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| **Action** | **DESE Grant system** | **ISA Documentation** | |
|  | **State/Federal/Trust Accounts** | **State Account** | **Federal or Trust Account** |
| There is a significant change in program objectives. | DESE Grant system amendment required. | ISA amendment required. | ISA amendment required. |
| An increase or decrease in the total amount of the grant award. | DESE Grant system amendment required. | ISA amendment required when the grant total has changed.  DESE will approve the ISA amendment and grantee will process budget transfer (BGTS) in MMARS. | ISA amendment required when the grant total has changed. Fringe and indirect costs may need to be adjusted as well.  No budget transfer (BGTS) in MMARS, ISA paperwork needed for DESE file. |
| Increase in a line of the budget exceeds $100 or 10% of the line (whichever is greater) or exceeds $10,000. | DESE Grant system amendment required. | ISA amendment *may be required.*  Amendment is required when the MMARS object class ceiling has changed (i.e. AA, CC, EE etc.).  DESE will approve the ISA amendment and grantee will process budget transfer (BGTS) in MMARS. | ISA amendment *may be required.*  Amendment is required when the MMARS object class ceiling has changed (i.e. AA, CC, EE etc.). Fringe and indirect costs may need to be adjusted as well.  No budget transfer (BGTS) in MMARS, ISA paperwork needed for DESE file. |
| Second grant approved in DESE Grant system funded from the same account as previous grant award/ISA. |  | ISA amendment required to add additional grant award funds to the ISA total.  DESE will initiate these types of ISA amendments when necessary. | ISA amendment required to add additional grant award funds to the ISA total.  DESE will initiate these types of ISA amendments when necessary. |
| Fiscal year budget total changes on a multi-year ISA. |  | ISA amendment required. | ISA amendment required. |
| No change to grant total and/or an increase in a line item of the budget is less than or equal to $100 or 10% of the line (whichever is greater) and does not exceed $10,000. | DESE Grant system amendment is **not required.** | ISA amendment ***required only if*** the MMARS object class ceiling has changed (i.e. AA, CC, EE etc.).  DESE will approve the ISA amendment and grantee will contact ANF to request budget transfer (BGTS). | ISA amendment ***required only if*** the MMARS object class ceiling has changed (i.e. AA, CC, EE etc.).  No budget transfer (BGTS) in MMARS, ISA paperwork needed for DESE file. |