

# POSTSECONDARY BUDGET AMENDMENT INSTRUCTIONS

## CTE Local Application

Follow the procedures listed below to amend the budget for the CTE Local Application. **Requests for changes to existing grants must be approved by MSDE before any of the proposed changes can be implemented.**

### **BUDGET AMENDMENTS**

#### **Contact your Regional Coordinator**

1. Discuss the budget amendment with your Regional Coordinator to make sure an amendment is necessary. Amendments are not needed if the budgetary realignment is less than \$1,000 or less than 15% of the total object, program, or category expenditure, whichever is greater.

#### **Complete the MSDE Grant Change Request Form C-1-25-B**

1. Be sure to include the information requested at the top of the Grant Change Request form amendment tab/page. Check the appropriate box(es). For each change requested, provide an explanation or other appropriate documentation/justification.
2. **The College President, Grant Project Manager and Finance Official must sign the Grant Change Request form in blue ink.** The original signature must be submitted to MSDE before the request can be processed.

#### **Complete the Budget Amendment Postsecondary/Other Recipients Form**

1. You must complete and upload a Budget Amendment Postsecondary/Other Recipients form showing the original budget, adjustment, and amended budget. The Adjustments column must agree with the increases and decreases listed on the Grant Change Request Form, C-1-25-B. The Adjustment +/- column should total zero at the bottom.
2. **The Finance Official MUST sign the Budget Amendment Postsecondary/ Other Recipients Form.**

#### **Instructions for completing the MSDE Grant Change Request Form C-1-25-B**

1. Include the information requested at the top of the Grant Change Request form page, such as grant name and number. This information is found on the NOGA (Notice of Grant Award).
2. Section A: Check the appropriate box(es).
3. Section B: Refer to the Grant Budget C-1-25 tab for information on the CAT/PRGM, Program Name and Object columns on the Grant Change Request Form C-1-25-B.
4. Complete the Purpose of Change column or attach a narrative with the information in numbers 5, 6, and 7 below. *New or revised Action Plans are not required.* If a narrative is provided, a clear description of the changed activity must be attached to the Grant Change Request Form.
5. A. Description: List the plan that will be changed or deleted and identify the Plan of Action number. If a new plan replaces a previously approved one, then describe the new plan.
6. B. Reason: State the reason that the plan will be changed or deleted. State how the new plan will benefit students.
7. C. Expected Results: Include the SMART goal for the revised or new Plan of Action.
8. Signatures: **The College President, Grant Project Manager and Finance Officer must sign the Grant Change Request form in blue ink.** The original signature must be submitted to MSDE

before the request can be processed. Requests for changes to existing grants must be approved by MSDE before any of the proposed changes can be implemented.

### **THINGS TO REMEMBER**

1. A budget may be amended at anytime during the grant period as the need arises, but no later than 45 days prior to the end of the grant period (e.g., May 15 for a June 30 end-of-grant period).
2. Prior written approval from MSDE must be obtained for any budgetary realignment of \$1,000 or 15% of total object, program, or category expenditure, whichever is greater.
3. If it becomes necessary to request additional budget amendments for items previously amended, a new Grant Change Request Form signed by the College President, Finance Official and Grant Program Manager along with a Budget Amendment Form signed by the Finance Official must be submitted. The previously amended budgets, which are the official budgets, contain the figures to be used for the column marked "Approved Budget." A written explanation and justification will need to be provided for the new budget amendment request on the Grant Change Request Form.
4. **All budgeted amounts must be included by category and object on the budget amendment forms.**

### **SUBMISSION REQUIREMENTS**

Budget amendments should be uploaded to DocuShare in the appropriate folder. **All signatures must be in blue ink.** After uploading budget amendments to DocuShare, please notify Nina Roa at [nina.roa@maryland.gov](mailto:nina.roa@maryland.gov).

**Nina Roa**

Director of Finance and Legislation for Career Programs  
Maryland State Department of Education  
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## **Grant Change Request Check-Off Sheet**

**Have you....**

- ✓ **Included the Grant Change Request Form?** (Be sure to include the information requested at the top of the page)
  - Checked and completed the appropriate box(es)?
  - Obtained the signature of the College President?
  - Obtained the signature of the Finance Official?
  
- ✓ **Completed a Budget Amendment Postsecondary/Other Recipients form?**
  - Obtained the Signature of the Finance Official?
  - Verified that the total of the "Adjustment +/-" column is zero?
  
- ✓ **Provided a written explanation as to the changes requested and justification?**  
(An amended budget becomes the official "approved" budget)