## **FY25 CRP Amendment Guidance**

## **For all grants with unexpended funds after June 30, 2025**

LEAs with unexpended grant funds in the FY25 CRP on June 30th in the AG1 platform must amend their FY25 CRP in order to access these funds during school year and summer of 2025-2026 (SY25-26). Funds will lapse if not expended in time.

Amendments must include activity plans and budget requests for any activities that are occurring during SY25-26.

**The remaining funds will not be moved into the new AG2 platform.**

### **When to Amend**

LEAs **do need to amend a grant application** in the Consolidated Resource Plan (CRP) if:

* Funds remain after July 1, 2025

LEAs **do not need to amend a grant application** in the Consolidated Resource Plan (CRP) if:

* All funds are expended by June 30, 2025

### **How long are funds available?**

* FY24 funds are available through September 30, 2025
* FY25 funds available through September 30, 2026

The AG1 application will close September 30, 2026. LEAs must program and expend all funds by that time.

### **LEA’s Process to Amend**

**For all grants with unexpended funds after June 30th:**

* Review spending to date to ensure that the LEA is on track to meet all expenditure requirements. If not, revise the program plan and adjust budgets to ensure requirements are met.
* Add or update existing program plans to ensure all FY25 funding is expended by the end of the grant cycle 9/30/26[[1]](#footnote-1).

**Program Activities**

**New Activities**

If the LEA is requesting approval for a new activity:

* Create a new activity plan and add SY25-26 to the title of new activity e.g., .5 Reading Teacher SY25-26
* Create a new budget request and add SY25-26 to the description line e.g., .5 Reading Teacher contract SY25-26

**Extended Activities**

If the LEA is repeating a currently approved activity in SY25-26 to clearly delineate between school years:

For Titles I, II and IVA:

* create a new activity plan and budget request (see above)

For Title III only:

* create a new activity plan and budget request (see above) **OR**
* modify the existing activity plan by adding year two updates at the bottom of the following sections:
	+ Goals – add the word AMENDMENT, then add goal updates
	+ Data sources and data points – add the word AMENDMENT, then add updated data sources and data points
	+ Description changes – add the word AMENDMENT, then describe any modifications to the activity
	+ Outcome measures – add the word AMENDMENT, then describe what success will look like, any modifications the LEA made to improve this activity, anticipated outcomes and how the LEA will periodically evaluate the effectiveness of the activity

**Updated Narratives (non-activity plan responses)**

If the LEA needs to update any program narratives:

* Go to the bottom of the text box
* Add the word – AMENDMENT
* Add any updated language

**Budget**

All funds must be budgeted.

* Modify currently approved budget amounts to reflect actual expenditures, as needed
* Add new budget requests and add SY25-26 to the description line e.g., Summer Program Teachers SY25-26

**Private Schools**

* Include new activity plans and budget requests for funds that were not expended in SY24-25. Label these SY25-26.

### **Program Specific Changes**

For Title I-A

* Review expenditures to date to ensure that the LEA is on track to meet all reserve requirements for: parent and family engagement, services for students experiencing homelessness, services for neglected students and private school services.
* Review program plan and budget to ensure that school level expenditures align with the amounts on the school level allocations page.
* Add or update existing program plans to ensure all funding is expended by the end of the grant cycle, 9/30/26.
* Update the reserves page, school level allocations and program matrix, if needed, to align with any program and budget updates.

Title II-A

* Review spending to date to ensure that the LEA is on track to meet all expenditure requirements. If not, revise the program plan and budget accordingly.
* Update the Equitable Services calculator to align with any program and budget updates, as applicable.
* The LEA is required to obtain an Evidence-Based Research (EBR) article and complete the corresponding Tier Alignment Template for each new program or activity. The supporting evidence may either be uploaded to the CRP (Consolidated Resource Plan) or saved locally for documentation purposes.

Title III

* Review spending to date to ensure that the LEA is on track to meet all expenditure requirements. If not, revise the program plan and budget accordingly

For Title IV-A

* Review spending to date to ensure that the LEA is on track to meet all expenditure requirements. If not, revise the program plan and budget accordingly

IDEA Part B

* Early Intervening Services (EIS) – review expenditures to data to …

### **Frequently Asked Questions**

1. **Is the LEA required to budget and expend all funds?**

Yes. All FY25 funds must be budgeted and expended by 9/30/26. LEAs with FY24 funds must expend those funds by 9/30/25.

1. **Will funds from FY25 that are unexpended at 6/30/25 be carried over into the new system (AG2) ?**

No. Funds will remain in the original Accelegrants platform (AG1). Budget adjustments, narrative changes and financial reporting for these funds remain in this original system (AG1).

1. **Where can our program team find the remaining fund balance?**

LEA program staff need to work with their fiscal office to determine what, if any, funds will remain in each grant after June 30th.

1. **How does our LEA start a new amendment?**

In the AG1.0 system, open the funding application and change Application Status to “Amendment Started”​ to start your revision. When completed, the application must move up through the same chain of approvals as the original application (business manager, superintendent, etc.)

1. **Can the LEA delete program narratives, related documents or budget line items that were approved in the currently approved application? If not, what is required?**

No. **Do not delete any previously approved information**.

*Narratives*

* Add the word “Amendment” to the end of the previously approved text, followed by the new information. (If there are not enough character spaces left add the text “ Amendment, see related documents” and add a document explaining changes in Related Documents section of the relevant application) .

*Related Documents*

* Upload a revised document and add the word “Amendment FY26” to the Title e.g., Private School Calculator – Amendment.

*Budget*

* + - If a cost has changed, update the amount and explain in the justification line.
		- If a cost is no longer needed, edit the budget line, explain in the justification line and reduce the total amount available to $0.00. **Do not delete**.​
1. **Our LEA just received approval of our first amendment on April 28th and haven't completed the activities in the approved amendment yet. Do I still need to submit an additional amendment for activities after June 30th?**

It depends. LEAs should review their expenditures to date to determine if there will be remaining funds after June 30th for any of the following programs. If yes, the LEAs must amend to access these funds.

1. **Can we request funds for a new activity in SY25-26 that was not offered in SY24-25 using FY25 funds in AG1?**

Yes.

1. **If our LEA has remaining funds, can our LEA submit a second amendment for summer programming? Will we need to provide a new activity plan if this is something we did last summer?**

Yes and yes. LEAs may use funds for summer programs, and include plans that are specific to the SY25-26:

* For new activity plans, add SY25-26 to the title of new activity e.g., Summer School Teacher SY25-26
* For any new budget requests, add SY25-26 to the description line e.g., Summer School Teacher SY25-26
1. **Do the second amendment expenses have to cover all expenses in an activity plan?  For example, can we purchase supplies for our reading program in AG1 and pay for reading teachers in AG2 and use the same activity plan for both?**

Yes, the LEA can fund allowable activities by splitting costs between AG1 and AG2. To accomplish this:

1. include the same activity plan in both applications
2. state that you are using both FY25 and FY26 funds in the narrative (to inform the reader)
3. add the relevant budget requests to each application
4. **All of our FY25 funds are currently budgeted, but we know we will not expend them all. How can we free up those funds we will not be using to access them now?**

To access unexpended funds in the FY25 application, the LEA needs to update the currently approved FY25 budget lines from the original approved expenditure amounts to actual expenditure amounts. To do this, update or decrease all applicable expenditure amounts if the full amount of funds for that expenditure will not be expended or change the total to zero if no funds were expended. This allows the funds to now be unbudgeted and available for new requests.

**Note: Please remember to zero out any budgeted items the LEA did not use and do not delete the line item(s).**

### **Next Steps for LEAs with Funds Remaining after June 30th**

1. Review the LEAs anticipated expenditures through the end of June 30th for Title I-A, Title I-D, Title II, Title III, Title IV-A, IDEA Part B or IDEA PS.
2. If the LEA has remaining funds, amend the LEAs FY25 application for all applicable programs.
3. In the AG1.0 system, open the funding application and change Application Status to “Amendment Started”​ to start your revision.
4. Once completed, move the application through the same chain of approvals as the original application (business manager, superintendent, etc.)

### **Still have Questions?**

Reach out to your LEAs program contact(s) for more information.

1. Remember, FY24 must be expended by 9/30/25. [↑](#footnote-ref-1)