

PUTTING STUDENTS FIRST



Coffee Talk Overview of the State Aid Claim Forms

State Aid & Financial Planning Service

July 10, 2024



www.questar.org



Agenda



2

- A walkthrough of the required claim form sets and related sub-schedules (except for the ST-3)
 - Form A: Attendance Data Entry
 - 180 Calendar
 - Form FB: Building & Misc. Data
 - Form FT: Transportation
 - Other Forms – Sch. F6 Bus Amortization, SA-132 and SA-135

Form A and Schedules

3

☐ Form A and Schedules: Clean

 Form A (Attendance) Ready

 Schedule A-1 Religious Holidays First Semester Ready

 Schedule A-2 Attendance Report First Semester Ready

 Schedule A-3 Religious Holidays Second Semester Ready

 Schedule A-4 Attendance Report Second Semester Ready

 Schedule A-5 Days of Session Matrix Ready

 Schedule A-6 Decimal Days of Actual Session Worksheet Ready

 Schedule A-7 Enrollment - Central High School Districts Only Ready

 Schedule A-8 Extraordinary Condition Days Ready

 Schedule B - Dual Enrollment Ready

 Schedule C - Designation of Textbook, Software, Library Materials and Hardware Expenses Ready



Schedule P - Additional Data for Calculations

 Schedule U1 - Charter School Enrollment and FTE Ready

 Form A Edit Report Clean

 Form A Certification Certified

Report all things related to student attendance for the previous year (2023-24) and the estimated attendance for the following year (2024-25)

 All Should Do
 May Need to Do

Form A Tips

4

- ❑ Give whoever is going to gather the information a copy of the SAMS help files and/or our Claim Forms Guidebook for guidance
- ❑ Provide a copy of last year's forms (for comparison) and a blank copy of the forms for summarizing 2023-24 information and 2024-25 projections
- ❑ Discuss when information is needed by and why reporting accurately is so important
 - ❑ Student data drives aid!

Pupil Counts

5

- ▣ Attendance/Enrollment
- ▣ Grade level
- ▣ Types of services received
 - Special education pupils-levels of service
 - Academic Summer School
- ▣ Residents/Nonresidents



Key Source of this information is Form A

Form A: Attendance

6

Form A: Attendance Data Entry			
Form A - Pupil Data 2023-24 Claim Aid Year	2021-22 School Year from SED File	2022-23 School Year (Actual) EDP Form #10	2023-24 School Year (Projected) EDP Form #30
Part I: Regular Day School Enrollment and Attendance			
A: Enrollment			
1a. 1/2 Day K UNWTD Enrollment	0	0	0
1b. Full Day K Enrollment	276	295	279
1c. The year the District first offered a full-day Kindergarten program to all students			2,011
1d. If your District plans to first offer a full-day Kindergarten program to all students in 2023-24 school year, enter "2023" in entry 1d. If not, leave blank.			
1e. If your District plans to first offer a full-day Kindergarten program to all students in 2024-25 school year, enter "2024" in entry 1e. If not, leave blank.			
2. Grades 1-3 Enrollment	941	954	930
3. Grades 4-6 Enrollment	1,021	1,031	1,089
4. Grades 7-12 Enrollment	1,977	2,034	2,076
5. Calculated Enrollment (Includes the resident enrollment in lines 1a. through 4 above plus enrollment for resident students in charter schools, enrollment for resident students with disabilities educated full time in BOCES, enrollment for students in Equivalent Attendance programs and enrollment for Homebound/Hospitalized resident students educated at district expense.)	4,234	4,338	4,400 Calc'd when saved
6a. 2024-25 Projected Enrollment (includes enrollment for 1/2 day kindergarten and full day kindergarten through Grade 12, enrollment for resident students in charter schools, enrollment for resident students with disabilities educated full time in BOCES, enrollment for students in Equivalent Attendance programs and enrollment for Homebound/Hospitalized resident students educated at district expense.)	IMPORTANT: Revise this estimate if your 2023 October BEDS day enrollment is significantly different than original Form A projection.		CAN NOT BE ZERO 4,360 (2024-25 School Year)
6b. 2024-25 Projected Full Day Kindergarten Enrollment (Includes enrollment of resident students attending charter schools)	IMPORTANT: Revise this estimate if your 2023 October BEDS day enrollment is significantly different than original Form A projection.		280 (2024-25 School Year)
7. Not Used			
8. Not Used			
9. Not Used			
10. Not Used			

- Collects student attendance data
- SWD FTEs
- Adjustments to attendance
- Occ. Ed. program data
- Other misc. student data

Schedule A2/A4 – Attendance Report

1st & 2nd Semester 2023-24

7

Schedule A2: Attendance Report - First Semester of the 2022-23 School Year

Semester 1:	ADM Possible Aggregate Attendance	ADA Aggregate Attendance	Adjusted Aggregate Attendance	Actual Session (NOTES 1 & 2)	Net Session	ADA (Adj. Aggregate Attendance/ Net Session)	Unadj. ADA (Aggregate Attendance/ Actual Session)	Poss. Aggregate Attendance/ Actual Session (NOTE 3)
1. A.M. Kdg.			0		0.000	0.00	0.00	0.00
2. P.M. Kdg.			0		0.000	0.00	0.00	0.00
3. Full Day Kdg.	26,269	24,300	24,300	89,000	89,000	273.03	273.03	295.15
4. Grade 1	27,748	25,761	25,761	89,000	89,000	289.44	289.44	311.77
5. Grade 2	25,355	23,569	23,569	89,000	89,000	264.82	264.82	284.88
6. Grade 3	32,067	30,194	30,194	89,000	89,000	339.25	339.25	360.30
Sub-Total								
7. Full Kdg.-3	111,439	103,824	103,824			1,166.54	1,166.54	1,252.10
8. Grade 4	29,853	28,064	28,064	89,000	89,000	315.32	315.32	335.42
9. Grade 5	30,709	28,878	28,878	89,000	89,000	324.47	324.47	345.04
10. Grade 6	31,564	29,885	29,885	89,000	89,000	335.78	335.78	354.65
Sub-Total								
11. Grades 4-6	92,126	86,827	86,827			975.57	975.57	1,035.11
12. Grade 7	29,325	27,672	27,672	89,000	89,000	310.92	310.92	329.49
13. Grade 8	29,298	27,482	27,482	89,000	89,000	308.78	308.78	329.19
Sub-Total								
14. Grades 7-8	58,623	55,154	55,154			619.70	619.70	658.68
15. Grade 9	29,351	27,469	27,469	85,000	85,000	323.16	323.16	345.30
16. Grade 10	30,269	28,277	28,277	84,000	84,000	336.63	336.63	360.34
17. Grade 11	28,071	25,810	25,810	84,000	84,000	307.26	307.26	334.17
18. Grade 12	29,779	27,509	27,509	84,000	84,000	327.48	327.48	354.51
Sub-Total								
19. Grades 9-12	117,470	109,065	109,065			1,294.53	1,294.53	1,394.32
20. Totals	379,658	354,870	354,870					

Schedule A4: Attendance Report - Second Semester of the 2022-23 School Year

Part I: Semester 2:	ADM Possible Aggregate Attendance	ADA Aggregate Attendance	Adjusted Aggregate Attendance	Actual Session (NOTES 1 & 2)	Net Session	ADA (Adj. Aggregate Attendance/ Net Session)	Unadj. ADA (Aggregate Attendance/ Actual Session)	Poss. Aggregate Attendance/ Actual Session (NOTE 3)	Total Actual Session Days
1. A.M. Kdg.			0		0.000	0.00	0.00	0.00	0.000
2. P.M. Kdg.			0		0.000	0.00	0.00	0.00	0.000
3. Full Day Kdg.	25,628	24,038	24,038	86,000	86,000	279.51	279.51	298.00	175,000
4. Grade 1	27,446	25,797	25,797	86,000	86,000	299.96	299.96	319.13	175,000
5. Grade 2	24,789	23,386	23,386	86,000	86,000	271.93	271.93	288.24	175,000
6. Grade 3	31,395	29,896	29,896	86,000	86,000	347.62	347.62	365.05	175,000
Sub-Total									
7. Full Kdg.-3	109,258	103,117	103,117			1,199.02	1,199.02	1,270.42	175,003
8. Grade 4	28,828	27,415	27,415	86,000	86,000	318.77	318.77	335.20	175,000
9. Grade 5	29,808	28,291	28,291	86,000	86,000	328.96	328.96	346.60	175,000
10. Grade 6	30,668	29,109	29,109	86,000	86,000	338.47	338.47	356.60	175,000
Sub-Total									
11. Grades 4-6	89,304	84,815	84,815			986.20	986.20	1,038.40	175,003
12. Grade 7	28,390	26,930	26,930	86,000	86,000	313.13	313.13	330.11	175,000
13. Grade 8	28,356	26,643	26,643	86,000	86,000	309.80	309.80	329.72	175,000
Sub-Total									
14. Grades 7-8	56,746	53,573	53,573			622.93	622.93	659.83	175,003
15. Grade 9	27,869	26,452	26,452	81,000	81,000	326.56	326.56	344.06	166,000
16. Grade 10	28,751	27,189	27,189	81,000	81,000	335.66	335.66	354.95	165,000
17. Grade 11	26,024	23,804	23,804	81,000	81,000	293.87	293.87	321.28	165,000
18. Grade 12	28,431	25,920	25,920	81,000	81,000	320.00	320.00	351.00	165,000
Sub-Total									
19. Grades 9-12	111,075	103,365	103,365			1,276.09	1,276.09	1,371.29	165,252
20. Totals	366,383	344,870	344,870						

Part II. Average Daily Attendance and Average Daily Membership

Sch. A4, Part II shows annual totals for ADA and ADM

2023-24 School Year
Projected)

A: Attendance

21. 1/2 Day K UNWTD ADA (SCH A)	0.00	0.00	0
22. Full Day K-3 ADA (SCH A)	1,152.86	1,182.50	1,132
23. Grades 4-6 ADA (SCH A)	970.75	980.79	1,028
24. Grades 7-12 ADA (SCH A)	1,850.12	1,906.77	1,937

B: Membership

25. 1/2 Day K ADM	0.00	0.00	0
26. Full Day K-3 ADM	1,234.29	1,261.13	1,207
27. Grades 4-6 ADM	1,028.17	1,036.74	1,087
28. Grades 7-12 ADM	2,010.33	2,042.28	2,075

- Collects student ADA and ADM by grade level or both semesters
- ADA/ADM are the basis of student counts used for State Aid purposes

Schedule B – Dual Enrollment

8

- ❑ **Dual enrolled pupils** are those pupils enrolled in a *non-public school* in any district who, for some portion of the day or week, *receive services from the public school district* in the areas of special education, occupational education or gifted education.
- ❑ If you have non-public school pupils (either from within or outside your district) for whom you provide services in one or more of these areas, you should claim them on **Schedule B**.
- ❑ Reporting these pupils helps maximize aid.

Schedule C – Designation of IMA Expenditures

9

Designation of Textbook, Software, Library Materials and Hardware Expense

Aid Area	1. District Reported 2023-24 Expense Eligible for Instructional Materials (ST-3)	2. 2024-25 Maximum Aid Allocations	3. District Designated 2023-24 Expense for Instructional Materials Aids Calculation
A. Textbook			
B. Software			
C. Library Materials			
D. Instructional Hardware			
E. Total	Sum of 4 items above	Sum of 4 items above	Sum of 4 items above



Check this Schedule after the ST-3 is completed.
If Column 1 is lower than Column 2 on Lines A-D, look to reclass expenditures in Column 3 to another line to maximize IMA.

Schedule C – Designation of IMA Exps. (Cont.)

10

As originally stated per ST-3:

Designation of Textbook, Software, Library Materials and Hardware Expense

Aid Area	1. District Reported 2023-24 Expense Eligible for Instructional Materials (ST-3)	2. 2024-25 Maximum Aid Allocations	3. District Designated 2023-24 Expense for Instructional Materials Aids Calculations		
A. Textbook	61,000	58,250	61,000	OVER	2,750
B. Software	14,000	14,980	14,000	UNDER	(980)
C. Library Materials	8,000	6,250	8,000	OVER	1,750
D. Instructional Hardware	9,000	11,858	9,000	UNDER	(2,858)
E. Total	92,000	91,338	92,000	OVER	662

Aid Area	1. District Reported 2023-24 Expense Eligible for Instructional Materials (ST-3)	2. 2024-25 Maximum Aid Allocations	2024-25 IMAs to be paid to the district		
A. Textbook	61,000	58,250	58,250		
B. Software	14,000	14,980	14,000		
C. Library Materials	8,000	6,250	6,250		
D. Instructional Hardware	9,000	11,858	9,000		
E. Total	92,000	91,338	87,500	UNDER	(3,838)

Spent \$92,000. Max Aid is \$91,338, but only aided \$87,500, why?

Districts are paid the lesser of the amounts in Schedule C, Columns 2 and 3

Schedule C – Designation of IMA Exps. (Cont.)

11

Revised by reclassifying expenditures using Schedule C:

Designation of Textbook, Software, Library Materials and Hardware Expense

Aid Area	1. District Reported 2023-24 Expense Eligible for Instructional Materials (ST-3)	2. 2024-25 Maximum Aid Allocations	3. District Designated 2023-24 Expense for Instructional Materials Aids Calculations		
A. Textbook	61,000	58,250	58,250	UNDER	0
B. Software	14,000	14,980	14,980	UNDER	0
C. Library Materials	8,000	6,250	6,912	OVER	662
D. Instructional Hardware	9,000	11,858	11,858	UNDER	0
E. Total	92,000	91,338	92,000	OVER	<u>662</u>

Aid Area	1. District Reported 2023-24 Expense Eligible for Instructional Materials (ST-3)	2. 2024-25 Maximum Aid Allocations	2024-25 IMAs to be paid to the district		
A. Textbook	61,000	58,250	58,250		
B. Software	14,000	14,980	14,980		
C. Library Materials	8,000	6,250	6,250		
D. Instructional Hardware	9,000	11,858	11,858		
E. Total	92,000	91,338	91,338	UNDER	0

- Reclassified \$2,750 from Textbooks to Inst. Hdw.
- Reclassified \$980 from Libr. Matl's. to Software
- Reclassified \$108 from Libr. Matl's. to Inst. Hdw.

Schedule U – Charter School Enrollment

12

Does your district have any children in Charter Schools?

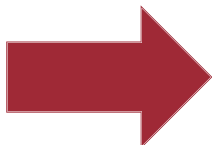
Schedule U: Charter School Enrollment and FTE

Part I - Total Enrollment for Resident Students attending Charter Schools within and outside the school district		2021-22 School Year (Prior)	2022-23 School Year (From SED)*	2023-24 School Year (Projected)
1.	1/2 Day K Unweighted Enrollment	0	0	0
2.	Full Day K Enrollment	209	238	220
3.	Grades 1-3 Enrollment	660	658	662
4.	Grades 4-6 Enrollment	607	603	634
5.	Grades 7-12 Enrollment	744	816	922
6.	TOTAL RESIDENT ENROLLMENT	2,220	2,315	2,438
7.	Total Projected 2024-25 enrollment of resident students attending Charter Schools within and outside the school district			2,475
				Projected enrollment School Year 2024-25

Note: Full Time Equivalent (FTE) Enrollments should be computed using the "FTE Calculator" on the State Aid Internet site at <http://stateaid.nysed.gov/ftecalc/calcfte.htm>.

Part II - Total FTE of resident students attending Charter Schools within and outside the school district		2021-22 School Year (Prior)	2022-23 School Year	2023-24 School Year (Projected)
8.	1/2 Day K FTE	0.00	0.00	0.00
9.	Full Day K - Grade 3 FTE	852.92	899.92	882.00
10.	Grades 4-6 FTE	615.91	601.87	634.00
11.	Grades 7-8 FTE	319.33	368.76	416.00
12.	Grades 9-12 FTE	421.14	421.36	506.00
12a.	Total FTE of resident students attending Charter Schools within and outside the school district	2,209.30	2,291.91	2,438.00

Attention: Total 2022-23 FTE enrollment above will be multiplied by the district's 2022-23 Supplemental Basic Tuition amount to determine the district's 2023-24 Supplemental Basic Tuition (SBT) Aid. To ensure that this amount accurately reflects the supplemental basic tuition paid by your district to charter schools, please make sure the FTEs are accurate and based on reconciled end of school year charter school billing information.



Common Problems – Form A

13

- ❑ Original Estimated Enrollment is not revised to reflect BEDS Day Enrollment in October
 - ❑ Changes Enrollment Index → Changes Foundation Aid
- ❑ ADA and/or ADM exceeds the change limit without a substantive comment
 - ❑ Limit = +/-5%, or +/-25 total
- ❑ Not reclassifying expense on Schedule C to maximize IMAs
 - ❑ We can shift over and under-expenditures between categories on the form without AJEs

Common Problems – Form A (Cont.)

14

- ❑ Forgetting to populate Form A, Entry #73 for ELLs
 - ❑ Changes Pupil Needs Index → Changes Foundation Aid
- ❑ Overstating Session Days on Schs. A2/A4
 - ❑ Sessions Days are only for days of instruction
 - No snow days, SCDs, Regents Exams, etc.
 - ❑ Sessions Days do not need to equal 180 Days
 - Sch. A5 reconciles to 180 instructional days
 - ❑ Overstatement of Session Days will dilute ADA and ADM

180 Days Reporting



15

Please select your preference for opening forms.

- ☒ Open Forms in Current Window
☐ Open Forms in Separate Window

Expand All | Collapse All

Core Forms

- + [Form A and Schedules: Clean](#)
- [180 Days Calendar: Certified](#)
 - ~~[180 Days Calendar Waiver Form](#)~~ Ready
 -  [180 Days Calendar Form](#) Ready
 -  [180 Days Calendar Certification](#) Certified
- + [Form FB : Building And Misc.: Clean](#)
- + [Form FT : Transportation: Clean](#)
- + [Form BP : Bus Purchase:](#)
- + [ST-3 Forms and Schedules \(Financial\): Clean with Issues](#)
- + [RSU Forms and Schedules: Clean](#)
- + [CPSE Administrative Forms and Schedules Clean](#)
- + [Schedule F6 : Bus Amortization:](#)
- + [Administrative Compensation Information: Clean](#)
- + [Property Tax Report Card: Clean](#)
- + [NYSED Only Form Set:](#)

180 Days calendar Form and the Certification are required forms.

Claim Forms will not be processed if the form and certification are not completed.

180 Day Calendar Form

16

Duplicate Row	SED Code	School Name	Grade Start	Grade End	Total Days	Total Hours	Last Update
+	012345678910	Elementary School #1	Grade Start: K	Grade End: 5	180	940	10/6/2023
+	012345678911	Middle School #1	Grade Start: 6	Grade End: 8	180	1068	
+	012345678912	Elementary School #2	Grade Start: K	Grade End: 5	180	940	
+	012345678913	High School #1	Grade Start: 9	Grade End: 12	180	991	
+	012345678914	Elementary School #3	Grade Start: K	Grade End: 5	180	940	10/6/2023 8:7:26
+	012345678915	Elementary School #4	Grade Start: K	Grade End: 5	180	940	10/6/2023 8:7:26
+	012345678916	Elementary School #5	Grade Start: K	Grade End: 5	180	940	10/6/2023 8:7:26
+	012345678917	Elementary School #6	Grade Start: K	Grade End: 5	180	940	10/6/2023 8:7:26

Grades K-6 must have 180 Days and 900 Hours

Grades 7-12 must have 180 Days and 990 Hours


Model Calendar

17

- Use the Model Calendar to support claims made of the 180 Day Calendar Form
 - SED can request this as supporting documentation during a Claims Verification (CV)
 - 2023-24 Model Calendar (actual)
 - https://stateaid.nysed.gov/attendance/xls_docs/2023-24%20School%20Year%20Model%20Calendar_v4.xlsx
 - 2024-25 Model Calendar (for planning purposes)
 - https://stateaid.nysed.gov/attendance/xls_docs/2024-25%20School%20Year%20Model%20Calendar_Planning%20Purposes%20Only_v4.xlsx

Form FB

18

 Form FB : Building And Misc.: Clean


 Form FB : Building and Misc. Saved

 Interest Rate Reduction Waiver Application Form

 Schedule M2 - Expenses for Lease of Buildings Ready




 Schedule N - Security Cameras, Metal Detectors and Other Safety Equipment Ready

 Schedule T - Shared Services Aid - Big 5 and Non-components of BOCES Only Ready

 Schedule W - Water Testing Aid Ready

 Form F Building Edit Report Clean

 Form Set FB Certification Certified

-  All Should Do
-  May Need to Do
-  For Select Group

Form FB – Building and Misc.

19

Gathers a variety of information, including:

- Planning a Capital Outlay Project for 2024-25?
 - Complete Lines 136 and 137
- Doing your Building Conditions Survey in 2023-24 or 2024-25?
 - Complete Lines 138 and 139
- Going to purchase security cameras, etc. (Schedule N items) in 2024-25?
 - Complete Line 140



Form FB – Building and Misc.

20

Other information gathered:

- ❑ Issuing debt in 2024-25?
 - ❑ Complete Line 174
 - ❑ SED uses your response to track you – they will be looking for SA-132/135 the following September
- ❑ Did you sell any school buildings in the last year?
 - ❑ If yes, complete Line 175
 - ❑ This information is used to potentially recalculate building aid being paid on building(s) sold

Interest Rate Reduction Waiver

21

- When Building Aid switched to being based on a statewide average interest rate, it required that all projects being aided would be subject to an interest rate review every 10 years
- This form is used to request a waiver from having your Building Aid reduced



Interest Rate Recalibration Statute: NYSEL 3602 6 (e) (5) (c) Education law requires the commissioner to revise the assumed amortization schedule for remaining debt service payments for outstanding principal and interest periodically, but at least once for each 10 year segment of an assumed amortization, if the current interest rate is at least one quarter percent (.25) lower than the original interest rate for the assumed amortization.

Interest Rate Reduction Waiver Application

22

Reasons for Waiver Request:

1. Bond Issued as Non Callable
2. Already refinanced; additional advance refunding not permitted. Bond not currently callable until future date
3. Refunding this bond would not meet savings threshold in NYS Local Finance Law
4. District would exceed its constitutional debt limit as a result of refinancing

-Will be pre-filled with any projects that you need to be concerned with

-Check back in December to see if waiver approved



Reasons for Waiver Request:

1. Bond Issued as Non Callable
2. Already refinanced; additional advance refunding not permitted. Bond not currently callable until future date
3. Refunding this bond would not meet savings threshold in NYS Local Finance Law
4. District would exceed its constitutional debt limit as a result of refinancing

Prospective Project Waiver Application

Project Number		2024-25 Estimated Single Year Aid Impact	Estimated Total Aid Impact over Remaining Life of Project	Are you applying for a waiver for this project?	Date of Bond Issue Currently Financing this Project (Enter in MM/DD/YYYY Format)	Reason for Waiver Request
7999	006	-215	-1073	Yes	06/23/20	Refunding This Bond Would Not Meet Savings Threshold In NYS Local Finance Law [3]

Summary Of Estimated Aid Impact

2024-25 Estimated Aid Impact: All Projects	2024-25 Estimated Aid Impact: Excluding Waived Projects	Estimated Aid Impact Over Remaining Life: All Projects	Estimated Aid Impact Over Remaining Life: Excluding Waived Projects
-215	0	-1073	0

Or....

If No Prospective Projects Are Listed Here, The District Has No Project Amortizations Subject To Interest Rate Reduction In 2024-25.

No further action needed!

IRRWA (Cont.)

23

Reasons for Waiver Request:

- Bond Issued as Non Callable
- Already refinanced; additional advance refunding not permitted. Bond not currently callable until future date
- Refunding this bond would not meet savings threshold in NYS Local Finance Law
- District would exceed its constitutional debt limit as a result of refinancing

Prospective Project Waiver Application

Project Number	2024-25 Estimated Single Year Aid Impact	Estimated Total Aid Impact over Remaining Life of Project	Are you applying for a waiver for this project?	Date of Bond Issue Currently Financing this Project (Enter In MM/DD/YYYY Format)	Reason for Waiver Request
0007 012	-526	-2895	No, Not Cost Beneficial To Apply		
0009 007	-394	-2165	No, Not Cost Beneficial To Apply		

Summary Of Estimated Aid Impact

2024-25 Estimated Aid Impact: All Projects	2024-25 Estimated Aid Impact: Excluding Waived Projects	Estimated Aid Impact Over Remaining Life: All Projects	Estimated Aid Impact Over Remaining Life: Excluding Waived Projects
-920	-920	-5059	-5060

-Here is an example of a district that was eligible for the IRRW, but chose not to exercise it

-The result is a \$5,060 reduction in Building Aid on the two projects over the remaining 5 years of amortization

Schedule N – Security Cameras...

24



- ❑ Check with your Facilities Director – did your district purchase any security cameras, metal detectors, electronic security systems, hardened interior or exterior doors in 2023-24?
- ❑ If yes, the district can get State Aid (paid at your Building Aid ratio) in the following year, if claim on Schedule N.

Schedule N (Cont.)

25

Schedule N: Security Cameras, Metal Detectors And Other Safety Equipment	
Notes: <ul style="list-style-type: none">• The total security camera expense claimed on this form cannot exceed \$35,000. For additional information: https://p12.nysed.gov/facplan/SecurityCameraMCA051711.html• For information on NYSAFE Act please refer to the two memos below:<ul style="list-style-type: none">◦ https://stateaid.nysed.gov/build/html_docs/nysafe_3602.6-c.htm◦ http://www.p12.nysed.gov/facplan/documents/NYSAFEActImplementation.pdf• Do not claim expenses on this form that were/are included in any capital project.• Please retain purchase orders and invoices for claimed expenses. The State Aid Office or the Office of Facilities Planning may request documentation of these purchases in the future.• Only enter claims for which date of purchase (invoice date) was on or after July 1, 2022 and including but not later than June 30, 2023.• For current 2023-24 aid, 2022-23 expenditure claims should be submitted to SED no later than June 30, 2024.• Portable or hand held metal detectors are not eligible for aid.• Do not claim expenses for school bus cameras on this form.• Only security cameras installed in school buildings should be claimed on this form.	
Schedule N - Security Cameras, Metal Detectors And Other Safety Equipment 2023-24 Claim Year 2022-23 School Year	
1. Security Cameras	
a. Number of Units Purchased and Installed	<input type="text" value="32"/>
b. Total Purchase and Installation Expense	<input type="text" value="34,564"/>
c. Maximum Allowable Cost (# units X \$2,000)	<input type="text" value="64,000"/>
d. Aidable Expense (Lesser of total expense or maximum allowable cost)	<input type="text" value="34,564"/>
Comment:	<input type="text"/>
2. Metal Detectors	
a. Number of Units Purchased and Installed	<input type="text"/>
b. Total Purchase and Installation Expense	<input type="text"/>
c. Maximum Allowable Cost (# units X \$6,000)	<input type="text" value="0"/>
d. Aidable Expense (Lesser of total expense or maximum allowable cost)	<input type="text" value="0"/>
Comment:	<input type="text"/>
3. Not Used.	
https://stateaid.nysed.gov/build/html_docs/nysafe_3602.6-c.htm http://www.p12.nysed.gov/facplan/documents/NYSAFEActImplementation.pdf	
4. Electronic Security Systems	
a. Number of entrances for which units were purchased and installed	<input type="text"/>
b. Total purchase and installation expense	<input type="text"/>
c. Maximum allowable cost (#units x \$10,000)	<input type="text" value="0"/>
d. Are these items included in school district safety plan?	<input type="text" value="v"/>
Please provide the name and license number of the NYS Registered Architect or Licensed Professional Engineer that reviewed and approved the design and installation of the SAFE work as compliant with the current building code and reference standards: (Note: If either the name or license number is not provided, the expense will not generate aid. Please contact the Office of Facilities Planning at 518-474-3906 if you have questions about this requirement)	
Name:	License #:
<input type="text"/>	<input type="text"/>

School districts are eligible to receive aid for safety equipment

Aid will equal base year approved expenditures multiplied by the building aid ratio defined pursuant to NYSEL 3602(6)(c)

- This is the same ratio as that is used for BL3 projects

Submit by 6/30/2025 for 2024-25 aid



Schedule W – Water Testing



26

Schedule W - Water Testing

Notes:

1. Include in the 'Actual' column data from testing conducted during the 2022-23 school year.
2. Costs reported in the 'Actual' column will generate 2023-24 aid. However, districts may be contacted by the Office of Facilities Planning to discuss the information reported below, and in some instances districts may be asked to revise.
3. Pursuant to New York State Department of Health (NYS DOH) regulation: Districts must retain all records of test results, lead remediation plans, determinations that a building is lead -free, and waiver requests for ten years. Copies of such documentation shall be immediately provided to the NYS DOH, local health department or State Education Department, upon request.
4. For additional information see link below:
 - [Guidance on State Aid for Water Testing](#)

Schedule W - Water Testing Aid (WTR)

2022-23
School year
(Actual)

1. Testing of Potable Water Outlets

- a. Number of Potable Water Outlets Tested
- b. Number of 'first - draw' water samples collected
- c. Number of samples yielding lead concentration above the action level (5 parts per billion)
- d. Number of confirmatory water samples collected to: verify initial findings of lead contamination (required by EL 3602 (6-h) for remediation costs to be eligible for aid), assist in problem assessment to determine remediation and/or verify that lead levels are at or below action level post-remediation (pursuant to New York State Department of Health (NYS DOH) regulation Section 67-4.4).
- e. Total cost of all water testing conducted
- f. Average testing cost

43

43

0

0

160

4

2. Not Used

3. Total testing cost for aid

160

4. Not Used

5. Not Used

6. Aidable Expenditures for Water Testing

160

School districts are eligible to receive aid for water testing activities

Aid will equal base year approved expenditures multiplied by the building aid ratio defined pursuant to NYSEL 3602(6)(c)

- This is the same ratio as that used for BCS Aid
- = BLD4 less Incentive Decimal

2023-24
School year
(Projected)

7. Pursuant to NYS Department of Health regulations, Section 67-4, the deadline for the initial collection of water samples for lead testing was in fall 2016 and the remediation measures were required to be both "immediate" and "effective". Chapter 53 of the laws of 2019 provide that, beginning in the 2019-20 school year, only expenditures for water testing are aidable under this provision. **Therefore, report any 2023-24 projected water testing expenditures below:**

Water Testing 2023-24 Projections

1,500

Please contact the Office of Facilities Planning at 518-474-3906 if you have questions about the content of this form or how to complete it. Contact the State Aid Office at 518-474-2977 with technical questions about the functioning of the form in SAMS.

Form FT - Transportation

27

Form FT : Transportation: Clean

 Form FT : Transportation Ready

 Schedule G - Transportation Equipment Ready

 Schedule H - Transportation Supplies and Materials Ready

 Schedule I - Contractual Transportation Expenses for District Operated Programs Saved

 Schedule J - Contract Bus Expense




 Schedule K - Public Service Carrier

 Nonallowable Pupil Decimal 1

Nonallowable Pupil Decimal 12

 Form F Transportation Edit Report Clean

 Form Set FT Certification Certified

- | | |
|---|------------------|
|  | All Should Do |
|  | May Need to Do |
|  | For Select Group |

Form FT (Cont.)

28

- Reports various data points that are used to determine eligible expenditures for 2024-25 Transportation Aid
- Work with your Transportation Supervisor to gather some of the information:
 - ▣ Miles driven: Lines 110 – 115
 - ▣ Student counts on buses: Lines 127 -130



Form FT (*Cont.*)

29

- Work with your payroll staff and/or Treasurer to calculate:
 - ▣ Fringe benefits for Transportation staff
 - ▣ Report on Lines 117-118
 - Allowable benefits include:
 - Health/dental – single coverage only
 - FICA
 - ERS
 - WC, UE, EAP
 - Salaries and fringes of assistant drivers (monitors, aides and escorts not required by an IEP) are deducted on Lines 174 & 175
- Make sure to reconcile what is reported on Form FT to ST-3

Form FT (*Cont.*)

30

- Are you doing shared Transportation services?
 - ▣ If yes, complete Lines 134 – 134e
 - ▣ Work with Treasurer to ensure revenues from shared services are reported properly in the ST-3 for both 2023-24 actual and 2024-25 projected – A2304
 - ▣ Revenues received lower the eligible Transportation cost
- Driving any foster care students > 50 miles? If yes, Line 135

Form FT (Cont.)

31

- Buying or leasing buses in 2024-25? Important to report this on Lines 164-167 (non ZEBs) and Lines 168-171 (ZEBs)
- ▣ Executive Budget 2025-26 uses this information



Part XII. Total Cost of Non-Zero-Emission Bus Purchases and Leases During the 2023-24 School Year for Projection of 2024-25 Transportation Capital Aid	
164. Total Purchase Price (Not Borrowing Amount or Debt Service Payment) of All Non Zero-Emission Buses/Vehicles With Purchase Order Date Between 7/1/23 and 12/31/23, to be used 100% of the Time For Pupil Transportation and Assigned to a Regular Route.	<input type="text"/>
165. Total Purchase Price (Not Borrowing Amount or Debt Service Payment) of All Non Zero-Emission Buses/Vehicles With Purchase Order Date Between 1/1/24 AND 6/30/24, to be used 100% of the Time For Pupil Transportation and Assigned to a Regular Route.	<input type="text"/>
166. Total Cost (Not Annual Payment) of All Non Zero-Emission Bus Leases and Transportation Aidable Garage Rental Agreements that Began or Will Begin Between 7/1/23 and 12/31/23.	<input type="text"/>
167. Total Cost (Not Annual Payment) of All Non Zero-Emission Bus Leases and Transportation Aidable Garage Rental Agreements that Began or Will Begin Between 1/1/24 and 6/30/24.	<input type="text"/>
Part XIII. Total Cost of Zero-Emission Bus Purchases and Leases During the 2023-24 School Year for Projection of 2024-25 Transportation Capital Aid	
168. Total Purchase Price (Not Borrowing Amount or Debt Service Payment) of All Zero-Emission Buses/Vehicles With Purchase Order Date Between 7/1/23 and 12/31/23, to be used 100% of the Time For Pupil Transportation and Assigned to a Regular Route.	<input type="text"/>
169. Total Purchase Price (Not Borrowing Amount or Debt Service Payment) of All Zero-Emission Buses/Vehicles With Purchase Order Date Between 1/1/24 AND 6/30/24, to be used 100% of the Time For Pupil Transportation and Assigned to a Regular Route.	<input type="text"/>
170. Total Cost (Not Annual Payment) of All Zero-Emission Bus Leases and Transportation Aidable Garage Rental Agreements that Began or Will Begin Between 7/1/23 and 12/31/23.	<input type="text"/>
171. Total Cost (Not Annual Payment) of All Zero-Emission Bus Leases and Transportation Aidable Garage Rental Agreements that Began or Will Begin Between 1/1/24 and 6/30/24.	<input type="text"/>

Schedules G, H, I, J, K

32

- Requires you to provide detail for what was spent during 2023-24 for Transportation, except for salaries
 - ▣ Report only Transportation Aid eligible expenses
 - ▣ ST-3 expenditure codes includes both categories; schedules are for eligible expenditures only
 - ▣ If not sure if expenditure is aidable or not, schedules have links to list of eligible/non-eligible items

Schedule H: Transportation Supplies and Materials

NOTES:

- Do not include expense for any of the items included in the Non-aidable section of the List of Aidable and Non-aidable anywhere on this schedule. Only include expenditures for aidable items on this form.
- Do not include supplies and materials for vehicles not used for pupil transportation.
- If claiming miscellaneous Materials & Supplies please provide a specific description of the expenditure that can be identified as an aidable expenditure by State Aid staff

[List of Aidable and Non-aidable Items](#)

Schedules G, H, I, J, K

33

Schedule	Type of Transportation Expenditure	ST-3 Codes
G	Equipment	A5510.2, A5530.2
H	Supplies and Materials	A5510.45, A5530.45
I	Contractual	A5510.4, A5510.49, A5530.4
J	Contract Bus	A5540.4, A5581.49
K	Public Service Carriers	A5550.4

Non-Allowable Pupil Decimal Worksheets

34

- Why these forms are here:

Non-Allowable Pupil Decimal (NAPD) Information

Section 156.7 of the Commissioner's Regulations requires that school districts provide documentation of a new nonallowable pupil decimal at least once every three years or if certain changes have occurred. Documentation should represent information regarding school bus routes and trips as of one, and only one day of regularly scheduled school session during any of the following months: March, April, or May. Documentation is to be submitted on a worksheet prescribed by the Education Department. Districts will receive this worksheet in an electronic format as part of the State Aid forms distributed each year in July.

- Results will determine a percentage that is used to lower the amount of the expenditures eligible for Transportation Aid

Non-Allowable Pupil Decimal Worksheets

35

- Website [NYSED:State Aid \(NAPD\) Non-Allowable Pupil Decimal Information](#) has:
 - List of districts that needed to have the NAPD calculation done this spring
 - Template for gathering the information
 - Detailed instructions for what needs to be gathered and reported

Schedule F6

36

Please select your preference for opening forms.

- ☒ Open Forms in Current Window
☐ Open Forms in Separate Window

Expand All | Collapse All

[-] Core Forms

- + [Form A and Schedules: Clean](#)
- + [180 Days Calendar: Certified](#)
- + [Form FB : Building And Misc.: Clean](#)
- + [Form FT : Transportation: Clean](#)
- + [Form BP : Bus Purchase:](#)
- + [ST-3 Forms and Schedules \(Financial\): Clean with Issues](#)
- + [RSU Forms and Schedules: Clean](#)
- + [CPSE Administrative Forms and Schedules Clean](#)
- [-] [Schedule F6 : Bus Amortization:](#)
 - [Schedule F6 : Bus Amortization](#)
 - [Schedule F6 : Edit Report](#)
 - [Schedule F6 : Certification](#)
- + [Administrative Compensation Information: Clean](#)
- + [Property Tax Report Card: Clean](#)
- + [NYSED Only Form Set:](#)

Schedule F6 may be required if funds were borrowed for bus purchases

Schedule F6 – Bus Amortization

37

If the district issued debt between 7/1/2023 and 6/30/2024 to purchase school buses, complete and certify Schedule F6.

Due by September 1, 2024*, even if none of the other SAMS forms are complete.



Schedule F6

38

Purpose? SED needs to know what your interest rate was so they can establish the statewide average interest rate for bus purchases which is used in the calculation of Capital Transportation Aid.

Schedule F6: Bus Amortization

Only For New Borrowings Made Between 7/1/2022 and 6/30/2023

Borrowing Amount	Date of Borrowing	1st Year 2022-23	2nd Year 2023-24	3rd Year 2024-25	4th Year 2025-26	5th Year 2026-27	6th Year 2027-28	7th Year 2028-29	8th Year 2029-30	9th Year 2030-31	10th Year 2031-32	11th Year 2032-33	12th Year 2033-34	13th Year 2034-35
1. <input type="text"/>	<input type="text"/>	P <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. Int Rate:	<input type="text"/>	I <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3. <input type="text"/>	<input type="text"/>	P <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4. Int Rate:	<input type="text"/>	I <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5. <input type="text"/>	<input type="text"/>	P <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6. Int Rate:	<input type="text"/>	I <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

The advent of ZEBs required that amortization be extended from 5 to 12 years.

SA-132/SA-135

39

- ❑ SA-132 Amortization Schedule for Building Bond Issues or Capital Notes
- ❑ SA-135 Bond Anticipation Note Schedule
 - ▣ If the district issued debt between 7/1/2023 and 6/30/2024 for school construction, complete and certify the SA-132 and/or SA-135
 - ▣ Due 9/1/2024*
 - ▣ Used to determine the statewide average interest rate
 - ▣ Not accessible in SAMS – use fill-in PDF forms
 - https://stateaid.nysed.gov/publications/pdf_docs/SA132_fi.pdf
 - https://stateaid.nysed.gov/publications/pdf_docs/sa135_fi.pdf

Summary of Recommendations for Claims Process

40

Gathering Data:

- When should you start gathering data?
- Who should you involve in the process?



Process to Complete the Forms

41



- ❑ Gather data and close your books
- ❑ Verify the data
- ❑ Enter data in SAMS
- ❑ Run Edit reports and address any edits
- ❑ Have Superintendent certify and submit
- ❑ Watch Activity Log for any questions or concerns

When are State Aid Claim Forms Due?

42

	Due Date for Submission of Data	Principal Purpose of the Data File
Original State Aid Claim Forms Submission	September 2, 2024 *	1. Reporting Actual 2023-24 Expenses and Data for 2024-25 Aid 2. Projecting 2024-2025 Expenses and Data for 2025-26 Aid
Revisions	October 15, 2024 **	NYS Executive Budget Proposal
	January 15, 2025 **	NYS Budgetary Negotiations and Final Enacted Budget
	April 15, 2025 **	Adjusted State Fiscal Projections or Final NYS Budget (If State Budget is late and Governor and Legislature elect to use latest revised data)

* Original State Aid Claim Forms are due by statute on September 2 or the first day of business in the month of September

** NYSED recommends submitting revisions by mid month to ensure inclusion in the following month's state database

Next Coffee Talk

43



August 21, 2024 @ 9 AM

Topic: Preparing the
State Aid Claim Forms:
*How to Complete, Key
Areas to Review to
Maximize Aid,
Troubleshooting Claim
Form Issues and
Revisions*



Contact Us



44

State Aid & Financial Planning Service
10 Empire State Boulevard
Castleton, NY 12033
(518) 477-2635, Option #1
[sap.questar.org](mailto:sap.questar.org@qiiisap)
[@qiiisap](mailto:sap.questar.org@qiiisap)