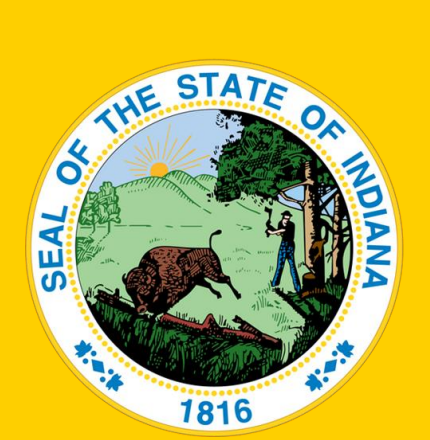




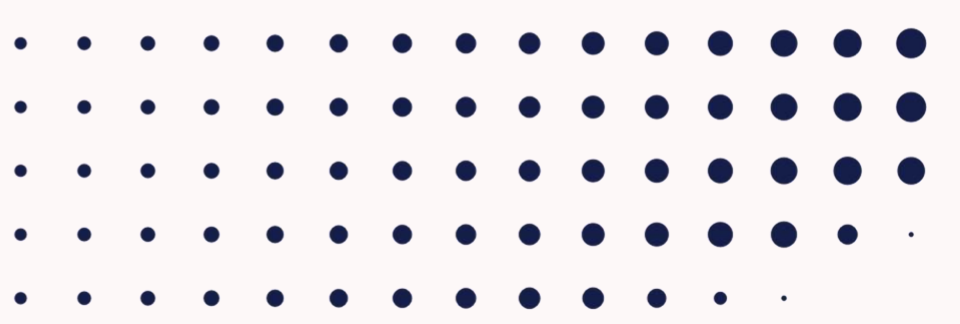
INDIANA
DEPARTMENT *of*
EDUCATION

Grant Amendments

**Tip: Have two screens
to view this
presentation and
follow the instructions
at the same time!**

**Submitting amendments for the
following grants:**

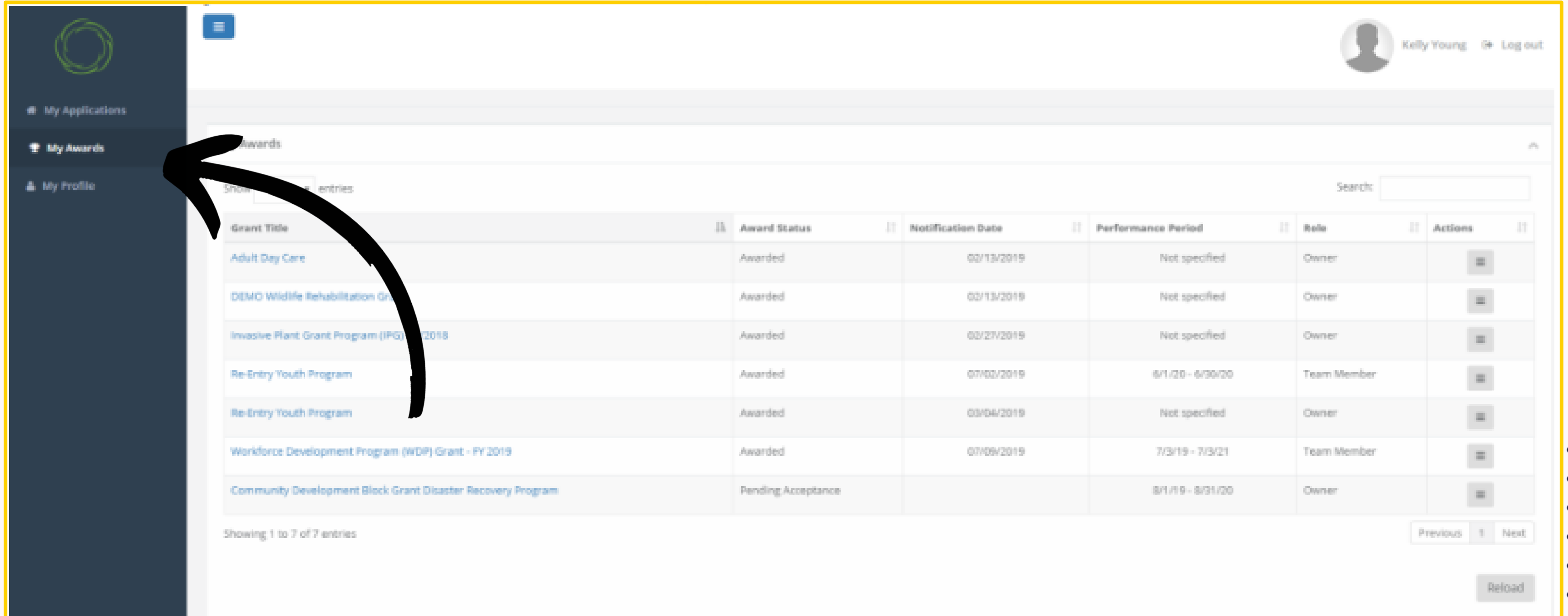
- **26-28 Title III Immigrant Influx**
- **26-28 Title I, C Migrant**
- **25-26 Refugee School Impact**



**This guide will provide step-by-step instructions
on how to submit programmatic and/or financial
amendments in the Euna Grants Portal.**

**Let's get started! Click [here](#) to log in to your
Euna Grants portal.**





The screenshot displays a web application interface. On the left is a dark navigation bar with three items: 'My Applications', 'My Awards' (highlighted with a large black arrow), and 'My Profile'. The main content area is titled 'Awards' and shows a table of grant entries. The table has columns: Grant Title, Award Status, Notification Date, Performance Period, Role, and Actions. There are 7 entries in total, with the first 6 being 'Awarded' and the last one 'Pending Acceptance'. At the bottom right of the table area are 'Previous', '1', 'Next', and 'Reload' buttons. The top right of the page shows the user 'Kelly Young' and a 'Log out' link.

Grant Title	Award Status	Notification Date	Performance Period	Role	Actions
Adult Day Care	Awarded	02/13/2019	Not specified	Owner	[icon]
DEMO Wildlife Rehabilitation Gr	Awarded	02/13/2019	Not specified	Owner	[icon]
Invasive Plant Grant Program (IPG) - 2018	Awarded	02/27/2019	Not specified	Owner	[icon]
Re-Entry Youth Program	Awarded	07/02/2019	6/1/20 - 6/30/20	Team Member	[icon]
Re-Entry Youth Program	Awarded	03/04/2019	Not specified	Owner	[icon]
Workforce Development Program (WDP) Grant - FY 2019	Awarded	07/09/2019	7/3/19 - 7/3/21	Team Member	[icon]
Community Development Block Grant Disaster Recovery Program	Pending Acceptance		8/1/19 - 8/31/20	Owner	[icon]

Showing 1 to 7 of 7 entries

Previous 1 Next

Reload

Select "My Awards" from the navigation bar, and click on the desired grant title. This will take you to the grant Award Dashboard.

Award Dashboard

Award Detail

Subrecipient: City of Industry
Project: Recover Our Community
Approval Date: 04/06/2020
Approved amount: \$13,000.00
Total Federal Award: \$3,000.00
Total Non-Federal Award: \$10,000.00
Total Match: \$0.00
Performance period: 04/07/2020 - 04/15/2020

[View Budget](#)[View Goals](#)[View Files](#)[Submit Financial Report](#)[Submit Activity Report](#)[Request Grant](#)

Program: Economic Recovery Program



Click on the blue "View Files" button to locate and download the most recently approved budget table for the selected grant.

2026-2028 Title III Budget Table | AMENDMENT DIRECTIONS

Steps to Complete a Title III Budget Amendment

STEP 1: Complete the AMENDMENT NARRATIVE page

On this page you will describe what changes are being made from the original grant from the original grant.

- First, include the name of the individual submitting the amendment, and the date of submission.
- Next, in the "Change from Original Application" column, describe what is changing from the original grant application (i.e., where are you moving funds to and from).
- In the "New Expenditures" column, describe what budget area you are moving those funds to (i.e., where are you moving funds to and for what purpose).

STEP 2: Copy and Revise your Funding Descriptions

On this page you will share what expenditures are changing from the original grant.

- First, go to the "Funding Descriptions" page of the original application. Copy the contents from the three main columns ("Activity Description", "Budget Category", and "Amount") and paste into the Amendment Funding Descriptions table.
- Next, make any necessary edits to align with what was described in the Amendment narrative page. The final version should reflect your most up to date information.

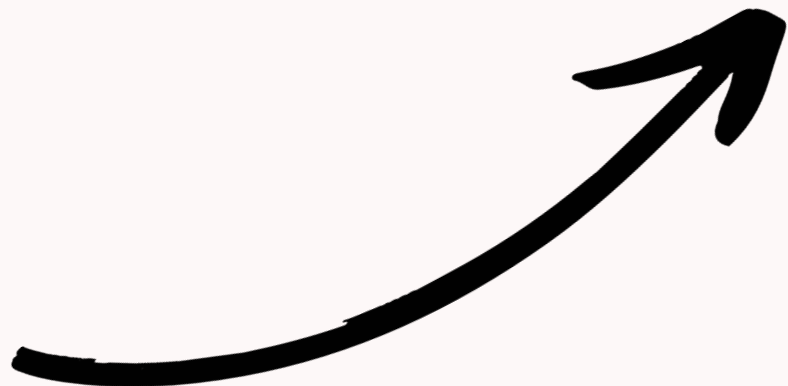
STEP 3: Review Amendment Budget Table

On this page you will verify your expenditures and personnel being funded through the grant. Please do the following:

< > Budget Table Directions LEA Info Funding Descriptions Budget Table Amendment Directions Amendment #1 Narrative

You will use the same Budget Table Excel file that you used to apply for the grant to provide information regarding the Amendment.

View the "Amendment Directions" tab within the Budget Table for instructions on how to complete the amendment request. Once complete, save the file to later upload into Euna Grants.



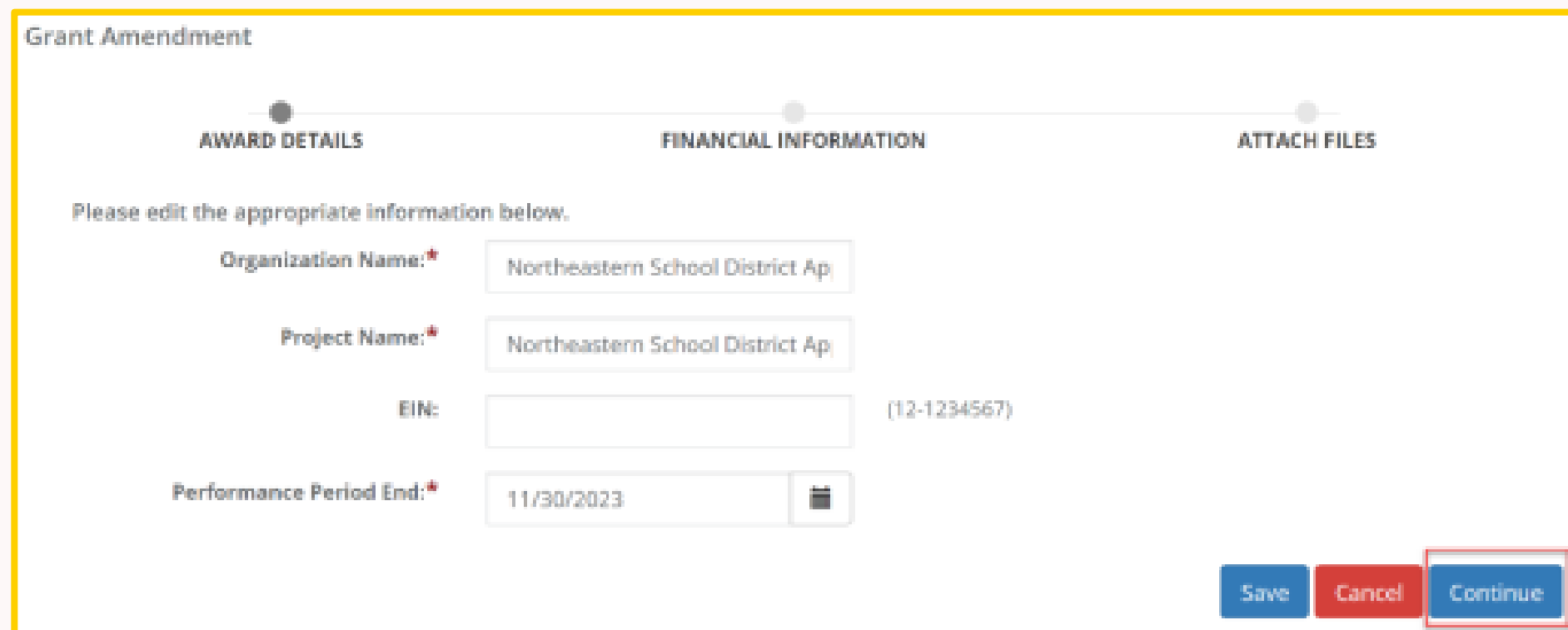
Return to your Award Dashboard and click the "Request Grant Amendment" button.



Award Dashboard

Award Detail View Budget View Files Submit Financial Report Submit Activity Report **Request Grant Amendment** Award Closeout Manage Project Team

Subrecipient: Northeastern School District Application Program: State of Indiana Title IV (V2)
Project: Northeastern School District Application Award ID: DOE-FY23-00005
Award Status: Awarded
Approval Date: 07/25/2023
Approved amount: \$130,000.00 +
Total Federal Award: \$130,000.00
Total Match: \$0.00
Performance period: 05/01/2023 - 11/30/2023



Grant Amendment

AWARD DETAILS FINANCIAL INFORMATION ATTACH FILES

Please edit the appropriate information below.

Organization Name: * Northeastern School District Ap
Project Name: * Northeastern School District Ap
EIN: (12-1234567)
Performance Period End: * 11/30/2023

Save Cancel **Continue**

The next screen will display pre-populated information under the Award Details page. Do not edit these fields. Click the "Continue" button.

On the next page, **do not** click the “This amendment includes a financial change” box. Requesting to move funds from one category to another will be done within the Budget Table file. Click the blue “Continue” button to move forward.

This box should only be checked if you were to receive funds in addition to your original total allocation or if the award amount were to be reduced.

The screenshot shows the eCivis Grant Amendment form. The left sidebar contains the eCivis logo and navigation links: My Applications, My Awards, and My Profile. The top right shows the user's name 'mark omalley' and a 'Log out' link. The main content area displays the 'Grant Amendment' form with a progress bar indicating three steps: AWARD DETAILS, FINANCIAL INFORMATION, and ATTACH FILES. A red prohibition sign is overlaid on the checkbox labeled 'This amendment includes a financial change' in the FINANCIAL INFORMATION step. At the bottom right of the form, there are three buttons: 'Back', 'Cancel', and 'Continue'. A black arrow points to the 'Continue' button.

The final step is to complete the Attach Files page. Click the green "Upload File" button and select the updated Budget Table (Excel file) with the completed amendment information.

The required Amendment Narrative field should include a short description supporting your request to modify approved budget expenditures. If there is a programmatic amendment, you will include relevant information here as well. Once complete, click the "Submit Amendment" button.

Grant Amendment

AWARD DETAILS FINANCIAL INFORMATION ATTACH FILES

Please upload any files necessary to include with your grant amendment. These documents will be added to your original award package. It is highly recommended that you include a narrative explaining your grant amendment request.

Upload File

Amendment Files

Show 10 entries Search:

File Name	File Size	Actions
No files have been uploaded		

Showing 0 to 0 of 0 entries Previous Next

Amendment Narrative: *

You can include a narrative below with any extra information about the amendment.

</> H1 H2 H3 B I U

8000 characters remaining

Back Save Cancel Submit Amendment

Submit Amendment

Are you sure you are ready to submit this amendment? Please ensure you have all necessary budget and documentation completed before sending this amendment for grantor approval. You may enter an optional note to the approver:

5000 characters remaining.

A submission confirmation window will appear. Additional comments are not required. Click the "Save" button to submit the amendment.

The Grant Amendment will now appear as *Pending Approval* on the Award Dashboard under the Award Amendments section.

Award Amendments

Show 10 entries Search:

Created Date	Status	Amendment Type	Actions
07/25/2023	Approved	Subrecipient Amendment	View Amendment
07/25/2023	Pending Approval	Subrecipient Amendment	View Amendment

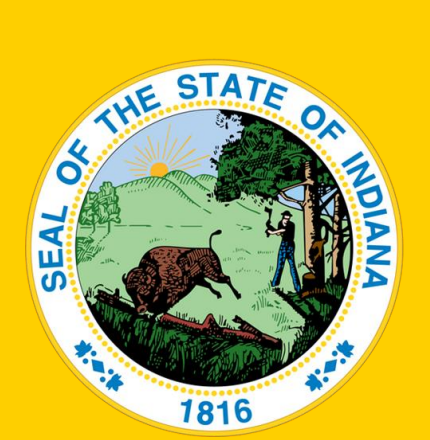
Showing 1 to 2 of 2 entries

Previous 1 Next

Reload

Once the budget amendment has been reviewed by IDOE, the program administrator will receive an email from Euna Grants confirming the approval. The updated grant Reimbursement Form and approved Budget Table that will be used for any future amendments can be accessed in the program Award Dashboard by clicking "View Files".

For more information, view the [Resources for Subrecipients webpage](#).



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THANK YOU

**Please contact IDOE's Office of English Learners and
Multilingual Education with questions:**

englishlearners@doe.in.gov