

New York State Education Department

New York State Archives

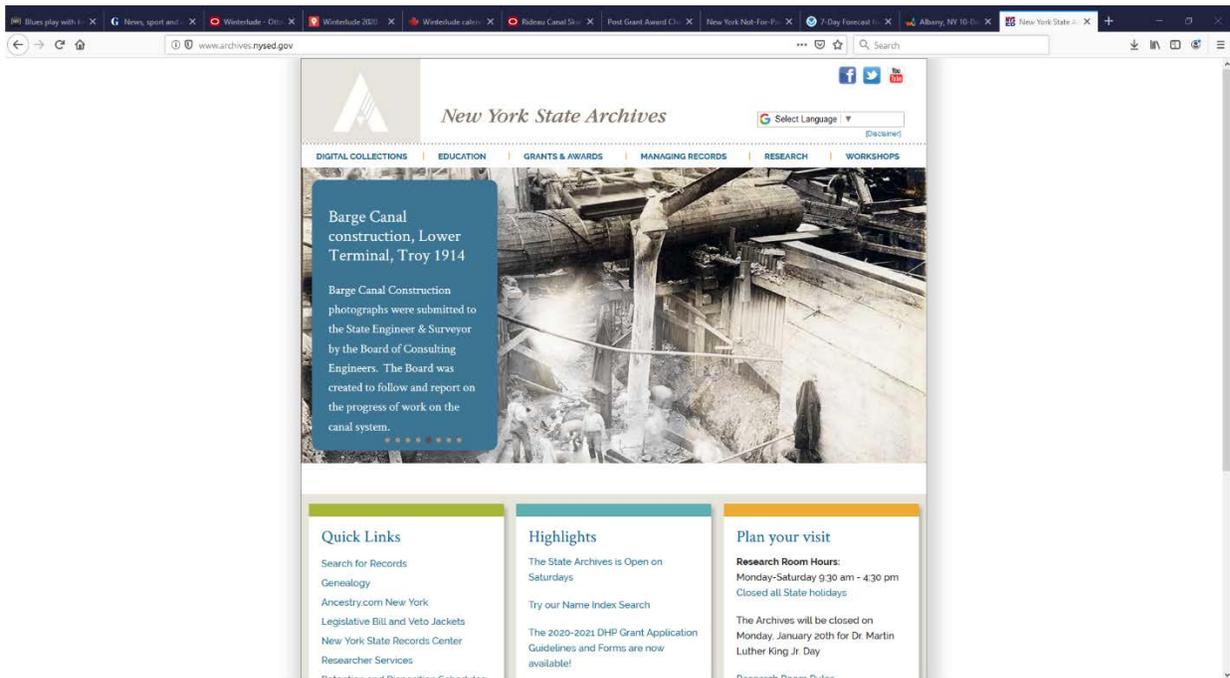
Grants Administration Unit

New York State Archives'

LGRMIF eGrants System

Applicant

User Manual



Cultural Education Center, Room 9A81

Albany, NY 12230

(518) 474-6926

November 2019

Version 2019.01.1

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Introduction

All LGRMIF grant applications must be submitted using the [LGRMIF eGrants System](#) . **Note:** This is separate from the New York State Grants Gateway and requires a separate user account.

In order to use the eGrants system and apply, your Records Management Officer (RMO) must have an active eGrants user account. Your eGrants user account is associated with your local government. It will allow you to access the eGrants system to create, edit, and submit applications on behalf of your local government. If you have difficulty registering or resetting an account or in completing an online application, please contact the State Archives Grants Administration Unit (GAU). The GAU can be reached at (518)474-6926, or Archgrants@nysed.gov

eGrants User Accounts

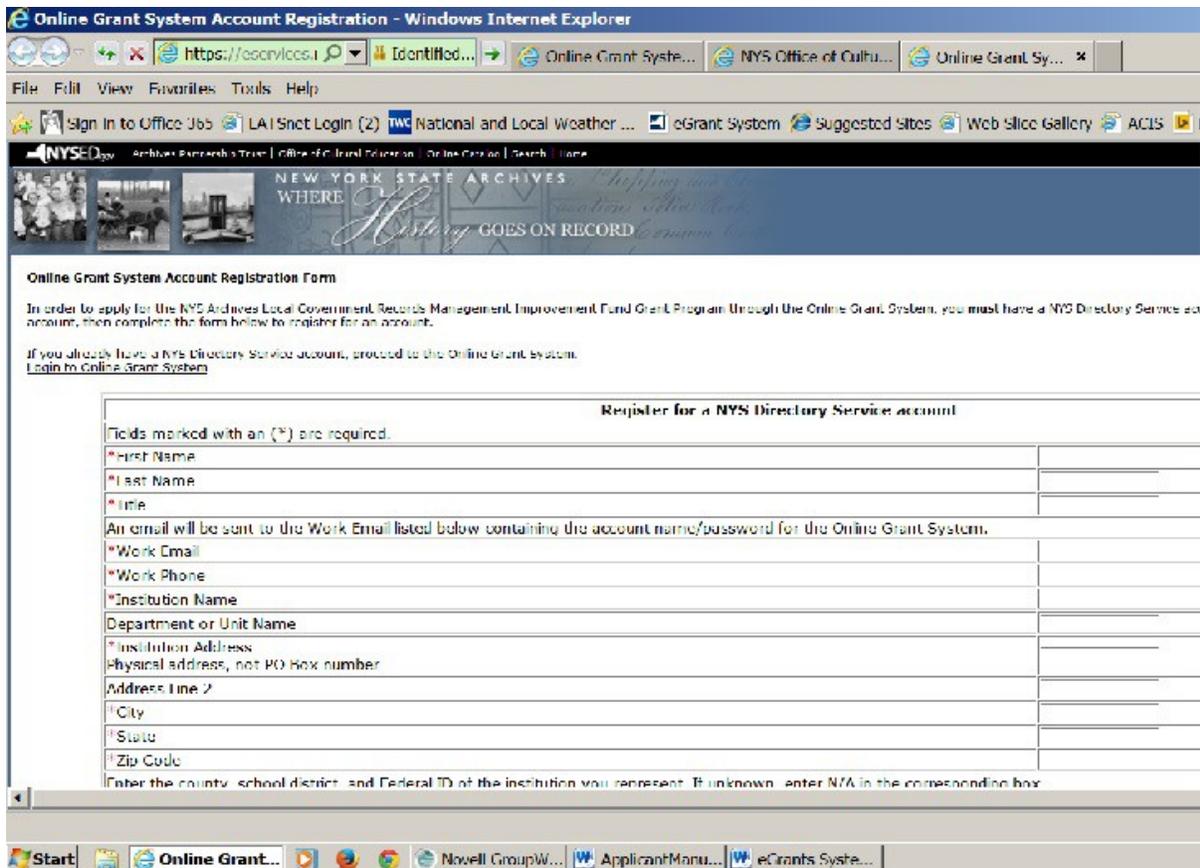
Registering for a User Account

To log into the system, you must have an active NY.Gov ID/ New York State Directory Service account, which consists of a username and password. If you are not sure whether your RMO has an account, please contact the Grants Administration Unit at Archgrants@nysed.gov or 518-474-6926.

If you do not have an account, your Records Management Officer (RMO) or designee (where an RMO is not required by law) must [register](#) for an account. Only one username and password will be established per local government and this will be established through the RMO. The RMO may delegate use of this account information to others as needed.

We strongly recommend that you complete or verify your registration at least two weeks before the application deadline. Please note that registration forms requesting **new** user accounts will not be processed if submitted within 5 business days of the published application due date.

The [registration form](#) is located on the Archives' website. Enter all required information (see screen shot below), including your RMO's name, title, institutional address, and contact information. Please make sure that all information is entered correctly, especially email addresses; all future communications regarding your application will be sent via email. Also, please indicate whether this is a new RMO. Then click Submit.



A username and password will be emailed within 2-3 days of receipt of your form to the email address you entered on the registration form. Please be sure to provide the correct email address, otherwise receipt of your new account will be delayed.

If you have difficulty registering or resetting an account or in completing an online application, please contact the State Archives Grants Administration Unit (GAU). The GAU can be reached at (518)474-6926, or Archgrants@nysed.gov

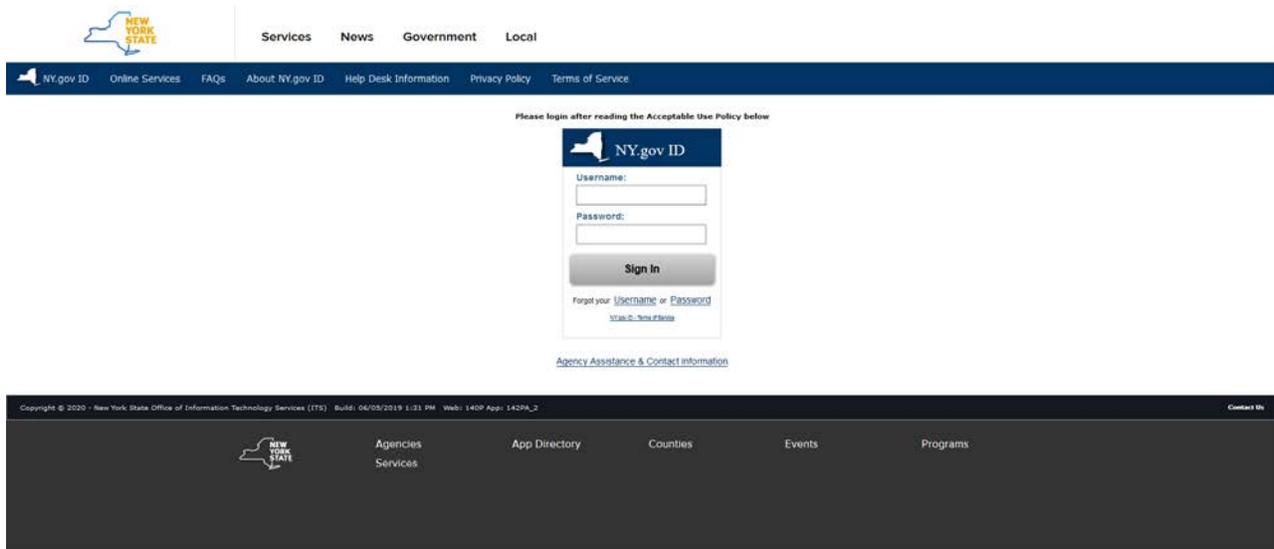
Note: Requests from individuals other than the RMO will not be processed.

Logging into the LGRMIF eGrants System

You can access the LGRMIF [eGrants System directly](#) or via the [New York State Archives web site](#).

Note: If you have already established an account but have not been in the eGrants system for three months or more, you will need to re-set your password (see “Resetting Your Account” below).

Enter your username and password, and click Sign In. Your username is usually your first name followed by your last name, with a period between your first and last names: `firstname.lastname`. (See “Registering for a User Account” if you do not have a New York State Directory Service username and password.)



The first time you log into the system, you will be asked to change your password and set up security questions. The security questions will be used in case you forget your password. The standards for passwords are as follows:

- Passwords must be at least eight characters long, one of which must be a numeric character.
- Passwords cannot be the same as your username or your original default password.

Once you have successfully logged in you will see the following “Welcome” page. This page will list which State Education Department, Office of Cultural Education, grant programs you may apply for. For most local governments it will list just the LGRMIF. Click on the link for the LGRMIF grants program.

Announcements

[Public Library Construction website](#)

[Conservation/Preservation website](#)

C/P Discretionary 2020-21 applications due 11/08/19

[Adult/Family Literacy website](#)

Welcome to the New York State Office of Cultural Education Online Grant System: *Your UserID name will appear here.*

These are the grant programs you may apply for:

- [LGRMF](#)
- [LGRMF Application help](#)

Cultural Education Center, Albany, New York 12230
Library Phone: (518) 474-7890 Archives Phone: (518) 474-6926

Version 11g

Resetting Your Account

If you forget your password, click on “I forgot my password”, on the Sign In page, and answer the security questions to reset your password. If you don’t remember the answers to your security questions, please contact one of the following:

- Grants Administration Unit: Archgrants@nysed.gov
- Mark Maniak: mark.maniak@nysed.gov
- Kerry Lynch: kerry.lynch@nysed.gov
- Stefanie Husak: stefanie.husak@nysed.gov

You will have three attempts to access your account, after which your account will be disabled. If your account is disabled you will need to reset your password by sending an email to Archgrants@nysed.gov. You will receive an email from the New York State Office of Information Technology Services with a link for resetting your password.

Applying for a Grant

It is important that your grant application information be entered into the appropriate sections of the proposal, as failure to do so will negatively affect the scoring of the application. This is particularly true with the application narrative, where each subsection is a separate field and each subsection must be

completed.

Note: You will be automatically kicked out of the eGrants system after 30 minutes of inactivity, so be sure to save your work often.

Creating and Accessing an LGRMIF Grant Application

The LGRMIF eGrants homepage is where you create a new application and access current and previous applications. To create a new grant application:

- Click on “Create New Application” (the green button in the upper left). Use this button to create an application only, do not use it to edit an application that you have already created.
- When a new blank application appears, you will be directed to the Application Checklist. Click on the “Initial Application” bar to begin filling out the application.

Note: Participants in a Shared Services application (other than the lead government) have read-only access to the application, except for the Shared Services Agreement Form.

To access a previous application:

- Click on the LGRMIF Home link in the upper left to access an application already in progress or to view an application already submitted. This homepage first lists all grant applications that your institution has created as an individual applicant. It then provides a list of grant applications in which your government is a participant.
- Click on the project number for the grant application you wish to view. **Do not hit the “Create an Application” link.**



New York State Archives

[Create Application](#)

Local Government Records Management Improvement Fund Applications

Project Number	Institution	Fiscal Year
0580 -22 -2683	Nys Dept Of Education	2022
0580 -15 -2554	Nys Dept Of Education	2015
0580 -14 -2547	Nys Dept Of Education	2014
0580 -13 -1601	Nys Dept Of Education	2013
0580 -12 -1557	Nys Dept Of Education	2012
0580 -08 -1554	Nys Dept Of Education	2008
0580 -08 -1551	Nys Dept Of Education	2008

Quick Links

- > [LGRMIF Summary, Guidelines and Instructions: Located on the Help Page](#)
- > [Creating or Accessing an Application help](#)

Navigating the eGrants System

Using the Application Checklist and Forms Menus

The Application Checklist and Forms menus are designed to help you navigate the eGrants system to assist you in accessing the forms required for your specific project. Additionally, they allow you to monitor your progress on an application and project. The Application Checklist includes links to “Initial Application”, “Final Reporting”, and “FS-10-A Amendment (Optional)”. These links take you to the various forms needed to complete your application, Final Reports, and amendment related forms.

The link for the Initial Application Forms takes you to the following:

- Application Sheet
- Project Narrative
- Project Budget
- Appendix A and A-1G
- Payee Information Form and Standard Data Capture Form
- Institutional Authorization
- Proposed Budget Summary (FS-10)
- Attachments/Uploads
- Participating Institutions Form (if applicable)
- Shared Services Agreement Form (if applicable)
- Pre-Qualification Requirements (Not-for-Profits only)
- Application Printouts
- M/WBE Requirements

See “Managing an LGRMIF Grant” for information on the Final Reporting menu and forms.

The screenshot displays the user interface of the eGrants system. At the top right, there are links for "NYSED Home" and "Online Application System" with a user profile icon. The main header features the "New York State Archives" logo and name. Below this, a teal banner shows the project details: "Project: 0580 - 22 - 2683" and "Nys Dept Of Education". A breadcrumb trail indicates the user is at "Home / LGRMIF Home / Checklist". The central content area is titled "Application Checklist" and contains a table with three rows:

Forms	Status
Initial Application	
Final Reporting	
FS-10-A Amendment (Optional)	

At the bottom of the page, there are links for "NYSED Home", "Accessibility", "Privacy Statement", "Disclaimer", and "Terms of Use".



LGRMIF Initial Application Forms

Due Date for new applications, including forms required to be submitted in paper: 10/15/2020 12AM

*Exception(s) to Grant Application Deadline

Forms
Application Sheet
Project Narrative
Project Budget
Appendix A and Appendix A-1 G
Payee Information Form & Standard Data Capture Form
Institutional Authorization
Proposed Budget Summary (FS-10)
Attachments/Uploads
Participating Institutions (if applicable)
Shared Services Agreement Form (if applicable)

As you complete each required online form, be sure to save your work often. You will be kicked out of the system after 30 minutes of inactivity. For instructions on how to submit the forms you cannot complete online, see “Attaching Documents to the Application.”

Deadlines and Submission of Application

Please check the LGRMIF Request for Applications (RFA), more commonly referred to as the [LGRMIF Grant Application Guidelines](#), for the grant application due date. You must submit your application before 5:00 pm on the published application due date, except under the following circumstances.

- If a state or federal disaster emergency is declared in your area, the local governments affected by the disaster will receive an extension of the grant application deadline of one week.
- If the LGRMIF eGrants System is down because of a technical failure on our end, all local governments will be given an extension to the application deadline of one additional business day. Please visit the [Archives’ website](#) for announcements and updates:

To submit your application, click the blue Submit Initial Application button at the bottom of the Initial Application Forms menu. A warning message will appear if you have not completed an Application Sheet, a Project Budget, and filled out all sections of the Project Narrative. The system will ask you to confirm your submission of the application and will automatically generate an email to the Project Director and RMO indicating that the application was submitted. Note: You cannot edit the application once you have submitted it.

The screenshot displays a web interface for submitting an application. It features a vertical list of document types, each in a light gray button-like box:

- Attachments/Uploads
- Participating Institutions (if applicable)
- Shared Services Agreement Form (if applicable)
- Prequalification Requirements (Not-for-Profits only)
- Application Printouts
- M/WBE Requirement - only for an application for grant funding that exceeds \$25,000 for the full grant period.
- View Application Submission

Below this list is a prominent blue button labeled "Submit Initial Application". Underneath the button is a link for "Help Submitting application". At the bottom of the page, there is a footer with several links: "NYSED Home", "Accessibility", "Privacy Statement", "Disclaimer", and "Terms of Use".

Application Sheet

The Application Sheet includes contact information for your institution, chief administrative officer (CAO), project director (PD), and records management officer (RMO). It also includes sections where you provide basic information about your proposed grant project, including the type of application (Individual, Shared Services), project category, and project summary.

The institutional information and CAO information are supplied by an internal database of the State Education Department (SED), known as SEDREF, and cannot be modified by applicants. Before you begin your application, you can confirm this information is correct by accessing the public version of [SEDREF](#). If any of the information is incorrect, please include the correct information on the [Standard Data Capture form](#), which you can submit to the Grants Administration Unit (archgrants@nysed.gov) prior to submitting your application.



[Application sheet help](#)

Application Sheet

Project Number	0580 -22 -2683
Sponsoring Institution:	Nys Dept Of Education
Mailing Address:	89 Washington Ave
Address:	
City, State, Zip:	Albany NY 12234
Chief Administrative Officer:	Maryellen Elia
Title:	Commissioner Of Education
Phone:	
Email:	
State Judicial District: 3	State Assembly Districts: 109 110 108
State Senate Districts: 44 46	State Congressional Districts: 20
Federal ID:	School District: Albany City Sd
Institution Type:	State Agencies (Non-Facilities)
NOTE: The institutional information listed above is pulled from the SEDREF database. SEDREF , the single authoritative source of identifying information about institutions which the NYS Education Department determines compliance with applicable policy, law and/or regulation.	
If your institutional information is incorrect, it can only be updated once your Payee Information Form is received by the Grants Administration Unit and approved by Grants Finance. Grant Unit staff do not have authority to update SEDREF information. The applicant cannot edit the SEDREF information above on their own.	

Fields marked with an (*) are required. The Application Sheet cannot be "Saved" unless all required fields are completed.

Note: The Application Sheet cannot be saved unless all required information is entered. Be sure to complete the form all at once. If you don't have the correct required information on hand, use a placeholder, such as random letters or numbers.

Under "New York City (NYC) Grant?", check "Yes" if you are applying on behalf of a department of the City of New York. If you are a NYC department, you must apply through the NYC Department of Records and also select the specific name of your agency from the drop-down menu. If you are not a NYC department, check "No."

Enter eligibility information, which requires that you confirm an RMO has been appointed, enter the year of that appointment, confirm an appropriate retention schedule has been adopted, and indicate the year of that schedule's adoption. Select N/A if these requirements do not apply to your institution.

Enter information for the Project Director and RMO, including name, title, and contact information. If the Project Director does not have a specific title in your government, repeat Project Director as that person's title. Be sure to enter correct and current email addresses.

Fields marked with an (*) are required. The Application Sheet cannot be "Saved" unless all required fields are completed.
Remember to Save your work often.

*New York City (NYC) Grant? Yes No

Name of NYC Agency (if applicable)

Eligibility Requirements

*RMO Appointed? Yes No N/A

*Year RMO Appointed? (####)

*Appropriate Retention Schedule Adopted? Yes No N/A

*Year Schedule was Adopted? (####)

Project Director (PD)

*First Name

*Last Name

*Title

*Phone (### ### ####)

Phone Extension

The Project Director email address listed below will receive notifications regarding the LGRMIF application

*Email

Records Management Officer (RMO)

*First Name

*Last Name

*Title

*Phone (### ### ####)

Phone Extension

The RMO email address listed below will receive notifications regarding the LGRMIF application

*Email

Select the appropriate government region and type from the respective drop-down menus. The system will automatically complete the county field.

- Click on “Region” for a list of regions, and then select the appropriate region from the drop-down list of local government regions.
- Click on “Type” for a listing of local governments, and then select the appropriate local government type from the drop-down list of local government types.

Indicate your government’s population, annual operating budget, number of employees, and the specific department or unit applying for the grant. For annual operating budget, provide a whole number only (do not add a dollar sign, cents, or commas).

Check the appropriate application type (Individual or Shared Services). For more information about the requirements of each of these types of applications, see “Types of Grants” in the LGRMIF RFA.

From the drop-down menu, select the appropriate category for your proposed project. The category “Administrative” is for the NYC Department of Records only.

Note: The Amount Requested field will be populated automatically by the system once you have completed and saved your proposed project budget.

The RMO email address listed below will receive notifications regarding the LGRMIF application	
*Email	archgrants@nysed.gov
Local Government Information	
County	Albany
*Region	Capital District-North Country ▼
*Type	Autonomous Special District ▼
Department/Unit	
*Population Served	25,000
*Annual Operating Budget	1,200,000
*Number of Employees	Full-time: 5
	Part-time: 3
The Amount Requested field below will be completed by the system.	
Amount Requested	\$0

Summary description of proposed project activities: Describe the project, including scope, objectives, and description of records. The summary should be brief, but should provide a clear statement of how you intend to use a LGRMIF grant.
 The Project Summary field is limited to 2500 characters, including spaces.

0 Character count

Remember to Save your work often.

Select [Participating Institutions](#) for this LGRMIF proposal (Shared Services Projects only)
[Eligibility Requirements](#)

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

Enter a brief summary description of your proposed project in the bottom section of the Application Sheet. This field is limited to 2500 characters, including spaces. Then click Save.

Project Narrative

The Project Narrative is the most important part of your application. Eighty percent (80%) of your application's score is based on the information you provide in the application narrative. The narrative consists of the following four sections:

1. Statement of the Problem (maximum 25 points)
2. Intended Results (maximum 25 points)
3. Plan of Work (maximum 25 points)
4. Local Government Support (maximum 5 points)

Each section of the Project Narrative consists of subsections. Address each of these subsections, being as detailed as possible. Keep in mind that the Narrative directly corresponds to the criteria that reviewers will follow when ranking your application.

The screenshot shows a web application interface for entering a Project Narrative. At the top, a breadcrumb trail reads: Home / LGRMIF Home / Checklist / Forms / Project Narrative. A teal sidebar on the left is titled "Project Narratives" and contains a list of sections: "1. Statement of the Problem (Maximum 25 points)" (highlighted in blue), "1a. Defining the problem", "1b. Defining records involved and previous grants", "2. Intended Results (Maximum 25 points)", "3. Plan of Work (Maximum 25 points)", and "4. Local Government Contributions (Maximum 5 points)". The main content area is titled "Project narrative help" and displays "1a. Defining the problem (15 points)". Below the title, instructions state: "Describe in detail the specific records management problem this proposed project will address, include specific reasons why this is a problem, and explain why this particular project is a high priority for your records management program. Where applicable, provide specific data about the problem, including the number of records requests and related costs to the government in terms of staff time and salaries. Do not discuss any proposed solutions here, only the problems. Discuss solutions in 1More instructions". A rich text editor toolbar is visible above a large empty text input area, featuring icons for Save, Undo, Redo, Bold, Italic, Underline, Bulleted List, Numbered List, Indent, and Outdent.

For more information on what to include in the Project Narrative, see General Application Requirements, category descriptions/requirements, and requirements for certain types of grants, such as Shared Services in the guidelines in the current [application guidelines](#). In addition, contact your [Regional Advisory Officer](#).

From the LGRMIF Initial Application Forms, menu choose Project Narrative. This will display the Narrative section and the subsections of the Project Narrative on the left. Use the links on the left-hand side of the screen to access and complete the seven subsequent subsections of the Project Narrative.

Instructions for each section of the narrative are listed above the text area. You can type the narrative directly into the application, but it is likely better to copy the narrative sections from a Microsoft Word document and paste them into the template. Click Save each time you complete a subsection of the narrative before moving on to the next.

Note: You cannot enter data in certain file formats (for example, spreadsheets and digital photos) directly into the Project Narrative or other sections of the eGrants System. You may add these as attachments to your application. For more information, see instructions for “Attaching Documents to the Application.”

The Word editing toolbar at the top of the text area is accessible only if you have JavaScript enabled. If your browser does not have JavaScript, you will not see this editing toolbar, but you can still type and save your Project Narrative directly into the system.

Once you submit the application, you will have read-only access to the Project Narrative. To print a copy of your Project Narrative, select Application Printouts on the Initial Application Forms menu.

Project Budget

Twenty percent (20%) of your application’s score is based on the Project Budget. Applications will be evaluated on how well applicants justify **all** project expenditures and demonstrate that the proposed expenditures are both reasonable and necessary.

The Project Budget consists of nine budget codes:

- Professional Salaries (Code 15)
- Purchased Services (Code 40)
- Travel Expenses (Code 46)
- Purchased Services (BOCES) (Code 49)
- Equipment (Code 20)
- Support Staff Salaries (Code 16)
- Supplies and Materials (Code 45)
- Employee Benefits (Code 80)
- Minor Remodeling (Code 30)

Each budget code consists of two sections:

- Budget Table (top half of the Project Budget page): Enter all costs to be paid with grants funds for each relevant budget code.
- Budget Narrative (bottom half of the Project Budget page): Justify all project expenditures and demonstrate that the proposed expenditures are reasonable.

Complete only those budget codes that apply to your project. **Do not include your local government’s contributions to the proposed grant project on the budget forms. Be sure to delete any empty records.**

From the LGRMIF Initial Application Forms menu, choose Project Budget. The Project Budget page will display the first of nine budget codes. You can navigate between budget codes by using the links for them at the top of the page.

Project: 0580 - 22 - 2683 Nys Dept Of Education

Home / LGRMIF Home / Checklist / Forms / Project Budget

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

Institution: Nys Dept Of Education
Project Number: 0580 -22 -2683

[Project budget help](#)
Project Budget

1. Professional Salaries (Code 15) [Eligible/ Ineligible Expenditures and Other Required Forms](#)
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.

Click here to initiate an entry under each budget category, and save any changes before adding a new record. Delete any blank/unused records that have been created for a budget category code.

Professional Salaries Totals (Code 15)			
Amount Requested	Amount Awarded	Expense Submitted	Expense Approved
\$0	\$0	\$0	\$0

For each budget code that is relevant to your project, click “Add” to add a blank record. Enter the required financial information for each budget code and click Save. Data in the gray text boxes are for calculation purposes only; data in these boxes are not saved to the system.

Institution: Nys Dept Of Education
Project Number: 0580 -22 -2683

[Project budget help](#)
Project Budget

1. Professional Salaries (Code 15) [Eligible/ Ineligible Expenditures and Other Required Forms](#)
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.

Click here to initiate an entry under each budget category, and save any changes before adding a new record. Delete any blank/unused records that have been created for a budget category code.

Name	Title	Hours Worked	Rate of Pay	Hours*Pay rate
Betty White	Project Director	100	27	2,700
InstContribution	AmtRequested			
N/A	2,700			

[Delete](#)

Remember to Save your work often.

If you have not entered all required data, you will receive an error message warning you to enter all data before you can save information for a particular budget code.

If you need to delete an individual budget item, click the "Delete" link in the bottom left of the record. You will be asked to confirm the deletion. If you need assistance at any time you can click on the "Project Budget Help" link below the project number and name of your institution.

Home / LGRMIF Home / Checklist / Forms / Project Budget

- 1. Professional Salaries
- 2. Support Staff Salaries
- 3. Purchased Services
- 4. Supplies and Materials
- 5. Travel Expenses
- 6. Employee Benefits
- 7. Purchased Services (BOCES)
- 8. Minor Remodeling
- 9. Equipment

Institution: Nys Dept Of Education
Project Number: 0580 -22 -2683

[Project budget help](#)

Project Budget

1. Professional Salaries (Code 15) [Eligible/ Ineligible Expenditures and Other Required Forms](#)
Justify in detail the need for these positions and clearly outline the responsibilities of the positions. Demonstrate why the requested number of hc will support project activities and goals.

*Click here to initiate an entry under each budget category, and save any changes before adding a new record.
Delete any blank/unused records that have been created for a budget category code.*

The bottom of the budget table has the total amount requested for a given budget category and the Grand Total for *all* budget categories. Below the budget table is the text box for the Budget Narrative. In the text box, provide a full description and justification for each expense in each budget code. Please note that you cannot enter data in certain file formats (for example, spreadsheets and digital photos) directly into the Project Budget or other sections of the eGrants system. You may add these as attachments to your application. For more information, see "Attaching Documents to the Application."

Professional Salaries Totals (Code 15)			
Amount Requested	Amount Awarded	Expense Submitted	Expense Approved
\$2,700	\$0	\$0	\$0

Grand Totals for all Budget Categories			
Amount Requested	Amount Awarded	Expense Submitted	Expense Approved
\$2,700	\$0	\$0	\$0

1. 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. [Eligible/Ineligible Expenditures and Other Required Forms](#)

Save Remember to Save your work often.

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Once all of the applicable budget codes for your project are filled out, please check the FS-10 form to make sure it is correct. The form should indicate only the funds you are requesting from the LGRMIF grants program. The FS-10 is auto-populated as you fill in and save data in each budget code. You can access the FS-10 under the “Initial Application Forms” menu under Proposed Budget Summary.

Note #1: Please be sure to print and submit only the FS-10 form from within your eGrants account. FS-10 templates downloaded or otherwise accessed from outside eGrants might have outdated and/or incorrect components. (ex. where to mail hard-copy forms).

Note #2: You cannot update the project budget after you submit the application.

Application Printouts

You can print out a complete application or individual components. From the LGRMIF Initial Application Forms menu click on the *Application Printouts* link. This will take you to a page listing the parts of the application in HTML or PDF formats. You also have a choice of printing the whole application, but in HTML format only.



The screenshot shows the New York State Archives website interface. At the top left is the logo, followed by the text "New York State Archives". Below this is a teal header bar with "Project: 0580 - 22 - 2683" and "Nys Dept Of Education". A breadcrumb trail reads "Home / LGRMIF Home / Checklist / Forms / Application Printouts". The main content area is titled "Application Printouts" and includes the instruction: "Please use the following links to *print* or *save* your application to your desktop:". Below this are two columns of links: the first column lists HTML versions for the complete application, application sheet, project narratives, budget, and FS10 budget summary; the second column lists PDF versions for the same items. At the bottom right of the page, contact information for the Cultural Education Center is provided.

Attaching Documents to the Application

Applicants must submit supporting documentation in any one of the following electronic formats only: For text-based documents: Microsoft Word (.docx) or PDF; spreadsheets: Excel (.xlsx); and images: PDF, JPEG, BMP, or PNG. Note: Please do not attach MS Word 2003 (.doc) files; they must be converted to MS Word 2007 or 2010 (.docx) format.

Applicants are responsible for ensuring they submit the documentation required by their specific project type or category. If you are working with paper originals, you are responsible for ensuring the documents are in an appropriate electronic format for uploading into the eGrants system.

If possible, obtain electronic versions of any documentation required from a vendor (for example, needs assessments, responses to RFQs, floor plans and shelving layouts, and conservation treatment proposals), so that you can more easily integrate the documentation into your grant application.

Note: Applicants are responsible for ensuring their attachments conform to the file format standards for eGrants, are not corrupted, and can be read by reviewers. The Archives recommends that applicants download each of their files after uploading them to eGrants to ensure that they can be opened and read.

Documents that must be attached as electronic files include, but are not limited to:

- Shared Services Agreement Form (for Shared Services projects only. Form must be printed out, completed, signed, and attached to application.)
- Detailed vendor quotes.
- Needs assessments. Needs assessments are eligible for Inactive Records and Historical Records projects. If a needs assessment is essential for proving the viability of a project, it is the applicant's responsibility to complete and submit one with the grant application. Applicants may either use government funds to pay a consultant or work with their RAO to develop a needs assessment in house.
- Vendor Treatment Proposals: Required for certain projects in the Historical Records category.
- Floor plans: Required of Inactive Records and Historical Records projects that involve minor remodeling or the installation of shelving. Also required of Files Management projects that involve the purchase of filing equipment, such as lateral and/or locking files.
- Request for Quotes (RFQs), when required.
- M/WBE forms.

To attach a document to your application:

1. Select Attachments/Uploads in the drop-down menu under Initial Application Forms.
2. Use the link at the bottom of the page to "Add an Attachment" to the application.
3. On the Add Attachment page, click on Browse to navigate to the document from your computer that you want to attach. Highlight the file title and click OK. Please use a meaningful name for your document, because it will be the name saved to our system. Enter a short description of the document, and then click Upload to save the document directly into the application.

Please see Attachments/Uploads in the LGRMIF Initial Application Forms menu to display all of the documents you have uploaded to your grant application.

Click on the Delete link to the left of a document to remove an attached document title. You will be asked to confirm the deletion. Click the document's name link to open or save the document on your desktop. You must have the appropriate software to open the document type (for example, you must have Microsoft Excel to open a spreadsheet with an .xlsx file extension).



[Attachments help](#)

List of Attachments

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

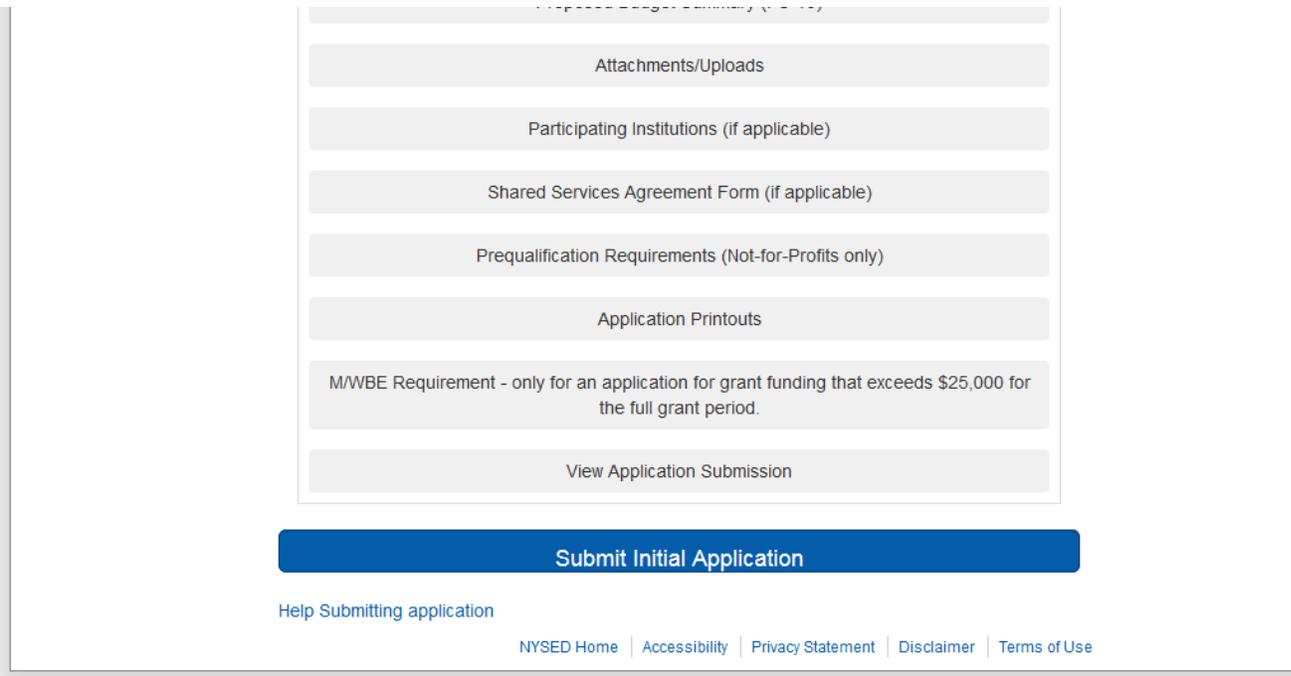
Action	Document Name	Description	Document Type	Document Size	Date Attached	Attached By
Add an Attachment						

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

Submitting the Application

When you are sure your Initial Application is complete, and accurate, click the blue Submit Initial Application button on the bottom of the LGRMIF Initial Application Forms page. Once you submit your application, you will be redirected to the LGRMIF eGrants homepage.

Warning messages will appear if you have not completed the Application Sheet, the Project Budget, and filled out all sections of the Project Narrative. Return to and complete any section that is noted in the warning as incomplete. Then confirm the submission of the application by again clicking the Submit button. **You cannot edit the application after you have submitted it.**



The Project Director and RMO of the grant project will receive an email notification that the grant application has been submitted to the Grants Administration Unit. It is therefore imperative that you provide complete and correct email addresses.

Remember to mail all of the following paper forms so they are postmarked by the application deadline:

- Payee Information Form/Substitute W-9 (with appropriate original signatures)
- Standard Data Capture Form
- Institutional Authorization Form (with appropriate original signatures, from your CAO and RMO)
FS-10, Proposed Budget (in three copies, with an original signature from your CAO or designee). **Please print this form directly from your eGrants account.**

Note: M/WBE forms should be submitted electronically, either by e-mailing them to archgrants@nysed.gov or by uploading them directly to your eGrants account. If neither option is possible for your local government, please mail us the hard copies with your other application materials.

Your application will not be put forward for review if you fail to provide all of these forms, with the appropriate signatures, and do not submit them by the posted deadline.

Viewing the Status of an Application

The bottom of the Initial Application Forms page contains a link to *View Application Submission*. Data includes the date the application was submitted and the name of the person who submitted the application. Information regarding the status of an application will not be released until the review process has been completed. At that point, the Archives will notify all applicants by email concerning the status of their application.

Finding Help

To find “Help” links while working on individual parts of the Initial Application, click on the link located at the top of the individual page. For example, for Application Sheet help, click on the “Application Sheet Help” link at the top of the form. Also, located on the LGRMIF Home page are links to an accessible PDF version of the Applicant User Manual, and the current RFP/Application Guidelines. A copy of the User Manual is also available via the [State Archives’ website](#).

New York State Education Department
Office of Cultural Education
Logout



Announcements
[Public Library Construction website](#)
[Conservation/Preservation website](#)
CIP Discretionary 2020-21 applications due 11/08/19
[Adult/Family Literacy website](#)

Welcome to the New York State Office of Cultural Education Online Grant System: kerry.lynch

These are the grant programs you may apply for:
• [LGRMIF](#)
[LGRMIF Application help](#) ✓

 *New York State Archives*

Project: 0580 - 21 - 2683 Nys Dept Of Education

[Home](#) / [LGRMIF Home](#) / [Checklist](#) / [Forms](#) / [Application Sheet](#)

[Application sheet help](#) ✓

Application Sheet

Project Number	0580 -21 -2683
Sponsoring Institution:	Nys Dept Of Education
Mailing Address:	89 Washington Ave
Address:	
City, State, Zip:	Albany NY 12234
Chief Administrative Officer:	Maryellen Elia
Title:	Commissioner Of Education
Phone:	
Email:	
State Judicial District: 3	State Assembly Districts: 109 110 108
State Senate Districts: 44 46	State Congressional Districts: 20
Federal ID:	School District: Albany City Sd
Institution Type:	State Agencies (Non-Facilities)

NOTE: The institutional information listed above is pulled from the SEDREF database. SEDREF, the single authoritative source of identifying information about institutions which the NYS Education Department determines compliance with applicable policy, law and/or regulation.

If your institutional information is incorrect, it can only be updated once your Payee Information Form is received by the Grants Administration Unit and approved by Grants Finance. Grant Unit staff do not have authority to update SEDREF information.
The applicant **cannot** edit the SEDREF information above on their own.

To report error messages, problems, login issues, or questions regarding the LGRMIF Online Grant System, contact the Grants Administration Unit at archgrants@nysed.gov or Stefanie Husak at stefanie.husak@nysed.gov. Report the error message you received, along with a description of the steps you completed just prior to receiving the error message.

For any other grants-related questions, contact either the Grants Administration Unit at Archgrants@nysed.gov or talk to your [Regional Advisory Officer](#).

Forms

Summary of Initial Application Forms

The eGrants system is designed to manage all information about a grant project from the initial application for funding to the closeout of a project after the submission of the final reports. Currently, forms that require signatures must still be submitted in paper and supporting documentation for some projects must be submitted as electronic attachments to an application. Below is a breakdown of which forms can be submitted electronically, which must still be submitted in paper, and which must be attached as electronic files.

Forms submitted electronically in eGrants:

- Application Sheet
- Project Narrative
- Project Budget
- Participating Institutions (if applicable)

Forms that cannot be filled out electronically (Blue ink signatures required, except where noted):

- Proposed Budget (FS-10) in 3 copies (populated by data entered into the Project Budget (Amount Requested))
- Payee Information Form
- Standard Data Capture Form (no signature required)
- Institutional Authorization Form

Documents that must be attached as electronic files:

- Shared Services Agreement Form (for Shared Services projects only)
- Detailed vendor quotes
- Needs assessments
- Vendor treatment proposals (for relevant projects in the Historical Records category)
- Floor plans (for Inactive Records or Historical Records projects that involve minor remodeling or the installation of shelving. Also, Files Management projects that involve the purchase of filing equipment such as lateral and/or locking files.)
- Letters of Intent (for Shared Services projects only)
- M/WBE forms (SED's M/WBE Unit requires all M/WBE forms be submitted electronically)
- Any other documentation required for your project

Participating Institutions

Use the Participating Institutions form to specify participants in a Shared Services project.

1. Click on the *Participating Institutions* link at the bottom of the Application Sheet, or from the Initial Application Forms page.

2. Enter the name of your institution and click *Search*. The system will display a list of matching names.
3. Select the appropriate institution name, and the institution will be listed as a participant in the Shared Services project.
4. Each participant must complete and attach a Shared Services Agreement form to the application.


New York State Archives

Project: 0580 - 22 - 2683
Nys Dept Of Education

[Home](#) / [LGRMIF Home](#) / [Checklist](#) / [Forms](#) / [Participating Institutions](#)

Participating Institutions

Participating institution help

Shared Services records management projects are encouraged, and continue to be a priority for funding. Shared Services projects involve two or more local governments working together on one activity, with one government acting as the lead. These projects must also establish a permanent cooperative relationship between governments, resulting in sustainable programmatic change.

Each participating institution must individually satisfy all eligibility requirements. The items below are eligibility requirements that must be met by the lead local government and by each participant in the project before the grant application is submitted. For exceptions to this, see [Eligibility Requirements](#). The eligibility information must be completed by the lead local government on behalf of each shared services member.

Each participating agency must also agree to perform the services outlined for its institution in the application and indicate their agreement by submitting a signed copy of the Shared Services Agreement Form, which can also be found on the Application Checklist.

Institutions Participating in this Project

InstitutionName	RMOAppointed	YearRMOAppointed	ScheduleAdopted	YearScheduleAdopted	EditDelete
No data available!					

Search/Add Participating Institutions

Type in the legal name of each Participating Institution to search the SEDREF database. The State Education Department maintains the SEDREF database which contains information on institutions across NYS. If the institution is displayed in the search results, then click 'Add' to add this institution as a Project Participant.

The ability to add an institution to this form depends on a record existing in the SEDREF database for that institution.

If you cannot find the institution in the SEDREF database, please contact the NYS Archives' Grant Administration Unit at archgrants@nysed.gov to add the institution to SEDREF.

Search by Institution Name

Action	Institution Name	Address	City	State

If the name of the institution is not in the search results, try searching by another form of the name. If you still cannot locate your institution's name, contact the State Archives' Grants Administration Unit at Archgrants@nysed.gov.

Add additional participants' names as needed, and delete participants as needed by clicking *Delete* to the right of the corresponding institution's name.

Shared Services Agreement Form

A separate Shared Services Agreement must be completed and attached to the application by each government participating in a Shared Services project.

1. Access the Shared Services Agreement Form from the Initial Application Forms page.
2. Print either the HTML or the PDF version of the form (link to PDF is at bottom of the form), then sign and date it.
3. Scan the form and save the scanned image on your computer. Then upload the image to the grant application using the “Add Document” link. See instructions for “Attaching Documents to the Application” for further assistance.

Failure to complete a necessary Shared Services Agreement will prevent your application from moving forward in the review process. **Note:** If you do not have access to a scanner, you can fax, or mail, the completed, signed form to the GAU, and the GAU will upload the form to your application. The fax number for the GAU is (518)473-7058.

Payee Information form & Standard Data Capture form

The Payee Information Form and the Standard Data Capture Form are required for each LGRMIF application that you submit. You can access these via the Initial Application forms menu.

Please print and complete one copy of each form. The Payee Information Form must be **signed in blue ink by your CAO or designee**. Mail the Payee Information Form, the Standard Data Capture Form, and other required forms to the State Archives, Grants Administration Unit, at the address listed under “Submitting Paper Forms with the Initial Application.”

Note: If there has been a change in the chief administrative officer position for your local government, you may email a completed Standard Data Capture Form (SDCF) prior to submitting your application. This will ensure that the correct individual appears on your application. Email a completed SDCF to the State Archives, Grants Administration Unit at Archgrants@nysed.gov. You still need to also submit a SDCF with the other required paper forms as part of your application.

Institutional Authorization

You must complete an Institutional Authorization form for each application. This certifies that, upon award, your local government agrees to the conditions outlined in Appendix A and Appendix A-1 G. Both the Institutional Authorization form and the Appendices are available via the Initial Application forms menu. Both the Chief Administrative Officer (CAO) and the Records Management Officer (RMO) must sign the Institutional Authorization form.

The Authorization Form must be printed, completed, and signed in blue ink. Note: All required paper forms must be postmarked no later than the posted application deadline. Please mail the completed form and other required paper forms to:

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

M/WBE forms

All applicants requesting funds in excess of \$25,000 are required to comply with NYSED's Minority and Women-Owned Business Enterprises (M/WBE) policy. The M/WBE participation goal for this grant is 30% of each applicant's budget, exclusive of salaries and benefits.

Compliance can be achieved by one of the methods described below:

- **Full Participation.** This is the preferred method of compliance. Full participation is achieved when an applicant meets or exceeds the participation goals for this grant.
- **Partial Participation, Partial Request for Waiver.** This is acceptable only if good faith efforts to achieve full participation are made and documented, but full participation is not possible.
- **No Participation, Request for Complete Waiver.** This is acceptable only if good faith efforts to achieve full or partial participation are made and documented, but do not result in any participation by M/WBE firm(s).
- **Preferred Source.** This is acceptable when using a Preferred Source vendor as defined under [Section 162 of the State Finance Law](#), which takes precedence over compliance with SED's M/WBE policy.
- **Deferred Participation.** This is acceptable if applicants are unable to identify participating M/WBE firm(s) at the time of application submission. Applicants will then have thirty days from the date of notice of grant award to submit the necessary documents for one of the above methods of compliance and to respond satisfactorily to any follow-up questions from SED. Failure to do so may result in loss of funding.

Note: Click on the "M/WBE Requirement" link in the Initial Application Forms menu to access a link to the Archives' [M/WBE Compliance](#) webpage. This webpage includes forms and an overview of methods of compliance.



M/WBE Requirement

Minority and Women-Owned Business Enterprise (M/WBE) Participation Goals Pursuant to Article 15-A of the New York State Executive Law

Applicants submitting an application that exceeds \$25,000 in their budget are required to comply with NYSED's Minority and Women-Owned Business Enterprises (M/WBE) policy.

All M/WBE related forms and compliance methods can be found on the [M/WBE Compliance](#) page on the State Archives website. Note: All forms must be submitted electronically, per SED's M/WBE Unit. Forms can be attached to your application or emailed to archgrants@nysed.gov. If you are unable to submit the forms electronically, contact the Grants Administration Unit at (518) 474-6926 or archgrants@nysed.gov.

REQUIRED M/WBE Requirement- only for an application for grant funding that exceeds \$25,000 for the full grant period.

- Not Applicable
- Full Participation
- Partial Participation, Partial Request for Waiver
- No Participation, Request for Complete Waiver
- Preferred Source
- Deferred Compliance

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

Applicants should identify participating M/WBE firm(s) at the time of application submission, indicate the method of compliance and submit the necessary M/WBE forms to the State Archives Grants Administration Unit along with other required forms. If this cannot be done, applicants should check off “Deferred Participation.” They will then have thirty days from the date of notice of grant award to submit the necessary documents and respond satisfactorily to any follow-up questions from SED.

Completed M/WBE forms should be submitted to the State Archives’ Grants Administration Unit in electronic format to comply with SED’s new submission requirement. Forms can be uploaded to your eGrants account or e-mailed to archgrants@nysed.gov. If these options are not possible for your local government, please mail us the hard copies with your other application materials.

Note: Applicants requesting in excess of \$25,000 where the entire grant will be used to contract with Preferred Source do not have to meet SED’s M/WBE goal. They do, upon award notification, need to indicate to the State Archives, Grants Administration Unit, the identity of the Preferred Source and the contract amount.

Submitting Paper Forms with the Initial Application

You cannot use the eGrants system to submit forms that require a signature, or in instances when a paper copy of the form is required. These forms include the following:

- Payee Information Form/Substitute W-9
- Standard Data Capture Form (no signature required)
- Institutional Authorization
- Proposed Budget for a Federal or State Project (FS-10)

You must submit paper copies of these forms, as indicated below, postmarked by the application deadline.

Where indicated, the forms require the signature of your Chief Administrative Officer (CAO) or authorized designee. The CAO is the Chief Executive Officer (CEO) of your local government (county executive, town supervisor, village mayor, school district superintendent, or equivalent). The head of an individual department or agency cannot be listed as the CAO of a local government on your grant application.

1. All of these forms are accessible under the Initial Application Forms menu. Print out either the HTML or the PDF versions of the forms when needed.
2. Submit 3 copies of the Proposed Budget for a Federal or State Project (FS-10), signed in blue ink by your Chief Administrative Officer (CAO). Please make sure the FS-10 form is correct. The data on the FS-10 form comes from the data you enter in the Budget Tables of your Project Budget. The form should show only the amounts you are requesting from the LGRMIF.
3. Submit 1 copy of the Institutional Authorization. Both the CAO or designee and the Records Management Officer (RMO) must sign the Institutional Authorization and print or type their

names and titles. The authorization must be signed in blue ink. Local governments not required to have an RMO should mark the RMO signature line "N/A."

4. Submit 1 copy of the Payee Information Form (signed in blue ink by your CAO or an authorized designee) and Standard Data Capture Form. A signature is not required on the Standard Data Capture Form.

5. Mail the above forms to:

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

Note: If you fail to submit any of these forms (signed in blue ink by all required signatories and postmarked by the application deadline), your application will not be put forward for review and will not be considered for potential grant funding.

Managing an LGRMIF Grant

Introduction

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;
- and 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:

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

Request for Additional Funds (Form FS-25)

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.

The screenshot shows the 'New York State Archives' website interface. At the top, it displays 'Project: 0580 - 22 - 2683' and 'Nys Dept Of Education'. Below this, there is a breadcrumb trail: 'Home / LGRMIF Home / Checklist / Forms'. A section titled 'Post-Grant Award Forms' contains a notification: 'Due Date for final reports: 07/31/2022 12AM'. A table of forms is presented, with the first row, 'Request for Additional Funds FS-25 (Optional)', highlighted in blue and flanked by blue arrows. The other forms listed are: Amendment Form (FS-10-A), Final Project Narrative, Final Project Budget (Expenses Submitted), NEW FINAL EXPENSES, Final Statistical Report, Final Report for Educational Uses, Final Expenditure Report (FS-10-F), Final Report Sign-off, Attachments/Uploads, View Application Submission, and View Decision Notes. At the bottom of the form list, there is a prominent blue button labeled 'Submit Final Report'.

You have a choice of html or pdf (preferred). Submit 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 Grant Finance Office. 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

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 _____

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. Any additional funds must be spent within 30 days of receipt by grantee.

Submit the completed form, signed in blue ink by your Chief Administrative Officer (CAO), to:

New York State Education Department
Grants Finance Unit
NYS Education Department
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 3 copies of an FS-10-A form to the NYS Archives Grants Administration Unit.

Regardless of whether an amendment will be formal or informal, approval from your 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 increase 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 requires 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 "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 (why a change is being made for that category), and the Subtotal Increase or Decrease (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.



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



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)

Note #1: 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 amounts in the increase and decrease columns and provide an explanation of the change in the description text box.

Note #2: In the drop-down menu for Budget Category, Code 40 Purchased Services is listed as *Contracted Services*.

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 June 1st of each year.**
6. The Amendment form (FS-10-A) will automatically be populated upon completion of the "Budget Amendment Summary."
7. Print, **sign in blue ink** (CAO only), and mail **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 June 1, before we can begin to process the amendment request. Otherwise, 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).

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 Post-Grant Award Forms menu, select the Final Project Narrative.
2. Type your report narrative directly into the text area provided or copy and paste it from a document. Click Save to save your changes to the system.
3. An editing toolbar at the top of the 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.
4. Be sure to address all five of the questions listed above the text box.

The screenshot shows a web interface for the 'Final Project Narrative' form. At the top, there is a breadcrumb trail: Home / LGRMIF Home / Checklist / Forms / Final Narrative. Below this is a teal header with the text 'Final Project Narrative'. Underneath the header, there is a link for 'Project narrative help' and the title 'Final Project Narrative'. A paragraph of text explains that the narrative should correspond to the plan of work and lists five questions: 1. What was the records management problem you were trying to solve? 2. How did you solve this problem, and what was the timeline for the project? 3. What were you not able to accomplish? 4. How did you support this project, and how will you maintain the results long term? 5. What are the anticipated future cost savings from this project? (Show cost savings calculations). Below the questions is a rich text editor with a toolbar containing icons for undo, redo, bold, italic, underline, bulleted list, numbered list, indent, and outdent. The text area is currently empty. At the bottom left of the form is a blue 'Save' button.

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

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.
2. Enter actual expenses for each approved budget code, making sure to save your entries at each step. You must also, where it is relevant, 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.
3. 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 the “No expenses funded” box. Otherwise you will not be able to submit your Final Reports.
4. For Purchased Services (budget code 40) where you did not use the original contractor, complete the “Service Provider Used” field.
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 Used” field. You should also use the “Personnel Used” field in cases where you did not name any individuals in your original budget. SED’s Grants Finance Unit requires names be included in the Final Budget/FS-10-F to prove expenses were incurred.
6. Data from the Final Project Budget populates the Final Expenditure Form (FS-10-F/Long Form). Print and submit three copies of the FS-10-F (signed in blue ink by your Chief Administrative Officer) to the Grants Administration Unit.

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. Enter whole numbers only. Text, commas, spaces, blanks, etc., are not allowed by the system, except in the field “Other.”
3. Not every field applies to every project, but do not leave any fields blank; instead enter a “0.”
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.
3. Scan the signed form and upload the file to the eGrants System using the “Add a Document” link. 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.

After completing, and saving, all forms you must hit the blue “Submit Final Report” button located at the bottom of the “Post-Grant Award forms” menu.

Once you have properly submitted the Final Reports, the project director and the RMO of the grant project will receive an email notification confirming that the required online final reports have been successfully submitted. Unlike the initial application submission, the final report does *not* show “Status- Submitted” within the eGrants portal. Confirmation of final submission is by e-mail only.

Failure to submit all of 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 July 31st deadline will not be eligible to apply for future grants until the outstanding Final 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 only on a paid-to-date basis, rather than amount awarded, or actual final expenditures.

Note: To submit the Final Reports remember to click the “Submit” button after completing all of the required online final reports.

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.

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.