New York State Education Department
New York State Archives
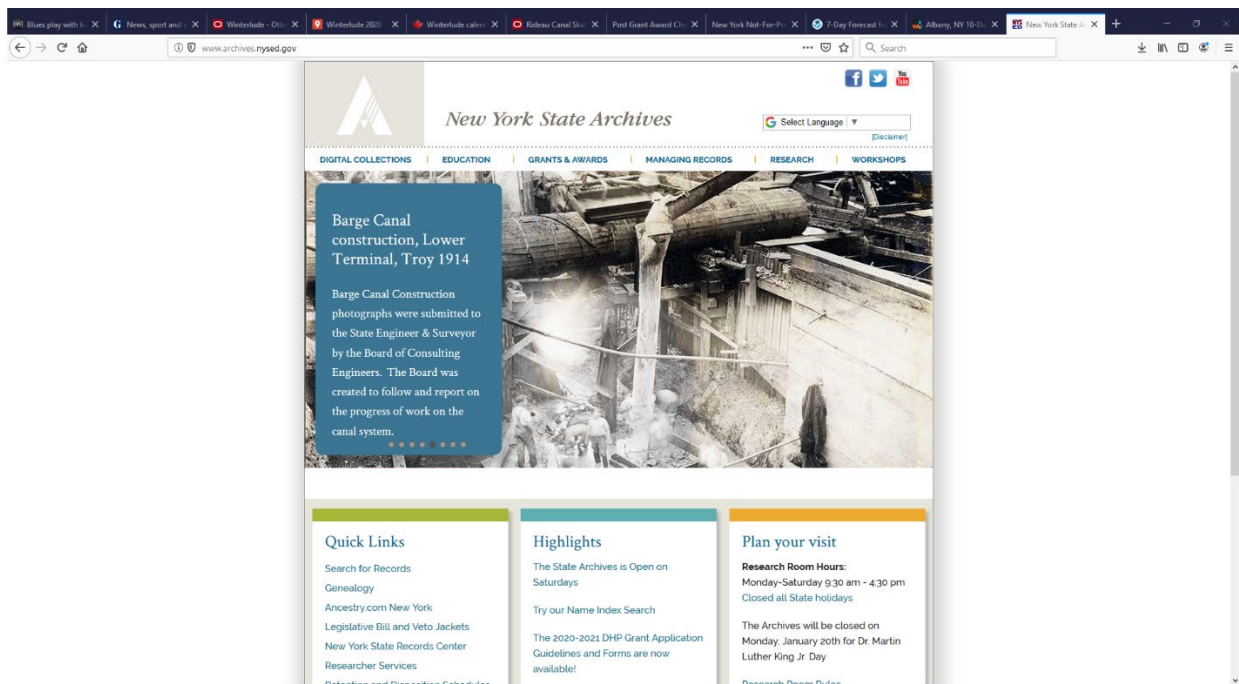
Grants Administration Unit

New York State Archives'

LGRMIF eGrants System

Applicant User Manual

Part II: Managing Your Grant

Cultural Education Center, Room 9A81
Albany, NY 12230
(518) 474-6926

November 2022
Version 2022.01

Contents

Managing an LGRMIF Grant

Introduction

If you have been awarded a Local Government Records Management Improvement Fund (LGRMIF) grant, congratulations! You will find that the eGrants system, which you used to apply for your grant, also gives you the ability to manage your project through the grant year.

Schedule of Payments

For approved applications, payments will be made as follows:

- 50% of the total as an initial disbursement;
- Up to 40% of requested additional funds based on monthly estimates of funds needed to continue project work and monthly submission of the FS-25 form;
- The final 10% at the end of the project upon timely submission of satisfactory final reports on the completed work.

Note: Expenses incurred prior to the start of the grant year, that is prior to 1 July, cannot be paid using grant funds.

Project Administration

Basic Requirements

All awardees must complete and submit several required forms to document different aspects of their projects. These forms include any requests for additional funds (form FS-25), proposed changes/amendments to the budget (form FS-10-A), and Final Reports (including the FS-10-F/Long Form). All of these forms are available through the eGrants system, but some of the forms must be submitted in a paper format because they require an original signature. Some of the forms, such as the FS-10-A and FS-10-F are populated from data entered directly into eGrants; see below for details.

Post Award Checklist

The checklist for the Post-Grant Award Forms links to the following

(See chart on next page.)

Form	Not Completed Directly in eGrants	Completed Directly in eGrants System	Must be Uploaded to eGrants Portal
Request for Additional Funds Form (FS-25)	X		
Budget Amendment Summary		X	
Budget Amendment Form (FS-10-A)	X		
Final Project Narrative		X	
Final Project Budget (Expenses Submitted)		X	
Final Statistical Report		X	
Final Report for Educational Uses Projects	X		
Final Expenditure Report (FS-10-F)	X		
Final Report Sign-Off			X
Reports, products, etc.			X
M/WBE forms	X		X

Please note that the final report forms are covered in-depth in Part III of the User Manual series, "Closing out your LGRMIF Project."

Request for Additional Funds (Form FS-25)

As your project moves along, you might find that you have need of more grant funds than the initial 50% payment and cannot wait until the end of the grant year for the remaining 50%. Form FS-25 allows you to request up to an additional 40% of your total award, provided that the additional funds can be spent in a month's time after receiving the money. Form FS-25 is accessed via the Application Checklist. Once at the Checklist, click on the *Final Reporting* link; the FS-25 is the first form listed.

You have a choice of html or pdf (preferred). Submit one (1) signed copy each month as necessary to request anticipated funds for the next month. Note that this is the only form that grantees submit directly to SED's Grants Finance Office, which is a separate unit from the NYS Archives' Grants Administration Unit. The address is in the upper left corner of the form. It is also noted below.

The eGrants system will populate your form with the following information:

- Project Number
- Funding Source
- Address
- Reporting month and year

- Agency Code
- Local Government/Agency Name:
- Project Director's name and contact information

The FS-25 has a place for your CAO to sign and date the form, followed by five lines that walk you through the process of outlining your financial request. You will fill in the data for lines one through five.

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_____

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1. Amount of Approved Budget (Include approved amendments) $_____
2. Project Payments Received to Date $_____
3. Project Cash Expenditures to Date $_____
4. Cash Expenditures Anticipated During Next Month $_____
5. Additional Funds Requested (Entries 3 plus 4 minus 2) $_____

FOR DEPARTMENT USE ONLY

Note: You can request up to 40% of additional funds based on monthly estimates of funds needed to continue project work. As a reminder, any additional funds must be spent by the grantee within 30 days of receipt.

Submit the completed form, with an original signature preferably in blue ink, from your Chief Administrative Officer (CAO) to:

New York State Education Department
Grants Finance Unit
Room 510-W EB
Albany, NY 12234

Budget Amendment Summary & Budget Amendment Form FS-10-A

The Budget Amendment Summary is required if your approved budget is going to be modified during the course of the funding cycle. A budget amendment can be informal or formal: a formal amendment requires the grantee to submit three (3) copies of an FS-10-A form to the NYS Archives Grants Administration Unit in addition to completing the Online Budget Amendment Summary.

Regardless of whether an amendment is formal or informal, approval from your records advisory officer (RAO) is always necessary to proceed with a budget modification.

What makes a budget amendment formal vs. informal?

An amendment is formal, and therefore requires both the Online Budget Amendment Summary *and* FS-10-A form, if the budget change meets any one of the following criteria:

- Any change in the number or type of personnel positions (budget codes 15 and 16)
- Equipment items having a unit value of $5000 or more, number and type
- Any change in minor remodeling
- Any increase in a budget subtotal by more than 10% or $1000, whichever is greater (this refers to the budget code into which the funds are being transferred, not the code that the funds are leaving). Please note that if funds are being repurposed within the same budget code, it is not necessary to include that dollar amount in the increase/decrease columns. Simply make a note in the description field.
- Any increase in the total budget amount (which is not allowed in the LGRMIF program)

Any of the above types of budget change require the involvement of NYSED's Grants Finance Unit in order to process the change(s), which is why the FS-10-A form is necessary in these cases.

If your proposed budget change does *not* trigger one of the above criteria, it is only necessary to consult your RAO to obtain their approval, and then fill in and submit the Online Budget Amendment Summary. There is no need to follow up with an FS-10-A form in these instances.

Example: $300 is being moved from Code 40 Purchased Services to Code 45 Supplies and Materials, but Code 45 already has $2500 worth of budget items. The amendment would not be formal

because it doesn't involve changes to personnel, equipment of $5000+, or remodeling. It also does not increase the Code 45 amount by more than 10% or $1000-- $1000 is greater than $250 (10% of $2500), and $300 is well under $1000.

Note: The Online Budget Amendment Summary is always required, regardless of whether submission of the FS-10-A is necessary. However, the eGrants system only allows one online Budget Amendment Summary to be completed by each grantee per grant cycle. Contact both your RAO and the Grants Administration Unit if you need to modify your budget more than once during a grant cycle.

To File an Amendment to Your Budget:

1.   Log in to eGrants at https://eservices.nysed.gov/ldgrants
2.   Click on the project number link that requires the amendment.
3.   On the Checklist page, scroll down to the section "FS-10-A Budget Amendments (Optional)."
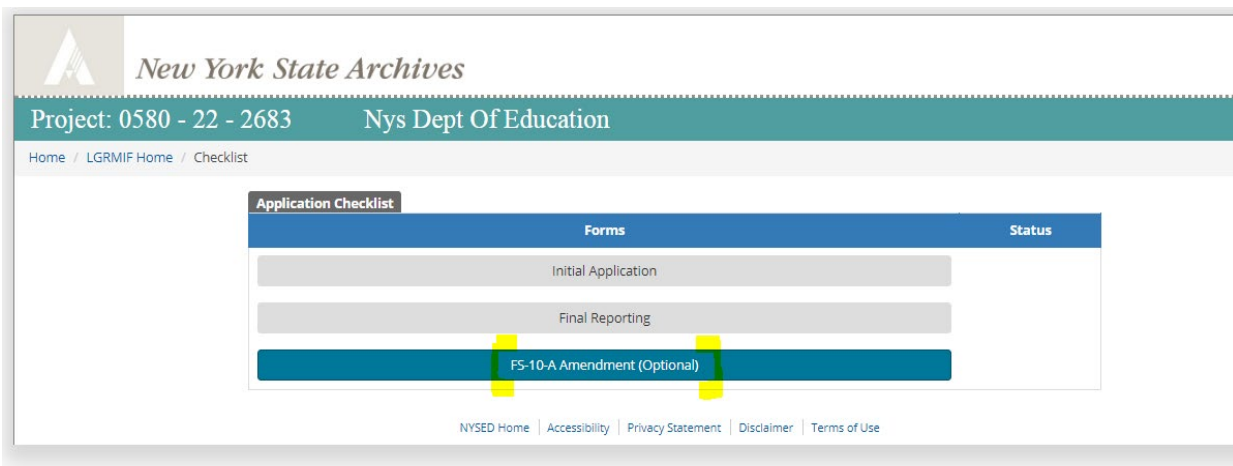
4.   Click on the link for "Budget Amendment Summary" and begin filling in data by clicking on the "Add" button. To give yourself more lines to work with, continue clicking "Add" until you have the correct number of amendment lines.

Provide the following in the appropriate fields: *Budget Category* (ex. Purchased Services, Supplies and Materials, etc.), *Description* (what change is being made for that category and why), and the *Subtotal Increase or Decrease* (financial amount that each category is changing). For new items or services being purchased, please include in the description all necessary details for each new budget line item (ex. quantities, vendor names, descriptions, unit prices, etc.). The Grants Administration team needs to know in order to add new lines to a grantee's budget.

New York State Archives

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FS-10-A Budget Amendments (Optional)   Only if there is an amendment to the approved project budget.

ⓘ Due Date for budget amendments: 06/01/2022 12AM

Forms
→ Budget Amendment Summary ←
Instructions for Budget Amendments
Amendment Form FS-10-A

Submit Budget Amendment

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New York State Archives

Project: 0580 - 22 - 2683   Nys Dept Of Education

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Proposed Amendment to a State Project Budget (Data entered here populates the FS-10-A Form)

Add a new record only if your approved budget has been modified during the course of the year. Specify the budget category, reason for the budget amendment (Description), and the increase or decrease to your approved budget amount. **You must have prior approval of this request from your Regional Advisory Officer (RAO) before submitting this budget amendment template and mailing the accompanying paper FS-10-A form, if required.**

Add   Please save any changes before adding a new record.

Budget Category	Description		Subtotal Increase	Subtotal Decrease
		Save		

The following FS-10-A form must be mailed to NYSED for LGRMIF project **formal** budget amendments only. Please print and sign 3 copies of the form in blue ink, and mail to:

New York State Archives
Grants Administration Unit
9A81, Cultural Education Center
Albany, NY 12230

Again, prior approval from your Regional Advisory Officer is required.

FS-10-A form HTML (opens in new window)
FS-10-A form PDF (opens in new window)

Cultural Education Center, Albany, New York 12230. Phone: (518) 474-6926

New York State Archives

Project: 0580 - 22 - 2683   Nys Dept Of Education

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Proposed Amendment to a State Project Budget (Data entered here populates the FS-10-A Form)

Add a new record only if your approved budget has been modified during the course of the year. Specify the budget category, reason for the budget amendment (Description), and the increase or decrease to your approved budget amount. **You must have prior approval of this request from your Regional Advisory Officer (RAO) before submitting this budget amendment template and mailing the accompanying paper FS-10-A form, if required.**

Add | Please save any changes before adding a new record.

| Budget Category | Description | Subtotal Increase | Subtotal Decrease |

Personal Services -Professional Staff ▾
Personal Services -Professional Staff
Personal Services -Support Staff
Employee Benefits
Contracted Services
Supplies - Materials
Equipment
Travel Expenses
Minor Remodeling
BOCES Services
Albany, NY 12230

Save

...led to NYSED for LGRMIF project **formal** budget amendments only. Please print and sign 3 copies of the form in blue ink, and mail to:

Again, prior approval from your Regional Advisory Officer is required.

FS-10-A form HTML (opens in new window)
FS-10-A form PDF (opens in new window)

Cultural Education Center, Albany, New York 12230. Phone: (518) 474-6926

Note: If the number of personnel in Codes 15 or 16 is changing, but the amount of funding in those codes will remain the same, simply report zero in the increase and decrease columns and provide an explanation of the change in the description text box.

5. Hit "Save." Return to the Checklist page and hit "Submit Budget Amendment" (blue button). This will serve as your electronic request to the State Archives' Grants Administration Unit that you now have a pending amendment or change to your approved budget. **The Budget Amendment Summary must be submitted electronically no later than one month before the end of the current grant cycle.**

6. The Amendment form (FS-10-A) will automatically be populated upon completion of the "Budget Amendment Summary."

7. Print, **sign** (preferably in blue ink- CAO only), and mail **three (3)** copies of the FS-10-A form **only if** there are budget changes that are designated as formal by the State Education Department and thus require the submission of this budget form (see bulleted list above).

8. If the FS-10-A form is required, the Grants Administration Unit must have a completed form, postmarked no later than one month before the end of the current grant cycle, before beginning to process the amendment request. Budget Amendment Summaries submitted that do not require the FS-10-A will be processed as soon as possible.

Reminder: All budget changes require prior approval from your Regional Advisory Officer (RAO).

For information on finishing an LGRMIF grant project, please see Part III of this series: Closing Out Your LGRMIF Grant.