

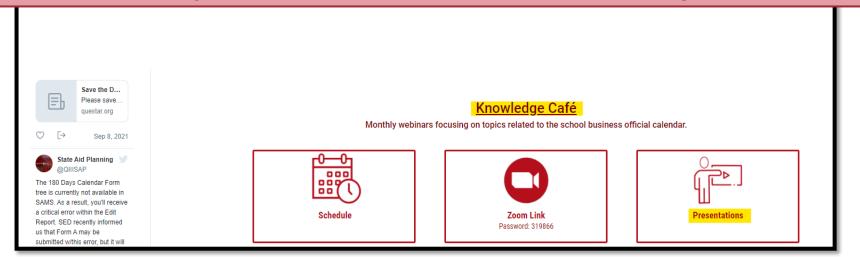
### 





You may print out a copy of the PowerPoint by clicking the "Presentations" link.

Recordings are available under the Webinar Recordings link.



### PUTTING STUDENTS FIRST





### State Aid & Financial Planning Service



www.questar.org

## Agenda

- SBO Calendar for May 2022
  - Budget Calendar for May
  - Budget Notice Tips
- Claims Verification Project
- Kathy's Corner
  - Administrator Salary Disclosure
- Tips for Managing New Federal Grants
- Other Tips in Advance of Year-End
- Questions and Answers





### SBO Calendar for May 2022

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Task	Due Date	Filing Requirement	Notes	Priority
Each district notifies BOCES of the services it will buy in the next year. However, each district is obligated annually to pay its share of administrative, rental and facilities expenses	5/1/2022	Annually		Required
Administrator Salary Disclosure must be completed & submitted & certified through SAMS within 5 days of preparation.	5/9/22		<b>Estimated Due Date.</b> SED is required by law to prepare a statewide compilation of the salaries and other personnel costs of certain school administrators and make it available to all interested parties. Last year this filing was due on 5/10/2021 for the 2021-22 Admin Salaries. Please reference form specific instruction when available.	Required
Budget Statement and required attachments must be made available seven days before hearing: April 26 - May 3, 2022	5/3/2022	Annually		Required
Budget Hearing no later than 7 days prior to budget vote	5/10/2022	Annually	Hold from May 3 - May 10, 2022	Required
Budget Notice must be mailed to eligible voters after the Budget Hearing and no later than six days prior to the vote: May 4 - 11, 2022.	5/11/2022	Annually	Use current template	Required
Maintain list of district residents who were issued absentee ballots and make available for public inspection in the office of the District Clerk until the day of the annual election and budget vote.	5/16/2022	Annually	Make available for public inspection the five days prior to the annual meeting except Sunday	Required
Annual Meeting - Uniform statewide budget vote and BoE election	5/17/2022	Annually		Required

### SBO Calendar for May 2022

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Task	Due Date	Filing Requirement	Notes	Priority
Budget Status Reports to Board of Education including revenue and appropriation status reports	5/31/2022	Monthly	Commissioner's Regulations 170.2(p) requires the treasurer to render a budget status report for the BoE and for the use of those staff members assigned responsibility for administration of specific portions of the budget, on at least a quarterly basis (monthly in the event that budget transfers have been made since the last report). The report should include estimated revenues, revenues received to date, and estimated revenues yet to be received, original appropriations, adjustments and transfers, revised appropriations, expenditures, encumbrances, and unencumbered balances. Other information may be included as necessary.	Required
Cash Flow and Fund Balance - modify assumptions, update, and review for accuracy	5/31/2022	Monthly		Recommende Best Practice
Federal and State Cafeteria Reimbursement Form	5/31/2022	Monthly		Recommende Best Practice
If applicable, collect school bus route data for one day for Non-Allowable Pupil Decimal calculation.	5/31/2022	Annually		Recommende Best Practice
Monthly Profit/Loss Statements for School Food Service	5/31/2022	Monthly	Perform analysis on prior month's activities	Recommende Best Practice
Payroll Reports – ERS/TRS Payments and Reports	5/31/2022	Monthly	ERS: Due the 7th day of the month following the report period. TRS: Due within 10 business days after the end of the previous month.	Recommende Best Practice
Plan for Year End Closing and Summer Maintenance	5/31/2022	Annually		Recommende Best Practice

### SBO Calendar for May 2022

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Task	Due Date	Filing Requirement	Notes	Priority
Prepare Final Cost Reports for capital construction projects as soon as certified as substantially complete and all outstanding bills are paid	5/31/2022	Monthly	(Č))	Recommended Best Practice
Review BOCES invoices for appropriate services and charges	5/31/2022	Monthly		Recommended Best Practice
Review School Calendar - ensure 180 days of session and 900/990 annual hours of instruction (student attendance, superintendent conference days and Regents exams)	5/31/2022	Annually	(Č))	Recommended Best Practice
State and Federal Projects - review for expenditures and revenues. Submit FS-25's request for funds to Grants Finance	5/31/2022	Monthly	This is the form that must be submitted to request additional State and Federal grant funds. Districts may only request funds to cover expenses already incurred and 30 days of anticipated expenses. Payments totaling up to 90% of a grant's budget total may be requested	Recommended Best Practice
Treasurer's Report	5/31/2022	Monthly	Report on prior month's activities	Required
Year End Audit - call external auditor and arrange dates	5/31/2022	Annually	(Č))	Recommended Best Practice

## **Topics Covered Last April**

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✓ Transportation Aid on Bus Purchases
 ✓ How to Claim Aid
 ✓ How to Project Aid

✓ Update on the 180 Day Calendar for Fewer Regent Days

 Review of OSC Audits on What Financial Information should be posted on a district's website

✓ Claims Verification Process
 ✓ Overview of How It Works
 ✓ Where to Check

Presentation available at: https://www.questar.org/knowledge-cafe/

## **Budget Calendar for May 2022**

### STATE AID & FINANCIAL PLANNING SERVICE

#### DEADLINE BUDGETARY ACTION

May 2, 2022 Small city school districts must finalize all items to be voted on in the annual budget including referenda, propositions, and the names of all candidates nominated for election to the Board of Education three days before the required distribution of military ballots. Day 17 falls on Saturday 4/30 so the final date defaults to Monday 5/2/22.

May 3, 2022 Small city school districts must distribute military ballots no later than 14 days before the budget vote.

May 3 – May 10, 2022 Hold Budget Hearing 7-14 days prior to Budget Vote Day. Budget Statement (including required attachments) must be made available. The budget must be presented at the hearing in plain language and in 3 components: Administrative, Program, and Capital.

May 4 – May 11, 2022 Mail budget notice to eligible voters after the Budget Hearing but no later than 6 days prior to Budget Vote day.

May 17, 2022 Annual Meeting. The sole purpose of the meeting is the Uniform Statewide Budget Vote and Board of Education election.

May 31 – June 7, 2022 Budget Statement and required attachments must be made available, upon request, at each school building and at the district office, public or free association library and on the district's website at least 7 days before hearing & 14 days before the budget revote.

School District B	udget Notice			
Overall Budget Proposal	Budget Adopted for the 2021-22 School Year	Budget Proposed for the 2022-23 School Year	Contingency Budget for the 2022-23 School Year*	
Total Budgeted Amount, Not Including Separate Propositions	s	s	s	
In crease/Decrease for the 2022-23 School Year		s	s	
Percentage Increase/Decrease in Proposed Budget		%	%	
Change in the Consumer Price Index		4.7%		
A. Proposed Levy to Support the Total Budgeted Amount	s	s		
B. Levy to Support Library Debt, if Applicable	s	s	Mail	bv
C. Levy for Non-Excludable Propositions, if Applicable **	s	\$	5/11/	
D. Total Tax Cap Reserve Amount Used to Reduce Current Year Levy	s	s		
E. Total Proposed School Year Tax Levy (A+B+C-D)	s	s	S	
F. Total Permissible Exclusions	s	s		
G. School Tax Levy Limit, <u>Excluding</u> Levy for Permissible Exclusions	s	s		
H. Total Proposed School Year Tax Levy, <u>Excluding</u> Levyto Support Library Debt and/or Permissible Exclusions (E – B – F + D)	s	s		
<ol> <li>Difference: G – H (Negative Value Requires 60.0% Voter Approval – See Note Below Regarding Separate Propositions) **</li> </ol>	s	s		
Ad ministrative Component	s	s	s	
Program Component	s	s	s	
Capital Component	s	s	S	

\* Provide a statement of assumptions made in projecting a contingency budget for the 2022-23 school year, should the proposed budget be defeated pursuant to Section 2023 of the Education Law.



## **CPI for Budget Notice**

#### 10

Tax Cap allows for the lower of the Inflation Factor or 2% Office of the New York State Comptroller Thomas P. DiNapoli • State Comptroller

Inflation and Allowable Levy Growth Factors

**Property Tax Cap** 



March 2022

Inflation Factors and Allowable Levy Growth Factors by Fiscal Year										
				Fiscal Year	rs Beginr	ning				
Fiscal		2019		2020		2021	2022			
Year	Inflation Factor	Allowable Levy Growth Factor								
Jan 1 - Dec 31	2.25%	1.0200	2.07%	1.0200	1.56%	1.0156	2.30%	1.0200		
Mar 1- Feb 28	2.42%	1.0200	1.90%	1.0190	1.46%	1.0146	3.00%	1.0200		
Apr 1 - Mar 31	2.42%	1.0200	1.85%	1.0185	1.43%	1.0143	3.33%	1.0200		
Jun 1 - May 31	2.46%	1.0200	1.78%	1.0178	1.31%	1.0131	4.23%	1.0200		
Jul 1 - Jun 30	2.44%	1.0200	1.81%	1.0181	1.23%	1.0123	4.70%	1.0200		
Aug 1 - Jul 31	2.40%	1.0200	1.89%	1.0189	1.14%	1.0114	5.21%	1.0200		
Sep 1 - Aug 31	N/A	N/A	1.96%	1.0196	1.09%	1.0109	5.72%	1.0200		
Oct 1 - Sep 30	2.30%	1.0200	1.93%	1.0193	1.18%	1.0118	Comir	ng April 2022		

Budget Notice is always Inflation Factor



As defined in law, the allowable levy growth factor is the lesser of one plus the inflation factor or one and two-one-hundredths. For periods where the inflation factor is less than 2 percent, the allowable levy growth factor is equal to one plus the inflation factor.

#### School District Budgets: Alignment of Account Codes to Three-Part Budget Format

#### Three-Part Budget Format



FUNCTION OR ACCOUNT	SBM CODE	TOTAL	ADMIN.	PROGRAM	CAPITAL
Board of Education	1099.0		X		
Central Admin	1240.0		X		
Finance	1399.0		X		
Legal Services	1420.0		X	X	
Personnel	1430.0		X		
Records Mgmt.	1460.0		X		
Public Information	1480.0		X		
Op. Of Plant	1620.0				X
Maint. Of Plant	1621.0				X
Other Cent. Serv.	1699.0		X		
Judgments & Cl.	1930.4				X
Refund of Taxes	1964.4				X
Other Spec. Items	1998.0		X		
Curr. Dev. & Sup.	2010.0		X		
Sup. Reg. Schl.	2020.0		X		
Sup. Spec. Schl.	2040.0		X		
Rsch. Eval. & Plan.	2060.0		X		
Instruction (Net of supervision/rsch.)	2999.0			X	
Purchase of Buses	5510.21				X
Other Dist. Trans.	5510.0			X	
Garage Bldg.	5530.0			X	
Contract Trans.	5540.4			X	
Public Trans.	5550.4			X	
BOCES Trans.	5581.49			X	
Community Service	8099.0			X	
Employee Benefits	9098.0		X	X	X
Debt Service	9898.0				X
Transfer to Capital	9950.9				X
Transfer to Debt	9901.96				X
Other Transfers	9951.0			X	

See our Budget Development Guidebook for additional information:

<u>2022-23-</u> <u>Budget-</u> <u>Development-</u> <u>Guidebook-</u> <u>FINAL-12-16-</u> <u>21.pdf</u> (questar.org)

Source: Budgeting Handbook 3, Appendix H, New York State Education Department, Bureau of Educational Management Services

## **Contingent Budget**

- □ Three Checks:
  - Tax levy for 22-23 can't be higher than tax levy for 21-22
  - Administrative portion of the contingent budget can't exceed the lower of the admin percentage from 21-22 or the defeated 22-23 budget
  - Non-contingent expenditures generally must be removed from the contingent budget
- On Budget Notice briefly outline the items that the district is planning on removing/additional use of fund balance it plans to use, if go to a contingent budget

### **Claims Verification Project is Back!**

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#### **Claim Verification Project List**

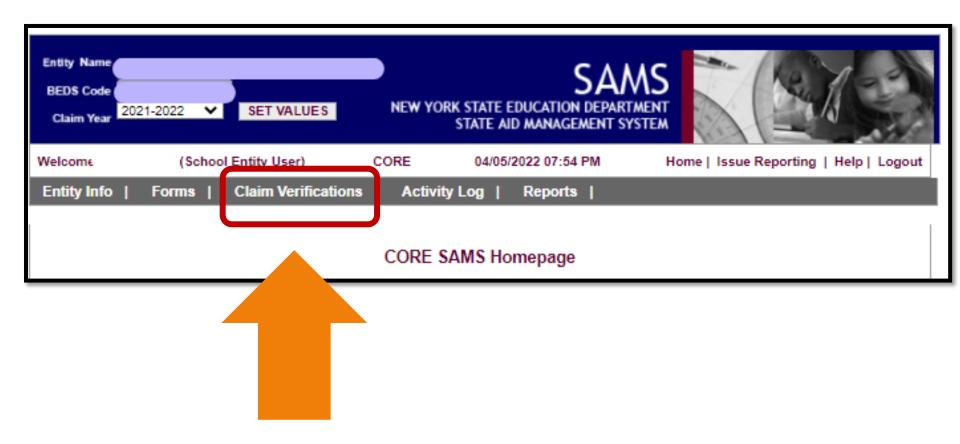
Project Name	Project Description	District Action Required?			
Claim Year Days of Session	Verification of the 2020-21 School Year days of session as claimed on Form A, Schedules A2, A4, A5 & the 180 Day Calendar				
Form FB Building Condition Survey Expense Claim Verification	Review of Building Condition Survey Expenditures Claimed on Form FB	NO			
Schedule G, H, and I Claim Verification	Revision of Miscellaneous Expenditures Incorrectly Claimed on Schedule G, H, and I	NO			
Schedule J Transportation Contracts Claim Verification	Revision of Transportation Contracts Incorrectly Claimed on Schedule J	NO			

## If your district has a "YES" in any of the categories, you must complete the Claims Verification Project.

Presentation available at: https://www.questar.org//knowledge-cafe/

### In SAMS

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Presentation available at: https://www.questar.org//knowledge-cafe/

### Steps to Complete Claims Verification

- Read the correspondence sent to the State Aid Designee
- Determine if your district has been selected for any area(s) for review (denoted by "YES" next to area)
- If selected, acknowledge the verification project, as instructed
- Review their questions and follow their directions by the deadline provided

### Steps to Complete Claims Verification

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- Provide additional support for items questioned and/or make corrections noted
  - In Revision section of ST-3
  - Remember to transmit it too
- Ignoring the project will result in follow up emails to you and then you and the Superintendent!



## Breaking the Code

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_		
Schedule  Line	# Description ·	
24	ROUTING	268,909 Need confirmation from the district that the consultant service has been approved by PTU
12a		98,000 Need confirmation from the district that the SSA is approved by PTU
12a		91,008 Need confirmation from the district that the SSA is approved by PTU
24	SSA = Shared	82,383 Need confirmation from the district that the consultant service has been approved by PTU
12a		70,145 Need confirmation from the district that the SSA is approved by PTU
24	Services	62,100 Need confirmation from the district that the consultant service has been approved by PTU
12a	Agroomont	58,148 Need confirmation from the district that the SSA is approved by PTU
12a	Agreement	58,052 Need confirmation from the district that the SSA is approved by PTU
24		57,259 Need confirmation from the district that the consultant service has been approved by PTU
12a		54,604 Need confirmation from the district that the SSA is approved by PTU
24	PTU = Pupil	51,650 Need confirmation from the district that the consultant service has been approved by PTU
12a	Transportation	49,966 Need confirmation from the district that the SSA is approved by PTU
12a	Transportation	44,432 Need confirmation from the district that the SSA is approved by PTU
28	Unit	40,945 Need further detail. District says the retirement is contractual but also says "employer paid"
12a	onne	38,712 Need confirmation from the district that the SSA is approved by PTU
12a		37,256 Need confirmation from the district that the SSA is approved by PTU
12a		34,051 Need confirmation from the district that the SSA is approved by PTU
12a		28,430 Need confirmation from the district that the SSA is approved by PTU
12a		28,006 Need confirmation from the district that the SSA is approved by PTU
24		24,505 Need confirmation from the district that the consultant service has been approved by PTU
24		24,500 Need confirmation from the district that the consultant service has been approved by PTU
24		24,171 Need confirmation from the district that the consultant service has been approved by PTU
24		23,145 Need confirmation from the district that the consultant service has been approved by PTU
12a		21,000 Need confirmation from the district that the SSA is approved by PTU
17		20,725 Need more details of this expense
24		19,500 Need confirmation from the district that the consultant service has been approved by PTU
12a		18,543 Need confirmation from the district that SSA is approved by PTU
24	TRANS EFFICIENCY STUDY	18,500 Need confirmation that the consultant service is approved by PTU

### 180 Day/900-990 Hours Calendar

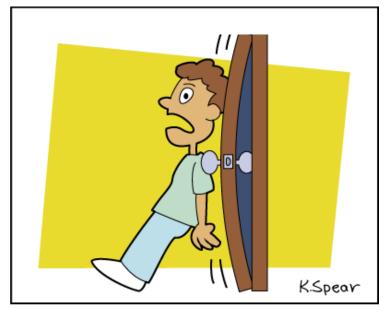
- You are encouraged to review your actual calendar for 2021-22 to see if you will meet the 180-day requirement
  - Still may have time to get to 180 days
    - Revise Memorial Day weekend schedule?
    - Revise last few weeks in June 2022?
  - Penalty is 1/180<sup>th</sup> of 22-23 Foundation Aid for each day (or part of day) short in 21-22
  - Waiver is available for hours, but not days!

## 180 Day Calendar Tips

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### Getting push-back to give more time off?

- Keep in mind that length of instructional time in a day doesn't matter for the 180 Day requirement
  - 1 hour = 1 day
  - 5.5 hours = 1 day
- To meet calendar requirement, it may be better to give two half days off vs. 1 full day off



"My idea is getting push-back."

- ✓ 2 half days of instruction = 2 days towards 180 days requirement and 5.0-5.5 hours towards hours requirement
- ✓ 1 full day of instruction and 1 day off = 1 day towards 180 days requirement and 5.0-5.5 hours towards hours requirement

Entity Name BEDS Code Claim Year	2021-2022 V SET VALUES	NEW YORK STATE EDUCATION DEPARTM STATE AID MANAGEMENT SYS	
Welcome	(School Entity User)	CORE 04/07/2022 06:27 PM	Home   Issue Reporting   Help   Logout
Entity Info	Forms Claim Verifications	Activity Log   Reports	

#### Expand All | Collapse All

#### ⊡-Core Forms

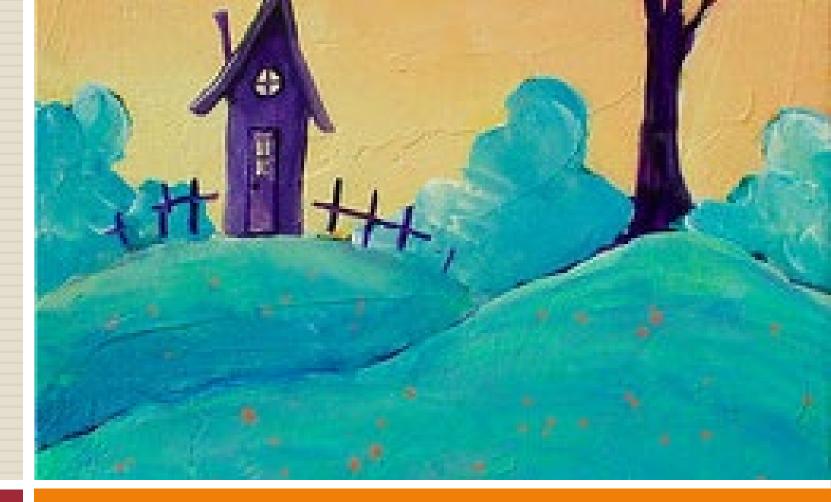
- Form A and Schedules: Clean
- <u>180 Days Calendar: Certified</u>
- Form FB : Building And Misc.: Clean
- Form FT : Transportation: Clean
- Form BP : Bus Purchase:
- ST-3 Forms and Schedules (Financial): Clean
- RSU Forms and Schedules: Clean
- CPSE Administrative Forms and Schedules Clean
- Schedule F6 : Bus Amortization: Clean
- Administrative Compensation Information: Clean

  - Administrative Compensation Information Edit Report Clean
  - Administrative Compensation Information Certification Certified
- Property Tax Report Card:
  - Property Tax Report Card Saved
  - Property Tax Report Card Edit Report
  - Emport State Card Certification
- <u>NYSED Only Form Set:</u>

### Reminder: Forms are inside of SAMS. Each has an Edit Report and needs the Superintendent to Certify.

#### Due May 9th

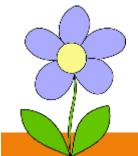
Due by April 25<sup>th</sup> or 24 hours **after Board approves**, whichever is sooner



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### Kathy's Corner

Monthly Section – Thoughts from a Newer SDBL



## Kathy's Corner

### Preparing the 2022-23 Administrative Compensation Information Disclosure in SAMS

### Due May 9, 2022

### 2022-23 Administrative Compensation Information Disclosure Form

- Chapter 474 of the Laws of 1996 required that the SED prepare a statewide compilation of the salaries and other personnel costs of certain school administrators and make it available to all interested parties.
  - Salaries, employee benefits and other forms of remuneration for superintendents of schools
  - Deputy, assistant or associate superintendents and any other certified school administrators or supervisors
  - Personnel who are budgeted to be paid at or above a certain level (\$150,000 for 2022-23)
    - This listing refers to information budgeted in May 2022 and expected to be paid in 2022-23 and applies to a particular position in a school district, not necessarily a particular individual.

Presentation available at: https://www.questar.org//knowledge-cafe/

Vectorm       (School Entity User)       CORE       94/05/2022 11:99 AM       Home   Issue Reporting   Help   Logout         Entity Info   Forms   Claim Verifications   Activity Log   Reports   Subsystems         You Have Selected the 'Official Data Area.       Print Legacy,   Print Form   Print Blank   Print Text         District Name       District Code       Telephone         Contact Person       Telephone       Telephone         Form Due May 9, 2022       2022-2023 Salary Threshold = \$159,000         Prom Due May 9, 2022       2022-2023 Salary Threshold = \$159,000         In response to legislative efforts to encourage greater cost sharing in service provision and local government administration, we now provide a section for districts that share administrative staff for school year. Each sharing district should identify in the form the due district(s) with which they will be sharing administrative staff or school year. Each sharing is service provision and local government administrative staff or school year.         If you will be sharing a Superintendent list the other district (or districts in the text box. If you will be sharing a district should identify in the form the due district(s) with which they will be sharing administrative staff or school year.         The salares, benefits and other compensation reported in the form should reflect gay, the financial support or commitment that your district will be making. They should not reflect gay the financial support or commitment that your district will be making. They should not reflect gay the financial support or commitment that your district will be making. They should not reflect gay the fina	BEDS Code Claim Year	2022 V SET VALUES	NEW YO	ORK STATE EDUCATION DE STATE AID MANAGEMEN		XE		
You Have Selected the 'Official' Data Area.       Print Legacx   Print Form   Print Blank   Print Text         District Name       District Code         Contact Person       Telephone         School Administrator Salary Disclosure Form       2022-2023 Salary Threshold = 5150,000         In response to legislative efforts to encourage greater cost sharing is service provision and local government administrative staff for school year 2022-2023.       2022-2023 Salary Threshold = 5150,000         In response to legislative efforts to encourage greater cost sharing is service provision and local government administrative staff for school year 2022-2023.       Print Legacx   Print Rev Null & Salary         If you will be sharing a Sugnificating the other district (or districts) in the text box. If you will be sharing a staff on School year 2022-2023.       Print Legacx   Print Rev Null & Salary         If you will be sharing a Sugnificating the title of the staff persons(s) as well as the other district(s) involved in the correlation reported, please send and the togal amounts budgeted to be paid by all participating district shore the school year.       Report Estimated Salaries in the Budget for the 2022-2023 School Year         Sections 1608 and 1716 of the Education Law (Please Ered the instructions and definitions before completing this form.)       Title       Salary       Employee Benefits       Other Remunerative (Please is the district will be making . They should not refer the staff again and the coupleted will be sharing a sugnification of the structions and definitions before completing this form.)         Title       Salary	Welcome	(School Entity User)	CORE	04/05/2022 11:09 AM	Home	Issue Reporting	g   Help   Logou	ut
Print Legacy.   Print Form   Print Blank   Print Text         District Name       District Code         Contact Person       Telephone         Telephone       Telephone         The salary       Telephone	Entity Info   F	orms   Claim Verification	s   Activity	Log   Reports	Subsystems			
District Name Contact Persor Contact Person Contact	You Have Selected	the 'Official' Data Area.						
Contact Person       Telephone         School Administrator Salary Disclosure Form       2022.2023 Salary Threshold = \$150,000         In response to legislative efforts to encourage greater cost sharing in service provision and local government administration, we now provide a section for districts that share administrative staff to school year 2022.2023.         If you will be sharing a <u>Superintendent</u> list the other district (or districts) in the tother district(s) with which they will be sharing a superintendent in the form should reflect <u>only</u> the financial support or commitment that <u>your</u> district will be making. They should not not the total amounts budgeted to be paid by all participating districts over the school year.         Report Estimated Salaries in the Budget for the Education Law (Please read and finitions before completing the instruction and definitions before completing this form.)         Title       Salary         Report Estimated Salaries in the Budget for the Education Law (Please read in the instruction and definitions before completing this form.)         1       Superintendent of Schools         1.       Superintendent (if applicable):         Associate, Assistant and Deputy Superintendents (Example Titles: Associate Superintendent for Instruction, Deputy Superintendent for Business, etc.)         2.		<b></b>				Print Legacy	<u>y</u>   <u>Print Form</u>   <u>P</u>	Print Blank   Print Text
School Administrator Salary Disclosure Form         Form Due May 9, 2022         In response to legislative efforts to encourage greater cost sharing in service provision and local government administration, we now provide a section for districts that share administrative staff to school year 2022-2023.         If you will be sharing a <u>Superintendent</u> , list the other district (or districts) in the text box. If you will be sharing administrative staff to school year 2022-2023.         If you will be sharing a <u>Superintendent</u> , list the other district (or districts) in the text box. If you will be sharing administrative staff response) are component in the form should reflect only the financial support or commitment that your district will be making. They should not retrieve the school year.         The salaries, benefits and other compensation reported in the form should reflect only the financial support or commitment that your district will be making. They should not retrieve the school year.         Report Estimated Salaries in the Budget for the 2022-2023 School Year         Sections 1608 and 1716 of the Education Law (Please read the instructions and definitions before completing this form.)         Title       Salary         Employee Benefits       Other Remunerative shares, etc.)         Associate, Assistant and Deputy Superintendents (Example Titles: Associate Superintendent for Instruction, Deputy Superintendent, Assistant Superintendent for Business, etc.)         2.						Dis	trict Code	
School Administrator Salary Disclosure Form         Form Due May 9, 202         In response to legislative efforts to encourage greater cost sharing in service provision and local government administration, we now provide a section for districts that share administrative staff for school year 2022-2023.         If you will be sharing a <u>Superintendent</u> , list the other district (or districts) in the text box. If you will be sharing other administrative staff for school year 2022-2023.         If you will be sharing a <u>Superintendent</u> , list the other district (or districts) in the text box. If you will be sharing other administrative staff frequired to be reported, please send an email to <u>EMCMOTS @Mysed gov</u> indicating the title of the staff persons(s) as well as the other district(s) involved in the cost-sharing.         The salaries, benefits and other compensation reported in the form should reflect <u>only</u> the financial support or commitment that <u>your</u> district will be making. They should not re the <u>total</u> amounts budgeted to be paid by all participating districts over the school year.         Report Estimated Salaries in the Budget for the 2022-2023 School Year         Sections 1608 and 1716 of the Education Law (Please read the instructions and definitions before completing this form.)         Title       Salary         Employee Benefits       Other Remuneration         1.       Superintendent of Schools         Please is the district or districts with which you will be sharing a superintendent (if applicable):       Associate, Assistant and Deputy Superintendents (Example Titles: Associate Superintendent for Instruction, Deputy Superintendent, Assistant Supe	Contact Pers	sor		,				ł
Form Due May 9, 2027       D22-2023 Salary Threshold = \$150,000         In response to legislative efforts to encourage greater cost sharing in service provision and local government administration, we now provide a section for districts that share administrative staff to highlight these efforts for the upcoming school year. Each sharing district should identify in the form the other district(s) with which they will be sharing administrative staff for school year 2022-2023.         If you will be sharing a Superintendent, list the other district (or districts) in the text box. If you will be sharing other administrative staff required to be reported, please send are mail to EMSCMGTS (government, administrative staff required to be reported, please send are mail to EMSCMGTS (government, adding the tile of the staff persons(s) as well as the other district(s) involved in the cost-sharing.         The salaries, benefits and other compensation reported in the form should reflect only the financial support or commitment that your district will be making. They should not not be to to be paid by all participating districts over the school year.         Report Estimated Salaries in the Budget for the 2022-2023 School Year         Sections 1608 and 1716 of the Education Law (Please read the instructions and definitions before completing this form.)         Title       Salary         Please list the district or districts with which you will be sharing a superintendent (if applicable):       Associate, Assistant and Deputy Superintendents (Example Titles: Associate Superintendent for Instruction, Deputy Superintendent, Assistant Superintendent for Business, etc.)         2.						101		
Form Due May 9, 2022       D22-2023 Salary Threshold = \$150,000         In response to legislative efforts to encourage greater cost sharing in service provision and local government administration, we now provide a section for districts that share administrative staff to highlight these efforts for the upcoming school year. Each sharing district should identify in the form the other district(s) with which they will be sharing administrative staff for school year 2022-2023.         If you will be sharing a Superintendent, list the other district (or districts) in the text box. If you will be sharing other administrative staff required to be reported, please send an email to EMSCMGTS@mysed.gov indicating the tille of the staff persons(s) as well as the other district(s) involved in the cost-sharing.         The salaries, benefits and other compensation reported in the form should reflect only the financial support or commitment that your district will be making. They should not reflect to be paid by all participating districts over the school year.         Report Estimated Salaries in the Budget for the 2022-2023 School Year         Sections 1608 and 1716 of the Education Law (Please read the instructions and definitions before completing this form.)         Title       Salary         Please list the district or districts with which you will be sharing a superintendent (if applicable):         Associate, Assistant and Deputy Superintendents (Example Titles: Associate Superintendent for Instruction, Deputy Superintendent, Assistant Superintendent for Business, etc.)         2.								
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Sections 1608 and 1716 of the Education Law (Please read the instructions and definitions before completing this form.)         Title       Salary       Employee Benefits       Other Remuneration         1.       Superintendent of Schools			coming school ye				istrict(s) with whic	
(Please read the instructions and definitions before completing this form.)         Title       Salary       Employee Benefits       Other Remuneration         1.       Superintendent of Schools	administrative staff f If you will be sharing email to <u>EMSCMGT</u> The salaries, benefit	for school year 2022-2023. g a <u>Superintendent</u> , list the other d <u>S@nysed.gov</u> indicating the title of ts and other compensation reporte	listrict (or districts of the staff person	ear. Each sharing district sho ) in the text box. If you will b is(s) as well as the other dist build reflect <u>only</u> the financial	uld identify in the e sharing other a rict(s) involved in	oform the other d dministrative states the cost-sharing	ff required to be re	ch they will be sharing eported, please send a
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Presentation available at: https://www.questar.org//knowledge-cafe/

### Definitions

#### Definitions came from OMB Circular A-87

Cost Principles for State, Local and Indian Tribal Governments

#### Salaries:

•The wages budgeted on an annual basis for the position. Include the positions of Superintendents (at any level) and deputy, assistant or associate superintendents and any other certified school administrators or supervisors who are budgeted to be paid at or above **\$150,000 for 2022-23**.

#### Fringe:

•Fringe benefits are allowances and services provided by employers as compensation in addition to regular salaries and wages. The cost of fringe benefits includes employer contributions for social security, employee life, health, unemployment and worker's compensation insurance, pension plan costs and other similar benefits allowable under established written policies. If a figure is provided under Salaries, this item may not be \$0.

#### Other:

- •The annualized monetary value of any and all forms of compensation not included under Salaries or Fringe.
- •i.e., employer expenses for additional insurance and/or annuities, housing allowance, moving allowance, the personal use of a vehicle and/or residence, professional organization membership fees or dues, and other expenses.
- •This item might be \$0, if the total compensation for a position was included in Salaries and Fringe above.

## What About Shared Positions?

#### 26

- If you will be sharing a superintendent, list the district (or districts) with whom you will do so in the text box on the form for that purpose and if you will be sharing other administrative staff, please send an email to <u>EMSCMGTS</u>, indicating the title of each staff person(s) as well the other district(s) involved in the cost-sharing.
- When you do the data entry for the salaries, benefits and other compensation if applicable, in the form, please note that you should reflect <u>only the financial support or commitment that your district will be</u> <u>making</u>. That is to say that if a district will be sharing admin staff, the values entered here by an individual district to the cost-sharing arrangement, should not reflect the total amounts budgeted to be paid by all participating districts over the school year.

## **Other Considerations**

27

- □ Information will become final on May 10<sup>th</sup> and:
  - Will not be able to amend after that date
  - Information is shared with the news sources
    - It is always a good idea to make sure your Superintendent understands what you will be reporting regarding his or her position!



- Additional information is available here:
  - https://www.p12.nysed.gov/mgtserv/admincomp/?msclkid=4 cc19682b6c511ec8ea398a988367283/
  - Or by contacting David Elliott in the Office of Educational Management Services at (518) 474-6541 or <u>David.Elliott@nysed.gov</u>



### 28

### Digging into Year End Clean Up and Celebrating Budget Successes!

Tasks that a SBO May Need to Consider as 21-22 Comes to an End

## **Federal Grants**

- Review information in Grants Finance to see status of your grants
  - Have they all been applied for?
  - Have the grants been set up in your accounting records in the Special Aid Fund?
  - If using funds for prior year's expenditures, has this been recorded in your accounting records?
  - Is someone drawing down funds from NYS to reimburse for expenditures to date?
- Here are some tips on what to look for



### **Grants Finance Website**

https://www.oms.nyse	<mark>d.gov</mark> /cafe	/reports/			A	Q	۲0	æ
				Board of Regents   Uni	versity of the State o	New Yo	rk	
	JOV				Se	arch Gr	ants F	inance
NEW YORK STATE E	DUCATIO	N DEPARTME	NT		Inde	x A-Z	Caler	ndar
About NYSED Progra	n Offices	News Room	Business Portal	Finance & Business	Policy & Guidance	1		
Grants Fina	nce							
Reports	NYSE	O / Grants Finance	/ Reports					
Forms	Re	ports						
Guidance and Information	Gra	ants Finance off	ers several reports	to help local agencies	manage their gra	nts and	recon	ncile
Contact Grants Finance				To view reports for a s		e in the	э	
Procurement	age	ency's 12-digit i	BEDS (or agency) (	ode and click on the 0	Go button:			
Report Waste, Fraud and Abuse				Go				
Abuse	– Ift	he 12-digit cod	e is not available, o	lick on the appropriat	e county in the cha	rt belo	w and	I
	the	n click on the a	gency's name. Cou	inty codes are in pare	ntheses.			
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	C	<u>ayuga (05)</u>	<u>Chautauqua</u>	( <u>06)</u> <u>Chemung ((</u>	07) <u>Chenar</u>	<u>go (08</u>	).	

Presentation available at: https://www.questar.org//knowledge-cafe/

### **Once Inside Grants Finance**

Click on the Output Report that you would like to view or print from the list below. Use your browser's back button to return to this page.

- 2020-21 Federal/State Grant Payments End of Year Report
- 2019-20 Federal/State Grant Payments End of Year Report
- 2018-19 Federal/State Grant Payments End of Year Report



- <u>2021-22 Agency Summary Report</u>
- <u>2020-21 Agency Summary Report</u>
- <u>2019-20 Agency Summary Report</u>
- 2018-19 Agency Summary Report
- <u>2017-18 Agency Summary Report</u>
- 2021-22 State Allocation Report
- 2020-21 State Allocation Report
- 2019-20 State Allocation Report
- 2021-22 ESSA Allocation Report
- <u>2020-21 ESSA Allocation Report</u>
- 2019-20 ESSA Allocation Report
- 2018-19 ESSA Allocation Report
- <u>2021-22 IDEA Allocation Report</u>
- <u>2020-21 IDEA Allocation Report</u>
- 2019-20 IDEA Allocation Report
- <u>2018-19 IDEA Allocation Report</u>
- 2021-22 CARE Allocation Report
- 2020-21 CARE Allocation Report
- 2019-20 CARE Allocation Report

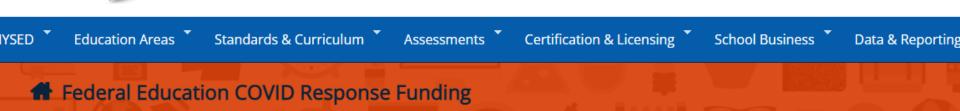
### Federal & State Grant Status Report

32							
Look for approved:	SED CODE:						
	AGENCY NAME:		SD		R	UN DATE: 0	4/05/22
			2022 PRC				
CRRSA ESSER and			2022 110	552015			
CITION LOOLIN and					SCHEDULED/		
GEER grants	PROJECT # C	ONTRACT #	FUNDING SOURCE	BUDGET	PAID TO DATE	START	END
	0021222715		TITLE I-PT A-IMPRO	593,372	265,136	09/01/21	08/31/22
	0032220820		IDEA-PART B, SECTI	1,755,888	749,012	07/01/21	06/30/22
ARP ESSER 3 grant	0033220820		IDEA-PART B, SECTI	66,223	37,069	07/01/21	06/30/22
	0147222715		TITLE IIA, TEACH/PR	136,984	49,999	09/01/21	08/31/22
	0204222715		TITLE IV ALLOCATIO	40,247	15,412	09/01/21	08/31/22
	0212223024		HOMELESS CHILDREN	51,125	26,972	07/01/21	06/30/22
ARP SLR grants	0212223111		HOMELESS CHILDREN	21,755		07/01/21	06/30/22
	0293222715		TITLE IIIA, ELL	12,312		09/01/21	08/31/22
	0409229333		UNIVERSAL PRE-K	345,926		07/01/21	06/30/22
ARP – IDEA Section	5532220820		ARP-IDEA PART B SE	328,819	65,763	07/01/21	09/30/23
	5533220820		ARP-IDEA PART B SE	36,604	7,320	07/01/21	09/30/23
611			OPEN PROJECTS 2	021 AND PRTOR			
	5212213024		ARP HOMELESS I	10,863		03/13/20	09/30/24
	5218212715		ARP HOMELESS II	24,266	UNDER REVIEW		
ARP – IDEA Section	5880212715		ARP ESSER 3	4,021,978	402,197	03/13/21	09/30/24
ARF - IDEA Section	5890212715		CARES ACT - ESSERF	510,288	102,057	03/13/20	09/30/22
619	5891212715		CRRSA-ESSER 2	5,206,880	1,041,376	03/13/20	09/30/23
010	5895212715		CARES ACT - GEER	86,485	17,297	03/13/20	09/30/22
	5896212715		CRRSA-GEER 2	629,403	125,880	03/13/20	09/30/23
ARP Homeless I	TOTAL			13,879,418	3,093,329		

**ARP Homeless II** 

The only thing worse than a grant being "Under Review" is for it not to even be listed. Know which grants you have.

### http://www.nysed.gov/federal-education-covidresponse-funding/american-rescue-planelementary-and-secondary-school



≡ COVID Response Funding	
CARES Act	Þ
CRRSA Act	Þ
ARP ESSER	Þ
ARP Act Homeless Children an Youth (HCY)	d

**New York State** 

EDUCATION DEPARTMENT

Knowledge > Skill > Opportunity

### American Rescue Plan Elementary and Secondary School Emergency Relief (ARP ESSER) Fund

On March 11, 2021, the President signed into law the American Rescue Plan Act of 2021 (ARP). New York State has been allocated nearly \$9 billion in ARP Elementary and Secondary School Emergency Relief (ESSER) funds. These funds are focused on:

- Supporting the safe return to in-person instruction and continuity of services;
- Addressing the impact of lost instructional time through the



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### **ARP ESSER 3 Grants**



Original "Final Approval Date" was March 2022; now it is July 2022. After July, the funds are to be returned to the Federal government.

2022 PROJECTS

à.			SCHEDULED/					
	PROJECT # CONTRACT #	FUNDING SOURCE	BUDGET	PAID TO DATE	START	END		
	0021222525	TITLE I-PT A-IMPRO	39,365	7,873	09/01/21	08/31/22		
	0032220759	IDEA-PART B, SECTI	267,101	47,715	07/01/21	06/30/22		
	0033220759	IDEA-PART B, SECTI	14,879	2,165	07/01/21	06/30/22		
	0147222525	TITLE IIA, TEACH/PR	17,161	3,432	09/01/21	08/31/22		
	0204222525	TITLE IV ALLOCATIO	10,000	2,000	09/01/21	08/31/22		
		00511 00035575 0						

#### OPEN PROJECTS 2021 AND PRIOR

5880212525	ARP ESSER 3	293,447	UNDER REVIEW		
5882212525	ARP SLR SUMMER ENR	100,002	20,000	03/13/20	09/30/24
5883212525	ARP SLR COMPREHENS	100,002	20,000	03/13/20	09/30/24
5884212525	ARP SLR LEARNING L	499,996	99,999	03/13/20	09/30/24
5891212525	CRRSA-ESSER 2	746,876	149,375	03/13/20	09/30/23
5896212525	CRRSA-GEER 2	113,511	22,702	03/13/20	09/30/23
TOTAL		2,202,340	375,261		

### Check the Status for the Following Uses of These Grant Funds

### Capital Projects charged to grants

35

- Can the project meet the deadlines?
  - CRRSA Work done by 9/30/23, FS-10F by 10/30/23
  - ARPA Work done by 9/30/24, FS-10F by 10/30/24

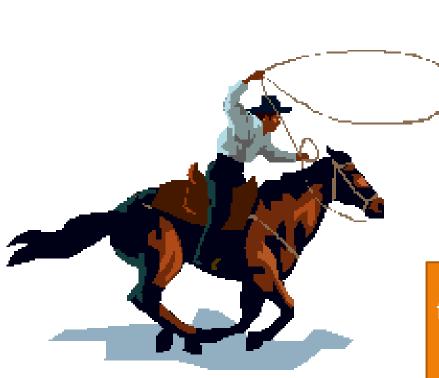
### BOCES expenditures charged to grants

- Can't get both BOCES Aid and Federal Aid on expenditures
  - Consider amending grant applications to maximize overall aid

### Special Education services charged to grants

- Caution if using new funding source(s) for ongoing special education costs previously funded with State and/or Local funds
  - Will affect MOE Calculator
  - Lots of districts struggling with 20-21 compliance; check 21-22 before the year ends

## **Thoughts From My Soapbox**





With so many options available for spending this money, try not to use it in the most difficult and time-consuming ways possible (even if allowed).

#### Get out in front of it!

Presentation available at: https://www.questar.org//knowledge-cafe/

### Example of the Benefits of Being the Leader

#### Allowable Uses of Funds

#### ARP – Homeless II Grant

ARP-HCY Part II funds supplement the HCY program, and all allowable HCY uses apply to these funds. For more information, LEAs should reference the list of authorized activities in section 723(d) of the HCY statute, 42 U.S.C. § 11433(d). These activities may include any expenses necessary to facilitate the identification, enrollment, retention, and educational success of homeless children and youth, such as:

- providing wraparound services (which could be provided in collaboration with and/or through contracts with community-based organizations, and could include academic supports, trauma informed care, social-emotional support, and mental health services);
- · purchasing needed supplies (e.g., PPE, eyeglasses, school supplies, personal care items);
- · providing transportation to enable children and youth to attend classes and participate fully in school activities;
- purchasing cell phones or other technological devices for unaccompanied youth to enable the youth to attend and fully
  participate in school activities;
- providing access to reliable, high-speed internet for students through the purchase of internet connected devices/equipment, mobile hotspots, wireless service plans, or installation of community Wi-Fi hotspots (e.g., at homeless shelters), especially in underserved communities;
- paying for short-term, temporary housing (e.g., a few days in a motel) when such emergency housing is the only reasonable
  option for COVID-safe temporary housing and when necessary to enable the homeless child or youth to attend school and
  participate fully in school activities (including summer school); and
- providing store cards/prepaid debit cards to purchase materials necessary for students to participate in school activities.

## Store Cards/Debit Cards???

- Think of all the issues related to getting receipts and ensuring spending is only for allowable uses, trying to get purchase of cards through your claims auditor, etc., etc.
- How about instead you do a blanket PO for Amazon for the Homeless Liaison, and they buy and distribute what children need?
- Or if there are common items of need, such as hygiene products, backpacks, boxed food, etc., consider buying some in advance and have the Homeless Liaison hand them out based on need.

## ARP Section 611/619 Grants

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- Additional funding for 7/1/21-9/30/23
- Guidance available:
  - https://www.p12.nysed.gov/specialed/finance/2021-23-idea-arp-grant/application-instructionmemo.html?msclkid=4cae2bb3b6c711ec8a1bff6f0222 3222
  - SED prefers that grants are applied for by 7/1/22
  - Needs to be shared with private providers and parentally placed children at non-publics
    - Same as normal grants
    - They only get one allocation over the 27-month period

# DUNS Numbers Switching to UEI

2/25/2022 - IMPORTANT NOTICE -Transition from DUNS to UEI - As of April 4, 2022, the 9-digit DUNS (Data Universal Numbering System) number is being replaced by a new 12 character alpha-numeric value, called the Unique Entity Identifier (UEI). It will now be used as the unique and official identifier for entities doing business with the federal government as well as for tracking and reporting purposes on federal grants awarded to sub-recipients by NYSED.

- 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.
- Entities with a DUNS number that are not registered in SAM.gov should do so as soon as possible to ensure an UEI is assigned to your agency. Failure to do so may delay the awarding of funds and/or payments through NYSED.

To register/obtain a unique entity identifier or update your registration, please visit <u>SAM.gov.</u> For information on the transition and other related resources, please visit the Federal Service Desk website <u>GSA Federal Service Desk Service Portal</u>.

#### Will need the new number for Single Audit and/or Emergency Connectivity Grants

## **DOB Transparency Reporting**

- Was due September 2021
- As of April 7, 2022, 55 districts have not had their Transparency Report approved
- Penalty for not getting approved is no more State Aid can be paid in 21-22 than was paid in 20-21
- □ In March 2022:
  - Eleven districts hit the 20-21 limit
  - \$20,957,437 withheld to date from 21-22 payments
- Don't let this be you!



## Tasks to Do Before Year-End

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- Revise ST-3/Claim Forms, as needed.
  - Resolve any "Clean with Issue" issues
  - Reconcile ST-3 to external audit and make revisions, if needed
  - Last chance to review what was reported last September
    - Anything missing?
    - Changes by 6/30/22 can generate current year aid
- Make sure SS31-SS34 completed with CPSE costs
- Remember changes are done in the Revision Section and need to be Submitted

## Conclusion



- We are all in the final stretch to get our district's budget passed.
- Keep up your motivation until the end and then take the time to celebrate once the budget passes!

Then, make sure all the year-end tasks are underway!

### **Questions?**

State Aid and Financial Planning Service

Questar III BOCES

10 Empire State Boulevard

Castleton, NY 12033

518-477-2635

Option 1 (SAP)

http://sap.questar.org twitter.com/qiiisap - @qiiisap



Upcoming dates:

Wednesday:

5/18/22, 6/22/22