

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

GRANT CHANGE REQUEST #	1	REQUEST DATE	4/15/17
GRANT NAME	Local Perkins Plan	GRANT RECIPIENT NAME	Potomac College
MSDE GRANT #	From grant award notice	RECIPIENT GRANT #	
REVENUE SOURCE NAME	Title I, Title II Perkins	SCHOOL NAME	
FUND SOURCE CODE		GRANT PERIOD	July 1, 2017 - June 30, 2018

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

<input type="checkbox"/>	Changes the Grant Period.		
<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	
Equipment	Paramedic Program		A. DESCRIPTION:	Reallocate \$1,710 in funds from Equipment to Contracted Services and add a new activity to Strategy Worksheet A. Paramedic Program, 2nd Activity.
			B. REASON:	Funds are available because the ambulance simulator was purchased for \$5,710 less than the amount originally budgeted (\$30,000) in Strategy Worksheet A, Paramedic Program, 1st Activity.
			C. EXPECTED RESULTS:	New Activity: Increase Contracted Services by \$1,710 to send 49 Paramedic students to the Univ. of Md. School of Nursing to improve students' skills and knowledge in a lab setting.
Equipment	Cisco Certified Network Admin		A. DESCRIPTION:	Reallocate \$4,000 from Equipment to Materials and Supplies and add a new activity to Strategy Worksheet A, Cisco Certified Network Administrator Program, 4th Activity.
			B. REASON:	Funds are available because the ambulance simulator was purchased for \$5,710 less than the amount originally budgeted (\$30,000) in Strategy Worksheet A, Paramedic Program, 1st Activity.
			C. EXPECTED RESULTS:	New Activity : Increase Materials and Supplies by \$4,000 to purchase a high resolution LCD panel and camera for the CCNA program to improve students' ability to install small components.
Contracted Services	Engineering Technology		A. DESCRIPTION:	A. Reallocate \$4,000 from Contracted Services to Salaries in Strategy Worksheet A, to the Engineering Technology program, 3rd Activity.
			B. REASON:	B. Outside contractors were to be hired to develop E-learning modules for the Engineering Technology Program. Instead, current faculty will complete this project as additional work.
			C. EXPECTED RESULTS:	C. \$4,000 will be reallocated to salaries for the Engineering Technology Program modules
			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 #