



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



DATE: February 1, 2013	FJEP Policy Memo No. 13-01
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
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**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:** Effective February 1, 2013, 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 to the FDOE Grants Management office. 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 by more than 15% (plus or minus) 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.

The DOE 150/DOE 151 Forms are not required to modify a non-Personnel or non-Equipment object code if the proposed budget amount for the object code is not greater than or less than 15% of the previously approved budget amount for the object code.\*

In these cases:

- The FJEP office must receive notice in the form of a letter, memorandum, or electronic mail that the object code in question has been modified, by how much, and for what reason. Budget revision notices 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.
- All local internal object code adjustments 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.
- All budget revisions must be reasonable, necessary, allowable, and legal to promote the objectives of the program.

Please note that 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).\*\*

\*Parallels US DOL guidelines relative to budget modifications.

\*\*Per FDOE Green Book, Section B

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