




ADULT CAREER AND CONTINUING EDUCATION SERVICES
ADULT EDUCATION PROGRAMS AND POLICY (AEPP)
89 WASHINGTON AVE. ROOM 460 EBA
ALBANY, NY 12234
Tel. 518 474-8940 – Fax. (518) 486-1751
<http://www.acces.nysed.gov/aepp>

April 7, 2023

TO: NYSED funded WIOA and ALE programs

FROM: Fiormelissa Johnson - Director, Adult Education Program & Policy (AEPP) 

SUBJECT: Budget Amendments, End of Year Fiscal Reports, & Renewal of Fiscal Documentation

This memo is to provide project reporting information and fiscal procedures regarding amendments, end of the project year, and renewal fiscal documents for ALE and WIOA. These procedures have been established to ensure consistency in submission and review of these documents, as well as timely payment. **Budget Amendments-** *Are Due no later than **May 10, 2023**, as an attachment to the appropriate funding mailbox: WIOA@nysed.gov or ALE@nysed.gov with a cc to your NYSED Regional Associate.* Please be sure you send either a Word or Excel document; do not send PDFs.

Capital North	Lisa Pearson/Sigrid Coons
Central Southern	Dr. Patricia Mooney
Finger Lakes	Lisa Pearson
Hudson Valley	Keri Willis
Long Island & NYC DOE	Diane Schrader
New York City	Kimberly Malcolm
West	Dr. Patricia Mooney

Amendments to your budget should only be requested when there is clear and compelling justification that the budget change is needed to meet project deliverables and a negative impact would result if the change were not approved. Note that budget amendments cannot increase the total annual contract amount. In order to process a budget amendment, please complete the FS-10A form found at <http://www.oms.nysed.gov/cafe/forms/>, and submit FS-10A, revised budget narrative (providing explicit details and justification for changes) and M/WBE documents via email no later than **Wednesday, May 10, 2023** to your NYSED Regional Associate via the respective funding email box. Amendment requests for WIOA should be sent to WIOA@nysed.gov and Amendment requests for ALE should be sent to ALE@nysed.gov.

Once the electronic documentation is received and reviewed for accuracy, you will receive an initial program approval from your NYSED Regional Associate; at which time you will be asked to mail **1 signed original and 2 copies** of FS-10A to NYSED. Signature should be from the individual who signed the original FS-10 or comparable staff member. Proposed expenditures requested in the budget amendment should not be encumbered until you receive written approval from NYSED.

In addition to the FS-10A, budget amendments will require an update on M/WBE compliance (forms attached). You will need to submit an M/WBE goal sheet, along with a utilization plan (enclosed) demonstrating that your project is still in compliance. If you plan to choose a new vendor, you will also need to submit a new Notice of Intent. For any questions about these documents, please contact Matthew Apuzzo: Matthew.Apuzzo@nysed.gov and copy Sigrid.Coons@nysed.gov.

End of Year Fiscal Reports required of all NYSED funded programs:

Final expenditure report

Final expenditure report, FS-10-F Long Form, is required at the end of each project year. Due date is July 31, 2023. The FS-10-F form is located at <http://www.oms.nysed.gov/cafe/forms/>, and must be mailed to NYSED with original signature to:

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

Please note no roll-over of funds from one project year to the next is permitted. **M/WBE**

Compliance Report (attached)- Due no later than July 31, 2023

Each project is required to submit an M/WBE Compliance Report, summarizing the full project year. This form is used for the tracking of M/WBE expenditures throughout the year, to ensure that projects are meeting their M/WBE participation goals. The completed forms (see attached) should be submitted to the M/WBE Mailbox MWBEgrants@nysed.gov, no later than **July 31, 2023**. Please feel free to contact the M/WBE office at, MWBEgrants@nysed.gov, with any questions.

Final payments may not be made until the M/WBE Compliance Report is received by the M/WBE office.

Renewal Fiscal Documentation

In an effort to have FY 2023/2024 budgets in place by the July 1, 2023, start date, ALL WIOA and ALE funded programs must complete and submit updated fiscal and M/WBE documents to NYSED via email no later than **June 5, 2023**. WIOA projects should be sent to WIOA@nysed.gov and ALE projects should be sent to ALE@nysed.gov.

The items requested for **EACH** WIOA or ALE funded project are as follows:

- Fiscal year **2023-2024 FS10**
 - o These forms can be found at: <http://www.oms.nysed.gov/cafe/forms/>
 - o Please use either the Excel or Word version of this document, no PDFs are acceptable
- Fiscal year **2023-2024 Budget Narrative**
- Fiscal year **2023-2024 M/WBE Package** (attached to this email)

All documents must be provided accurately and completely. All incomplete submissions will be returned to the program, which will delay the amendment process. Complete submissions will receive an initial program approval from your NYSED Regional Associate; you must also mail final copies to NYSED. Should you have questions, please contact your NYSED Regional Associate or send an email to the ADULTED@nysed.gov AdultEd Mailbox. Please share this information with your fiscal staff and any additional staff as appropriate.

Cc: ACCES-Adult Education Regional Staff
Upstate and Downstate STAC
RAEN Directors