

**SPECIAL LEGISLATIVE GRANT CONTRACT FINAL EXPENDITURE  
GUIDELINES  
(PRIVATE AGENCIES)**

***"Before You Mail" Checklist* **

***"Before You Mail" your Grant Final Expenditure Report, please use the CHECKLIST  below to make sure that you included ONE ORIGINAL AND ONE COPY (two in total) of each of the following.***

**Your Grant Final Expenditure Report must include:**

-  **A "Private Agency Final Expenditure Report" (SLP-10-F) with an ORIGINAL SIGNATURE;**
-  **A written final narrative report which summarizes all activities occurring in the program and financial areas of the grant.**
-  **A completed "State Aid Voucher", with an ORIGINAL SIGNATURE, so that you can receive the final payment for your contract.**
-  **An Equipment Inventory Form, if applicable.**
-  **Be sure to mail to:**

**New York State Education Department  
Special Legislative Projects  
89 Washington Avenue – Room 136 EB  
Albany, NY 12234**