

INSTRUCTIONS

- This budget tool contains 12 worksheets – 1 for agency information, 1 for each of the 10 budget categories, and 1 for the budget summary. To go to the other worksheets, click on the tabs below.
- Complete all of the green-shaded fields on the Agency Information page and the Budget Summary pages. It is very important that the agency name, agency code and the project number, if available, are accurate.
- To enter budget information for a particular category, select that tab and enter the required data. Dollar amounts in the Project Salary/Proposed Expenditure columns of the worksheets will be automatically subtotaled on the worksheets, and the subtotals will be carried over to the Budget Summary worksheet. Dollar amounts will be rounded automatically to the closest whole number. The subtotals and the Budget Summary will automatically be recalculated if the dollar amounts are changed or new information is added.
- Large amounts of text in the description boxes may not be completely visible. To accommodate extra text, expand the row height by dragging the line below the row number until the row is at the appropriate height.
- On the indirect cost category worksheet, the Maximum Direct Cost Base listed below the chart is the total of codes 15, 16, 40, 45, 46 and 80. To compute the amount in row A. - Modified Direct Cost Base, subtract the portion of each subcontract exceeding \$25,000 and any flow through funds from the Maximum Direct Cost Base. Enter the agency's indirect cost rate as a whole number plus one decimal (2.1%, for example).
- To save the completed budget, select File / Save As, rename the file, select the appropriate location on your computer, and click OK.
- To preview a completed budget, select File / Print and then click the Preview button.
- To print a completed budget, select File / Print and then click OK. Only completed budget pages will print.
- The Chief Administrator's Certification on the Budget Summary worksheet must be signed by the agency's Chief Administrative Officer or properly authorized designee.
- Submit a budget with original signature, copies of the signed budget as specified in the grant application instructions, and grant application materials to the State Education Department office listed in the grant application instructions. Do not submit budgets or grant applications to Grants Finance.
- For additional information about preparing budgets, please refer to Fiscal Guidelines for Federal and State Grants at <http://www.oms.nysed.gov/cafe/guidance/>.

= Required Field

Local Agency Information			
Funding Source:	ESSER II		
Report Prepared By:	Terri Bavis		
Agency Name:	Waterloo CSD		
Mailing Address:	109 Washington Street		
	Street		
	Waterloo	NY	13165
	City	State	Zip Code
Telephone # of Report Preparer:	315-539-1502	County: Seneca	
E-mail Address:	terri.bavis@waterloocsd.org		
Project Funding Dates:	<u>3/1/2021</u> Start	<u>3/1/2024</u> End	

INSTRUCTIONS
<ul style="list-style-type: none"> 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			\$628,498
Specific Position Title	Full-Time Equivalent	Annualized Rate of Pay	Project Salary
1 MTSS Coordinator	1.00	\$63,545	\$63,545
6 Elementary Teachers hired at 1.0	6.00	\$44,617	\$267,702
8 Coaches for Positive Behavioral Intervention and Supports at each school building	8.00	\$1,238	\$9,904
RtI Data Coordinators for ELA and Math Instruction in grades PK-5 and at the MS and HS	6.00	\$2,500	\$15,000
Grade Level Chairs for the Middle School and High School for grades 6-12	7.00	\$1,238	\$8,666
Department Chairs for SS/Sci/Math/ELA for grades 6-8	4.00	\$1,238	\$4,952
School Psychology Intern	1.00	\$20,000	\$20,000
4 Extended Day Tutors (elementary)	hourly rate of 38.25/hour for 4 hours/day at 180 days per year	\$27,540	\$110,160
10 Extended Day Tutors (secondary)	hourly rate of 38.25/hour for 1 hour per day and 180 days per year	\$7,650	\$76,500
1 Secondary Teacher	1.00	\$44,617	\$44,617
1 District Wellness Coordinator	1.00	\$2,500	\$2,500
4 Building Level Wellness Coaches	4.00	\$1,238	\$4,952

** Five at L **3 tutors at SY

**MS has 2 **HS 3 people irregular

Nate Klos left

SALARIES FOR SUPPORT STAFF			
Subtotal - Code 16			\$112,800
Specific Position Title	Full-Time Equivalent	Annualized Rate of Pay	Project Salary
2 Literacy Partners (one in each elementary building)	hourly rate of \$20/hour for 1 hour per day for 180 days per year	\$3,600.00	\$7,200
2 RtI/Enrichment Program Directors (one in each elementary building)	hourly rate of \$20/hour for 4 hours per day for 180 days annually	\$14,400.00	\$28,800
School Bus Drivers- two hours per day, 5 days per week for 40 weeks	hourly rate of \$20/hour	\$48,000.00	\$48,000
2 Extended Day Program Coordinators	hourly rate of \$20/hour for 4 hours per day for 180 days annually	\$14,400.00	\$28,800

4 at LF- 1 cleaner and 3 Tas total of four hours per week each SY- 2 AM X 1.5 hours and 2 PM X 2 hours

** double salary and place under 15 CODE

LF- TA must switch to code 15/ SY is all set in code 16

PURCHASED SERVICES			
Subtotal - Code 40			\$10,000
Description of Item	Provider of Services	Calculation of Cost	Proposed Expenditure
Parent Academies	Seneca County	\$10,000.00	\$10,000

SUPPLIES AND MATERIALS			
Subtotal - Code 45			\$92,982
Description of Item	Quantity	Unit Cost	Proposed Expenditure
Whiteboard	1.00	\$200.00	\$200
Daily Snacks for Extended School Day Program- based on a monthly cost of \$17/student for 10 months for 150 students	1500.00	\$17.00	\$25,000
Art and Classroom supplies needed for instruction during the extended day program using a cost of \$30/month for 10 months for 150 students	1500.00	\$30.00	\$45,282
Leveled books for students attending the extended day program at the cost of \$3.00 per book for 150 students receiving 5 books per month for 10 months	1500.00	\$15.00	\$22,500

TRAVEL EXPENSES			
Subtotal - Code 46			
Position of Traveler	Destination and Purpose	Calculation of Cost	Proposed Expenditures

Employee Benefits			
		Subtotal - Code 80	\$241,577
Benefit		Proposed Expenditure	
Social Security		\$56,710	
Retirement	New York State Teachers	\$61,593	
	New York State Employees	\$18,274	
	Other - Pension		
Health Insurance		\$105,000	
Worker's Compensation			
Unemployment Insurance			
Other(Identify)			

INDIRECT COST		
A.	Modified Direct Cost Base -- Sum of all preceding subtotals(codes 15, 16, 40, 45, 46, and 80 and excludes the portion of each subcontract exceeding \$25,000 and any flow through funds) **Manual Entry	
B.	Approved Restricted Indirect Cost Rate	
C.	Subtotal - Code 90	

For your information, maximum direct cost base = \$1,085,857.00

To calculate Modified Direct Cost Base, reduce maximum direct cost base by the portion of each subcontract exceeding \$25,000 and any flow through funds.

PURCHASED SERVICES WITH BOCES			
Subtotal - Code 49			\$44,000
Description of Services	Name of BOCES	Calculation of Cost	Proposed Expenditure
Public Information Coordinator/COVID Mitigation Response Officer	Wayne-Finger Lakes BOCES	\$44,000.00	\$44,000

MINOR REMODELING		
Subtotal - Code 30		
Description of Work to be Performed	Calculation of Cost	Proposed Expenditure

EQUIPMENT			
Subtotal - Code 20			\$413,000
Description of Item	Quantity	Unit Cost	Proposed Expenditure
Outdoor open air pavillions with gravel base	4.00	\$50,000.00	\$200,000
Outdoor tables for eating and student seating	24.00	\$1,000.00	\$24,000
Playground equioment pieces	10.00	\$18,900.00	\$189,000

BUDGET SUMMARY

SUBTOTAL	CODE	PROJECT COSTS
Professional Salaries	15	\$628,498
Support Staff Salaries	16	\$112,800
Purchased Services	40	\$10,000
Supplies and Materials	45	\$92,982
Travel Expenses	46	
Employee Benefits	80	\$241,577
Indirect Cost	90	
BOCES Services	49	\$44,000
Minor Remodeling	30	
Equipment	20	\$413,000
Grand Total		\$1,542,857

Agency Code: **561006060000**

Project #: **5891-21-XXXX**

Contract #: _____

Agency Name: **Waterloo Central School District**

CHIEF ADMINISTRATOR'S CERTIFICATION

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements, and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal (or State) award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative penalties for fraud, false statements, false claims, or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

_____/_____/_____
Date Signature

Name and Title of Chief Administrative Officer

FOR DEPARTMENT USE ONLY

Funding Dates: _____ From _____ To _____

Program Approval: _____ Date: _____

<u>Fiscal Year</u>	<u>First Payment</u>	<u>Line #</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Voucher #	First Payment	

Finance: Logged _____ Approved _____ MIR _____