

The University of the State of New York
THE STATE EDUCATION DEPARTMENT

RECEIVED
 SCHOHARIE CENTRAL
 JUN 13 2022
 PROPOSED BUDGET FOR A
 FEDERAL OR STATE PROJECT
 FS-10 (03/15)

= Required Field

Local Agency Information		
Funding Source:	ARP-HCY Part II	
Report Prepared By:	Matthew L. Wright	
Agency Name:	Schoharie Central School District	
Mailing Address:	PO Box 430, 136 Academy Drive	
	Street	
	Schoharie	NY 12157
	City	State Zip Code
Telephone # of Report Preparer:	5182956657	County: Schoharie
E-mail Address:	mwright@schoharieschools.org	
Project Funding Dates:	3/13/2020 Start	09/30/24 End

Received
 MAR 31 2022
 Office of Accountability

INSTRUCTIONS

- Submit the original FS-10 Budget and the required number of copies along with the completed application directly to the appropriate State Education Department office as indicated in the application instructions for the grant program for which you are applying. DO NOT submit this form to Grants Finance.
- The Chief Administrator's Certification on the Budget Summary worksheet must be signed by the agency's Chief Administrative Officer or properly authorized designee.
- An approved copy of the FS-10 Budget will be returned to the contact person noted above. A window envelope will be used; please make sure that the contact information is accurate and confined to the address field without altering the formatting.
- For information on budgeting refer to the Fiscal Guidelines for Federal and State Aided Grants at <http://www.oms.nysed.gov/cafe/guidance/>.

SALARIES FOR PROFESSIONAL STAFF			
Subtotal - Code 15			\$485
Specific Position Title	Full-Time Equivalent	Annualized Rate of Pay	Project Salary
Tutoring supports for students experiencing housing instability and homelessness	12 hours @ \$40.37	40.37 per hour (curriculum work rate)	\$485

SALARIES FOR SUPPORT STAFF			
Subtotal - Code 16			\$1,915
Specific Position Title	Full-Time Equivalent	Annualized Rate of Pay	Project Salary
Transportation Costs Driver GW	57.75 hours	20.00 hour	\$1,155
Transportation Costs Driver KM	38 hours	20.00 hour	\$760

SUPPLIES AND MATERIALS			
Subtotal - Code 45			\$2,500
Description of Item	Quantity	Unit Cost	Proposed Expenditure
Gift Cards from Hannaford (Grocery located in district catchment area) for students and families with food insecurity due to homelessness	10.00	100.00 ea	\$1,000
Gift Cards from Stewarts Shops for Fuel to offset transportation and fuel needs for families with housing instability	15.00	100.00 ea	\$1,500

Employee Benefits	
Subtotal - Code 80	
\$262	
Benefit	Proposed Expenditure
Social Security	\$175
Retirement	New York State Teachers
	New York State Employees
	Other - Pension
Health Insurance	\$15
Worker's Compensation	\$72
Unemployment Insurance	
Other(Identify)	



CF121
 ENTRY DATE 05/27/22
 PROJECT 5218212790
 SED CODE 541201040000
 NYC DOC #

GRANTS FINANCE
 PROJECT STATUS REPORT
 ARP HOMELESS II
 SCHOHARIE CSD

RUN DATE 05/27/22

BUDGET DETAIL INFORMATION

PROF SALARY	15	485.00	BEGIN DATE	03/13/20
NON PROF SALARY	16	1,915.00	END DATE	09/30/24
PURCH SERVICES	40	0.00	AMENDMENT #	
SUPP & MATERIAL	45	2,500.00	CONTRACT #	
TRAVEL EXPENSE	46	0.00	STOP DATE	
EMP BENEFITS	80	262.00	REFUND CHECK #	
INDIRECT COST	90	0.00	IND COST RATE	2.9
BOCES SERVICES	49	0.00	INT ELIG	N
REMODELING	30	0.00		
EQUIPMENT	20	0.00		

BUDGET SUMMARY INFORMATION

FUNDYEAR	BUDGET SPLITS	PAID TO DATE	OUTSTANDING ENC
521821	5,162.00	1,032.00	4,130.00
521820	0.00	0.00	0.00
521819	0.00	0.00	0.00
	0.00	0.00	0.00
	0.00	0.00	0.00
TOTAL	5,162.00	1,032.00	4,130.00

LOG AND CONTRACT DATES

	RECEIVED	ENTERED	APPROVED
BUDGET	05/13/22	05/26/22	
INTERIM			
FINAL			

CASH DETAIL

ENTRY	DOC #	TRANS	ENC	RPT	LINE	AMOUNT	FUNDYR	MIR	PD DT	STAT
052722	573160F	INIT	000	05/22	01	1,032.00	521821	051322		ENT

THIS BUDGET HAS BEEN PROCESSED BY THE NEW YORK STATE
 EDUCATION DEPARTMENT. THIS SUMMARY REPLACES THE SIGNED COPY.



Grants Finance
Room 510W, Education Building
Tel. (518) 474-4815

Reminder: Record Keeping and Retention

This document is intended as a reminder to local agencies on proper record keeping and retention.

Generally, local agencies must have a proper financial management system in place, along with strong internal controls and written procedures, to properly account for funds received through a grant/grant-contract awarded by NYSED. Additionally, program as well as financial records, including supporting and source documentation, must be maintained and available for review by State and federal representatives or their duly authorized representatives.

In order to meet the requirements of both State and federally funded programs, these records must be kept for a period of six years after the last payment was made unless specified by program requirements or otherwise stated in the grant agreement.¹ Audit or litigation will “freeze the clock” for records retention purposes until the issue is resolved.

Information on records retention may be found in:

- 2 CFR 200.333-337 of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards for awards made on/after 12/26/14.
- Parts 74 & 80 of the Education Department General Administrative Regulations (EDGAR), specifically 34 CFR 74.53 & 34 CFR 80.42, for federal awards made prior to 12/26/14.
- Part 76 of the Education Department General Administrative Regulations (EDGAR), specifically 34 CFR 76.730-731.
- Records Retention and Disposition Schedules published by the New York State Archives (http://www.archives.nysed.gov/records/mr_retention.shtml)

Local agencies must retain records² that show the amount of funds by grant, including total cost, how the awardee used the funds, authorizations, obligations, share of costs provided from other sources, as well as compliance with program requirements. In addition, source documents are required to support all transactions entered into the grantee's record keeping system. Source documents that authorize the disbursement of grant funds may consist of purchase orders, contracts, time & effort records, delivery receipts, vendor invoices, travel documentation, and payment documents, including check stubs. More information and examples of the types of documents used to support payment for other types of costs (such as goods, services, travel, utilities, and property leases) may be found in Chapter XII, Section 3 and Section 4.B.1 of the Guide to Financial Operations published by the NYS Office of the Comptroller (<https://www.osc.state.ny.us/agencies/guide/MyWebHelp/>).

¹ For projects awarded under a multi-year grant-contract, all project and contract-related documents (including the contract itself as well as the annual budgets) need to be retained for 6 years following the end of the contract.

² Please refer to 2 CFR 200.302 for a discussion of how federal awards are to be identified and accounted for in the financial management system. Proper accounting of federal funds will help ensure that appropriate and accurate documentation from this system can be provided if/when needed.



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

Grants Finance
Room 510W, Education Building
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Fax (518) 486-4899

Transition from DUNS to UEI

Important Information

As of April 4, 2022, the DUNS (Data Universal Numbering System) number will no longer be used as the unique and official identifier for entities doing business with the federal government or for federal grant tracking and reporting purposes. It will be replaced by a new 12 character alphanumeric value, called the Unique Entity Identifier (UEI).

Entities with a DUNS number that are **currently registered (active)** in the federal System for Award Management (SAM.gov) will automatically be assigned a UEI. No additional steps will be needed; however, entities must still maintain a current registration in SAM.gov by reviewing their information (registration) annually.

Critical Next Steps:

If your agency is not registered or active in SAM, do so as soon as possible to ensure that your agency is assigned a UEI. Failure to do so may delay the awarding of funds and/or payments through NYSED.

To register your agency or obtain a unique entity identifier or update your registration, please visit <https://sam.gov>.

Information on the transition from DUNS to UEI and other related resources may be found on the Federal Service Desk website (<https://www.fsd.gov>).