



Office of Grants Management

► Entitlement Grant: Amendment Process



► What is an *amendment*?

When the Local Education Association (LEA) makes a programmatic or budgetary change to an original application for grant funds, the change is made through an amendment in the Electronic Web Enabled Grant (EWEG) system. An amendment can be submitted at any time during the fiscal year of the grant but only after the original application has been approved. The first amendment is named 'Amendment 1' in the EWEG system. Once submitted, an amendment goes through the review process. A subsequent amendment will appear as 'Amendment 2'.

An amendment is required when carryover funds from the previous fiscal year are applied to an allocation. Carryover funds can be used for any activity or program based on the needs and allowable uses, except for *Title I-A Parent and Family Engagement Restricted Reserves*. These funds must be used for the same purpose as the previous year. An amendment is required when an LEA is determined to qualify for new or additional Title I-SIA funds that are awarded mid-year, typically in January. If the LEA did not have a Title I-SIA allocation in the original application, an Annual School Plan (ASP) is created, and the new funds are budgeted to align with the ASP. For assistance with the ASP process, email help.asp@doe.nj.gov. For more information about required amendments, visit the [OGM web page](#).

► How to Amend the ESEA Application in EWEG

Step 1: Log into EWEG. Click the 'Amend' box next to the most recent ESEA consolidated application.

Step 2: In the 'Amendment Explanation' tab, provide an explanation as prompted in the system.

Step 3: Access the individual Title(s) being amended using the drop down box in the upper right section of the screen. Depending on the nature of the amendment, make the changes in these tabs: 'Eligibility', 'Program Specific', and/or 'Budget'.

Step 4: In the 'Submit' tab, enter the Board of Education authorization dates and check the assurances.

Step 5: Run the consistency check and submit the amendment. The amendment goes to the County Office for tier one approval and then to the Office of Grants Management for tier two approval.

