

New York State Education Department

New York State Archives

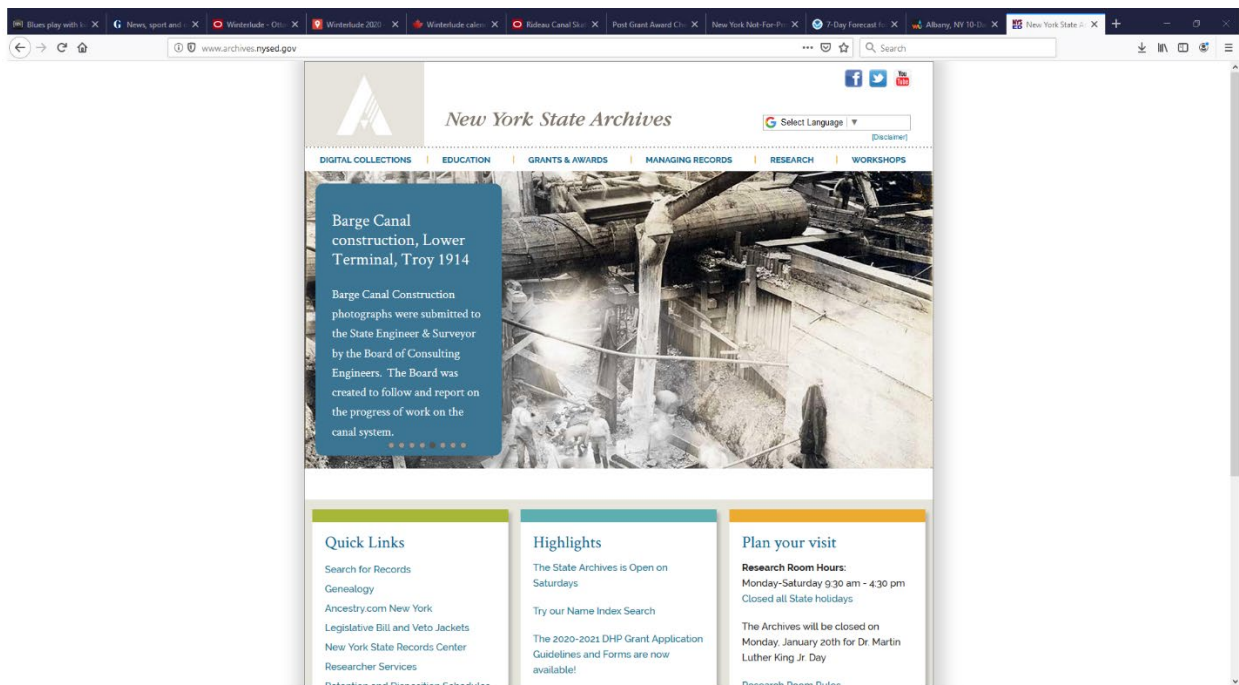
Grants Administration Unit

New York State Archives

LGRMIF eGrants System

Applicant User Manual

Part III: Closing Out Your LGRMIF Grant



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

November 2022
Version 2022.01

Contents

Final Reporting	3
Final Project Narrative Report.....	3
Final Budget Form (Expenses Submitted).....	5
Final Statistical Report	8
Final Report Sign-off	10
Changes in Project Staff	13

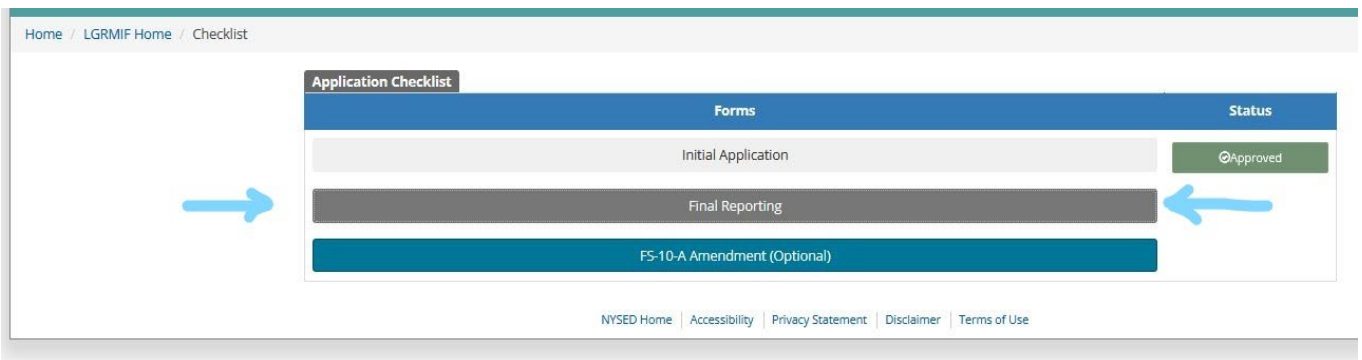
Final Reporting

You must complete your Final Reports in the eGrants system. These reports include the Final Project Narrative, Final Project Budget (Expenses Submitted), Final Statistical Report, and Final Report Sign-Off. Educational Uses projects must also complete and submit the Final Report for Educational Uses Projects. To access these forms, go to the Application checklist and click on the Final Reports link. This will take you to the Post-Grant Award forms menu.

Final Project Narrative Report

You must complete the Final Project Narrative report at the conclusion of your project.


1. From the initial Application Checklist, select *Final Reporting*.



2. From the Post-Grant Award Forms menu, select the *Final Project Narrative* link.

Post-Grant Award Forms

i Due Date for final reports: 07/31/2022 5PM

Forms
Request for Additional Funds FS-25 (Optional)
Amendment Form (FS-10-A)
Final Project Narrative 
Final Project Budget (Expenses Submitted)
Final Statistical Report
Final Report for Educational Uses
Final Expenditure Report (FS-10-F)
Final Report Sign-off
Attachments/Uploads
View Application Submission
View Decision Notes

Final Report Submit

3. Type your report narrative directly into the text areas provided for each of the five questions or copy and paste from a document. Click *Save* to save your changes to the system.

Home / LGRMIF Home / Checklist / Forms / Final Narrative

Final Narrative

FINAL Project Narrative

Project narrative help

1. Records Management Problem

The Final Project Narrative should correspond closely to the plan of work that you submitted. It should contain details relevant to the following questions:

1. What was the records management problem you were trying to solve?

Save Undo Redo Bold Italic Underline Text Color Background Color Bulleted List Numbered List Indent Outdent Table Link Unlink

NYSED Home | Accessibility | Privacy Statement | Disclaimer | Terms of Use

4. An editing toolbar at the top of each text area is accessible if you have JavaScript installed. If your web browser does not have JavaScript enabled, you will not see this toolbar, but you can still type and save your final report narrative.
5. Be sure to address all five of the questions posed in this section. Thorough answers are expected since this is the only record of your project results that the Grants Administration Unit (GAU) will have on file. Answers that are short and/or vague will result in a request by the GAU for more information, which could delay final project payment.

Note: You will have read-only access to the Final Narrative Report once you click “Submit” in the Final Reporting Menu.



Final Budget Form (Expenses Submitted)

All successful applicants must complete the Final Project Budget to report what LGRMIF funds they actually expended.

1. Access the Final Project Budget via the menu under Post-Grant Award Forms, just as you did for the Final Narrative. Click on “Final Project Budget (Expenses Submitted)” and report your data there before navigating to the link for the FS-10-F form; filling in and saving your data in *Expenses Submitted* will automatically populate the FS-10-F.

Post-Grant Award Forms

 Due Date for final reports: 07/31/2022 5PM

Forms
Request for Additional Funds FS-25 (Optional)
Amendment Form (FS-10-A)
Final Project Narrative
Final Project Budget (Expenses Submitted) 
Final Statistical Report
Final Report for Educational Uses
Final Expenditure Report (FS-10-F) 
Final Report Sign-off
Attachments/Uploads
View Application Submission
View Decision Notes

Final Report Submit

- Enter actual expenses for each approved budget code by clicking on the green “Edit” button at the end of each approved line item, making sure to save your entries at each step. Where it is relevant, you must also enter data in the non-expense fields, such as *Beginning and Ending Dates of Employment, Encumbrance or Purchase Order Date* (or Dates of Service), and *Check/Journal Entry #*. If you do not fill in these fields, you will not be able to submit the Final Project Budget.

Please note: if an expense was paid via credit card, a transaction or authorization number must be given in place of a check/journal entry number. NYSED’s Grants Finance Unit cannot accept budget forms that simply read “credit card” in that field.

Final Project Budget (Expenses Submitted)

Professional Salaries

Support Staff Salaries

Purchased Services

Supplies and Materials

Travel Expenses

Employee Benefits

Purchased Services (BOCES)

Minor Remodeling


Equipment

Professional Salaries (Code 15)

Justify in detail the need for these positions and clearly outline the responsibilities of the positions. Demonstrate why the requested number of hours is needed. Explain how the project staff will support project activities and goals.

[LGRMIF Eligible and Ineligible Expenditures](#)

[Final project budget help](#)

Right click the table header to select columns to show/hide. Some columns are hidden by default.
Click the Edit icon  in the far right column to edit the selected row.

Professional Staff Salaries (Code 15)

Funds Expended	Name	Position	Personnel Used	Amount Requested	Amount Awarded	Expense Submitted	Expense Approved	Edit	Delete
	John Cash	Project manager		6600	6600				
				\$6,600	\$6,600	\$0	\$0		

Grand Totals for all Budget Categories

Amount Requested: \$21,176

Amount Awarded: \$21,176


Expense Submitted: \$0

Expense Approved: \$0


- If you have records with zeroes in them or did not expend any awarded funds for a particular line item, you will need to check "No" for the "Funds Expended" box. Otherwise, you will not be able to submit your Final Reports.
- For Purchased Services (budget Code 40), if you did not use the original vendor, fill in the "Service Provider Used" field with the name of the new vendor. Otherwise, fill in the name of the original service provider. Similarly, if any of your vendors changed in Code 45 Supplies and Materials, you should note that change in the "Vendor Used" field. Otherwise, simply enter the name of the original vendor.

Professional Salaries Support Staff Salaries **Purchased Services** Supplies and Materials Travel Expenses Employee Benefits Purchased Services (BOCES) Minor Remodeling Equipment

Purchased Services (Code 40)
Describe how each of the purchased services supports the project's activities and goals. List purchased services from the consultant or vendor's role in and time spent on the project, and demonstrate that the consultant or vendor is qualified to conduct this work. List purchased services from the LGRMIF Eligible and Ineligible Expenditures
Final project budget help

Right click the table header to select columns to show/hide. Some columns are hidden. Click the Edit Icon  in the far right column to edit the selected row.

Purchased Services (Code 40)


Funds Expended	Service Provider	Encumbrance Date	Awarded	Expense Submitted	Expense Approved	Edit	Delete
	Smith RM Associates		120		0		
				\$0	\$0		

Grand Totals for all Budget Categories
Amount Requested: \$21,176
Amount Awarded: \$21,176
Expense Submitted: \$0
Expense Approved: \$0

Edit Record

Funds Expended
☐ Yes
☐ No

Encumbrance Date

Service Provider Used 

Check Or Journal Entry#

Expense Submitted

Cancel Save

5. For the Personnel codes (Professional Staff, Code 15 and Support Staff, Code 16), in cases where you used staff different from your original budget, complete the "Personnel Name" field. You should also fill in the "Personnel Name" field in cases where you did not name any individuals in your original budget (ex. "TBA" or "TBD"). If a specific name was given at the time of the grant application, and that same person is the one who was hired, please repeat that name in the "Personnel Name" field so that it appears on the hard-copy budget form. SED's Grants Finance Unit requires that names be included in the Final Budget/FS-10-F to show that expenses were incurred.
6. Data from the Final Project Budget populates the Final Expenditure Form (FS-10-F/Long Form). Print and submit three (3) copies of the FS-10-F (signed and dated in blue ink by your Chief Administrative Officer) to the Grants Administration Unit. Please note that this address is for the NYS Archives Grants Administration Unit, not NYSED's Grants Finance Unit:

NYS Archives – Grants Administration Unit
 9A81 Cultural Education Center
 Albany, NY 12230

Final Statistical Report

You must complete the Final Statistical Report at the conclusion of your project. Educational Uses Projects must also complete the "Final Report for Educational Uses."

1. Select Final Statistical Report from the menu under Post-Grant Award Forms.
2. Report data for the type of grant you were awarded, such as Inactive Records or Files Management. If you were the lead institution for a Shared Services project, you must also fill in the required data for the Shared Services project type.

Final Statistical Report

Final Statistics help

To provide statistical data for your completed grant, click on the link below that pertains to the appropriate category for your project. Please note: If you participated in a Shared Services project, you will need to enter data under the Shared Services link and the category link that is relevant to your project. For example, if you participated in a Shared Services grant that focused on digitizing microfilm records, you would enter data under both Shared Services and Document Conversion and Access.

▶ Shared Services

▶ Inactive Records

▶ Document Conversion and Access

▶ Historical Records

▶ Files Management

▶ Disaster Management/Disaster Recovery

Save

Final Statistical Report

Final Statistics help

To provide statistical data for your completed grant, click on the link below that pertains to the appropriate category for your project. Please note: If you participated in a Shared Services project, you will need to enter data under the Shared Services link and the category link that is relevant to your project. For example, if you participated in a Shared Services grant that focused on digitizing microfilm records, you would enter data under both Shared Services and Document Conversion and Access.

▼ Shared Services

Total Startup Cost Savings [More info](#)

Anticipated Annual Cost Savings

3. Enter whole numbers only. Text, commas, spaces, blanks, etc., are not allowed by the system, except in the field "Other."
4. If the Statistical Report does not apply to your project, enter "0" for all fields except for the field "Other," where you should type "N/A". Be sure to hit the "Save" button once you have completed the Report or made any changes.

5. You will have read-only access to the Final Statistical Report once you click the “Submit” button.

Final Report Sign-off

You must complete the Final Report Sign-off when you submit the Final Report Narrative.

1. The Final Report Sign-off is accessible from the menu under Post-Grant Award Forms.
2. Print out either the HTML or the PDF version of the form, then have your CAO sign and date the form.

Final Report Signoff

Home / LGRMIF Home / Checklist / Forms / Final Report Signoff

[Final signoff help](#)
Final Report Signoff

Sponsoring Institution: Nys Dept Of Education
Project Number: 0580 -22 -8734

I hereby certify that all expenditures reported in the Final Expenditure Report (FS-10-F) are directly attributable to this project, and that the Final Project Narrative that has been entered is an accurate and complete account of the project.

Date: _____ Signed: _____

Print Name: _____


Chief Administrative Officer

Instructions
The LGRMIF Grant Program Final Signoff Form must be printed and signed at the conclusion of your project. Then scan the signed form and upload the form to your application as an attachment. [Attach](#) the form as a document/attachment to your grant application. Please put "Final Signoff" as the description for your attachment.

*For applicants who do not have access to a scanner, please fax the document to (518) 486-1647 or mail it to:

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


[View PDF version of Final Signoff Form](#)

 [NYSED Home](#) | [Accessibility](#) | [Privacy Statement](#) | [Disclaimer](#) | [Terms of Use](#)

3. Scan the signed form and upload the file to the eGrants System using the “Add an Attachment” link (see screenshot below). If you need additional assistance, see instructions under “Attaching Documents to the Application.” If you do not have access to a scanner, you can fax (518- 473-7058), or mail a completed, signed form to the GAU and we will upload the form to your application.

Post-Grant Award Forms

i Due Date for final reports: 07/31/2022 5PM

Forms
Request for Additional Funds FS-25 (Optional)
Amendment Form (FS-10-A)
Final Project Narrative
Final Project Budget (Expenses Submitted)
Final Statistical Report
Final Report for Educational Uses
Final Expenditure Report (FS-10-F)
Final Report Sign-off
Attachments/Uploads 
View Application Submission
View Decision Notes

Final Report Submit


List of Attachments

Home / LGRMIF Home / Checklist / Forms / List of Attachments

[Attachments help](#)

List of Attachments

These are the documents that have been attached to this aid application.
Click on the Document Name to download the document, or click Delete to remove the document from this aid application.

Action	Document Name	Description	Document Type	Document Size	Date Attached	Attached By
Add an Attachment 						

[NYSED Home](#) | [Accessibility](#) | [Privacy Statement](#) | [Disclaimer](#) | [Terms of Use](#)

After completing and saving all components of final reporting, please click the blue *Final Report Submit* button located at the bottom of the “Post-Grant Award forms” menu—this will forward your project in the grants portal to the “Final Reports Pending” list so that we will know to watch for your FS-10-F forms in the mail.

Post-Grant Award Forms

Due Date for final reports: 07/31/2022 5PM

Forms
Request for Additional Funds FS-25 (Optional)
Amendment Form (FS-10-A)
Final Project Narrative
Final Project Budget (Expenses Submitted)
Final Statistical Report
Final Report for Educational Uses
Final Expenditure Report (FS-10-F)
Final Report Sign-off
Attachments/Uploads
View Application Submission
View Decision Notes

 Final Report Submit 
NYSED Home Accessibility Privacy Statement Disclaimer Terms of Use

Once you have successfully submitted the final reports, the grant project director and the RMO will receive an auto-generated e-mail notification confirming the submission. Unlike the initial application submission, the final report does *not* show as “Status- Submitted” within the eGrants portal. Confirmation of final report submission is by e-mail only. Final Reports are due one month after the posted end of the grant cycle. Of course, you can also submit them any time after you have completed your project and closed out your final expenditures, should you finish your project before the deadline.

Failure to submit the final reports will delay close-out of your project and may jeopardize any potential future award. An awardee that has failed to submit the final reports by the posted deadline will not be eligible to apply for future grants until the outstanding reports are submitted and reviewed. Final reports that are very late are subject to SED’s reimbursement policy, which states that grants will be reimbursed on a paid-to-date basis only, regardless of what the actual final expenditures are.

Note: To submit the final reports, remember to click the blue “Submit” button after completing all of the required online final report components.

Changes in Project Staff

Any change in the number or type of personnel positions, either professional salaries or support staff salaries, will require the completion and submission of a budget amendment summary and an FS-10-A *prior to the budget amendment deadline*, which is usually one month prior to the posted end of the grant cycle. Please refer to the *Applicant User Manual Part II: Managing Your Grant* for detailed information about submitting a budget amendment.

Any change in the Project Director or RMO should be reported to the State Archives, Grants Administration Unit at archgrants@nysed.gov. Upon receipt of corrected or updated information we will update the appropriate eGrants application record.