

Budget Amendments and More!

NYSED

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Agenda

- ▶ Fiscal Flow Chart
- ▶ Budgets & Common Errors
- ▶ Amendments, Survey Monkey Apply (SMA), & Common Errors
- ▶ Budget Reductions



REVISED SEPTEMBER 2023

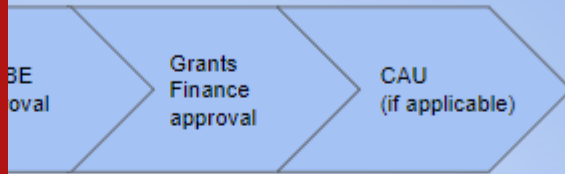


Subgrantee Submits:

Due Dates

FS-10 Budget Packet to SSS (FS-10, MWBE documents, Composite Budget)

May 15th



CAU process:
The contract is sent to, signed by, and received from:
• The subgrantee
• Office of Counsel
• Office of Attorney General
• Office of State Comptroller

FS-87-R to GF Grants Finance approval

January 2024

FS-10-A to SSS via SMA (FS-10-A, Budget Narrative, updated MWBE documents, Composite Budget) (FS-87-R if applicable)

March 15th



FS-25 to GF Grants Finance approval

Quarterly, at least

FS-10-F to GF Grants Finance approval

September 30th

Fiscal Acronyms
CAU: Contract Administration Unit
GF: Grants Finance
MWBE: Minority/Women-Owned Business Enterprise
PTS: Project Tracking System
SMA: Survey Monkey Apply
SSS: Student Support Services (Program Office)

Fiscal Forms
FS-10: Budget
FS-10-A: Budget Amendment
FS-10-F: Final Expenditure Report
FS-25: Request for Funds
FS-87-R: Request to Increase Indirect Cost Rate

Fiscal Flow Chart



Budgets



▶ FS10, MWBE Goal Calculation Worksheet, and Composite Budget

▶ Helpful Links

▶ <https://www.p12.nysed.gov/sss/21stCCLC/#Fiscal>

▶ <https://www.oms.nysed.gov/cafe/forms/>

▶ SEND TO: EMSC21stCCLC@nysed.gov

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BUDGET SUMMARY

SUBTOTAL	CODE	PROJECT COSTS
Professional Salaries	15	
Support Staff Salaries	16	
Purchased Services	40	
Supplies and Materials	45	
Travel Expenses	46	
Employee Benefits	80	
Indirect Cost	90	
BOCES Services	49	
Minor Remodeling	30	
Equipment	20	
Grand Total		\$0

Agency Code:

Project #:

Contract #:

Agency Name:

FOR DEPARTMENT USE ONLY

Funding Dates: _____ From _____ To _____

Program Approval: _____ Date: _____

Fiscal Year	First Payment	Line #
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Voucher # _____ First Payment _____

CHIEF ADMINISTRATOR'S CERTIFICATION
By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements, and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal (or State) award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative penalties for fraud, false statements, false claims, or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

_____/_____/_____
Date Signature

Name and Title of Chief Administrative Officer

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Common Errors with Budgets

▶ FS10

- ▶ Update the project number to reflect the FY (0187-23-8000, 0187-24-8000, 0187-25-8000, etc.)
- ▶ Grand Total should match Annual Award amount exactly

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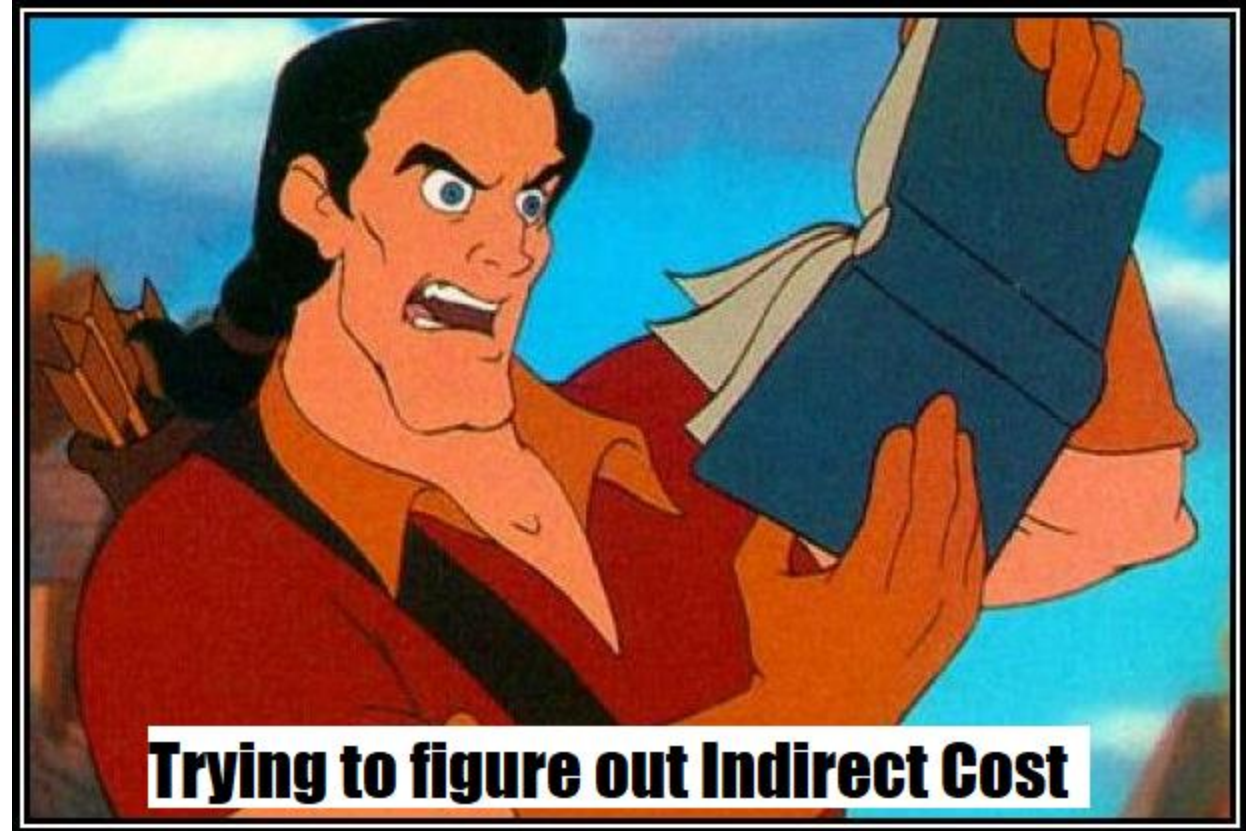
Date Signature

Name and Title of Chief Administrative Officer _____

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Common Errors with Budgets

▶ Indirect Cost Calculations



Common Errors with Budgets

- ▶ Composite Budget
- ▶ MWBE (Partnership Salaries)
- ▶ General Budget Process

ATTACHMENT 9: M/WBE DOCUMENTS
M/WBE Goal Calculation Worksheet

Program Name:
 Project #:

The M/WBE participation for this grant is 30% of each applicant's total discretionary non-personal service budget over the entire term of the grant. Discretionary non-personal service budget is defined as the total budget, excluding the sum of funds budgeted for direct personal services (i.e., professional and support staff salaries) fringe benefits, indirect costs for the lead, as well as Student Stipends / Tuition if these are allowable expenditures.

For the purposes of the 21st CCLC grant, the salary and fringe benefit exclusion applies to the expenses of the lead applicant as well as any approved partner organizations.

Please complete the following table to determine the dollar amount of the M/WBE goal for the 2022-2023 project year.

	Budget Category	Amount budgeted for items excluded from M/WBE calculation	Total
1.	Total Budget		
2.	Professional Salaries		
3.	Support Staff Salaries		
4.	Fringe Benefits		
5.	Partnership Costs (Salaries & Fringe Benefits only; see form on next page)		
6.	Indirect Costs		
7.	Rent/Lease/Utilities		
8.	Sum of lines 2, 3, 4, 5, 6 and 7		
9.	Line 1 minus Line 8		
10.	M/WBE Goal percentage (30%)		0.30
11.	Line 9 multiplied by Line 10 = M/WBE goal amount		

This form is only for use with the 21st CCLC program. It may not be used for any other grant program.

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21st CCLC Partnership Salary and Fringe Benefit Breakdown

Applicant Name: _____ Project # _____

For the purposes of the 21st CCLC grant, the salary and fringe benefit exclusion applies to the expenses of the lead applicant as well as any approved partner organizations. In order to approve the exclusion of the Partnership Costs (Salaries & Fringe Benefits only) on the M/WBE Goal Calculation worksheet, the following information is needed.

PURCHASED SERVICES			
Subtotal - Code 40 (Total dollar amount listed on original FS-10)			\$
Provider of Services	Proposed Expenditure (Total dollar amount listed on original FS-10)	Specific Position Title(s)	Project Salary(ies) and Benefits

PURCHASED SERVICES WITH BOCES			
Subtotal - Code 49 (Total dollar amount listed on original FS-10)			\$
Name of BOCES	Proposed Expenditure (Total dollar amount listed on original FS-10)	Specific Position Title(s)	Project Salary(ies) and Benefits

Note: An individual, agency, organization or other entity that only provides products or services described in the proposed program and is not involved in overall program planning and implementation is considered a vendor, not a partner. For the purpose of this funding, the required independent evaluator must be a vendor, NOT a partner.

(Please attach additional forms as needed)

Amendments


- ▶ <https://www.p12.nysed.gov/sss/documents/budget-amendment-fact-sheet.pdf>
- ▶ <https://www.p12.nysed.gov/sss/documents/program-modification-fact-sheet.pdf>

- ▶ Due March 15th
- ▶ Must be approved by Grants Finance before FS-10-Fs are submitted
- ▶ Required for any increase in a budget subtotal (professional salaries, purchased services, travel, etc.) by more than 10 percent or \$1,000, whichever is greater
- ▶ Needed for adding or removing partners or vendors

Common Errors with Amendments



- ▶ Indirect Cost
- ▶ Submit **new**:
 - ▶ MWBE Goal Calc Worksheet
 - ▶ Composite Budget
 - ▶ Budget Narrative



21st CCLC BUDGET AMENDMENT (FS-10-A) NARRATIVE

PROJECT #: 0187-	AMENDMENT #: <i>(Mark with an X)</i>	001	002	003
PROGRAM NAME:				

BUDGET CATEGORY	DESCRIPTION OF NEED FOR PROPOSED CHANGES
Code 15 Professional Salaries	
Code 16 Support Staff Salaries	
Code 40 Purchased Services	
Code 45 Supplies and Materials	
Code 46 Travel Expenses	
Code 80 Employee Benefits	
Code 90 Indirect Cost	

21st CCLC Budget Amendment (FS-10-A) Narrative
Page 1 of 2

Amendments in SMA

- ▶ So you're going to submit a Budget Amendment

✕

Name your application

Indicate the modification number and project number. For example: #0187-22-8105 Prog. Mod. #1, #0187-22-8105 Prog. Mod. #2, etc.

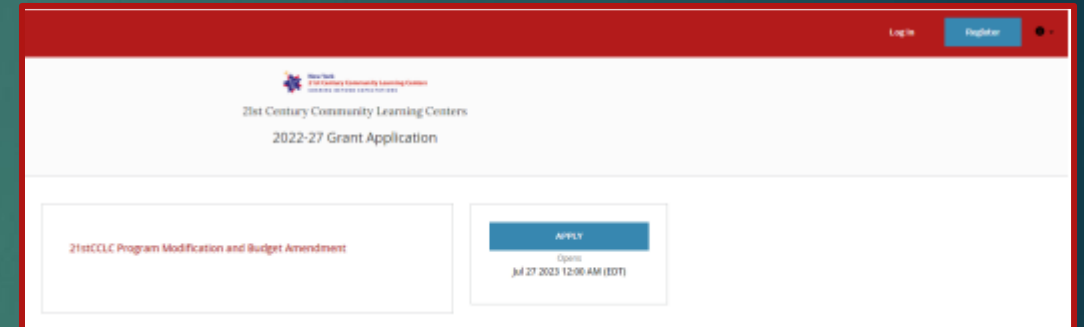
75 characters maximum

CANCEL

CREATE APPLICATION

What is Survey Monkey Apply and Why did NYSED switch?

- ▶ What is Survey Monkey Apply (SMA)?
 - ▶ Survey Monkey Apply is a portal used in the Student Support Services Office to assist in the management of incoming Budget Amendments and Modifications.
- ▶ Why the switch?
 - ▶ This portal offers a centralized location for programs to submit their Budget Amendments and Modifications.



<https://www.p12.nysed.gov/ssd/documents/21CCLC-pmba-sma-technical-sheet.pdf>

What's New...?

▶ What Is New?

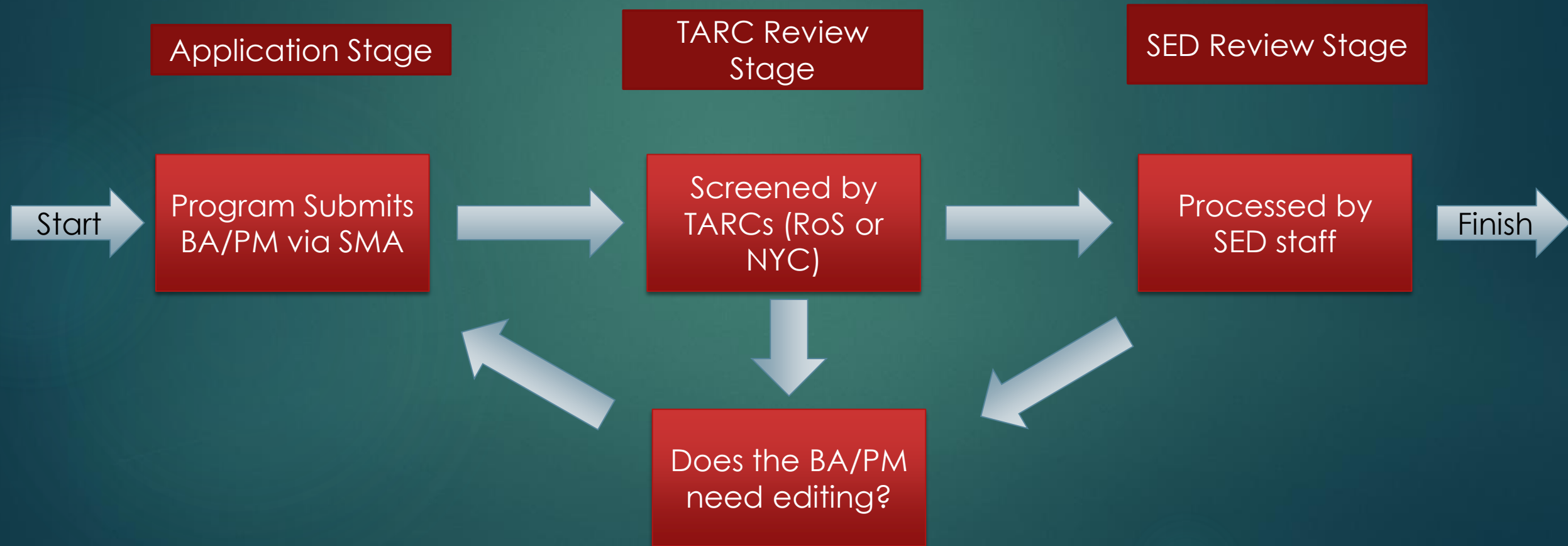
- All Program Modifications and Budget Amendments must now be submitted through the [Survey Monkey Apply \(SMA\) Portal](#)
- Programs can submit program modification and budget amendment requests and upload required documentation after creating a SMA account.
- A new SMA technical assistance document was created to provide instructions on how to submit via SMA
- Subgrantees will submit their request in SMA which will be reviewed first by the Technical Assistance Resource Center (TARC) prior to the modification being review by NYSED in SMA. After TARC review, the modification will be transferred to NYSED for review.

And What's Staying the Same?

► What's Staying the Same?

- Programs will still need to have all program modification requests reviewed by their respective TARC.
- Correspondence regarding questions, clarifications, and modification status between subgrantees and NYSED will still happen through email.
- Programs should still review the Program Modification Fact Sheet before submitting their modification to ensure all required documents are submitted.

Flow of Budget Amendments/Modifications



Budget Reductions

- ▶ Years 2-5 for Non-Profit, Years 1-5 for For-Profit
- ▶ If the student participation target is less than 95%
 - ▶ Minimum of 15 hours to be considered a participant
 - ▶ Student Participation Data comes from EZReports
 - ▶ An individual student may only be counted once for enrollment and participation reporting purposes during a program year
 - ▶ The program year extends from July 1 to June 30

Budget Reductions

- ▶ The budget will be proportionately reduced by the amount of the percentage deficiency

<u>Student Participation</u>	<u>Budget Reduction</u>
95-100%	No change
94%	1%
93%	2%
92%	3%
91%	4%
85%	10%

Budget Reductions

- ▶ This budget reduction will affect the fiscal year for which the attendance was reported, not the subsequent year
- ▶ Subgrantees will be required to submit a budget amendment (FS-10-A) to indicate from which budget categories the reduction will be taken
- ▶ The Final Expenditure Report (FS-10-F) will need to reflect the reduced budget amount
- ▶ The following year's budget amount will return to the original annual grant award



Questions?