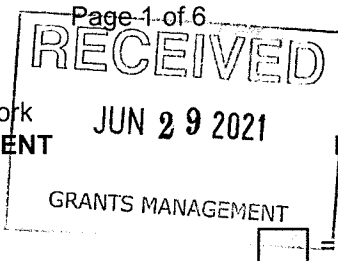


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The University of the State of New York
THE STATE EDUCATION DEPARTMENT



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

= Required Field

Local Agency Information

Funding Source: CRRSA (ESSER)

Report Prepared By: Kevin J. Polunci

Agency Name: Hudson Falls CSD

Mailing Address: PO Box 710

Street

Hudson Falls

NY

12839

City

State

Zip Code

Telephone # of
Report Preparer:

518-681-4111

County:

Washington

E-mail Address:

kpolunci@hfcasd.org

Project Funding Dates:

3/13/20
7/1/2021

Start

9/30/2023

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			\$130,000
Description of Item	Provider of Services	Calculation of Cost	Proposed Expenditure
Storage Containers 20-21	A-Verdi	14@ \$1,000	13987 \$14,000
Storage Containers 21-22	A-Verdi	14@ \$1,000	14000 \$14,000
Storage Containers 22-23	A-Verdi	14@ \$1,000	31884 \$14,000
Backpack food program 21-22 ✓	Northeast Regional Foobank	1@\$9,000	\$9,000
Backpack food program 22-23 ✓	Northeast Regional Foobank	1@\$9,000	\$9,000
Net application/ Install/support ✓	Atec Group	1@\$70,000	169730 \$70,000

SUPPLIES AND MATERIALS			
Subtotal - Code 45			\$1,502,077
Description of Item	Quantity	Unit Cost	Proposed Expenditure
Camfil Air Filters (MERV 13) 20-21	600.00	\$23.33	\$14,000
Camfil Air Filters (MERV 13) 21-22	600.00	\$23.33	\$14,000
Camfil Air Filters (MERV 13) 22-23	600.00	\$23.33	\$14,000
Masks (PPE)	50090.00	\$0.60	\$30,054
Wipes	3500.00	\$8.00	\$28,000
Hand Sanitizer 16 oz	1000.00	\$7.00	\$7,000
Hand Sanitizer 6 gallon	500.00	\$18.00	\$9,000
Face Shields	100.00	\$10.00	\$1,000
Gowns	100.00	\$10.00	\$1,000
Poly Carb Shields	100.00	\$200.00	\$20,000
Cleaning Solutions	1000.00	\$30.00	\$30,000
Disinfectant Spray	1000.00	\$10.00	\$10,000
Foggers	10.00	\$1,000.00	\$10,000
Thermometers	300.00	\$70.00	\$21,000

Temperature scanners	12.00	\$1,500.00	\$18,000
Waterbottles	2000.00	\$2.00	\$4,000
Cloth Mask	800.00	\$6.00	\$4,800
Air purifiers	250.00	\$800.00	\$200,000
Lunch containers	124135.00	\$0.40	\$49,654
Core BTS Wireless routers	110.00	\$806.00	\$88,687
Desk top computers 22-23	100.00	\$400.00	\$40,000
Desk top computers 21-22	200.00	\$400.00	\$80,000
Chromebooks 21-22	1460.00	\$250.00	\$365,000
Chromebooks 22-23	1720.00	\$250.00	\$430,000
Core BTS wireless controller	1.00	\$2,259.00	\$2,259
Core BTS licensing	110.00	\$97.00	\$10,623

EQUIPMENT			
Subtotal - Code 20			\$466,100
Description of Item	Quantity	Unit Cost	Proposed Expenditure
Ride on Floor Scrubbers	2.00	\$25,550.00	\$51,100
Replace air handling units for nurses offices district wide	5.00	\$83,000.00	\$415,000

CF121
 ENTRY DATE 09/09/21
 PROJECT 5891213520
 SED CODE 641301060000
 NYC DOC #

GRANTS FINANCE
 PROJECT STATUS REPORT
 CRRSA-ESSER 2
 HUDSON FALLS CSD

RUN DATE 09/09/21

BUDGET DETAIL INFORMATION

PROF SALARY	15	0.00	BEGIN DATE	03/13/20
NON PROF SALARY	16	0.00	END DATE	09/30/23
PURCH SERVICES	40	130,000.00	AMENDMENT #	
SUPP & MATERIAL	45	1,502,077.00	CONTRACT #	
TRAVEL EXPENSE	46	0.00	STOP DATE	
EMP BENEFITS	80	0.00	REFUND CHECK #	
INDIRECT COST	90	0.00	IND COST RATE	1.4
BOCES SERVICES	49	0.00	INT ELIG	N
REMODELING	30	0.00		
EQUIPMENT	20	466,100.00		

BUDGET SUMMARY INFORMATION

FUNDYEAR	BUDGET SPLITS	PAID TO DATE	OUTSTANDING ENC
589121	2,098,177.00	419,635.00	1,678,542.00
589120	0.00	0.00	0.00
589119	0.00	0.00	0.00
	0.00	0.00	0.00
	0.00	0.00	0.00
TOTAL	2,098,177.00	419,635.00	1,678,542.00

LOG AND CONTRACT DATES

	RECEIVED	ENTERED	CONTRACT	APPROVED
BUDGET	08/19/21	08/30/21		
INTERIM				
FINAL				

CASH DETAIL

ENTRY	DOC #	TRANS	ENC	RPT	LINE	AMOUNT	FUNDYR	MIR	PD DT	STAT
090921	547368F	INIT	000	09/21	01	419,635.00	589121	090921		ENT

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



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

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.