

= Required Field

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SEP 30 2021

OFFICE OF ACCOUNTABILITY

Local Agency Information		
Funding Source:	ARP-ESSER	
Report Prepared By:	Vikas Kaushal	
Agency Name:	Bronx Charter School for Excellence 4	
Mailing Address:	Excellence Community School, 1960 Benedict Ave	
	Street	
	Bronx	NY 10462
	City	State Zip Code
Telephone # of Report Preparer:	347-324-8104	County: Bronx
E-mail Address:	vkaushal@excellenceschools.org	
Project Funding Dates:	3/13/2020	9/30/2024
	Start	End

INSTRUCTIONS
<ul style="list-style-type: none"> • 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			\$785,661
Specific Position Title	Full-Time Equivalent	Annualized Rate of Pay	Project Salary
Classroom Teacher (SY22)	1.00	\$109,325	\$109,325
Classroom Teacher (SY23)	1.00	\$112,605	\$112,605
Classroom Teacher (SY24)	1.00	\$115,983	\$115,983
Classroom Teacher (July-Sept 2024)	0.24271316	\$119,462	\$28,995
Social Worker (SY24)	0.75	\$85,000	\$63,750
Social Worker (July-Sept 2024)	0.25	\$85,000	\$21,250
Science Teacher (SY22)	1.00	\$70,000	\$70,000
Science Teacher (SY23)	1.00	\$72,100	\$72,100
Science Teacher (SY24)	1.00	\$74,263	\$74,263
Science Teacher (July-Sept 2024)	0.23077441	\$74,263	\$17,138
On Staff Tutors (SY24)	5.00	\$4,500	\$22,500
Virtual Teachers	1.00	\$52,500	\$52,500
Virtual Teachers	0.48099040	\$52,500	\$25,252

PURCHASED SERVICES			
Subtotal - Code 40			\$280,800
Description of Item	Provider of Services	Calculation of Cost	Proposed Expenditure
Summer Programming	Kumon	\$585 per student for 90 students (50% covered by APR)	\$26,325
Janitorial Services	Gordon Maintenance	\$24.50 per hour for 1,550 hours	\$37,975
Substitute Teachers	School Professionals	\$252.66 per day for 376 days	\$95,000
Tutoring	Varsity Tutors	\$27 per hour for 100 students for 45 hours each	\$121,500

SUPPLIES AND MATERIALS			
Subtotal - Code 45			\$127,420
Description of Item	Quantity	Unit Cost	Proposed Expenditure
Dell Chromebooks (64 gigs)	100.00	\$415.00	\$41,500
Dell Chromebooks (32 gigs)	69.00	\$383.00	\$26,427
Sanitizer Refills	128.00	\$54.98	\$7,037
Sanitizer Stations	100.00	\$20.00	\$2,000
Masks - boxes of 50	508.00	\$45.50	\$23,114
Gallon Sanitizer Dispenser	100.00	\$144.50	\$14,450
Disinfectant Wipes	590.00	\$21.85	\$12,892

Employee Benefits		
Subtotal - Code 80		\$80,823
Benefit		Proposed Expenditure
Social Security		\$48,654
Retirement	New York State Teachers	
	New York State Employees	
	Other - Pension	
Health Insurance		\$16,475
Worker's Compensation		\$7,847
Unemployment Insurance		\$7,847
Other(Identify)		

CF121
 ENTRY DATE 02/28/22
 PROJECT 5880215490
 SED CODE 321100861120
 NYC DOC #

GRANTS FINANCE
 PROJECT STATUS REPORT
 ARP ESSER 3
 BRONX CHARTER-EXCELLENCE 4

RUN DATE 02/28/22

BUDGET DETAIL INFORMATION			
PROF SALARY	15	785,661.00	BEGIN DATE 03/13/20
NON PROF SALARY	16	0.00	END DATE 09/30/24
PURCH SERVICES	40	280,800.00	AMENDMENT #
SUPP & MATERIAL	45	127,420.00	CONTRACT #
TRAVEL EXPENSE	46	0.00	STOP DATE
EMP BENEFITS	80	80,823.00	REFUND CHECK #
INDIRECT COST	90	0.00	IND COST RATE 10.0
BOCES SERVICES	49	0.00	INT ELIG Y
REMODELING	30	0.00	
EQUIPMENT	20	0.00	

BUDGET SUMMARY INFORMATION			
FUNDYEAR	BUDGET SPLITS	PAID TO DATE	OUTSTANDING ENC
588021	1,274,704.00	127,470.00	1,147,234.00
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	1,274,704.00	127,470.00	1,147,234.00

LOG AND CONTRACT DATES			
BUDGET	RECEIVED	ENTERED	APPROVED
INTERIM	02/18/22	02/23/22	CONTRACT
FINAL			

CASH DETAIL										
ENTRY	DOC #	TRANS	ENC	RPT	LINE	AMOUNT	FUNDYR	MIR	PD DT	STAT
022822	564323F	INIT	000	02/22	01	127,470.00	588021	021822		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.



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

Grants Finance
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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>).