

## eGMS ELL - Title III Application Amendment Overview

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

A district is required to submit a budget amendment to the Division of English Learners if:

- There is a significant change in program scope (e.g., adding a new component - summer school); or
- The grantee intends to budget for more available funds (i.e., federal carryover); or
- The expected expenditures exceed the ISBE expenditure variance of 10 percent or \$1,000 per an object total, whichever is greater without going over the total budget (new beginning in fiscal year 2018); or
- The grantee adds a new expenditure item.

Districts that were eligible for LIPLEPS/LIEP or Immigrant 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.

When amending a budget remember:

- Some funding must be budgeted for language instruction (Function 1000), professional development (Function 2210) and parent involvement (Function 3000)
- Districts may not use more than 2 percent of the district's current year funds for administrative costs (salary and fringe benefits). Any funds the district reserves for administrative costs may be used only for *direct administrative* costs.
- Expenditures already claimed on FRIS for payment may not be deleted in an amendment.

Please make sure that your initial budget has been approved before you submit an amendment to it. If you are not certain that your previous budget has been approved, please check eGMS or contact your assigned district consultant at (312) 814-3850.

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\* *The Title III funding is the second part of the ELL consolidated grant application, for districts that want to apply for:*

- *Federal Title III funding*
  - *LIPLEPS: Language Instruction Program for Limited English Proficient Students/LIEP: Language Instruction Educational Program*
  - *IEP: Immigrant Education Program*

## Creating an Amendment

1. Login to eGMS
2. Choose the application you are planning on amending
3. Click on "Create Amendment."

4. Go to the "Page Lock Control" tab and click on EXPAND ALL. Unlock ONLY the sections or pages that need changes. Please note that if you are adding new activities to your Title III budget (LIPLEPS/LIEP or Immigrant) you may also need to add those to Program Activities, Student Outcomes, Professional Development, Research Basis, and the FFATA tabs.

	Page Status	Review Status of page		
		OK	Needs updates	Mark Final
<b>ELL-TBE/TPI and Title III</b>				
<b>ELL Consolidated</b>	Apply to Section	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Contact Information	OPEN	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Planning	Apply to Section	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Assurance Pages	Apply to Section	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>TBE/TPI</b>	Apply to Section	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Program Specific</b>	Apply to Section	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Professional Development	LOCKED	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Parent Advisory Committee	LOCKED	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Attendance Center Information</b>	Apply to Section	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Budget Pages</b>	Apply to Section	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cooperative Member Budget	LOCKED	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Total Program Costs	LOCKED	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Budget Detail	LOCKED	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Page_Lock Control	LOCKED	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Title III Consolidated</b>	Apply to Section	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>LIPLEPS</b>	Apply to Section	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>IEP</b>	Apply to Section	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## Budget Format for Amendments

1. Go to “Budget Detail.” You can revise cells and add additional lines if necessary (there is a button below budget cells to “Create Additional Entries.”)
2. **Reductions:**  
Leave the original budget line description as it was originally created. At the end of that description add the text “Amendment 1” and explain the reason for the reduction.\* Please see example below:

Original version:

1000	400	Supplemental ESL curriculum materials	\$400
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Amendment version:

1000	400	Supplemental ESL curriculum materials Amendment #1 – reduced by \$100 – the cost was lower than expected	\$300
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You may also reduce a function/object to “0” and eliminate the row for the function/object.

3. **Increases:**
  - a. **Adding a completely new budget item:** add a new entry and start the description with the text “Amendment 1.”\* Please make sure you justify and explain the reason for the addition. Please note that you cannot use the funding for any new items purchased prior to the date of the submission of the amendment. Please be aware of the issue of supplanting when amending your Title III budget and address it in the description. Please see example below:

Amended version:

3000	300	AMENDMENT 1: fee for a speaker for a new Bilingual Family night presentation on Common Core Standards for ELLs	\$500
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- b. **Increasing funding for an existing budget item:** please leave the original entry and amount exactly as it was approved in the previously approved budget. Create a new line with the same function and object codes. In the description please start with the text “Amendment 1” and add a description of the item (most likely very similar to the original description) and explain the reason for the increase. Please be aware of the issue of supplanting when amending your Title III budget and address it in the description. Please see example below:

Original version:

3000	100	Salary for district staff presenting at Bilingual Family nights (20 hours)	\$600
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Amendment version:

3000	100	Salary for district staff presenting at Bilingual Family nights (20 hours)	\$600
3000	100	AMENDMENT 1: increasing salary for district staff presenting at Bilingual Family nights: we are adding more presentations (10 more hours)	\$300

*\* If you are amending your approved Amendment 1 (not the original application), all the new changes should be referred to as "Amendment 2".*

**Updating other tabs and submitting**

1. Please note that if you are adding new activities or removing activities from your Title III budget (LIPLEPS/LIEP or Immigrant) you may also need to add/remove those on the Program Activities tab, Student Outcomes tab, Professional Development tab, Research Basis tab, and the FFATA tabs.
2. If you are required to change the FFATA page, please contact your consultant to unlock that page yourself. The District won't be able to unlock that page themselves.
3. Run the Consistency Check and Submit the budget amendment.

*Please contact your Principal Consultant or the Division of English Learners at (312) 814-3850 with programmatic questions.*

*For assistance with technical issues call (217) 558-3600.*