



**New York State Charter Schools Stimulus Fund (“SSF”)
Grant Management Quick Reference Guide**

Guidance for grant contract execution, implementation, payment, changes and reporting.

CONTRACT EXECUTION

Congratulations on your school’s SSF Grant award! There are several steps to be taken before the charter school education corporation will be able to draw down funds against its award.

1. Sign and notarize the two copies of the Grant Award Agreement (“Agreement”) and return them to the SUNY Charter Schools Institute (“Institute”).
2. When the Agreement is fully executed the Institute will send an original copy of the contract and contract exhibits to the education corporation for its records.
3. Establish an account or sub-account within the education corporation’s accounting records to identify, segregate and accumulate grant expenditures.

IMPLEMENTATION

Consistent with the plan outlined in the school’s proposal, please keep in mind the following examples of allowable activities:

Allowable Facility Activities:

- obtaining or improving financing terms related to an identified facilities project;
- construction and/or renovations of an owned school facility including electrical and information technology (“IT”) wiring installation;
- leasehold improvements of a leased school facility where the education corporation has an executed lease or memorandum of understanding (“MOU”) for at least a three (3) years term beyond the grant period;
- renovation of a facility (owned by the education corporation or utilized under a lease or MOU that extends for three (3) years beyond the grant period) to alter the design and/or floor plan to meet the requirements of the charter school or to conform to New York State Education Department or state or local building codes, or for compliance with the Americans with Disabilities Act;
- down-payment on the purchase of a facility;
- “soft” facility expenses such as architectural fees, environmental surveys etc. (for a

- facility owned by the education corporation or utilized under a lease or MOU that extends for three (3) years beyond the grant period);
- installation of new windows, security systems, etc.; and,
 - asbestos or lead paint abatement or Brownfield remediation.

Please also keep in mind the following examples of disallowable activities.

Disallowable Facility Activities:

- routine maintenance (e.g. painting, power-washing, etc.);
- purchase/rent of furnishings, office supplies and equipment;
- facility rent payments;
- IT equipment or software expenses; and,
- sales tax (as tax-exempt entities, education corporations should not pay sales tax).

(Note: These lists are not intended to be exhaustive and only include some common examples.)

REQUESTING PAYMENT

To facilitate the invoicing process schools should note the following:

Activity within Grant Period (July 1, 2018 through July 31, 2019):

Allowable project costs to be reimbursed by grant funds must be received, installed and paid for during the grant period to be allowed under the grant. All invoices must be submitted with the SSF Grant Expenditure Report and Expenditure Backup no later than August 15, 2019.

20% Advance:

The education corporation may receive an advance of up to 20 percent (20%) of the grant award upon the execution of the Agreement. In order to receive an advance, after the Agreement has been fully executed the education corporation should request the amount desired on the Grant Expenditure Report Form and submit it as its first invoice to the Institute. The education corporation will be required to submit documentation evidencing that the advance grant funds were utilized for allowable SSF expenditures, and must be provided prior to the disbursement of additional grant fund reimbursements.

Expenditure Report Forms:

The SSF Grant Expenditure Report Forms can be found on the Institutes website at:

<http://www.newyorkcharters.org/new-york-state-stimulus-fund-grants/>

1. “SSF Grant Reporting Checklist”

A checklist of items that should be included when requesting reimbursement must be completed and submitted with each Expenditure Report.

2. “SSF Grant Expenditure Report Form”

The one blue tab related to the SSF Grant in this template file must be filled out, printed and signed by an education corporation representative, preferably the education corporation's principal. This form cannot be signed by a management organization employee.

Both the Checklist and the Expenditure Form should be scanned, verified for clear legibility and sent to charters@suny.edu along with expenditure backup documentation.

Expenditure Backup:

Appropriate expenditure backup including invoices, proof of payment and an accounting journal is required. The backup should be well organized and submitted in clearly scanned PDF format when submitting SSF Grant Expenditure Reports for reimbursement. When submitting multiple documents, it may be helpful to include a brief summary spreadsheet and any notes that may provide better clarity.

Invoices from vendors must be *detailed*, not summary billing statements. Proof of payment of the invoices should be in the form of images of cancelled checks (front and back) from the [school/education corporation] to the vendor. In the case where an intermediary is involved in the payment flow (e.g. use of an affiliate corporation), cancelled checks from the education corporation to the intermediary, and from the intermediary to the vendor must be provided.

Where an invoice from a contractor includes charges for subcontractors' work, the subcontractors' detailed invoices should be provided along with proof of payment from the contractor to the subcontractors. In this case, cancelled checks from the contractor to the subcontractors and/or lien releases from the subcontractor for its invoiced amount on the education corporation's project are acceptable.

A copy of the disbursement journal generated by the education corporation's accounting system identifying SSF expenditures is required. The journal should include the following data elements:

- date of invoice;
- check number;
- name of vendor / payee;
- memo / description of expense;
- total amount;
- SSF related amount; and,
- budget category.

The completion invoice should include all of the above required documentation in addition to:

- MWBE Forms 7557-104, -107, -108 and Form 7557-114 – Waiver Request if necessary.
- a one-page final expenditure narrative briefly describing the full expenditure of SSF grant funds and how those funds benefited the school. (See the last section of this guide titled "Completion" for more information).

PAYMENTS

Grants awarded by SUNY under provisions of the RFP will be administered by SUNY System Administration, which includes payment processing through the Office of the State Comptroller VendRep System for vendors. Grantees will be required to comply with all mandated New York State fiscal and administrative requirements, see the following website for more details:

https://www.osc.state.ny.us/vendrep/info_vrsystem.htm

The electronic payments received by the education corporation will be identifiable by the invoice number provided when submitting the SSF Grant Expenditure Report.

REQUESTING CHANGES

If you anticipate that the education corporation will not be able to execute its plan as described in the SSF application, submit the following to the Institute for review and approval:

- a Revised Budget using the Budget Revision template located on the Institute website at: www.newyorkcharters.org/new-york-state-stimulus-fund-grants/ labeled "SSF Grant Budget Revision Form;" and,
- a detailed narrative explaining the change.

Be advised the education corporation MUST still follow the project or projects outlined in the grant proposal. The SSF Grant is highly competitive and proposals were graded based on specific projects detailed in those proposals. A budget modification moving expenses from one budget line to another is permissible as long as the proposal project is followed (i.e., moving expenses from purchased services to equipment while still performing the proposal project). Approval could take two - three (2-3) weeks during which time the school will not be able to submit invoices for payment.

COMPLETION

Upon completion of the grant period, awardee must submit a one page final grant expenditure narrative to briefly describe the awardee's full expenditure of SSF Grant funds. *Failure to submit this final report and/or the appropriate backup documentation may result in non-payment of the final expenditure report.*

Awardees that received the additional five (5) bonus points related to the arts program will be required to submit, together with their final grant expenditure narrative, a visual representation (preferably via electronic media) of how the arts program impacted or enriched the academic program.

Photographic proof of completion of work is required by July 31, 2019. The completion invoice shall be submitted promptly following completion of the work under this agreement but in **no event later than 15 days after the end of the grant period.**