

**21st Community Learning Centers (CCLC)**

**Program and Budget Amendments**

Sub-grantees will have very limited ability to change the program operating plan and scope of services as originally outlined in their approved grant application. Any changes subsequent to receiving the award will be required to go through a formal program or budget amendment and approval process. Sub-grantees must obtain the prior approval of ODE via an amendment whenever any of the following actions are anticipated:

**Programmatic Change:**

1. Revisions of the scope or objectives of the project (regardless of whether there is an associated budget revision). Revisions to the scope of application may include, but not limited to, change in times of operation, facilities or increase target number of students.
2. Changes in key personnel (fiscal agent, superintendent/CEO/executive director, program director, or co-applicant)
3. Obtain the services of a third party to perform activities that are central to the purpose of the award. This approval requirement is in addition to the approval requirement of 2 C.F.R. §§ 200.317-326, but does not apply to the procurement of equipment, supplies, and general support services.

**Fiscal Change:**

Sub-grantees may submit amended budgets throughout the fiscal year, as needed. Sub-grantees should not implement changes until receipt of approved budget amendment from ODE. However, all budget amendments must be submitted in approvable form no later than **May 15th of each fiscal year**.

The sub-grantee is required to submit a budget amendment in the following instances:

1. To allocate carryover funds from the prior year
2. When there is a 10 percent +/- variance within a function code

Note: Unbudgeted expenses, change in salary rate, number of personnel, change in nature of expense, responsibility and other significant situations may also require a budget amendment. We suggest contacting your Education Specialist for consultation in these matters.

