

CF121
 ENTRY DATE 12/28/21
 PROJECT 5880213265
 SED CODE 581010020000
 NYC DOC #

GRANTS FINANCE
 PROJECT STATUS REPORT
 ARP ESSER 3
 GREENPORT UFSD

RUN DATE 12/28/21

BUDGET DETAIL INFORMATION			
PROF SALARY	15	586,926.00	BEGIN DATE 03/13/20
NON PROF SALARY	16	0.00	END DATE 09/30/24
PURCH SERVICES	40	100,828.00	AMENDMENT #
SUPP & MATERIAL	45	59,181.00	CONTRACT #
TRAVEL EXPENSE	46	0.00	STOP DATE
EMP BENEFITS	80	0.00	REFUND CHECK #
INDIRECT COST	90	0.00	IND COST RATE 10.8
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
588021	746,935.00	74,693.00	672,242.00
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	746,935.00	74,693.00	672,242.00

LOG AND CONTRACT DATES			
BUDGET	RECEIVED	ENTERED	APPROVED
INTERIM	12/21/21	12/23/21	CONTRACT
FINAL			

CASH DETAIL										
ENTRY	DOC #	TRANS	ENC	RPT	LINE	AMOUNT	FUNDYR	MIR	PD DT	STAT
122821	558699F	INIT	000	12/21	01	74,693.00	588021	122121		ENT

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

☐ = Required Field

Local Agency Information

Funding Source:	ESSR ARP		
Report Prepared By:	R. Case		
Agency Name:	GREENPORT UFSD		
Mailing Address:	720 Front St		
	Street		
	Greenport	NY	11941
	City	State	Zip Code
Telephone # of Report Preparer:	631-477-1950	County:	Suffolk
E-mail Address:	rcase@qufsd.org		
Project Funding Dates:	3/13/20		9/30/24
	Start		End

Received
DEC 06 2021
Office of Accountability

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			\$586,926
Specific Position Title	Full-Time Equivalent	Annualized Rate of Pay	Project Salary
15 - Planning and implementing activities related to summer learning and enrichment and supplemental after-school programs			
Elementary Summer Enrichment Teachers 2023	9.0 FTE x 60/hr x 111.11 hrs	\$60,000	\$60,000
Elementary Summer Enrichment Teachers 2024	9.0 FTE x 60/hr x 111.11 hours	\$60,000	\$60,000
High School Summer School Teachers 2023	5.0 FTE x 60/hr x 126.66 hours	\$38,000	\$38,000
High School Summer School Teachers 2024	5.0 FTE x 60/hr x 126.66 hours	\$38,000	\$38,000
Elementary After School Enrichment 2022-2023	5.0 FTE x 60/hr x 101.54 hours	\$30,462	\$30,462
Elementary After School Enrichment 2023-2024	5.0 FTE x 60/hr x 101.54 hours	\$30,462	\$30,463
16 - Addressing the academic impact of lost instructional time among an LEA's students			
Pre-K Teacher 2022-2023	0.70	\$71,430	\$50,000
Pre-K Teacher 2023-2024	1.00	\$70,000	\$70,000
Spanish Teacher 2021-2022	1.00	\$70,000	\$70,000
Spanish Teacher 2022-2023	1.00	\$70,000	\$70,000
Spanish Teacher 2023-2024	1.00	\$70,000	\$70,000

12/20/21
FLM

SUPPLIES AND MATERIALS			
Subtotal - Code 45			\$59,181
Description of Item	Quantity	Unit Cost	* Proposed Expenditure
15 - Planning and implementing activities related to summer learning and enrichment and supplemental after-school programs			
Supplies for Summer Enrichment Program 2023 (per student) including activity expenses, consumable books, science lesson materials, art lesson materials	75.00	\$266.66	\$20,000
Supplies for Summer Enrichment Program (per student) including activity expenses, consumable books, science lesson materials, art lesson materials	75.00	\$266.66	\$20,000
High School Textbooks	100.00	\$130.00	\$13,000
Supplies for After School Enrichment Program 2022 (per student) including activity expenses, consumable books	75.00	\$29.09	\$2,182
Supplies for After School Enrichment Program 2023 (per student) including activity expenses, consumable books	75.00	\$26.67	\$2,000
Supplies for After School Enrichment Program 2024 (per student) including activity expenses, consumable books	75.00	\$26.67	\$2,000



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

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.