

Local Agency Information

Funding Source: CRRSA Act – ESSER Project Number Esser2: 5891-21-XXXX ³⁶¹⁰ RECEIVED

Report Prepared By: Karen Gatto JUN 30 2021

Agency Name: Croton-Harmon UFSD OFFICE OF ACCOUNTS

Mailing Address: 10 Gerstein Street
 Street
Croton-on-Hudson New York 10520
 City State Zip Code

Telephone #: (914) 271-6675 County: Westchester

E-Mail Address: Karen.Gatto@chufsd.org

Project Operation Dates: 3/07 / 13/01 / 20/2021 9/06 / 30 / 23/2022
 Start End

INSTRUCTIONS

- ❖ Submit the original 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 the Grants Finance.
- ❖ Enter whole dollar amounts only.
- ❖ Prior approval by means of an approved budget (FS-10) or budget amendment (FS-10-A) is required for:
 - Personnel positions, number and type
 - Equipment items having a unit value of \$5,000 or more, number and type
 - Minor remodeling
 - Any increase in a budget subtotal (professional salaries, purchased services, travel, etc.) by more than 10 percent or \$1,000, whichever is greater
 - Any increase in the total budget amount.
- ❖ Certification on page 8 must be signed by Chief Administrative Officer or properly authorized designee.
- ❖ High quality computer generated reproductions of this form may be used.
- ❖ For further information on budgeting, please refer to the Fiscal Guidelines for Federal and State Aided Grants which may be accessed at www.oms.nysed.gov/cafe/ or call Grants Finance at (518) 474-4815.

SALARIES FOR PROFESSIONAL STAFF: Code 15

Include only staff that are employees of the agency. Do not include consultants or per diem staff. Do not include central administrative staff that are considered to be indirect costs, e.g., business office staff. One full-time equivalent (FTE) equals one person working an entire week each week of the project. Express partial FTE's in decimals, e.g., a teacher working one day per week equals .2 FTE.

Specific Position Title	Full-Time Equivalent	Annualized Rate of Pay	Project Salary
Academic Instructional Support Teacher	1 FTE	\$62,673.00	\$67,673.00
Subtotal - Code 15			\$62,673.00

SALARIES FOR SUPPORT STAFF: Code 16

Include salaries for teacher aides, secretarial and clerical assistance, and for personnel in pupil transportation and building operation and maintenance. Do not include central administrative staff that are considered to be indirect costs, e.g., account clerks.

Specific Position Title	Full-Time Equivalent	Annualized Rate of Pay	Project Salary
Subtotal - Code 16			

TRAVEL EXPENSES: Code 46

Include pupil transportation, conference costs and travel of staff between instructional sites. Specify agency approved mileage rate for travel by personal car or school-owned vehicle.

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

EMPLOYEE BENEFITS: Code 80

Rates used for project personnel must be the same as those used for other agency personnel.

Benefit		Proposed Expenditure
Social Security		\$5,125.00
Retirement	New York State Teachers	\$6,566.00
	New York State Employees	
	Other	
Health Insurance		\$22,636.00
Worker's Compensation		
Unemployment Insurance		
Other (Identify)		
Subtotal - Code 80		\$34,327.00

EQUIPMENT: Code 20

Beginning with the 2005-06 year all equipment to be purchased in support of this project with a unit cost of \$5,000 or more should be itemized in this category. Equipment items under \$5,000 should be budgeted under Supplies and Materials, Code 45. Repairs of equipment should be budgeted under Purchased Services, Code 40.

For earlier years the threshold for reporting equipment purchases was \$1,000 or more. Equipment items under \$1,000 should be budgeted under Supplies and Materials.

Description of Item	Quantity	Unit Cost	Proposed Expenditure
HVAC System	8 Classrooms: 6 Large Classrooms 2 Small Classrooms	\$20,000.00 \$15,000.00	\$120,000.00 \$30,000.00
Roofing – Penetrations in the roof would be needed for piping and wiring that connects the interior air conditioner evaporator units and exterior roof top condenser/compressor equipment. Those penetrations need to be sealed appropriately by a roofer to maintain a water-tight building.		\$4,128.00	\$4,128.00
Subtotal – Code 20			\$154,128.00

CF121
 ENTRY DATE 09/09/21
 PROJECT 5891213610
 SED CODE 660202030000
 NYC DOC #

GRANTS FINANCE
 PROJECT STATUS REPORT
 CRRSA-ESSER 2
 CROTON-HARMON UFSD

RUN DATE 09/09/21

BUDGET DETAIL INFORMATION

PROF SALARY	15	62,673.00	BEGIN DATE	03/13/20
NON PROF SALARY	16	0.00	END DATE	09/30/23
PURCH SERVICES	40	0.00	AMENDMENT #	
SUPP & MATERIAL	45	0.00	CONTRACT #	
TRAVEL EXPENSE	46	0.00	STOP DATE	
EMP BENEFITS	80	34,327.00	REFUND CHECK #	
INDIRECT COST	90	0.00	IND COST RATE	2.8
BOCES SERVICES	49	0.00	INT ELIG	N
REMODELING	30	0.00		
EQUIPMENT	20	154,128.00		

BUDGET SUMMARY INFORMATION

FUNDYEAR	BUDGET SPLITS	PAID TO DATE	OUTSTANDING ENC
589121	251,128.00	50,225.00	200,903.00
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
TOTAL	251,128.00	50,225.00	200,903.00

LOG AND CONTRACT DATES

	RECEIVED	ENTERED	CONTRACT	APPROVED
BUDGET	08/19/21	08/30/21		
INTERIM				
FINAL				

CASH DETAIL

ENTRY	DOC #	TRANS	ENC	RPT	LINE	AMOUNT	FUNDYR	MIR	PD DT	STAT
090921	547363F	INIT	000	09/21	01	50,225.00	589121	090921		ENT

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



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

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.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 University of the State of New York
THE STATE EDUCATION DEPARTMENT
(see instructions for mailing address)

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

Agency Name and Address

Croton-Harmon UFSD
10 Gerstein Street
Croton-on-Hudson, NY, 10520

Westchester
 County

Agency Code:

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 Amendment #

1

Project #:

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3	6	1	0
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Contract #:

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Contact Person: Rachel DePaul Tel. #: 914-271-6675

E-Mail Address: Rachel.DePaul@chufsd.org

INSTRUCTIONS

- ❖ Submit the original and two copies directly to the same State Education Department office where budget was mailed. DO NOT submit this form to Grants Finance.
- ❖ Enter whole dollar amounts only.
- ❖ This form need only be submitted for budget changes that require prior approval as follows:
 - Personnel positions, number and type
 - Equipment items having a unit value of \$5,000 or more. number and type
 - Minor remodeling
 - Any increase in a budget subtotal (professional salaries, purchased services, travel, etc.) by more than 10 percent or \$1,000, whichever is greater
 - Any increase in the total budget amount.
- ❖ Amendment # at top of this page must be completed.
- ❖ Do not use the FS-10-A for requesting a project extension.

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: 9/30/22 SIGNATURE: 
 Chief Administrative Officer

FOR DEPARTMENT USE ONLY

Program Approval: _____ Date: _____

Finance:

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 Log Approved

SUBTOTAL	EXPLANATION (Provide same detail as required in FS-10 Budget)	SUBTOTAL INCREASE	SUBTOTAL DECREASE
15 Professional Salaries			
16 Support Staff Salaries			
40 Purchased Services	Student Assistance Services Corp Two counselors to support the mental health needs and provides support to prevent substance abuse.	\$154,128.00	
45 Supplies & Materials			
46 Travel Expenses			
80 Employee Benefits			
90 Indirect Cost			
49 BOCES Services			
30 Minor Remodeling			
20 Equipment	HVAC System and roofing		(\$154,128.00)
Total Increase or Decrease		(+) \$154,128.00	(-) \$154,128.00
Net Increase or Decrease		\$0	
Previous Budget Total		\$251,128.00	
Proposed Amended Total		\$251,128.00	

The University of the State of New York
THE STATE EDUCATION DEPARTMENT
(see instructions for mailing address)

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

Agency Name and Address

Croton Harmon Union Free School
10 Gerstein Street
Croton on Hudson, NY 10520

Westchester

 County

Agency Code:

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 Amendment #

2

Project #:

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Contract #:

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Contact Person: Rachel DePaul Tel. #: 914-271-6675

E-Mail Address: Rachel.depaul@chufsd.org

INSTRUCTIONS

RECEIVED

MAR 29 2023

CHSD BUSINESS OFFICE

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- ❖ Do not use the FS-10-A for requesting a project extension.

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 1007 and Title 31, Sections 3729-3730 and 3801-3812).

DATE: 1/11/2023 SIGNATURE: [Signature]
 Chief Administrative Officer

FOR DEPARTMENT USE ONLY

Program Approval: Mary Russman Date: 3/16/23

Finance:

3/21/23 ^{LL}

3/22/23 ^{MLK}

 Log Approved

SUBTOTAL	EXPLANATION (Provide same detail as required in FS-10 Budget)	SUBTOTAL INCREASE	SUBTOTAL DECREASE
15 Professional Salaries	Academic Intervention Services Teacher AIS Teacher to support struggling learners		\$34,673.00
16 Support Staff Salaries			
40 Purchased Services	<p>Due to the challenges of COVID, our new building leaders require additional training and coaching to support their work in learning to navigate a different learning environment. This coaching will take the form of both district wide professional development and one on one and small group coaching sessions between coach and building leaders.</p> <p>Breakdown of Cost: Board Leadership workshop: \$2,100 Development of new profile of a graduate and associated training & coaching associated with new strategic plan \$18,000 Districtwide presentations and collegial circles with district and building leadership providing insight and next steps for the CHUFSD to be more focused on our children's future than on maintaining the schools of our youth. \$14,573</p>	\$34,673.00	
45 Supplies & Materials			
46 Travel Expenses			
80 Employee Benefits			
90 Indirect Cost			
49 BOCES Services			
30 Minor Remodeling			
20 Equipment			
Total Increase or Decrease		\$34,673.00 ⁽⁺⁾	(-) \$34,673.00
Net Increase or Decrease		\$0	
Previous Budget Total		\$251,128	
Proposed Amended Total		\$251,128	

Agency Name and Address

Croton Harmon Union Free School
10 Gerstein Street
Croton on Hudson, NY 10520

Westchester
County

Agency Code:

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 Amendment #

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Project #:

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Contract #:

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E-Mail Address: Rachel.depaul@chufsd.org

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.DATE: 4/20/2013 SIGNATURE:  Chief Administrative Officer

FOR DEPARTMENT USE ONLY

Program Approval: _____ Date: _____

Finance:

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Log Approved

SUBTOTAL	EXPLANATION (Provide same detail as required in FS-10 Budget)	SUBTOTAL INCREASE	SUBTOTAL DECREASE
15 Professional Salaries	<p>Due to the challenges of COVID, our English Language Learners have experienced an academic slide. The district will provide this subgroup population the elementary and middle school levels</p> <p>One identified problem of our ELL students is the need for more stimulation to read during the summer months when they are out of school. Most students need to practice their English skills at home during the summer. One of the challenges is that the families do not speak English and they do not know how to help their kids. As a result, students only read or write a little during the summer or not at all. Providing a summer learning program at two schools will improve literacy skills among high-risk students by offering a summer program that incorporates reading and writing. This summer program will be encouraged to participate in the program to prevent summer slide.</p>	\$10,000.00	\$34,673.00
16 Support Staff Salaries			
40 Purchased Services			
45 Supplies & Materials	<p>In response to Covid learning loss and concerns about our youngest learners not having a true Pre-School experience, our Kindergarten and 1st grade teachers expressed an interest in receiving professional development in the area of understanding and instruction through the Science of Reading. Teachers wanted to take a more multisensory approach to teaching reading. As a result of this request, 15 primary education teachers received the weeklong IMSE reading training in the summer of 2022. Our teachers have altered their approach to teaching reading to align with the science of reading. We are at the point now that in order to continue on this path we need resources and materials that align with the new teaching approach. Kindergarten and 1st grade teachers require new decodable books to utilize during guided reading lessons. We will purchase instructional texts that align with the science of reading approach.</p>	\$24,673.00	
46 Travel Expenses			
80 Employee Benefits			
90 Indirect Cost			
49 BOCES Services			
30 Minor Remodeling			
20 Equipment			
Total Increase or Decrease		(+)\$34,673.00	(-) \$34,673.00
Net Increase or Decrease		\$0	
Previous Budget Total		\$251,128	
Proposed Amended Total		\$251,128	