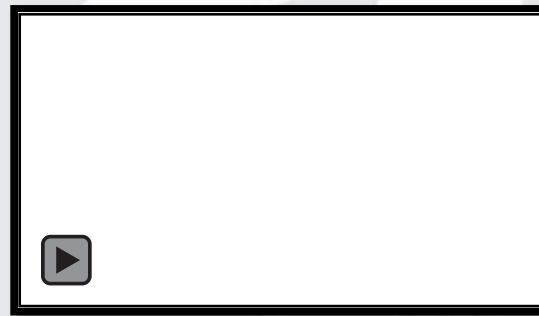




# Knowledge Café

## August 2022



State Aid & Financial Planning Service



# Agenda



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- ✓ SBO Calendar for September 2022
- ✓ Kathy's Corner – Helpful Reminders as You Complete the Claim Forms and ST-3
- ✓ Guidance on Preparing the SA132 and SA135
- ✓ Tips on Completing Schedule F6-Bus Amortization and the Interest Rate Reduction Waiver
- ✓ Review of CARES, CRRSA and ARPA Grant Deadlines
- ✓ Areas to Review from 2021-22 that Provide 2022-23 Planning Opportunities



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518-477-2635 | sap.questar.org




# SBO Calendar for September 2022

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Task	Due Date	Filing Requirement	Notes	Priority
Complete and submit SA-132/135 for school construction bonds and BANS <a href="#">Link to forms SA-132 &amp; SA-135</a>	 9/1	Annually	Due by September 1st to report 2021-22 borrowings for capital construction.	Required
Complete and submit State Aid Schedule F6	 9/1	Annually	Due by September 1st to report 2021-22 borrowings to finance bus purchases	Required
Free and Reduced Priced Lunch Applications - prepare and distribute to parents in early September	9/1	Annually	These forms should be sent home to the parents for review and application during the first week of school to ensure timely processing.	Recommended Best Practice
Review School Calendar (Initial Review)	9/1	Annually	To ensure 180 days of session and 900/990 annual hours of instruction (student attendance, superintendent conference days and Regents exams)	Recommended Best Practice
STAR / Reimbursement Application/Joint Statement of School Levy - file with Office of Real Property Tax Services (ORPTS)/NYS DTF	 9/1	Annually	RP-6704 series of forms not available at time of publication. <b>Please reference 2022 RP-6704 forms, when available, for the 2022 due date.</b> Submit reports to: <a href="mailto:orpts.star@tax.ny.gov">orpts.star@tax.ny.gov</a>	Required
Submit district-wide school safety plans and building-level emergency response plans via NYSED business portal - Board approval or amendment of by September 1, 2022.	9/1	Annually	EL §2801-a	Required
CPSE Admin. Forms and schedules, SS-31 to SS-34 – Claim and submit for reimbursement from county	9/2	Annually	EL §4410 authorizes school districts to receive reimbursement from counties for reasonable and necessary CPSE administrative costs incurred for preschool students	Recommended Best Practice
State Aid Forms - review for accuracy and amend if necessary.	9/2	Annually	Form Sets A, FB, FT & ST-3 and related schedules due September 2, 2022	Required
Supplemental Schedules - review for accuracy and amend if necessary.	9/2	Annually	Supplemental Schedules: SS1-8, SS10-16, and SS31-34	Recommended Best Practice

# SBO Calendar for September 2022



4

Task	Due Date	Filing Requirement	Notes	Priority
<p>Waivers from Interest Rate Recalibration – Review Form FB/SAMS – submit any new waiver applications or any amendments to already submitted applications</p> <p><a href="#">Explanation of Interest Rate Reduction Waivers</a></p>	 9/2	Annually	Projects and retro bonds listed on this form that do not have preliminary waiver approval will be amortized using a reduced interest rate starting with 2023-24 Building Aid. If interest waiver recalibration process started and district has not received or granted a waiver, only aid going forward will be adjusted. Prior year aid will not be affected. Any potential projects that may be impacted by the recalibration process, will be listed on form FB, Interest Recalibration form.	Required
<p>School-based budget report due to Division of Budget (DOB) and SED</p> <p><a href="#">School Funding Transparency Homepage</a></p>	 9/2	Annually	Due on or before Friday prior to Labor Day (EL §3614(1)). Complete reporting through the School Funding Transparency Application	Required
Bus drill (within first 7 days of school)	9/8	Annually		Required
Send Tax Collectors Notice to non-resident taxpayers and an officer of the following types of corporations liable for taxes (railroad, telegraph, telephone, electric, gas, water, pipeline)	9/10	Annually	Mail no later than September 10th	Recommended Best Practice
<b>New-</b> 2nd report of EPE contact hours for 2021-22	9/15	Annually	Final payment up to the maximum apportionment will be paid after October 1st based on these claims. If claims exceed the maximum statewide apportionment, aid will be prorated. This form must be submitted to claim EPE hours through June 30, 2022	
Annual school safety and school violence prevention training for all staff	 9/15	Annually	Must be completed by September 15th	Required




# SBO Calendar for September 2022

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Task	Due Date	Filing Requirement	Notes	Priority
Tax Collectors Notice	9/15	Annually	Publish second notice during month of September. No date specified in law	Recommended Best Practice
File NYS Sales Tax Return for quarterly filers	9/20	Quarterly	The filing requirement for sales tax is based on tax due and is either annual or 4 times per year. Due September 20th for the months of June, July and August if filing on a quarterly basis.	Required
Federal Grants - FS-10-F (Final Reports from last fiscal year) Due no later than 90 days for projects that ended June 30th	 9/28	Annually	For federal grants that ended June 30th.	Required
<b>New-</b> LEA must obligate ESSER 1 and GEER 1 Funds	 9/30	One-time	Funds not obligated by this deadline are required to be returned to the U.S. Department of Education.	Required
Billings (transportation, use of facilities, health services, parentally placed non-public etc.)	9/30	Monthly		Recommended Best Practice
Budget Status Reports to Board of Education including revenue and appropriation status reports	9/30	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


# SBO Calendar for September 2022

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Task	Due Date	Filing Requirement	Notes	Priority
Cash Flow and Fund Balance - modify assumptions, update, and review for accuracy	9/30	Monthly		Recommended Best Practice
Document summer special education §4408 transportation expenses and record in Special Aid Fund F5511 and F5541. Submit to SED supplemental transportation verification form for costs over \$6,500. <a href="#">Transportation Stop Form</a>	 9/30	Annually	Special Training will be on 10/6/22 at 9:00 a.m.	Recommended Best Practice
Encumber all known and anticipated expenses	9/30	Annually		Recommended Best Practice
Federal and State Cafeteria Reimbursement Form	9/30	Monthly		Recommended Best Practice
Monthly Profit/Loss Statements for School Food Service	9/30	Monthly	Perform analysis on prior month's activities	Recommended Best Practice
Nonresident Tuition Rates - review placements and billing options	9/30	Annually		Recommended Best Practice
Payroll Reports – ERS/TRS Payments and Reports	9/30	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.	Recommended Best Practice

# SBO Calendar for September 2022

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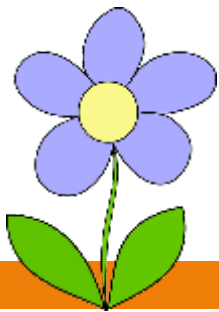
Task	Due Date	Filing Requirement	Notes	Priority		
Pesticide Notification – Notify District Staff and Parents of non-exempt pesticide applications	9/30	Quarterly	Transmit policy, district contact information and form to request inclusion on list of individuals to be notified 48 hours in advance of toxic pesticide applications to parents and district staff. Notification required after close of summer session, after winter break, after spring break and after the end of each school year. Notification not required for use of pesticides exempt from reporting requirements.	Recommended Best Practice		
Prepare Final Cost Reports for capital construction projects as soon as certified as substantially complete and all outstanding bills are paid	9/30	Monthly		Recommended Best Practice		
Prepare response to auditor's management letter (as applicable)	9/30	Annually	For Independent Auditors Report due 10/15	Recommended Best Practice		
Review BOCES invoices for appropriate services and charges	9/30	Monthly		Recommended Best Practice		
State and Federal Projects - review for expenditures and revenues. Submit FS-25's request for funds to Grants Finance	 9/30	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	Plus, SA-139s are due 9/30/22!		9/30	Monthly	Report on prior month's activities	Required



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## Kathy's Corner

Monthly Section – Thoughts from a Newer SDBL



# *Kathy's Corner*

Helpful Reminders as  
you complete the  
Claim Forms and ST-3





# Where to Go for Help?

10

- *Help Files* are actually helpful!

## State Aid Management System (SAMS) Help 2022-23

[Contents](#) | [Index](#) | [Search](#)

- Getting Started
- SAMS Table of Contents
- Getting and Using Help
- Selecting an Entity to Work With
- Data Collection Forms
- Activity Log
- SAMS Forms**
  - Form A and Schedules
  - 180 Days Calendar
  - Form FB and Schedules
  - Form BP: Bus Purchase
  - Form FT and Schedules
  - Schedule F6: Bus Purchase Amortization
  - Form ST-3 and Schedules
  - RSU Forms and Schedules
  - CPSE
  - Administrative Compensation Information Form
  - Property Tax Report Card
- BOCES/CoSer Ancillary System
- BOCES Financial
- BOCES Facility

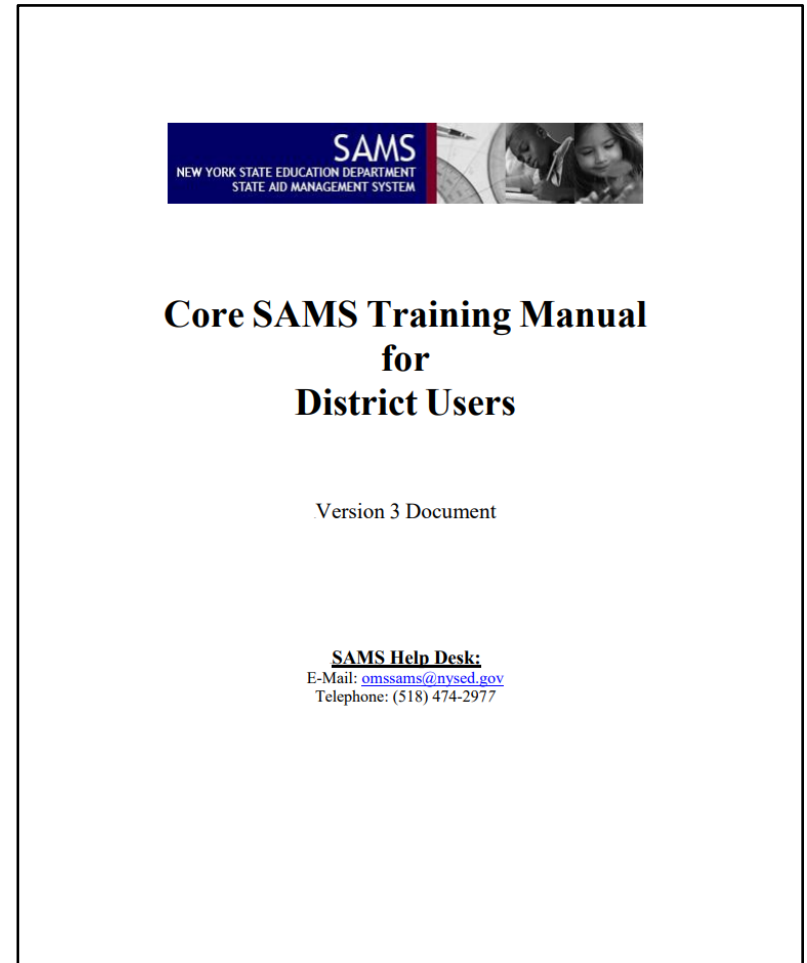
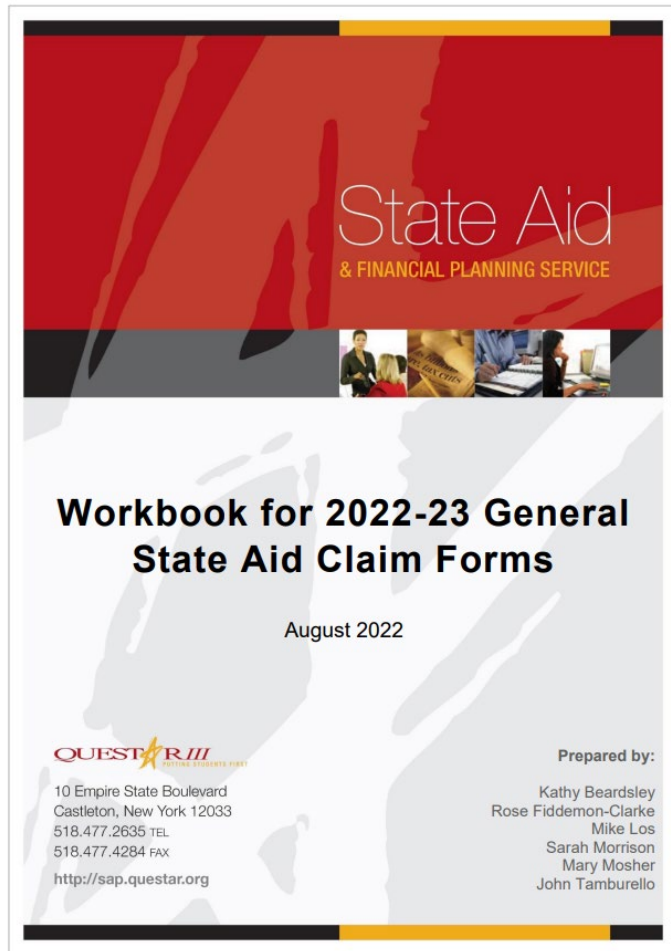
### SAMS Forms

- [Form A and Schedules](#)
- [180 Days Calendar](#)
- [Form FB and Schedules](#)
- [Form BP: Bus Purchase](#)
- [Form FT and Schedules](#)
- [Schedule F6: Bus Purchase Amortization](#)
- [Form St-3 and Schedules](#)
- [RSU Forms and Schedules](#)
- [CPSE](#)
- [Administrative Compensation Information Form](#)
- [Property Tax Report Card](#)

Help Files: [State Aid Management System \(SAMS\) Help 2022-23 \(nysed.gov\)](https://nysed.gov/state-aid-management-system-sams-help-2022-23)

# Resources

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SAP Guidebook: [Claims-Forms-Guidebook-22-23-FINAL.pdf \(questar.org\)](https://questar.org/Claims-Forms-Guidebook-22-23-FINAL.pdf)

SED Resource: [Core SAMS Training Manual for District Users \(nysed.gov\)](https://nysed.gov/Core-SAMS-Training-Manual-for-District-Users)

# SAMS Training Materials

12

The screenshot shows the NYSED.gov website. At the top, the NYSED logo is on the left, and 'Board of Regents | University of the State of New York' is on the right. Below the logo is a search bar with the text 'Search State Aid'. A red navigation bar contains 'NEW YORK STATE EDUCATION DEPARTMENT' and links for 'Index A-Z' and 'Calendar'. A grey navigation bar lists various departmental areas. The main content area is titled 'State Aid' and includes a sidebar with links like 'View District Data', '2021-22 Calendar of Deadlines', and '2022-23 State Aid Handbook'. The main content area has a breadcrumb trail 'NYSED / State Aid / SAMS Information / SAMS Training Material' and a section titled 'SAMS Training Materials' with a sub-section 'FOR SCHOOL DISTRICTS'. This section lists several links with file size indicators: 'Urgent Tips', 'SAMS Frequently asked Questions', 'SAMS Training Manual for District Users Version 7 (1,755 KB)', 'SAMS: Introduction to the State Aid Management System (3 MB)', and 'How to do Revisions in SAMS (609 KB)'. Below this is a section for 'State Aid Output Reports' with a link to 'Powerpoint Presentation (147KB)'.

Board of Regents | University of the State of New York

Search State Aid

NEW YORK STATE EDUCATION DEPARTMENT

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## State Aid

[View District Data](#)

Go Clear

2021-22 Calendar of Deadlines

2022-23 State Aid Handbook

Topics

SAMS

SAMS Logon

SAMS 2022-23 Help

Training Material

SAMS Public Reports

NYSED / State Aid / SAMS Information / SAMS Training Material

### SAMS Training Materials

#### FOR SCHOOL DISTRICTS

- [Urgent Tips](#) - For SAMS (State Aid Management System) Submissions.
- [SAMS Frequently asked Questions](#)
- [SAMS Training Manual for District Users Version 7](#) ( 1,755 KB)
- [SAMS: Introduction to the State Aid Management System](#) ( 3 MB)
- [How to do Revisions in SAMS](#) ( 609 KB)

State Aid Output Reports

- State Aid Output Reports [Powerpoint Presentation](#) ( 147KB)

[NYSED: State Aid: SAMS \(State Aid Management System Training Materials](#)



# Print Forms



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## Print Multiple Forms

Select Data Area:

Official

- Official
- Print Blank
- Print Legacy
- Print Reference Keys
- Revision
- Sandbox

Form A Schedules:

- ☐ Form A (Attendance)
- ☐ Schedule A-1 Religious Holidays First Semester
- ☐ Schedule A-2 Attendance Report First Semester
- ☐ Schedule A-3 Religious Holidays Second Semester
- ☐ Schedule A-4 Attendance Report Second Semester
- ☐ Schedule A-5 Days of Session Matrix
- ☐ Schedule A-6 Decimal Days of Actual Session Worksheet
- ☐ Schedule A-7 Enrollment - Central High School Districts Only
- ☐ Schedule A-8 Extraordinary Condition and State of Emergency Requiring Closure Days
- ☐ Schedule B - Dual Enrollment
- ☐ Schedule C - Designation of Textbook, Software, Library Materials and Hardware Expenses
- ☐ Schedule P - Additional Data for Calculations
- ☐ Schedule U1 - Charter School Enrollment and FTE
- Form A Edit Report
- Form A Certification

☐ Form FB : Building And Misc.:

- ☐ Form FB : Building and Misc.
- ☐ Interest Rate Reduction Waiver Application Form
- ☐ Schedule M2 - Expenses for Lease of Buildings
- ☐ Schedule N - Security Cameras, Metal Detectors and Other Safety Equipment
- ☐ Schedule T - Shared Services Aid - Big 5 and Non-components of BOCES Only
- ☐ Schedule W - Water Testing Aid
- Form F Building Edit Report
- Form Set FB Certification

- ☐ Can either print blank forms or completed forms from here
- ☐ Distribute to appropriate staff
- ☐ Print copy of last year's for comparison purposes

# Additional Help?

14

**Now is the time to get working on the Claim Forms**

## **What resources are available?**

- ❑ July Coffee Talk
- ❑ August Coffee Talk
- ❑ June Knowledge Café
- ❑ July Knowledge Café
- ❑ ST-3 101 Webinar – Detailed Instructions on How to Prepare, Review and Submit ST-3
  - ▣ Recording available under *Webinar Recordings, Special Webinars* at the bottom of the page
    - So much included that this one took 2 hours!
- ❑ Call SAP, we are available by phone, or we can schedule a Zoom session!







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## Other Forms Due in September

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

# If Issued Debt in 21-22 Must Complete SA-132 and/or SA-135

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Due  
9/1



**NEW YORK STATE EDUCATION DEPARTMENT**Index A-Z | Calendar

About NYSEDProgram OfficesNews RoomBusiness PortalFinance & BusinessPolicy & Guidance

**State Aid**

NYSED / State Aid / Building Information / Required Submission of Borrowing Information for Statewide Average Interest Rate Calculation

**Important: Please Note the Following Regarding Required Submission of SA-132 (Bonds & Refunding Bonds) and SA-135 (BANS) borrowing forms for Statewide Average Interest Rate Calculation**

Pursuant to New York State Education Law 3602 subdivision 6., districts must submit SA-132 and SA-135 forms for ALL district Bond and BAN borrowings. These forms continue to be required even though most building aid is now based on assumed amortization.

**SA-132 (Bond & Refunding Bond) and SA-135 (BAN) forms for borrowing with issue dates between July 1, 2021 and June 30, 2022, needed for the computation of the Statewide Average Interest Rate, are due no later than September 1, 2022 pursuant to Education Law 3602 subdivision 6. Statute requires districts to provide this information and it is critical to the calculation of a valid statewide average interest rate.**

**SA-132 forms must be submitted for Refunding Bonds and Energy Performance Contracts (EPC) as they are included in the Statewide Interest Rate Calculation.**

In addition, **Refunding Bonds** are required to be on file as part of the review and approval process for Interest Rate Reduction waiver applications.

Finally, SED requires borrowing information to be submitted in order to have a complete borrowing history. This helps us to better identify and solve district problems or issues.

**See links below for SA-132 and SA-135 forms available on the State Aid website:**

SA-132 Amortization Schedule for Building Bond Issues or Capital Notes  
[SA-132 Fill In and Print Form](#) (📎 351 KB)

SA-135 Bond Anticipation Note (BAN) Schedule  
[SA-135 Fill In and Print Form](#) (📎 319 KB)

[Reset Form](#)[Print Form](#)

## THE STATE EDUCATION DEPARTMENT

State Aid Office  
89 Washington Avenue  
Room 507 West Hall, Education Building  
Albany, New York 12234  
Email form to: [buildingforms@nysed.gov](mailto:buildingforms@nysed.gov)

SA-132

## For Bonds or Capital Notes

### AMORTIZATION SCHEDULE FOR BUILDING BOND ISSUES OR CAPITAL NOTES SA-132 (Revised 3/17)

**GENERAL INSTRUCTIONS:** Complete this schedule for each new bond issue or capital note sold during the current school year. File one completed copy with the State Aid Unit upon receipt of the capital note or bond money. This form continues to be required even though most building aid is now based on assumed amortization. The form for borrowings with an issue date falling between 7/1/0X-6/30/0Y must be submitted to SED by 9/1/0Y. **REPORT BOND ANTICIPATION NOTE ISSUE ON FORM SA-135.**

Total of all the principal  
payments per  
amortization schedule

School District Name: \_\_\_\_\_ BEDS Code: \_\_\_\_\_

Total Amt. of Bond Issue: \_\_\_\_\_

Total Amt. of Voter/Board Bond Authorization: \_\_\_\_\_

Bond Sold Date: \_\_\_\_\_

Voter Authorization Date: \_\_\_\_\_

Bond Dated: \_\_\_\_\_

Board Authorization Date: \_\_\_\_\_

Date voter/board  
authorized

**Check appropriate box(s) if applicable:**Build American Bond (BAB): ☐Energy Performance Contract (EPC): ☐DASNY Rate (Financed through DASNY): ☐Refunding Bond: ☐

Rate of Interest: \_\_\_\_\_ % Length of Schedule: \_\_\_\_\_ yrs. Date Bond Money Received: \_\_\_\_\_

Accrued Interest: \_\_\_\_\_

Premium: \_\_\_\_\_

**Amount and Issue Date of each Bond Anticipation Note or BAN redeemed into this Bond.****Note:** If more than one BAN, submit an attachment listing the BANS and corresponding issue dates.

Amount: \_\_\_\_\_

Date Issued: \_\_\_\_\_

If more than one, type "BAN list  
attached" and provide detail

List below each project separately and identify each project by name and code number (seven digits from SA-4)

Project Name	Project Number	Project Name	Project Number

Need to know the split  
between projects!

#### What is premium on bonds payable?

Premium on bonds payable (or bond premium) occurs when [bonds payable](#) are issued for an amount greater than their face or maturity amount. This is caused by the bonds having a [stated interest rate](#) that is higher than the market interest rate for similar bonds.

To illustrate the premium on bonds payable, let's assume that a corporation prepares to issue bonds with a maturity amount of \$10,000,000 and a stated interest rate of 6%. However, when the 6% bonds are actually sold, the market interest rate is 5.9%. Since the bonds will be paying investors more than the interest required by the market (\$600,000 instead of \$590,000 per year), the investors will pay more than \$10,000,000 for the bonds.

#### Accrued Interest and the Bond Market

When buying bonds in the secondary market, the buyer will have to pay accrued interest to the seller as part of the total purchase price. An investor that purchases a bond sometime between the last coupon payment and the next coupon payment will receive the full interest on the scheduled coupon payment date given that they will be the bondholder of record. However, since the buyer did not earn all of the interest accrued over this period, they must pay the bond seller the portion of the interest that the seller earned before selling the bond.

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

[illegible]

# For Bond Anticipation Notes

Reset Form

THE STATE EDUCATION DEPARTMENT  
State Aid Office  
89 Washington Avenue  
Room 507 West Hall, Education Building  
Albany, New York 12234  
Email form to: buildingforms@nysed.gov

## Bond Anticipation Note Schedule

SA-135 (Revised 03/17)

**GENERAL INSTRUCTIONS:** One (1) completed copy of this form should be filed with the State Aid Office for each note which is directly related to an approved building project. This form should be completed EACH school year for EACH NOTE sold or renewed. This form continues to be required even though most building aid is now based on assumed amortization. The form for borrowings with an issue date falling between 7/1/0X-6/30/0Y must be submitted to SED by 9/1/0Y.

School District Name: \_\_\_\_\_ BEDS Code: \_\_\_\_\_

1. Original BAN Original BAN IssueAmount: \$1,000,000 Original BAN Issue Date: 7/2/20

Interest Rate: 1.0% Date of Voter Authorization: 5/19/20

### 2. BAN Renewals

	Amount	Issue Date	Interest Rate		Amount	Issue Date	Interest Rate
1st Renewal	<u>\$900,000</u>	<u>7/1/21</u>	<u>.9%</u>	2nd Renewal			
3rd Renewal				4th Renewal			

3. Enter the principal and/or interest from Budgetary Appropriations that were paid or anticipated being paid for the BAN instrument being completed (original BAN or a renewal BAN).

(Do not include accrued interest and/or premium payments received and do not include borrowed monies).

Principal Amount: \$100,000

Interest Amount: \$10,000

Date: 7/2/21 No. of Days if less than a full year: \_\_\_\_\_

4A. Amount of BAN to be Redeemed from Sale of Bonds: \_\_\_\_\_

4B. Bond Issue Amount that this BAN will be Redeemed into: \_\_\_\_\_ Date Bond Sold: \_\_\_\_\_

### 5. List below each project name and seven-digit number that are linked to this BAN

Project Name	Project No.	Project Name	Project No.

Example:  
The original BAN issue amount was \$1,000,000 dated 7/2/20 with 1% interest rate.

On July 1, 2021, the district renewed the BAN for \$900,000 at .9%.

On July 2, 2021, the district paid principal of \$100,000 and interest of \$10,000.



# Summary for SA132/SA135

20

*Remember:* Information is used to establish the Statewide Average Interest Rate which is used to calculate Assumed Debt Service as part of the Building Aid calculation.

If you are new to preparing the SA-132 and/or SA-135, ask your fiscal advisor to complete the form for your district.

Or do your own and have them check it for you before having the Superintendent approve.



# Schedule F6-Bus Amortization

21

- Information on calculation is available:
  - ▣ [NYSED: State Aid Transportation: Statewide Interest Rate Calculation](#)
- Each district needs to report interest rate(s) for 2022-23 by September 1<sup>st</sup> on Schedule F6-Bus Amortization
  - ▣ In SAMS

Due  
9/1

[-]	<a href="#">Schedule F6 : Bus Amortization:</a>	Clean
	<a href="#">Schedule F6 : Bus Amortization</a>	Ready
	<a href="#">Schedule F6 : Edit Report</a>	Clean
	<a href="#">Schedule F6 : Certification</a>	Certified

# Schedule F6: Bus Amortization

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## Schedule F6: Bus Amortization

Only For New Borrowings Made Between 7/1/2021 and 6/30/2022

Borrowing Amount	Date of Borrowing	1st Year 2021-22	2nd Year 2022-23	3rd Year 2023-24	4th Year 2024-25	5th Year 2025-26	6th Year 2026-27
1. <input type="text"/>							
2. Int Rate:							
3. <input type="text"/>							
4. Int Rate:							
5. <input type="text"/>							
6. Int Rate:							
7. <input type="text"/>							
8. Int Rate:							
9. <input type="text"/>							
10. Int Rate:							
11. <input type="text"/>							
12. Int Rate:							

**First Column** - this column indicates the total amount of the debt instrument (bond, BAN, BAN renewal, capital note) used to finance bus purchases. If more than one bus was purchased from the instrument, the total amount of the issue, not the amount for any particular bus, should be listed.

**Note: BANS and BAN renewals must be reported.**

**•Second Column - Date of Borrowing** - This is the official date that the debt instrument was issued to the school district. Please indicate date in the MM/DD/YYYY format. This date is the date of borrowing, not the delivery date. Do not enter any borrowing dates before 7/1/21 or after 6/30/22.

**Interest Rate** - Beneath the date of borrowing enter the interest rate for the debt instrument. For example, enter five and one quarter percent interest rate as 5.250.

**•Third-Thirteenth Columns** - In these columns indicate the total principal and interest payments for the life of the debt instrument. The 3<sup>rd</sup> through the 8<sup>th</sup> columns are used for non-zero emission buses and the 9<sup>th</sup> through the 13<sup>th</sup> columns are used for zero-emissions buses. For each reported principal payment in the "P=" row, report the associated interest payment in the "I=" row directly below that principal payment. The 8th column can be used if interest payments begin in the first year of the borrowing, but principal payments do not begin until the second year.

# Interest Rate Reduction Waiver Under Form FB Tree in SAMS

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## Interest Rate Reduction Waiver Application Form

For complete details on the Bond and Project data: [Explanation of Project and Bond Data](#).

For instructions on filling out the form, please see the SAMS Help file.

### 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		2019-20 Estimated Single Year Aid Impact	Estimated Total Aid Impact over Remaining Life of Project	Are you applying for a waiver for this project?
0001	007	-16164	-80821	Yes
0002	004	-871	-4355	Yes
0004	004	-2158	-10789	Yes
0006	007	-3180	-15899	Yes
0009	007	-6109	-30545	Yes
0010	004	-576	-2882	Yes
0017	005	-1393	-6964	Yes

### Notes:

Grey boxes are pre-populated by SED.

SED will list all capital projects that are going to reach 10 years of being aided in the following year.

Plan for them!

Due  
9/2

①

# Interest Rate Reduction Waiver

24

②

③

④

Project Number		Date of Bond Issue Currently Finance Project (Enter In MM/DD/YYYY Format)	Reason for Waiver Request	Call Date (Enter In MM/DD/YYYY Format)
0001	007	06/15/2010	Already Refinanced; Additional Advance Refunding Not Permitted [2]	07/24/2024
0002	004	06/15/2010	Already Refinanced; Additional Advance Refunding Not Permitted [2]	07/24/2024
0004	004	06/15/2010	Already Refinanced; Additional Advance Refunding Not Permitted [2]	07/24/2024
0006	007	06/15/2010	Already Refinanced; Additional Advance Refunding Not Permitted [2]	07/24/2024
0009	007	06/15/2010	Already Refinanced; Additional Advance Refunding Not Permitted [2]	07/24/2024
0010	004	06/15/2010	Already Refinanced; Additional Advance Refunding Not Permitted [2]	07/24/2024
0017	005	06/15/2010	Already Refinanced; Additional Advance Refunding Not Permitted [2]	07/24/2024

List original bond information unless bond has been refinanced

## Allowable Reasons:

1. Bond Issued as Non-Callable
2. Already refinanced. Bond not currently callable until future date.
3. Refunding this bond would not meet savings threshold in NYS LFL.
4. District would exceed its constitutional debt limit as a result of refinancing.

If you select 2. in Column 3, then list when the bond is callable.

# Interest Rate Reduction Waiver

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Project Number		Waiver Approved?
0001	007	Y
0002	004	Y
0004	004	Y
0006	007	Y
0009	007	Y
0010	004	Y
0017	005	Y

By December 1, 2022, SED needs to notify you if a project will have its interest rate revised for the 23-24 school year.

## Summary Of Estimated Aid Impact

2019-20 Estimated Aid Impact: All Projects	2019-20 Estimated Aid Impact: Excluding Waived Projects	Estimated Aid Impact Over Remaining Life: All Projects	Estimated Aid Impact Over Remaining Life: Excluding Waived Projects
-30451	0	-152255	0



By refinancing this debt, in addition to the reduction in interest expense paid by the district, they also saved \$152,255 in Building Aid. This would have been reduced if they had not gotten the waiver based on the lower interest rates in the bond market in the 10<sup>th</sup> year since the project started. *Acknowledge this!*

# ! DOB Transparency Report !

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Due  
9/2

- Due September 2<sup>nd</sup>, 2022
- We have an excel template on our website (under *Resources*, then *Other* then scroll down to *NYS Transparency* section) to help gather your costs
- Penalty for not getting your report “Approved” is that your district can not receive any more State Aid in 22-23 than it did in 21-22
  - ▣ Can cause major delays in Aid payments
- We did a separate Webinar in July 2022 on how to prepare the report too
  - ▣ Available under *Webinar Recordings*, then *Special Webinars*





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## CARES, CRRSA and ARPA Grant Deadlines

Key Dates to Remember

# Grant Information

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Funding Source	Grant Period
CARES Act – ESSER/GEER	3/13/20- <b>9/30/22</b>
CRRSA – ESSER2/GEER2	3/13/20-9/30/23
ARPA – ESSER3	3/13/20-9/30/24

Funding Source	Revenue Account Codes
CARES Act – ESSER/GEER	A4286
CRRSA – ESSER2/GEER2	F4289
ARPA – ESSER3	F4289

Funding Source	FS-10F Due
CARES Act – ESSER/GEER	<b>10/30/2022</b>
CRRSA – ESSER2/GEER2	10/30/2023
ARPA – ESSER3	10/30/2024

☰ COVID Response Funding

CARES Act

▶ CARES Act Guidance Documents for LEAs

CARES Act Allocations and Application Information

CARES Act Reporting

CRRSA Act

ARP ESSER

ARP Act Homeless Children and Youth (HCY)

## CARES Act Guidance Documents for LEAs

### Memos

[Federal Cash Management Requirements](#) - June 1, 2022

[Obligation and Liquidation Deadlines for LEA Allocations of Coronavirus Aid, Relief, and Economic Security \(CARES\) Act Elementary and Secondary School Emergency Relief \(ESSER 1\) and Governor's Education Emergency Relief \(GEER 1\) Funds](#) - March 2, 2022

[Eligibility for State Reimbursement of Federal Coronavirus Response and Relief Supplemental Appropriations Act \(CRRSA\) and American Rescue Plan \(ARP\) Expenditures](#) - January 12, 2022

[Use of Federal Elementary and Secondary School Emergency Relief \(ESSER\) and Governor's Emergency Education Relief \(GEER\) Funds to Provide Recovery Services to Students Over the Age of 21](#) - July 21, 2021

[Update on Providing Equitable Services to Students and Teachers in Non-Public Schools with Federal Coronavirus Aid, Relief, and Economic Security \(CARES\) Act Funding](#) - September 11, 2020

[Federal Coronavirus Aid, Relief, and Economic Security \(CARES\) Act Funding – Implementation of Requirement for Local Educational Agencies \(LEAs\) Receiving Elementary and Secondary School Emergency Relief Funds \(ESSERF\) and Governor's Emergency Education Relief Funds \(GEER\) to Provide Equitable Services to Non-Public Schools](#) - July 7, 2020

[Federal Coronavirus Aid, Relief, and Economic Security \(CARES\) Act Funding – Requirement for Local Educational Agencies \(LEAs\) Receiving Elementary and Secondary School Emergency Relief Funds \(ESSERF\) and Governor's Emergency Education Relief Funds \(GEER\) to Provide Equitable Services to Non-Public Schools](#) - June 9, 2020

[Federal CARES Act Funding](#) - April 30, 2020

### Frequently Asked Questions

[Frequently Asked Questions: CARES Act](#) - October 2020

[Frequently Asked Questions: ESSER and GEER Funds](#) - May 27, 2021

# Recommended Steps

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- Review expenditures to date for each of the three grants
  - ▣ Determine if the district has fully maximized the CARES Act grant allocation
    - If yes, file the FS-10F and collect the remaining aid due!
    - If no, review FS-10 and finish spending funds authorized by the grant
      - All funds must be obligated (PO issued) by 9/30/22
        - Don't wait until then, if possible, as need to receive goods by the time the FS-10F is submitted
      - FS-10F due by **10/30/22!**



# Other Considerations

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- For CRRSA and ARPA grants:
  - Review expenditures incurred to-date against their FS-10s (as amended by any FS-10As)
    - Is the district on track to spend each grant in full?
      - If not, what actions are needed now to be successful in October 2023 and/or 2024?
    - Have needs changed and is a FS-10A needed?
    - Have FS-25s been issued to drawdown more than the original 10% or 20% of the grant allocations?
    - Are you prepared to report what funds were spent on for the next reporting period?







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## State Aid

Some Areas to be Watchful For



# State Aid Recoupments and Payments

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- Many districts were overpaid in 2020-21 for Transportation Aid due to late guidance being issued about what was eligible in spring 2019-20 during full remote instruction period.

- Don't write off those payables!
- SED has not yet recouped those funds but is still planning on taking the funds back.



- The State Budget for 22-23 included forgiveness for some Transportation and Building Aid penalties.
  - We will have to keep an eye out for how SED will handle this process.



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## Final Thoughts

Looking Back at 2021-22

# Time to Review 2021-22

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## What Went Right?

- ✓ Share the positives!
- ✓ What resources helped you be successful and what is needed to continue their support?
- ✓ How can you use what went right to take on new challenges that are here for 2022-23?

## What Went Wrong?

- ✓ What needs to change for 22-23?
- ✓ Are there resources within the district that you can call upon?
- ✓ Are there outside resources that you can call upon?



# Conclusion

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- ❑ Lots of things are due in September!
- ❑ Make sure you understand which ones have hard deadlines and set your priorities.
- ❑ Keep the Superintendent notified of any delays and what is the corrective action plan.
  - ❑ Superintendents do not like surprises!
- ❑ Keep your focus on more than just 22-23. The ends for CRRSA and ARPA funds are closer than they seem!
- ❑ Good luck with your Claim Forms and ST-3!
- ❑ Remember, we are here to help with any questions!

# Questions?

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## 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>

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### Upcoming dates:

07/20/22	01/18/23
08/24/22	02/15/23
09/28/22	03/15/23
10/19/22	04/19/23
11/16/22	05/17/23
12/14/22	06/14/23