

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

48775  
PROPOSED BUDGET FOR A  
FEDERAL OR STATE PROJECT  
FS-10 (03/15)

☐ = Required Field

Local Agency Information

Funding Source:	1% State-Reserve Level : Summer Learning ar		
Report Prepared By:	Elizabeth Kupiec		
Agency Name:	Cato-Meridian Central Schools		
Mailing Address:	2851 Rt. 370		
	Street		
	Cato	NY	13033
	City	State	Zip Code
Telephone # of Report Preparer:	3156263439 ex 5006	County:	Cayuga
E-mail Address:	<a href="mailto:ekupiec@catomeridian.org">ekupiec@catomeridian.org</a>		
Project Funding Dates:	<div>3/13/20 9/1/2021 Start</div> <div>9/30/24 9/30/2024 End</div>		

Received

DEC 20 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			\$109,432
Specific Position Title	Full-Time Equivalent	Annualized Rate of Pay	Project Salary
Program Director: Enrichment (2022-2023)	1.00	\$3,605	\$3,605
Program Director: Enrichment (2023-2024)	1.00	\$3,605	\$3,605
Summer School Coordinator (Summer 2022)	1.00	\$5,000	\$5,000
Summer School Coordinator (Summer 2023)	1.00	\$5,000	\$5,000
K-8 Teachers (Summer 2022)	10.00	\$2,688	\$26,880
K-8 Teachers (Summer 2023)	10.00	\$2,775	\$27,750
Nurse (Summer 2022)	1.00	\$3,000	\$3,000
Nurse (Summer 2023)	1.00	\$3,090	\$3,090
Library Media Specialist (Summer 2022)	1.00	\$2,688	\$2,688
Library Media Specialist (Summer 2023)	1.00	\$2,775	\$2,775
Special Education Teacher (Summer 2022)	1.00	\$2,688	\$2,688
Special Education Teacher (Summer 2023)	1.00	\$2,775	\$2,775
Regents Review Teacher (Summer 2022)	10 @ 10 hours	\$30 per hour	\$3,000
Regents Review Teacher (Summer 2023)	10 @ 10 hours	\$31 per hour	\$3,100
K-2 Arts/Crafts Coordinator (Summer 2022)	1.00	\$1,648.00	\$1,648
K-2 Arts/Crafts Coordinator (Summer 2023)	1.00	\$1,702.00	\$1,702
3-5 / PE Coordinator (Summer 2022)	1.00	\$1,648.00	\$1,648
3-5 / PE Coordinator (Summer 2023)	1.00	\$1,702.00	\$1,702
Sixth Grade Transition Teachers (Summer 2022)	4.00	\$191	\$764
Sixth Grade Transition : School Psychologist (Summer 2022)	1.00	\$191	\$191
Sixth Grade Transition : School Counselor (Summer 2022)	1.00	\$191	\$191
Sixth Grade Transition Teachers (Summer 2023)	4.00	\$191	\$764
Sixth Grade Transition : School Psychologist (Summer 2023)	1.00	\$191	\$191
Sixth Grade Transition : School Counselor (Summer 2023)	1.00	\$191	\$191
LINK Crew: High School Orientation Leaders (Summer 2022)	2.00	\$398	796
LINK Crew: High School Orientation Leaders (Summer 2023)	2.00	\$409	\$818
Summer School Teacher Professional Development : STEM, DEI (2023)	10.00	191 per day	\$1,910
Summer School Teacher Professional Development: STEM, DEI (2023)	10.00	196 per day	\$1,960



### SALARIES FOR SUPPORT STAFF

[illegible]



PURCHASED SERVICES	
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	Subtotal - Code 40
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[illegible]

# SUPPLIES AND MATERIALS

Subtotal - Code 45

\$80,000

Description of Item	Quantity	Unit Cost	Proposed Expenditure
FlyLeaf: : Emergent Reader Series: Complete Classroom Set	2.00	\$1,500.00	\$3,000
FlyLeaf: Reading Series 2: Complete Classroom Set	2.00	\$1,600.00	\$3,200
FlyLeaf: : Reading Series 3: Complete Classroom Set	2.00	\$1,600.00	\$3,200
Really Great Reading: Countdown Classroom Setup	2.00	\$1,100.00	\$2,200
Really Great Reading: Blast Classroom Set Up	4.00	\$1,500.00	\$6,000
Really Great Reading: HD Word Classroom Set Up	4.00	\$1,600.00	\$6,400
All about Learning Press: All About Reading Pre Reading Basic Package	1.00	\$100.00	\$100
All About Learning Press: The Zigzag Zebra Read Aloud Book	2.00	\$30.00	\$60
All About Learning Press: Lizard Lou Read Aloud	2.00	\$30.00	\$60
My Heggerty Teacher Support	4.00	\$40.00	\$160
Heggerty: Bridge the Gap Intervention lessons	12.00	\$60.00	\$720
Heggerty: Decodable Books: Tocan Series	12.00	\$30.00	\$360
All About Learning Press: Level 1 Materials	2.00	\$300.00	\$600
Run Bug Run Reader	5.00	\$22.00	\$110
The Runt Pig Reader	5.00	\$22.00	\$110
The Cat Reader	5.00	\$22.00	\$110



All About Reading Level 2	2.00	\$300.00	\$600
What Am I Reader	5.00	\$22.00	\$110
Queen Bee Reader	5.00	\$22.00	\$110
All About Reading Level 3	2.00	\$300.00	\$600
Chasing Henry Reader	5.00	\$22.00	\$110
Shipwreck Reader	5.00	\$22.00	\$110
All About Reading Level 4	2.00	\$300.00	\$600
Heirloom Antic Reader	5.00	\$22.00	\$110
The Voyage Reader	5.00	\$22.00	\$110
PC Laptop : Administrative Intern	1.00	\$2,000.00	\$2,000
Tshirts for K-5 Students (Summer 2022)	75.00	\$10.00	\$750
Tshirts for K-5 Students (Summer 2023)	75.00	\$10.00	\$750
Link T Shirts 9th Grade Students (Summer 2023)	70.00	\$15.00	\$1,050
Link T Shirts 9th Grade Students (Summer 2022)	70.00	\$15.00	\$1,050
Elmers Liquid School Glue,	5.00	\$12.00	\$60
Paint Brushes	1.00	\$13.00	\$13
Watercolor Acrylic Paint	2.00	\$8.00	\$16
Markers	5.00	\$11.00	\$55

Sonday Systems: Reader Level 1 / Level 2 (decoupages)	4.00	\$1,200.00	\$4,800
Crayola Air Dry Clay	5.00	\$9.00	\$45
Gem Stickers	10.00	\$9.00	\$90
Tissue Paper	5.00	\$10.00	\$50
Black Wiggle Googly Eyes	5.00	\$6.00	\$30
Colored Paper	5.00	\$6.00	\$30
Oil Pastels	10.00	\$28.00	\$280
Boondoggle String / Beads	10.00	\$25.00	\$250
Cardboard Tubes for Crafts	4.00	\$15.00	\$60
Aluminum Foil	4.00	\$12.00	\$48
Paper Roll	10.00	\$13.00	\$130
Tempura Paint	6.00	\$28.00	\$168
Construction Paper	25.00	\$2.00	\$50
Pipe Cleaners	10.00	\$4.00	\$40
Pom Pom Balls	10.00	\$10.00	\$100
Balance and Movement Hoops	2.00	\$50.00	\$100
Socker Ball	10.00	\$10.00	\$100
Track Wagon	1.00	\$125.00	\$125



Chrome Book Set (25 Chromebooks)	25.00	\$750.00	\$18,750
ATP: Sound Out Chapter Books (CS-8125)	5.00	\$130.00	\$650
ATP: Sound out Chapter Books Set A-2	4.00	\$30.00	\$120
ATP: Sound Out Chapter Books Set A-3	4.00	\$30.00	\$120
ATP: Sound out Chapter Books Set B-1	4.00	\$30.00	\$120
ATP: Sound out Chapter Books Set B-2	4.00	\$30.00	\$120
ATP: Sound out Chapter Books Set B-3	4.00	\$30.00	\$120
ATP: Sound out Chapter Books Set C-1	4.00	\$30.00	\$120
ATP: Sound out Chapter Books Set C-2	4.00	\$30.00	\$120
ATP: Sound Out Info Mag	4.00	\$30.00	\$120
Phonic Books Complete Series	4.00	\$550.00	\$2,200
Little Sprouts - Complete Set of 20 Titles	4.00	\$50.00	\$200
Dandelion Launchers Set 1	4.00	\$45.00	\$180
Dandelion Launchers Set 2	4.00	\$45.00	\$180
Dandelion Readers Vowel Spellings Level 2	4.00	\$45.00	\$180
Dandelion Readers Vowel Spellings Level 3	4.00	\$45.00	\$180
TAPP Collections Bingo Transperant Chips	4.00	\$15.00	\$60
150 Sheets Sentence Strips Ruled	10.00	\$13.00	\$130

[illegible]



[illegible]

\$5,774

[illegible]

[illegible]

\$10,745

### Proposed Expenditure

\$10,745

Other - Pension

## Unemployment Insurance

**Other(Identify)**

[illegible]



PURCHASED SERVICES WITH BOCES

Subtotal - Code 49	
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	\$2,600
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[illegible]



CF121  
 ENTRY DATE 03/10/22  
 PROJECT 5882210290  
 SED CODE 050401040000  
 NYC DOC #

GRANTS FINANCE  
 PROJECT STATUS REPORT  
 ARP SLR SUMMER ENRICHMENT  
 CATO-MERIDIAN CSD

RUN DATE 03/10/22

BUDGET DETAIL INFORMATION

PROF SALARY	15	109,432.00	BEGIN DATE	03/13/20
NON PROF SALARY	16	35,328.00	END DATE	09/30/24
PURCH SERVICES	40	0.00	AMENDMENT #	
SUPP & MATERIAL	45	80,000.00	CONTRACT #	
TRAVEL EXPENSE	46	5,774.00	STOP DATE	
EMP BENEFITS	80	10,745.00	REFUND CHECK #	
INDIRECT COST	90	0.00	IND COST RATE	12.3
BOCES SERVICES	49	2,600.00	INT ELIG	N
REMODELING	30	0.00		
EQUIPMENT	20	0.00		

BUDGET SUMMARY INFORMATION

FUNDYEAR	BUDGET SPLITS	PAID TO DATE	OUTSTANDING ENC
588221	243,879.00	48,775.00	195,104.00
588220	0.00	0.00	0.00
588219	0.00	0.00	0.00
	0.00	0.00	0.00
	0.00	0.00	0.00
TOTAL	243,879.00	48,775.00	195,104.00

LOG AND CONTRACT DATES

	RECEIVED	ENTERED	APPROVED
BUDGET	02/24/22	03/03/22	
INTERIM			
FINAL			

CASH DETAIL

ENTRY	DOC #	TRANS	ENC	RPT	LINE	AMOUNT	FUNDYR	MIR	PD DT	STAT
031022	565597F	INIT	000	03/22	01	48,775.00	588221	022422		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.









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 alpha-numeric 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>).





Grants Finance, Room 510W, Education Building, Albany, NY 12234  
Tel. (518) 474-4815 Fax (518) 486-4899  
Email: GRANTSWEB@NYSED.GOV

REVISED

Corrected Final Due Date  
3/18/22

<b>Grant Award Recipient</b>  SUPERINTENDENT CATO-MERIDIAN CSD 2851 STATE RTE 370 CATO,NY 13033	<b>Date</b> 03/03/22
	<b>Project Number</b> 5882210290
	<b>Agency Code</b> 050401040000
<b>Funding Source</b> ARP SLR SUMMER ENRICHMENT	<b>DUNS Number</b> 159266691
<b>CFDA Index Number</b> 84425U	<b>Law</b> PL 117-2 N/A ARP OF 2021
<b>Federal Award Identification Number (FAIN)</b> S425U210022  THE PROJECT MAY BE PAID FROM OTHER AWARDS WITH DIFFERENT FAINS DEPENDING ON PERIOD OF AVAILABILITY OF FEDERAL FUNDS AND THE APPROVED PROJECT PERIOD.	<b>Regulations</b> EDGAR&2CFR AS APPLICABLE
	<b>Commissioner's Regulations</b> NA
<b>Federal Award Date</b> 03/24/21 THIS FEDERAL AWARD IS NOT FOR RESEARCH AND DEVELOPMENT.	<b>Maximum Indirect Cost Rate</b> SUB-RECIPIENT HAS AN ANNUAL NEGOTIATED INDIRECT COST RATE W/NYSED (THE PASS THROUGH ENTITY)
<b>Federal Awarding Agency</b> US DEPT OF ED.	<b>Funding Dates/Period of Performance</b> 03/13/20-09/30/24
<b>Approved Budget Total*</b> \$243,879 *IF THE SUB-AWARD IS \$25,000 OR MORE, IT IS SUBJECT TO REPORTING REQUIREMENTS UNDER FEDERAL FUNDING AND TRANSPARENCY ACT (FFATA) OF 2006.	<b>First Payment</b> \$48,775
	<b>Final Report (FS-10-F Long Form) Due</b> 10/30/24
<b>SED Fiscal Contact</b> SARAH MARTIN (518)474-4815	<b>SED Program Contact</b> ERICA MEAKER  (518)473-0295
<p>It is the sub-recipient's responsibility to conduct activities in accordance with applicable statutes, regulations, policies, terms, conditions and assurances. All grants are subject to further review, monitoring and audit to ensure compliance. The Department has the right to recoup funds if the approved activities are not performed and/or the funds are expended inappropriately.</p> <p>In accordance with Section 41 of the State Finance Law, the State shall have no liability under this grant to the grantee or to anyone else beyond funds appropriated and available for this grant. The approved budget (FS-10) will be sent under separate cover. Please retain this document with your files.</p>	



