with the line item. If new expenditures are proposed, give line item and description in the Revision Summary and/or History Log.
4. Enter new items into the Budget Narrative and mark as “NEW” for easy identification.
5. Please enter “\$0.00” on all original expenditures that are being removed.
6. Update the Grant Budget page as this page does not automatically update totals after sections are revised.
7. If changes are proposed that impact Professional Learning (PL), College Career Pathways (CCP), or administrative costs, add a comment in the Revision Summary and/or History Log attesting that the grant still meets 5% minimums for PL and CCP and does not exceed the 5% cap on administrative expenditures.
8. After receiving notification that application edits have been completed, the CSDE program manager will review and approve or return requesting further clarification.
9. Superintendents and College Presidents do not sign-off on Budget Modification.

PLEASE NOTE:

- Failure to create comments in the Revision Summary and/or History log as well as Individual Sections and/or update figures in the Grant Budget Page will result in the application being returned for edits;
- All questions pertaining to fiscal matters, e.g., fund draw downs, etc., should be addressed to Jeff Lindgren, [Jeffrey.Lindgren@ct.gov](mailto:Jeffrey.Lindgren@ct.gov), in the Fiscal Office; and
- All unexpended Perkins Funds are required by law to be returned to the CSDE:

Ms. Nashrin Bhura  
CSDE  
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