

# When to Amend the Application and Impact to Expenditure Reporting (ER) Requests

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## **Please review the following before submitting an amendment:**

1. Grantees must have an indirect cost rate from their cognizant agency to claim indirect costs. However, indirect costs are not required to be budgeted in the grant application to be charged to the grant. Do not submit an amendment solely for the purpose of budgeting indirect costs.
2. Supplies and materials do not require specific approval under EDGAR. Do not submit an amendment to add to or change the supplies and materials already approved unless the amendment is required for another reason outlined in this document.
3. If TEA has completed a budget adjustment on behalf of your LEA, no action is required. However, if the LEA needs to make revisions to the budget, an amendment may be submitted after receiving the email notification and NOGA for the adjustment.

### **NOTES:**

- In the ER system, payment requests will not be accepted if “\$0” is budgeted in the class object code.
- In the ER system, payment requests will not be accepted if total funds increased exceed 25% of the total budgeted amount.

### **Amendment Effective Date**

An amendment, after being approved by TEA, is considered effective on the date it was received by TEA in substantially approvable form. All amendments are subject to negotiation. An amendment must be approved by TEA before any activities occur, such as purchase orders issued, funds encumbered or expended, goods received, or services rendered that are affected by the amendment. If the grantee chooses to implement such changes prior to the amendment being approved by TEA, the grantee will be responsible for paying, from other fund sources, any costs not approved during negotiations. Refer to the [TEA Grant Opportunities](#) page to determine the last day an amendment may be submitted for a particular grant.

Use the table below for both federal and state funded grants to determine whether an amendment is required:

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#	Application Changes That May Require Amendment (Effective with the 2020–2021 School Year)  Updated September 1, 2020	Whether Amendment Is Required		
		Formula Funded Grant	Discretionary Competitive Grant	Discretionary Noncompetitive Grant
1.	Add a class/object code not previously budgeted. <i>NOTE: A minimal amount must have been budgeted in a class/object code in the originally approved application or subsequently approved amendment for the 25% amendment variance (#2 below) to apply.</i>	YES	YES	YES
2.	Increase or decrease the amount of funds currently approved in a class/object code on the Program Budget Summary <b>by more than 25% of the total budgeted amount.</b> <i>NOTE: Funds must be budgeted in the class/object code and items requiring specific approval (for programs not covered under the Ed-Flex waiver for class/object codes 6200, 6300, and 6400) are required to be budgeted in the originally approved application or added via an approved amendment before grant funds may be expended on the item.</i>	YES	YES	YES
3.	Increase or decrease the amount of funds currently approved in a class/object code on the Program Budget Summary by <b>25% or less of the total budgeted amount</b> , as long as a new line item is not being added. For increases to salaries approved on Payroll Costs (6100), see items 5 and 6 of this table.	No	No	No
4.	Increase or decrease the amount of funds budgeted for a line item on any supporting budget schedule (i.e., within a class/object code) except Payroll Costs (6100), as long as the description of the line item does not change and as long as the current amount approved in that class/object code is not changed by <b>more than 25% of the total budgeted amount.</b> For increases to salaries approved on Payroll Costs (6100), see items 5 and 6 of this table.	No	No	No
5.	Increase the salary amount of funds budgeted for a line item (i.e., a position type such as teacher, project director, or teacher’s aide) by <b>10% or less.</b>	No	No	No
6.	Increase the salary amount of funds budgeted for a line item (i.e., a position type such as teacher, project director, or teacher’s aide) by <b>more than 10%.</b>	No	YES	YES
7.	Add a new line item on any of the supporting budget schedules.	YES	YES	YES
8.	Increase or decrease the number of payroll positions approved for a line item by 20% or less.	No	YES	No
9.	Increase or decrease the number of payroll positions approved for a line item by more than 20%.	YES	YES	YES
10.	Add a type of payroll position not initially approved.	YES	YES	YES

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11.	Add a new item or increase the quantity of capital outlay items approved.	YES	YES	YES
12.	Reduce funds allotted for training costs, where such costs are direct payments or reimbursements to trainees, primarily travel and lodging for trainees, workshop or conference registration fees, tuition, books, and related fees.  <i>NOTE: An amendment is required for programs not covered under Ed-Flex; the amendment requirement is waived for programs covered under Ed-Flex.</i>	YES (UNLESS ED-FLEX)	YES (UNLESS ED- FLEX)	YES (UNLESS ED- FLEX)
13.	Request additional funding, as applicable to the grant. (TEA will contact you if additional funds are available.)	YES	YES	YES
14.	Revise the scope (i.e., extent or range) or objectives of the grant (regardless of whether there is an associated budget revision requiring prior approval).	YES	YES	YES