

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 statistics, you must press the refresh







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

I. 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.



a.	Click on the Amendment List tab to access the Amendment List.						
b.	Click on the Filter Amendment button to change which amendments are displayed.						
c.	Number of amendments displayed based on applied filters.						
d.	Procurement/Contract Title is listed.						
e.	Funding Agency.						
f.	Amendment Title is listed.						
g.	Contract Number (CT#) is listed.						
h.	Amendment Value (s) is listed.						
i.	Date of Last Update is listed.						
j.	The status of the amendment is displayed.						
k.	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.

MC								Text Size	: A A
HS Accelerator	Organization Information	Document Vault	Applications	Procu	irements	Financia	ls		2
							Welco	ome: Misato Smith, Trai	ning Provide
inancials									
Contract List	Budget List	Invoice List	Payment List	Amend	lment List				
Amendment	t List								?
Listed below are th	e contract amend	ments for your orga	anization. A default	filter has	been applie	ed.			
Filter Amendment	Amendments	: 15							
Procurement/			X	Ar	nendment Value (\$)	Last Updated	Status 🔺	Action	
Amendment				87 3	300,000.00	12/14/2016	Pending Submission	I need to	v
Agency:	All NYC Agenc	ies	•	58 3	300,000.00	12/01/2016	Pending Submission	I need to	Ŧ
Amendment EPIN:				56 3	300,000.00	12/01/2016	Pending Submission	I need to	Ŧ
Amendment Value From (\$):		to:		55 3	300,000.00	12/01/2016	Pending Submission	I need to	Ŧ
Date of Last Update From:		👿 То:		59 3	300,000.00	12/01/2016	Pending Submission	I need to	Ŧ
Status:	Pending Con	figuration Pen	ding Registration	53 3	300,000.00	12/01/2016	Pending Submission	I need to	Ŧ
	✓ Pending CoF ✓ Pending Sub	mission Sus	istered pended	52 3	300,000.00	12/01/2016	Pending Submission	I need to	•
	≌Pending App	Set to Default	Filters Filter	61 3	300,000.00	12/01/2016	Pending Submission	I need to	Ŧ

- a. Amendment Value From (\$) allows your organization to filter for contract amendments that fall in a specified range.
 Status indicates the current status of the amendments. Your organization can
- b. 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:

	Text Size: A A A				
HS Accelerator Organization Document Vault Applications	Procurements Financials				
	Welcome: Misato Smith, Training Provider 3				
Provider Homepage	()				
Application	Filings				
Your Current Organization Status: Approved	Filings Status: Exempt				
Your Business Application Status: Approved					
Your organization has $oldsymbol{0}$ pending Service Applications					
Your organization has ${f 4}$ approved Service Applications					
Procurements	8				
0 RFPs you're eligible for will be released within 30 days	12 RFPs with draft or submitted proposals				
0 RFPs you're eligible for have due dates within 30 days	$\underline{2}$ RFPs with proposals determined eligible for award				
Financials	(1) ³				
3 Budgets pending submission	94 Active Budgets				
32 Budgets returned for revision	42 Budgets pending approval				
Modifications and Updates pending submission	4 Modifications and Updates pending approval				
0 Modifications and Updates returned for revision	38 Invoices pending approval				
3 Invoices pending submission	3 Contracts pending registration				
0 Invoices returned for revision					
Documents Shared with your Organization	NYC.ID Account Management				
No organizations have shared documents with you at this time. This	0 User account requests requiring action				
section will become active once an organization has granted you access to	Update your NYC.ID Name or Email.				
If you'd like to grant Providers or NYC Agencies view-only access to your	Update your NYC.ID Password.				
documents, you can do so from your <u>Document Vault</u> .	Update your NYC.ID Security Questions.				

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

- Click on the "Refresh" icon in the financials section of the homepage.
- 2. Click on the number hyperlink for "Budgets Pending Submission."



							lext Si	A
HHS Accelerator	Organization Information	Document Vault	Applications	Procurements	Financials	6	ì 📕 🍼	22 ?
						Welcom	e: Misato Smith, Tr	aining Prov
Financials								
Contract List	Budget List	Invoice List	Payment Lis	t Amendme	nt List			
								G
Budget List								C C
Listed below are the Filter Budgets 🔻	he Budgets for your Budgets:3	organization. A de	efault filter has bee	n applied.				
Listed below are the Filter Budgets V	he Budgets for your Budgets:3 ontract Agency	organization. A de Fiscal Year	efault filter has bee CT#	n applied. Budget Value(\$)	Last Updated	Status 🔺	Action	
Listed below are the Filter Budgets Version Procurement/Control Title	he Budgets for your Budgets:3 ontract Agency ract 35 HRA	organization. A de Fiscal Year 2017	efault filter has bee	n applied. Budget Value(\$) 1,000,000.00	Last Updated 03/17/2017	Status ▲ Pending Submission	Action	
Listed below are the Filter Budgets v Procurement/CC Title © Trainer Contribution <u>CT 3</u>	he Budgets: 3 ontract Agency ract 35 DHS DHS	organization. A de Fiscal Year 2017 2018	afault filter has bee	n applied. Budget Value(\$) 1,000,000.00 1,000,000.00	Last Updated 03/17/2017 01/29/2018	Status A Pending Submission Pending Submission	Action I need to	

The contract that has been amended will have an

amendment A symbol next to it.

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

Contract	Budget -	Amendment				s Retu	rn to Budget List
						Statu	s: Pending Submission
Contract In	formation						
	Agency:	Department of Homeless S	ervices (DHS)		CT#:	Not Registered	
Procureme	nt/Contract Title:	Procurement DHS CT 3		Contract Star	Date:	07/01/2017	
	Provider:	Training Provider 3		Contract End	Date:	06/30/2020	
Procure	nent E-PIN:	2018210003001		Contract An	nount:	\$3,000,000.00	
A	ward E-PIN:	2018210003001		Program	Name:	Safe Haven	
Amende	nent E-DIN.	20182100030034003		Amendment An	nount:	\$1,000,000.00	
Fiscal Year	Budget Inf	ormation					
Start Date	End Date	Approved FY Budget	YTD Invoiced Ame	ount Remaining	Amoun	t Amendment Amount	Proposed Budget
07/01/2017	06/30/2018	\$1,000,000.00		\$0.00 \$1,0	00,000.0	DO \$1,000,000.00	\$2,000,000.00
Program I	Budget					4 \$	1,000,000.00 ┥
Document	ls						•
Advances							•
Assignme	nts						•
Commen	ts View C	omments History					Save
Enter an	y comments:						
Click the	'Save' button	above to save your commer	lts.				
						300	0 characters left

 Next, click on the first blue bar to expand the "Budget Summary" section.



Contract Budget	- Amendment						s Retur	m to Budget List
							Status	Pending Submission
Contract Information								
Agency:	Department of Homeless Services	s (DHS)			CT#: N	ot Registered		
Procurement/Contract Title:	Procurement DHS CT 3		Cont	ract Start	Date: 0	7/01/2017		
Provider:	Training Provider 3		Cor	ntract End	Date: 0	5/30/2020		
Procurement E-PIN:	20182I0003001		C	ontract Am	ount: \$	3,000,000.00		
Award E-DIN:	2018210003001			Program N	lame: S	afe Haven		
Amondmont E-DIN:	20182100020024002		Amer	dment Am	ount: \$	1,000,000.00		
Amendment L PIN	2010210003003A003							
Final Year Budget Tef								
Start Date End Date	Approved EV Budget VTD 1	Invoiced Ame	sunt F	omaining	Amount	Amondmont A	mount	Proposed Rudget
07/01/2017 06/30/2018	\$1 000 000 00	Invoiced Anic	\$0.00	ر st در		\$1.00	0 000 00	\$2 000 000 00
	\$2,000,000,00			42/0		42/00	0,000.00	Cause Cubasit
								Save
Program Budget	(5)						\$:	1,000,000.00 🔻
Budget Summary	Personnel Services Operation	15 & Support	Utiliti	es Prof	essional S	ervices Rent		
Contracted Services	Rate Milestone Unalloca	ated Funds	Indirect	Rate	Program Ir	ncome		
					-			
Budget Summary	View Printer Friendly Version							
	Line Item			Approv	ved FY get	Remaining	3	Amendment Amount
+ Total City Funde	d Budget			\$1,0	00,000.00	\$1,000,0	00.00	\$0.00
Total Program In	ncome			ŝ	55,000.00	\$55.0	00.00	\$0.00
(Excluded from Cit	ty Funded Budget; Not Invoiced)							
Total Program Budge	t					14 OFF 0		40.00
(City Funded Budget +	Program Income)			\$1,U	55,000.00	\$1,055,0	00.00	\$0.00
Service Site Inform	ation							
Please enter an address	for each site where your organizat	ion proposes t	o deliver	services.				
	, ,							+ Add Site
Cite Name	Address 4	Add	C24		Chala	7:- C- J-	A	
Program Office	4 Metrotech Center	Address z	Bro	v oklvn	NY	11201	Ineed	to
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."



Budget Summary	Personnel Services	Operations & Support	Utilities Profession:	al Services Rent	
Contracted Services	Rate Milestone	Unallocated Funds Ir	ndirect Rate Program	n Income	
Personnel Service	es - Summary				
	Ameno	lment City Salary & Fringe		Summary Vie	Detail View
				+	
		Amendment City Salary:		\$0.00	
		Amendment City Fringe:		\$0.00 (0.00%)	
Sala	aried Positions	Approved FY Budget	Remaining Amount	Amendment # Positions	Amendment Amoun
+ Salaried Positio	ons Total	\$150,000.00	\$150,000.00		\$ 0. 0
Но	urly Positions	Approved FY Budget	Remaining Amount	Amendment # Positions	Amendment Amoun
110			645 000 00		\$0.0
+ Hourly Position	s Total	\$45,000.00	\$43,000.00		
+ Hourly Position	s Total ge Benefits	\$45,000.00 Approved FY Budget	Remaining Amount	Rate	Amendment Amoun
+ Hourly Position Frin Fringe Total	s Total Ige Benefits	\$45,000.00 Approved FY Budget \$500.00	Remaining Amount \$500.00	Rate 0.00%	Amendment Amoun \$0.0
+ Hourly Position Fringe Total	s Total Ige Benefits	\$45,000.00 Approved FY Budget \$500.00	Remaining Amount \$500.00	Rate 0.00%	Amendment Amour \$0.0
+ Hourly Position Fringe Total / Edit @ Save @ Ca	s Total nge Benefits	\$45,000.00 Approved FY Budget \$500.00	Remaining Amount \$500.00	Rate 0.00%	Amendment Amour \$0.0
+ Hourly Position Fringe Total / Edit @ Save @ Ca Program Income S	s Total age Benefits ncel	\$45,000.00 Approved FY Budget \$500.00 Description App	Remaining Amount \$500.00	Rate 0.00% emaining Amount	Amendment Amoun \$0.0 Amendment Amount

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.

L		Hourly Positions	Approved FY Budget	Remaining Amount	Amendment # Positions	Amendment Amount			
	-	Hourly Positions Total	\$45,000.00	\$45,000.00		\$0.00			
L		Administrative Assistant (612)	\$45,000.00	\$45,000.00	0	\$0.00			
Ŀ	Ĩ.	P + Add ✓ Edit 🖲 Save @ Cancel 🗅 Export 🧯 🤲 Page 🔟 of 1 🐡 🖻							
-									

7. Click "+Add."

8.	Select a "Position
	Title" from the drop-
	down menu.

- 9. Enter the "Amendment # Positions."
- 10. Enter "Amendment Amount."

11. Click "Save."

ersonnel Services	Operations & Support			
1	operations of outpoint	Utilities Profession	al Services Rent	
Rate Milestone	Unallocated Funds Ir	ndirect Rate Program	n Income	
Summary			Summary View	w Detail View A
Amendme	ent City Salary & Fringe:	1	\$0.00	betan view t
1	Amendment City Salary:	1	\$0.00	
1	Amendment City Fringe:	1	\$0.00 (0.00%)	
ed Positions	Approved FY Budget	Remaining Amount	Amendment # Positions	Amendment Amount
Total	\$150,000.00	\$150,000.00		\$0.00
y Positions	Approved FY Budget	Remaining Amount	Amendment # Positions	Amendment Amount
otal	\$45,000.00	\$45,000 . 00		\$0.00
st 🗸			1.00 9	40000.00 ×
	- Summary Amendme // // ed Positions r Total y Positions fotal	- Summary Amendment City Salary & Fringes Amendment City Salary: Amendmendment City Salary: Amendment City Salary: Amendmend: Amendmend:	Summary Amendment City Salary & Fringe: Amendment City Salary: Y Positions Approved FY Budget Y Positions Approved FY Budget State	- Summary Amendment City Salary & Fringe: Amendment City Salary: Amendment City Salary: Amendment City Salary: Amendment City Fringe: ad Positions Approved FY Budget y Positions y Positions Approved FY Budget y Positions y Positio



Budge	t Summary	Personne	el Services	Operations & Support	Utilities Profession	al Services Rent	
Contra	acted Services	Rate	Milestone	Unallocated Funds	ndirect Rate Program	n Income	
Perso	nnel Services	s - Summ	ary				
						Summary Vie	w Detail View
			Amendm	ent City Salary & Fringe	: \$4	0,000.00	
				Amendment City Salary:	: \$4	0,000.00	
				Amondmont City Fringer		±0.00 (0.00%)	
				Amendment City Fringes		\$0.00 (0.00%)	
						A	
	Sala	ried Positi	ions	Approved FY Budget	Remaining Amount	Positions	Amendment Amou
+ Sa	Salaı laried Positio	ried Positi ns Total	ions	Approved FY Budget \$150,000.00	Remaining Amount \$150,000.00	Positions	Amendment Amou \$0.
+ Sa	Salar	ried Positi ns Total	ions	Approved FY Budget \$150,000.00	Remaining Amount \$150,000.00	Amenament # Positions	Amendment Amou \$0.
+ Sa	Salaı Iaried Position Hou	ried Positi ns Total rly Positio	ons	Approved FY Budget \$150,000.00 Approved FY Budget	Remaining Amount \$150,000.00 Remaining Amount	Amendment # Positions Amendment # Positions	Amendment Amou \$0. Amendment Amou
+ Sa - Ho	Salaı Iaried Position Hou burly Positions	ried Positi ns Total rly Positio ; Total	ons	Approved FY Budget \$150,000.00 Approved FY Budget \$45,000.00	Remaining Amount \$150,000.00 Remaining Amount \$45,000.00	Amendment # Positions Amendment # Positions	Amendment Amou \$0. Amendment Amou \$40,000.
+ Sa	Salar Iaried Position Hou Purly Positions Punseling Specia	ried Positi ns Total rly Positio ; Total	ons	Approved FY Budget \$150,000.00 Approved FY Budget \$45,000.00 \$0.00	Remaining Amount \$150,000.00 Remaining Amount \$45,000.00 \$0.00	Amendment # Positions Amendment # Positions	Amendment Amou \$0. Amendment Amou \$40,000. \$40,000.

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

		Salaried Positions	Approved FY Budget	Remaining Amount	Amendment # Positions	Amendment Amount
l	-	Salaried Positions Total	\$150,000.00	\$150,000.00		\$0.00
l		Social Worker Masters Level (3	\$150,000.00	\$150,000.00	0	\$0.00
	<u> </u>	13 + Add / Edit 🖲 Save 🔍 Cancel 🗅	Export Page 1	of 1 👘 👘		

13. Click "+Add."

- 14. Select the "**Position Title**" from the dropdown 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.

		Salaried Positions	Approved FY Budget	Remaining Amount	Amendment # Positions	Amendmont Amount
		Salaried Positions Total	\$150,000.00	\$150,000.00	15	16 _{\$0.00}
14)	Operations Coordinator			1.00	50000.00 ×
		Social Worker/ Social Worker Masters Level (3	\$150,000.00	\$150,000.00	0	\$0.00
		1) Delete + 1 17 It Save @ Cancel D	Export 1 Page 1	of 1 Parts		



Progran Sudget \$100,000.00 V									
Buo	18 mary Personnel Services	Operations & Support	Utilities Professiona	I Services Rent					
Contracted Services Rate Milestone Unallocated Funds Indirect Rate Program Income									
Personnel Services - Summary									
Supmary View Detail View A									
Summary view									
	Amendmen	t City Salary & Fringe:	\$90),000.00					
	An	nendment City Salary:	\$9	90,00.00					
	An	nendment City Fringe:		\$0.00 (0.00%)					
	Salaried Positions	Approved FY Budget	Remaining Amount	Amendment # Positions	Amendment Amount				
-	Salaried Positions Total	\$125,000.00	\$125,000.00		\$50,000.00				
	Operations Coordinator	\$0.00	\$0.00	1	\$50,000.00				
н.	Social Worker/ Social Worker Masters Level (32	\$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				
-	Hourly Positions Total	\$145,000.00	\$145,000.00		\$40,000.00				
	Counseling Specialist	\$0.00	\$0.00	1	\$40,000.00				
ч.	Administrative Assistant (612)	\$145,000.00	\$145,000.00	0	\$0.00				
		Export 14 <4 Page 1	of 1 🔛 ы						

18. Click the **"Budget** Summary" tab.

art Date	End Date	Approved FY Budget	YTD Invoiced Amount	Remaining	Amount	Amendment Amo	unt Proposed Budge
/01/2017	06/30/2018	\$1,000,000.00	\$0.00	\$1,0	00,000.00	\$1,000,00	0.00 \$2,000,000.
						(19 Save Subm
rogram l	Budget						\$1,000,000.00
Budget S	Gummary ed Services	Personnel Services Ope Rate Milestone Un	allocated Funds	ities Pro	fessional Se Program Inc	rvices Rent	
Budget S	Summary	View Printer Friendly Ver	sion	Appro	ved FY	Remaining	Amendment
		Line Item		Bu	dget	Amount	Amount
+ Tota	al City Funded	l Budget		\$1,	000,000.00	\$1,000,000.0	\$1,000,000.00
Tota (Exc	al Program In luded from City	come y Funded Budget; Not Invoice	ed)		\$55,000.00	\$55,000.0	00 \$0.00
Total Pro (City Fund	o gram Budge ded Budget + P	t Program Income)		\$1,	055,000.00	\$1,055,000.0	\$1,000,000.00
Service S Please ent	Site Informa er an address	tion for each site where your orga	anization proposes to deliv	er services.			+ Add Site
		Address 1	Address 2 C	ity	State	Zip Code A	ction
Site Nam	ie	11001035 2					

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

19. Click "Submit."



	Confirm Submission		×						
	Submit Budget Amendment								
	Are you sure you want to submit the Contract Budget Amendment?								
	* Indicates a required field								
20	🗷 I agree to submit this Budget Amendment to t	he Agency for review.							
	* User Name:								
	* Password:		22						
		No, do NOT submit this Amendment	Yes, submit this Amendment						

- 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."

Contract B	Contract Budget - Amendment									
✓ Contract B	Contract Budget Amendment has been successfully submitted and will be reviewed by the Agency.									
				St	atus: Pending Approval					
Contract Info	ormation									
	Agency:	Department of Homeless Services (DHS)	CT#:	Not Registered						
Procurement	/Contract	Procurement DHS CT 3	Contract Start Date:	07/01/2017						
	Title:		Contract End Date:	06/30/2020						
	Provider:	Training Provider 3								
Procureme	ent E-PIN:	20182I0003001	Contract Amount:	\$3,000,000.00						
Awa	ard E-PIN:	20182I0003001	Program Name:	Safe Haven						
			Amendment Amount:	\$1,000,000.00						
Amendme	ent E-PIN:	20182I0003003A003								
Fiscal Year B	udget Inf	ormation								
Start Date E	nd Date	Approved FY Budget YTD Invoiced Am	ount Remaining Amou	nt Amendment Amount	Proposed Budget					
07/01/2017 0	6/30/2018	\$1,000,000.00	\$0.00 \$1,000,000	.00 \$1,000,000.00	\$2,000,000.00					

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

Once a 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:

HHS Accelerator Information Vault Application	ns Procurements Financials	
	Welcome: Misato Smith, Training Provider 3	
Provider Homepage	0	
Application	Filings	
Your Current Organization Status: Approved	Filings Status: Exempt	
Your Business Application Status: Draft		When a contract is
Your organization has 0 pending Service Applications		amended by the Agency
Your organization has 0 approved Service Applications		the budget must be revised
Your Business Application is expiring on 05/07/2017		J J
1 or more Service Applications are expiring on 05/07/2017		
Procurements	8	1. Click on the "Refresh" icon in the
RFPs you're eligible for will be released within 30 days	RFPs with draft or submitted proposals	financials section of
RFPs you're eligible for have due dates within 30 days	RFPs with proposals determined eligible for award	the homepage
Financials	•	the nonopager
14 Budgets pending submission	96 Active Budgets	2 Click on the number
0 Budgets returned for revision	51 Budgets pending approval	byporlink for
0 Modifications and Updates pending submission	1 Modifications and Updates pending approval	"Pudroto nonding
0 Modifications and Updates returned for revision	39 Invoices pending approval	Budgets pending
1 Invoices pending submission	46 Contracts pending registration	submission."
1 Invoices returned for revision		
Documents Shared with your Organization	NYC.ID Account Management	
Organizations have shared 1 or more documents with you.	0 User account requests requiring action	
Select an organization below and press "Continue" to view those documents.	Update your NYC.ID Name or Email.	
- Select an Organization - Continue	Update your NYC.ID Password.	
	Update your NYC.ID Security Questions.	



						Text Si	te: A A
HS Accelerator	Organization	Document Vault	Application	ns Procurements	Financials	🏦 📥 🥑	0
					Welco	emei Trainer One, Tra	ning Previd
inancials							
Contract List	Budget List	Invoice List	Payment L	ist Amendment	List		
Budget List							0
Listed holes: and th	a Dodasta facosa	e consisting a design	alault filter had l	the second second			
Listed below are th	e subgets for you Budgets:2	ur organization. A o	erault niter has i	peen applied.			
Filter Budgets ¥							
Procurement/Con	tract Title /	Agency	Fiscal Year	Budget Date of I Value(\$) Update	Last Status 4	Action	
A PROV - Finance	e ACS CT12	ACS	2015	-300,000.00 05/21/2	014 Pending Submissi	I need to	•
A PROV - Financ	e CT11	ACS	2015	300,000.00 05/21/2	014 Pending Submissi	I need to	•
Dudgeter 2							

The contract that has been amended will have an

amendment 🔊 symbol next to it.

 Click the blue "Procurement/ Contract Title" hyperlink for the contract that has been amended.

Contrac	t Budget ·	Amendment			s Retr	urn to Budget List 🕐
					Statu	us: Pending Submission
Contract I	nformation					
	Agency:	Administration for Children's Ser	rvices (ACS)	CT#:	CT10680001	
Procurem	ent/Contract Title:	Prov Demo - ACS Residential Ca	re	Contract Start Date:	12/08/2013	
	Provider	Training Provider 1		Contract End Date:	06/30/2016	
	. c ore			Contract Amount:	\$100,000.00	
Procure	ement E-PIN:	0681412222		Program Name:	Residential Care (RC)	
A	ward E-PIN:	06814I2222001				
Fiscal Yea	r Budget Inf	ormation				
Start Date	End Date	Approved FY Budget YTD	Invoiced Amou	nt Remaining Amou	nt 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 Den	no - ACS Res	idential Care			(4)	(\$10,000.00) (
Documer	ıts					•
Advances						•
Assignme	ents					•
Comme	Niew C	Comments History				Save
Enter a	ny comments					
Click the	'Save' button	above to save your comments.				
						^

 Click on the first blue bar to expand the "Budget Summary" section.

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



Contract	t Budget -	Amendment			s Retu	rn to Budget List 🕐
					Statu	: Pending Submission
Contract In	nformation					
	Agency:	Administration for Children's Services (ACS)		CT#: CT1068	0001	
Procureme	ent/Contract Title:	Prov Demo - ACS Residential Care	Contract Sta	art Date: 12/08/2	2013	
	Provider:	Training Provider 1	Contract E	nd Date: 06/30/2	1016	
Procure	ment E-PIN:	06814I2222	Contract	Amount: \$100,00	00.00	
A	ward E-PIN:	06814I2222001	Program	n Name: Residen	tial Care (RC)	
Fiscal Year	Budget Inf	ormation	need Demoister			Deserved Bud est
Start Date	End Date	Approved FY Budget YID Invoiced An	nount Remainir	ng Amount Amo	endment Amount	Proposed Budget
12/08/2013	06/30/2014	\$30,000.00	\$0.00	\$30,000.00	(\$10,000.00)	\$20,000.00
Budget S Contracte Budget S	Summary ed Services Summary	5 mel Services Operations & Support Rate Milestone Unallocated Funds	Utilities P Indirect Rate	Professional Service Program Income Remaining	s Rent	Proposed
		Line Item	Budget	Amount	Amount	Budget
+ Tota	l City Funded	Budget	\$30,000.00	\$30,000.00	\$0.00	\$30,000.00
Tota (Excl	l Program In luded from City	come y Funded Budget; Not Invoiced)	\$0.00	\$0.00	\$0.00	\$0.00
Total Pro (City Fund	ogram Budge ded Budget +	t Program Income)	\$30,000.00	\$30,000.00	\$0.00	\$30,000.00
Documen	ts					4
Advances						
Assignme	ents					

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.

Start Date	End Date	Approved FY Budget	YTD Invoiced Amount	Remaining Amount	Amendment Amoun	t Proposed Bud		
12/08/2013	06/30/2014	\$30,000.00	\$0.0	0 \$30,000.00	0 (\$10,000.0	0) \$20,0		
						Save Su		
D	-					(\$10,000,00)		
Prov Dem	o - ACS Resi	dential Care				(\$10,000.00)		
Prov Dem	o - ACS Resi	dential Care				(\$10,000.00)		
Prov Dem	o - ACS Resi	dential Care	antiana & Cunnach	lities Deefersional Co	Part	(\$10,000.00)		
Prov Dem Budget St	o - ACS Resi	dential Care	rations & Support Ut	lities Professional Se	ervices Rent	(\$10,000.00)		
Prov Dem Budget St	o - ACS Resid	dential Care	rations & Support Ut	lities Professional Se	ervices Rent	(\$10,000.00)		
Prov Dem Budget St Contracte	o - ACS Resid ummary Pe ed Services	dential Care arsonnel Services Oper Rate Milestone (rations & Support Ut Unallocated Funds In	lities Professional Se direct Rate Program	ervices Rent	(\$10,000.00)		
Prov Dem Budget St Contracte	o - ACS Resid ummary Pe d Services	dential Care	rations & Support Ut Jnallocated Funds In	lities Professional Se direct Rate Program	ervices Rent Income	(\$10,000.00)		
Prov Dem Budget St Contracte	o - ACS Resid	dential Care ersonnel Services Oper Rate Milestone U	rations & Support Ut Jnallocated Funds In	lities Professional Se direct Rate Program	ervices Rent Income	(\$10,000.00)		
Prov Dem Budget Si Contracte Rate	o - ACS Resi ummary Pe d Services	dential Care ersonnel Services Oper Rate Milestone U	rations & Support Ut Unallocated Funds In	lities Professional Se direct Rate Program	rvices Rent Income	(\$10,000.00)		
Prov Dem Budget St Contracte Rate	o - ACS Resi ummary Pe d Services Rate	dential Care arsonnel Services Oper Rate Milestone U Approved FY Budget	rations & Support Ut Jnallocated Funds In Remaining Amount	lities Professional Se direct Rate Program Amendment #Units A	Amendment Amount	(\$10,000.00) Proposed Budget		
Prov Dem Budget St Contracte Rate	o - ACS Resi ummary Pe d Services Rate	dential Care ersonnel Services Oper Rate Milestone U Approved FY Budget	rations & Support Ut Jnallocated Funds In Remaining Amount	lities Professional Se direct Rate Program Amendment #Units	Amendment Amount	(\$10,000.00) Proposed Budget		

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



Rate

late n

Rate

10

t 📑 Save 🥝 Cancel

\$6,900.00

rov 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								
Rat	e Rate	Approved FY Budget	Remaining Amount	Amendment #Units	Amendment Amount	Proposed Budget		
-	Unit Description	\$6,900.00	\$6,900.00		\$0.00	\$6,900.0		
	Rate per Resident	\$6,900.00	\$6,900.00	0	\$0.00	\$6,900.0		
	C Dalama d Edita d	7	14 44 0 0 1	- C - D - D				

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 (\$10,000.00) 🔻 Budget Summary Personnel Services Operations & Support Utilities Professional Services Rent Contracted Services Rate Milestone Unallocated Funds Indirect Rate Program Income Approved FY Budget Remaining Amount Amendment #Units Amendment Amount Proposed Budget - Unit Description \$6,900.00 \$6,900.00 \$1,900.00 (\$5.2 00) 8 9

× -5000.00

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."

\$1,900.00

scal Year	r Budget	Information							
tart Date	End Dat	e Approve	d FY Budget	YTD Invoiced	Amount Re	maining Amount	Amendme	nt Amount	Proposed Bud
2/08/2013	06/30/20	014	\$30,000.00		\$0.00	\$30,000.0	0	(\$10,000.00)	\$20,00
									Save Su
Prov Den	10 - ACS I	Residential C	are				1	1 (\$10,000.00)
Budget S Contract	ummary ed Services	Personnel Se	ervices Ope	rations & Suppor Jnallocated Funds	t Utilities s Indirect F	Professional S Rate Program	ervices Re	ent	
OTPS - I	Rent								
Lo	cations	Management Company Name	Property Owner	Public School Space	% Charged to Contract	Approved FY Budget	Remaining Amount	Amendment Amount	Proposed Budget

\$6,900.00 -10

Page 1



12. Click on the "+" symbol next to the

11. Click the "Rent" tab.





Budget Summary Personnel Services Operations & Support Utilities Professional Services Rent										
Contracted services Kate Prinescure Orianocated Funds Indirect Kate Program Income										
	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 \$10,000.00								
-	Rent					\$10,000.00	\$10,000.00	\$0.00	\$10,000.00	

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

tart Date	End Date	Approved	I FY Budget	YTD Invoiced	Amount R	emaining Amount	t Amendme	nt Amount	Proposed Budg
2/08/2013	06/30/2014		\$30,000.00		\$0.00	\$30,000.0	00 ([\$10,000.00)	\$20,000
									Save Subr
16	ACS Res	idential Ca	re					(\$10,000.00)
Budget S Contracto	ummary F ed Services	Personnel Ser Rate N	vices Ope	rations & Support Inallocated Funds	Utilities	Professional S Rate Program	iervices Re	ent	
OTDE I	lant								
OTPS - F	Cations C	nagement Company Name	Property Owner	Public School Space	% Charged to Contract	Approved FY Budget	Remaining Amount	Amendmen Amount	t Proposed Budget
OTPS - F	Cations C	nagement Company Name	Property Owner	Public School Space	% Charged to Contract	Approved FY Budget \$10,000.00	Remaining Amount \$10,000.00	Amendment Amount \$0.0	t Proposed Budget 0 \$10,000.00

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 Info	rmation					
Start Date	End Date	Approved FY Budget	YTD Invoiced Amount	Remainin	ng Amount Am	endment Amount	Proposed E 17
12/08/2013	06/30/2014	\$30,000.00	\$0.00		\$30,000.00	(\$10,000.00)	\$20,0
							Save Submit
Prov Dem	o - ACS Resi	dential Care				((\$10,000.00) 🔻
Budget S	ummary	Personnel Services Op	perations & Support Ut	ilities P	rofessional Service	s Rent	
Contracte	d Services	Rate Milestone U	Inallocated Funds Indi	rect Rate	Program Income		
Budget S	ummary	Siew Printer Friendly V	ersion				
		Line Item	App B	roved FY udget	Remaining Amount	Amendment Amount	Proposed Budget
+ Total	City Funded	Budget		\$30,000.00	\$30,000.00	(\$10,000.00)	\$20,000.00
Total (Exclu	Program Inc	ome Funded Budget; Not Invoi	ced)	\$0.00	\$0.00	\$0.00	\$0.00
Total Pro	gram Budget	:					
(City Fund	led Budget + P	rogram 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."





- 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.

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

Contract Budget - Amendment							
✔ Contract Budget Ame	ndment has been successfully submitted and will	be reviewed by the Agency.	,				
			Status: Pending Approval				
Contract Information							
Agency:	Administration for Children's Services (ACS)	CT#:	CT10680001				
Procurement/Contract	Prov Demo - ACS Residential Care	Contract Start Date:	12/08/2013				
Provider	Training Provider 1	Contract End Date:	06/30/2016				
December 5 DIN	0001470000	Contract Amount:	\$100,000.00				
Procurement E-PIN.	0001412222	Program Name:	Residential Care (RC)				
Award E-PIN:	06814I2222001						
Fiscal Year Budget Inf	ormation						
Start Date End Date	Approved FY Budget YTD Invoiced Ame	ount Remaining Amour	nt Amendment Amount Proposed Budget				
12/08/2013 06/30/2014	\$30,000.00	\$0.00 \$30,000.	00 (\$10,000.00) \$20,000.00				

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