



NYS 21CCLC

Budget Amendment (FS-10-A)

Introduction & Overview

This document describes the procedures for submitting a budget amendment. If a program director decides the budget approved in the current fiscal year requires a revision, they can prepare a budget amendment.

A budget amendment may only be submitted after the FS-10 is approved and before the FS-10-F is submitted. Programs with grant contracts must wait until the contract is fully executed before submitting budget amendments. Programs who submit a Request to Increase Indirect Cost Rate (FS-87R) to the Office of Grants Finance and receive an approval letter may submit a budget amendment along with their approval letter to the Program Office at any time.

Depending on the type of revision to the approved budget, a program modification may also be required. Program modifications must be approved **before** a budget amendment can be approved. See [DIAR 6%](#)

DEFINITIONS

Partner: An individual, agency, organization, or other entity that provides products or services to the program and **is involved**

- Minor remodeling
- Any increase in a budget subtotal (professional salaries, purchased services, travel, etc.) by more than 10 percent or \$1,000, whichever is greater**
- Any increase in the total budget amount
- Adding or removing a **partner** or **vendor** (required)

- ▶ Subtotal Increase/Decrease. Applicants can use both or just one.
 - If a change is happening in only one category, both boxes must be used to show money is being reallocated but that the Net in/decrease remains \$0. For example, under Prof

- **Budget Narrative Form**

- ▶ The budget narrative form should include a detailed written justification for the requested changes.

-A:

*Budget Narrative:
 pent due to a reduction of afterschool hours. The availability of*

▶ Th

The amount indicated for social workers would go uns

is form should include each item

- ▶ Applicants must complete a revised composite budget by transferring current year budget amounts for each category on the FS-10, while adding and/or subtracting changes from the proposed FS-10-A.
- ▶ Applicants must ensure their changes do not result in overspending on capped expenses.
 - Cost per student must not exceed \$2,100.
 - ~~Cost per student must not exceed \$1,800.~~

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- When submitting the request, applicants will be asked to select

- **Denied** with an explanation. If the budget amendment requires a program modification, the applicant will be prompted to submit the program modification before NYSED will review the budget amendment.
- **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 forms. NYSED may request additional information and documents after submission. After a program edits their application it is resubmitted and will not be available again until NYSED program staff allow for it to be edited again.
- In alignment with [Records Retention Policy](#), a subgrantee should maintain all approved NYSED program modifications and budget amendments for the duration of the grant.
- If you are having technical difficulties with the SMA platform, **please use the support function** within the Survey Monkey Apply Portal.