



## **Provider Guide to Amendments**



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## Introduction to HHS Accelerator and Financials

The Health and Human Services (HHS) Accelerator System is the City’s online system to simplify and speed the contract process for health and human services providers that deliver services directly to clients and communities. Through a collaborative process with providers, redundant paper-based requirements were removed, processes reengineered, and contract documents standardized – freeing up resources for mission-focused activities.

Agencies now release all Health and Human Services Request for Proposals (RFP) through the HHS Accelerator System. Prequalified providers approved for relevant Services are “Eligible to Propose” and can submit proposals after procurements are released.

The HHS Accelerator System also has the functionality to manage financials electronically. Providers can manage budgets, invoices and payments in the system. HHS Accelerator Financials enables a paperless process and facilitates increased accuracy in accounting.

The City of New York is phasing in the use of this module and participating organizations will receive notification when it is time to use HHS Accelerator Financials.

HHS Accelerator Financials standardizes financials for health and human services contracts across the eleven participating Agencies. The system provides:

- A standard budget template
- A common interface for City Agencies and Providers to conduct budget transactions
- Agencies use the same process to configure/modify/amend budgets, invoices and payments
- A more holistic picture of contract data and financials for HHS Accelerator Agencies.

## Financials on the Provider Homepage

After logging in, the first page that you will encounter is the Provider Homepage.

Below the main tabs navigation icons are dashboards that give an overview of your Organization’s HHS Accelerator Application status, Filing status, Procurements, Financials, Documents Shared with your Organization and NYC.ID Account Maintenance. From the homepage, your organizations can use the financial links on the dashboard to access key financial functions, or can use the main Financials tab at the top of the page.



When you log into the HHS Accelerator System, at first it will appear as if procurement and financial statistics are unavailable. In order to see the tasks and statistics, you must press the refresh  icon, located on the solid blue band.

<b>a.</b>	Select the “Financials” tab to access the HHS Accelerator Financials.
<b>b.</b>	Budgets pending submission for your organization are listed.
<b>c.</b>	Budgets returned for revision that your organization needs to address.
<b>d.</b>	Modifications and Updates pending submission by your organization.
<b>e.</b>	Modifications and Updates returned for revision by the funding Agency.
<b>f.</b>	Invoices pending submission by your organization.
<b>g.</b>	Invoices returned for revisions by an Agency.
<b>h.</b>	Active budgets for your organization are listed.
<b>i.</b>	Budgets pending approval by the funding Agency.
<b>j.</b>	Modifications and Updates pending approval by the funding Agency.
<b>k.</b>	Invoices pending approval by the funding Agency.
<b>l.</b>	Contracts pending registration for your organization are listed.



Key financial functions are listed in two columns on the homepage. The left hand column highlights in **red** financial transactions your organization must take action on. The right column are key financial functions your organization can monitor.

## Monitoring the Status of an Amendment

### View your Organization's Amendment List

The Amendment List displays your organization's Health and Human Services contract amendments that have been generated in the system. The Amendment List is located in the Financials section of the HHS Accelerator System. To access the Amendment List, click the Financials tab, then click the Amendment List tab.

A contract amendment occurs when the Agency initiates a contract value change in the system.

**Financials**

Contract List | Budget List | Invoice List | Payment List | **Amendment List**

**Amendment List**

Listed below are the contract amendments for your organization. A default filter has been applied.

Filter Amendments ▾ Amendments: 2

Procurement/Contract Title	Agency	Amendment Title	CT#	Amendment Last Value (\$)	Updated	Status	Action
PROV - Finance ACS CT12	ACS	PROV - Finance ACS CT12	CT300000042	-300,000.00	05/21/2014	Pending Submission	I need to... I need to... View Contract View Budget
PROV - Finance CT11	ACS	PROV - Finance CT11	CT300000041	300,000.00	05/21/2014	Pending Submission	

Amendments: 2

<b>a.</b>	Click on the Amendment List tab to access the Amendment List.
<b>b.</b>	Click on the Filter Amendment button to change which amendments are displayed.
<b>c.</b>	Number of amendments displayed based on applied filters.
<b>d.</b>	Procurement/Contract Title is listed.
<b>e.</b>	Funding Agency.
<b>f.</b>	Amendment Title is listed.
<b>g.</b>	Contract Number (CT#) is listed.
<b>h.</b>	Amendment Value (s) is listed.
<b>i.</b>	Date of Last Update is listed.
<b>j.</b>	The status of the amendment is displayed.
<b>k.</b>	Action column provides menu of possible actions to take. For the amendment, you can view the corresponding contract and budget.

## Stages of a Contract Amendment

All contract amendments with a status of Pending Configuration, Pending CoF (Certification of Funds), Pending Submission, Pending Approval, Pending Registration, and Registered, are visible on the Amendment List. Contract amendments that are suspended or cancelled do not appear on the amendment list by default, but your organization can access them by using the “Filter Amendments” feature. The following descriptions define the life cycle of amendments in the system.

Status Type	Status	Definition
Contract Amendment Status	Pending Configuration	The Agency is configuring the contract amendment.
	Pending CoF	The Agency staff is verifying the contract amendment configuration.
	Pending Registration	The Agency has amended the contract. “Pending Amendment” flag will be visible on the Contract list.
	Registered	The contract has been registered with updated details. Invoicing and payments can begin.
	Suspended	The Agency has suspended the contract amendment.
	Cancelled	The Agency has cancelled the contract amendment.

## Filter Amendments

Filtering allows you to target your search and quickly modify contract amendments displayed on the Amendment List. After you click the “Filter Amendments” button, the filter menu displays with a number of options for modifying displayed amendments. To adjust your filtered options, you must uncheck relevant boxes.

The screenshot shows the NYC HHS Accelerator interface. The top navigation bar includes 'Organization Information', 'Document Vault', 'Applications', 'Procurements', and 'Financials'. The 'Financials' section is active, showing a sub-menu with 'Contract List', 'Budget List', 'Invoice List', 'Payment List', and 'Amendment List'. The 'Amendment List' is selected, displaying a table of contract amendments. A filter menu is open over the table, allowing users to refine the search based on various criteria.

Amendment ID	Last Value (\$)	Last Updated	Status	Action
87	300,000.00	12/14/2016	Pending Submission	I need to...
58	300,000.00	12/01/2016	Pending Submission	I need to...
56	300,000.00	12/01/2016	Pending Submission	I need to...
55	300,000.00	12/01/2016	Pending Submission	I need to...
59	300,000.00	12/01/2016	Pending Submission	I need to...
53	300,000.00	12/01/2016	Pending Submission	I need to...
52	300,000.00	12/01/2016	Pending Submission	I need to...
61	300,000.00	12/01/2016	Pending Submission	I need to...

- a.** Amendment Value From (\$) allows your organization to filter for contract amendments that fall in a specified range.
- b.** Status indicates the current status of the amendments. Your organization can select any status. Suspended and Cancelled status can only be selected from the filter options section.

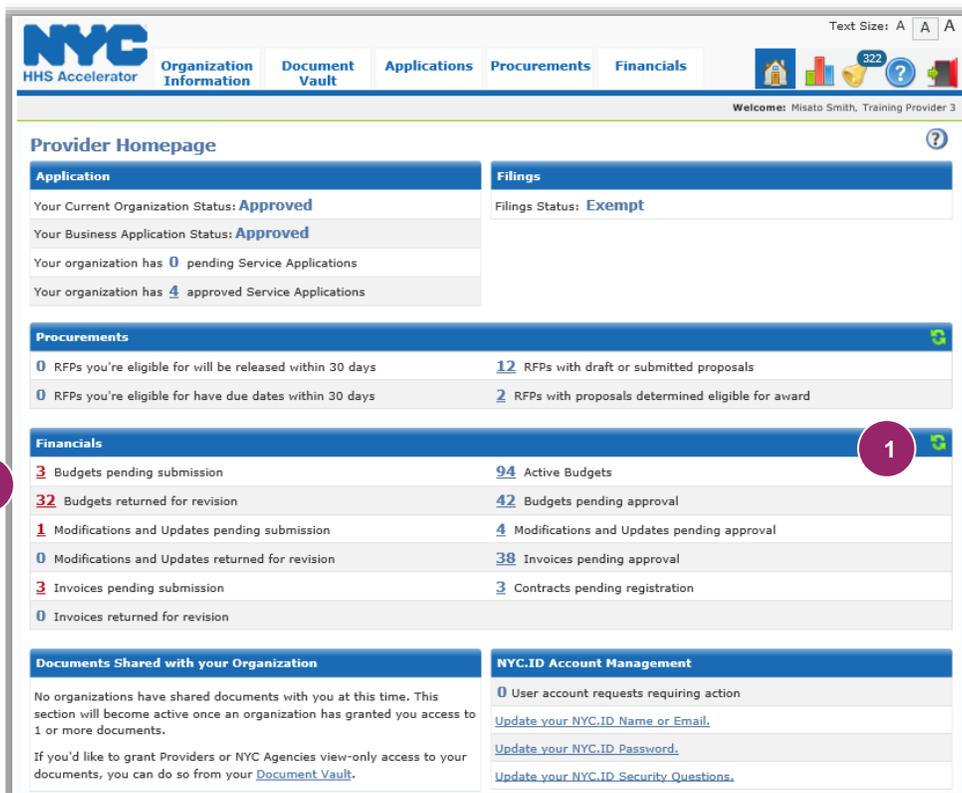
## Contract Amendments

### Positive Contract Amendment

The Agency initiates the positive Amendment (contract value change) in the system and your organization would then need to adjust the budget accordingly to match the new contract value.

Your organization’s Financial Level 2 system users will receive an email notification of a positive budget amendment. Your organization will make the adjustment to the budget and submit the Amended budget to the Agency. The Agency will then review and either return or approve the revised Budget.

To view a contract amendment, review the steps below:



*When a contract is amended by the Agency, your organization must revise the budget.*

1. Click on the “**Refresh**” icon in the financials section of the homepage.
2. Click on the number hyperlink for “**Budgets Pending Submission.**”

**NYC HHS Accelerator** Organization Information Document Vault Applications Procurements **Financials**

Welcome: Misato Smith, Training Provider 3

**Financials**

Contract List **Budget List** Invoice List Payment List Amendment List

**Budget List**

Listed below are the Budgets for your organization. A default filter has been applied.

Filter Budgets ▾ Budgets:3

Procurement/Contract Title	Agency	Fiscal Year	CT#	Budget Value(\$)	Last Updated	Status	Action
<a href="#">Trainer Contract 35</a>	HRA	2017		1,000,000.00	03/17/2017	Pending Submission	I need to...
<a href="#">Procurement DHS CT 3</a>	DHS	2018		1,000,000.00	01/29/2018	Pending Submission	I need to...
<a href="#">Procurement DHS CT 2</a>	DHS	2018		1,000,000.00	01/29/2018	Pending Submission	I need to...

The contract that has been amended will have an amendment symbol next to it.

3. Click the blue **“Procurement/Contract Title”** hyperlink for the contract that has been amended.

**Contract Budget - Amendment** [Return to Budget List](#)

Status: Pending Submission

**Contract Information**

<b>Agency:</b> Department of Homeless Services (DHS)	<b>CT#:</b> Not Registered
<b>Procurement/Contract Title:</b> Procurement DHS CT 3	<b>Contract Start Date:</b> 07/01/2017
<b>Provider:</b> Training Provider 3	<b>Contract End Date:</b> 06/30/2020
<b>Procurement E-PIN:</b> 2018210003001	<b>Contract Amount:</b> \$3,000,000.00
<b>Award E-PIN:</b> 2018210003001	<b>Program Name:</b> Safe Haven
<b>Amendment E-PIN:</b> 2018210003003A003	<b>Amendment Amount:</b> \$1,000,000.00

**Fiscal Year Budget Information**

Start Date	End Date	Approved FY Budget	YTD Invoiced Amount	Remaining Amount	Amendment Amount	Proposed Budget
07/01/2017	06/30/2018	\$1,000,000.00	\$0.00	\$1,000,000.00	\$1,000,000.00	\$2,000,000.00

[Save](#) [Submit](#)

**Program Budget** **\$1,000,000.00**

**Documents**

**Advances**

**Assignments**

**Comments** [View Comments History](#) [Save](#)

**Enter any comments:**

Click the 'Save' button above to save your comments.

3000 characters left

4. Next, click on the first blue bar to expand the **“Budget Summary”** section.

**Contract Budget - Amendment** [Return to Budget List](#) Status: Pending Submission

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**Contract Information**

<b>Agency:</b> Department of Homeless Services (DHS)	<b>CT#:</b> Not Registered
<b>Procurement/Contract Title:</b> Procurement DHS CT 3	<b>Contract Start Date:</b> 07/01/2017
<b>Provider:</b> Training Provider 3	<b>Contract End Date:</b> 06/30/2020
<b>Procurement E-PIN:</b> 20182I0003001	<b>Contract Amount:</b> \$3,000,000.00
<b>Award E-PIN:</b> 20182I0003001	<b>Program Name:</b> Safe Haven
<b>Amendment E-PIN:</b> 20182I0003003A003	<b>Amendment Amount:</b> \$1,000,000.00

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**Fiscal Year Budget Information**

Start Date	End Date	Approved FY Budget	YTD Invoiced Amount	Remaining Amount	Amendment Amount	Proposed Budget
07/01/2017	06/30/2018	\$1,000,000.00	\$0.00	\$1,000,000.00	\$1,000,000.00	\$2,000,000.00

[Save](#) [Submit](#)

---

**Program Budget** \$1,000,000.00

**Budget Summary** Personnel Services Operations & Support Utilities Professional Services Rent

Contracted Services Rate Milestone Unallocated Funds Indirect Rate Program Income

**Budget Summary** [View Printer Friendly Version](#)

Line Item	Approved FY Budget	Remaining Amount	Amendment Amount
+ Total City Funded Budget	\$1,000,000.00	\$1,000,000.00	\$0.00
<b>Total Program Income</b> (Excluded from City Funded Budget; Not Invoiced)	\$55,000.00	\$55,000.00	\$0.00
<b>Total Program Budget</b> (City Funded Budget + Program Income)	\$1,055,000.00	\$1,055,000.00	\$0.00

**Service Site Information**  
Please enter an address for each site where your organization proposes to deliver services. [+ Add Site](#)

Site Name	Address 1	Address 2	City	State	Zip Code	Action
Program Office	4 Metrotech Center		Brooklyn	NY	11201	<a href="#">I need to...</a>

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**Documents** ▶

**Advances** ▶

**Assignments** ▶

*In this example, the contract is increased/amended \$100,000 by the Agency. The \$100,000 must be allocated in the Budget and resubmitted to the Agency.*

*In this example, the funding is being allocated in the Personnel Services tab.*

5. Click **“Personnel Services.”**

**Program Budget** \$1,000,000.00

Budget Summary | **Personnel Services** | Operations & Support | Utilities | Professional Services | Rent

Contracted Services | Rate | Milestone | Unallocated Funds | Indirect Rate | Program Income

**Personnel Services - Summary**

Summary View | Detail View

Amendment City Salary & Fringe: \$0.00

Amendment City Salary: \$0.00

Amendment City Fringe: \$0.00 (0.00%)

Salaried Positions	Approved FY Budget	Remaining Amount	Amendment # Positions	Amendment Amount
+ Salaried Positions Total	\$150,000.00	\$150,000.00		\$0.00

Hourly Positions	Approved FY Budget	Remaining Amount	Amendment # Positions	Amendment Amount
+ Hourly Positions Total	\$45,000.00	\$45,000.00		\$0.00

Fringe Benefits	Approved FY Budget	Remaining Amount	Rate	Amendment Amount
Fringe Total	\$500.00	\$500.00	0.00%	\$0.00

Edit Save Cancel

**Program Income**

Source	Description	Approved FY Budget	Remaining Amount	Amendment Amount
+		\$35,000.00	\$35,000.00	\$0.00

The default view is the “**Summary View**” tab, this is where Amendment Amounts can be entered. The “**Detail View**” tab is locked and cannot be edited. All staffing changes for Amendment Budgets are made at the summary level.

- Click on the “+” symbol next to the Hourly Positions Total row.

Hourly Positions	Approved FY Budget	Remaining Amount	Amendment # Positions	Amendment Amount
+ Hourly Positions Total	\$45,000.00	\$45,000.00		\$0.00
Administrative Assistant (612)	\$45,000.00	\$45,000.00	0	\$0.00

+ Add Edit Save Cancel Export Page 1 of 1

- Click “+Add.”

**Program Budget** \$1,000,000.00

Budget Summary | **Personnel Services** | Operations & Support | Utilities | Professional Services | Rent

Contracted Services | Rate | Milestone | Unallocated Funds | Indirect Rate | Program Income

**Personnel Services - Summary**

Summary View | Detail View

Amendment City Salary & Fringe: \$0.00

Amendment City Salary: \$0.00

Amendment City Fringe: \$0.00 (0.00%)

Salaried Positions	Approved FY Budget	Remaining Amount	Amendment # Positions	Amendment Amount
+ Salaried Positions Total	\$150,000.00	\$150,000.00		\$0.00

Hourly Positions	Approved FY Budget	Remaining Amount	Amendment # Positions	Amendment Amount
+ Hourly Positions Total	\$45,000.00	\$45,000.00		\$0.00
Counseling Specialist			1.00	40000.00
Administrative Assistant (612)	\$45,000.00	\$45,000.00	0	\$0.00

Delete + Add Save Cancel Export Page 1 of 1

- Select a “**Position Title**” from the drop-down menu.
- Enter the “**Amendment # Positions.**”
- Enter “**Amendment Amount.**”
- Click “**Save.**”

Program Budget \$1,000,000.00

Budget Summary | **Personnel Services** | Operations & Support | Utilities | Professional Services | Rent

Contracted Services | Rate | Milestone | Unallocated Funds | Indirect Rate | Program Income

**Personnel Services - Summary**

Summary View | Detail View

Amendment City Salary & Fringe:	\$40,000.00
Amendment City Salary:	\$40,000.00
Amendment City Fringe:	\$0.00 (0.00%)

Salaried Positions	Approved FY Budget	Remaining Amount	Amendment # Positions	Amendment Amount
+ Salaried Positions Total	\$150,000.00	\$150,000.00		\$0.00

Hourly Positions	Approved FY Budget	Remaining Amount	Amendment # Positions	Amendment Amount
- Hourly Positions Total	\$45,000.00	\$45,000.00		\$40,000.00
Counseling Specialist	\$0.00	\$0.00	1	\$40,000.00
Administrative Assistant (612)	\$45,000.00	\$45,000.00	0	\$0.00

Delete + Add Edit Save Cancel Export Page 1 of 1

12. Click on the “+” symbol next to Salaried Positions Total row.

Salaried Positions	Approved FY Budget	Remaining Amount	Amendment # Positions	Amendment Amount
- Salaried Positions Total	\$150,000.00	\$150,000.00		\$0.00
Social Worker/ Social Worker Masters Level (3	\$150,000.00	\$150,000.00	0	\$0.00

+ Add Edit Save Cancel Export Page 1 of 1

13. Click “+Add.”

Salaried Positions	Approved FY Budget	Remaining Amount	Amendment # Positions	Amendment Amount
Salaried Positions Total	\$150,000.00	\$150,000.00		\$0.00
Operations Coordinator			1.00	50000.00
Social Worker/ Social Worker Masters Level (3	\$150,000.00	\$150,000.00	0	\$0.00

Delete + Add Edit Save Cancel Export Page 1 of 1

14. Select the “Position Title” from the drop-down menu.

15. Enter the “Amendment # Position.”

16. Enter “Amendment Amount.”

17. Click “Save.”

Repeat steps as needed for other tabs to match Total Amendment Budget.

**Program Budget** \$100,000.00

**18** **Budget Summary** | Personnel Services | Operations & Support | Utilities | Professional Services | Rent

Contracted Services | Rate | Milestone | Unallocated Funds | Indirect Rate | Program Income

**Personnel Services - Summary**

**Summary View** | Detail View

<b>Amendment City Salary &amp; Fringe:</b>	\$90,000.00
<b>Amendment City Salary:</b>	\$90,00.00
<b>Amendment City Fringe:</b>	\$0.00 (0.00%)

Salaried Positions	Approved FY Budget	Remaining Amount	Amendment # Positions	Amendment Amount
<b>- Salaried Positions Total</b>	<b>\$125,000.00</b>	<b>\$125,000.00</b>		<b>\$50,000.00</b>
Operations Coordinator	\$0.00	\$0.00	1	\$50,000.00
Social Worker/ Social Worker Masters Level (3)	\$125,000.00	\$125,000.00	0	\$0.00

Delete + Add Edit Save Cancel Export Page 1 of 1

Hourly Positions	Approved FY Budget	Remaining Amount	Amendment # Positions	Amendment Amount
<b>- Hourly Positions Total</b>	<b>\$145,000.00</b>	<b>\$145,000.00</b>		<b>\$40,000.00</b>
Counselling Specialist	\$0.00	\$0.00	1	\$40,000.00
Administrative Assistant (612)	\$145,000.00	\$145,000.00	0	\$0.00

Delete + Add Edit Save Cancel Export Page 1 of 1

18. Click the “Budget Summary” tab.

**Fiscal Year Budget Information**

Start Date	End Date	Approved FY Budget	YTD Invoiced Amount	Remaining Amount	Amendment Amount	Proposed Budget
07/01/2017	06/30/2018	\$1,000,000.00	\$0.00	\$1,000,000.00	\$1,000,000.00	\$2,000,000.00

**19** Save Submit

**Program Budget** \$1,000,000.00

**Budget Summary** | Personnel Services | Operations & Support | Utilities | Professional Services | Rent

Contracted Services | Rate | Milestone | Unallocated Funds | Indirect Rate | Program Income

**Budget Summary** | View Printer Friendly Version

Line Item	Approved FY Budget	Remaining Amount	Amendment Amount
<b>+ Total City Funded Budget</b>	<b>\$1,000,000.00</b>	<b>\$1,000,000.00</b>	<b>\$1,000,000.00</b>
<b>Total Program Income</b> (Excluded from City Funded Budget; Not Invoiced)	\$55,000.00	\$55,000.00	\$0.00
<b>Total Program Budget</b> (City Funded Budget + Program Income)	<b>\$1,055,000.00</b>	<b>\$1,055,000.00</b>	<b>\$1,000,000.00</b>

**Service Site Information**

Please enter an address for each site where your organization proposes to deliver services.

+ Add Site

Site Name	Address 1	Address 2	City	State	Zip Code	Action
Program Office	4 Metrotech Center		Brooklyn	NY	11201	I need to... ▾

From the Budget Summary tab, confirm that the Amendment Amount matches the budget amount in the blue bar.

19. Click “Submit.”

20. Select the box to indicate that you agree to submit this Budget Amendment to the Agency for review.

21. Enter your “**User Name**” and “**Password**” as your e-signature.

22. Click “**Yes, submit this Amendment.**”

**Confirm Submission**

**Submit Budget Amendment**

Are you sure you want to submit the Contract Budget Amendment?

\* Indicates a required field

I agree to submit this Budget Amendment to the Agency for review.

\* User Name:

\* Password:

*A green message bar will confirm that your Contract Budget Amendment was successfully submitted and will be reviewed by the Agency.*

**Contract Budget - Amendment** [Return to Budget List](#)

✓ Contract Budget Amendment has been successfully submitted and will be reviewed by the Agency. Status: Pending Approval

**Contract Information**

<b>Agency:</b>	Department of Homeless Services (DHS)	<b>CT#:</b>	Not Registered
<b>Procurement/Contract Title:</b>	Procurement DHS CT 3	<b>Contract Start Date:</b>	07/01/2017
<b>Provider:</b>	Training Provider 3	<b>Contract End Date:</b>	06/30/2020
<b>Procurement E-PIN:</b>	20182I0003001	<b>Contract Amount:</b>	\$3,000,000.00
<b>Award E-PIN:</b>	20182I0003001	<b>Program Name:</b>	Safe Haven
<b>Amendment E-PIN:</b>	20182I0003003A003	<b>Amendment Amount:</b>	\$1,000,000.00

**Fiscal Year Budget Information**

Start Date	End Date	Approved FY Budget	YTD Invoiced Amount	Remaining Amount	Amendment Amount	Proposed Budget
07/01/2017	06/30/2018	\$1,000,000.00	\$0.00	\$1,000,000.00	\$1,000,000.00	\$2,000,000.00

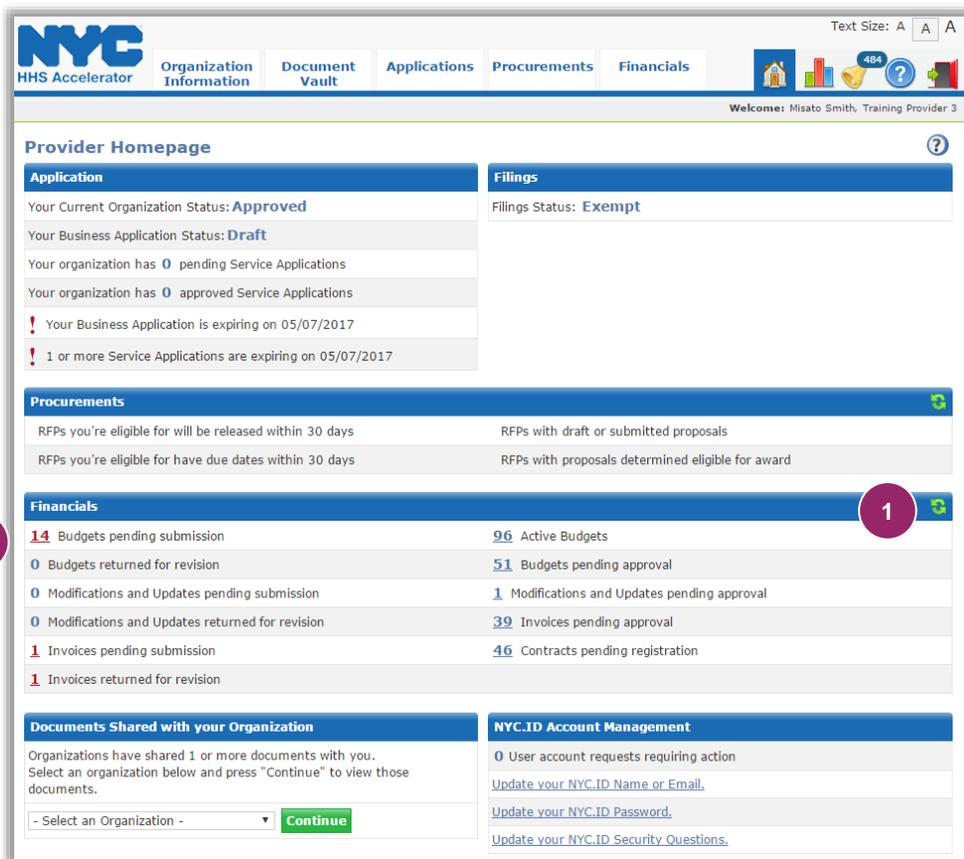
Once a positive Amended budget is approved, and the new contract value has been registered, the Budget Value (\$) on the contract list will adjust accordingly.

## Negative Contract Amendment

If the Agency initiates a negative Amendment to the contract, your organization would need to adjust the budget to match the new contract value.

Your organization’s Financials Level 2 users will receive an email notification of a negative budget amendment. Your organization will make the adjustment to the budget and submit the Amended budget to the Agency. The Agency would then review and return or approve the revised Budget.

To view a negative contract amendment, review the steps below:



*When a contract is amended by the Agency the budget must be revised.*

1. Click on the “Refresh” icon in the financials section of the homepage.
2. Click on the number hyperlink for “Budgets pending submission.”

**NYC** HHS Accelerator  
Organization Information | Document Vault | Applications | Procurements | **Financials**

Text Size: A A A  
Welcome: Trainer One, Training Provider 1

**Financials**  
Contract List | **Budget List** | Invoice List | Payment List | Amendment List

**Budget List** ⓘ

Listed below are the Budgets for your organization. A default filter has been applied.

Filter Budgets ▾ Budgets:2

Procurement/Contract Title	Agency	Fiscal Year	Budget Value(\$)	Date of Last Update	Status	Action
<a href="#">PROV - Finance ACS CT12</a>	ACS	2015	-300,000.00	05/21/2014	Pending Submission	I need to...
<a href="#">PROV - Finance CT11</a>	ACS	2015	300,000.00	05/21/2014	Pending Submission	I need to...

Budgets: 2

The contract that has been amended will have an amendment ⓘ symbol next to it.

3. Click the blue **“Procurement/Contract Title”** hyperlink for the contract that has been amended.

**Contract Budget - Amendment** ⓘ [Return to Budget List](#) ⓘ

Status: Pending Submission

**Contract Information**

<b>Agency:</b> Administration for Children's Services (ACS)	<b>CT#:</b> CT10680001
<b>Procurement/Contract Title:</b> Prov Demo - ACS Residential Care	<b>Contract Start Date:</b> 12/08/2013
<b>Provider:</b> Training Provider 1	<b>Contract End Date:</b> 06/30/2016
<b>Procurement E-PIN:</b> 0681412222	<b>Contract Amount:</b> \$100,000.00
<b>Award E-PIN:</b> 0681412222001	<b>Program Name:</b> Residential Care (RC)

**Fiscal Year Budget Information**

Start Date	End Date	Approved FY Budget	YTD Invoiced Amount	Remaining Amount	Amendment Amount	Proposed Budget
12/08/2013	06/30/2014	\$30,000.00	\$0.00	\$30,000.00	(\$10,000.00)	\$20,000.00

[Save](#) [Submit](#)

**Prov Demo - ACS Residential Care** ⓘ (\$10,000.00) ⓘ

[Documents](#) ⓘ

[Advances](#) ⓘ

[Assignments](#) ⓘ

**Comments** [View Comments History](#) [Save](#)

**Enter any comments:**  
Click the 'Save' button above to save your comments.

4. Click on the first blue bar to expand the **“Budget Summary”** section.

The Amendment Amount for this contract is negative \$10,000.

**Contract Budget - Amendment** [Return to Budget List](#) Status: Pending Submission

**Contract Information**

<b>Agency:</b> Administration for Children's Services (ACS)	<b>CT#:</b> CT10680001
<b>Procurement/Contract Title:</b> Prov Demo - ACS Residential Care	<b>Contract Start Date:</b> 12/08/2013
<b>Provider:</b> Training Provider 1	<b>Contract End Date:</b> 06/30/2016
<b>Procurement E-PIN:</b> 0681412222	<b>Contract Amount:</b> \$100,000.00
<b>Award E-PIN:</b> 0681412222001	<b>Program Name:</b> Residential Care (RC)

**Fiscal Year Budget Information**

Start Date	End Date	Approved FY Budget	YTD Invoiced Amount	Remaining Amount	Amendment Amount	Proposed Budget
12/08/2013	06/30/2014	\$30,000.00	\$0.00	\$30,000.00	(\$10,000.00)	\$20,000.00

[Save](#) [Submit](#)

**Prov Demo - ACS Residential Care** (\$10,000.00) ▼

**Budget Summary** 5

Contracted Services | **Rate** | Milestone | Unallocated Funds | Indirect Rate | Program Income

**Budget Summary** [View Printer Friendly Version](#)

Line Item	Approved FY Budget	Remaining Amount	Amendment Amount	Proposed Budget
+ Total City Funded Budget	\$30,000.00	\$30,000.00	\$0.00	\$30,000.00
<b>Total Program Income</b> (Excluded from City Funded Budget; Not Invoiced)	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Program Budget</b> (City Funded Budget + Program Income)	\$30,000.00	\$30,000.00	\$0.00	\$30,000.00

**Documents** | **Advances** | **Assignments**

The budget must be decreased by \$10,000 and resubmitted to the Agency.

In this example, we'll adjust rate and rent to account for the decrease.

5. Click the "Rate" tab.

**Fiscal Year Budget Information**

Start Date	End Date	Approved FY Budget	YTD Invoiced Amount	Remaining Amount	Amendment Amount	Proposed Budget
12/08/2013	06/30/2014	\$30,000.00	\$0.00	\$30,000.00	(\$10,000.00)	\$20,000.00

[Save](#) [Submit](#)

**Prov Demo - ACS Residential Care** (\$10,000.00) ▼

Budget Summary | Personnel Services | Operations & Support | Utilities | Professional Services | Rent

Contracted Services | **Rate** | Milestone | Unallocated Funds | Indirect Rate | Program Income

**Rate**

	Rate	Approved FY Budget	Remaining Amount	Amendment #Units	Amendment Amount	Proposed Budget
+ Unit Description		\$6,900.00	\$6,900.00		\$0.00	\$6,900.00

6

6. Click on the "+" symbol next to the Unit Description row.

Prov Demo - ACS Residential Care (\$10,000.00)

Budget Summary Personnel Services Operations & Support Utilities Professional Services Rent  
Contracted Services Rate Milestone Unallocated Funds Indirect Rate Program Income

Rate

Rate	Approved FY Budget	Remaining Amount	Amendment #Units	Amendment Amount	Proposed Budget
Unit Description	\$6,900.00	\$6,900.00		\$0.00	\$6,900.00
Rate per Resident	\$6,900.00	\$6,900.00	0	\$0.00	\$6,900.00

Delete Edit **7** Cancel Page 1 of 1

7. Click the Unit Description detail row, and then click “Edit.”

Fiscal Year Budget Information

Start Date	End Date	Approved FY Budget	YTD Invoiced Amount	Remaining Amount	Amendment Amount	Proposed Budget
12/08/2013	06/30/2014	\$30,000.00	\$0.00	\$30,000.00	(\$10,000.00)	\$20,000.00

Save Submit

Prov Demo - ACS Residential Care (\$10,000.00)

Budget Summary Personnel Services Operations & Support Utilities Professional Services Rent  
Contracted Services Rate Milestone Unallocated Funds Indirect Rate Program Income

Rate

Rate	Approved FY Budget	Remaining Amount	Amendment #Units	Amendment Amount	Proposed Budget
Unit Description	\$6,900.00	\$6,900.00		(\$5,000.00)	\$1,900.00
Rate per Resident	\$6,900.00	\$6,900.00	-10 <b>8</b> x	-5000.00 <b>9</b>	\$1,900.00

Delete **10** Save Cancel Page 1 of 1

8. Enter the “Amendment # Units.”

9. Enter “Amendment Amount.”

The Amendment Amount must be a negative number. It reflects how much this item will be decreased.

10. Click “Save.”

Fiscal Year Budget Information

Start Date	End Date	Approved FY Budget	YTD Invoiced Amount	Remaining Amount	Amendment Amount	Proposed Budget
12/08/2013	06/30/2014	\$30,000.00	\$0.00	\$30,000.00	(\$10,000.00)	\$20,000.00

Save Submit

Prov Demo - ACS Residential Care **11** (\$10,000.00)

Budget Summary Personnel Services Operations & Support Utilities Professional Services **Rent**  
Contracted Services Rate Milestone Unallocated Funds Indirect Rate Program Income

OTPS - Rent

Locations	Management Company Name	Property Owner	Public School Space	% Charged to Contract	Approved FY Budget	Remaining Amount	Amendment Amount	Proposed Budget
+ Rent					\$10,000.00	\$10,000.00	\$0.00	\$10,000.00

11. Click the “Rent” tab.

Prov Demo - ACS Residential Care (\$10,000.00)

Budget Summary Personnel Services Operations & Support Utilities Professional Services **Rent**  
Contracted Services Rate Milestone Unallocated Funds Indirect Rate Program Income

OTPS - Rent

Locations	Management Company Name	Property Owner	Public School Space	% Charged to Contract	Approved FY Budget	Remaining Amount	Amendment Amount	Proposed Budget
+ <b>12</b> Rent					\$10,000.00	\$10,000.00	\$0.00	\$10,000.00

12. Click on the “+” symbol next to the Rent row.

Prov Demo - ACS Residential Care (\$10,000.00)

Budget Summary Personnel Services Operations & Support Utilities Professional Services **Rent**

Contracted Services Rate Milestone Unallocated Funds Indirect Rate Program Income

OTPS - Rent

Locations	Management Company Name	Property Owner	Public School Space	% Charged to Contract	Approved FY Budget	Remaining Amount	Amendment Amount	Proposed Budget
- Rent					\$10,000.00	\$10,000.00	\$0.00	\$10,000.00
Brooklyn Centre MGH		Derrick Doe	Yes	33.00%	\$10,000.00	\$10,000.00	\$0.00	\$10,000.00

13 Edit Save Cancel Page 1 of 1

13. Click the Rent Description detail row, and then click "Edit."

Fiscal Year Budget Information

Start Date	End Date	Approved FY Budget	YTD Invoiced Amount	Remaining Amount	Amendment Amount	Proposed Budget
12/08/2013	06/30/2014	\$30,000.00	\$0.00	\$30,000.00	(\$10,000.00)	\$20,000.00

Save Submit

16 Prov Demo - ACS Residential Care (\$10,000.00)

Budget Summary Personnel Services Operations & Support Utilities Professional Services **Rent**

Contracted Services Rate Milestone Unallocated Funds Indirect Rate Program Income

OTPS - Rent

Locations	Management Company Name	Property Owner	Public School Space	% Charged to Contract	Approved FY Budget	Remaining Amount	Amendment Amount	Proposed Budget
- Rent					\$10,000.00	\$10,000.00	\$0.00	\$10,000.00
Brooklyn Centre MGH		Derrick Doe	Yes	33.00%	\$10,000.00	\$10,000.00	-5000.00	\$10,000.00

15 Delete Save Cancel Page 1 of 1 14

14. Enter "Amendment Amount."

The Amendment Amount must be a negative number. It reflects how much this line item will be decreased.

15. Click "Save."

16. Click the "Budget Summary" tab.

Fiscal Year Budget Information

Start Date	End Date	Approved FY Budget	YTD Invoiced Amount	Remaining Amount	Amendment Amount	Proposed Budget
12/08/2013	06/30/2014	\$30,000.00	\$0.00	\$30,000.00	(\$10,000.00)	\$20,000.00

Save Submit

17 Prov Demo - ACS Residential Care (\$10,000.00)

**Budget Summary** Personnel Services Operations & Support Utilities Professional Services Rent

Contracted Services Rate Milestone Unallocated Funds Indirect Rate Program Income

Budget Summary View Printer Friendly Version

Line Item	Approved FY Budget	Remaining Amount	Amendment Amount	Proposed Budget
+ Total City Funded Budget	\$30,000.00	\$30,000.00	(\$10,000.00)	\$20,000.00
Total Program Income (Excluded from City Funded Budget; Not Invoiced)	\$0.00	\$0.00	\$0.00	\$0.00
Total Program Budget (City Funded Budget + Program Income)	\$30,000.00	\$30,000.00	(\$10,000.00)	\$20,000.00

From the Budget Summary tab, confirm that the Amendment Amount matches the value in the blue bar.

17. Click "Submit."

18. Select the box to indicate that you agree to submit this Budget Amendment to the Agency for review.

19. Enter your “**User Name**” and “**Password**” as your signature.

20. Click “**Yes, submit this Amendment**” at the bottom of the screen.

**Confirm Submission**

**Submit Budget Amendment**

Are you sure you want to submit the Contract Budget Amendment?

\* Indicates a required field

I agree to submit this Budget Amendment to the Agency for review.

\* User Name:

\* Password:

**Contract Budget - Amendment** [Return to Budget List](#) ?

✓ Contract Budget Amendment has been successfully submitted and will be reviewed by the Agency. Status: Pending Approval

**Contract Information**

<b>Agency:</b> Administration for Children's Services (ACS)	<b>CT#:</b> CT10680001
<b>Procurement/Contract Title:</b> Prov Demo - ACS Residential Care	<b>Contract Start Date:</b> 12/08/2013
<b>Provider:</b> Training Provider 1	<b>Contract End Date:</b> 06/30/2016
<b>Procurement E-PIN:</b> 0681412222	<b>Contract Amount:</b> \$100,000.00
<b>Award E-PIN:</b> 0681412222001	<b>Program Name:</b> Residential Care (RC)

**Fiscal Year Budget Information**

Start Date	End Date	Approved FY Budget	YTD Invoiced Amount	Remaining Amount	Amendment Amount	Proposed Budget
12/08/2013	06/30/2014	\$30,000.00	\$0.00	\$30,000.00	(\$10,000.00)	\$20,000.00

*A green message bar will confirm that your Contract Budget Amendment was successfully submitted and will be reviewed by the Agency.*

Once a negative Amended budget is approved, the Budget Value (\$) on the contract list will adjust accordingly.