



# ESSER Application Amendment

District/State Charter School:  
Amendment #:

Date:

## Directions

- This form is for activities/expenses not listed in the CRSSA or ARP Application as originally approved.
- Fill out and submit the form for each individual amendment request.
- Please provide sufficient justification. Attach supporting documentation (quotes, product descriptions, etc.) Additional approvals (5K forms) must also be submitted as required.
- Purchases may not be made prior to receiving an approved amendment form.
- To initiate the approval process, please email the completed form to your assigned SSFS staff member.

## Required Information\*

**1. Describe the proposed expenditure. How does it meet the purpose of the ESSER funds?**

**2. What is the cost (estimated or exact)?**

**3. Will other funds be utilized or is there a change in funding source?**

**4. Please describe why the changes are needed.**



### Stipulations for the use of the Federal Grant Funds

- Costs must be allowable, necessary, and allocable to safely reopen schools, maximize in-person instructional time for all students, and provide opportunities to address the impacts of lost instructional time resulting from the COVID-19 pandemic.
- For further information on the purpose of ESSER funding as well as allowable uses, please see the [ESSER and GEER Use of Funds FAQ](#) dated December 7, 2022.
- Any amendment requests follow the same procedures that the district and state charter school used to develop the original ESSER Use of Funds Plan. Please ensure that the most current APR ESSER Use of Funds Plan and Amendments are posted on the district or state charter school's website.
- Please note, the time available to spend the applicable ESSER funds has not changed.

Submitter: \_\_\_\_\_

Date: \_\_\_\_\_

Approved

Denied

SSFS Signature: *Samira Romero*

Date: \_\_\_\_\_

\*If additional space is needed for responses, please submit further description with this amendment form and reference the amendment number.