

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;">ARP - ESSER <i>Aster School</i></span>	
<b>Report Prepared By:</b>	<span style="background-color: #c8e6c9; border: 1px solid black; padding: 2px;">Marygrace Mazzullo</span>	
<b>Agency Name:</b>	<span style="background-color: #c8e6c9; border: 1px solid black; padding: 2px;">Williamson Central School District</span>	
<b>Mailing Address:</b>	<span style="background-color: #c8e6c9; border: 1px solid black; padding: 2px;">PO Box 900, 4184 Miller Street</span>	
	<span style="background-color: #c8e6c9; border: 1px solid black; padding: 2px; text-align: center;">Street</span>	
	<span style="background-color: #c8e6c9; border: 1px solid black; padding: 2px;">Williamson</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;">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;">315.589.9661</span>	<b>County:</b> <span style="background-color: #c8e6c9; border: 1px solid black; padding: 2px;">Wayne</span>
<b>E-mail Address:</b>	<span style="background-color: #c8e6c9; border: 1px solid black; padding: 2px;"><a href="mailto:mmazzullo@williamsoncentral.org">mmazzullo@williamsoncentral.org</a></span>	
<b>Project Funding Dates:</b>	<u>3/13/2020</u> Start	<u>9/30/2024</u> End

Received  
APR 15 2022  
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			\$68,100
Specific Position Title	Full-Time Equivalent	Annualized Rate of Pay	Project Salary
Afterschool Program Stipends 21-22 ES	2.00	\$2,400	\$4,800
Afterschool Program Stipends 21-22 MS	3.00	\$2,400	\$7,200
Afterschool Program Stipends 21-22 HS	3.00	\$2,400	\$7,200
Afterschool Program Stipends 22-23 ES	3.00	\$2,400	\$7,200
Afterschool Program Stipends 22-23 MS	4.00	\$2,400	\$9,600
Afterschool Program Stipends 22-23 HS	4.00	\$2,400	\$9,600
1:1 Tutoring 22-23		\$35 per hour (321 hours)	\$11,250
1:1 Tutoring 23-24		\$35 per hour (321 hours)	\$11,250

PURCHASED SERVICES			
Subtotal - Code 40			\$20,000
Description of Item	Provider of Services	Calculation of Cost	Proposed Expenditure
Behavioral Specialist Afterschool Programs 22-23	Jill Zugner	\$163 per hour (61 hours)	\$10,000
Behavioral Specialist Afterschool Programs 23-24	Jill Zugner	\$163 per hour (61 hours)	\$10,000

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

Employee Benefits			
		Subtotal - Code 80	\$11,902
Benefit		Proposed Expenditure	
Social Security		\$5,175	
<b>Retirement</b>	New York State Teachers	\$6,727	
	New York State Employees		
	Other - Pension		
Health Insurance			
Worker's Compensation			
Unemployment Insurance			
Other(Identify)			

INDIRECT COST		
A.	Modified Direct Cost Base -- Sum of all preceding subcontracts (codes 15, 16, 40, 45, 46, and 80 and excludes the portion of each subcontract exceeding \$25,000 and any flow through funds) <b>**Manual Entry</b>	\$0
B.	Approved Restricted Indirect Cost Rate	2.40%
C.	Subtotal - Code 90	\$0

For your information, maximum direct cost base = \$100,002.00

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.

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

Approved \_\_\_\_\_

MIR \_\_\_\_\_

CF121  
 ENTRY DATE 05/24/22  
 PROJECT 5883213585  
 SED CODE 651402040000  
 NYC DOC #

GRANTS FINANCE  
 PROJECT STATUS REPORT  
 ARP SLR COMPREHENSIVE AFTER SCHOOL  
 WILLIAMSON CSD

RUN DATE 05/24/22

BUDGET DETAIL INFORMATION			
PROF SALARY	15	68,100.00	BEGIN DATE 03/13/20
NON PROF SALARY	16	0.00	END DATE 09/30/24
PURCH SERVICES	40	20,000.00	AMENDMENT #
SUPP & MATERIAL	45	0.00	CONTRACT #
TRAVEL EXPENSE	46	0.00	STOP DATE
EMP BENEFITS	80	11,902.00	REFUND CHECK #
INDIRECT COST	90	0.00	IND COST RATE 10.0
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
588321	100,002.00	20,000.00	80,002.00
588320	0.00	0.00	0.00
588319	0.00	0.00	0.00
	0.00	0.00	0.00
	0.00	0.00	0.00
<b>TOTAL</b>	<b>100,002.00</b>	<b>20,000.00</b>	<b>80,002.00</b>

LOG AND CONTRACT DATES			
BUDGET	RECEIVED	ENTERED	APPROVED
INTERIM	05/11/22	05/12/22	CONTRACT
FINAL			

CASH DETAIL										
ENTRY	DOC #	TRANS	ENC	RPT	LINE	AMOUNT	FUNDYR	MIR	PD DT	STAT
052422	572607F	INIT	000	05/22	01	20,000.00	588321	051122		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

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

## Transition from DUNS to UEI

### Important Information

As of April 4, 2022, the DUNS (Data Universal Numbering System) number will no longer be used as the unique and official identifier for entities doing business with the federal government or for federal grant tracking and reporting purposes. It will be replaced by a new 12 character alpha-numeric value, called the Unique Entity Identifier (UEI).

Entities with a DUNS number that are **currently registered (active)** in the federal System for Award Management (SAM.gov) will automatically be assigned a UEI. No additional steps will be needed; however, entities must still maintain a current registration in SAM.gov by reviewing their information (registration) annually.

#### **Critical Next Steps:**

If your agency is not registered or active in SAM, do so as soon as possible to ensure that your agency is assigned a UEI. Failure to do so may delay the awarding of funds and/or payments through NYSED.

To register your agency or obtain a unique entity identifier or update your registration, please visit <https://sam.gov>.

Information on the transition from DUNS to UEI and other related resources may be found on the Federal Service Desk website (<https://www.fsd.gov>).



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Tel. (518) 474-4815

## **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/>).

<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.