

## Title II & IV Amendment Cycles for 2024-2025 (NEW)

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### Amendment Period Overview

All schools and departments will have opportunities to propose amendments to Title II and Title IV at set times during the school year. These times will be known as “amendment periods”. During an amendment period, all stakeholders will be notified of the opportunity, consultation meetings will be held, amendments will be made to existing Needs Assessments Workbooks and Budgets and an amendment application will be submitted to the FDOE. PCS will work with the FDOE and various departments and schools to answer clarifying questions as the amendment application is processed. Once the amendment is approved by the FDOE and funds are reallocated in PCS accounts, schools and departments will be notified that they can now spend their amended activities. Due to the cumbersome process and lengthy timeline, departments and schools are encouraged to plan ahead, in detail, as much as possible for all grant funded activities.

### Amendment Period Timeline

Amendment Period 1: Fall (September – November) \*Dependent on when grant is awarded

Amendment Period 2: Winter (January – February)

Amendment Period 3: Spring (March – April)

The windows above are what PCS is aiming for but the timeline and process may shift in any given year depending on when a grant is initially awarded and other extenuating circumstances. All changes will be well communicated.

### Amendment Process

1. Review your current Needs Assessment Workbook and Budget (Special Projects will send you a PDF version of your last approved one).
2. Decide if you need to make any changes at this time (amendments are optional, not required).
3. Determine whether you need to make a change to your Needs Assessment Workbook and Budget, schedule a meeting with Special Projects using the [calendly](#) link provided at a time that works for you.
4. Review your Needs Assessment and Budget prior to the meeting and come prepared to the meeting with your exact changes. Meetings will be around 30 minutes so coming prepared is key!
5. Prior to the meeting collect any needed quotes, details, lists etc. For example, if you want to add PE Equipment to your Title IV Supply budget, you need to come with the exact list of items and their details.
6. Attend the Meeting. During the meeting Special Projects will share the screen and display your last Needs Assessment Budget Workbook and will make your requested changes in real time as you share them with us. At the end of the meeting, you will have a revised, proposed budget that we will include in our amendment application to the state.
7. After the meeting, you will continue to spend grant funds on activities that were included in your original application. You won't be able to spend on the amended activities until we receive state approval.