

CF121  
 ENTRY DATE 08/20/21  
 PROJECT 5891212790  
 SED CODE 541201040000  
 NYC DOC #

GRANTS FINANCE  
 PROJECT STATUS REPORT  
 CRRSA-ESSER 2  
 SCHOHARIE CSD

RUN DATE 08/20/21

BUDGET DETAIL INFORMATION

PROF SALARY	15	563,304.00	BEGIN DATE	03/13/20
NON PROF SALARY	16	60,285.00	END DATE	09/30/23
PURCH SERVICES	40	116,628.00	AMENDMENT #	
SUPP & MATERIAL	45	44,214.00	CONTRACT #	
TRAVEL EXPENSE	46	0.00	STOP DATE	
EMP BENEFITS	80	462.00	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
589121	784,893.00	156,978.00	627,915.00
589120	0.00	0.00	0.00
589119	0.00	0.00	0.00
	0.00	0.00	0.00
	0.00	0.00	0.00
<b>TOTAL</b>	<b>784,893.00</b>	<b>156,978.00</b>	<b>627,915.00</b>

LOG AND CONTRACT DATES

	RECEIVED	ENTERED	CONTRACT	APPROVED
BUDGET	07/27/21	07/28/21		
INTERIM				
FINAL				

CASH DETAIL

ENTRY	DOC #	TRANS	ENC	RPT	LINE	AMOUNT	FUNDYR	MIR	PD	DT	STAT
082021	545814F	INIT	000	08/21	01	156,978.00	589121	082021			ENT

RECEIVED  
 SCHOHARIE CENTRAL  
 AUG 25 2021  
 OFFICE OF  
 PUPIL SERVICES

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>	<span style="background-color: #c8e6c9; border: 1px solid black; padding: 2px;">CERISA CARES Act ESSER2</span>		
<b>Report Prepared By:</b>	<span style="background-color: #c8e6c9; border: 1px solid black; padding: 2px;">Matthew L. Wright</span>		
<b>Agency Name:</b>	<span style="background-color: #c8e6c9; border: 1px solid black; padding: 2px;">Schoharie Central School District</span>		
<b>Mailing Address:</b>	<span style="background-color: #c8e6c9; border: 1px solid black; padding: 2px;">136 Academy Drive, Box 430</span>		
	<span style="background-color: #c8e6c9; border: 1px solid black; padding: 2px;">Street</span>		
	<span style="background-color: #c8e6c9; border: 1px solid black; padding: 2px;">Schoharie</span>	<span style="background-color: #c8e6c9; border: 1px solid black; padding: 2px;">NY</span>	<span style="background-color: #c8e6c9; border: 1px solid black; padding: 2px;">12157</span>
	<span style="background-color: #c8e6c9; border: 1px solid black; padding: 2px;">City</span>	<span style="background-color: #c8e6c9; border: 1px solid black; padding: 2px;">State</span>	<span style="background-color: #c8e6c9; border: 1px solid black; padding: 2px;">Zip Code</span>
<b>Telephone # of Report Preparer:</b>	<span style="background-color: #c8e6c9; border: 1px solid black; padding: 2px;">5182956657</span>	<b>County:</b> <span style="background-color: #c8e6c9; border: 1px solid black; padding: 2px;">Schoharie</span>	
<b>E-mail Address:</b>	<span style="background-color: #c8e6c9; border: 1px solid black; padding: 2px;"><a href="mailto:mwright@schoharieschools.org">mwright@schoharieschools.org</a></span>		
<b>Project Funding Dates:</b>	<span style="background-color: #c8e6c9; border: 1px solid black; padding: 2px;">3/13/2020</span> Start	<span style="background-color: #c8e6c9; border: 1px solid black; padding: 2px;">9/30/2023</span> End	

RECEIVED  
JUN 14 2021  
OFFICE OF ACCOUNTABILITY

INSTRUCTIONS
<ul style="list-style-type: none"> <li>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.</li> <li>The Chief Administrator's Certification on the Budget Summary worksheet must be signed by the agency's Chief Administrative Officer or properly authorized designee.</li> <li>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.</li> <li>For information on budgeting refer to the Fiscal Guidelines for Federal and State Aided Grants at <a href="http://www.oms.nysed.gov/cafe/guidance/">http://www.oms.nysed.gov/cafe/guidance/</a>.</li> </ul>

SALARIES FOR PROFESSIONAL STAFF			
Subtotal - Code 15			\$563,304
Specific Position Title	Full-Time Equivalent	Annualized Rate of Pay	Project Salary
(6) Teacher Positions for Summer Enrichment (6 week, 29 day) Program	6 Teaching Positions	39.65 per hour, 3 hours per day (per teacher)	\$20,697
(3) Teaching Assistants for Summer Enrichment (6 week, 29 day) Program	3 teaching Assistant Positions	20.00 per hour, 3 hours per day, 29 day program	\$5,220
(1) School Nurse for Summer Remediation Program 2021	1.00	39.65 per hour (curriculum contract rate) 174 hours	\$6,899
Afterschool tutoring (October 2020- Jun 2021)	Tutor Teaching rate is 39.65 per hour	102 Hours @ 39.65 per hour	\$4,046
School Social Worker Grades 6-12 , SEL support Jr Sr HS 2021-2022, 2022-2023	1.00	Based on Current STA contact (Steps 3, 4)	\$94,043
Assistant Principal / Instructional Coordinator, Elementary School 2021-2022, 2022-2023 position	1.00	Based on Current SCAA Contract (Steps 1,2)	\$154,280
(2) Instructional Coaches for Teacher development, academic support, intervention (2 year positions)	2.00	Based on STA Contract	\$180,076
Stipend for FBA committee Chair, Facilitate best practice discussions fo Tier 1 and 2 interventions for struggling students, direct classroom support	Stipend for 2021-2022 School year	Based on MOA	\$4,000
(1) Certified Literacy Teacher, District Wide position 2021-2022, 2022-2023	1.00	Based on Current STA contact (Steps 3, 4)	\$94,043

SALARIES FOR SUPPORT STAFF			
Subtotal - Code 16			\$60,285
Specific Position Title	Full-Time Equivalent	Annualized Rate of Pay	Project Salary
% of total Transportation (Wages Only) expenses during COVID shutdown May-June2020 Driver HB	256.5 hours	46.46 per hour	\$11,917
% of total Transportation (Wages Only) expenses during COVID shutdown May-June2020 Driver BD	152 hours	46.32 per hour	\$7,041
% of total Transportation (Wages Only) expenses during COVID shutdown May-June2020 Driver CD	298 hours	31.88 per hour	\$9,500
% of total Transportation (Wages Only) expenses during COVID shutdown May-June2020 Driver JC	123.5 hours	17.15 per hour	\$2,118
% of total Transportation (Wages Only) expenses during COVID shutdown May-June2020 Driver RB	193.5 hours	18.18 per hour	\$3,518
% of total Transportation (Wages Only) expenses during COVID shutdown May-June2020 Driver KH	266 hours	23.49 per hour	\$6,248
% of total Transportation (Wages Only) expenses during COVID shutdown May-June2020 Driver MS	218.5 hours	29.86 per hour	\$6,524
% of total Transportation (Wages Only) expenses during COVID shutdown May-June2020 Driver AW	133 hours	33.52 per hour	\$4,458
% of total Transportation (Wages Only) expenses during COVID shutdown May-June2020 Driver BL	133 hours	24.83 per hour	\$3,302
% of total Transportation (Wages Only) expenses during COVID shutdown May-June2020 Driver JRD	190 hours	24.83 per hour	\$4,718
% of total Transportation (Wages Only) expenses during COVID shutdown May-June2020 Driver MG	27 hours	19.87 per hour	\$537

% of total Transportation (Wages Only)  
expenses during COVID shutdown May-  
June2020 Bus Aide JB

33 Hours	12.31 per hour	\$404
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PURCHASED SERVICES			
Subtotal - Code 40			\$116,628
Description of Item	Provider of Services	Calculation of Cost	Proposed Expenditure
IntoMath Curriculum with digital platform (3 Year) grades k-5	Houghton Mifflin Harcourt	26507.72 x 3 years	\$79,523
iReady Ready Math with digital assessment tools and platform grades 6-8	Curriculum Associates Inc	17781 (Not broken down by year, 3 year cost)	\$17,781
Verizon MiFi (jetpacks) costs for 2021-2022 (12 months of service for families in district)	Verizon Wireless	38 x 37.99 per month	\$17,324
Consulting Contract, Board Certified Behavior Analyst (Kelly Brock) for development of IST and FBA committee best practices	Kelly Brock, BCBA	Based on hourly rate	\$2,000

SUPPLIES AND MATERIALS			
Subtotal - Code 45			\$44,214
Description of Item	Quantity	Unit Cost	Proposed Expenditure
Cloth Schoharie branded facemasks for staff and students	BSN Sports	1100@ 5.00ea	\$5,500
Cloth Schoharie branded facemasks for staff and students	BSN Sports	50@ 6.50ea	\$325
Cloth Schoharie branded facemasks for staff and students	BSN Sports	3000@ 5.00ea	\$15,000
Heavy duty mobile ready kids headphones with boom mic and tangle free cord for remote learning and testing	School Outfitters Inc	60 @ 18.00ea	\$1,080
Scanning Pens ReaderPen for students to be able to independently have instructional materials and assessments read by computer	Scanning Pens, Inc	15 @ 237.50 ea	\$3,563
(75) Dell Chromebook 3100-11.6"	CDW	225.00 ea x 75	\$16,875
(75) Google Chrome Management Console License	CDW	24.95 x 75	\$1,871



Employee Benefits	
Subtotal - Code 80	
\$462	
Benefit	Proposed Expenditure
Social Security	
Retirement	New York State Teachers
	New York State Employees
	Other - Pension
Health Insurance	\$462
Worker's Compensation	
Unemployment Insurance	
Other(Identify)	
FICA Medicare (@ 7.65%) for tutoring program expenses	



Finance: Logged \_\_\_\_\_

Approved \_\_\_\_\_

MIR \_\_\_\_\_





Grants Finance  
Room 510W, Education Building  
Tel. (518) 474-4815  
Fax (518) 486-4899

## **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/>).

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<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.