

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

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

Approved

Local Agency Information

Funding Source: American Recovery Plan

Report Prepared By: Jo-Anne Dobbins

Agency Name: Elmsford Union Free School District

Mailing Address: 98 S. Goodwin Avenue

Street		
<u>Elmsford</u>	<u>NY</u>	<u>10523</u>
City	State	Zip Code

Telephone #: 914-592-4615 County: Westchester

E-Mail Address: jdobbins@eufsd.org

Project Operation Dates: 03 / 13 / 2020 09 / 30 / 2024
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
Director	Stipend	\$8,000/year/3 years	\$24,000
Bilingual Social Worker	1.0	\$92,843/year/2 years	\$192,176
2 Teachers for Dual Language Curriculum Writing to address learning loss (KP & MD)	Stipend	\$70/hr.not to exceed 45 hours each	\$6,300
5 Credit Recovery Teachers to address learning loss after school program	Stipend	\$79/hr/45 minute sessions/2-3 days/week/40 weeks	\$37,800
13 Teachers for Summer Enrichment for elementary students to address learning loss	Stipend	\$79/hr for 4 days/week/for 4 week	\$157,376
Subtotal - Code 15			\$417,652

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			

PURCHASED SERVICES: Code 40

Include consultants (indicate per diem rate), rentals, tuition, and other contractual services. Copies of contracts may be requested by the State Education Department. Purchased Services from a BOCES, if other than applicant agency, should be budgeted under Purchased Services with BOCES, Code 49.

Description of Item	Provider of Services	Calculation of Cost	Proposed Expenditure
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Coaching sessions with Dual Language/ENL teachers sharing expertise	Cristian Solorza	\$10,000	\$10,000
A2i Reading Program for grades K-3 to address learning loss	Learning Ovations	\$10,000/contract	\$10,000
Digital Resource Kits for teachers in Grades K-6 to address learning loss of Spanish speaking students	Senderos 2014	\$5,270/year/2 years	\$10,540
After school music, dance and mentorship program for students to deal with social/emotional issues	Artistically Rooted Individuals (ARI)	\$5,000/year/2 years	\$10,000
Social/emotional counseling support on campus for all students	Westchester Jewish Community Services	\$53,000/year/2 years	\$106,000
Provide monthly professional development and leadership coaching on restorative practices	Ed Life	\$16,000	\$16,000
Nurse for early childhood program	Healthsource	\$70/hr/5days/40 weeks	\$98,000
Transportation for early childhood program (round trip) 20 students/5 days/week/40 weeks	White Plains Bus Co.	\$2000/week	\$80,000
Subtotal - Code 40			\$340,540

SUPPLIES AND MATERIALS: Code 45

Beginning with the 2005-06 year include computer software, library books and equipment items under \$5,000 per unit.

For earlier years include computer software, library books and equipment items under 1,000 per unit.

Description of Item	Quantity	Unit Cost	Proposed Expenditure
Child face masks	100 cases	\$15/per 50	\$1,500
Laminator	2	\$2,467	\$4,924
Chromebooks	150	\$374/each	\$56,100
Cases for chromebooks	150	\$27/each	\$4,050
LLI Green	1	\$3,750	\$3,750
LLI Red	1	\$3,250	\$3,250
UPK Supplies for early childhood programs	209 pieces	\$96 average cost	\$20,064
Laminated white board desks	100	\$200/each	\$20,000
Chairs for desks	200	\$31/each	\$6,200
Headphones for chromebooks	150	\$25/each	\$3,750
Screen wipes for chromebooks sanitizing	20 packs	\$9	\$180
Keyboard cleaner	85 boxes of 24	\$21	\$1,785
Computer monitor for virtual meetings	3	\$400	\$1,200
Mounting stand	1	\$600	\$600
Evaluation assessments	6	\$2,048	\$2,048
Dreambox licenses for K-1	150 licenses	\$28/each	\$4,200
Subtotal - Code 45			\$133,601

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		
Retirement	New York State Teachers	
	New York State Employees	
	Other	
Health Insurance		
Worker's Compensation		
Unemployment Insurance		
Other (Identify)		
Subtotal – Code 80		

INDIRECT COST: Code 90

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)

\$

(A)

B. Approved Restricted Indirect Cost Rate

%

(B)

C. (A) x (B) = Total Indirect Cost

Subtotal – Code 90

\$

(C)

PURCHASED SERVICES WITH BOCES: Code 49

Description of Services	Name of BOCES	Calculation of Cost	Proposed Expenditure
Orton Gillingham (OG) Training for ENL & SPED teachers (10) to address learning loss (Manhattanville College)	PNW BOCES	\$1,000/teacher	\$10,000
OG Practicum for 10 teachers (Manhattanville College)	PNW BOCES	\$1,185/teacher	\$11,850
OG Diagnostic Training (Manhattanville College)	PNW BOCES	\$1,185/teacher	\$2,370
Medicaid Direct	SW BOCES	7,634 year 1 \$5,570 year 2	\$7,634 \$5,570
RTI Direct	SW BOCES	\$6,500/year	\$6,500
Digital storage of archived Special Education files for remote access	Rockland BOCES	\$119,633	\$119,633
Document Repository in IEP Direct	SW BOCES	\$1,500/year/2 years	\$3,000
Subtotal – Code 49			\$166,557

MINOR REMODELING: Code 30

Allowable costs include salaries, associated employee benefits, purchased services, and supplies and materials related to alterations to existing sites.

Description of Work To be Performed	Calculation of Cost	Proposed Expenditure
	Subtotal – Code 30	

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
Engraver	1	\$22,000	\$22,000
VOIP phone system replacement to improve communication both internally and externally	1	\$300,000 (37% from this grant)	\$111,080
Subtotal – Code 20			\$133,080

BUDGET SUMMARY

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SUBTOTAL	CODE	PROJECT COSTS
Professional Salaries	15	\$417,652
Support Staff Salaries	16	
Purchased Services	40	\$340,540
Supplies and Materials	45	\$133,601
Travel Expenses	46	
Employee Benefits	80	
Indirect Cost	90	
BOCES Services	49	\$166,557
Minor Remodeling	30	
Equipment	20	\$133,080
Grand Total		\$1,191,430

Agency Code:	6	6	0	4	0	9	0	2	0	0	0
Project #: (If pre-assigned)	5	8	8	0	2	0	3	6	7	0	
Contract #:											
Federal Employer ID #: (New non-municipal agencies only)											
Agency Name:	Elmsford Union Free School District										

FOR DEPARTMENT USE ONLY

Funding Dates: _____ / _____ / _____ From _____ To _____

Program Approval: _____ Date: _____

Fiscal Year	Amount Budgeted	First Payment

Voucher # _____ First Payment _____

Finance: _____ Log _____ Approved _____ MIR _____

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).

1/16/2012
Date

Signature

Dr. Marc P. Baiocco, Superintendent
Name and Title of Chief Administrative Officer

HELPFUL REMINDERS

- ❖ Check for the required number of copies to be submitted, including the number of original signature copies. The number of copies may vary from program to program. If unsure, contact the State Education Department office responsible for the program for which you are applying.

- ❖ An approved copy of the FS-10 will be returned to the contact person at the address completed on page 1. A window envelope will be used for the return mailing; please make sure that the contact information is accurate, legible, and confined to the address field.

- ❖ Be sure to check your math and carry all subtotals forward to the Summary on Page 8. Simple mathematical errors often require Grants Finance to contact both the local agency and other State Education Department offices, resulting in unnecessary delays in program approval. And remember, use whole dollars only.

- ❖ School districts and BOCES should use the restricted indirect cost rate that has been approved for the school year in which the grant will operate. Most other agencies are subject to a fixed maximum rate depending on the grant program and type of agency. Contact Grants Finance at (518) 474-4815 if you have any questions regarding indirect costs.

- ❖ The modified direct cost used in the calculation of indirect cost must exclude equipment, minor remodeling, the portion of each subcontract exceeding \$25,000 and any flow through funds.

- ❖ Be sure to complete the Agency Code on Page 8 as well as the Project #, if pre-assigned.
- ❖ For Special Legislative projects and Grant Contracts, please enter the Contract #.

- ❖ For ease of data entry at the State Education Department, please make sure that Page 8 faces out
- ❖ Submit forms to the State Education Department as follows:

Application, FS-10, FS-10-A – Program Office

FS-25, FS-10-F for Special Legislative Projects –

Special Legislative Projects Coordinating Team
New York State Education Department
Room 132 Education Building
Albany, New York 12234

FS-25, FS-10-F for other projects –

Grants Finance
New York State Education Department
Room 510W Education Building

Albany, New York 12234