When to Amend the Application

Use these tables as follows to determine whether an amendment is required:

1. Use Table 1 for federally funded grants and for grants funded from both federal and state sources.
2. Use Table 2 for state-funded grants being amended. Refer to the "Select Grantees" column if the NOGA is for over $1 million or if the grantee is a new charter school or new nonprofit.

#	**Table 1: Application Changes That May Require Amendment (Effective with the 2012-2013 School Year for Federally Funded Grants)** **Updated January 8, 2013**	**Whether Amendment Is Required**		
		Federally Funded Formula Grant	**Federally Funded Discretionary Competitive Grant**	**Federally Funded Discretionary Noncompetitive Grant**
1.	Add a class/object code not previously budgeted. 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.*	YES	YES	YES
2.	Increase or decrease the amount of funds currently approved in a class/object code on the Program Budget Summary **by more than 25% of the total budgeted amount.** (This is a change for discretionary grants, which were previously limited to amendments of no more than 25% of the total approved within the class/object code.) 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.*	YES	YES	YES
3.	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* Schedule 7—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 more than 25% *of the total budgeted amount*. For increases to salaries approved on Schedule 7—Payroll Costs (6100), see items 4 and 5 of this table.	NO	NO	NO
4.	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 **10% or less**.	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 **more than 10%.**	NO	YES	YES
6.	Increase or decrease the amount of funds currently approved in a class/object code on the Program Budget Summary by 25% or less *of the total budgeted amount*, as long as a new line item is not being added. For the Special Education Consolidated Grant Application, an amendment is always required to change the amount budgeted for CEIS. For increases to salaries approved on Schedule 7—Payroll Costs (6100), see items 4 and 5 of this table.	NO	NO	NO
7.	Add a new line item on any of the supporting budget schedules.	YES	YES	YES

#	Table 1: Application Changes That May Require Amendment (Effective with the 2012-2013 School Year for Federally Funded Grants) Updated January 8, 2013	Whether Amendment Is Required		
		Federally Funded Formula Grant	Federally Funded Discretionary Competitive Grant	Federally Funded Discretionary Noncompetitive Grant
8.	Increase or decrease the number of positions approved by 20% or less.	NO	YES	NO
9.	Increase or decrease the number of positions approved by more than 20%.	YES	YES	YES
10.	Add a type of position not initially approved.	YES	YES	YES
11.	Add a new item of computer hardware/equipment (not capitalized).	YES	YES	YES
12.	Increase the quantity of computer hardware/equipment (not capitalized) previously approved **as long as a new item is not being added.**	NO	NO	NO
13.	Add a new item or increase the quantity of capital outlay items approved for articles costing $5,000 or more.	YES	YES	YES
14.	Add a new item of capital outlay for articles costing less than $5,000.	YES	YES	YES
15.	Increase the quantity of capital outlay items for articles costing less than $5,000 as long as a new item is not being added.	NO	NO	NO
16.	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. NOTE: *An amendment is required for programs not covered under Ed-Flex; the amendment requirement is waived for programs covered under Ed-Flex.*	YES (UNLESS ED-FLEX)	YES (UNLESS ED-FLEX)	YES (UNLESS ED-FLEX)
17.	Request additional funding, as applicable to the grant.	YES	YES	YES
18.	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

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.

#	Table 2: Application Changes That May Require Amendment (Effective with the 2012-2013 School Year for State-Funded Grants) **NOTE: A "select grantee" is one with a NOGA of over $1 million, a new charter school, or a new nonprofit organization.**	Whether Amendment Is Required			
		State-Funded Formula Grant	**State-Funded Discretionary Competitive Grant**	**State-Funded Discretionary Noncompetitive Grant**	**Select Grantees**
1.	Add a class/object code not previously budgeted. 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.*	No	Yes	No	Yes
2.	Increase or decrease the amount of funds currently approved in a class/object code on the Program Budget Summary **by more than 25% of the total budgeted amount.** (This is a change for discretionary grants, which were previously limited to amendments of no more than 25% of the total approved within the class/object code.) NOTE**:** *Funds must be budgeted in the class/object code and items requiring specific approval 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.*	No	Yes	No	Yes
3.	Increase or decrease the amount of funds budgeted for a line item on a supporting budget schedule (i.e., within a class/object code) 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 more than 25% of the total budgeted amount.	No	No	No	No
4.	Increase or decrease the amount of funds currently approved in a class/object code on the Program Budget Summary by 25% or less, as long as a new line item is not being added.	No	No	No	No
5.	Add a new line item on any of the supporting budget schedules.	No	Yes	No	Yes
6.	Increase or decrease the number of positions approved by 20% or less.	No	No	No	No
7.	Increase or decrease the number of positions approved by more than 20%.	No	Yes	No	Yes
8.	Add a type of position not initially approved.	No	Yes	No	Yes
9.	Add a new item of computer hardware/equipment (not capitalized).	No	Yes	No	Yes
10.	Increase the quantity of computer hardware/equipment (not capitalized) previously approved **as long as a new item is not being added.**	No	No	No	No
11.	Add a new item or increase the quantity of capital outlay items approved for articles costing $5,000 or more.	No	Yes	No	Yes
12.	Add a new item of capital outlay items for articles costing less than $5,000.	No	Yes	No	Yes
13.	Increase the quantity of capital outlay items for articles costing less than $5,000 as long as a new item is not being added.	No	No	No	No
14.	Increase the quantity of computer hardware/equipment (not capitalized) previously approved.	No	No	No	No

#	Table 2: Application Changes That May Require Amendment (Effective with the 2012-2013 School Year for State-Funded Grants) NOTE: A "select grantee" is one with a NOGA of over $1 million, a new charter school, or a new nonprofit organization.	Whether Amendment Is Required			
		State-Funded Formula Grant	State-Funded Discretionary Competitive Grant	State-Funded Discretionary Noncompetitive Grant	Select Grantees
15.	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.	NO	YES	NO	YES
16.	Request additional funding, as applicable to the grant.	YES	YES	YES	YES
17.	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).	NO	YES	NO	YES

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.