DELAWARE DEPARTMENT OF EDUCATION

SUBGRANTEE AMENDMENT REQUEST CRITERIA, PROCESS, AND FORM INSTRUCTIONS

Criteria

Grant amendments are required for:

- All major programmatic changes;
- Any movement of funds between budget account codes that exceeds 15% of the individual account code or $5,000 (whichever is greater).

Process

1. LEA/agency requestor completes form and transmits via email to the assigned Delaware Department of Education (DDOE) program manager and copies the LEA/agency business manager (if applicable), and PM@doe.k12.de.us.

2. DDOE program manager reviews within 7 business days. If the Amendment is approvable, the DDOE program manager forwards the original email request and Amendment form to the requestor, the business manager (if applicable), Performance Management (PM@doe.k12.de.us), and Finance (Cathy.Wolfe@doe.k12.de.us).

3. If the request is denied, the DDOE program manager forwards the original email request and Amendment form to the requestor, the business manager (if applicable), and Performance Management (PM@doe.k12.de.us).

4. The requestor has 5 business days to submit an appeal to Performance Management (PM@doe.k12.de.us).

5. The Subgrantee Amendment Request form is maintained at: http://www.doe.k12.de.us/domain/314.

Form Instructions

To complete the top portion of the form, click in the underlined area next to each heading and enter the information as follows:

1. *Requestor Name:* Name of the individual requesting the amendment.

2. *Request Date:* Date the request is submitted to DDOE.

3. *District/Agency/Organization:* Name of the entity to which the subgrant was issued and for which the amendment change will apply (located on the Subgrant Award Notice).

4. *FY:* Budget reference of the subgrant fiscal year for which the request is being made (located on the Subgrant Award Notice).

5. *Appropriation #:* The grant's five-digit, FSF-assigned appropriation number (located on the Subgrant Award Notice).

6. *Project #:* FSF-assigned project number. The preceding zeros may be replaced with a percent sign (%) or excluded (located on the Subgrant Award Notice). Leave this field blank for state funds.

7. Subgrant #: Typically a four-digit number, the last two digits of which indicate the fiscal year of the funds (located on the Subgrant Award Notice).

8. *Project Title:* Name of the project (located on the Subgrant Award Notice).

9. *Describe the need for the amendment:* Provide in succinct detail any necessary background information, reason for the request, and desired outcome. The textbox does not expand, so if extra space is required, please include the additional information on a separate page. For Title II requests, reference the needs assessment results.

10. *Describe the impact of the amendment:* Describe the audience, financial impact, and programmatic impact. As previously indicated, the textbox does not expand, so if extra space is required, please include the additional information on a separate page.

To complete the funding chart if requesting reallocation of funds, begin by double-clicking anywhere in the table to activate and enter the information as follows:

1. *Activity:* The FSF Activity name.

2. *Account Code Name:* Select the appropriate account code name from the drop-down menu—an arrow appears to the right of the cell when selected.

3. *Increase From:* If the change is for an increase, enter the current budget amount for the indicated Activity and Account Code Name.

4. *Increase To:* If the change is for an increase, enter the new budget amount for the indicated Activity and Account Code Name.

5. *Amount of Increase:* The amount of the total increase will be calculated.

6. *Decrease From:* If the change is for a decrease, enter the current budget amount for the indicated Activity and Account Code Name.

7. *Decrease To:* If the change is for a decrease, enter the new budget amount that reflects the decreased amount. **Do not insert any function that indicates a negative amount.**

8. *Amount of Decrease:* The amount of the total decrease will be calculated.

If the total *Amount of Increase* does not equal the total *Amount of Decrease*, the cell in the Total row will become highlighted in yellow. This means you will need to make an adjustment to ensure that the *Amount of Increase* equals the *Amount of Decrease*.