

**MARYLAND STATE DEPARTMENT OF EDUCATION  
GRANT CHANGE REQUEST**

GRANT CHANGE REQUEST #	1	REQUEST DATE	4/15/16
GRANT NAME	Local Perkins Plan	GRANT RECIPIENT NAME	Potomac County School System
MSDE GRANT #	160955-01/160955/02	RECIPIENT GRANT #	
REVENUE SOURCE NAME	Title I, Title II Perkins	SCHOOL NAME	
FUND SOURCE CODE		GRANT PERIOD	July 1, 2015 - June 30, 2016
		From	To

**SECTION A. This Grant Change Request: (All changes must be explained in Section B)**

<input type="checkbox"/>	Changes the Grant Period.		
		Date From	Date To
<input checked="" type="checkbox"/>	Reallocates Funds to a Different Category/Program and/or Object.*		
<input type="checkbox"/>	Increases/Decreases the Amount of the Grant.*	\$0.00	\$0.00
		(Amount) From	(Amount) To
<input checked="" type="checkbox"/>	Makes a Programmatic Change.		
<input type="checkbox"/>	Specifies a Change Other Than Those Listed Above (e.g., a change of address, fiscal agent or grant manager).		

**SECTION B. Fully explain the reason for all requested changes.(Increase row height to accommodate space if needed.)**

CAT/PRGM	PROGRAM NAME	OBJECT	PURPOSE OF CHANGE	
Instruction	Career and Technology Education	Contract Services	A. DESCRIPTION:	Reallocate \$600 from Contracted Services to Other Charges, Strategy Worksheet A, Administrative Services Program, 1st Activity.
			B. REASON:	Funds were originally intended to provide support for Microsoft Office training, but consultant fees were less than anticipated.
			C. EXPECTED RESULTS:	Add a new activity to Strategy Worksheet B-3, Criminal Justice Program 4th activity: Fund travel and lodging for three CTE teachers to attend PD at Potomac Community College. \$600.
Instruction	Career and Technology Education	Equipment	A. DESCRIPTION:	Reallocate \$4,000 from Equipment to Materials and Supplies and add a new activity to Strategy Worksheet A, Cisco Program, 4th Activity
			B. REASON:	The digital press for Graphic Com.-PrintED was purchased for \$4,000 less than originally budgeted (\$20,000) in Strategy Worksheet A, PrintED program, 1st Activity.
			C. EXPECTED RESULTS:	Increase Materials and Supplies by \$4,000 to purchase a high resolution LCD panel and camera for the Cisco program to improve students' ability to install and configure small components.
Instruction	Career and Technology Education	Contract Services	A. DESCRIPTION:	Reallocate \$3,000 from Contracted Services to Salaries in Strategy Worksheet A, Business, Management and Finance Program, Finance and Accounting, 3rd Activity
			B. REASON:	Outside contractors were to be hired to develop E-learning activities for the Finance and Accounting Program. Instead, teachers will complete this project beyond school hours.
			C. EXPECTED RESULTS:	Increase Salaries by \$3,000 to develop E-learning options, Strategy Worksheet A, Business, Management and Finance Program, Finance and Accounting, 3rd Activity
			A. DESCRIPTION:	
			B. REASON:	
			C. EXPECTED RESULTS:	
			A. DESCRIPTION:	
			B. REASON:	
			C. EXPECTED RESULTS:	

**\*AN APPROVED AMENDED GRANT BUDGET FORM (C-125-A) MUST ACCOMPANY THIS REQUEST. SECTION B IS TO BE COMPLETED IF A OR MORE OF THE LAST APPROVED BUDGET OR \$1,000, WHICHEVER IS GREATER.**

Finance Official Approval:	Print Name	Signature	Date	Telephone #
Superintendent /Agency Head Approval:	Print Name	Signature	Date	Telephone #
MSDE Grant Manager Approval:	Print Name	Signature	Date	Telephone #