



Nita M. Lowey 21st Century Community Learning Centers Program Title IV, Part B

Grant Amendment Application

Bureau of Instructional Support
Office of ESEA Programs
25 Hall Street
Concord, NH 03301

Purpose

The purpose of this document is to provide Title IV, Part B subrecipients with information regarding the New Hampshire Department of Education (NHED), Office of ESEA Title Programs, 21st Century Community Learning Centers (21st CCLC) Title IV, Part B Grant Amendment Application procedure and subsequent form.

Guidance

In accordance with [30 CFR 735.20](#), a grant amendment is a written alteration in the grant amount, grant terms or conditions, budget or period, or other administrative, technical, or financial agreement proposed by the subrecipient of Federal funds to the state education agency (SEA).

The subrecipient shall promptly notify the SEA in writing of events or proposed changes which may require a grant amendment, such as;

1. Rebudgeting;
2. Changes which may affect the approved scope or objective of a program; or
3. Changes which may increase or substantially decrease the total cost of a program.

Proposed changes must remain in alignment with the Title IV, Part B Federal program provisions, [ESEA section 4204](#), to ensure student success by providing academic enrichment opportunities during non-school hours for children, particularly students who attend high-poverty and low performing schools.

NHED will approve or deny a proposed amendment within 30 days of receipt, or as soon thereafter as possible, and shall notify the subrecipient in writing of the approval or denial.

The date NHED signs the grant amendment will establish the effective date of the action. If no time period is specified in the grant amendment, then the amendment applies to the entire grant period.



21st CCLC Title IV, Part B Amendment Application

Title IV, Part B subrecipients will request changes to approved grants by submitting this amendment application to NHED. NHED will approve or deny amendments in writing within 30 days of receipt. Each component must be addressed for the form to be considered complete.

Submit form to NHED by emailing Whitney McVeigh at Whitney.R.McVeigh@doe.nh.gov.

Subrecipient Information

Subrecipient Name: _____

School Name(s): _____

Official Name and Title: _____

Official Contact Phone: _____

Official Contact Email: _____

By signing below, you affirm that you are an authorized representative of the subrecipient, and the information contained in this form is accurate and complete.

Official Name	Official Signature	Date
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NHED Use Only

I, on behalf of NHED, certify that I have reviewed the Title IV, Part B proposed grant amendment in accordance with 30 CFR 735.20 and have determined the school:

- Has submitted an amendment that meets the provisions of Title IV, Part B section 4202.
This document will be fully executed and returned to the subrecipient noting approval.
- Has not submitted an amendment that meets the provisions of Title IV, Part B section 4202.
This document will be returned to the subrecipient.

Printed Name and Title	Signature	Date
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What programming is affected by this amendment (select all that apply):

- Summer programming School year programming

What time period does the amendment apply to: _____

Provide a detailed explanation of the requested changes to the approved program:

**Provide a detailed explanation of how the proposed changes will impact your budget.
Include both short- and long-term impacts, as applicable:**