

# **ESD/SVP and 21<sup>st</sup> CCLC Budget Townhall 5/5/25 Q&A (alphabetical by category)**

## **Additional Resources**

### **1. Will this PowerPoint and recording be shared after the meeting?**

Answer: Yes. The [Budget Townhall PowerPoint](#) and [Budget Townhall recording](#) are available now. Additionally, this Q&A and other resources are available on the [program websites](#).

### **2. When can we expect the RFP for the upcoming years?**

Answer:

The next grant cycles are scheduled as follows, specific dates of RFP releases are TBD:

- Round 5 of ESD/SVP: 2027-2031
- Round 9 of 21<sup>st</sup> CCLC: 2028-2032

## **Allowability**

### **3. What about ADP Payroll charges?**

Answer: Paying a vendor to provide payroll processing is allowable. For 21<sup>st</sup> CCLC this is considered an administrative expense.

### **4. What about Extermination ....Bugs, Rats, etc...Charges???**

Answer: Extermination is considered a maintenance cost and is therefore allowable. This cost would likely be included in Indirect Costs, unless the building being exterminated is only used for the grant.

According to Grants Finance's [Fiscal Guidelines for Federal and State Funded Grants](#), to be considered allowable for reimbursement, costs must meet the following general criteria:

- Be necessary and reasonable for proper and efficient operation of the program;
- Be allocable to the project and properly documented;
- Be permissible under applicable state and/or federal laws and regulations;
- Conform to policies and procedures as well as any limitations or exclusions set forth in these guidelines, laws or regulations, or other governing limitations as to types or amounts of cost items;
- Be the net amount after applying all applicable credits, such as purchase discounts, project-generated income, and adjustments of overpayments;
- Not be included as a cost in any other project or grant;
- Be consistently treated; and
- Must be accounted for in a basis that is in accordance with generally accepted accounting principles (GAAP).

- 5. Can you clarify: is food an allowable expense when purchased for family events? Like meals for Mother's Day event, parent wellness workshop, family engagement event, etc.?**

Answer: Food for family events is allowable, but we recommend checking with NYSED beforehand so that we can verify that the proposed items and costs are reasonable and necessary. Limited food items may be purchased for special program activities such as cooking classes, field trips, and special events that are reasonable and necessary to meet the goals and objectives of the grant.

## **Budget Amendments**

- 6. Can the \$1,000 or 10%, whichever is greater be clarified? For example, for a \$5,000 line, does a mod have to be submitted if it's \$500 or \$1000?**

Answer: A Budget Amendment is needed for any increase in a budget subtotal (professional salaries, purchased services, travel, etc.) by more than 10 percent or \$1,000, whichever is greater.

For example, the Travel category has \$5,000.

10% = \$500.

\$1,000 is greater than \$500.

The awardee can spend up to \$6,000 (\$5,000 + \$1,000) without needing an amendment.

- 7. If you end up with a provider that wasn't on the Purchased Services Provider list - does it require a budget modification?**

Answer: Adding a vendor does not automatically require a Budget Amendment. A Budget Amendment is required if the increase to the Purchased Services category is more than 10 percent or \$1,000, whichever is greater. For both 21<sup>st</sup> CCLC and ESD/SVP, adding a vendor requires a Program Modification.

## **Budget Narrative**

- 8. To clarify: even if key positions are in kind, not paid for by 21<sup>st</sup> CCLC (ESD/SVP), you want them in the chart? For example, we have site directors that are in kind for 21C, do we have to include those?**

Answer: Yes, please fill out the entire Key Personnel chart in the Budget Narrative. The positions shown are required by the grant. Please provide the name of the individual holding the position. You can list the salary as "in-kind".

- 9. So, is it preferred to have a running budget narrative instead of one for 2025-26 with its own matching FS-10?**

Answer: Yes. Your budget for 2025-26 should not be far off from 2024-25, therefore it would make sense to do a running narrative instead of creating one from scratch. As a reminder, the budget narrative should include as much detail as possible.

We prefer that you do a running budget narrative for annual budgets and amendments because it will help both us and you keep track of changes across the budget year(s).

Also, a running budget narrative will help us get your budgets through the review process much faster! It will save SED staff from having to compare previous narratives.

## Budget Reductions

### **10. If enrollment is low and you don't request excess funds...does that mean you won't face a reduction next year?**

Answer: Budget reductions only affect the fiscal year for which the attendance was reported. Your award amount “resets” each year.

For example, if Year 3 enrollment is low, you will receive a Year 3 budget reduction. Year 4 is not affected by the Year 3 budget reduction.

If you request excess funds, Grants Finance will issue a form FS-80 / Notice of Overpayment, and the excess funds will need to be returned to Grants Finance. To avoid this situation, NYSED suggests monitoring requests for funds in relation to enrollment.

## Composite Budget

### **11. Where do we get the composite budget?**

Answer: The composite budgets are available on the websites.

- [ESD/SVP Composite Budget](#)
- [21st CCLC Composite Budget](#)

## Evaluation

### **12. Can you review the max allocation for evaluation for both ESD/SVP And 21st CCLC?**

Answer:

ESD/SVP: Up to 3% of the total annual award is required for use in an independent program evaluation.

21<sup>st</sup> CCLC: Between 6 and 8% of the total annual award. Exceptions to this funding cap can be made for programs that assign the responsibilities of the required data manager, in which case the evaluation budget can be as high as 10%.

## Field Trips

### **13. Can you please provide the date as to when the new rule for prior approval for field trips went into effect? Also, can you tell me where I can find the language stating that we needed prior approval for student travel for field experiences.**

Answer:

On August 19, 2024, NYSED published a memo, [21st Century Field Trip Form](#), requiring all field trips for Years 3-5 to have prior approval. [21st CCLC field trip forms](#) should be submitted thirty days prior to the trip.

On November 21, 2024, NYSED staff began a series of Town Halls that addressed prior approval for field trips. This town hall included information requiring prior approval for all grant-funded field trips. The [“Housekeeping” Town Hall PowerPoint](#) addresses Field trips on slides 7 and 26. In the [“Housekeeping” Town Hall Q&A](#), the second question refers to submitting retroactive forms. [ESD/SVP Field Trip Forms](#) should be submitted thirty days prior to the trip.

## Indirect Cost

**14. Just to confirm - the indirect rate is a % of the budget award but then reimbursed as that same % of what was actually spent, correct?**

Answer: The Office of Student Support Services does not handle the reimbursement amounts; this question would be better answered by Grants Finance ([email](#) | [website](#)).

## MWBE

**15. In the WMBE section of the website is there a vendor list provided for approved vendors?**

Answer: [The MWBE directory can be found here](#).

**16. Are the MWBE forms available in Excel?**

Answer: No. The MWBE forms are not available in Excel.

[21<sup>st</sup> CCLC MWBE forms](#)

[ESD/SVP MWBE forms](#)

## Program Modifications

**17. If a new partner is being proposed for 21CCLC and they are listed as a purchased service, where should the new partnership agreement be submitted along with the 25-26 budget package?**

Answer: A new partner would require a Program Modification, which should be submitted in [Survey Monkey Apply](#). Your submission should include the partnership agreement. In the application, indicate that a budget amendment is not needed because the change will be occurring in the annual budget (FS-10) for 2025-26.

Once the Program Modification is complete, NYSED can process your budget package as normal, and the partnership agreement will already be on file.

## Proposed Federal Budget Cuts

**18. Will recently proposed [federal] budget cuts impact the [21<sup>st</sup> CCLC] 2025-26 program year?**

Answer: At this moment, all of our programs and services to the public and to our stakeholders should continue to function without interruption.

**19. I attended the Hot Topics session at the conference on Friday and then received word later in the afternoon regarding the budget released by the current federal administration. I understand that this is just a proposal but there is considerable anxiety regarding its impact on our programming planned for next year. I feel an obligation to apprise my districts of any potential impacts as we finalize our 21stCCLC budget for the academic year 2025-26.**

**Can you tell me:**

- a. If our budget for 2025-26 is submitted and approved, does this mean that the funds are committed and available for allocation?**
- b. Should we run summer programming and start school year programming before the federal budget is approved?**
- c. Is it possible our budgets will be approved and then no funding for reimbursement will be available?**
- d. Does NYSED have or will you develop a timeline of communications regarding the availability of funds for programming?**
- e. I appreciate that we are in unknown territory and I urge you to consider overcommunicating right now as the lack of information or even acknowledgment of potential funding losses increases the anxiety for those of us working in the field. I am aware that NYSNYS is planning a follow-up virtual hot topic presentation and I plan to participate.**

Answer: At this moment, all of our programs and services to the public and to our stakeholders should continue to function without interruption. We understand the concerns around continued funding for 21stCCLC and will communicate any final decisions about changes to the grant or availability of funds to subgrantees if they occur.