Open Door Amendment Scenarios

The following tables summarize the common scenarios and processes required for each type.

For Agencies with a **Fully Approved** Application:

Scenario	Action Summary Program Amendment	Action Summary Budget Amendment
Agency would like to spend Open Door grants for students in a **program** not listed on their initial approved application and which is not pre-approved by the Department in Tab "Approved Clock-Credit Linkages "of the Excel Workbook.	Agency must have the "new program(s)" approved by FDOE. • DOE 150 • Appropriate Excel Workbook Tab with new program in Red on new line in the appropriate tab (B1 for credit/clock, B2 for non-credit, B3 for IET)	N/A
Agency would like to add clock or credit hour program listed in Tab "Approved Clock-Credit Linkages "of the Excel Workbook.	No amendment is required if an agency did not list all of their approved programs in the initial budget narrative (Tab C, DOE 101S).	Amendment is required if an agency wants to spend funds on an object code not already approved in the budget. See below. Amendment is required if an agency listed programs in Tab C- budget narrative and now wishes to add additional programs. See below.
Agency would like to realign funds in existing object code(s) **already** approved on their initial approved application	N/A	Agency must modify object code(s) and amounts already approved by FDOE. • DOE150 (check budget amendment) • DOE151
Agency would like to add "new" object code(s) **not** approved on their initial approved application	N/A	Agency must add "new" object code(s). • DOE150 (check budget amendment) • DOE151

My agency would like to add a clock hour or credit hour program to our Open Door offerings. We checked and the program is on the "Approved Clock-Credit Linkages" tab on the Excel Workbook. What should we do?

Review your agency's initial budget narrative form. Did you list specific approved programs, either by program name or CIP code?

- If no specific programs are listed, your agency is able to move forward in immediately including the new program if your Open Door offerings. Agencies will notify FDOE of the addition of the approved program through the quarterly reports.
- If your budget narrative form does include program names/CIP codes, your agency will need to submit an amended budget narrative form. We recommend that instead of identifying the additional program, the budget narrative is adapted to say, "and all programs pre-approved or approved by the Department". This will allow your agency to add additional approved programs in the future, without having to submit an updated budget narrative form. To submit an updated budget narrative form, please submit DOE 150 and 151 forms.

Here is an example of a budget narrative form that included the specific CIP codes of the programs the agency requested on their initial application. In this scenario, the agency will need to submit a DOE 151 (with accompanying 150) form to amend their budget to include a new program.

(1)	(2)	(3)
FUNCTION	**OBJECT**	**Tuition and Fees**
N/A	68000	Scholarships and Waivers Tuition and Fees CIP Codes: 351090415, 351390205, 351390205, 743010200, 743010700, 743010702, 743010205, 743010703, 615040606
N/A	64500	Other Services, such as certification exams
N/A	37003	Books
N/A	68001 Scholarships	Scholarships- For additional program participants (new or expansion). Scholarships may cover tuition, course fees, exam fees, and other approved costs for approved Open Door programs. No more than $3,000 per student per program.

My agency would like to add a clock hour or credit hour program to our Open Door offerings. The program leads to a certification on the Master Credentials List; however, the program is not listed on the "Approved Clock-Credit Linkages" tab. What should we do?

If the non-credit, credit or clock hour program is not already approved by FDOE and listed on the "Approved Clock-Credit Linkages" tab, the institution does need FDOE approval to begin applying Open Door funds. Agencies must submit an updated Excel Workbook with the new program in red on a new line in the appropriate tab (Tab B1, B2, or B3). Additionally, a brief description must be provided explaining how the program trains for the industry certification on the Master Credentials List. The updated Excel Workbook must be submitted along with a DOE 150 form. If the budget narrative form also needs to be updated to include the proposed program, a DOE 151 should also be submitted.

Here is an example of a workbook submission that includes a proposed program that is not on the "Approved Clock-Credit Linkage" tab of the Excel Workbook:

[A]	[B]	[C]	[D]	[E]	[F]
Industry Certification on Master Credentials List (Postsecondary Only)	Clock/Credit Programs with Approved Linkage (2020 CIP Code)	Agency-Requested Clock/Credit Program	If Agency-Requested, Brief Justification Explaining how Program Trains for Industry Certification on Master Credentials List	Award Level	Program Name
FDMQA002: Certified Nursing Assistant (CNA)	0351390200 (H170602)			Career Cert	Nursing Assistant (Long-Term Care)
FDMQA030: 911 Public Safety Telecommunicator	0743039900 (P090101)			Career Cert	Public Safety Telecommunication
NREMT001: Emergency Medical Technician (EMT)	0351390205 (H170694)		This program is not linked to the NREMT001: Emergency Medical Technician (EMT) credential on the "Approved Clock-Credit Linkage" tab. The agency must provide a brief justification here to explain how the program trains for the certification.	Career Cert	Patient Care Technician

For Agencies Without a Fully Approved Application:

Open Door Grant agencies who received a conditional grant award notification without a full program application must submit all the RFA required documents to be fully approved to access the Open Door Grant funds. The Open Door Grant Program RFA is available here:
https://www.fldoe.org/academics/career-adult-edu/funding-opportunities/opendoor.stml

Upon approval of this Open Door Grant Program and Budget amendment, agencies will be provided access to the grant funds.

Scenario	Action Summary Program and Budget Amendment
Agency that received a conditional DOE 200 Open Door Grant award notification pending the submission of a full grant application.	Agency must submit all grant application required documents as outlined in the RFA. • DOE 150 • DOE 151 (realign funds into the desired object codes) • Submit the complete Open Door Grant Application Narrative including GEPA statement • Submit the complete Open Door Grant Application Excel Workbook Narrative in RFA (page 10): https://www.fldoe.org/core/fileparse.php/7515/urlt/DOE900D-OpenDoor-RFA.pdf Excel Workbook: https://www.fldoe.org/core/fileparse.php/7515/urlt/OpenDoorWorkbookBudgetNarrative.xlsx

If you have any questions regarding the FDOE amendment process, please email opendoor@fldoe.org.