

# Accessing your Race To The Top Funds

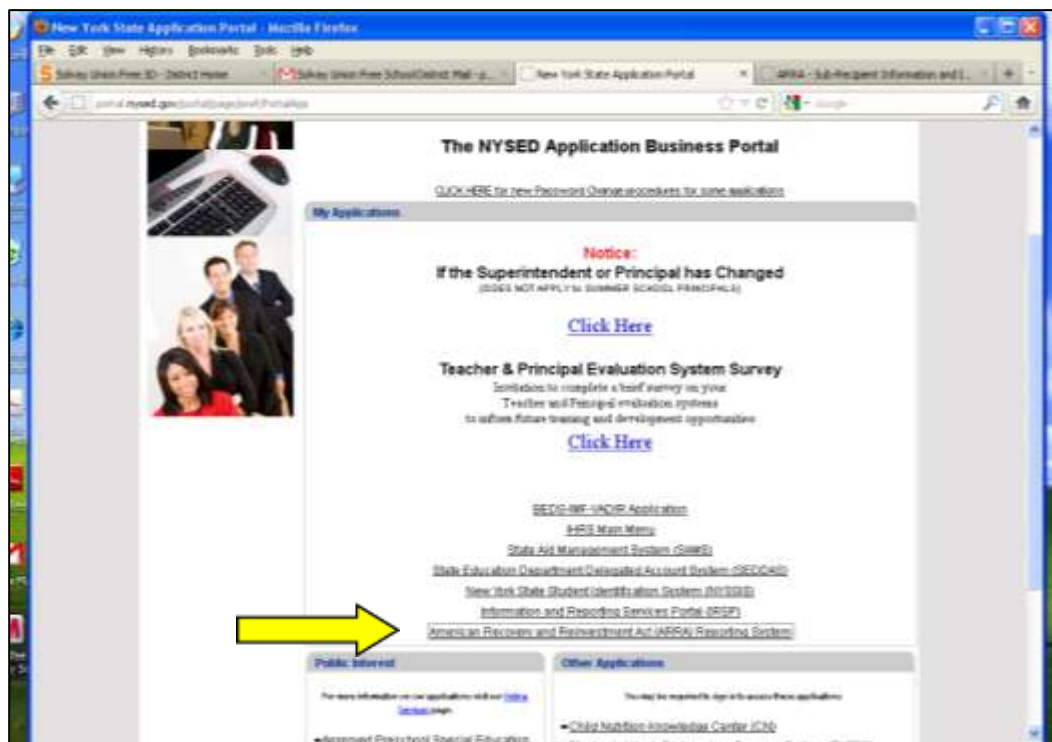
SED is now sending Race To The Top budget approval letters. That means that the money can now be accessed. The way that you get your Race To The Top funds is by using an FS-25. The FS-25 has to be filled out and submitted on paper. An FS-25 has been prepared for your district and is prepared for you except for two things:

- 1) The project ID has to be filled in, and
- 2) The superintendent has to sign the FS-25

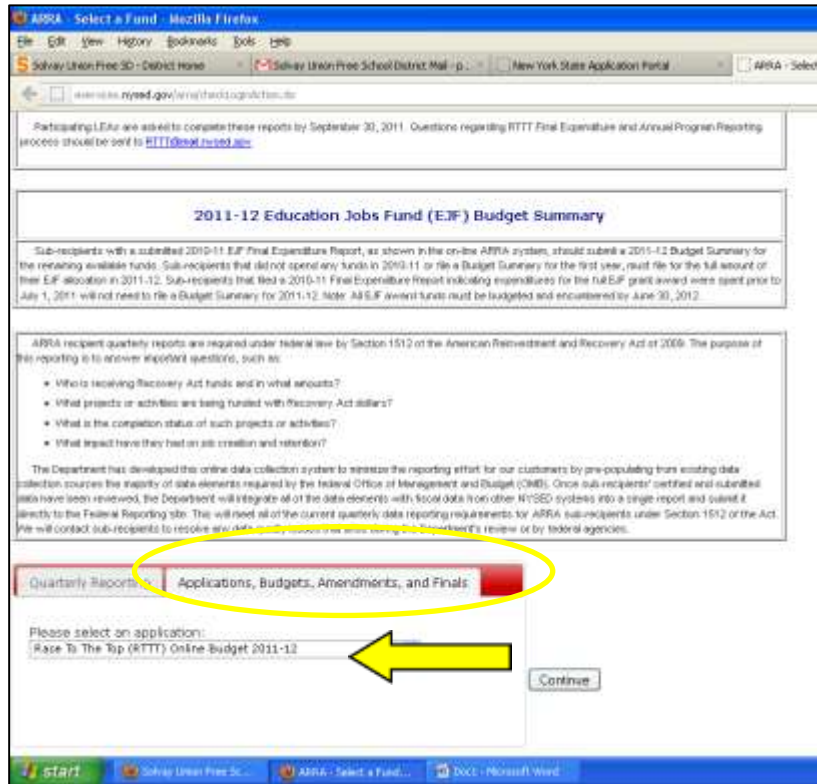
The FS-25 that has been prepared for your district requests half of one third of your total, multi-year allocation. After the fiscal year is completed we will send you another mostly-complete FS-25 for you to submit. The money will come to you – and you keep the money. We are billing you through the normal BOCES billing.

You should be receiving an approval letter from SED any day now which should have the project number on it. If not, follow these steps to determine your project number and then insert that project number into the top left box of the FS-25.

Login into the NYSED Business Portal. Select the ARRA link



In the ARRA Screen, scroll to bottom, select the “Applications, Budgets, Amendments, and Finals” Tab. Then select “RTTT Online Budget 2011-12.” Hit “Continue.”



District info, including Project Code number, will appear in the spot circled below.



Enter your Project Code on the FS-25.

The University of the State of New York  
THE STATE EDUCATION DEPARTMENT  
Grants Finance, Rm. 510W EB  
Albany, New York 12234

REQUEST FOR FUNDS FOR A  
FEDERAL OR STATE PROJECT  
FS-25 (11/09)

Project #:  Contract #:

Agency Code:

Funding Source:

Agency Name:

Mailing Address:

City:  State:  Zip Code:

Contact Person:  Telephone:

E-mail Address:

Report Period:    
Month/Year

**CHIEF ADMINISTRATOR'S CERTIFICATION**  
I hereby certify that all information reported herein is true and accurate.

Date:  Signature: \_\_\_\_\_

1. Amount of Approved Budget (include approved amendments)	\$ <input type="text" value="46,362"/>
2. Project Payments Received to Date	\$ <input type="text" value="0"/>
3. Project Cash Expenditures to Date	\$ <input type="text" value="23,181"/>
4. Cash Expenditures Anticipated During Next Month:	\$ <input type="text" value="0"/>
5. Additional Funds Requested (Entries 3 plus 4 minus 2)	\$ <input type="text" value="23,181"/>

**FOR DEPARTMENT USE ONLY**

Voucher #:	Fiscal Year	Payment Split	Line #
Finance: <input type="text"/>	_____	\$ _____	_____
<input type="checkbox"/> LOG	_____	\$ _____	_____
<input type="checkbox"/> MIR	_____	\$ _____	_____
	_____	\$ _____	_____
	_____	\$ _____	_____

The FS-25 should be signed by the superintendent and then sent in to:

NYSED  
Grants & Finance  
Room 510W EB  
Albany, NY 12234