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MEMORANDUM

TO: Farmworker Career Development Program (FCDP) Sub-Recipients

FROM: Ashley Meros, Ph.D.

DATE: November 12, 2025

SUBJECT: FCDP Policy Update for Amendments

Summary: This guidance aims to inform sub-recipients of the updated process to make FCDP budget revisions. The amendments procedures required by the FDOE are outlined in the Project Application and Amendment Procedures for Federal and State Programs (Green Book) available in the following links: [Green Book](#), [Section B - Project Amendments](#).

Background for services providers: Budget revisions requiring prior approval are a sub-recipient compliance item monitored by the FCDP state office. The state amendments procedures adhere to the Code of Federal Regulations, Title II, Subtitle A, Chapter II, Part 200. The links for the NFJP Guide, Core Monitoring Guide and the NFJP Supplement to the Core Monitoring Guide are available at the following FCDP link: <https://www.fldoe.org/academics/career-adult-edu/farmworker-jobs-edu-program/>.

The applicable budget revisions, citations and links are listed below:

- Financial Management §[200.302](#) (a)
- Specific Conditions §[200.208](#) (c)(6)
- Revision of a budget and program plans § [200.308](#) (f)

Background for sub-recipient budget revisions policy: In 2013, the budget revisions memorandum clarified the conditions under which changes to the original project budget are allowed and described the process for requesting these changes. The original policy is included as an attachment. The updated procedures and links to forms are listed below:

- Follow the instructions on page 2 to complete the Project Amendment Request form, [DOE 150](#).
- Follow the instructions on page 2 to complete the Budget Amendment Narrative Form, [DOE 151](#).
- A preliminary state office review is not mandatory but recommended prior to acquiring signatures by emailing the amendment forms to the assigned state office program specialist. The review provides an opportunity for technical assistance that may reduce processing time.
- When the amendment has been signed by the agency head and turned into one document in pdf format, it is to be named in the following order: agency number, fund source, project code, “A” for amendment followed by the amendment request number. Example for site **000**, fund source **1234A**, project code **5XXX1**, and **amendment number one**: “**000-1234A-5XXX1 A1**.”
- Amendments will be submitted to the office of grants management (OGM) using the applicable sub-recipient ShareFile folders. Access to the ShareFile system may be requested by email to OGM@fldoe.org.

Ashley Meros, Ph. D.
Chancellor of Career and Adult Education

The updated procedures and links to forms are listed below:

- Follow the instructions on page 2 to complete the Local Project Amendment Request form ([DOE 150](#)).
- Follow the instructions on page 2 to complete the Local Budget Amendment Narrative Form, ([DOE 151](#)).
- A preliminary state office review is not mandatory but recommended prior to acquiring signatures and submission by emailing the amendment forms to the assigned state office program specialist. The review provides an opportunity for technical assistance that may reduce processing time.
- It is allowable for local amendments to be signed by the agency individual with budget expenditure authority rather than the agency head.
- When the amendment has been signed and turned into one document in pdf format, it is to be named in the following order: agency number, fund source, project code, “L-A” for local amendment followed by the amendment request number. Example for site **000**, fund source **1234A**, project code **5XXX1**, and **local amendment number one**: “**000-1234A-5XXX1 L-A1.**”
- Local amendments must be submitted by email to the state office program specialist prior to the submission of the DOE 599 Project disbursement report.
- Local amendments will be signed by the FCDP State Director for approval.

The process below applies to both types of approved amendments:

- The assigned program specialist in the Tampa state office will revise the e599 workbook to the amended budget amounts and email a copy of the approved amendment and the revised e599 workbook to the assigned FCDP contacts.
- The FCDP recipients will replace their e599 workbook with the revised e599 workbook for the monthly disbursement report for the month the amendment occurred and the subsequent months.

If you have any questions or concerns, please contact Julie Furlong, Program Specialist IV at Julie.Furlong@fldoe.org or 850-245-1849.

AM/cdf