

Updated 2008-2009 Florida Learn & Serve Sub-Grant Adjustment and Amendment Guidelines

Amendment/Extensions/Budget Shifts Guidelines

Florida Learn & Serve adheres to programmatic and fiscal regulations as published in the *Project Application and Amendment Procedures for Federal and State Programs*, or “Green Book.” You can view the Green Book and all of the forms mentioned below on the Florida Dept. of Education website (<http://www.firn.edu/doe/comptroller/gbook.htm>).

Grantees are instructed to contact Florida Learn & Serve staff before making any changes, adjustments, or amendments to their budgets, or before making any significant change/shift in activities from their approved proposal.

1. The “Green Book” states that a formal **program amendment** is required only to make changes in:

- overall goals and objectives
- project evaluation scope
- deliverables
- major changes in work tasks
- adding different types of personnel
- obtaining the services of a third party

To request a program amendment, sub-grantees must first discuss the proposed change(s) with Learn & Serve staff, then submit a DOE 150 form signed by the district superintendent or authorized designee.

For program amendments, sub-grantees describe and justify the type of programmatic changes requested on the project amendment request form DOE 150 and cite each affected page of the approved project application.

2. A formal **budget amendment** is required to

- increase the total amount of a project
- increase the amount allocated under salary/benefits line items
- revise the budget to implement a formal program amendment

To request a budget amendment, sub-grantees submit **both** a budget amendment narrative (DOE 151 form) and a project amendment request (DOE 150 form); the DOE 150 form explains the amendment and is the form that is signed by the superintendent or designee.

3. A third type of amendment is termed a **Written request**; these amendments are submitted in the form of a letter or memorandum in order to

- revise the project period (no-cost extensions)

- change reporting dates
- decrease the grant total
- terminate a project before the approved end date

Signed original requests are required for these types of amendments–e-mail, fax, or photocopied requests cannot be processed.

4. **Other actions do not require an amendment.** If the above stipulations do not apply, funds may be shifted from one existing function/object code to another (or new function/object codes may be created) to:

- better meet existing objectives
- respond to changing conditions that impact the project
- conduct additional activities that meet existing objectives (as when there are leftover funds in one area after objectives in that area have been met)
- correct errors in coding

As a general rule, grantees are authorized to make the above adjustments listed in the “other actions do not require an amendment” section without written approval from Florida Learn & Serve staff if the total adjustment does not exceed 10% of the total budget. You must notify Florida Learn & Serve staff of this shift and provide exact detail of categories and amounts being shifted, as well as the reason(s) for the shift.

For shifts of more than 10% of the total budget, grantees must consult with Florida Learn & Serve staff. For the shift to be approved, the Learn & Serve office will need exact detail of categories and amounts being shifted, as well as the reason(s) for the shift. Copies of revised budgets are to be submitted to Florida Learn & Serve Staff and a hard copy stamped file copy should be forwarded to Grants Management for their records.

Important Exception: sub-grantees may not adjust their budgets to restore items that were deleted during the review and selection process. All such restorations, plus any requests to add equipment, must be approved by Florida Learn & Serve staff!

Fill out and submit to our office (via mail, e-mail, or fax) the Florida Learn & Serve Budget Adjustment Form IN ADVANCE of making any budget shifts or changes in your project.

After consulting with Florida Learn & Serve staff, all amendments should be sent directly to the Florida Department of Education Grants Management Office.

Table Showing When an Amendment is Required, and What Type of Amendment

Reason for Amendment	Required of Applicant		Response from DOE	
	DOE 150	DOE 151	Written Request	Amended DOE 200 (Proj. Award Notification)
Changes to Following Objectives	X	X		X
Project evaluation scope	X	X		X

Reason for Amendment	Required of Applicant		Response from DOE	
	DOE 150	DOE 151	Written Request	Amended DOE 200 (Proj. Award Notification)
Changes to Following				
Change in work task	X	X		X
Change in deliverables	X	X		X
Changes in types of personnel	X	X		X
Obtaining services of a third party	X	X		X
Budget revision to implement a program amendment	X	X		X
Change project amount	X	X		X
Revise budget period (e.g., no-cost extension)			X	X
Change reporting dates (program or fiscal)			X	X
Terminate program			X	X

Instructions for Requesting a Budget Shift/Adjustment that does Not Require an Amendment

If you wish to make a budget shift or correction to your project, you must seek and receive approval BEFORE making the shift. It is best to submit this request via e-mail (to Joe Follman (jfollman@admin.fsu.edu) or Javier Betancourt (jbetancourt@admin.fsu.edu) so a record is created that you can share with your school and/or district budget colleagues and for the Learn & Serve files.

Please use the following format for making requests for budget adjustments—this level of detail is necessary for Learn & Serve staff to determine whether or not an amendment is warranted and/or to make a recommendation on the request.

- Date:
- School district:
- School if applicable:
- Project award number (from DOE 200):
- Name of person making the request:
- Contact information:
- Description of request:
- Justification/need for the request:
- Reason the shift will better help the project meet its approved needs/goals/objectives:
- If request is to shift funds, reasons funds have not been spent in the category to be reduced and why this reduction will not negatively impact the project:
- Complete table below showing what would be shifted (or what codes need to be created):

FUNCTION	OBJECT	ACCOUNT TITLE AND NARRATIVE	AMOUNT INCREASE	AMOUNT DECREASE
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FUNCTION	OBJECT	ACCOUNT TITLE AND NARRATIVE	AMOUNT INCREASE	AMOUNT DECREASE

Include only function and object codes that would be changed or added by the proposed adjustment/shift.