**COVID-19 Temporary Program Modification Request**

Date:   /  /

***Please use this form to include all anticipated program activities and administrative duties that will take place, as per NYSED guidelines of allowable activities, during the temporary disruption in services due to the COVID-19 pandemic.***

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| --- | --- | --- | --- |
| Agency Name: |  |  |  |
| Mailing Address: |  |  |  |
| Project Number: | 0187-  - | Contract Number (*if applicable*): |  |
| Contact Person: |  |  |  |
| Phone: | (   )    - | Email: |  |

|  |  |
| --- | --- |
| **Modification Request\***  *Use this section to relate what services will take place, both programmatic and administrative, during this temporary disruption in services.* | |
|  | |
| **Currently Approved Practice**  *Use this section to relate what will not be happening during this temporary disruption in services.* | |
|  | |
| **Justification**  *Why is this modification reasonable and necessary for the successful implementation of your 21st Century Community Learning Center program?* | |
|  | |
| **Explain how this will supplement, not supplant[[1]](#footnote-1), pre-existing funded services.** | |
|  | |
| **Impacted Objectives and/or Goals**  *List impacted objective(s). Explain how this modification will continue to support the stated objective(s). If requesting an objective change, explain how the new objective will continue to address the original goal(s) as per the grant application.* | |
|  | |
| **Implementation Date:** | **Would this modification require a Budget Amendment?[[2]](#footnote-2)** |
| /  / | Yes  No |

**€ Approved € Not Approved**

1. Supplement means to “build upon” or “add to”; supplant means to “replace” or “take the place of.” Federal law prohibits recipients of federal funds from replacing state, local, or agency funds with federal funds. [↑](#footnote-ref-1)
2. If a budget amendment is required, you must submit FS-10A and corresponding documents within 30 days. Original budget amendment deadline of March 1 is waived for amendments due to the COVID-19 pandemic. [↑](#footnote-ref-2)