

CF121  
 ENTRY DATE 03/17/22  
 PROJECT 5883212790  
 SED CODE 541201040000  
 NYC DOC #

GRANTS FINANCE  
 PROJECT STATUS REPORT  
 ARP SLR COMPREHENSIVE AFTER SCHOOL  
 SCHOHARIE CSD  
 RUN DATE 03/17/22

BUDGET DETAIL INFORMATION			
PROF SALARY	15	38,510.00	BEGIN DATE 03/13/20
NON PROF SALARY	16	7,220.00	END DATE 09/30/24
PURCH SERVICES	40	28,966.00	AMENDMENT #
SUPP & MATERIAL	45	19,049.00	CONTRACT #
TRAVEL EXPENSE	46	0.00	STOP DATE
EMP BENEFITS	80	15,543.00	REFUND CHECK #
INDIRECT COST	90	0.00	IND COST RATE 13.9
BOCES SERVICES	49	0.00	INT ELIG N
REMODELING	30	0.00	
EQUIPMENT	20	25,620.00	

BUDGET SUMMARY INFORMATION			
FUNDYEAR	BUDGET SPLITS	PAID TO DATE	OUTSTANDING ENC
588321	134,908.00	26,981.00	107,927.00
588320	0.00	0.00	0.00
588319	0.00	0.00	0.00
	0.00	0.00	0.00
	0.00	0.00	0.00
TOTAL	134,908.00	26,981.00	107,927.00

LOG AND CONTRACT DATES			
BUDGET	RECEIVED	ENTERED	APPROVED
INTERIM	03/09/22	03/11/22	CONTRACT
FINAL			

CASH DETAIL										
ENTRY	DOC #	TRANS	ENC	RPT	LINE	AMOUNT	FUNDYR	MIR	PD DT	STAT
031722	566483F	INIT	000	03/22	01	26,981.00	588321	030922		ENT

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

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

PROPOSED BUDGET FOR A  
FEDERAL OR STATE PROJECT  
FS-10 (03/15)

= Required Field

**Local Agency Information**

<b>Funding Source:</b>	ARP: State Reserves 1% Comprehensive Afterschool Programming	
<b>Report Prepared By:</b>	Matthew L. Wright	Received
<b>Agency Name:</b>	Schoharie Central School District	DEC 17 2021
<b>Mailing Address:</b>	PO Box 430, 136 Academy Drive	
	Street	
	Schoharie	NY 12157
	City	State Zip Code

Office of Accountability

<b>Telephone # of Report Preparer:</b>	518-295-6657	<b>County:</b>	Schoharie
<b>E-mail Address:</b>	mwright@schoharieschools.org		

**Project Funding Dates:** 3/13/2020 9/30/2024  
Start End

**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/>.

RECEIVED  
 SCHOHARIE CENTRAL  
 MAR - 8 2022  
 OFFICE OF  
 PUPIL SERVICES

SALARIES FOR PROFESSIONAL STAFF			
Subtotal - Code 15			\$38,510
Specific Position Title	Full-Time Equivalent	Annualized Rate of Pay	Project Salary
Development of a middle school intramural program for Spring 2021-22 and fall / spring 22-23. District contractual work rate utilized \$40.37	62 hours per year, 31 hours per intramural season	\$40	\$2,500
Development of a middle school intramural program for Spring 2021-22 and fall / spring 22-23. District contractual work rate utilized \$40.37	62 hours per year, 31 hours per intramural season	\$40	\$2,500
Elementary Book Club Teacher Assistant Support 22-23	(4 days a week, 1 per grade level 2-5) 4 hours a week x 40 weeks	\$40	\$6,460
Elementary Book Club Teacher Assistant Support 23-24	(4 days a week, 1 per grade level 2-5) 4 hours a week x 40 weeks	\$40	\$6,460
Elementary Book Club Teacher Assistant Support 21-22	(4 days a week, 1 per grade level 2-5) 4 hours a week x 35 weeks	\$40	\$5,652
Afterschool Academic Support District Wide. Support with instructional staff (Teacher or Teaching Assistant) 22-23	5 hours a week, 37 weeks per year	\$40	\$7,469
Afterschool Academic Support District Wide. Support with instructional staff (Teacher or Teaching Assistant) 23-24	5 hours a week, 37 weeks per year	\$40	\$7,469

SALARIES FOR SUPPORT STAFF			
Subtotal - Code 16			\$7,220
Specific Position Title	Full-Time Equivalent	Annualized Rate of Pay	Project Salary
Elementary Book Club Support, Aide 22-23	(4 days a week, 1 per grade level 2-5) 4 hours a week x 40 weeks	19.00 hour.	\$3,040
Elementary Book Club Support, Aide 23-24	(4 days a week, 1 per grade level 2-5) 4 hours a week x 40 weeks	19.00 hour.	\$3,040
Elementary Book Club Support, Aide 2021	(4 days a week, 1 per grade level 2-5) 4 hours a week x 15 weeks	19.00 hour.	\$1,140

PURCHASED SERVICES			
Subtotal - Code 40			\$28,966
Description of Item	Provider of Services	Calculation of Cost	Proposed Expenditure
Demco Furniture Quote Shipping Charges (Estimate based on Current Quote)	DEMCO	Freight Shipping Price	\$2,326
Music Afterschool Programming (Movement and Music, Instrument Exposure, Musical Composition) 22-23	Expressive Journeys, INC	4 days a week @ \$90.00 per session x 37 weeks 22-23 School Year	\$13,320
Music Afterschool Programming (Movement and Music, Instrument Exposure, Musical Composition) 23-24	Expressive Journeys, INC	4 days a week @ \$90.00 per session x 37 weeks 23-24 School Year	\$13,320

SUPPLIES AND MATERIALS			
Subtotal - Code 45			\$19,049
Description of Item	Quantity	Unit Cost	Proposed Expenditure
Elementary Library Furniture upgrades CS PlayPod House	1.00	\$2,851.00	\$2,851
Elementary Library Furniture upgrades Colorscape end ofrange browser bin	2.00	\$603.89	\$1,208
Elementary Library Furniture upgrades Colorscape connector bench	2.00	\$1,293.29	\$2,587
Elementary Library Furniture upgrades Palette Lounge soft round seat with cutout	7.00	\$390.59	\$2,735
Elementary Library Furniture upgrades Eve 30 bench	3.00	\$903.59	\$2,711
Elementary Library Furniture upgrades Eve club chair without arms	4.00	\$895.49	\$3,582
Elementary Book Club, Copies of Books for each participating student grades 2-5 22-23 school year	90.00	\$15.00	\$1,350
Elementary Book Club, Copies of Books for each participating student grades 2-5 23-24 school year	90.00	\$15.00	\$1,350
Elementary Book Club, Copies of Books for each participating student grades 2-5 21-22 school year	45.00	\$15.00	\$675

Employee Benefits	
Subtotal - Code 80	
\$15,543	
Benefit	Proposed Expenditure
Social Security	
Retirement	New York State Teachers
	New York State Employees
	Other - Pension
Health Insurance	\$15,543
Worker's Compensation	
Unemployment Insurance	
<b>Other(Identify)</b>	

EQUIPMENT			
Subtotal - Code 20			\$25,620
Description of Item	Quantity	Unit Cost	Proposed Expenditure
TEQ Tequipment Quote 184696 Smartboard 6075S interactive display with IQ and Smart Learning Suite on mobile mounts for shared / large group instructional spaces (5 Spaces Jr Sr HS Gym, Library, Cafeteria, 2 classroom spaces used as community spaces as well as instructional program space), (5 Spaces Elementary School Gym, Library, Cafeteria, 2 classroom spaces used as community spaces as well as instructional program space). Will be used for district and community afterschool and summer programs 50% of proposed cost (\$51240.00 /2 Afterschool and Summer enrichment)	5.00	\$5,124.00	\$25,620





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



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## **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.<sup>1</sup> 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](http://www.archives.nysed.gov/records/mr_retention.shtml))

Local agencies must retain records<sup>2</sup> 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/>).

<sup>1</sup> 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.

<sup>2</sup> 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.