

**SPECIAL LEGISLATIVE GRANT CONTRACT APPLICATION
GUIDELINES
(Public AGENCIES)**

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

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

Your Grant Final Expenditure must include:



A "Public Agency Final Expenditure Report" (FS-10-F) with an ORIGINAL SIGNATURE;



A written final narrative to describe the outcome of your project;



Mail To:

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