

Post-Award Budget Transfers

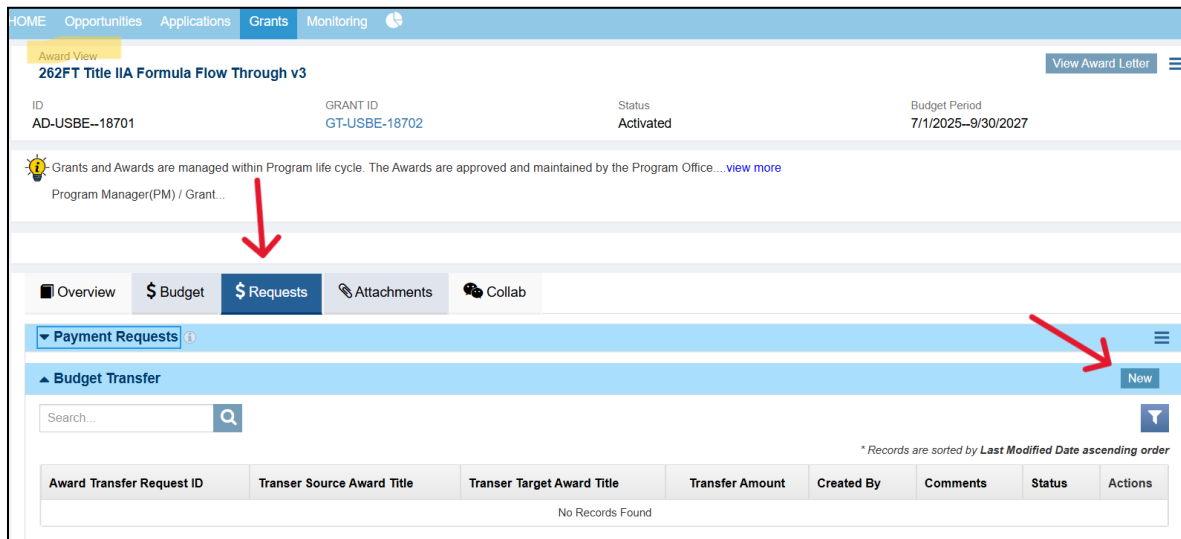
Consolidated Programs

If a grantee did not complete a budget transfer during the consolidated pre-application process, they may complete a budget transfer for eligible awarded funds. A grantee may complete a budget transfer after submitting the pre-application and full applications for the consolidated award. The grantee must be awarded the funds to complete a budget transfer. You may only transfer between eligible programs.

Please use these instructions for completing post-award budget transfers for the consolidated programs.

Grantee Creator

- 1) From the Grant tab, navigate to the program Award view.
- 2) Select the Requests tab and scroll to the Budget Transfer section.
- 3) Then select New.



HOME Opportunities Applications **Grants** Monitoring

Award View
262FT Title IIA Formula Flow Through v3 View Award Letter

ID: AD-USBE-18701 GRANT ID: GT-USBE-18702 Status: Activated Budget Period: 7/1/2025-9/30/2027

Grants and Awards are managed within Program life cycle. The Awards are approved and maintained by the Program Office... [view more](#)

Program Manager(PM) / Grant...

Overview **\$ Budget** **\$ Requests** Attachments Collab

Payment Requests

Budget Transfer Now

Search...

* Records are sorted by Last Modified Date ascending order

Award Transfer Request ID	Transfer Source Award Title	Transfer Target Award Title	Transfer Amount	Created By	Comments	Status	Actions
No Records Found							

- 4) This will open a new window for the Budget Transfer page.
- 5) Complete the following fields:
 - a. LEA Approver
 - b. Transfer Target Award
 - c. If you wish to transfer the full award, you may select the Transfer Full Award box
 - d. Transfer Amount
 - e. Describe the details of why you wish to transfer the funds to and how the funding will be best utilized in that program.

Create Award Budget Transfer

Cancel Save

Required to Save Required to Submit

Budget Transfer

Award Details

Transfer Source Award
AD-USBE--19227

Source award Remaining amount
\$6,000.00

*LEA Approver

*Transfer Target Award

Target Award Current Allocated Amount

Transfer Full fund

Budget Details

*Transfer Amount

*Please describe the reason funds are better utilized in the transfer to award including stakeholder input (10,000 Characters)

6) Scroll down to the ESEA Transferability Section.

a. Once you have read the terms and conditions, select the check box.

ESEA Transfer Overview

Transferability is a flexibility authority under the Every Student Succeeds Act (ESSA) which allows Local Educational Agencies (LEAs) to transfer up to 100% of the funds they receive under Title II, Part A and Title IV, Part A to other programs to better address the needs of their unique student populations and to ensure the capacity of delivering a meaningful program. Federal regulations require LEAs to notify the State Education Agency 30 days prior to the transfer of funds. See Elementary and Secondary Education Act (ESEA) Section 5103.

<https://www.ed.gov/sites/ed/files/policy/elsec/leg/essa/essaguidance160477.pdf>

NOTE: Although there is no deadline for exercising transferability, we strongly encourage LEAs to make the decision as early as possible, so applicable program applications can be adjusted by LEA staff and approved by USBE.

The LEA must meet the following requirements before the decision to transfer funds is made:

1. Review of the LEA needs assessment. While the LEA has the authority to transfer funding, it doesn't mean that they should. Decisions regarding the transfer of funding should be made in conjunction with needs outlined in the needs assessment. Keeping in line with the needs and goals outlined in this assessment is the best way to determine whether transferring funds is the correct course of action.
2. Consult with the appropriate stakeholders. All federal programs require meaningful consultation with stakeholders, which should include (but is not limited to), families, community members and educators that represent all faculty and staff.
3. As applicable, consult with participating private schools. The equitable share provided to participating private schools is impacted when a district transfers funds. A district needs assessment must be shared with the private schools during meaningful and timely consultation regarding the services for which they will and will not be eligible due to a transfer of funds. Due to this requirement, any transfer of funds should be done timely (beginning of a grant) to minimize the impact of equitable share calculations throughout the grant period.
4. As applicable, consult with local Tribal governments if 50 percent or more of the schools/ LEA students are Native American/Alaska Native or the district receives \$40,000 or more from a Title VI, Part A, Subpart 1 grant. See ESSA Section 8538.

https://www.schools.utah.gov/eseastateinitiatives/_esea_state_initiatives/_americanindian/_regulation/_RegulationESSA.pdf

I certify our LEA has completed the requirements for transferability.

☐

7) Click Save.

Award Budget Transfer

Cancel Save

Created Submitted for Approval Submitted to Grantor Completed

Required to Save Required to Submit

Budget Transfer Attachments History Collab

Award Details

Transfer Source Award
AD-USBE--19227

Source award Remaining amount
\$6,000.00

*LEA Approver
Blaine Edman

*Transfer Target Award
AD-USBE--19229

Target Award Current Allocated Amount
\$1,000.00

Transfer Full fund

Budget Details

8) You can review the Budget Transfer data and may select Edit if you need to make changes.

9) Then select Submit for Approval to send it to the Approver.

The screenshot shows the 'Award Budget Transfer' form. At the top, there are fields for 'Applicant Organization' (Alpine School District), 'ID' (ABT-0088), 'Status' (Created), and 'Grant ID' (GT-USBE-19228). A progress bar below these fields shows four stages: 'Created' (completed with a green checkmark), 'Submitted for Approval' (current stage), 'Submitted to Grantor', and 'Completed'. To the right of the progress bar, a red arrow points to the 'Submit For Approval' button. Below the progress bar, there are tabs for 'Budget Transfer', 'Attachments', 'History', and 'Collab'. The 'Award Details' section contains two columns of information: 'Transfer Source Award' (5NOVFTL_CPC1_2026) and 'Transfer Target Award' (5NOVFTL_CPC2_2026). The 'Source award Remaining amount' is \$6,000.00, and the 'Target Award Current Allocated Amount' is \$1,000.00. The 'LEA Approver' is Blaine Edman. The 'Budget Details' section shows the 'Transfer Amount' as \$1,000.00 and a text field for 'Please describe the reason funds are better utilized in the transfer to award including stakeholder input (10,000 Characters)' with the value 'test'.

Grantee Approver

- 1) The Approver should review the information of the transfer, including the reason for the transfer.
- 2) Select Approve, write a comment, and then Submit.

The screenshot shows the 'Award Budget Transfer' form from the 'Grantee Approver' perspective. The 'Status' is now 'Submit For Approval'. The 'Approval Decision' section has three radio buttons: 'Approve' (selected with a red arrow), 'Reject', and 'Send Back'. A 'Submit' button is next to the 'Approve' radio button. The progress bar shows the 'Submitted for Approval' stage as the current stage. The 'Award Details' and 'Budget Details' sections are identical to the previous screenshot.

- 3) The Budget Transfer request will then be reviewed by the USBE Grant Manager. Once that is completed, the grantee will see the transferred funds.