

CF121
 ENTRY DATE 03/08/22
 PROJECT 5883211215
 SED CODE 230201040000
 NYC DOC #

GRANTS FINANCE
 PROJECT STATUS REPORT
 ARP SLR COMPREHENSIVE AFTER SCHOOL
 COPENHAGEN CSD
 RUN DATE 03/08/22

BUDGET DETAIL INFORMATION

| | | | | |
|-----------------|----|-----------|----------------|----------|
| PROF SALARY | 15 | 20,000.00 | BEGIN DATE | 03/13/20 |
| NON PROF SALARY | 16 | 0.00 | END DATE | 09/30/24 |
| PURCH SERVICES | 40 | 73,750.00 | AMENDMENT # | |
| SUPP & MATERIAL | 45 | 6,252.00 | CONTRACT # | |
| TRAVEL EXPENSE | 46 | 0.00 | STOP DATE | |
| EMP BENEFITS | 80 | 0.00 | REFUND CHECK # | |
| INDIRECT COST | 90 | 0.00 | IND COST RATE | 11.4 |
| 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 |
|--------------|-------------------|------------------|------------------|
| 588321 | 100,002.00 | 20,000.00 | 80,002.00 |
| 588320 | 0.00 | 0.00 | 0.00 |
| 588319 | 0.00 | 0.00 | 0.00 |
| | 0.00 | 0.00 | 0.00 |
| | 0.00 | 0.00 | 0.00 |
| TOTAL | 100,002.00 | 20,000.00 | 80,002.00 |

LOG AND CONTRACT DATES

| | RECEIVED | ENTERED | CONTRACT | APPROVED |
|---------|----------|----------|----------|----------|
| BUDGET | 03/07/22 | 03/08/22 | | |
| INTERIM | | | | |
| FINAL | | | | |

CASH DETAIL

| ENTRY | DOC # | TRANS | ENC | RPT | LINE | AMOUNT | FUNDYR | MIR | PD | DT | STAT |
|--------|---------|-------|-----|-------|------|-----------|--------|--------|----|----|------|
| 030822 | 565226F | INIT | 000 | 03/22 | 01 | 20,000.00 | 588321 | 030722 | | | ENT |

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

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

Received
FEB 22 2022
Office of Accountability

| Local Agency Information | | |
|---------------------------------|------------------------------------|----------------|
| Funding Source: | ARPA - ESSER - 1% After School | |
| Report Prepared By: | Scot Luther | |
| Agency Name: | Copenhagen Central School District | |
| Mailing Address: | 3020 Mechanic St, PO BOX 30 | |
| | Street | |
| | Copenhagen | NY 13626 |
| | City | State Zip Code |
| Telephone # of Report Preparer: | 315-688-4033 | County: Lewis |
| E-mail Address: | sluther@ccsknights.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/>.

| PURCHASED SERVICES | | | |
|--|--|-----------------------------------|----------------------|
| Subtotal - Code 40 | | | \$73,750 |
| Description of Item | Provider of Services | Calculation of Cost | Proposed Expenditure |
| Field trips for Curriculum Aligned Enrichment Activities Adirondacks \$100/student * 50 students * 2 years | This is spread across the 3 reserve grants. See attached working document of destination ideas for Project NY | | (K5) |
| Field trips for Curriculum Aligned Enrichment Activities Upstate Region x3 \$100/student * 50 students * 2 years * 3 trips each year | This is spread across the 3 reserve grants. See attached working document of destination ideas for Project NY | 197.50 200 x 50 x 2 | \$19,750 |
| Field trips for Curriculum Aligned Enrichment Activities Buffalo Region \$200/student * 50 students * 2 years | This is spread across the 3 reserve grants. See attached working document of destination ideas for Project NY | 200 x 50 x 2 | \$20,000 |
| Field trips for Curriculum Aligned Enrichment Activities Rochester Region \$200/student * 50 students * 2 years | This is spread across the 3 reserve grants. See attached working document of destination ideas for Project NY | 200 x 50 x 2 | \$20,000 |
| Field trips for Curriculum Aligned Enrichment Activities Syracuse Region \$100/student * 50 students * 2 years | This is spread across the 3 reserve grants. See attached working document of destination ideas for Project NY | 100 x 50 x 2 | \$10,000 |
| Field trips for Curriculum Aligned Enrichment Activities Albany Region \$200/student * 50 students * 2 years | This is spread across the 3 reserve grants. See attached working document of destination ideas for Project NY | 40 x 50 x 2 | \$4,000 |
| Field trips for Curriculum Aligned Enrichment Activities NYC Region \$366.31/student * 50 students * 2 years | This is spread across the 3 reserve grants. See attached working document of destination ideas for Project NY | | |
| Field trips for Curriculum Aligned Enrichment Activities Southern Tier Region \$100/student * 50 students * 2 years | This is spread across the 3 reserve grants. See attached working document of destination ideas for Project NY | | |

| SUPPLIES AND MATERIALS | | | |
|--|----------|------------|----------------------|
| Subtotal - Code 45 | | | \$6,252 |
| Description of Item | Quantity | Unit Cost | Proposed Expenditure |
| Moving Minds After School Curriculum 2 sets | 2.00 | \$2,000.00 | \$4,000 |
| Discount School Supplies STEM, Art, DEI, SEL Materials Allocation of \$22.52/student * 100 | 100.00 | \$22.52 | \$2,252 |
| | | | |
| | | | |



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
Fax (518) 486-4899

Transition from DUNS to UEI

Important Information

As of April 4, 2022, the DUNS (Data Universal Numbering System) number will no longer be used as the unique and official identifier for entities doing business with the federal government or for federal grant tracking and reporting purposes. It will be replaced by a new 12 character alphanumeric value, called the Unique Entity Identifier (UEI).

Entities with a DUNS number that are **currently registered (active)** in the federal System for Award Management (SAM.gov) will automatically be assigned a UEI. No additional steps will be needed; however, entities must still maintain a current registration in SAM.gov by reviewing their information (registration) annually.

Critical Next Steps:

If your agency is not registered or active in SAM, do so as soon as possible to ensure that your agency is assigned a UEI. Failure to do so may delay the awarding of funds and/or payments through NYSED.

To register your agency or obtain a unique entity identifier or update your registration, please visit <https://sam.gov>.

Information on the transition from DUNS to UEI and other related resources may be found on the Federal Service Desk website (<https://www.fsd.gov>).



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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.