



WORKFORCE INVESTMENT ACT (WIA)
SECTION 167
FARMWORKER JOBS AND EDUCATION PROGRAM
FLORIDA DEPARTMENT OF EDUCATION



DATE: August 12, 2013	FJEP Policy Memo No. 13-01. Rev 1
TO: Farmworker Jobs and Education Program (FJEP) Project Participants	
SUBJECT: Budget Revisions for FJEP Participants Funded by WIA Section 167 (NFJP)	

REFERENCES: FDOE Green Book, Section B; US DOL Budget Modification Guidelines

Purpose: To clarify the conditions under which changes to the original project budget are allowed for FJEP participants and to describe the process for requesting these changes.

Background: Per the FDOE Green Book, Section B, budget revisions may be proposed when conditions (which were in place at the time the project application was approved) change with regard to the project scope, work tasks, allocation changes, personnel required for the project, or approved equipment acquisition. A question has been raised as to the degree of flexibility project recipients have regarding budgetary changes within object codes without having to submit a budget amendment.

Policy: FJEP project recipient proposals to revise approved budgets as indicated in the list below will require that a DOE 150, Project Amendment Request Form (with the Budget box checked), and a DOE 151, Budget Amendment Narrative Form, be submitted through appropriate channels directly to the FDOE Grants Management office in Tallahassee **and be numerically numbered for each project year starting with the number 1**. This includes budget revision proposals to:

- Add an object code to the currently approved budget.
- Sub-grant any portion of approved project work.
- Revise in any fashion one of following special object codes:
 - Personnel, Salary, or Benefits (regardless of amount)
 - Equipment (regardless of amount)
- Revise the original budget or most recently amended budget by more than 15% (plus or minus) in any other object code.
- Revise the program's scope of work, deliverables, or project amount. These types of program changes require the Program box be checked on the DOE 150, Project Amendment Request Form.

All budget revisions must be reasonable, necessary, allowable, and legal to promote the objectives of the program. Please note that budget amendment requests (DOE 150/DOE 151) must be received by the FDOE Grants Management Office in

substantially approved form prior to the termination date of the project indicated on the Project Award Notification form (DOE 200); and, that a project recipient may not begin to expend or obligate federal funds under a project amendment until the latter of the following two dates: (1) the date FDOE receives the amendment in substantially approved form or (2) the date approved by the FDOE Program Manager (FJEP Office in Tampa). ** Project recipients may submit a copy of the completed DOE Forms 150/DOE 151 to their grant manager in the FJEP program office in Tampa to expedite review and final approval of the budget amendment request, but it is not necessary to do so.

To amend a budget in non-Personnel or non-Equipment object codes by less than 15% of the original budget amount, or most recently approved budget, a DOE 150/DOE 151 Form must still be completed; but, these forms need not be signed by the agency head nor be submitted to the FDOE Grants Management office. Instead, these forms may be signed by the agency individual with FJEP budget expenditure authority and sent to the FJEP program office in Tampa for approval. Local internal object code adjustments of this type will be referred to as, 'Local Amendments'. * Approval of Local Amendments will be in the form of a numbered DOE 150 countersigned for approval by the FJEP State Director.

Local Amendments:

- Must be submitted prior to, or in conjunction with, the submittal of the monthly DOE 599, Project Disbursement Report, for the month in which the budget adjustments were made.
- Need to have a commensurate and counter-balancing adjustment in other non-Personnel and/or non-Equipment object codes of the budget so that the overall project amount does not change.
- Will be numbered as a regular budget amendment but be preceded by the letter 'L'. The first local amendment submitted in a program year, for example, will be numbered, 'L-1'.

*Parallels US DOL guidelines relative to budget modifications.

**Per FDOE Green Book, Section B

Mario G. Zuniga

Mario G. Zuniga, Director FJEP Office
Career and Adult Education Division
Florida Department of Education
P: (813) 224-1920
E: mario.zuniga@fldoe.org