#### Fiscal Presentation and Q&A

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### Agenda

- Due Dates
- Tips to Expedite Budget Approvals
- Indirect Cost
- Budget Reductions
- Q&A



#### **Due Dates**

<ul> <li>Budget Amendments for Year 2</li> <li>•FS-10A, Updated Budget Narrative, Composite Budget, and MWBE Documents</li> <li>•Submitted in Survey Monkey Apply.</li> </ul>	April 15th, 2024
<ul> <li>Budget Packet for Year 3</li> <li>•FS-10</li> <li>•Budget Narrative *NEW*</li> <li>•Composite Budget</li> <li>•MWBE Packet</li> <li>•Send to <a href="EMSC21stCCLC@nysed.gov">EMSC21stCCLC@nysed.gov</a></li> </ul>	May 15th, 2024
Final Expenditure Report for Year 2 •FS-10F •Send directly to Grants Finance	September 30th, 2024



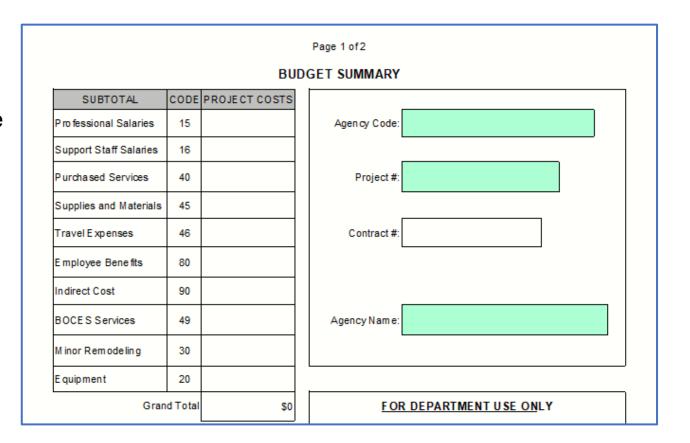
## Tips to Expedite Budget Approvals

#### **FS-10**

- Excel is easier and faster!
- Do not send the budget summary page until NYSED requests it

#### Project number

- 0187-<mark>24</mark>-8\*\*\*
- 0187-<mark>25</mark>-8\*\*\*





## Tips to Expedite Budget Approvals

#### \*New\* Budget Narrative form required

Step 1: Create a budget narrative.

Step 2: Easily identify changes when you amend.





### Tips to Expedite Budget Approvals

#### **FS-10A**

- Excel is easier and faster!
- Do not send the signed FS-10A until NYSED requests it.

#### Changes in vendors/partners may not need a budget amendment.

- Program modifications are still needed.

. Equipment items having a unit value of \$5,000 or more, number and type Any increase in a budget subtotal (professional salaries, purchased services, travel, etc.) by more than 10 percent or \$1,000, whichever is greater . Any increase in the total budget amount. MWBE forms may need to be modified. Amendment # at top of this page must be completed. . If extra room is needed for explanations, expand the rows using the row breaks on the left Do not use the FS-10-A for requesting a project extension CHIEF ADMINISTRATOR'S CERTIFICATION By signing this report I certify to the best of my knowledge and belief that the report is true, complete, & accurate, & the expenditures, disbursements, & cash receipts are for the purposes& objectives set forth in the terms & conditions of the Federal (or State) award. I am aware that any false fictitious, or fraudulent inform ation, or the om ission of any material fact may subject me to criminal, civil, or administrative penaltiesfor fraud, false statements, false claims, or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812). FOR DEPARTMENT USE ONLY Program Approval: EMSC21stCCLC@nysed.gov

The University of the State of New York

THE STATE EDUCATION DEPARTMENT

Project Number Contract #: Contact Person

INSTRUCTIONS

NOT submit this form to Grants Finance.

PROPOSED AMENDMENT FOR A

FEDERAL OR STATE PROJECT FS-10-A (03/15) = Required Field

Amendment #

. Submit the original and two copies directly to the same State Education Department office where budget was mailed. DO

This form need only be submitted for budget changes that require prior approval as follows



#### **Indirect Cost**

- Indirect Cost is an Administrative cost.
  - 10% cap on administrative costs in the Composite Budget
- Recalculate your Indirect Cost when you do an amendment (even if you don't touch that code, you might affect it).

INDIRECT COST			
A.	Modified Direct Cost Base Sum of all preceding subtotals(codes 15, 16, 40, 45, 46, and 80 and excludes the portion of each subcontract exceeding \$25,000 and any flow through funds) **Manual Entry		
B.	Approved Restricted Indirect Cost Rate		
C.	Subtotal - Code 90		
For your information, maximum direct cost base =			
	To calculate Modified Direct Cost Base, reduce maximum direct cost base by the portion of each subcontract exceeding \$25,000 and any flow through funds.		



#### **Budget Reductions**

- Memo sent on April 8, 2024 with details.
- Attendance is due in EZReports July 15th, 2024.
- Notifications to subgrantees that need a budget reduction will go out from program staff soon after.
- Budget Reductions require an amendment (deadline TBD).
- If we do not receive an amendment, NYSED will start by reducing Indirect Costs.
- New Round 8A subgrantees (8136-8153) are not subject to budget reductions this year.







### Q&A









### Participant Survey





# Speed Session

Fiscal Presentation & Q&A.