**Program Modification Request Form**

***\*Important: Please only include one change request per form.***

|  |  |  |  |
| --- | --- | --- | --- |
| Lead Agency Name: |       |  |  |
| Project Number: |       | Contact Person: |       |
| Phone: | (   )    -     | Email: |       |

|  |
| --- |
| **Program Modification Request #**       (for this program year)*What would you like to change?*  |
|       |
| **Currently Approved Practice** *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.*  |
|       |
| **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.** |
|       |
| **Program Evaluation Elements (i.e., Objectives, Performance Indicators (PI’s), and Measures)***Prior to responding to this section, be sure to consult with your local evaluator and check the attestation box.*[ ]  I acknowledge that I have consulted with our local evaluator regarding this program modification request. *List impacted Evaluation Element(s) from your original grant proposal. Explain how this modification will continue to support the stated Evaluation Element(s). If requesting an objective change, explain how the new change will continue to address the original goal(s) as per the grant application.*  |
| *Check the box that applies to this specific program modification request:*[ ]  This modification will not impact Evaluation Elements.[ ]  This modification will impact our current Program Evaluation elements.  |

|  |  |
| --- | --- |
| **Planned implementation start date** | **Would this modification require a Budget Amendment?** |
|   /  /      | [ ]  **Yes** [ ]  **No** |

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

**NYSED Reviewer:**

**Decision:**   /  /     **Date NYSED Approved** [ ]  **Request Denied**

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)