

Budget Guidance

Budget Forms to be submitted:

- [FS-10 Budget Form](#) for Project Period Year One (ends August 31, 2014)
- Budget Summary Chart for entire grant term
- Detailed Budget Narrative for entire grant term

FS-10 Budget Forms to be submitted:

- Project Period Year-Two (September 1, 2013 to August 31, 2014)

Details regarding due dates for all budget forms are available on the [Online Toolkit main page](#)

Budget Forms:

FS-10: The district or school must submit an FS-10 each project year to:

Lisa Martin
New York State Education Department
School Turnaround Office
89 Washington Ave.
5N EB Mezzanine
Albany, NY 12234

FS-25: Upon receipt of your [award notification from the Grants Finance Office](#), you must submit this form to request funds. The amount of funds requested at any one time may only include actual expenditures to date. FS-25s are required, received and processed by the [Grants Finance Office](#).

- FS-25 Fiscal guidelines:
[NYSED Grants Finance - Fiscal Guidelines](#).
- SED policy for submitting FS-25:
<http://www.oms.nysed.gov/cafe/guidance/payments.html>.

FS-10A: There are two types of amendment requests available. Both require STO approval. E-mail requests to your STO liaison must be made **30 days** prior to the desired effective date of the proposed change. Upon receipt of the request, the STO liaison will review and provide a decision within **10 days**.

- **Fiscal Amendment:** requires the use of the FS-10A accompanied by a narrative explaining the need. Upon approval, an original and two copies of the signed FS-10A must be submitted for processing to:

- Lisa Martin
 - New York State Education Department
 - School Turnaround Office
 - 89 Washington Ave.
 - 5N EB Mezzanine
 - Albany, NY 12234
- **Programmatic Amendment:** requires a narrative explaining the program change. The narrative must (a) reference the approved application page number(s), (b) identify which activities, resources, partner(s), etc. that will change, and (c) explain how the change will impact goals, objectives, strategies, or benchmarks. The change must not adversely impact or change the original scope of the approved application.

FS-10F: Final Expenditure Reports are due at the end of each budget period and are submitted to the Grants Finance Office.

A final payment for the balance of the program period will be made after an FS-10F **Long Form:** Final Expenditure Report for a State or Federal Project is submitted to the Grants Finance Unit and approved. The FS-10F for Year 1 (ends August 31, 2013) is due in the [Grants Finance Unit](#) no later than 90 days after the end of the first program period. The FS-10F **Long Form** for the second and final program period (ends August 31, 2014) is due in the [Grants Finance Unit](#) no later than 90 days after the end of the second program period.

Additional Requirements:

The applicant must adhere to the conditions and limitations for each code listed in the FS-10 budget form, as well as the following guidelines:

- Salaries for Professional Staff: in NYC, schools may indicate the number of hours at the per session rate or at the training rate, as appropriate
- No more than 30% of the grant may be used for equipment
- Minor remodeling is not an allowable expense
- Commissioner's Dissemination and Replication Grant Schools will only be reimbursed for actual expenses incurred, which may not be equal to award amount
- **Replication Grant Schools ONLY** – All Replication Grant expenses must clearly and directly support the implementation of the chosen Commissioner's School's best practices
- **Commissioner's Dissemination Grant Schools ONLY** - Fifteen percent (15%) of the grant funding must be used to refine and sustain the best practice(s) of the Commissioner's Dissemination Grant School and should be reflected in the budget. These funds (15%) must be supplemental to and must not supplant or duplicate services/activities currently provided. Please ensure that any line items that include a portion of this 15%

allocation are clearly identified on the Budget Summary and explained in the Budget Narrative.

- **Please note that the expenditures in the budget codes must directly support the project activities that contribute to the program's goals and objectives.**

Please see the Fiscal Guidelines for Federal and State Grants for further guidance and access to fiscal forms:

<http://www.oms.nysed.gov/cafe/guidance/guidelines.html>