

**Division of Career and
Adult Education**

GET THERE

Florida's Workforce Education Initiative

Technical Assistance
Webinar for Division
Amendment Process



Purpose

An overview of the Division of Career and Adult Education's Amendment process requirement and to provide details on completing the DOE 150 Project Amendment Request and DOE 151 Budget Amendment Narrative Forms.

Project Amendments

- Per the FDOE Greenbook, a project recipient may not begin to expend or obligate federal funds under a project amendment until the latter of the following two dates: (1) the date the Department receives the amendment in substantially approvable form or (2) the date approved by the Department program manager.

Project Amendments

- All revisions must be reasonable, necessary, allowable and legal to promote the objectives of the program.
- Last day to submit proposed Project Amendments is 30 days prior to the end date of the project as indicated on the Project Award Notification form (DOE 200-Box 9 Timelines).

When to Submit a Project Amendment

- Programmatic or budget changes are requested.
- Project Application and Amendment Procedures for Federal and State Programs (Green Book):
 - Section B – Project Amendments:
<https://www.fldoe.org/finance/contracts-grants-procurement/grants-management/project-application-amendment-procedur.shtml>

Download DOE 150 and DOE 151 Forms

- Documents on Funding Opportunities Website:
 - <https://www.fl DOE .org/academics/career-adult-edu/funding-opportunities/>
- Project Amendment Forms:
 - [DOE 150](#) (Word)
 - [DOE 151](#) (Excel)
- Projected Equipment Purchases Form: (Capitalized Equipment)
 - [Projected Equipment Purchases Form](#) (Word).
 - Only used if purchasing items with a unit cost of \$5,000 or more.

DOE 150 Project Amendment Request

DOE 150 Project Amendment Request

FLORIDA DEPARTMENT OF EDUCATION PROJECT AMENDMENT REQUEST

Please return to: Florida Department of Education Office of Grants Management Room 332 Turlington Building 325 West Gaines Street Tallahassee, Florida 32399-0400 Telephone: (850) 245-0496		A) Agency Name:	DOE USE ONLY Date Received: _____
B) Program Name: _____		Project Number (DOE Assigned)	
TAPS Number: _____			
C) Amendment Type <input type="checkbox"/> Program <input type="checkbox"/> Budget Amendment Number: _____	D) Amendment Request Contact Information		
	Contact Name:	Telephone Numbers:	
	Mailing Address:	E-mail Addresses:	
E) Required Signature and Certification			
I, _____, (Please Type Name) as the official who is authorized to legally bind the agency/organization, do hereby certify to the best of my knowledge and belief that all the information and attachments submitted in this application amendment are true, complete and accurate, for the purposes, and objectives, set forth in the RFA or RFP and are consistent with the statement of general assurances and specific programmatic assurances for this project. I am aware that any false, fictitious or fraudulent information or the omission of any material fact may subject me to criminal, or administrative penalties for the false statement, false claims or otherwise. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.			
Further, I understand that it is the responsibility of the agency head to obtain from its governing body the authorization for the submission of this application amendment.			
Signature of Agency Head	Title	Date	
F) Narrative			



Instructions for Completion of DOE 150 Project Amendment Request

- A. Enter Agency Name
 - B. Enter Program Name and TAPS number as listed on the original Project Award Notification.
 - C. Enter Amendment Type – Refer to Project Application and Amendment Procedures for Federal and State Programs (Green Book) for definitions of Program and Budget amendments.
 - D. Enter Amendment Request Contact Information for the person who is responsible for the project.
 - E. Complete Required Signature. Note: Application amendments signed by officials other than the Superintendent, or President/Chairman of the Board, must have a letter of authorization to sign on the behalf of said official, attached to the DOE 150 when the application amendment is submitted.
 - F. Provide sufficient narrative to describe and justify the type of amendment being requested. Narrative should include the purpose of the amendment and description of the amended services or budget changes – i.e. changes in scope or objectives, changes in deliverables or work tasks and how these changes affect the original application. Any budget change will require details on the increase/decrease and how the change affects the original application.
- Attach Budget Amendment Narrative Form (DOE 151) if this amendment requires budget changes.**

DOE 150 Project Amendment Request

- Please follow instructions and fill out all assigned boxes.
- Once completed, there **MUST** be a signature by the authorizing agency head signature on the DOE 150 form.
 - If using an authorized agency designee, a letter of authorization on behalf of said official must be attached to the DOE 150 Project Amendment Request form.
 - Electronic Signatures in the form of a PDF are acceptable.
 - Include a brief description of the amendment request in Section “F” Narrative that coincides with the DOE-151 Budget Narrative.



DOE 151 Budget Amendment Narrative Form

Budget Amendment Form DOE 151

- **Fill out all appropriate boxes.**
- **Amount Decrease:**
 - Only include the budget items that are being amended.
 - Utilize the appropriate function and object codes approved in the budget for all decrease line items (reference the approved application).
 - Detail each budget decrease including budget narrative explanation and dollar amount being decreased.
 - Use the verbiage from the original approved budget narrative for ALL decrease items.

Budget Amendment Form DOE 151

- **Amount Increase:**
 - Detail each budget increase including budget narrative explanation and dollar amount.
 - FTE for salaried positions.
 - Separate benefit from salary in single line items.
 - Provide a Sample list for materials, supplies and non-capitalized equipment.

Budget Narrative Form DOE 151 Column (1) Function Code and Column (2) Object Code

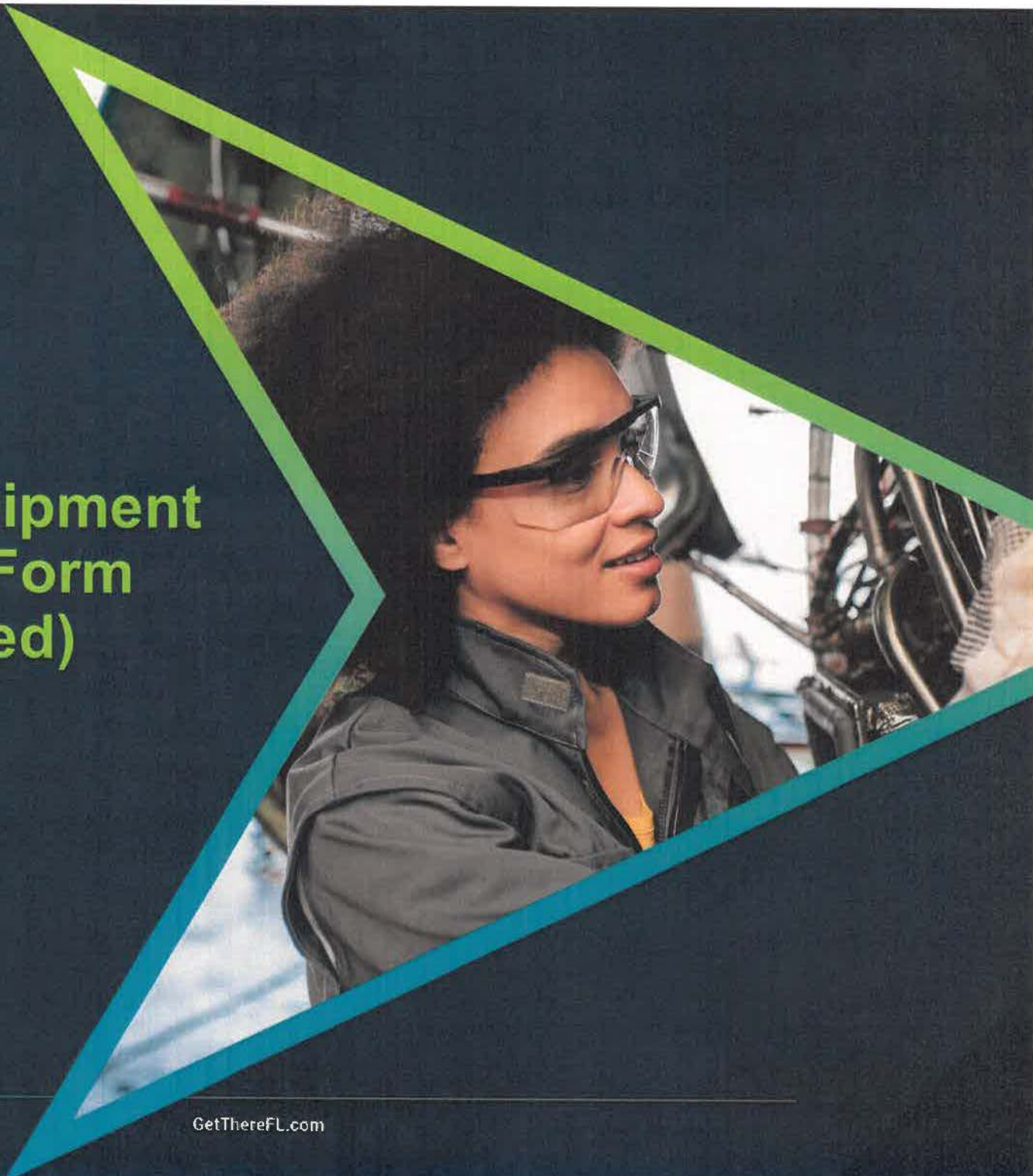
- **Districts:**
 - Red Book:
(<https://www.fldoe.org/core/fileparse.php/7507/urlt/REDBK.pdf>)
 - Function and Object Code
- **Colleges:**
 - College Accounting Manual:
(<https://www.fldoe.org/core/fileparse.php/19874/urlt/FCSAccountManual21.pdf>)
 - Object Code must be five-digit number
- **Community Based Organization (CBO):**
 - Function and/or Object Code
 - Use their own agency Chart of Accounts
 - Agency Chart of Accounts must accompany the grant application

Budget Amendment Form DOE 151

- **Common Mistakes to Avoid:**
 - Using the incorrect object and function codes.
 - Using a limited narrative description.
 - Combining salaries and benefits into one line item.
 - Utilizing cents vs. whole dollar amounts (cents unallowable).
 - Other mathematical errors.
 - Incorrect indirect cost.
 - Equipment Form does not align with DOE-151 Form.

Note: These types of mistakes delay the approval process.

Projected Equipment Purchases Form (Capitalized)



Projected Equipment Purchases Form (Capitalized)

Florida Department of Education
Division of Career and Adult Education

PROJECTED EQUIPMENT PURCHASES FORM

Equipment projected to be purchased from this grant must be submitted on this form or in a format that contains the information appearing on this form.

A) _____
Name of Eligible Recipient

TAPS Number

B) _____
Project Number (DOE USE ONLY)

Agencies are accountable for all equipment purchased using grant funds including those below the agencies threshold.

PROJECTED EQUIPMENT PURCHASES (Cells will expand when text is typed.)

ITEM #	FUNCTION CODE	OBJECT CODE	ACCOUNT TITLE	DESCRIPTION	SCHOOL / PROGRAM	NUMBER OF ITEMS	ITEM COST (\$)	TOTAL AMOUNT (\$)
	A	B	C	D	E	F	G	H
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

Inventory Guidelines

The following elements are required on the inventory of all equipment purchased.

2 C.F.R. 200. Uniform Guidance, 200.313 Equipment: Property records must be maintained that include a description of the property, a serial number or other identification number, the source funding for the property, who holds title, the acquisition date, and cost of the property, percentage of Federal participation in the cost of the property, the location, use and condition of the property, and any ultimate disposition data including the date of disposal and sale price of the property.

State Requirements for inventory elements are located in Rule 691-72.003, Florida Administrative Code, Recording of Property.

Does the agency's inventory system contain all required federal and state elements listed above? YES NO

Florida Department of Education
Division of Career and Adult Education

PROJECTED EQUIPMENT PURCHASES FORM

Instructions for Completion

This form should be completed based on the instructions outlined below, unless instructed otherwise in the Request for Proposal (RFP) or Request for Application (RFA). Use multiple forms as needed.

A. Enter Name of Eligible Recipient.

B. Project Number (DOE USE ONLY)

COLUMN A - FUNCTION CODE:

SCHOOL DISTRICTS ONLY: Use the four digit function codes as required in the Financial and Program Cost Accounting and Reporting for Florida Schools Manual.

COLUMN B - OBJECT CODE:

SCHOOL DISTRICTS: Use the three digit object codes as required in the Financial and Program Cost Accounting and Reporting for Florida Schools Manual.

FLORIDA STATE COLLEGE SYSTEM INSTITUTIONS:

Use the five digits of the object codes listed in the Florida College System Accounting Manual.

UNIVERSITIES AND STATE AGENCIES:

Use the five digits of the object codes listed in the Florida Accounting Information Resource Manual.

OTHER AGENCIES: Use the object codes as required in the agency's expenditure chart of accounts.

COLUMN C - ACCOUNT TITLE:

Use the account title that applies to the object code listed in the accordance with the agency's accounting system.

COLUMN D - DESCRIPTION:

Provide detailed descriptions/specifications of all equipment items to be purchased that have a projected unit value of \$1000 (State's threshold) or more with a useful life of one year or more.

Note: If the agency has a threshold of less than \$1000 the lower amount is the guiding threshold.

COLUMN E - SCHOOL/PROGRAM:

Provide the name of the school and the name of the program for which the equipment is being purchased.

COLUMN F - NUMBER OF ITEMS:

Provide the total number purchased of this item.

COLUMN G - ITEM COST:

Provide the projected cost for each item.

COLUMN H - TOTAL COST:

Provide the total projected cost of all items.

Projected Equipment Purchases Form (Capitalized)

- To ensure Florida adequately monitors equipment purchased with federal funds, applicants must record ALL equipment with a unit cost of \$5,000 or more on the Projected Equipment Purchases Form (applicant may use this form or another format that contains the information appearing on this form).
- Dollar amounts for items listed must be in line with the Budget Amendment Form DOE 151.

Upload Amendment to OGM ShareFile

- Locate the correct TAPS# Program Folder and upload the amendment:
 - Upload Folder has a number 1 in folder name.
 - <https://fldoe.sharefile.com/Authentication/Login>



The screenshot shows the login interface for the Florida Department of Education's ShareFile system. At the top, there is a dark blue header with the Florida Department of Education logo and the text "FLORIDA DEPARTMENT OF EDUCATION fldoe.org". Below the header are two input fields: "Email" and "Password". A dark grey "Sign In" button is positioned below the password field. Underneath the button, there is a checked checkbox for "Remember Me" and a link for "Forgot Password?". A disclaimer paragraph follows, stating that the service is for secure file transfers and not for long-term storage. A "Privacy Policy" link is located at the bottom of the form.

OGM ShareFile Home Dashboard

← ↻ 🏠 🔒 <https://fldoe.sharefile.com/home/shared>



- Dashboard
- Folders** ▼
- Shared Folders**
- Favorites
- Workflows >
- Inbox 1 >
- Personal Settings

Folders

Name ▲	Size	Uploaded
.../1_BldgK12CTE Infra_xxB089/320-Jackson	0 B	6/19/20
.../1_CTEperkVrspa_xxB012/320-Jackson	0 B	6/4/20
.../1_CTEperkVsec_xxB004/320-Jackson	0 B	6/4/20
.../1_LEA_90560_xxB045/320-Jackson	0 B	7/8/20
.../7_Notif_90560_xxB045/320-Jackson	3 MB	7/8/20
.../7_Notif_BldgK12CTE Infra_1230A_xxB089/320-Jackson	2 MB	6/19/20
.../7_Notif_CTEperkVrspa_161xx_xxB012/320-Jackson	2 MB	6/4/20
.../7_Notif_CTEperkVsec_161xx_xxB004/320-Jackson	8 MB	6/4/20

Upload Files

Award Notifications



- If there are any questions please reach out to your assigned grant manager per RFA or RFP.
- OGM ShareFile questions: OGM@fldoe.org



www.FLDOE.org

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