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9/27/23

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>	WIOA ABE, Workforce Innovation and Opportunity Act Title II and Welfare Education Program Funding	
<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 must sign and submit the application by the agency's Chief Administrator.
- An approved copy of the budget must be submitted above. A window of 14 days must be provided for review. The budget must be accurate and complete.
- For information on the application process, visit the Grants Finance website at <http://www.stateed.org/grants>.

**\*\*\*\*\*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.

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JUL 14 2023

ADULT EDUCATION  
PROGRAM AND POLICY UNIT

RECEIVED  
MAY 14 2001  
SACRAMENTO COUNTY  
COUNTY ADMINISTRATOR'S OFFICE

SALARIES FOR PROFESSIONAL STAFF			
Subtotal - Code 15			<b>\$274,232</b>
Specific Position Title	Full-Time Equivalent	Annualized Rate of Pay	Project Salary
Case Manager	0.19	242.2 hrs x \$61.68 per hour	\$14,939
Case Manager	0.24	304.1 hrs x \$61.68 per hour	\$18,756
Case Manager	0.08	105.25 hrs x \$61.68 per hour	\$6,492
Case Manager	0.08	104.6 hrs x \$61.68 per hour	\$6,452
Case Manager	0.06	75.13 hrs x \$61.68 per hour	\$4,634
Case Manager	0.08	105.7 hrs x \$61.68 per hour	\$6,520
Case Manager	0.35	440.58 hrs x \$61.68 per hour	\$27,175
Case Manager	0.13	157 hrs x \$61.68 per hour	\$9,684
Teacher	0.08	97.5 hrs x \$61.68 per hour	\$6,014
7 Teachers	.17 x 7 teachers	208.5 hrs x 7 x \$61.68 per hour	\$90,022
3 Teachers	.16 x 3 teachers	205.5 hrs x 3 x \$61.68 per hour	\$38,025
4 Teachers	.03 x 4 teachers	42 hrs x 4 x \$61.68 per hour	\$10,362
2 Teachers	.02 x 2 teachers	21 hrs x 2 x \$61.68 per hour	\$2,591
Teacher	0.07	84 hrs x \$61.68 per hour	\$5,181
Teacher	0.09	108 hrs x \$61.68 per hour	\$6,661
Teacher	0.08	98.5 hrs x \$61.68 per hour	\$6,075
Teacher	0.13	159 hrs x \$61.68 per hour	\$9,807
Teacher	0.06	78.5 hrs x \$61.68 per hour	\$4,842

SALARIES FOR SUPPORT STAFF			
Subtotal - Code 16			\$10,499
Specific Position Title	Full-Time Equivalent	Annualized Rate of Pay	Project Salary
Data Clerk	0.06	71.01 hrs x \$59.85 per hour	\$4,250
Data Clerk	0.04	52.37 hrs x \$38.17 per hour	\$1,999
Data Clerk	0.06	74.22 hrs x \$57.26 per hour	\$4,250

SUPPLIES AND MATERIALS			
Subtotal - Code 45			\$45,592
Description of Item	Quantity	Unit Cost	Proposed Expenditure
News For You Newspaper Subscription	100.00	\$23.05	\$2,305
News For You Online Newspaper Subscription	1.00	\$250.00	\$250
Easy English Newspaper Subscription	4000.00	\$1.25	\$5,000
ESL Library	1.00	\$3,500.00	\$3,500
Edmentun Multi-Product Standard Service Package	1.00	\$3,850.00	\$3,850
Northstart - Program License	50.00	\$33.00	\$1,650
Courseware: CTE Library - Program	28.00	\$60.50	\$1,694
Study Island: College and Career Readiness Library - Program License	50.00	\$5.50	\$275
Study Island: Core Library - Program License	50.00	\$19.00	\$950
Elite Screens F135NWV ezCinema Portable Front Projection Floor Screen (81 x 108")	1.00	\$842.00	\$842
SBID-6265s-v3 Smart Board 6065S-V3 Interactive Display with IQ	2.00	\$3,749.00	\$7,498
HAFS-BNDL Motorized Height Adjustable floor Stand	2.00	\$1,645.00	\$3,290
Epson Powerlite 1785W-3LCD Projector-Portable-3200	1.00	\$639.00	\$639
Star Tech USB 3.0 External Flash Memory MWBE	20.24	\$17.00	\$344
HP PRO 400 G9-Wolf Pro Security-MINI--CORE i5 12500T MWBE	14.00	\$825.00	\$11,550
HP E34m G4 Conferencing Monitor-E-Series-LED Monitor-C MWBE	1.00	\$625.00	\$625
HP E32K G5-Series-LED Monitor- 31.5" MWBE	2.00	\$665.00	\$1,330



TRAVEL EXPENSES			
Subtotal - Code 46			\$250
Position of Traveler	Destination and Purpose	Calculation of Cost	Proposed Expenditures
3 Case Managers	Travel expenses for staff for NYSED meetings pertaining to WIOA	127.23 Miles Roundtrip x 3 x \$.655/mile	\$250

Employee Benefits		
		Subtotal - Code 80
		\$47,126
Benefit		Proposed Expenditure
Social Security		\$21,782
Retirement	New York State Teachers	\$24,002
	New York State Employees	\$1,342
	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>	\$377,699
B.	Approved Restricted Indirect Cost Rate	<i>0.6</i> <del>0.70%</del>
C.	Subtotal - Code 90	<i>2,266</i> <del>\$2,644</del>

For your information, maximum direct cost base = \$377,699.00

*9/8/23  
Pm*

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 2338242107  
 SED CODE 662300010000  
 NYC DOC #

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

BUDGET DETAIL INFORMATION

PROF SALARY	15	274,232.00	BEGIN DATE	07/01/23
NON PROF SALARY	16	10,499.00	END DATE	06/30/24
PURCH SERVICES	40	0.00	AMENDMENT #	
SUPP & MATERIAL	45	45,592.00	CONTRACT #	
TRAVEL EXPENSE	46	250.00	STOP DATE	
EMP BENEFITS	80	47,126.00	REFUND CHECK #	
INDIRECT COST	90	2,266.00	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	379,965.00	75,993.00	303,972.00
233822	0.00	0.00	0.00
	0.00	0.00	0.00
	0.00	0.00	0.00
<b>TOTAL</b>	<b>379,965.00</b>	<b>75,993.00</b>	<b>303,972.00</b>

LOG AND CONTRACT DATES

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

CASH DETAIL

ENTRY	DOC #	TRANS	ENC	RPT	LINE	AMOUNT	FUNDYR	MIR	PD	DT	STAT
092023	615268F	INIT	000	09/23	01	75,993.00	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.

