



NYS 21CCLC

Program Modification Request *FA SHEET*

Introduction & Overview

This document describes the procedures for submitting a program modification request. If a program director decides the program design approved in the original grant requires a revision to be made in order to improve functionality and/or evaluability, they can prepare a program modification request. Depending on the type of revision to the original grant, a budget amendment may also be required. Budget Amendments are reviewed **after** a program modification has been approved. See the [Budget Amendment Fact Sheet](#) for additional information regarding Budget Amendment procedures and documentation.

Changes to the prior-approved design might include, but are not limited to:

DEFINITIONS

Partner: An individual, agency, organization, or other entity that provides products or services to the program and **is involved** significantly and meaningfully in overall program planning and implementation. A Partnership Agreement is required for all program partners.

Vendor: An individual, agency, organization, or other

Through the SMA Portal and email communications, the TARC's and NYSED Program Office will review the

[Submissions on Survey Monkey Apply Technical Sheet](#). *Note: You will be prompted to create a Survey Monkey account if you do not have one.*

- ▶ When submitting a request, applicants will be asked to select their grant's geographic

- ▶ **DENIED** with an explanation. Program modification requests that propose to significantly change the scope of services established in the original program design are unlikely to receive approval.
- ▶ **NYSED REVIEW PROCESS.** After an application has been completed, it cannot be edited until it is reviewed by NYSED. Once reviewed NYSED program staff will send the application back for editing. Applicants can then make edits and changes to their program modification and/or budget amendment, as well as reupload documents and

Removing a partner from the grant	<ul style="list-style-type: none"> ✓ Signed letter of dissolution from the lead agency's partner (CEO/Executive Director of partner organization or principal and superintendent of partnering school(s)) ✓ Budget amendment (required)
Adding a new vendor to the grant	<ul style="list-style-type: none"> ✓ Budget amendment (required) ✓ Updated Program Activity Schedule if activity schedule will change
Removing a vendor from the grant	<ul style="list-style-type: none"> ✓ Budget amendment (required) ✓ Updated Program Activity Schedule if programming will change
Modifying Extended Learning Time (ELT) services during the school day to the grant/site	<ul style="list-style-type: none"> ✓ Participating Schools Form ✓ Program schedule ✓ School schedule ✓ Budget amendment, if applicable
Removing ELT services from the grant/site	<ul style="list-style-type: none"> ✓ Budget amendment, if applicable
Adding new grade level(s) to the grant/site	<ul style="list-style-type: none"> ✓ Program schedule ✓ Budget amendment, if applicable
Removing grade level(s) from the grant/site	<ul style="list-style-type: none"> ✓ Program schedule ✓ Budget amendment, if applicable
Changing Evaluation Elements (e.g., Program Objectives, Performance Indicators, or Measures)	<ul style="list-style-type: none"> ✓ In the email to the regional TARC (see Step 2, first arrow) the Program Director indicates the local evaluator was consulted about the changes to the Evaluation Elements and understands the Evaluation Plan and Logic Model/Theory of Change will need to be edited to reflect any program modifications approved by NYSED. *The local evaluator is copied to this email.