

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

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

AUG 3 1 2022

Received

AUG 04 2022

Office of Accountability

= Required Field

Agency Name:	Newark Valley Central School District	Tioga
Mailing Address:	68 Wilson Creek Road, District Office	County
	Newark Valley, NY 13811	

Agency Code:	<input type="text" value="600402040000"/>	Amendment #:	<input type="text" value="001"/>
Project Number:	<input type="text" value="5880-21-3340"/>		
Contract #:	<input type="text"/>		
Contact Person:	<input type="text" value="Mrs. Ji Katchuk"/>	Tel:	<input type="text" value="(607)642-3221*4"/>
E-mail Address:	<input type="text" value="jkatchuk@nvcs.stier.org"/>		

INSTRUCTIONS

- Submit the original and two copies directly to the same State Education Department office where budget was mailed. DO NOT submit this form to Grants Finance.
- This form need only be submitted for budget changes that require prior approval as follows:
 - 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.
- Amendment # at top of this page must be completed.
- If extra room is needed for explanations, expand the rows using the row breaks on the left.
- Do not use the FS-10-A for requesting a project extension.

CHIEF ADMINISTRATOR'S CERTIFICATION

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, & accurate, & the expenditures, disbursements, & cash receipts are for the purposes & objectives set forth in the terms & 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).

Date: 8/1/2022

Signature: 

FOR DEPARTMENT USE ONLY

Program Approval: 

Date: 8/15/22

Finance:
 Logged

Approved

RECEIVED

SUBTOTAL	EXPLANATION (Provide same detail as required in FS-10 Budget)	SUBTOTAL INCREASE	SUBTOTAL DECREASE
15 - Professional Salaries	RTI teacher anticipated retirement during 22/23 School Year.		\$87,000
16 - Support Staff Salaries			
40 - Purchased Services	Increased cost of generator replacement work due to change of specification (increased capacity).	\$55,000	
45 - Supplies & Materials			
46 - Travel Expenses			
80 - Employee Benefits			
90 - Indirect Cost			
49 - Boces Services			
30 - Minor Remodeling	Materials & labor cost increase: Proj#60040204-0-007-021, \$20,000 Proj#60040204-0-002-017, \$12,000 no change in scope of work	\$32,000	
20 - Equipment			
ENTER BUDGET >	Total Increase or Decrease:	(+)	\$ 87,000
	Net Increase or Decrease:	\$	0
	Previous Budget Total:	\$	1,750,842
	Proposed Amended Total:	\$	1,750,842

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JAN 07 2022

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		
Funding Source:	ARP-ESSER Part 2 ³	
Report Prepared By:	Jl Z. Katchuk	
Agency Name:	Newark Valley Central School District	
Mailing Address:	68 Wilson Creek Road, District Office	
	Street	
	Newark Valley	13811
	City	Zip Code
Telephone # of Report Preparer:	(607)642-3221*4	County: Tloga
E-mail Address:	jkatchuk@nvcs.stier.org	
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/>.

SALARIES FOR PROFESSIONAL STAFF			
Subtotal - Code 15			\$421,529
Specific Position Title	Full-Time Equivalent	Annualized Rate of Pay	Project Salary
Social Workers for 2023/2024 School Year	3.00	\$64,967	\$194,901
RTI Teacher for 21/22, 22/23, 23/24 School Years	1.00	\$75,542	\$226,628

SALARIES FOR SUPPORT STAFF			
Subtotal - Code 16			\$35,720
Specific Position Title	Full-Time Equivalent	Annualized Rate of Pay	Project Salary
Teacher's Aide (Attendance) for 21/22, 22/23 School years	1.00	\$17,860.00	\$35,720

PURCHASED SERVICES			
Subtotal - Code 40			\$371,673
Description of Item	Provider of Services	Calculation of Cost	Proposed Expenditure
Elevator repairs in Middle School, general maintenance, requires no permit or SED approval.	TK Elevator Corporation	Parts: \$45,117 Labor: \$55,150	\$100,267
Elevator repairs in High School, general maintenance, requires no permit or SED approval.	TK Elevator Corporation	Parts: \$35,906 Labor: \$43,880	\$79,786
Replacement of classroom carpets in High School	Endwell Rug Company	11 classrooms @ \$6,305/room	\$69,355
Replacement of treads and landing of Middle School gym entrance	Endwell Rug Company	Materials: \$1,705 Labor: \$560	\$2,265
Replacement of High School generator, general maintenance, requires no permit or SED approval.	Upstate Generator & Power	Generator: \$95,170 Pads & fencing: \$20,000 Labor: \$4,830	\$120,000

SUPPLIES AND MATERIALS			
Subtotal - Code 45			\$445,796
Description of Item	Quantity	Unit Cost	Proposed Expenditure
Evacuation chairs for special ed students	4.00	\$2,400.00	\$9,600
Elementary School, 3D printer	1.00	\$2,500.00	\$2,500
Elementary School, Nurse's office supplies	320.00	\$13.61	\$4,355
Middle School, 3D printer & Laser Engraver	2.00	\$2,500.00	\$5,000
Middle School, Nurse's office supplies	302.00	\$8.71	\$2,630
High School library furniture	418.00	\$64.94	\$27,144
High School, Nurser's office supplies	418.00	\$4.63	\$1,935
Elementary School sharing clothing closet for students in need	320.00	\$14.06	\$4,500
Disinfectant sprayers for classrooms and buses	10.00	\$690.00	\$6,900
Districtwide technology purchase			
Chromebook carts	5.00	\$749.00	\$3,745
Chromebooks with license	850.00	\$355.00	\$302,000
MacBooks Pro	4.00	\$1,199.00	\$4,796
Ipad Pro	1.00	\$1,299.00	\$1,299
Dell Interactive Monitors	10.00	\$3,468.74	\$34,687
Dell Display Cart Outlets	10.00	\$104.00	\$1,040
Dell Monitor Carts	10.00	\$970.00	\$9,700
Samsung TV	10.00	\$1,116.00	\$11,160
TV Wall Mount	10.00	\$70.49	\$705
Defibrillator for Transportation Building	1.00	\$2,000.00	\$2,000
Bus Radios	1.00	\$450.00	\$450
Technology Coordinator office furniture	1040.00	\$9.28	\$9,650

Employee Benefits			
		Subtotal - Code 80	\$193,797
Benefit		Proposed Expenditure	
Social Security		\$32,247	
Retirement	New York State Teachers	\$41,617	
	New York State Employees		
	Other - Pension		
Health Insurance		\$119,933	
Worker's Compensation			
Unemployment Insurance			
Other(Identify)			

PURCHASED SERVICES WITH BOCES			
Subtotal - Code 49			\$9,009
Description of Services	Name of BOCES	Calculation of Cost	Proposed Expenditure
Learning A-Z Software	Broome-Tioga BOCES	1040 @ \$8.66 per student	\$9,009

MINOR REMODELING		
Subtotal - Code 30		\$200,000
Description of Work to be Performed	Calculation of Cost	Proposed Expenditure
High School Entrance Renovation Project (SED project # 60040204-0-007-021), BOE approval 10/12/21, Architect: Keystone Associates	General Construction \$84,700; Architect: \$11,300; Legal & Adm: \$4,000.	\$100,000
NTH Elementary School Entrance Renovation Project (Not submitted to SED yet), BOE approval 10/12/21 Architect: Keystone Associates	General Construction \$84,700; Architect: \$11,300; Legal & Adm: \$4,000.	\$100,000

EQUIPMENT			
Subtotal - Code 20			\$73,318
Description of Item	Quantity	Unit Cost	Proposed Expenditure
Network scanner/printer at Elementary School to support virtual learning.	1.00	\$5,841.00	\$5,841
Network scanner/printer at Middle School to support virtual learning.	1.00	\$5,007.00	\$5,007
Network scanner/printer at High School to support virtual learning.	1.00	\$9,740.00	\$9,740
Engraver machine for High School Technology Class	1.00	\$25,000.00	\$25,000
CNC machine for High School Technology Class	1.00	\$27,730.00	\$27,730

CF121
 ENTRY DATE 12/30/21
 PROJECT 5880213340
 SED CODE 600402040000
 NYC DOC #

GRANTS FINANCE
 PROJECT STATUS REPORT
 ARP ESSER 3
 NEWARK VALLEY CSD

RUN DATE 12/30/21

BUDGET DETAIL INFORMATION

PROF SALARY	15	421,529.00	BEGIN DATE	03/13/20
NON PROF SALARY	16	35,720.00	END DATE	09/30/24
PURCH SERVICES	40	371,673.00	AMENDMENT #	
SUPP & MATERIAL	45	445,796.00	CONTRACT #	
TRAVEL EXPENSE	46	0.00	STOP DATE	
EMP BENEFITS	80	193,797.00	REFUND CHECK #	
INDIRECT COST	90	0.00	IND COST RATE	12.6
BOCES SERVICES	49	9,009.00	INT ELIG	N
REMODELING	30	200,000.00		
EQUIPMENT	20	73,318.00		

BUDGET SUMMARY INFORMATION

FUNDYEAR	BUDGET SPLITS	PAID TO DATE	OUTSTANDING ENC
588021	1,750,842.00	175,084.00	1,575,758.00
588020	0.00	0.00	0.00
588019	0.00	0.00	0.00
	0.00	0.00	0.00
	0.00	0.00	0.00
TOTAL	1,750,842.00	175,084.00	1,575,758.00

LOG AND CONTRACT DATES

BUDGET	RECEIVED	ENTERED	CONTRACT	APPROVED
INTERIM	12/23/21	12/29/21		
FINAL				

CASH DETAIL

ENTRY	DOC #	TRANS	ENC	RPT	LINE	AMOUNT	FUNDYR	MIR	PD	DT	STAT
123021	559037F	INIT	000	12/21	01	175,084.00	588021	122321			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.