

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:	Elementary and Secondary School Emergency Relief Fund (ESSER)	
Report Prepared By:	Catherine Navilio	
Agency Name:	Middletown City School District	
Mailing Address:	223 Wisner Avenue	
	Street	
	Middletown	New York
	City	10940
	City	Zip Code
Telephone # of Report Preparer:	845-326-1184	County: Orange
E-mail Address:	catherine.navilio@ecsdm.org	
Project Funding Dates:	3/13/2020 Start	9/30/2022 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/>.

SALARIES FOR PROFESSIONAL STAFF			
			Subtotal - Code 15
Specific Position Title	Full-Time Equivalent	Annualized Rate of Pay	Project Salary

SALARIES FOR SUPPORT STAFF			
Subtotal - Code 16			\$622,836
Specific Position Title	Full-Time Equivalent	Annualized Rate of Pay	Project Salary
Emergency Classroom Cleaners - Covid19 Prevention -20.7 Temporary full time positions (10 month job assignment)	13.37	\$46,566.00	\$622,836

PURCHASED SERVICES			
Subtotal - Code 40			\$186,778
Description of Item	Provider of Services	Calculation of Cost	Proposed Expenditure
Digital Solution SY20-21 subscription to 39 remote/school assignments which support HS SEL programming	School Connect LLC	\$500.00	\$500
Cabling of 30 Thermographic Cameras for fever screenings upon entry to school buildings	Adirondack Cabling	In accordance with NYS Contract PT6848	\$175,000
Remote Extended Day Learning beginning afterschool and Saturdays-Private School Allocation OLMC	Full Bloom	Not to exceed allocation of \$10,902	\$10,902
Remote Extended Day Learning beginning afterschool and Saturdays-Private School Allocation St. John	Full Bloom	Not to exceed allocation of \$376	\$376

SUPPLIES AND MATERIALS			
Subtotal - Code 45			\$977,566
Description of Item	Quantity	Unit Cost	Proposed Expenditure
Item #33808 sanitizer wipes- food contact 100/tub, 12 tubs/case	75 cases	\$ 96.00	\$ 7,200
Blue face masks, 3ply disposable, FDA certified and compliant.	20000	\$ 0.35	\$ 7,000
Qty 15 each of the following signs: Hand wash sign, arrow signs, stand here signs, room capacity signs.social distancing signs and face covering required signs plus 100 Pennant face masks	90 Signs (Various) 100 pennant masks	\$269 \$6.00	\$ 24,810
36Hx36W 1/4in Plaskolite polycarbonate custom sneeze guards with 5"H x12"W bottom center opening, 3/4" thick black poly legs	200	\$ 149.98	\$ 29,996
SHP30350 white foam dispenser qty 600 at NC plus 300 ct foaming hand soap-item SHP30756 @77 each	See description	See description	\$ 23,100
8 double workstations, installation and frieght	8	\$ 2,083.93	\$ 16,671
Disposable face mask with ear loops, blue, 3ply, 50 box -Imported	10000 boxes	\$ 8.99	\$ 89,900
Disposable face shield, elastic strap, Made in the USA	50000 boxes	\$ 4.01	\$ 200,700
Disposable face mask, Youth size, 3ply,individually packed 50 in a box - Imported	10000 boxes	\$ 9.99	\$ 99,900
Crowd control stanchion	300	\$ 47.53	\$ 14,259
Signs - 50 qty (\$47.03), please enter here and 50 qty (41.83 ea) Queue way exit signs	50 50	\$47.03 \$41.83	\$ 4,443
Battery Touch free paper towel dispensers	400	\$ 38.50	\$ 15,400
Liter of Hand Sanitizer - Qty 2112 @ \$5.40 each and 1 liter pumps @ qty 1,600 @ \$.75 ea	2112 1600	\$5.40 \$0.75	\$ 12,605
Custom sneeze guards 30Hx36Wx1/4 thick (Qty 30@\$149.98) & 30Hx18Wx 1/4" thick (Qty 30 @\$96.50) -thick shatter proof polycarbonate.	See description	See description	\$ 7,394
Qty 7 Medify MA-40 - 2 Pack air purifier, cleans 1600 sq ft per hour, Version 2.0, Medical Grade H13 Filters	7	\$ 499.00	\$ 3,493
Qty 8- Germicidal Cabinets to store COVID supplies	8	\$ 623.98	\$ 4,992
MISC023 Face mask with clear panel for lip reading	500	\$ 8.49	\$ 4,245

Interior 24/7 Antimicrobial task chair - WB695506 - qty 3 - @ \$168 each plus \$65.85 shipping	3	\$ 189.95	\$ 570
Custom Fabricated Screens 5/16"x1" heavy aluminum tubular window frame for Twin Towers Middleschool for ventilation of classrooms	300	\$154.05	\$ 46,216
Logitech Tap/CTL Meet Complete System: Video Camera Kit CDW#5544347, USB-C Cable CDW #5804711, Google Chromebook meeting subscription CDW#4731015	21	CDW#5544347 @ \$2555 ea; CDW#5804711 @ \$228 ea; CDW# 4731015 @ \$197 ea.	\$62,580
Qty 100 of ECFOAM1 Hand Soap @ \$54.85 ea; Qty 50 of EBPURGEL1 Pure Gel 75% ALC @ \$159.50 ea; Qty 550 of Misc023 White Dispenser Sanitizer @ \$59.90 ea; Qty 350 of MISC023 Black Dispenser Sanitizer @ \$59.90 ea.	See description	See description	\$67,370
Diversey Oxivir TB 4x1 Gal - One step hospital grade cleaner/disinfectant	200.00	\$54.98	\$10,996
CBS-100-16 - 16oz NEBTEC Pro 100 Commercial disinfectant sprayer with 5 nozzle micro-cluster for optimal coverage	125.00	\$43.96 ea plus shipping of \$203.	\$5,698
MA-40 Replacement Filter	228.00	\$45.00	\$10,260
Non-reflective backdrops- FMV, Impact lighting BGS-1012B-SK Background Support Kit, 10"x12" Black Cloth backdrop, stand w/12" crossbar	30.00	\$198.00	\$5,940
Qty 126- EBWIZDISPWHG Liq Gel auto T/F disp white @ \$59.90 ea; Qty 126 - EBWIZDISPBKF Liq foam Disp Blak @ \$59.90 ea; Qty 175 ECFOAMCA1 Azure Foam Soap 1 Gal @ \$54.85 ea; Qty 225 - EBPURGEL1 Azure Sanitizer 1 Gal @ \$159.50 ea	See description	See description	\$60,581
Qty 10- CBDA0010016 - Arrow Sign - 40 signs per sheet @ \$269.00 ea, Qty 20 - CBSH0051212 - Stand here social distance sign circle - 32 signs per sheet @ \$269.00 ea; Qty 8 - CBFH0051212 - Coverings required sign -32 per sheet @ \$269 per sheet	See description	See description	\$10,222
Item #36VP38 2 mil Nitrile Gloves- powder free, package of 200	300.00	\$15.77	\$4,731
Qty 100 Item 5PGR0 Kraft paper @ \$114.96 ea; Qty 100 Item 5PGR2 kraft paper @ \$105.13 each; Qty 100 Item 5PGR1 kraft paper @ \$111.37 each.	See description	See description	\$33,146

Custom Sneeze Guard 30"Hx36", 1/4" polycarbonate, 5"Hx12"W center opening with 3/4 in black poly legs. Installation tape included	70.00	\$154.98	\$10,849
PPS37608 Food Grade Wipes - 80 wipes/tub, 12 tubs/case	50.00	\$96.00	\$4,800
Qty 16- MA-40 Air Purifier- white unit @ \$212.49 ea.and Qty 204 of MA-40 Replacement filter @ \$48 ea	See description	See description	\$13,192
MA 40 Unit air purifier- white with overnight shipping of \$180	2.00	\$212.49	\$605
5 Gal RTU Vir TB - RTU 5 Gal Broad Spectrum Disinfectant	36.00	\$130.92	\$4,713
56LA92 Honeywell N95 Mask, Pkg of 20	100.00	\$39.40	\$3,940
Qty 20 -36"Wx30"H Sneeze Guards Tie in Style, polycarbonate, center opening, black poly legs @ \$157.98 ea; Qty 40 18"Wx30"H wings tie in style with black poly legs @ \$119 ea.	See description	See description	\$7,920
Qty 100 - S-15800 Kraft paper @ \$65 ea and Qty 100 - S14729 Kraft paper @ \$65 ea	See description	See description	\$13,000
Disposable gowns tie back - Qty 2600 size medium and Qty 10,000 size large	12600.00	\$1.50	\$18,945
Blue Nitrile powder free disposable gloves, size medium, for school nurses. SZNNPFBNMMB, 100 per box, 10 boxes per case.	300 boxes	\$18.77	\$5,631
Item #60EE09 Antimicrobial Tape	15.00	\$185.68	\$2,785
Powder Free Exam Gloves - assorted sizes (medium, large, Xlarge) - Private School Allocation - Abilities First	4.00	\$99.99	\$400
Maxim Germicidal Cleaner, Lemon Scent, 1 gal bottle 4/Cartron -Private School Allocation - Abilities First	13.00	\$53.61	\$698
CE Certified, Disposable Kids 3 ply surgical face mask - pack of 1000 - Private School Allocation - Abilities First	1.00	\$429.99	\$430
CE Certified, Disposable 3-Ply Surgical Civil Face Mask - pack of 2500 - Private School Allocation- Abilities First	1.00	\$351.99	\$352
Apple IPAD (10.2in, WIFI, 32GB, 8th Generation) plus 3 yr protection plan - Private School allocation- Children's Home of Kingston	4.00	\$362 (not to exceed \$1377)	\$1,377
Timecity Ipad 10.2 Case - Private School Allocation - Children's Home of Kingston	5.00	\$25.36	\$127
Professional Lysol Disinfectant Spray- Case of 12, Item#RAC74828CT - Private School Allocation - Devereux	5.00	\$82.79 (not to exceed \$376)	\$376

Purell 1200 ML foam sanitizer plus pack of 2 refills - Private School Allocation - Green Chimneys	6.00	Sanitizer @ \$32.73 ea and packs of 1200ML refills 2/pk @ 83.50 plus shipping	\$752
Pure Sanitizer for Fogging Machine- Private School Allocation - NY Institute for Special Services	4.00	\$79.99 per case (Not to exceed \$376)	\$376
Purell HIS Wipes - 270 ct Pop-up and Purell Green Certified HIS gel (12 -8 oz bottles) - Private School Allocation - NYSARC	Varied	Wipes 8 qty @ \$65.97= \$527.76 and 4 cases of Purell @ \$52.80= \$211.20 plus shipping	\$752
UVia Portable UV Light Sanitizer Wands - Private School Allocation - Rising Ground	28.00	\$39.95 plus shipping (not to exceed \$1128)	\$1,128

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

Employee Benefits		
		Subtotal - Code 80
		\$273,929
Benefit		Proposed Expenditure
Social Security		\$47,848
Retirement	New York State Teachers	
	New York State Employees	\$59,716
	Other - Pension	
Health Insurance		\$124,435
Worker's Compensation		\$41,930
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 = \$2,061,109.32

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
Description of Services	Name of BOCES	Calculation of Cost	Proposed Expenditure

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

EQUIPMENT			
Subtotal - Code 20			\$81,090
Description of Item	Quantity	Unit Cost	Proposed Expenditure
Mobotix Thermographic cameras for fever screening includes installation, configuration, coordination of implementation, programming, field testing, and one 4 hour training session.	9.00	\$9,010.09	\$81,090