

Program Modification Request

Date Request is submitted to NYSED: / /

Check all that apply for this request: Summer Fall Winter Spring

****Important: Please only include one change request per form. Additional changes require separate forms.**

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

| | |
|--|--|
| Program Modification Request | |
| <i>What would you like to change?</i> | |
| | |
| Currently Approved Practice | |
| <i>State current practice only as it relates to the requested change. For example, if requesting an objective change, only describe the current objective and how it may change.</i> | |
| | |
| Justification | |
| <i>Why is this modification reasonable and necessary for the successful implementation of your 21st Century Community Learning Center program?</i> | |
| | |
| Explain how this will supplement, not supplant¹, pre-existing funded services. | |
| | |
| Impacted Goals and/or Objectives | |
| <i>List impacted goals and/or objective(s) from your original grant proposal. Explain how this modification will continue to support the stated goals/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.</i> | |
| | |
| Planned dates to implement: | Would this modification require a Budget Amendment?² |
| / / to / / | <input type="checkbox"/> Yes <input type="checkbox"/> No |

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.

² If a budget amendment is required, you must submit FS-10A and corresponding documents within 30 days. For additional guidance on when a FS-10A is required, refer to Grant’s Finance guidance:

<http://www.oms.nysed.gov/cafe/guidance/guidelines.html#general>

21st Century Community Learning Centers Program

| |
|--|
| What attachment(s) will you be including? |
| |

/ / **Date NYSED Approved** **Request Denied** **Pending**
