



Amendments

Title II, Part A

Amendment Forms

- Project Amendment Request Form ([DOE150](#))
- Budget Amendment Narrative Form ([DOE151](#))

Title II, Part A will follow the guidance in the green book for reasons to submit an amendment:

Reason for Amendment	Required of Applicant			Response from DOE
	DOE 150	DOE 151	Written Request	Amendment DOE 200
Change in scope, goals, or objectives	X	X	-	X
Change in project evaluation scope	X	X	-	X
Change in deliverables	X	X	-	X
Change in work task	X	X	-	X
Change in key or types of personnel	X	X	-	X
Disengagement of project director	X	X		X
Obtaining services of third party	X	X	-	X
Budget revision to implement program amendment	X	X	-	X
Increase project amount	X	X	-	X

Amendments

- You will need to submit an amendment if:
 - You are moving/changing funding amounts on budget line items
 - You have a large change in the scope of work for the project

- You will need to email the program office if:
 - You are changing from one contracted service to another, but not moving funds on the budget form. Please email changes (with attached contracts) to the program office for approval.
 - You are changing travel within the state but not moving funds on the budget form.
 - You are changing travel to be out-of-state, but not moving funds on the budget form. Please email the program office with the details; any out-of-state travel requires prior FLODE approval.

Amendments – Misc.

- Amendments are **not retroactive**.
 - Program amendments are to be submitted prior to the change in the programming requested.
 - Budget amendments are to be submitted prior to the purchase being made.
- Amendments are requests to modify your approved application and *are subject to approval* by the Florida Department of Education.
- Amendments follow the same approval process as applications.

Amendments – Narrative Info

- In the narrative box on the DOE150, please explain:
 - what you are removing/decreasing (with \$ amounts)
 - why you are removing/decreasing it
 - what you will be putting in place/increasing instead (with \$ amounts)
 - why you are adding the new activity/item
- Please make your explanation very easy to understand (plain language is preferred). The narrative should clearly align with the budget.
- Cost breakdowns are also required for amendments. Any added contracted services/consultants/subscriptions should also include a copy of the contract.