



Grants Finance, Room 510W, Education Building, Albany, NY 12234
 Tel. (518) 474-4815 Fax (518) 486-4899
 Email: GRANTSWEB@NYSED.GOV



Grant Award Recipient SUPERINTENDENT MILLBROOK CSD 43 ALDEN PL MILLBROOK,NY 12545-0127	Date 04/14/21
	Project Number 5890210710
	Agency Code 132201040000
Funding Source CARES ACT – ESSERF	DUNS Number 178005070
CFDA Index Number 84425D	Law PL 116-136 CARES ACT
Federal Award Identification Number (FAIN) S425D200022 THE PROJECT MAY BE PAID FROM OTHER AWARDS WITH DIFFERENT FAINS DEPENDING ON PERIOD OF AVAILABILITY OF FEDERAL FUNDS AND THE APPROVED PROJECT PERIOD.	Regulations EDGAR & 2CFR AS APPLIC.
	Commissioner's Regulations NA
Federal Award Date 05/04/20 THIS FEDERAL AWARD IS NOT FOR RESEARCH AND DEVELOPMENT.	Maximum Indirect Cost Rate SUB-RECIPIENT HAS AN ANNUAL NEGOTIATED INDIRECT COST RATE W/NYSED (THE PASS THROUGH ENTITY)
Federal Awarding Agency US DEPT OF ED.	Funding Dates/Period of Performance 03/13/20-09/30/22
Approved Budget Total* \$101,373 *IF THE SUB-AWARD IS \$25,000 OR MORE, IT IS SUBJECT TO REPORTING REQUIREMENTS UNDER FEDERAL FUNDING AND TRANSPARENCY ACT (FFATA) OF 2006.	First Payment \$20,274
	Final Report (FS-10-F Long Form) Due 12/29/22
SED Fiscal Contact SARAH MARTIN (518)474-4815	SED Program Contact ERICA MEAKER CARESACT@NYSED.GOV (518)473-0295

It is the sub-recipient's responsibility to conduct activities in accordance with applicable statutes, regulations, policies, terms, conditions and assurances. All grants are subject to further review, monitoring and audit to ensure compliance. The Department has the right to recoup funds if the approved activities are not performed and/or the funds are expended inappropriately.

In accordance with Section 41 of the State Finance Law, the State shall have no liability under this grant to the grantee or to anyone else beyond funds appropriated and available for this grant. The approved budget (FS-10) will be sent under separate cover. Please retain this document with your files.

INSTRUCTIONS

- This long form final expenditure report tool contains 12 worksheets – 1 for agency information, 1 for each of the 10 expense categories, and 1 for the final expenditure summary. To go to the other worksheets, click on the tabs below.
- Complete all of the green-shaded fields on the Local Agency Information and Final Expenditure Summary pages. It is very important that the agency name and address, agency code and project number be accurate. For special legislative projects and grant contracts, also enter the contract number.
- To enter expenditure information for a particular category, select that tab and enter the required data. Dollar amounts in the Salary Paid/Amount Expended columns of the worksheets will be automatically subtotaled on the worksheets, and the subtotals will be carried over to the Final Expenditure Summary worksheet. Dollar amounts will be rounded automatically to the closest whole number. The subtotals and the Final Expenditure 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 report, select File / Save As, rename the file, select the appropriate location on your computer, and click OK.
- To preview a completed report, select File / Print and then click the Preview button.
- To print a completed report, select File / Print and then click OK. Only completed pages will print.
- When assembling the report, please make sure that the Final Expenditure Summary worksheet faces out.
- For additional information about preparing final expenditure reports, please refer to Fiscal Guidelines for Federal and State Grants at <http://www.oms.nysed.gov/cafe/guidance/>.

The University of the State of New York
THE STATE EDUCATION DEPARTMENT
 Grants Finance, Rm. 510W EB
 Albany, New York 12234

**FINAL EXPENDITURE REPORT FOR A
 FEDERAL OR STATE PROJECT
 FS-10-F Long Form (03/15)**

= Required Field

Local Agency Information			
Funding Source:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">CARES ACT - ESSERF</td> <td style="width: 30%;"></td> </tr> </table>	CARES ACT - ESSERF	
CARES ACT - ESSERF			
Report Prepared By:	ASHLEY BURHANS		
Agency Name:	MILLBROOK CENTRAL SCHOOL DISTRICT		
Mailing Address:	PO BOX AA ALDEN PLACE		
	Street		
	MILLBROOK NY 12545		
	City State Zip Code		
Telephone # of Report Preparer:	845-677-4200 X1103		
County:	DUTCHESS		
E-mail Address:	ASHLEY.BURHANS@MILLBROOKCSD.ORG		

- INSTRUCTIONS**
- For State grants, final expenditure reports are generally due within 30 days after the grant's end date. Reports for federal projects are generally due within 90 days after the grant's end date. See the Grant Award Notice to verify the due date. However, the Department program office may impose an earlier due date.
 - Agencies should use only the FS-10-F Long Form to report actual project expenditures.
 - Agencies must maintain complete and accurate records and may be requested to provide additional detail to support reported expenditures.
 - All encumbrances must have taken place within the grant's approved funding dates, which can be found on the FS-10 or FS-20 budget form and on the Grant Award Notice.
 - The Chief Administrator's Certification on the Final Summary page must be signed by the agency's Chief Administrative Officer or properly authorized designee.
 - Submit one report with original signature and one copy directly to Grants Finance, New York State Education Department, Room 510W EB, Albany, NY 12234.
 - For special legislative projects, submit one report with original signature and two copies, along with a final program narrative report.
 - For additional information, please refer to Fiscal Guidelines for Federal and State Grants at <http://www.oms.nysed.gov/cafe/guidance/>.



SALARIES FOR PROFESSIONAL STAFF			
			Subtotal - Code 15
Name	Position Title	Beginning and End Dates of Work	Salary Paid

SALARIES FOR SUPPORT STAFF			
			Subtotal - Code 16
Name	Position Title	Beginning and End Dates of Work	Salary Paid

PURCHASED SERVICES			
Subtotal - Code 40			\$11,432
Encumbrance Date	Provider of Service	Check or Journal Entry #	Amount Expended
1/19/21	ETHAN ALLEN STAFFING	65051	\$4,700
7/30/20	LEARNING A-Z	64610	\$5,736
7/31/20	EDPUZZLE INC	64591	\$996

SUPPLIES AND MATERIALS			
Subtotal - Code 45			\$89,941
Purchase Order Date	Vendor	Check or Journal Entry #	Amount Expended
5/19/20	EA MORSE	64328	\$324
5/19/20	HIGH COUNTRY HAND PROTECTION LLC	64333	\$450
9/2/20	GEAR GUYS	64545	\$2,032
1/6/21	GRAINGER	64943	\$159
4/21/20	APPCO PAPER AND PLASTIC	64244	\$112
8/27/20	JD JOHNSON	64904	\$15,570
9/16/20	GEAR GUYS	64566	\$21,227
10/20/20	TRISTATE FILTER & HVAC	64752	\$5,486
9/22/20	VANESSA RESEARCH HOLDINGS	64656	\$4,007
11/17/20	JD JOHNSON	64815	\$6,235
1/26/21	HILL & MARKES	64992	\$1,654
8/26/20	GRAINGER	64808	\$6,020
10/30/20	HOPEWELL AUTO PART	64869	\$1,665
8/21/20	AMAZON	64841	\$3,736

10/26/20	VANESSA RESEARCH HOLDINGS	65027	\$2,655
9/8/20	EA MORSE	64702	\$1,927
10/26/20	HILL & MARKES	64810//65167	\$2,206
10/26/20	EA MORSE	64890	\$1,439
1/8/21	VANESSA RESEARCH HOLDINGS	65107	\$610
7/8/20	GRAINGER	64599	\$130
10/20/20	CDW-G	64697	\$1,893
2/23/21	CDW-G	65067	\$3,890
2/23/21	CDW-G	65068	\$414
12/15/20	ARAMARK UNIFORM SERVICES	64877	\$591
11/17/20	DECKER EQUIPMENT	64799	\$747
1/26/21	EA MORSE	64978	\$1,927
4/21/20	EA MORSE	64259	\$1,532
1/17/20	EA MORSE	64802	\$1,191
10/20/20	HZ ELECTRICAL SUPPLY	64718	\$112

TRAVEL EXPENSES					
				Subtotal - Code 46	
Dates of Travel	Name of Traveler	Destination and Purpose	Check or Journal Entry #	Amount Expended	

Employee Benefits

Subtotal - Code 80			
Benefit	Salaries (from codes 15 and 16)	Rate	Amount Expended
Teacher Retirement			
Employee Retirement			
Other Retirement			
Social Security			
Worker's Compensation			
Unemployment Insurance			
Health Insurance			
Other(Identify)			

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

For your information, maximum direct cost base = \$101,373.00

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			
Encumbrance Date	Name of BOCES	Check or Journal Entry #	Amount Expended

MINOR REMODELING			
Subtotal - Code 30			
Purchase Order Date Or Dates of Service	Provider of Service	Check or Journal Entry #	Amount Expended

EQUIPMENT			
Subtotal - Code 20			
Purchase Order Date	Vendor	Check or Journal Entry #	Amount Expended

FINAL EXPENDITURE SUMMARY

SUBTOTAL	CODE	PROJECT COSTS
Professional Salaries	15	
Support Staff Salaries	16	
Purchased Services	40	\$11,432
Supplies and Materials	45	\$89,941
Travel Expenses	46	
Employee Benefits	80	
Indirect Cost	90	
BOCES Services	49	
Minor Remodeling	30	
Equipment	20	
Grand Total		\$101,373

LOCAL AGENCY INFORMATION

Agency Code: 132201040000

Project #: 5890-21-0710

Contract #:

Agency Name: MILLBROOK CENTRAL SCHOOL DISTRICT

Funding Dates: 3/13/2020 TO 9/30/2022

Approved Budget Total: \$ 101,373

FOR DEPARTMENT USE ONLY

<u>Fiscal Year</u>	<u>Amt Expended</u>	<u>Final Payment</u>	<u>Line #</u>
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_____	_____		_____
Voucher #			Final Payment

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

Finance: Logged _____ Approved _____ MIR _____



Grants Finance, Room 510W, Education Building, Albany, NY 12234
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 Email: GRANTSWEB@NYSED.GOV

REVISED
 2/15/2022 SW

Grant Award Recipient SUPERINTENDENT MILLBROOK CSD 43 ALDEN PL MILLBROOK, NY 12545-0127	Date 04/14/21
	Project Number 6890210710
	Agency Code 132201040000
Funding Source CARES ACT - ESSERF	DUNS Number 178005070
CFDA Index Number 844250	Law PL 116-136 CARES ACT
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	Final Report (FS-10-F Long Form) Due 10/30/22
SED Fiscal Contact SARAH MARTIN/SABRINA MCGINTY (518)474-4815	SED Program Contact ERICA MEAKER CARESACT@NYSED.GOV (518)-473-0295
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= Required Field

Local Agency Information	
Funding Source:	CARES ACT - ESSERF
Report Prepared By:	ASHLEY BURHANS
Agency Name:	MILLBROOK CENTRAL SCHOOL DISTRICT
Mailing Address:	PO BOX AA ALDEN PLACE
	Street
	MILLBROOK NY 12545
	City State Zip Code
Telephone # of Report Preparer:	845-677-4200 X1103
County:	DUTCHESS
E-mail Address:	ASHLEY.BURHANS@MILLBROOKCSD.ORG

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PURCHASED SERVICES

			Subtotal - Code 40	\$11,432
Encumbrance Date	Provider of Service	Check or Journal Entry #	Amount Expended	
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10/20/20	CDW-G	64697	\$1,893
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4/21/20	EA MORSE	64259	\$1,532
1/17/20	EA MORSE	64802	\$1,191
10/20/20	HZ ELECTRICAL SUPPLY	64718	\$112

FINAL EXPENDITURE SUMMARY

SUBTOTAL	CODE	PROJECT COSTS
Professional Salaries	15	
Support Staff Salaries	16	
Purchased Services	40	\$11,432
Supplies and Materials	45	\$89,941
Travel Expenses	46	
Employee Benefits	80	
Indirect Cost	90	
BOCES Services	49	
Minor Remodeling	30	
Equipment	20	
Grand Total		\$101,373

<u>LOCAL AGENCY INFORMATION</u>			
Agency Code:	132201040000		
Project #:	5890-21-0710		
Contract #:			
Agency Name:	MILLBROOK CENTRAL SCHOOL DISTRICT		
Funding Dates:	3/13/2020	TO	9/30/2022
Approved Budget Total:	\$ 101,373		

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).

7/26/2021

Date Signature

L. Mitchell, Superintendent

Name and Title of Chief Administrative Officer

<u>FOR DEPARTMENT USE ONLY</u>			
<u>Fiscal Year</u>	<u>Amt Expended</u>	<u>Final Payment</u>	<u>Line #</u>
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_____	_____	_____	_____
Voucher #	Final Payment		

Finance: Logged _____ Approved _____ MIR _____

= Required Field

Local Agency Information			
Funding Source:	Elementary & Secondary School Emergency Relief (ESSER)		
Report Prepared By:	Brian S. Fried		
Agency Name:	Millbrook Central School District		
Mailing Address:	PO Box AA, 43 Alden Place		
	Street		
	Millbrook	NY	12545
	City	State	Zip Code
Telephone # of Report Preparer:	845.677.4222	County: Dutchess	
E-mail Address:	brian.fried@millbrookcsd.org		
Project Funding Dates:	3/13/2020 Start	9/30/2022 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/.

PURCHASED SERVICES

Subtotal - Code 40			\$11,432
Description of Item	Provider of Services	Calculation of Cost	Proposed Expenditure
Nursing Services for COVID	Ethan Allen Staffing	94 hrs @ \$50/hr.	\$4,700
Software for Remote Learning	Learning A-Z		\$5,736
Software for Remote Learning	Ed Puzzle		\$996

SUPPLIES AND MATERIALS

			Subtotal - Code 45	\$89,941
Description of Item	Quantity	Unit Cost	Proposed Expenditure	
N-95 Masks	1200.00	\$3.49	\$4,188	
COVID-19 Masks	5000.00	\$0.44	\$2,200	
UV Disinfection Lights	4.00	\$2,850.00	\$11,400	
Electrostatic Sprayers	2.00	\$1,570.00	\$3,140	
See-through Masks	20.00	\$4.95	\$99	
Disinfection Wipes 80 ct.	400.00	\$4.95	\$1,980	
LED Thermometer	12.00	\$36.00	\$432	
Thermal (Temperature) Kiosk	5.00	\$1,595.00	\$7,975	
Negative Air Machine	8.00	\$467.00	\$3,736	
Hand Sanitizer Machines	30.00	\$140.00	\$4,200	
Latex/Nitrile Gloves	160.00	\$25.00	\$4,000	
No-touch Sink faucet	42.00	\$310.00	\$13,020	
Sink Coverplate for touchless faucet	30.00	\$85.00	\$2,550	
Automatic Flush Retro Kits	43.00	\$145.00	\$6,235	

MERV-11 Filters	480.00	\$11.43	\$5,486
Polycarbonate Dividers	10.00	\$195.80	\$1,958
Sanitizer	Various	Various	\$5,512
Spray-9	25 cs	\$66.60	\$1,665
Food Delivery Bags for Remote Learners	60 cs	\$32.83	\$1,970
Document Camera for Hybrid Learning	15.00	\$120.00	\$1,800
Computer Projectors for Hybrid Learning	3.00	\$465.00	\$1,395
Misc. Computer Supplies for Remote Learning	Various		\$5,000

BUDGET SUMMARY

SUBTOTAL	CODE	PROJECT COSTS
Professional Salaries	15	
Support Staff Salaries	16	
Purchased Services	40	11,432.
Supplies and Materials	45	89,941
Travel Expenses	46	
Employee Benefits	80	
Indirect Cost	90	
BOCES Services	49	
Minor Remodeling	30	
Equipment	20	
Grand Total		101,373 \$0

Agency Code:

Project #:

Contract #:

Agency Name:

FOR DEPARTMENT USE ONLY

Funding Dates: _____ From _____ To _____

Program Approval: _____ Date: _____

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

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

Laura Mitchell, Superintendent of Schools
 Name and Title of Chief Administrative Officer

BUDGET NARRATIVE

LEA: Millbrook Central School District	FOR TITLE: Elementary & Secondary Emergency Relief (ESSER)
BEDSCODE: 132201040000	

**** MUST BE SUBMITTED WITH EACH BUDGET IN THE CONSOLIDATED APPLICATION**

If using Transferability, please indicate on the Budget Narrative and FS-10 the amount of funds to be included under transferability in the budget categories where funds will be used. Example: In the Title IIA budget under Code 15 – Transferability - Title I Reading Teacher – FTE.35 - \$15,000.

CODE/ BUDGET CATEGORY	EXPLANATION OF EXPENDITURES IN THIS CATEGORY (as it relates to the program narrative for this title)
<i>Code 15 Professional Salaries</i>	
<i>Code 16 Support Staff Salaries</i>	
<i>Code 40 Purchased Services</i>	<i>Software for remote learning is necessary. We also require additional nursing services to keep up with contact tracing/quarantining/testing, etc.</i>
<i>Code 45 Supplies and Materials</i>	<i>In order to maintain operations and educate, we require all sorts of protective personal equipment (masks, shields gloves, etc.), disinfecting lights, wipes, solutions, and supplies. No-touch sinks and toilet fixtures reduce the high touching and the spread. Hand sanitizer and soap is needed, as are the ability to take temperature upon entering the building. This necessitates the need for temperature kiosks and hand-held thermometers. Replacing filters with MERV-11 filters allow for better collection of smaller particles and was recommended. Polycarbonate barriers are needed, along with all recommended types of disinfection for surface spread. We need food delivery bags to deliver food to our remote learners. Document cameras and projectors are needed for hybrid learning. We also require miscellaneous computer supplies (webcams, headphones, cabling, etc.) in order to have a successful hybrid learning program.</i>

<i>CODE/ BUDGET CATEGORY</i>	<i>EXPLANATION OF EXPENDITURES IN THIS CATEGORY (as it relates to the program narrative for this title)</i>
<i>Code 46 Travel Expenses</i>	

<i>CODE/ BUDGET CATEGORY</i>	<i>EXPLANATION OF EXPENDITURES IN THIS CATEGORY (as it relates to the program narrative for this title)</i>
<i>Code 80 Employee Benefits</i>	
<i>Code 90 Indirect Cost</i>	
<i>Code 49 BOCES Services</i>	
<i>Code 30 Minor Remodeling</i>	
<i>Code 20 Equipment</i>	