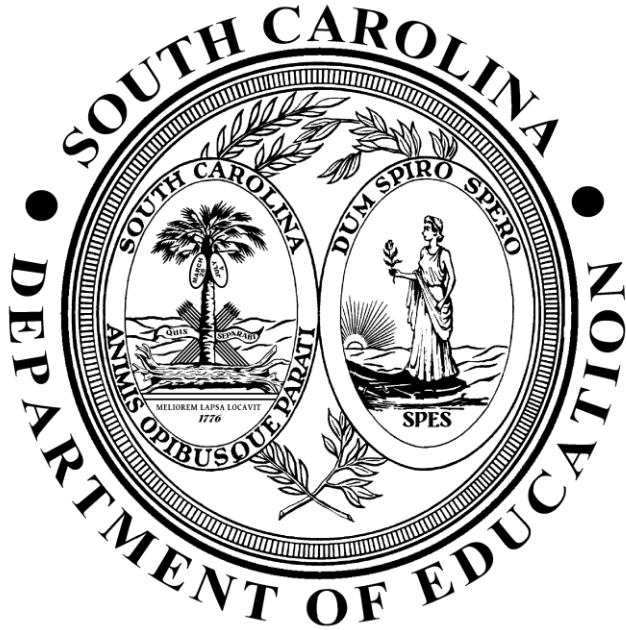


STATE OF SOUTH CAROLINA
DEPARTMENT OF EDUCATION

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STATE SUPERINTENDENT OF EDUCATION



Amendment Process

The Office of Federal and State Accountability (OFSA)

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Amendment Process

I. Overview

The Local Education Agency (LEA) can initiate an amendment when there is a necessary and justified adjustment to the approved grant budget or scope of work as needed to ensure a successful outcome for the funded program. This document outlines the process LEAs must follow to make an amendment within the Grants Electronic Management System (GEMS).

II. Types of Amendments

Basic Amendments

- a. The LEA initiates a revision within GEMS based upon need. These needs could include functional area changes, budget modifications, or narrative adjustments.
- b. The LEA revises GEMS within the budget and/or the LEA Set Asides page and submits the revisions to the State Education Agency (SEA) for review and approval.

Additional funding by SEA

- a. The SEA may adjust initial funding based upon the U.S. Department of Education's (ED) allocation revisions or additional funding.
- b. The GEMS project will automatically move into a Revision Started status. LEAs must complete the revision for SEA approval.
- c. LEAs must budget any additional funding and provide a clear narrative for the SEA to determine allowability.
- d. Revisions should take place within the budget, LEA Set Asides page, and Allocations to Served Schools page, if needed. These pages must match the budget revisions.

*Ranking must be maintained with additional funding. The Grants Accounting Processing System (GAPS) will require LEAs to budget any additional funds prior to making claims.

Jumbo amendment

LEAs may pull back schoolwide funds to the LEA level *after* September 30th of the first year of the grant. This option *must* be explained to schoolwide principals prior to the start of the grant.

The LEA must:

- a. Determine which activities and funding were not utilized by September 30.
- b. Pull back any unused/unclaimed funds from EACH schoolwide into an *allowable* LEA set aside.
- c. Make necessary revisions within the budget.

- d. The Allocation to the Schools page and the LEA Set Asides page in GEMS will not require any modifications; these pages will remain the same.
- e. The GEMS system will generate validation messages related to the modifications.

*As a reminder, it is unallowable to pull back funding from one school and give it to another school.