

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>	LZSchool 13-Workforce Innovation and Opportunity Act Title II and Welfare Education Program	
<b>Report Prepared By:</b>	Sanah Susan Naber	
<b>Agency Name:</b>	Yonkers City School District	
<b>Mailing Address:</b>	One Larkin Center	
	Street	
	Yonkers	N.Y. 10701
	City	State Zip Code
<b>Telephone # of Report Preparer:</b>	(914) 376-8600	<b>County:</b> Westchester
<b>E-mail Address:</b>	<a href="mailto:snaber1@yonkerspublicschools.org">snaber1@yonkerspublicschools.org</a>	
<b>Project Funding Dates:</b>	7/1/2023 Start	6/30/2024 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 by the agency's Chief /
- An approved copy of the above. A window envelope accurate and confined to
- For information on budget Grants at <http://www.on>

**\*\*\*\*\*PLEASE NOTE\*\*\*\*\***

The attached FS-10 Budget that was approved by the program office & processed by Grants Finance has been adjusted due to the recently established 2023-2024 Restricted Indirect Cost Rate. Please review carefully & submit an FS-10-A Budget Amendment as appropriate to the specific program office to address the resulting downward adjustment to the project total.



**SALARIES FOR PROFESSIONAL STAFF**

			Subtotal - Code 15	\$27,135
Specific Position Title	Full-Time Equivalent	Annualized Rate of Pay	Project Salary	
Literacy Zone Coordinator	0.16	197.75 hrs x \$61.68 per hour	\$12,197	
Case Manager	0.19	242.19 hrs x \$61.68 per hour	\$14,938	



SALARIES FOR SUPPORT STAFF			
Subtotal - Code 16			\$49,498
Specific Position Title	Full-Time Equivalent	Annualized Rate of Pay	Project Salary
Family Welcome Center Clerk	0.14	175.42 hrs x \$59.85 per hour	\$10,499
Family Welcome Center Aide	0.08	97.77 hrs x \$33.12 per hour	\$3,238
4 Family Welcome Center Sub-Clerks	1.68	525.9 hrs x 4 x \$17 per hour	\$35,761

SUPPLIES AND MATERIALS			
Subtotal - Code 45			<b>\$7,585</b>
Description of Item	Quantity	Unit Cost	Proposed Expenditure
Promethean ActivPanels9 Premium 65" LED	1.00	\$2,719	\$2,719
Promethean AP-ASM-70-stand-for touchscreen	1.00	\$1,079	\$1,079
Epson Refurb PowerLite 119W 3LCD Projector	3.00	\$457.00	\$1,371
Verbatim PinStripe 64GB USB 3.2 Type A Flash Drive	1.00	\$49	\$49
HP Pro 400 G9-WOLF Pro Security-MINI-COREi5 12500T MWBE	2.00	\$825	\$1,650
HP E32K G5-Series-LED Monitor-31.5" MWBE	1.00	\$665.00	\$665
Belkin HDMI cable with Ethernet - 6 ft MWBE	5.00	\$10.40	\$52

TRAVEL EXPENSES			
Subtotal - Code 46			\$250
Position of Traveler	Destination and Purpose	Calculation of Cost	Proposed Expenditures
2 Case Managers, 1 LZSCHOOL 13 Coordinator	Travel expenses for staff to attend NYSED meetings pertaining to LZSchool 13	127.23 miles roundtrip x 3 x \$.655/mile	\$250

Employee Benefits			
		Subtotal - Code 80	\$14,837
Benefit		Proposed Expenditure	
Social Security		\$5,863	
Retirement	New York State Teachers	\$2,648	
	New York State Employees	\$6,326	
	Other - Pension		
Health Insurance			
Worker's Compensation			
Unemployment Insurance			
Other(Identify)			

INDIRECT COST		
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) <b>**Manual Entry</b>	\$99,305
B.	Approved Restricted Indirect Cost Rate	<i>0.6</i> 0.70%
C.	Subtotal - Code 90	<i>596</i> \$695

*9/12/23 SW*

For your information, maximum direct cost base = \$99,305.00

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.





CF121  
 ENTRY DATE 09/20/23  
 PROJECT 2338242403  
 SED CODE 662300010000  
 NYC DOC #

**GRANTS FINANCE**  
**PROJECT STATUS REPORT** RUN DATE 09/20/23  
 WIOA, TITLE 2, ADULT EDUCATION & LIT  
 YONKERS CITY SD

BUDGET DETAIL INFORMATION			
PROF SALARY	15	27,135.00	BEGIN DATE 07/01/23
NON PROF SALARY	16	49,498.00	END DATE 06/30/24
PURCH SERVICES	40	0.00	AMENDMENT #
SUPP & MATERIAL	45	7,585.00	CONTRACT #
TRAVEL EXPENSE	46	250.00	STOP DATE
EMP BENEFITS	80	14,837.00	REFUND CHECK #
INDIRECT COST	90	596.00	IND COST RATE 0.6
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
233824	0.00	0.00	0.00
233823	99,901.00	19,980.00	79,921.00
233822	0.00	0.00	0.00
	0.00	0.00	0.00
	0.00	0.00	0.00
<b>TOTAL</b>	<b>99,901.00</b>	<b>19,980.00</b>	<b>79,921.00</b>

LOG AND CONTRACT DATES			
BUDGET	RECEIVED	ENTERED	APPROVED
INTERIM	08/21/23	09/08/23	CONTRACT
FINAL			

CASH DETAIL										
ENTRY	DOC #	TRANS	ENC	RPT	LINE	AMOUNT	FUNDYR	MIR	PD DT	STAT
092023	615269F	INIT	000	09/23	01	19,980.00	233823	092023		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

## **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.

