



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK /  
ALBANY, NY 12234

ADULT CAREER AND CONTINUING EDUCATION SERVICES  
ADULT EDUCATION PROGRAMS AND POLICY  
89 WASHINGTON AVE. ROOM 460 EBA  
ALBANY, NY 12234  
Tel. 518 474-8892 Fax 518 474-0319

April 2, 2019

TO: NYSED funded WIOA and ALE programs  
FROM: Robert Purga, Director, ACCES Adult Education Programs  
SUBJECT: Budget Amendments

This memo is to provide project reporting information and fiscal procedures regarding end of the project year 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-** *Due no later than May 10, 2019 as an attachment to an email directed to your NYSED Regional Associate. Please be sure you send either a Word or Excel document; do not send pdfs.*

Capital North	Marisa Boomhower	Marisa.Boomhower@nysed.gov
Central Southern	Marisa Boomhower	Marisa.Boomhower@nysed.gov
Finger Lakes	Marisa Boomhower	Marisa.Boomhower@nysed.gov
Hudson Valley	Kimberly Malcolm	Kimberly.Malcolm@nysed.gov
Long Island	Kimberly Malcolm	Kimberly.Malcolm@nysed.gov
New York City	Dr. Patricia Mooney	Patricia.Mooney@nysed.gov
West	Marisa Boomhower	Marisa.Boomhower@nysed.gov

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 and M/WBE documents via email no later than **Friday, May 10, 2019** to your NYSED Regional Associate.

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 contract. 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 or requirements, please contact Marisa Boomhower at [Marisa.Boomhower@nysed.gov](mailto:Marisa.Boomhower@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, 2019. 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 5, 2019**

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](mailto:MWBEgrants@nysed.gov), no later than **July 5, 2019**. Please feel free to contact the M/WBE office at, [MWBEgrants@nysed.gov](mailto: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.**

Please feel free to contact your NYSED Regional Associate or [ADULTED@nysed.gov](mailto:ADULTED@nysed.gov) if you have any questions regarding the information contained in this letter. Please share this information with your fiscal staff.

cc: ACCES-Adult Education Regional Staff  
Rosemary Matt, Accountability  
RAEN Directors  
Upstate and Downstate STAC