

## **Overview of EL-Title III Application Amendment in eGMS**

This document is intended as an overview for school districts that need to submit a budget amendment to their Title III Application in IWAS.

### **A district is required to submit a budget amendment if:**

- There is a significant change in program scope (e.g., adding a new component, such as summer school); or
- The grantee intends to budget for more available funds (e.g., federal carryover); or
- The expected expenditures exceed the ISBE expenditure variance of 10 percent or \$1,000 per an object total, whichever is greater; or
- The grantee adds a new expenditure item.

Districts that were eligible for Language Instruction Educational Program (LIEP)/Immigrant Student Education Program funding may have carryover funds or additional funds allocated later in the grant year. An amendment submission is needed to budget for those additional funds.

### **Items to review when creating an amendment:**

- Expenditures already claimed in the Financial Reimbursement Information System for payment cannot be deleted from the budget detail.
- Districts may not use more than 2 percent of the district's current fiscal year funds for administrative costs.
  - Any funds the district reserves for administrative costs may be used only for *direct administrative costs*.
- All three required functions for Title III LIEP must be present (1000/2210/3000) for single and administrative districts.
- Any budget amendments must be submitted by July 31 for the fiscal year of the grant.
- Activities added as an amendment are retroactive to the submission date of the amendment.
- You cannot create an amendment unless you have an approved original application.

## Creating an Amendment:

1. Log in to IWAS.
2. Choose the application you are going to amend.
3. Click **Create Amendment**.

[Click to view LEA Dashboard](#)

Select an application from the list(s) below and press one of the following buttons:

[Open Application](#)

**Create Amendment**

[Delete Application/Amendment](#)

[Review Checklist](#)

[Review Checklist Print All](#)

Print requests may take up to several hours depending on demand for conversion to a PDF.

Printed Applications:

	Application / Amendment	Original Submit Date	Status	Status Date	Consult
2024-2025	25-496-00 Original Application	03-05-2025	Final Approved	03-20-2025	<input type="checkbox"/>

4. Once the amendment is created:
  - a. Choose **Page Lock Control** tab to unlock the pages that need to be amended.
    - i. Please note that if you are adding new activities to your Title III budget, you also may need to add those to the **FFATA** tab.
    - ii. Your [assigned principal consultant for technical assistance](#) will need to unlock this tab for your district.

☒ Expand All

<b>EL - Title III Immigrant Student Education Program</b>		<b>Page Status</b>	<b>Open Page for editing</b>
<a href="#">EL - Title III Immigrant Student Education Program</a>			
Applicant Information	LOCKED	<input type="checkbox"/>	
FFATA	FINAL	<input type="checkbox"/>	
<a href="#">Budget Pages</a>			
Budget Detail	LOCKED	<input type="checkbox"/>	
PRA - ISBE Specific	LOCKED	<input type="checkbox"/>	
<a href="#">GATA Pages</a>			
<a href="#">Notice of State Award</a>			
NOSA Grant Information	LOCKED	<input type="checkbox"/>	
ICQ Conditions	LOCKED	<input type="checkbox"/>	
Program Risk Conditions	LOCKED	<input type="checkbox"/>	
Prequalification Status	LOCKED	<input type="checkbox"/>	
<a href="#">Uniform Grant Agreement</a>			
UGA Parts One, Two, and Three	LOCKED	<input type="checkbox"/>	
Exhibits	LOCKED	<input type="checkbox"/>	
UGA Summary	LOCKED	<input type="checkbox"/>	
<a href="#">Assurance Pages</a>			
Program Assurances	FINAL	<input type="checkbox"/>	
GATA Assurances	FINAL	<input type="checkbox"/>	
AssurancesText	FINAL	<input type="checkbox"/>	

Save

## Budget Detail Amendment Format

Function Code	Object Code	Exclude from MTDC**	Expenditure Description and Itemization		Delete Row
1000	400	<input type="checkbox"/>	Supplies and Materials: Consumable supplies and books to support English language development for immigrant and newcomer students. Purchase of additional student books from Continental Press; Ready, Set, Go Newcomers! (Book 1, Book 2, and Book 3). <b>AMENDMENT #1: Reduce line item by \$673</b>	<del>673</del> 3000	<input type="checkbox"/>
2210	300	<input type="checkbox"/>	Improvement of Instruction Services: Professional development learning opportunities for a district-wide team, including 14 staff members with representation from all schools, supporting newcomers and immigrant students; three sessions (session dates: 3/6/25, 4/3/25 and 5/15/25) provided by Single Story Inc. The PD will focus on Culturally Responsive Teaching Practices, specific to meeting the needs of the influx of students new to the country. At the completion of the three-part PD series, this team will be responsible for providing additional training at their schools to all staff that work with newcomers and immigrant students. This shared learning will build the capacity of all teachers working directly with our newcomers and immigrant student population.	5500	<input type="checkbox"/>
2210	400		AMENDMENT 1: Purchase of "Educating Immigrant Students in the 21st Century" for 20 teachers.	673	
3000	100		AMENDMENT 1: Using carryover funds to add a new parent liaison to work with Immigrant families. Title III ISEP will pay .25 FTE, district will pay the .75 of the salary.	2000	

Function Code	Object Code
1000	400
2210	300
2210	400
3000	100

Expenditure Description and Itemization	
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AMENDMENT 1: Purchase of "Educating Immigrant Students in the 21st Century" for 20 teachers.	673
AMENDMENT 1: Using carryover funds to add a new parent liaison to work with Immigrant families. Title III ISEP will pay .25 FTE, district will pay the .75 of the salary.	2000

- Adding funds to a function/object code OR creating a new function/object code line item:
  - Create a new line item.
  - Add **AMENDMENT #** at the beginning of the line item and write in the detailed description of the additional purchase.
- Removing/reducing funds in a function/object code:
  - At the end of the current line item where funds are being removed from, write "AMENDMENT # - Reduce funds by \$\_\_\_\_"
- Naming an amendment:
  - When amending entries, the **AMENDMENT #** must match what is listed on the top left of your application.  
**Application: 2024-2025 EL - Title III Language Instruction Educational Pr - 00**  
**Cycle: Amendment 3**
- You may also delete a function/object code:
  - Only if funds have not been expended/reported.