

SED Guidance for 21st Century Grantees

As the 2008-09 program year comes to an end, please note the information provided below. Some of it pertains to both Round 3 and Round 4 grantees; some is specific to each Round, as noted.

All Grantees (Round 3 and Round 4)

- **FS-10As:** Amendments to 2008-09 budgets will be considered provided that these 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. Budget amendments (FS-10A forms) may be submitted to SED, **NO LATER THAN May 15**. They should be mailed to Grants Management at the following address.

NYS Education Department
Grants Management
Room 674 EBA
89 Washington Ave.
Albany, NY 12234

- **FS-25s:** Requests for additional funds (FS-25 forms) should be submitted to the Grants Finance Office by May 15. (See address below)
- **FS-10Fs:** Final expenditure reports (FS-10F forms) are the means by which actual project expenditures (disbursements) are reported to SED for reimbursement. For 2008-09 projects, the FS-10Fs should be submitted to the Grants Finance Office no later than September 30, 2009, ninety days after the end of the funding year. 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, please review the documentation requirements outlined on Grants Finance's website – www.oms.nysed.gov/cafe/.

NYS Education Department
Grants Finance
Room 510W EB
89 Washington Avenue
Albany, New York 12234

- **General note on forms** - Please be sure to obtain all fiscal forms from Grants Finance's website to ensure that you have the most up-to-date versions www.oms.nysed.gov/cafe/forms

Round 3 Grantees

- Round 3 projects as well as program funding will end on June 30, 2009. It is especially important for these grantees to submit the Final Expenditure Report (FS-10F) as soon as possible after all project expenses have been paid, but no later than September 30, 2009. .
- In anticipation of the end of the grant, Round 3 grantees should plan now for timely completion of the federal APR. Contact Lorraine Lopez at the NYS 21st Century Technical Assistance Center for assistance (845-255-8989 or llopez@mhrinc.org).

Round 4 Grantees

- New budgets (FS-10 forms) for the 2009-10 year, 7/1/09-6/30/10, are to be submitted to SEDs Grants Management Office (address above) for review and approval during late May through early June. Upon approval, an initial 20% of the approved budget will be made.
- This summer is Round 4's first annual report on the federal APR. If you need guidance or assistance, you may contact Lorraine Lopez at the NYS 21st Century Technical Assistance Center for assistance (845-255-8989 or llopez@mhrinc.org).

For additional information/guidance related to fiscal matters, please refer to the following documents available on Grants Finance's website (www.oms.nysed.gov/cafe/):

1. *Fiscal Guidelines for Federal and State Aided Projects*
2. *Frequently Asked Questions*
3. *A Guide to Grants Administration and Implementation Resources*