

Received
12/19/22



ORIGINAL

The University of the State of New York
THE STATE EDUCATION DEPARTMENT

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

RECEIVED
APR 07 2022
ADULT EDUCATION
PROGRAM AND POLICY UNIT

= Required Field

Local Agency Information

Funding Source:	LZVIVE, Workforce Innovation and Opportunity Act Title II and Welfare Education Program Funding	update 2-9-22
Report Prepared By:	Sanah Susan Naber	
Agency Name:	Yonkers City School District	
Mailing Address:	One Larkin Center	
	Street	
	Yonkers	N.Y. 10701
	City	State Zip Code

Telephone # of Report Preparer:	(914) 376-8600	County:	Westchester
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E-mail Address: _____

Project Funding Dates: 7/1/2022 6/30/2023
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 _____ to the address field without altering the formatting.

For informat
Grants at ht

*******PLEASE NOTE*******

The attached FS-10 Budget that was approved by the program office & processed by Grants Finance has been adjusted due the recently established 2021-2022 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.

ate Aided

SALARIES FOR PROFESSIONAL STAFF			
Subtotal - Code 15			\$100,588
Specific Position Title	Full-Time Equivalent	Annualized Rate of Pay	Project Salary
Case Manager	Hourly pay @ \$61.06	388 hrs x \$61.06 per hour	\$23,691
Case Manager	Hourly pay @ \$61.06	51.6 hrs x \$61.06 per hour	\$3,151
2 Case Managers	Hourly pay @ \$61.06	243.24 hrs x 2 x \$61.06 per hour	\$29,704
2 Case Managers	Hourly pay @ \$61.06	33.25 hrs x 2 x \$61.06 per hour	\$4,060
Literacy Zone Coordinator	Hourly pay @ \$61.06	310.4 hrs x \$61.06 per hour	\$18,953
Case Manager	Hourly pay @ \$61.06	344.4 hrs x \$61.06 per hour	\$21,029

SALARIES FOR SUPPORT STAFF			
Subtotal - Code 16			\$20,197
Specific Position Title	Full-Time Equivalent	Annualized Rate of Pay	Project Salary
Family Welcome Center Clerk	Hourly clerk	153.18 hrs x \$55.49 per hour	\$8,500
Family Welcome Center Clerk	Hourly clerk	68.78 hrs x \$37 per hour	\$2,545
Family Welcome Center Clerk	Hourly clerk	16.62 hrs x \$37 per hour	\$615
Family Welcome Center Sub-clerk	Hourly sub-clerk	533.56 hrs x \$16.00 per hour	\$8,537

SUPPLIES AND MATERIALS			
Subtotal - Code 45			\$10,592
Description of Item	Quantity	Unit Cost	Proposed Expenditure
Lumens PS 752 - document camera	4	\$1,350.00	\$5,400
logitech Z207 Bluetooth Computer Speakers - for PC - wireless	30	\$44.99	\$1,350
AVID AE-08 - headphones	250	\$1.99	\$497
Pens & Pencils	multi	multi	\$92
Lumens PS 752 - document camera (MWBE)	2	\$1,350.00	\$2,700
Kensington Hi-fi headphones with Mic-headset (MWBE)	28	\$19.75	\$553

MWBE
\$3,253

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TRAVEL EXPENSES			
Subtotal - Code 46			\$250
Position of Traveler	Destination and Purpose	Calculation of Cost	Proposed Expenditures
Case Managers, LZVIVE Coordinator and LZ staff	Travel expenses for all LZVIVE staff to attend NYSED meetings	As contracted by Yonkers Public Schools	\$250

Employee Benefits			
		Subtotal - Code 80	\$17,183
Benefit		Proposed Expenditure	
Social Security			\$9,240
Retirement	New York State Teachers		\$5,638
	New York State Employees		\$2,305
	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) **Manual Entry	\$148,810
B.	Approved Restricted Indirect Cost Rate	0.7% 0.80%
C.	Subtotal - Code 90	1042 \$1,190

For your information, maximum direct cost base = \$148,810.00

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.

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CJL 11/21/21

CF121
 ENTRY DATE 11/30/22
 PROJECT 2396232404
 SED CODE 662300010000
 NYC DOC #

GRANTS FINANCE
 PROJECT STATUS REPORT
 BASIC LITERACY
 YONKERS CITY SD

RUN DATE 11/30/22

BUDGET DETAIL INFORMATION

PROF SALARY	15	100,588.00	BEGIN DATE	07/01/22
NON PROF SALARY	16	20,197.00	END DATE	06/30/23
PURCH SERVICES	40	0.00	AMENDMENT #	
SUPP & MATERIAL	45	10,592.00	CONTRACT #	
TRAVEL EXPENSE	46	250.00	STOP DATE	
EMP BENEFITS	80	17,183.00	REFUND CHECK #	
INDIRECT COST	90	1,042.00	IND COST RATE	0.7
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
239623	74,926.00	0.00	74,926.00
239622	74,926.00	37,463.00	37,463.00
239624	0.00	0.00	0.00
	0.00	0.00	0.00
	0.00	0.00	0.00
TOTAL	149,852.00	37,463.00	112,389.00

LOG AND CONTRACT DATES

	RECEIVED	ENTERED	APPROVED
BUDGET	05/04/22	11/21/22	
INTERIM			
FINAL			

CASH DETAIL

ENTRY	DOC #	TRANS	ENC	RPT	LINE	AMOUNT	FUNDYR	MIR	PD DT	STAT
113022	588825F	INIT	000	11/22	01	37,463.00	239622	113022		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.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.

