What, Which, When, Where and How of 21st CCLC Budgets

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Program specific questions   EMSC21STCCLC@NYSED.GOV

What is budget submission/review process?
Send FS10, MWBE packet and Composite Budget to EMSC21STCCLC@NYSED.GOV by **May 15.**

Budget packet is reviewed by: 21st CCLC Program Office, NYSED MWBE, NYSED Grants Finance

Which forms to use?
Grants Finance website: **WWW.OMS.NYSED.GOV/CAFE/**

21ST CCLC site: **WWW.P12.NYSED.GOV/SSS/21STCCLC/#FISCAL**

What is the FS10?
The annual budget.
Send with MWBE packet and Composite Budget to EMSC21STCCLC@NYSED.GOV by **May 15**.

TIPS:
- The name and email on the cover is for questions about budget
- Enter the Agency Code, Project #, Contract # (if applicable) and Agency Name on the Budget Summary page.
- Grand Total must match your award amount.
- Reviewed in order of receipt- so don't wait to send them in
- No blank spaces, no "per contract", no "TBD"
- Provide details: indicate the # of participants served, travel costs (hotel, mileage, meals), change decimal to four places as needed for exact calculation
- Double check math

What is the Composite Budget?
A tool to indicate annual budget spending; ensures within expense minimums/maximums.
Send with FS10 (FS10A) and MWBE packet to EMSC21STCCLC@NYSED.GOV by **May 15**.

TIPS:
- Column A- list the FS10 code totals
- Column B- direct use by/with/for participants
- Column C- items not used by participants directly (e.g., auditing, cell, office supplies)
- Column D- only for your evaluator in Row 3.
- Column E- planning and professional development (inc. conference travel) in Row 5.
- Use the Excel version- it auto calculates percentages (Row 15)
- Minimums/maximums are shown at the bottom.

What is the MWBE packet?
Calculation and documentation of spending with MWBE vendors.
Send with FS10 (FS10A) and Composite Budget to EMSC21STCCLC@NYSED.GOV by **May 15.**

TIPS:
- Must have AT LEAST 5 pages: Cover Letter, Goal Calculation Worksheet, Equal Employment Staffing Plan, Utilization Plan and Notice of Intent to Participate
    - Notice of Intent for each MWBE Vendor
    - Only NYS Certified MWBE vendors can be included (https://ny.newnycontracts.com/FrontEnd/searchcertifieddirectory.asp)
- May have Partnership Salary and Fringe Benefit Breakdown
    - ONLY for partner salaries and fringe- not for vendors or other expenses
    - Enter Project # at top
    - Enter the total for Purchased Services (Code 40) from FS10 in space provided.
- Enter Project # at top of Equal Employment Staffing Plan
    - Ensure totals are shown on EEO Staffing Plan, first column and bottom row
- Other forms are required if you do not meet the MWBE Spending Goal (uncommon)
    - Good Faith Efforts (must provide additional documentation)
    - Contractor Unavailable Certification
    - Request for Waiver form
- Make sure all signature lines have a signature

What is the FS10A?
A request to amend the annual budget.
Send with MWBE packet and Composite Budget to EMSC21STCCLC@NYSED.GOV by **March 15.**

TIPS:
- Use if:
    - Increasing a budget category (salaries, purchased services, travel, etc.) by more than 10 percent or $1,000 (whichever is greater)
    - Adding:
        - Equipment (items having a unit value of $5,000)
        - Minor remodeling
        - Indirect costs if not approved on original budget
    - Changing personnel positions (even those with no fiscal impact)
- Only use if annual budget (FS10) already approved
- Complete all blank spaces on cover page (agency name, address, county, agency code, project #, contract #, contact person, telephone, and email).
- Keep track of amendments- first amendment is "001"
- Provide detailed explanation for requested changes- similar to FS10
- Provide detail even if changes have increase/decrease and net zero change within code
- Be sure to enter amounts at bottom of page 2

What is the FS25?
A request for funds for actual expenditures, and expenditures for upcoming month.
Send at least quarterly, but at most monthly.
Send to GRANTS FINANCE (address below).

What is the FS10F?
The annual expenditure report.
Send to GRANTS FINANCE by **September 30.**

When are the forms due?
See above and follow 21st CCLC *Program Timeline* found on Technical Assistance Resource
Center (TARC) website: nys21cclc.org

Or on 21st CCLC website:
https://www.p12.nysed.gov/sss/documents/21CCLC_22-23_Timeline_2.6.23.pdf

TIPS:
- Do not mail budget forms (hardcopy) to the PROGRAM OFFICE until they are requested
- Be sure to use EXACT MAILING ADDRESS as shown below
- All information boxes must be completed, not handwritten
- Do not make an 'extra' marks on the ink signature pages

Where are forms sent?

PROGRAM OFFICE:
Student Support Services
21st CCLC BUDGET REVIEW
NYSED
89 Washington Avenue, EB 319M
Albany, New York 12234
EMSC21STCCLC@NYSED.GOV

GRANTS FINANCE:
Grants Finance
NYSED
89 Washington Avenue, 510W EB
Albany, New York 12234
GRANTSWEB@NYSED.GOV

Additional Guidance:
Fiscal Guidelines for Federal and State Funded Grants:
https://www.oms.nysed.gov/cafe/guidance/documents/FiscalGuidelinesforFederalandStateFun
dedGrants_UGG_Updates_062218_Bronze.pdf

Original Request for Proposal (RFP):
https://www.p12.nysed.gov/funding/2022-2027-21st-cclc/nysed-rfp-gc-22-001-21st-cclc-
round-8-revised.pdf