

## ESEA Amendment Instructions

A district *must* file an amendment to their *ESEA* application to do any of the following:

1. Revise the approved budget for a title when the amount of the transfers among budget lines exceeds 10% of the total allocation for the title.
2. Revise the approved budget for a title when funds are transferred to an unopened budget line (a line in which no funds were previously budgeted).
3. Budget carryover and/or overpayment resulting from the approval of a previous year final report if the original current year application or previous amendment was approved without the carryover/overpayment.
4. Budget an additional allocation that was awarded after an original application or previous amendment was approved.
5. Make programmatic and/or budgetary changes in the scope of activities being implemented.
6. For Title I only: Make revisions resulting from the approval of a Schoolwide Program designation.

A district *may* file an amendment for other changes including budget revisions of less than 10%. Please submit amendments in a timely manner. Districts will not be able to submit reimbursement requests for carryover funds until a carryover amendment is submitted.

### Creating an Amendment in EWEG

Go to the GMS Access/Select screen. On the line for the last approved application or amendment, click the blue box labeled **Amend**. The system creates the amendment with all information from the last approved application or amendment.

### Amendments for Carryover

If the previous year final expenditure reports have been approved and if they included carryover, these amounts will appear automatically on the Consolidated Allocations tab and in each title section and will be available to add to the previously approved budget. Please see the instructions below for budgeting carryover in each of the titles.

#### Title I-A

Go to **Eligibility Step 4**, scroll to the bottom of the page and click Save Distribution. This will update the funds available and distribute the carryover equitably between the district and any nonpublic schools. It will also update the reserve target budgets. Next, add the carryover to the budget. Check the top of the budget detail pages to ensure that the public and nonpublic budgets match the allocations. Revise if necessary.

#### Title I SIA A

Go to **Allocation Details** and save the page. This will update the funds available. Then add the carryover and/or additional allocation to the budget.

#### Title II-A, Title III and Title III Immigrant

Go to **Allocation Details** and save the page. This will update the funds available and distribute the carryover equitably between the district and any nonpublic schools. Then add the carryover to the budget. Check the top of the budget detail pages to ensure that the public and nonpublic budgets match the allocations. Revise if necessary.

## **Title IV-A**

Go to **Allocation Details** and save the page. This will update the funds available and distribute the carryover equitably between the district and any nonpublic schools. Then go to **Program Specific, Allowable Uses** and save the page. This will update the target budgets with the carryover. Next, add the carryover to the budget. Check the top of the budget detail pages to ensure that the public and nonpublic budgets match the allocations. Revise if necessary.

## **In a Title Not Previously Included**

If the district is budgeting carryover or an additional allocation in a title that was *not included* in the original application or a previous amendment, additional steps are required:

1. **Needs Assessment** – Add the title to one of the identified needs or identify a new need and complete the required text boxes. Then proceed to the title section.
2. **Allocation Details** – Save the page.
3. **Program Specific** – Select Allowable Uses for which you will budget the allocation and then on the next tab, align those allowable uses with the identified needs.
4. **Budget** – Create the budget.

## **ESEA Consolidated**

In addition to revising the plan and/or budget for each title, be sure to do the following in the Consolidated Section:

1. **Amendment Explanation** – On this tab, explain what changes were made for each title. Give details regarding budget and/or program changes.
2. **Submit, Board Authorization** – Enter the date on which the board approved *submission of the amendment*. This date must be different than the date of authorization for the original application or any previous amendments.
3. **Submit, Submit** – Run the Consistency Check and correct any errors identified. Submit the application to NJDOE.

Amendments are reviewed and approved by the County Education Specialist and by the Office of Grants Management. The reviewers will contact the district if revisions to the amendment are required. Be sure the LEA contact information is up to date. If changes are required, go back to the EWEG Main Menu and select LEA Central Contact.

For further assistance, please contact the EWEG Help Desk at [eweghelp@doe.nj.gov](mailto:eweghelp@doe.nj.gov)