

Purpose

The purpose of this guide is for a district to prepare an approvable SIG 4 amendment. All requested program and budget amendments must receive prior approval from your Regional Executive Director (RED) and the Bureau of School Improvement (BSI). Amendment requests must be tied to an Action Step in the SIG 4, Year 3 Toolkit. All requested amendment items must supplement the approved Scope of Work that demonstrates effectiveness and must impact student achievement. The BSI team is available via email at bsi@fldoe.org or phone at (850)245-0900 to discuss proposed amendments.

Amendment Process

All amendments require submission of a Project Amendment Request (DOE150) and a Budget Amendment Narrative Form (DOE151) using the following protocol:

1. Email your RED to discuss the proposed amendment.
2. The district will forward the RED preapproval email and a draft of the DOE 150/151 forms to the BSI at bsi@fldoe.org.
 - If the request is for multiple schools, break down and subtotal requests by school site on the DOE 150/151.
 - **Each requested budget line item must be tied to a current Action Step and noted in the narrative section of the DOE 151.**
3. BSI will review the proposed amendment to determine that it supplements the approved Scope of Work and must meet the Reasonable, Allowable, and Necessary criteria.
4. If BSI has clarifying questions, the district will respond within 30 days or the request will be void.
5. Once notified by BSI to proceed, the district will finalize the DOE 150/151 and obtain the superintendent's signature.
6. The district will mail the original signed copy of the DOE 150/151 to the Office of Grants Management (OGM) at the Department. OGM may require additional information prior to final approval.
7. BSI will email the Final Award Notice (DOE 200) to the Contact Name(s) listed on the DOE 150.

Part I: Scope of Work and Allowable Expenditures

All requested amendment items must supplement the approved Scope of Work. Requested items shall demonstrate evidence of effectiveness and impact student achievement. Amendment requests must also meet the Reasonable, Allowable, and Necessary criteria. Each requested budget line item must be tied to a current Action Step and noted in the narrative section of the DOE 151.

Part II: Supplemental Supplies

Supplies include Technology, Textbooks, and consumables. Each of these subcategories should receive its own budget line and narrative support. SIG 4 supplies shall be supplemental and not supplant a district initiative. Supplemental Supplies **shall not exceed 20%** of your overall SIG 4 allocation and Office Supplies will be **limited to up to 5%** of this category. At a minimum, provide answers to the following statements/questions within the narrative.

1. Provide the rationale/data that supports how the supplies will impact student achievement.
2. What are the quantities and cost per unit?
3. Which students will be using the supplies and how will they be used?
4. If requesting textbooks, explain how they are supplemental to your core curriculum.
5. If requesting technology, explain how it is supplemental to your Digital Classrooms Allocation.

Part III: Contracted Services and Professional Learning

Contracted services must not exceed \$3,000 per day in total cost. Dividing the cost, if above \$3,000, between funding sources is not allowable. Contracted services **shall not exceed 15%** of your overall SIG 4 allocation. Professional Learning **shall not exceed 20%** of your overall SIG 4 allocation. At a minimum, provide answers to the following statements/questions within the narrative.

1. Has the school or district worked with this provider before? How was the prior service funded?
2. Provide the proposed contract. The contract must include the start and end date, the number of days/hours, and the proposed services with a detailed cost breakdown of each service.
3. Provide the qualifications of the provider including experience, evidence of effectiveness, and impact on student achievement.
4. Provide the number of participants and their roles (teachers, coaches, and school administration). Provide the details of participation, the cycle of learning, and how it is embedded into professional development.
5. Provide information if substitutes will be necessary to cover instructional time in the classroom. Requesting substitutes shall be limited due to the concern of students missing valuable instructional time.

Part IV: Personnel

Any new positions are not allowable. Only a request for an extension of a currently funded SIG 4 position will be considered. At a minimum, provide answers to the following statements/questions within the narrative.

1. Provide the rationale for extending the position.
2. Provide how the position will be extended.
3. Provide the estimated start/end date, the number of hours/days worked per week, and the hourly rate.