



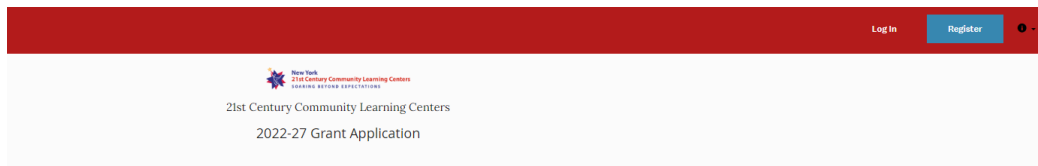
Program Modifications and Budget Amendments Submissions on Survey Monkey Apply Technical Sheet

This document serves as a technical assistance document for programs to use when applying for a program modification and/or a budget amendment in the Survey Monkey Apply portal, and details step by step instructions for submitting. Applicants will first need to create a Survey Monkey Apply account if they have not already done so. Upon completion, applications will be reviewed and tracked within the portal by Technical Assistance Resource Center (TARC) and NYSED staff. Communications between NYSED and programs will still be via email.

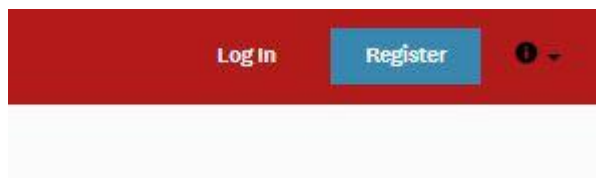
Note: Program Modifications and Budget Amendments sent in through email will be returned to the sender with instruction to use SMA.

Step 1: Signing up and logging in

- Upon selecting this link for [Survey Monkey Apply](#), programs will be prompted to ‘apply’ (create and submit a Program Modification request), log-in, or create a Survey Monkey Apply account if they have not already done so. Please note if the user selects apply without logging in the user will be prompted to create an account or login.



- If the applicant already has a log in, click the “Log in” button and enter your information to log in.
- If the applicant needs to register to create an account, select “Register” to create your account. New users will be asked the following:
 - First Name
 - Last Name
 - Email
 - Password/Confirm Password
- After registration, you will receive an email prompt from Survey Monkey Apply confirming your registration. This will create what the platform calls an “Application”, for our purposes it will be your program modification and budget amendment submission. Survey Monkey Apply refers to users as applicants.



Step 2: Choosing the correct application

- After an applicant registers, they will be prompted to select which program to apply for. Applicants requesting a program modification should select the 21st CCLC Program Modification and Budget Amendment application by selecting “More.”

Programs

Search programs..

Title IV Part B Nita M. Lowey 21st Century Community ...
Accepting applications from Sep 23 2021 10:00 AM (EDT) to Nov 30 2021 05:00 PM (EST)
MORE >

21stCCLC Program Modification and Budget Amendme...
Accepting applications on Sep 23 2022 12:00 AM (EDT)
2 Applications MORE >

- From this screen, applicants will be able to apply for their application and review their previous or pending applications.

21stCCLC Program Modification and Budget Amendment

2 Applications

APPLY

Opens
Sep 23 2022 12:00 AM (EDT)

Step 3: Beginning an application

- After selecting the “Apply” button, applicants are prompted to name their application. Applicants should indicate the modification number and project number.

Examples:

#0187-24-8105 Prog. Mod. #1

#0187-24-8105 Prog. Mod. #2

#0187-24-8000 BA#001

#0187-24-8300 Prog. Mod. #3 & BA#001

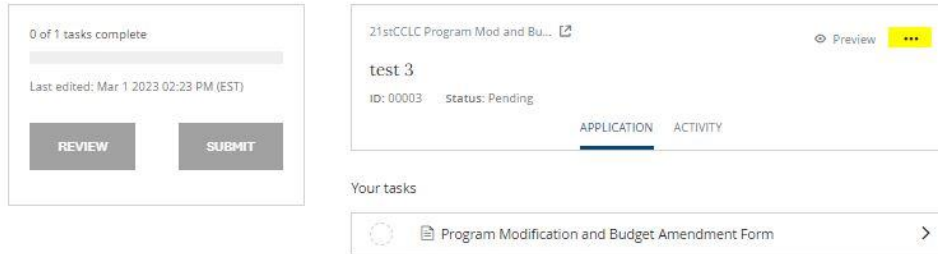
Name your application X

Indicate the modification number and project number. For example: #0187-22-8105 Prog. Mod. #1, #0187-22-8105 Prog. Mod. #2, etc.

75 characters maximum

CANCEL CREATE APPLICATION

- After creating the application name, applicants are moved to a dashboard screen where they can view the tasks for the application. Selecting the Program Modification and Budget Amendment Form under "Your tasks" begins the application. Clicking the highlighted three dots generates options to: rename, download, and delete the application.



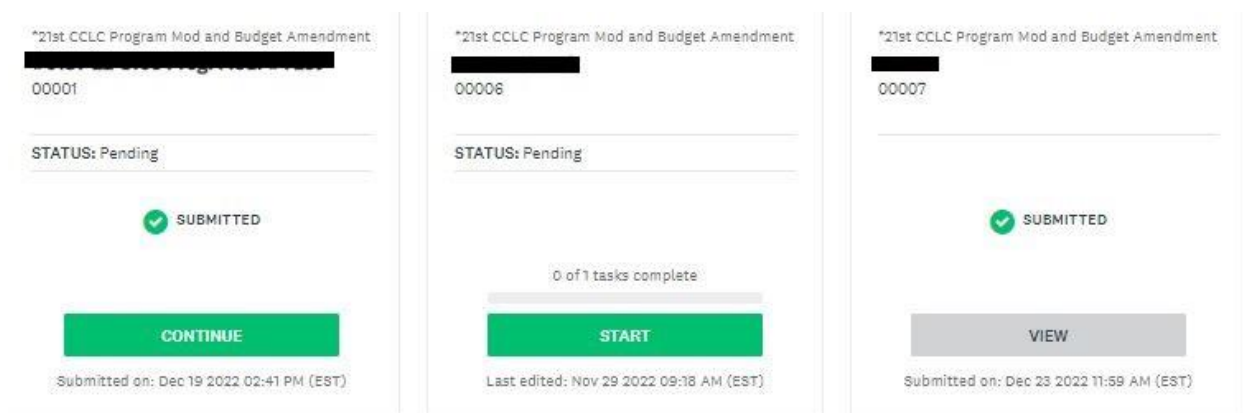
- Applications can be saved at any point in the application by scrolling to the bottom and selecting the "SAVE AND CONTINUE EDITING" button.



- If the applicant gets lost within the portal at any point, or you've just signed in and are looking for an application in progress, you can select "My Applications" button with the house icon. Any applications you have started will be shown here, which the applicant can sort or view as a list.



- Pending, incomplete, or approved applications can be viewed and edited (if applicable) by selecting the "My Applications" button. Applicants will be directed to a new window showing their previous applications.



- Applicants can select to view, continue, or start applications they've created.
- To go back to the "Apply" stage, select the "Programs" icon, and select the desired program you're applying too.

Step 4: Program Modification and Budget Amendment Application

Step 4A: General Information (geographic distinction, program, points of contact, and implementation date)

- Upon entering the application, applicants are prompted to review the [Program Modification Fact Sheet](#) to assist in determining if they have all the appropriate documentation. Programs select the region they are associated with.
 - Selecting Rest of State (RoS) will send the PM/BA to the RoS TARC.
 - Selecting New York City (NYC) will send the PM/BA to the NYC TARC.
 - Selecting SED Review will send modification/amendment to the SED program office.
 - The SED program office will not accept modifications or amendments until reviewed by the programs respective TARC.

Program Modification and Budget Amendment

Submit only one modification and/or amendment per application.

Click this link to the [Program Modification Fact Sheet](#), for more information about the process of submitting a program modification request.

Please select your grant's geographic distinction:

- New York City (NYC)
- Rest of State (RoS)
- SED Review (Only to be selected AFTER Resource Center Review)

- Applicants can then select their project number/program from the drop-down menu and select their program title.
- Applicants are then prompted to identify which modification they are submitting. The options include Program Modification (no budget change needed), Program Modification (with a budget amendment), or a Budget Amendment only.

Select your program

(In 21st CCLC, districts are considered grants while CBO's and charters are considered contracts, therefore the latter have a contract #)

Select the option that applies to your program

- Program Modification (no budget change needed)
- Program Modification (with budget amendment)
- Budget Amendment only

Clear

- Applicants will be prompted to insert the contact information of the individual who will be responsible for communicating with NYSED staff regarding Program Modification status and clarifications.
- Applicants will be need to indicate if the fiscal contact is the same as the program contact. If no, applicants will be prompted to insert the contact information of the individual who will be responsible for communicating with NYSED staff regarding Budget Amendment status and clarifications.

Person of Contact: First and Last Name

This will be the individual program staff will rea modification status.

John Doe

Email Address

John.Doe@gr

Phor

000-000-0000

Fiscal Contact Person

Jane Doe

Is the fiscal contact the same as the program contact?"

Yes

No

Fiscal Contact Email Address

Jane.Doe@gmail.com

000-000-0000

- Applicants will be prompted to input the program modification desired or anticipated start date. **Do not implement programmatic changes until notified of NYSED approval.**

Planned Implementation Start Date

Do not implement programmatic changes until notified of NYSED approval

Oct 13 2023

Step 4B: Uploading the Program Modification Request Form

- Programs will need to upload their completed [Program Modification Request Form](#) here. Applicants can download this file by clicking the hyperlink in the modification, and uploading it once completed after TARC review.

The links below are downloadable for your use (if applicable from the modifications your program listed in the previous question).


Review the [Program Fact Sheet](#) to determine required documentation for the program modification you are requesting and upload ALL required documents stated for the specific request.

[Program Modification Form Template](#)

Upload the Program Modification

(files with the "#" symbol cannot be uploaded)

Max file size: 100 MB

 Upload a file

Accepted formats: .pdf, .docx, .doc

Step 4C: Uploading additional documents for a program modification

- If applicable, applicants will upload non-budget related documents related to their program modification. The forms/templates can be downloaded from the appropriate links, and applicants should reupload them when complete. The primary upload file type is a PDF with the exception of DOC for some. The upload categories are as follows:
 - Partnership Agreement Template
 - Participating Schools Form
 - Program Site(s) Form
 - SACC Upload
 - Signed Dissolution Letter
 - Program Schedule
 - Additional Documentation

[Partnership Agreement Template](#)

Upload the Partnership Agreement Template (if applicable)


Max file size: 100 MB

 Upload a file Accepted formats: .pdf

[Participating Schools Form](#)

Upload the Participation Schools form (if applicable)

Max file size: 100 MB

 Upload a file Accepted formats: .pdf, .docx, .doc

[Program Site\(s\) Form](#)

Upload the Program Site form (if applicable)

Max file size: 200 MB

 Upload a file Accepted formats: .pdf, .docx, .doc

[SACC Upload](#) (if applicable, *additional information found on page 17 of the RFP*)

Upload your SACC Registration or Letter(s) confirming SACC approval or process of registration.

To see if your program needs a SACC Registration, please review page 17 of the [21CCCLC RFP](#).

 Upload a file Accepted formats: .pdf

[Signed Dissolution Letter](#) (if applicable)

 Upload a file Accepted formats: .pdf

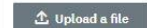
[Program Schedule](#) (if applicable)

Upload your program schedule, if required.

 Upload a file Accepted formats: .pdf, .docx, .doc

[Additional Documentation](#) (if applicable)

Upload any additional documentation appropriate for the modification.

 Upload a file

Step 4D: Budget amendment information

- Applicants can find information about budget amendments on the [Budget Amendment Fact Sheet](#).
- Applicants are prompted to indicate which budget amendment number they are currently submitting.

A budget amendment request must be submitted for any change in a budget category/code (professional salaries, purchased services, travel, etc.) of more than 10 percent or \$1,000, whichever is greater.

Indicate the budget amendment number

For example, if this is the **first** amendment for the program year, choose #001. If this is the **second** amendment, choose #002, etc. *This number resets every year. For instance, if the program starts a new year and you made multiple amendments the year prior, you will select 001 if this is the first of the new program year.*

#001

#002

#003

Other

Step 4E: Uploading budget amendment documents

- Much like the above section, here is where applicants will upload the required fiscal documents for their budget amendment. Applicants can download the appropriate forms from the links and reupload them. The upload categories are as follows:
 - o FS-10A
 - o Composite Budget
 - o Budget Narrative
 - o Any related MWBE documents


Click the links below in order to download the forms *(the following forms are required to submit a budget amendment: FS-10-A, Updated Composite Budget, Budget Narrative, MWBE Cover Letter, M/WBE Goal Calculation Worksheet. Optional M/WBE forms if applicable).*

If the approved modification requires a budget amendment (FS-10A), upload the completed FS-10A, corresponding MWBE documentation, a new Goal Calculation sheet, and updated Composite Budget within 30 days of the PM approval. If the MWBE goals have increased, you would also need to submit the updated Utilization Plan (with current and newly added vendors).

[FS-10-A](#)

Required for a budget amendment. Must be an accepted format.

Max file size: 100 MB


 Upload a file

Accepted formats: .xlsx,.pdf,.docx,.xlsm,

[Updated Composite Budget](#)

Required for a budget amendment.

Max file size: 100 MB

 Upload a file


Accepted formats: .xlsx,.pdf,.docx,.xlsm

[Budget Narrative](#)

The Budget Narrative is required as justification for your Budget Amendment.

Required for a budget amendment.

Max file size: 100 MB

 Upload a file

Accepted formats: .pdf,.docx,.doc

Step 4F: Uploading MWBE documents

- Not every budget amendment will need all of the MWBE documentation. Programs are required to submit an MWBE Cover Letter Sheet and the MWBE Goal Calculation Sheet. If additional forms are needed, they can be found in the M/WBE Package Documents where there is a link to download a complete MWBE packet, and a bulleted list with individual pages.

M/WBE Package Documents


If your budget amendment affects your M/WBE GOAL CALCULATION, submit additional documentation below, as applicable. *These are not required for all submissions.* (Need forms? [Download ALL M/WBE-related forms here.](#))

Download individual M/WBE-related forms below:

- [Partnership Salary and Fringe Benefit Breakdown](#)
- [M/WBE Cover Letter](#) (REQUIRED FOR BUDGET AMENDMENT)
- [M/WBE Goal Calculation Worksheet](#) (REQUIRED FOR BUDGET AMENDMENT)
- [M/WBE Utilization Plan \(M/WBE 100\)](#)
- [M/WBE Request for Waiver Form \(M/WBE 101\)](#)
- [M/WBE Subcontractors and Suppliers Notice of Intent to Participate \(M/WBE 102\)](#)
- [M/WBE Contractor Good Faith Efforts Certification Form \(M/WBE 105\)](#)
- [M/WBE Contractor Unavailable Certification \(M/WBE 105A\)](#)
- [Equal Employment Opportunity - Staffing Plan \(EEO 100\)](#)

MWBE Package Documents (up to 10 attachments allowed)

Minimum: 1 Maximum: 10

 Upload a file

Accepted formats: .xlsx,.pdf,.docx,.xlsm

Step 4G: Sending hard copies of a budget amendment to NYSED

- Once a program receives approval from NYSED for a budget amendment, they will need to mail the FS-10-A with an ink signature and two copies of that signed FS-10 to the address stated in the application. Applicants should not send their documents unless requested by NYSED.
- Programs must also check the attestation acknowledging that they understand to mail the required material to the listed address.

Once approved, please mail the completed FS-10-A, with an ink signature, and two copies of that signed FS-10-A to:

NYS Department of Education
Student Support Services - 21st CCLC Budget Review
89 Washington Avenue - EB 318M
Albany, New York 12234

- I acknowledge the statement above and will mail the completed FS-10-A with an ink signature, and two copies of the signed FS-10-A to the stated address, once given approval.

Step 5: Completing the application

- When the applicant has finished uploading the appropriate documentation, they should click the button “Mark As Complete” and submit their application.
- Applicants will receive a confirmation email from Survey Monkey Apply after submitting their application.

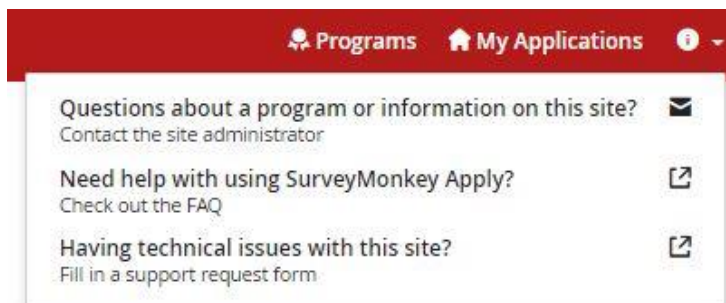


Step 6: Editing an Application After Submission

- After an application has been submitted, the application cannot be edited until it is reviewed by the TARC or NYSED staff. Once it is reviewed and TARC or NYSED staff allow for the application to be edited, the applicants can make edits and changes to their program modification and/or budget amendment, as well as reupload documents and forms. TARC and NYSED staff may request additional information and documents pertinent to the application after submission. After a program edits their application, it should be resubmitted and will not be available again until the TARC or NYSED staff allows for it to be edited again.

Technical Assistance

If an applicant is having technical difficulties with the portal or a function within the application is not working properly, applicants should reach out to the Survey Monkey Apply Support in the upper right-hand corner as shown in the image below:



If an applicant needs clarifications regarding specific content within the application, applicants should reach out to their respective TARC for appropriate guidance.