

= Required Field

Local Agency Information		
Funding Source:	ARP ESSER Part 2 - State Reserves 5% Learning Loss	
Report Prepared By:	James Brennan	
Agency Name:	West Irondequoit Central School District	
Mailing Address:	321 List Avenue	
	Street	
	Rochester	NY 14617
	City	State Zip Code
Telephone # of Report Preparer:	585-336-2993	County: Monroe
E-mail Address:	james_brennan@westiron.monroe.edu	
Project Funding Dates:	3/13/2020	9/30/2024
	Start	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/>.

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/cafef/guidance/>.

SALARIES FOR PROFESSIONAL STAFF			
Subtotal - Code 15			\$1,511,000
Specific Position Title	Full-Time Equivalent	Annualized Rate of Pay	Project Salary
Intervention Teacher - Rogers/Southlawn <i>(Tailored/Individualized Acceleration)</i>	1.00	2.5 years @ \$70,000/year	\$175,000
6 Behavioral Specialists across K-12 buildings (1 @ each 4-12 building; 2 across K-3 buildings) <i>(Trauma Informed Practices)</i>	6.00	2.5 years @ \$70,400/teacher @ \$422,400/year	\$1,056,000
2 K-3 Integrated Co-Taught Teachers <i>(Tailored/Individualized Acceleration)</i>	2.00	2 years @ \$70,000/teacher @ \$140,000/year	\$280,000

SALARIES FOR SUPPORT STAFF			
Subtotal - Code 16			\$22,995
Specific Position Title	Full-Time Equivalent	Annualized Rate of Pay	Project Salary
Youth Advocate - Grades 7-12 <i>(Restorative Practices)</i>	1.00	2.5 years @ \$9,198/year	\$22,995

CF121
 ENTRY DATE 02/28/22
 PROJECT 5884211350
 SED CODE 260803060000
 NYC DOC #

GRANTS FINANCE
 PROJECT STATUS REPORT
 ARP SLR LEARNING LOSS
 WEST IRONDEQUOIT CSD

RUN DATE 02/28/22

BUDGET DETAIL INFORMATION

PROF SALARY	15	1,511,000.00	BEGIN DATE	03/13/20
NON PROF SALARY	16	22,995.00	END DATE	09/30/24
PURCH SERVICES	40	0.00	AMENDMENT #	
SUPP & MATERIAL	45	0.00	CONTRACT #	
TRAVEL EXPENSE	46	0.00	STOP DATE	
EMP BENEFITS	80	0.00	REFUND CHECK #	
INDIRECT COST	90	0.00	IND COST RATE	13.9
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
588421	1,533,995.00	306,799.00	1,227,196.00
588420	0.00	0.00	0.00
588419	0.00	0.00	0.00
	0.00	0.00	0.00
	0.00	0.00	0.00
TOTAL	1,533,995.00	306,799.00	1,227,196.00

LOG AND CONTRACT DATES

	RECEIVED	ENTERED	CONTRACT	APPROVED
BUDGET	02/14/22	02/23/22		
INTERIM				
FINAL				

CASH DETAIL

ENTRY	DOC #	TRANS	ENC	RPT	LINE	AMOUNT	FUNDYR	MIR	PD	DT	STAT
022822	564329F	INIT	000	02/22	01	306,799.00	588421	022822			ENT

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



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>).



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.