Amendment Process for Perkins V and Adult Education and Family Literacy Act (AEFLA) Grants

Division of Career and Adult Education

GET THERE

Florida's Workforce Education Initiative



Florida Department of Education
Career and Adult Education

Overview

The Division of Career and Adult Education's Perkins V and Adult Education and Family Literacy Act (AEFLA) grant amendment requirements.

Guidance on filling in the DOE 150 Project Amendment Request Excel Tab – Federal Standardized (GAT-F) Excel workbook.

Completing the Budget Page Tab within the Generic Application Template – Federal Standardized (GAT-F) Excel workbook.

Project Amendments

Perkins V and Adult Education and Family Literacy Act (AEFLA) federal grant amendments are not retroactive.

All revisions must be reasonable, necessary, allowable, and allocable to promote the objectives of the program.

The last day to submit proposed Project Amendments is April 30th. The date is indicated on the Project Award Notification DOE 200-Box 9 Timelines. This date is 60 days prior to the end date of the project performance and budget period.

When to Submit a Project Amendment

Change in scope, goals, or objectives	Change in project evaluation scope	Change in deliverables
Change in work task	Change in key or types of personnel	Disengagement of project director
Obtaining services of third party	Budget revision to implement program amendment	Increase project amount

Refer to the Green Book Section B – Project Amendments for full amendment guidelines.

Generic Application Template - Federal Standardized (GAT-F)

- The GAT-F workbook utilizes a rolling budget and includes all forms needed to complete current and future amendments, eliminating the need to download separate forms for each amendment.
- To initiate an amendment, access the OGM ShareFile Notifications folder #7 for the program/project requiring the amendment and download the current Excel file.

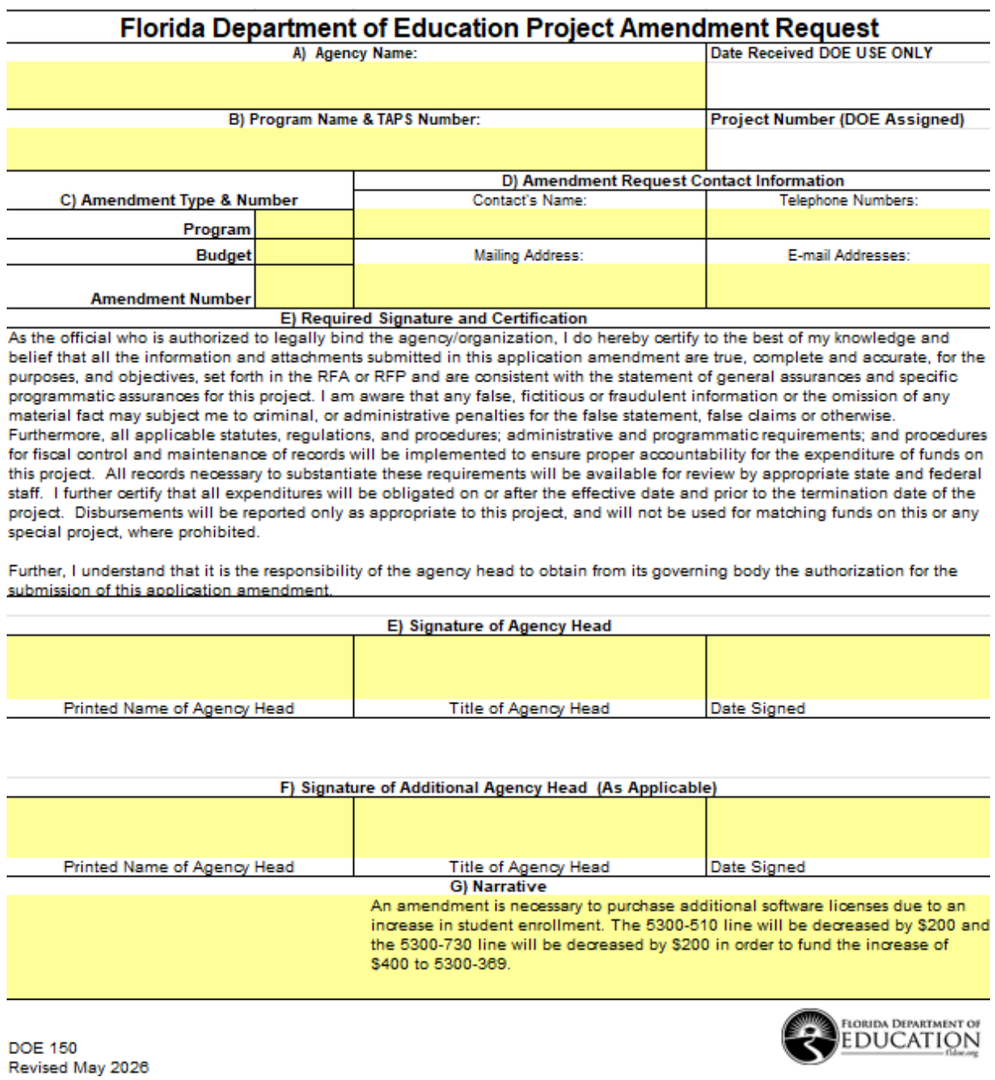
Tabs to Complete

- Budget Page
- DOE150 AMD 1 or Sequential amendment

DOE 150 Project Amendment Request (DOE150 AMD 1 Tab)



DOE 150 Project Amendment Request



Florida Department of Education Project Amendment Request

A) Agency Name:		Date Received DOE USE ONLY
B) Program Name & TAPS Number:		**Project Number (DOE Assigned)**

C) Amendment Type & Number		**D) Amendment Request Contact Information**	
		Contact's Name:	Telephone Numbers:
Program			
Budget		Mailing Address:	E-mail Addresses:
Amendment Number			

E) Required Signature and Certification

As the official who is authorized to legally bind the agency/organization, I 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.

E) Signature of Agency Head

Printed Name of Agency Head	Title of Agency Head	Date Signed

F) Signature of Additional Agency Head (As Applicable)

Printed Name of Agency Head	Title of Agency Head	Date Signed

G) Narrative

An amendment is necessary to purchase additional software licenses due to an increase in student enrollment. The 5300-510 line will be decreased by $200 and the 5300-730 line will be decreased by $200 in order to fund the increase of $400 to 5300-369.

DOE 150
Revised May 2026

- Follow the instructions provided on the DOE150 – Instructions Tab addressing Sections A-G.
- Section F – Signature of Additional Agency Head is completed only if applicable.
- Section G – Must include a brief description of a reason for submitting the amendment request and actions being taken.

DOE150 Sections for Completion

A	Agency Name
B	Program Name and TAPS Number
C	Amendment Type and Number
D	Contact Information
E	Agency Head Signature or Designee
F	Additional Signature (if Applicable)
G	Narrative

Project Amendment Request (Budget Page Tab)



Project Amendment Request (Budget Page Tab)

DOE ATTESTATION (Program and Grants Management)
The cost for each line item budget category has been evaluated and determined to be allowable, reasonable and necessary as required by Section 216.3475, Florida Statutes. Documentation is on file evidencing the methodology used and the conclusions reached.

FLORIDA DEPARTMENT OF EDUCATION
May 2026

FLORIDA DEPARTMENT OF EDUCATION
BUDGET NARRATIVE FORM

A) Name of Eligible Recipient/Fiscal Agent:	B) DOE Assigned Project Number:	C) TAPS Number:	D) Indirect Cost Plan Type
XXX County School District	XXX-XXXXX-XXXXX	27BXXX	B

E) Requested Allocation:	$16,400.00	F) Estimated Roll Forward (If applicable)	$0.00	Total Funds Requested:	$16,400.00

1) Function	2) Object	3) Account Title and Narrative	4) FTE (If applicable)	5) Amount	6) % Allocated to This Project (If applicable)
5300	510	**Materials and Supplies:** Consumable supplies for aviation classroom/lab instruction. These consumables include hardwares, sheetmetal, and composite materials.		$ 4,000.00	
5300	330	**Travel- In County:** To provide and/or reimburse in-county travel expenses for CTE personnel attending professional conferences, school site and industry/internship visitation, school site program area reviews, workshops, and meetings, and to support Career and Technical Education activities districtwide. Local rates will be used in accordance with Travel Policies and Procedures.		$ 4,500.00	
5300	730	**Dues and Fees:** To provide and/or reimburse CTE Teachers and project related staff for dues and fees associated with organization memberships including registration fees, membership fees, annual dues and administrative fees. (examples include FETC, FACTE, FRLA, APNEF, FADA and HOSA)		$ 4,700.00	
5300	369	**Technology Related Rentals:** To purchase various software application subscriptions (Learn Key, Adobe, Rubin Education) that provide rigorous activities and prepare CTE students for industry certification exams, strengthen and increase technical skill attainment and postsecondary credentials across all CTE programs of study.		$ 3,200.00	
New Line Items Added through Amendment Request **As these line items are created during an amendment request. Please enter the required information in the coinciding amendment field.**					

Revised May 2026

DOE ATTESTATION (Program and Grants Management)
The cost for each line item budget category has been evaluated and determined to be allowable, reasonable and necessary as required by Section 216.3475, Florida Statutes.
Documentation is on file evidencing the methodology used and the conclusions reached.

PROJECT AMENDMENT REQUEST

AMENDMENT Number:	1
Total Project Amount Currently Approved:	$16,400.00
Total Project Amount resulting from the Budget Amendment:	$16,400.00

7) If revisions are needed to the Function/Object		8) Budget Narrative for Line Change	9) FTE (If Applicable)	10) Amount Increased / Decreased	Amended Line Total
FUNCTION	OBJECT				
				$ (200.00)	$ 3,800.00
					$ 4,500.00
				$ (200.00)	$ 4,500.00
		Technology Related Rentals: Increase due to additional student enrollment. LearnKey student licenses (20 students @ $20 = $400)		$ 400.00	$ 3,600.00
		New Line Items Added through Amendment Request			
					$ -
		1 Amendment Totals:		$ -	$ 16,400.00

The original budget and any past approved amendments are locked.
Do not manipulate to gain access to locked functions.

Project Amendment Request (Budget Page Tab) Continued

The Budget Page Tab acts as a rolling budget with each Project Amendment Request appearing after the previous Request has been approved.

Decreases and/or Increases to Existing Line Items

- Utilize the appropriate function and object codes on the approved Budget Narrative Form. (This portion is locked and no changes can be made)
- Provide a detailed explanation in Section 8 – Budget Narrative for Line Change for all increases.
- Use whole numbers only – no cents or formulas.

Decreases and/or Increases to New Line Items

- Detail new line items added through Amendment Request in the highlighted area starting on Row 514.
- Insert/delete row isn't allowed as the form is locked. Plan accordingly to avoid disorder of line items.

Function Code and Object Code

Districts

- Red Book
- Function Code (four digits) and Object Code (three digits)

Colleges

- College Accounting Manual
- Object Code (five digits)

Community Based Organization (CBO)

- Function and/or Object Code
- Use their own agency Chart of Accounts
- Agency's Chart of Accounts

Note: Function and Object Codes used in Columns 1 and 2 can be updated in Column 7 of the Project Amendment Request.

Project Amendment Common Errors

- Using the incorrect object and function codes
- Using a limited narrative description
- Combining salaries and benefits into one line item
- Utilizing cents or formulas vs. whole dollar amounts (cents unallowable)
- Other mathematical errors (if providing percentages, verify calculation)
- Incorrect indirect cost
- Equipment Form incomplete or does not align with Budget Form
- Manipulating the locked functions
- Perkins specific
  - Narrative Section, CLNA Need and Priority Number
  - Program Number or CIP Number
  - Section 135: Requirement for the Uses of Funds

Note: These types of mistakes delay the approval process

Projected Equipment Purchases Form (Capitalized)



Projected Equipment Purchases Form (Capitalized)

- Additionally, if adding Capitalized Equipment with a unit cost of $5,000 or more, a Projected Equipment Purchases Form must be completed.
  - Projected Equipment Purchases Form - Under Fiscal Resources

- To ensure that FDOE 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.

- Dollar amounts for items listed must be in line with the Project Amendment Request.

- Quotes may be requested to verify pricing.

Projected Equipment Purchases Form (Capitalized) Continued

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 69I-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.

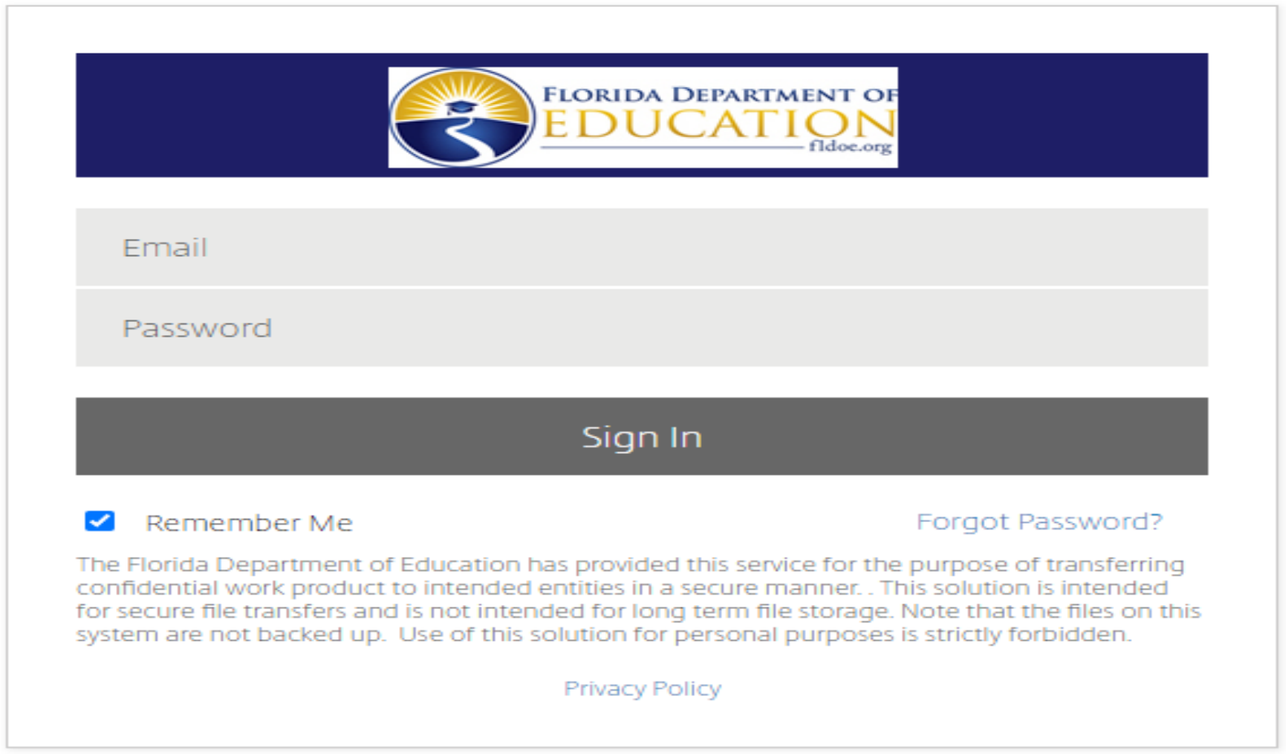
COLUMN F – NUMBER OF ITEMS:
Provide the total number purchased of this item.

COLUMN G – ITEM COST:
Provide the projected cost for each item.

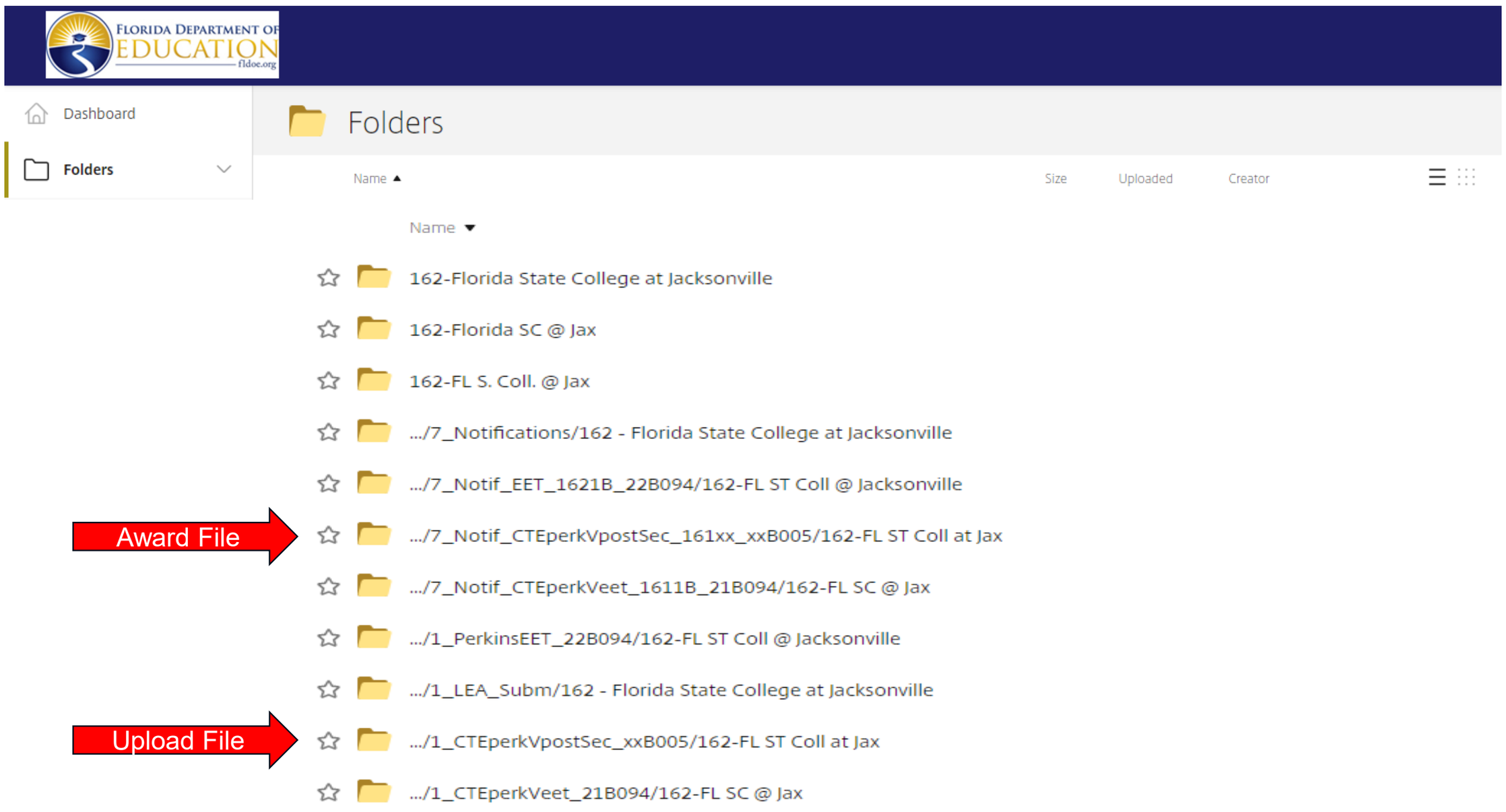
COLUMN H – TOTAL COST:
Provide the total projected cost of all items.

Upload Amendment to OGM ShareFile

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



OGM ShareFile Home Dashboard





Have questions?

- Contact your assigned grant manager per the RFA or RFP.
- OGM ShareFile questions: OGM@fldoe.org