

## Overview of Documentation and Deadlines Required for 21<sup>st</sup> CCLC \*

Contract period: July 1- June 30th

DEADLINE	REQUIREMENT	SUBMIT TO:	WHO IS ACCOUNTABLE FOR SUBMITTING:
Can be submitted by June 1, but no later than Aug. 30 <sup>th</sup>	FS-10 (Annual Budget – submitted every year) Original with signatures in blue ink and two paper copies <b>(Note 3)</b>	NYSED Grants Management Unit Room 674 EBA 89 Washington Ave Albany, NY 12234	Lead agency
Approx a month or two after award notification	PPICS – initial program information <b>(Note 1)</b>	<a href="#">PPICS, online</a>	Lead agency
Monthly after receiving 20% advance	FS-25 (Request for funds) <b>(Note 3)</b>	NYSED, Grants Finance Unit Room 5W EB 89 Washington Ave Albany, NY 12234	Lead agency
January 31 <sup>st</sup>	SED Mid Year Report	SED, via survey monkey	Lead agency
By May 15 <sup>th</sup>	FS-10-A (Budget Modifications) Original with signatures in blue ink and two paper copies. <b>(Note 3)</b>	NYSED Grants Management Unit Room 674 EBA 89 Washington Ave Albany, NY 12234	Lead agency
July 30 <sup>th</sup> *(tentative)	SED End of Year Report	SED, via Survey Monkey	Lead agency
August 31 <sup>st</sup>	Evaluators Final Report	Research Works	Evaluator
By Sept. 30 <sup>th</sup>	FS10-Fs (Fiscal Final Report) <b>(Note 3)</b>	NYSED, Grants Finance Unit Room 5W EB 89 Washington Ave Albany, NY 12234	Lead agency
September 30 <sup>th</sup> *(tentative)	<a href="#">Annual Performance Report (APR)</a> <b>(Note 2)</b>	PPICS, online	Lead Fiscal agency and/or evaluator
2 times during program year (eg. October and May)	<a href="#">NYSAN Quality Self-Assessment Tool</a>	Kept in-house; used for ongoing program improvement	All stakeholders

### Notes:

- (1) Once awards are determined, the [NY 21<sup>st</sup> CCLC Statewide TAC](#) uploads basic info to **PPICS**. The contact person on application receives an email with login information. The basic info should be entered by APR deadline and reviewed/updated as needed.
- (2) 2010 is **Round 5's first annual report** on the federal APR. If you need guidance or assistance, you may contact [Lorraine Lopez](#) of the TAC at 845-255-8989.
- (3) **FS-10As:** Amendments to budgets will be considered provided the modifications do not result in a change of program scope nor are a means to expend unused funds to avoid receiving less than the full award.  
**FS-25s:** Requests for additional funds  
**FS-10Fs:** Final expenditure reports are the means by which actual project expenditures (disbursements) are reported to SED for reimbursement. The FS-10F Short Form may be submitted, however, *SED may require submission of the FS-10F Long Form at a later time*. Please note that your agency must maintain expenditure details in a manner consistent with the internal pages of the FS-10F Long Form.

**For additional information or guidance related to fiscal matters, please refer to the following three documents available on the [Grants Finance's website \(www.oms.nysed.gov/cafe/\)](#) -- a) *Fiscal Guidelines for Federal and State Aided Projects*; b) *Frequently Asked Questions*; and, c) *A Guide to Grants Administration and Implementation Resources***