



OFFICE OF STUDENT SUPPORT SERVICES  
 89 Washington Avenue, Room 318-M EB Phone:  
 (518) 486-6090; Fax: (518) 474-8299  
 E-mail: [StudentSupportServices@nysed.gov](mailto:StudentSupportServices@nysed.gov); Web: [www.p12.nysed.gov/sss](http://www.p12.nysed.gov/sss)

**To:** ESD/SVP Grantees  
**From:** ESD/SVP Grant Program Office  
**Subject:** ESD/SVP Project Due Dates, Documents, and Links  
**Date:** October 2024

The following details the due dates for the ESD/SVP Project, the corresponding NYSED offices, and instructions.

2024-2025 Due Dates/Deadlines		
Item	Date	Send to
SACC Registration/Site Information	ASAP	<a href="#">Survey Monkey Apply</a>
Year 4 Mid-Year Report	January 31, 2025	Survey Monkey Apply (link will be shared at a later time)
Year 4 FS-10As and Program Modifications (DEADLINE)	April 18, 2025	<a href="#">Survey Monkey Apply</a>
Year 5 FS-10, Budget Narrative, M/WBE Package, and Composite Budget	May 16, 2025	<a href="#">Survey Monkey Apply</a>
Year 4 Participant Roster	July 15, 2025	SharePoint (link will be shared at a later time)
MWBE Compliance Report	July 31, 2025	Email: <a href="mailto:MWBEgrants@nysed.gov">MWBEgrants@nysed.gov</a>
FS-10F Long Form	July 31, 2025	Mail to: Grants Finance Office
Year 4 ESD/SVP Final Program Report	September 15, 2025	<a href="#">Survey Monkey Apply</a>
NYSED Offices		
Office of Student Support Services Extended School Day School Violence Prevention Program NYS Department of Education 89 Washington Ave, Albany, NY 12234 O. 518-486-6090   F. 518-474-1899 Website: <a href="http://www.p12.nysed.gov/sss/">www.p12.nysed.gov/sss/</a> Email: <a href="mailto:ESDSVP@nysed.gov">ESDSVP@nysed.gov</a>	Minority and Women-Owned Business Enterprise (MWBE) MWBE Unit/ Room 510W EB NYS Department of Education 89 Washington Ave, Albany, NY 12234 O. 518-474-4815 Email: <a href="mailto:MWBEgrants@nysed.gov">MWBEgrants@nysed.gov</a>	
Grants Finance NYSED Room 510W EB 89 Washington Ave, Albany, NY 12234 O. 518-474-4815   F. 518-486-4899 Website: <a href="http://www.oms.nysed.gov/cafe">http://www.oms.nysed.gov/cafe</a> Email: <a href="mailto:GrantsWeb@nysed.gov">GrantsWeb@nysed.gov</a>		

### **Budget Amendments (FS-10As) Due April 18, 2025**

- ❖ In general, grantees should adhere to the original budget that is submitted at the beginning of each program year; however, FS-10A amendments will be considered, if these modifications do not result in a change of program scope.
- ❖ Amendments must only include costs that are directly related to the Extended School Day School Violence Prevention program for the current program year, which has a firm programmatic end date of June 30. If you are not sure whether certain costs are allowable, ASK FIRST.
- ❖ Please remember that amendments must be submitted BEFORE making the requested changes in the budget, not after the fact.
- ❖ All Budget amendments require the resubmission and reapproval of a full M/WBE package, even if there are no changes to the participation goal. Adjusted category totals will likely impact M/WBE goal amounts and may result in changes to the portion of the M/WBE goal amount eligible for full or partial waivers. Please plan accordingly.
- ❖ All Budget Amendments must accompany an updated budget narrative and composite budget form.
- ❖ FS-10A Budget Amendments for the current program year must be received via [Survey Monkey Apply](#) by the due date to be reviewed and processed.

### **Program Modifications Due April 18, 2025**

- ❖ Program Modifications needed for the successful implementation and operation of your program will be considered by the Program Office
- ❖ If a Program Modification is needed, you must submit an ESD/SVP Program Modification Request, which will need to include a narrative justification detailing the reason for the proposed change and why the change is reasonable and necessary for the successful implementation and operation of your program; and an FS-10A Budget Amendment Form if needed.
- ❖ No changes to the program should be made until the modification is approved.
- ❖ Proposed modifications must be submitted via [Survey Monkey Apply](#).

### **M/WBE Compliance Reporting Due July 31, 2025**

- ❖ Grantees will be expected to report on compliance in meeting Minority and Women-Owned Business Enterprise (M/WBE) Goals as per their most recently approved M/WBE package.
- ❖ Each grant project is required to submit an M/WBE Compliance Report (M/WBE 104-G, attached). This form is to be used to track M/WBE expenditures throughout the year to ensure that projects are meeting their M/WBE participation goals. The completed form should be submitted to [MWBEgrants@nysed.gov](mailto:MWBEgrants@nysed.gov) as soon as the program has met their M/WBE requirements for the year or by July 31, 2025.
- ❖ As a reminder, it is the responsibility of the grantee to maintain M/WBE Compliance; in addition to the M/WBE Compliance Report, please be sure to check in with your NYSED M/WBE Compliance Coordinator should changes to M/WBE occur when budget amendments (FS-10As) are utilized. If a budget amendment is needed, a new M/WBE package must be submitted and reviewed by the M/WBE Office. Programs should strive to minimize the number of amendments over the grant term.
- ❖ M/WBE Compliance Report is also attached.
- ❖ Please feel free to contact [MWBEgrants@NYSED.gov](mailto:MWBEgrants@NYSED.gov) with any questions.

**Final Expenditure Reports (FS-10F Long Form) Due July 31, 2025**

- ❖ Please review the Long Form to ensure your accounting system can report accurate expenses that adhere to the form and your approved budget.
- ❖ Do not submit the FS10F if you have an outstanding FS10A awaiting NYSED approval.
- ❖ Please submit an original (signed in blue ink) and one copy of all Long Forms (FS-10F) to NYSED Grants Finance Office via post mail.

Grants Finance Office  
NYSED Room 510W EB  
89 Washington Ave  
Albany, NY 12234

- ❖ NYSED Grants Finance Fiscal Forms: <http://www.oms.nysed.gov/cafe/forms/>

