

Vermont 21st Century Community Learning Centers 2021-22 Grant Amendment Guidelines

Purpose

The purpose of submitting a grant amendment is to assure that the federal and state requirements are being followed, that the goals of a project are being followed, and to inform and receive approval from the Vermont Agency of Education for any substantial project changes.

When to Submit an Amendment

- A change to the grant's scope of work (see page 3 for examples)
- In 21-22 when carryforward is being requested
- A new code is requested for expenditure
- A shift of more than 35% in any *GMS subtotal row* (e.g., see column roll-up fields below):

Remove blank rows from display: Yes No

| Code | Activity Description | 100 - Personal Services Salaries | 200 - Personal Services Employee Benefits | 300 - Purchased Professional and Technical Services | 400 - Purchased Property Services | 500 - Other Purchased Services | 600 - Supplies | 700 - Property | 730 - Equipment | 800 - Subgrants Memberships and Misc | 900 - Other Items | TOTAL |
|--------------|------------------------------------|----------------------------------|---|---|-----------------------------------|--------------------------------|----------------|----------------|-----------------|--------------------------------------|-------------------|------------------------|
| 1000 | Instruction | 72,000.00 | 7,200.00 | | | | | | | | | 79,200.00 39.60 % |
| 2190 | Other Support Services - Students | 48,600.00 | 4,860.00 | 12,240.00 | | | | | | | | 65,700.00 32.85 % |
| 2495 | Administration of Grants | 31,000.00 | 3,100.00 | | | 1,000.00 | | | | | | 35,100.00 17.55 % |
| 2716 | Extra/Co-Curricular Transportation | | | | | 20,000.00 | | | | | | 20,000.00 10.00 % |
| Subtotal | | 151,600.00 75.80 % | 15,160.00 7.58 % | 12,240.00 6.12 % | | 21,000.00 10.50 % | | | | | | 200,000.00 100.00 % |
| Total Budget | | | | | | | | | | | | 200,000.00 |

General Process to Submit an Amendment

- Contact the 21C Coordinator to receive guidance on the needed description to justify the proposed changes within *GMS* in clear concise language.
- If needed, prepare an amended, working, Excel project budget showing the changes to be submitted in *GMS*.
- Submit within the online [Grants Management System](#)

Contact Information:

If you have questions about this document or would like additional information please contact:

Emanuel Betz at emanuel.betz@vermont.gov

Specific Amendment Instructions to Access FY '21 Carryforward

- Review the original [carryforward policy](#) posted on Feb 1, 2021.
- In [GMS](#), check the allocation tab to review any revised allocation inclusive of allowed carryforward.
- Approved expenditures should be made in a reasonable, necessary, and sustainable manner to implement high-quality programming in accordance with approved applications and/or amendments and 21C allowable uses.
- In reviewing programming and the holistic and varied needs of individuals under COVID, a priority consideration for FY '21 carryforward includes creating or enhancing approaches that address "learning loss" as part of projects' comprehensive programming.
- Review all the choices in the [GMS](#) continuation application/program detail tab and provide responses in any needed box where a change from an existing approved application or amendment exists. If substantially different or new strategies are proposed that have not been approved in past applications or amendments, significant detail needs to be provided to provide a clear justification. Generally, in this case, the scope in the aggregate would be to provide paragraph(s) not sentences. Failure to provide enough detail may result in the amendment being returned for more information.
- In program detail, box 9, provide a line-by-line narrative explanation of each budget adjustment including the amount of the change and a detailed narrative budget explanation. Optional: Upload a revised excel budget inclusive of the carryforward changes.
- Modify the budget tab in coordination with business office personnel to assure that the correct codes have been inputted. Do the consistency check and submit to the authorized representative.
- Carryforward requests can only be approved for projects for which there are no past due FY '21 site visit required actions
- Last date for amendments due is April 1 annually.

Change of Scope Amendments

Changes to a scope of work include major changes to an approved application. Contact the state 21C Coordinator if you are unsure if an anticipated change requires an amendment. Change of scope amendments include:

- Major changes due to COVID in the eight identified areas within the GMS system
- Any change to transportation that could affect access
- Any change to or initiation of program income collection
- Any shift in program approach
- Any change in program days offered
- Any change in grades or ages to be served
- Any shift in site coordinator or project director structure or paid hours
- Any new positions created
- Any change to program schedules
- Any change to site or center location (e.g.) due to renovations
- Any consolidation of programs or sites
- Major changes to summer programs
- Significant new equipment or supply purchases
- Any other substantial structural shifts

Caution

Do not expend dollars for which you do not have approval; this puts the funds at risk of an audit exception. You may not expend first and receive a “post-dated” approval after expenditure has already occurred. If changes are anticipated, ask early, submit first, and expend later. Any major changes should allow plenty of lead-time to receive approval. For example, do not submit amendments for summer programs after the April 1 deadline.