



FY22 Fiscal and Operations Manual



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Operations and Support Budget Thresholds and Reporting Requirements Summary

Line Item	Threshold	Reporting Requirement
Office Supplies	5% maximum of the total allocation	Report costs above \$5,000 - Budget Detail Operations & Support Tab
Facilities Repairs & Maintenance	2% maximum of total allocation	CBO will keep line item costs on file
Safety and Health	\$135 per person for fingerprinting	CBO will keep line item costs on file
Waste & Recycling	\$1,000 maximum	CBO will keep line item costs on file
Staff Transportation	5% maximum of total allocation. Miles .27 cent, Cab Services must not exceed \$1,000. Consultants are not allowed to use staff transportation funds.	Report costs above \$5,000 - Budget Detail Operations & Support Tab
Staff Training	5% maximum of total allocation	Report costs above \$5,000 - Budget Detail Operations & Support Tab
Postage	\$500 maximum	CBO will keep line item costs on file
Recruitment & Advertising	3% maximum of total allocation	CBO will keep line item costs on file
Liability, Property, and Other Insurance	3% maximum of total allocation	CBO will keep line item costs on file
Vehicle Insurance	Not allowable	CBO will keep line item costs on file
Vehicle Operations and Maintenance	Not allowable	CBO will keep line item costs on file
Real Estate Tax	Not allowable	CBO will keep line item costs on file
Bank Charges	Must not exceeded \$200	CBO will keep line item costs on file
Printing	5% maximum of total allocation.	CBO will keep line item costs on file.
Client Transportation	5% maximum of total allocation	Report costs above \$5,000 - Budget Detail Operations & Support Tab
Client Supplies & Activities	5% maximum of total allocation	Report costs above \$5,000 - Budget Detail Operations & Support Tab
Client Stipends	5% maximum of total allocation	Report costs above \$5,000 - Budget Detail Operations & Support Tab
Incentive Payments/Bonus	2% maximum of total allocation	Report costs above \$5,000 - Budget Detail Operations & Support Tab
Prepared Meals & Raw Food	5% maximum of total allocation. For events in New York the GSA rate per person is Breakfast \$18, Lunch \$19 and Dinner \$34. For other state/cities see, WWW.GSA.gov	Report costs above \$5,000 - Budget Detail Operations & Support Tab
Other Expenses	5% maximum of total allocation	Report costs above \$5,000 - Budget Detail Operations & Support Tab
Equipment	2% maximum of total allocation	Report costs above \$5,000 - Budget Detail Operations & Support Tab
Indirect	10% maximum of total allocation	CBO will keep line item costs on file

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Liability, Property, and Other Insurance	3% maximum of total allocation	CBO will keep line item costs on file
Vehicle Insurance	Not allowable	CBO will keep line item costs on file
Vehicle Operations and Maintenance	Not allowable	CBO will keep line item costs on file
Real Estate Tax	Not allowable	CBO will keep line item costs on file
Bank Charges	Must not exceeded \$200	CBO will keep line item costs on file
Mental Health	Must expend entire mental health allocation	Budget Detail Mental Health Tab
Contracted Services – Subcontractor	50% maximum of the total allocation	Subcontracting Agreement for <u>all</u> subcontractors

Frequently Asked Questions

Note: These FAQs pertain to contracts in HHS Accelerator.

HEALTH AND SAFETY

- **How is vaccination being handled for Lead cbos and subcontractors?**
 - Effective September 27th, all DOE employees are required to provide proof that they have received at least one dose of the COVID-19 vaccine. [Executive Order 228](#) extends that mandate to contracted partners and holds organizations responsible for complying with this mandate. We encourage all staff who have not completed their COVID-19 vaccination to do so as soon as possible. More information about locations where New Yorkers can receive a vaccine for COVID-19 can be found at vaccinefinder.nyc.gov or call 877-VAX-4-NYC. Please note, the [DOE's Vaccination portal](#) includes a guest login function, which will allow CBO staff working in schools to upload their proof of vaccination. The vaccination mandate is part of the broader health and safety measures for the 2021-22 School Year, which can be found on the DOE's [family-facing website](#).

- An FAQ regarding the vaccine mandate can be found [here](#) and information can also be found on the Infohub [here](#).

COMMUNICATIONS

- 1. Who should read the Fiscal Manual?**
 - a. Fiscal and programmatic staff including all staff working in HHS accelerator.
- 2. I have a programmatic or budget question. Whom should I contact?**
 - a. Please contact your Program Manager and cc your assigned Operations Manager.
- 3. I have a technical or payment question. Whom should I contact?**
 - a. Please contact your Operations Manager and cc your Program Manager.
- 4. I have general questions and I am not sure if they would be considered programmatic/budget questions or technical/payment questions. Whom should I contact? I am new to the CBO staff and I don't know who to contact for any general questions?**
 - a. Please contact your Program Manager and cc your assigned Operations Manager. Program Manager and Operations Manager assignments can be found [here](#).
- 5. Are email approvals for collaborative planning work plans and mods still acceptable or do we need physical signatures?**
 - a. Email approval is acceptable if the budget detail is attached to the email from the Principal from their DOE Email Address

BUDGET

- 6. How can I know my contract award budget amount so that I can start working on the budget?**
 - a. You can outreach to your Program Manager for this information.
- 7. For the initial budget detail submission on September 10th, how should we obtain a PDF of the signed Summary page if we cannot enter a budget in HHS to create the screenshot?**
 - a. Utilize the signature section on the Budget Summary Tab of the budget detail.
- 8. When will my FY22 budget be available in HHS Accelerator?**
 - a. By September 10th, CBOs should submit their principal- approved budget to PMs for approval, prior to being uploaded into HHS. The due date for submitting budgets in HHS is TBD, but will be two weeks after budgets are configured in the system.
- 9. Is my FY22 contract amount secured and final?**
 - a. Currently, OCS does not plan to make any changes to contract budget amounts. OCS will keep you informed and updated.
- 10. What documents do I need to submit when I submit my budget in HHS Accelerator?**
 - a. You will need to upload the following:

- i. [FY22 Budget Detail_HHS.xlsx](#)
- ii. Budget Accelerator Printout with Principal Signature
- iii. Collaborative Partnership Agreement
- iv. Collaborative Planning Meeting Notes

11. What are some of the main reasons OCS will return a budget?

- a. Here are some of the main reasons for a returned budget:
 - i. Required documents are not uploaded.
 - ii. Budget detail is missing information or justifications/details provided are insufficient.
 - iii. Budget thresholds outlined in this manual are not adhered to.
 - iv. Please refer to the budget submission checklist for further guidance.

12. Can my organization utilize my MOCs approved indirect rate for FY 22?

- a. Yes, organizations with Indirect Cost Rate (ICR)'s Accepted by MOCs effective FY22 are not entitled to additional funding, but can fund their Accepted ICR within their base contract so long as there is not an impact on direct service provision.

13. (UPDATE April 2022): Are Gift Cards allowable?

- a. The DOE does **not allow** the issuance of gift cards for any purpose using federal/state funding or as a form of cash assistance (e.g. gift cards with a dollar amount such as a Visa/Mastercard) from any funding source.
- b. However, gift cards may be purchased for students/families by CBOs in community if both of the following conditions are met:
 - i. The gift cards are purchased using tax levy funding only (Note: if you are uncertain of the funding source of one or more of your Community Schools contracts, please reach out to your Program Manager or Director of School Support) AND
 - ii. The gift cards are used as an incentive/award on a very limited basis. (i.e. gift card to Starbucks tied to an attendance incentive initiative)

INVOICE

14. What documentation is necessary when I submit my invoice?

- a. Please upload the [General Ledger](#).

15. What are some of the main reasons OCS returns an invoice?

- a. Here are some of the main reasons for a returned invoice:
 - i. General Ledger not attached.
 - ii. HHS services period doesn't align with the General Ledger.
 - iii. Lack of sufficient detail in the General Ledger.
 - iv. Discrepancies on expenses.
 - v. Please refer to the [invoice checklist](#) and the [OCS Finance Website](#) for further guidance.

16. When are the invoices due in HHS Accelerator?

- a. Please see this [calendar](#) for invoice due dates.

17. When invoicing do I bill for when services are delivered or when services are paid out?

- a. When invoicing for services, bill for the date that services were delivered not when the service was paid out. For example, if service was provided or the purchased item received in March, then the service/item should be listed on the invoice dated "March 20XX." This practice aligns with DOE-wide invoicing policies for services rendered, and includes all services, including consultant services.

18. When we submit the first claim for FY22 in Accelerator, can we submit one invoice year to date?

- a. Yes

19. The invoice date was moved up to 7/29/22 which is tough to meet and finalize a school by that date. Can this be pushed to 8/15/22?

- a. The invoice deadline is based on DOE fiscal year close out. CBOs have 30 days to finalize the invoice after the end of the fiscal year on June 30.

PAYMENT

20. How much can I spend on line items in HHS Accelerator?

- a. Please refer to the budget [thresholds here](#).

21. When are the FY22 budgets due?

- a. Friday, September 10, 2021.

22. It is September 10, 2021 and my budget is not configured in HHS Accelerator. What should I do?

- a. You are responsible for submitting your Budget Detail by the deadline whether or not the budget is configured in HHS Accelerator. For budgets not available in HHS Accelerator, please submit the Budget Detail via email to your Program Manager with your Operations Manager cc-ed.

23. It is after the start of the fiscal year and my contract has just registered, what are my next steps?

- a. Upon your contract being registered, you have one month to submit your modification in HHS Accelerator. In order to move your modification forward quickly you must submit your modification to your Program Manager during the modification deadline, even if your contract is pending registration.

Once your mod is approved, your next step would be to submit an invoice. We ask that while you should submit monthly invoices to the Program Manager and staff, once your contract is registered you should submit a **year to date** invoice in HHS, covering invoices from the start of the fiscal year to when your contract is registered. After your initial YTD invoice, please submit monthly invoices according to this [calendar](#).

- 24. We did not end up spending the full amount of our contract in this fiscal year, can we use those unspent funds for the next year?**
- a. No, funding cannot roll from one year into the next.
- 25. When I initially submitted my budget, my Program Manager approved my trip costs. It is now in the middle of the fiscal year and I would like to request another trip. How should I proceed?**
- a. When you become aware of this need, please contact your Program Manager to approve the trip. For the next modification window, please include this trip.
- 26. If my invoice/payment/budget is returned, who do I contact for more information?**
- a. First, please refer to the comments section in HHS, which will explain in detail why the item was returned. If you have questions about the comments, please contact your Program Manager for clarification.

HHS ACCELERATOR

- 27. I am not seeing my FY22 budget in HHS Accelerator. Whom should I contact?**
- a. Please contact your assigned Operations Manager and cc your Program Manager.
- 28. I am experiencing technical issues in HHS whom should I contact?**
- a. Please contact the MOCS Support desk and use the [Inquiry Submission Form](#). (Please note as of May 2022 MOCS is no longer using the email help@mocs.nyc.gov for any inquiries.)
- 29. What is the difference between “Active” and “Approved” in HHS Accelerator?**
- a. “Active” means that your budget has been approved and your contract has registered. “Approved” means that your budget has been approved, but your contract has yet to register. Invoices can only be submitted when your budget is in “Active” status.
- 30. What does “Pending EFT” mean in HHS?**
- a. It means your funds are pending electronic fund transfer, which will generally take 7-10 days for funds to be disbursed.
- 31. What does “Pending Submission” mean in HHS?**
- a. “Pending Submission” means the contract is in the CBO’s queue and is pending CBO “submission”.
- 32. Where can I go for HHS Accelerator resources?**
- a. Refer to the [HHS Accelerator](#) section in the manual.
- 33. Does my contract have a required Mental Health allocation?**
- a. No, there is not a required mental health allocation, but as articulated in the Community Schools RFP, if your campus has an Article 31 School Mental Health Clinic, the Lead CBO is required to partner and subcontract with the provider operating the SMHC effective July 1st, 2021. See page 18 for more details on mental health.

ADVANCE PAYMENT

34. When will I receive my advance payment?

- a. Upon approval of your budget and when your contract is registered, OCS will issue a 25% advance. We anticipate contracts will register in 3-4 months after PEP approval.

35. Do I need to request the advance?

- a. No, the OCS Operations Team will initiate the advance process once your budget becomes “active” in HHS Accelerator.

36. When will OCS begin to recoup the advances?

- a. For FY22, OCS will begin to incrementally recoup advances starting March 1, 2022.

37. What is the difference between an advance and a loan?

- a. An advance is provided to CBOs once the budget is approved and contract is registered or when the status in HHS Accelerator is “Active”. A loan may be given depending on the severity of contract delay and availability of funds. Approval of a loan occurs in rare instances and would be subject to approval by OCS, DOE Division of Contract and Purchasing, the Mayor’s Office on Contracting Services and the Fund for the City of New York.

38. Is there a loan process for funds?

- a. Bridge loans are available, but there are limited resources available through the Fund for the City of New York at this time. If you need a loan because of cash flow issues within your agency, please email [Trisia Carter](#) and copy your program manager. They will follow up to provide the application details and support you through the process. Please note that the loan process can take 3-4 months to be approved by the Fund and they require documentation for needing the loan.

MODIFICATIONS

39. What documentation is necessary when I submit my modification?

- a. You will need to submit the following documentation with your modification in HHS Accelerator:
 - i. [FY22 Budget Modification Detail](#)
 - ii. Modified Budget Accelerator Printout with Principal Signature
 - iii. Collaborative Partnership Agreement
 - iv. Collaborative Planning Meeting Notes

40. What are the modification windows for FY22?

- a. The modification windows are January 24-28 and May 2-13.

41. Can I submit a modification when there is a pending invoice in the system?

- a. No, when there are any pending invoices (regardless of status) in HHS Accelerator you will not be able to enter a modification.

42. I submitted a modification, which was under 10% of the entirety of the contract. Why was it not automatically approved?

- a. If you submitted a modification that adds a new line in HHS Accelerator, it would not qualify for the 10% automatic approval.

SUBCONTRACTOR

43. Where can I find the step-by-step process for subcontractor approval?

- a. Please refer to the [subcontractor guidelines](#) section of the manual.

44. What is the difference between a vendor, a consultant, and a subcontractor?

- a. Please refer to the [contract services](#) section of the manual.

45. I have a question about the subcontract agreement. Whom should I contact?

- a. Please consult with your Program Manager prior to submission of the subcontract agreement.

46. It is now in the middle of the year and I would like to change or increase the costs associated with a subcontractor. What is my next step?

- a. Regardless of when the change is being made in the fiscal year, submit a new subcontract agreement to the subcontracting email address (OCSCBOSubcontractor@schools.nyc.gov) and cc your Program Manager.

47. What is the main reason why subcontractors are denied or approval is delayed by the Division of Contracts and Purchasing?

- a. The subcontractor has not created a profile in PASSport and completed their disclosures in the PASSport system.

48. Where can my subcontractor access the PASSport system?

- a. https://www1.nyc.gov/account/login.htm?spName=PASSport_Prod&samlContext=dba198ff-c76a-43b8-93d3-80feef227f7d

49. Are subcontracts now only for contracts over \$5,000?

- a. No. Subcontractors \$5,000 or over need to be approved in PASSport. All subcontractors for any amount need to submit a subcontractor agreement.

50. Are Mental Health subcontractors using different documentation than expanded learning time subcontractors?

- a. All subcontractors are using the same subcontractor agreement.

GRANTS

51. I have a question about the parameters of how to spend 21st CCLC and EMPIRE funding, where can I find this information?

- a. Refer to the specific grants manual on the [OCS Finance Website](#)

PROGRAM SPENDING

52. Can we buy supplies like Clorox wipes, etc.?

- a. Yes. Must be reasonable and necessary for the program.

53. May Lead CBOs buy personal protective equipment (PPE)?

- a. Lead CBOs should first utilize any PPE that the school provides. However, if there is still a need, OCS is allowing for \$5,000 to be spent on PPE with program manager approval. Branded PPE is not allowable. CBOs must purchase the most simple yet useful PPE.

MENTAL HEALTH

54. Do we still need to do an MOU for Mental Health subcontractors?

- a. No

55. Does every school need a Mental Health workplan?

- a. Yes

56. We received the amount of our contract but not the Mental Health allocation. When will we get that?

- a. No, there is not a required mental health allocation, but as articulated in the Community Schools RFP, if your campus has an Article 31 School Mental Health Clinic, the Lead CBO is required to partner and subcontract with the provider operating the SMHC effective July 1st, 2021.

SUMMARY OF REQUIRED DOCUMENTATION

1. Budget Submission – Deadline September 10, 2021

- a. [Budget Detail](#)

2. Invoices – Monthly

- a. [General Ledger](#). Please refer to the [invoice checklist](#) and the [OCS Finance Website](#) for further guidance.
- b. If your contract is not registered, submit monthly invoices to your Program Manager.

3. Modification

- a. [FY22 Budget Modification Detail](#)
- b. Modified Budget Accelerator Printout with Principal Signature
- c. Collaborative Partnership Agreement

- d. Collaborative Planning Meeting Notes

4. Subcontractors

- a. **Prior to the submission of a subcontract agreement**, the subcontractor **must create a PASSport account** and submit all necessary documents within the account. The subcontractor will be notified by the Mayor's Office of Contracts (MOCS) when they are approved. Subcontract agreements can be submitted to OCS following this approval.
- b. **Subcontractors can create an account and submit the required documents here:**
<https://www1.nyc.gov/site/mocs/systems/about-go-to-passport.page>
- c. The deadline for new subcontractor agreements is April 30, 2022. OCS will allow the assessment of subcontractor agreements after the deadline. The agreements submitted after April 30, 2022 will be assessed by Zach Ott and he will make a final determination regarding approval. For all requests after April 30, 2022, please email OCSCBOSubcontractor@schools.nyc.gov with a justification.
- d. CBOs must submit new subcontract agreements for all subcontractors regardless of the amount. This now includes subcontract agreements below \$5,000. Email subcontract agreements to OCSCBOSubcontractor@schools.nyc.gov and cc your OCS Program Manager.

INTRODUCTION

The goal of this fiscal manual is to make the Community Schools' budget and fiscal processes as transparent and clear as possible and to provide guidelines to support collaborative decision making.

Highlighted Changes and Reminders

- FY22 Budgets are due Friday, September 10th.
- CEPs are due in their final form in iPlan on October 29th.
- Please refer first to this fiscal manual for spending guidance.
 - For programmatic and budget questions, email your Program Manager and cc your Operations Manager.
 - For logistical or operations questions, email your Operations Manager and cc your Program Manager.
- Costs outside of the approved budget are subject to disqualification for reimbursement.
- OCS staff has the right to request backup documentation for any expenses.

PROGRAM & OPERATIONS CONTACT INFORMATION BY SCHOOL

[FY22 OCS Contact PM & Ops Assignments](#)

COLLABORATIVE PLANNING

Shared leadership and collaboration between school members, community, and other stakeholders is key to the Community School Strategy, as found in the January 2020 evaluation report issued by the Rand Corporation. People and partners meet regularly, collaborate together, and use data and inquiry to support students, families, and the community. Stakeholders should hold an aligned vision to provide rigorous and responsive anti-racist programs and services to support students and families.

When schools and Community Based Organizations (CBOs) strategically organize resources and share leadership, supportive services are integrated into the fabric of the schools. Schools are able to better serve the needs of students and their families and students want to and are able to come to school and engage in learning. School and CBO resources – both financial and human capital - should be aligned so that robust programming, classes, activities, and supports are strategically delivered to increase opportunities for students so that all students achieve and thrive.

To prepare students to be successful and equipped for college and career, Community Schools are anchored in a set of common values that serve as their foundation:

- Strong instruction designed to provide personalized learning opportunities to increase all students' academic achievement.
- Robust engagement, anchored in positive youth development, ensuring that schools have a positive school climate and are welcoming and empowering to students, families and community members.
- Continuous improvement using school and student data to tailor programming and instruction focused on results.

In order to deliver on the promises of our partnerships, school leaders and CBOs engage in collaborative planning. Collaborative Planning is aligned to the NYC Community Schools Core Feature of Collaborative Leadership and Practice. The National Center for Community Schools - a practice-based organization supporting Community School initiatives nationally and internationally since 1994 - has developed guidance that details [Principles of Effective School CBO/Partnerships](#), which can be helpful for your team as you engage in collaborative planning. These Principles of Effective Partnerships as well as the expectations for collaborative planning are applicable to all School/CBO Partnerships supported by the Office of Community Schools (OCS).

OCS co-invests resources in schools and CBOs, thus it is important that both parties are at the table, working together to allocate resources. Budgets and resource allocations should align with Comprehensive Education Plans (CEPs) that are developed with school leadership teams and reflect parent, teacher, and student voice.

COLLABORATIVE PLANNING MEETINGS

Schools and lead CBOs are required to hold **three** formal **Collaborative Planning Meetings** per school year. The purpose of these meetings is to review the school's annual CEP goals and ensure that Community School programming and funding are being used to make progress toward these goals. Together, CBO and school leaders will make data-driven decisions to ensure equitable allocation of resources to anti-racist programs and services that meet students needs.

These meetings are facilitated by the **Community School Director** or other CBO staff determined by the CBO supervisor. Attendees include School Staff (Principal, Teachers, Admin Staff) and CBO Staff (CSD, Supervisor, CBO Fiscal Point), and whenever possible at least one student representative (for middle and high schools), and one family member of the SLT. Optional members include the OCS Program Manager, School Mental Health Manager, and Director of School Support. Superintendents, their staff, and/or Borough/Citywide Office staff may also opt to participate in these meetings.

Results for Collaborative Planning Meetings:

1. Norm on understanding of annual goal/s in the Community Schools section of the CEP.
2. Determine impact of interventions on CEP goals and student attendance and modify intervention as appropriate.
3. Review CBO and school budgets (including DYCD-funded programs, Extended School Day/School Violence Prevention, 21st CCLC, Empire afterschool, and Galaxy funding—such as Title I) to understand the scope of funding available for programmatic support.
4. Assess how current spending is meeting the school's programmatic needs, assess for impact, modify interventions, and generate budget modifications as needed.

During each meeting, CSDs and/or designated CBO Staff are expected to present year-to-date spending against the approved Community School budget. The budgets should be directly printed from **HHS Accelerator**. Guidance on how to print budgets can be found [here](#). Principals are also encouraged to bring an outline of their school funding to this discussion as a way to align all of the resources coming into the school. Having a complete picture of all available funds will allow the partnership to make better informed decisions regarding programs and services to maximize the progress toward CEP goals.

For the portion of each meeting in which the team reviews the impact of interventions on CEP goals and student attendance, the team should review available quantitative and qualitative data, including (where relevant) pre-COVID-19 data as well as relevant information during remote learning.

All schools will complete a Mental Health work plan to capture all services and funding dedicated to mental health services. For schools with a Mental Health Manager (MHM), the MHM will complete the work plan on their behalf. Schools without a MHM are expected to complete the work plan themselves and upload it into the budget template.

Within one week of the meeting:

- The CSD emails the meeting minutes and action commitments to all participants.
- The CBO Finance Point uploads to HHS accelerator Collaborative Planning Agreement (with signatures) and meeting minutes, or emails these to OCS Program Manager for AIDP-funded community schools.

For any meetings that result in a budget modification, the CBO fiscal point should upload the Collaborative Partnership Agreement and meeting notes with the budget modification submission.

Collaborative Planning Meeting Calendar

Below are meeting dates by which you should hold each of the three Collaborative Planning Meetings for the Fiscal Year '21 cycle.

First Meeting – July-September 2021

- Lead CBO and School staff will reflect on the impact of programs and services, and discuss and agree on modifications to the FY21 budget that are aligned to the plan for school reopening in September, and the school's CEP SMART Goals.
- The sample agenda for this meeting can be found [here](#).

Second Meeting – November/December 2021

- Lead CBO and School staff review impact data, present year to date expenses and discuss projections for unspent funding. Collaborate with the team to discuss any potential necessary modifications needed during the **January modification window (January 24 - January 28, 2022).**

Third Meeting – March/April 2022

- Review impact data, present year to date expenses and discuss projections for unspent funding. Prepare for the close out of the CBO budget and the **last modification window (May 2 - May 13, 2022).**

SHARING INFORMATION BETWEEN CBOS AND SUBCONTRACTORS

- In addition to facilitating the three Collaborative Planning Meetings with their school partners, Lead CBOs are expected to facilitate monthly provider meetings for all subcontractors and separately funded partners (including 21st Century, Empire and DYCD) to coordinate services across multiple providers and to optimize potential impact of services rendered on students' outcomes.

PLANNING PUNCH LIST FOR PRINCIPALS AND COMMUNITY SCHOOL DIRECTORS

Please utilize the [2021-2022 Planning Punch List](#) as a resource to guide the collaborative planning process at your Community School. The Punch List includes key action items and the corresponding time frame for when these planning activities should take place.

BUDGET/EXPENSE REPORT DETAILS

Please submit all completed FY22 Excel budget templates to your Program Manager by September 10, 2021 and no later than two weeks after they are live in HHS Accelerator. Program Managers will first review the budget template and approve prior to upload in HHS. Once in HHS, the OCS Fiscal and Operations Team will review, and ultimately approve, the budgets.

BUDGET SUMMARY

- Total City Funded Budget- enter your FY 22 Community School budget amount
- Enter amounts in GREEN cells only
- Those budget lines that require additional detail will note “Yes” in column G. Additional detail should be added in respective tabs.
- CSD and Principal Signatures can be electronically entered into the excel spreadsheet or saved as a PDF after being manually signed.

PERSONNEL SERVICES

- PERSONNEL SERVICES (PS) refers to programmatic expenses for Salaries and Fringe Benefits.
- See the [Staffing Titles and Hiring Requirements](#) section of the manual for qualification requirements for OCS school based staff.

Salary Employees

Administration Requirements:

- An employee paid with DOE funds must perform work related to the DOE contract, directly or indirectly.
- For DOE contracts, a full-time employee is defined as one who works 35 hours or more per week, is paid on a salary or hourly basis and retains a full-time position with the organization.
- Bonus compensation means a non-recurring and non-accumulating (i.e., not included in base salary of subsequent years) lump sum payment(s) in excess of regularly scheduled salary which is not directly related to hours worked. Bonus compensation is not allowable.
- The New York City Fiscal Year runs from July 1 through June 30.
- **CSD Salary:** CSD salaries should range from \$65,000 to \$80,000. If the CSD salary is below \$65,000 or above \$80,000, the CBO must provide a justification in the Budget Detail document and receive prior approval from the Program Manager.
- **2% Administrative Fee Threshold:**
 - Staff that will not count as part of the 2% Administrative Cap
 - Director of Finance and Staff
 - Director of HR and Staff
 - Contracts Manager, including assistance on subcontracts
 - CBO Supervisor, supervisor who oversees CSDs
 - Staff that is included in 2% Administrative Cap
 - Executive Director
 - Deputy Director

- All staff that does not work on or at a specific CS site

Salaried Employees

- CBO will be required to enter salaried employees into the second tab of the Budget Detail.
- After initial budgets have been submitted, salary increases over 5% of original salary must be approved by OCS.

Hourly Employees

- Provide justification and a cost breakdown on the Budget Detail document, which can be found on the [Office of Community Schools Website](#).
- The cost of hourly and seasonal employees should not exceed 50% of the allocated yearly budget. In addition, CBOs must provide the hourly rate, projected number of hours per week, and number of weeks worked for each hourly employee.

Seasonal Employees

- Seasonal employees are employees hired for a specific period of time, i.e. summer programming.
- Provide justification and a cost breakdown on the Budget Detail document, which can be found on the [Office of Community Schools Website](#).

Fringe Benefits

- The maximum rate allowed for fringe benefits is 30%.
- The rate includes all benefits under the Fringe Benefits category. Fringe Benefits may include:
 - FICA
 - Unemployment Insurance
 - Workers Compensation
 - Disability
 - Life Insurance
 - Pension
 - Health Insurance
 - Long Term Disability
 - Short Term Disability
 - Welfare Fund
 - MTA – NYC Commuter Tax
 - Retirement
 - Employee Assistance Program
 - FSA
- A minimum Fringe Benefit rate of 7.65% for FICA is required for all contracts.
- The minimum rate for CBOs under the Fiscal Agent is 12.65%. This represents 7.65% (FICA) plus a 5% estimated Unemployment Insurance rate.

Note: Administrative Practices Related to Personnel Services

- **Required Documentation:**
 - OCS reserves the right to request additional justification for salaries, and, if appropriate, to recommend adjustments to compensation.
 - The allocation methodology for staff working in multiple programs must be uniform and properly documented. The NYC DOE retains the right to request and receive

documentation including, but not limited to, a W-2 or 1099 to confirm total compensation for any employee/consultant charged to OCS.

- **Non Allowable Personnel Services:**
 - All personnel expenses are not allowable. This includes, but is not limited to, personal travel expenses, beverage charges, gift certificates to staff and vendors, flowers, and parties, including holiday parties.
 - Compensation that duplicates worker's compensation awards, jury fees, or disability claims is not allowable.
 - Compensation to Board members or trustees is not allowable.
- **Consultants:**
 - The cost of a consultant hired to deliver professional development services, curriculum development, and ELT activities is allowable. These costs should appear in the consultant section of the budget.
 - Teachers working in Community Schools may be hired as consultants or hourly employees. The Office of Community Schools received a waiver which allows teachers to be hired as consultants for Professional Development services. The waiver can be found on the [Office of Community Schools Website](#).
- **Administrative Staff:**
 - Administrative non-school based staff must not exceed 2% of the total budget. Anything in excess of this should be included in the Indirect Rate.
 - Examples of non-school based staff include Executive Directors and Assistant Directors.

MENTAL HEALTH

Use this tab to itemize all of your mental health services/ programs/ staffing. Enter information in the GREEN CELLS only.

- Provide the cost breakdown for the mental health services. In many cases, this will include Personnel Services as well as subcontracting expenditures. Provide justification and a cost breakdown on the Budget Detail document.
- All schools must provide a [Mental Health Work Plan](#) with their budget. If your school has a Mental Health Manager, that manager will complete the work plan on your behalf. If not, your CBO is responsible for completing the work plan. All work plans must be linked in cell B4 of your budget template on the "Mental Health Allocation" tab.
- The Office of School Health has created [Work Plan Instructions](#) to support the creation of the Mental Health Work Plan.
- A multi-tiered approach will be used when assessing needs:
 - **Universal** – Universal strategies are approaches designed to address risk factors in entire populations without attempting to discern which individuals are at elevated risk. All members of a community benefit from a universal prevention effort, not just specific individuals or groups.
 - **Selective** - Selective is a strategy that targets groups who are identified because they share a significant risk factor and mounts interventions designed to counter that risk. The goal is to prevent the development of serious problems.
 - **Targeted** - Targeted is a strategy that entails intervention with those who have significant symptoms of a disorder but do not currently meet diagnostic criteria for the disorder.
- Use this [Partnership Guide](#) to help design your mental health plan to respond to the specific needs of your students and families.

OPERATIONS AND SUPPORT

Operations and Support refers to funding for expenses other than salaries, such as supplies, equipment, and contractual services. All expenditures must be related to supporting students and/or their families. CBOs must keep all supporting documentation - receipts, shipping slips, agendas, and sign in sheets.

Office Supplies

- **Description and Allowable Expenses:** Purchase and expense of consumable supplies and materials, such as printing supplies, instructional supplies, cleaning supplies, and general office supplies therefore, only applies to staff.
- **Expense Threshold:** The maximum allowable cost is 5% of the total allocation.
- **Reporting Requirements:** Costs above \$5,000 must be reported on the Budget Detail document. All expenditures must be listed on your general ledger when submitting your invoices.

Facilities Repairs & Maintenance

- **Description and Allowable Expenses:** Repairs and maintenance on school equipment, such as copy machines.
- **Expense Threshold:** The maximum allowable cost is 2% of the total allocation.
- **Reporting Requirements:** CBO will keep line item costs on file.

Safety and Health

- **Description and Allowable Expenses:** Fingerprinting costs should be listed under this line item.
- **Expense Threshold:** The maximum cost allowed for fingerprinting is \$135 per person.
- **Reporting Requirements:**
 - As a reminder, in accordance with New York State law, contract and related [Chancellor Regulations](#), all individuals working in New York City Department of Education (DOE) schools who have direct contact with students and student data must undergo a fingerprint-supported background investigation. The eligibility status resulting from the investigation for CBO/vendor employees is tracked through The Personnel Eligibility Tracking System (PETS).
 - All individuals working with DOE schools who have direct contact with students and/or student data must be accounted for in PETS and must currently be listed as “eligible” to have contact with students, regardless of any other fingerprinting/security clearance requirements (such as SACC and DOHMH). This includes individuals that have contact with students during remote and virtual learning/enrichment.
 - If you have a staff member who is either not in PETS or is in PETS but listed as ineligible, they are not allowed to work remotely with students and cannot have access to any student data. Newly hired staff who are not already in PETS will not be able to be fingerprinted and processed for clearance until the Office of Personnel Investigations reopens.
 - If you have questions or concerns, please contact your Program Manager.

Waste & Recycling Removal

- **Description and Allowable Expenses:** Waste and recycling removal costs.
- **Expense Threshold:** The maximum allowable cost is \$1,000.
- **Reporting Requirements:** CBO will keep line item costs on file.

Staff Transportation

- **Description and Allowable Expenses:** Staff transportation refers to school-based staff (teachers, school administrators, and on-site Lead CBO personnel) local travel, as well as transportation to professional development events. Note that taxis and alternative forms of taxis are not allowable for students.
 - Local travel to conduct official business related to the OCS contract. Travel may be by public transportation, personal automobiles used for school business only, and cab services. OCS recommends using public transportation when possible.
 - Staff travel for professional development is allowable. Please see requirements for approved professional development training in “Staff Training” section.
 - Consultants are not allowed to use staff transportation funds.
- **Expense Threshold:**
 - The maximum allowable cost is 5% of the total allocation.
 - The maximum budget allowable for taxis or alternative forms of taxis for staff is \$1,000 yearly.
 - Costs for the use of a personal automobile will be reimbursed at a maximum rate of 27 cents per mile plus tolls. All travel must start and end at a business location in order to be reimbursed.
- **Reporting Requirements:**
 - A mileage log must be maintained for both personal and business-owned vehicles used to conduct business related to the funded program.
 - Taxi, Uber, Lyft costs may not exceed more than \$1,000 per year for all staff for each CBO at each school. All costs must include justification. This includes, but is not limited to, travel late at night or the need to carry heavy items from one location to another.
 - Staff transportation for professional development more than 25 miles outside of New York City must be documented in the Budget Detail document along with justification and a cost breakdown.
 - Costs above \$5,000 must be reported on the Budget Detail document. All expenditures must be listed on your general ledger when submitting your invoices.

Staff Training

- **Description and Allowable Expenses:** Staff training refers to teacher, school staff and lead CBO training.
 - Costs related to this line item include conference admission costs and professional development consultants conducting training for staff.
 - All conferences and retreats must be approved by OCS. Costs incurred by CBOs from a training that were not pre-approved will not be reimbursed.
 - All conferences and retreats must be directly related to professional development that will support the core elements of Community Schools.
- **Allowable Expenses:** The maximum budget allowed for staff training is 5% of the total allocation.
- **Reporting Requirements:**
 - CBOs are required to provide an agenda, background information, justification, cost breakdown, and number of staff to attend a conference or retreat. Provide this information on the Budget Detail document, which can be found on the [Office of Community Schools Website](#).
 - Costs above \$5,000 must be reported on the Budget Detail document. All expenditures must be listed on your general ledger when submitting your invoices.

Postage

- **Description and Allowable Expense:** Postage costs associated with Community Schools.
- **Expense Threshold:** Postage costs must not exceed \$500.
- **Reporting Requirements:** CBO will keep line item costs on file.

Recruitment and Advertising

- **Description and Allowable Expense:** Recruitment and advertising for potential students and parents. This includes posters, flyers, and school/CBO branded apparel.
- **Expense Threshold:** The maximum allowable cost is 3% of the total allocation.
- **Reporting Requirements:** CBO to keep on file line item costs.

Liability, Property, and Other Insurance

- **Description and Allowable Expense:** Liability, property, and other insurance associated with Community Schools.
- **Expense Threshold:** The maximum allowable cost is 3% of the total allocation.
- **Reporting Requirements:** CBO will keep line item costs on file.

Vehicle Insurance

- This line item is not allowable in the Community Schools budget.

Vehicle Operations and Maintenance

- This line item is not allowable in the Community Schools budget.

Real Estate Tax

- This line item is not allowable in the Community Schools budget.

Bank Charges

- **Description and Allowable Expenses:** Bank charges only associated with Community Schools are allowable.
- **Allowable Expenses:** The maximum cost of bank charges is \$200.
- **Reporting Requirements:** CBO will keep line item costs on file.

Printing

- **Description and Allowable Expenses:** Printing charges only associated with Community Schools are allowable.
- **Allowable Expenses:** The maximum allowable cost is 5% of the total allocation.
- **Reporting Requirements:** CBO will keep line item costs on file.

Client Transportation

- **Description and Allowable Expenses:** All transportation expenses must be mental health, academic, cultural, and education based.
 - Transportation for “Client Supplies & Activities” should be listed under this line item.
 - All student related travel expenses, e.g., bus trips and local travel, are to be budgeted under this category. Bus companies must be insured.
 - Parent transportation should be included under this section.
 - The cost of transportation from school to an approved field trip location is allowable.

- For example, college visits, historical/museums, or culturally appropriate Broadway shows are allowable.
- **Expense Threshold:** The maximum allowable cost is 5% of the total allocation.
- **Reporting Requirements:**
 - On the Budget Detail document you must provide the date, location, number of students, justification and cost breakdown for each trip.
 - Costs above \$5,000 must be reported on the Budget Detail document. All expenditures must be listed on your general ledger when submitting your invoices.

Client Supplies & Activities

- **Description and Allowable Expenses:** Client activities and supplies must be academic and education based.
 - Do not include transportation on this line.
 - Supplies must be used to support student enrichment activities, building positive school culture and climate, and/or increasing opportunities for students and/or families.
 - Trips to amusement parks and establishments such as Dave and Busters, senior dues, prom, senior trips, and photographers are not allowable unless your Program Manager has approved such an expense. Note that exceptions will rarely be granted.
 - T-shirts for safety don't count towards the threshold therefore, CBO/school branded apparel used for safety purposes (i.e. field trips) can be billed on this line.
 - **Expense Threshold:** The maximum allowable cost is 5% of the total allocation.
- **Gift cards for food**
 - **UPDATE (January 2022):** In accordance with the DOE's Standard Operating Procedures, gift cards are not allowable for food.
- **Admission Fees:**
 - Admission fees for students that are associated with each approved instructional field trip are allowable only up to \$50.00 for each student and each staff member or adult required to accompany the students.
 - No one student can receive above \$100 in admission fees per year.
 - Trip expenditures must be incurred during the operating period in which goods and services are received or delivered.
- **Reporting Requirements:**
 - Prior to Trip - All instructional field trip costs must be pre-approved by your Program Manager. Costs incurred by CBOs from field trips that were not pre-approved will not be reimbursed. Provide justification, cost breakdown, and the number of students and staff to attend the trip. Provide the requested information on the [FY 22 Budget Detail document](#).
 - Post Trip - Logs must be created and maintained for each pre-approved instructional field trip indicating dates of travel, destination, purpose of the trip, and any related costs, such as admission fees, transportation, and tolls. The log must also identify the students, staff, and parents that attended. CBO to keep this on file.
 - Costs above \$5,000 must be reported on the Budget Detail document. All expenditures must be listed on your general ledger when submitting your invoices.

Client Stipends

- **Description and Allowable Expenses:** Internships are an allowable expense under this line item.
- **Expense Threshold:** The maximum allowable cost is 5% of the total allocation.

- **Reporting Requirements:**
 - Students receiving a stipend should sign a timesheet that is retained by the CBO. A journal of dispersed payments should also be kept on file. In addition, provide the number of students receiving the stipends and the cost of each stipend. For example, if you are providing stipends for internships, you will need to provide the hourly rate, the number of hours worked in a week, and the number of weeks the students will work. Also, provide the requested information on the Budget Detail document, which can be found on the [Office of Community Schools Website](#).
 - In very rare instances we have allowed for parent stipends. This has been on a case by case basis with Program Manager approval. In addition, CBOs must ensure proper backup documentation is kept on file and all parents are fingerprinted.
 - Costs above \$5,000 must be reported on the Budget Detail document. All expenditures must be listed on your general ledger when submitting your invoices.

Incentive Payments/Bonus

- **Description and Allowable Expenses:** The incentive budget line will be used to support student academic and attendance goals, as well as family involvement goals.
 - All incentives must be justified through academic, attendance, or parent engagement goals. For example, \$15 PBIS credit for perfect attendance for 15 students.
 - **UPDATE (January 2022)** Incentives that are not allowable: video games, build a bear, carnival associated costs, and cotton candy or popcorn machine rentals.
 - Regarding gift cards, see FAQ on pp. 5-6.
 - Incentives used for attendance: For students and trips, please label in the General Ledger and give specific detailed examples.
 - Example of an attendance incentive is a trip funded for students who met an attendance criteria in order to qualify for the trip.
 - Food incentives can either be placed in the food or incentives line.
 - Employee bonuses are not an allowable expense. Bonus compensation means a non-recurring and non-accumulating (i.e., not included in base salary of subsequent years) lump sum payment(s) in excess of regularly scheduled salary which is not directly related to hours worked. Bonus compensation is not allowable unless otherwise approved by NYC DOE.
- **Expense Threshold:** The maximum budget allowed is 2% of the total allocation. Any one incentive cannot exceed \$50.00 and no individual student shall receive incentives above \$100 per year. All incentives must be used in the same fiscal year that the incentives were purchased.
- **Reporting Requirements:**
 - CBOs must provide justification for the incentives, the number of students who will receive the incentives, and the cost per incentive. Please be very detailed and specific and provide the requested information on the Budget Detail document, which can be found on the [Office of Community Schools Website](#). Upon distributing the incentives, CBOs must keep on file an Incentive Received Log in addition to the invoice.
 - Costs above \$5,000 must be reported on the Budget Detail document. All expenditures must be listed on your general ledger when submitting your invoices.

Prepared Meals & Raw Food

- **Description and Allowable Expenses:** Only food provided to staff, students and parents is allowable.

- **OCS is limiting all staff and family appreciation costs to \$5,000 in total.**
- Food used as an incentive can be charged to either prepared meals or incentives.
 - The allowable per person meal rate can be found on **General Services Administration website WWW.GSA.gov**. For events during 2022 in New York the GSA rate per person is Breakfast \$18, Lunch \$19 and Dinner \$34.
- **Expense Threshold:** The maximum allowable cost is 5% of the total allocation. Note that the cap is 5% for both prepared meals and raw food. *It is not 5% for prepared meals and 5% for raw food.*
- **Reporting Requirements:**
 - Provide background information, justification, cost breakdown, and number of staff to attend conferences or retreat. Provide this information on the Budget Detail document, which can be found on the [Office of Community Schools Website](#).
 - Costs above \$5,000 must be reported on the Budget Detail document.

Other Expenses

- **Description and Allowable Expenses:** Other operating cost expenses that do not fall into any of the categories described above may be listed under this line item.
 - Administrative costs, such as payroll fees and recurring computer maintenance costs, should not be listed under this line item. Payroll fees shall be listed under “Indirect Costs” and computer maintenance costs shall be listed under “Facilities and Maintenance”.
 - Ordinary living expenses, such as the cost of clothing, shoes, school and athletic uniforms, are normally assumed by parents of students. These types of expenses will be assessed by the OCS budget team on a case by case basis.
 - Audit fees should be included in the vendor section.
 - Fingerprinting fees should be included in the safety and health section.
 - Cell phone costs for staff may be entered here.
 - Any other costs, including startup costs, require prior approval from the Program Manager.
- **Expense Threshold:** The maximum allowable cost is 5% of the total allocation.
- **Reporting Requirements:** Costs above \$5,000 must be reported on budget detail. All expenditures must be listed on your general ledger when submitting your invoices.

Equipment

- **Description and Allowable Expenses:** Equipment purchases are supplies that are durable or permanent in nature, such as furniture, printers, fax machines, televisions, cameras, and computers, etc.
 - All equipment and/or furniture purchased with DOE funds is the property of the New York City Department of Education, and must be tagged “Property of DOE.” At the end of the contract, all non-depreciated equipment that still has a useful life and was purchased with DOE funds must be returned if requested by DOE. Upon termination or nonrenewal of a contract, DOE will consider requests for continued use or other recommended disposition of such equipment. Equipment or furniture leased with an option to buy may also become the property of DOE at the end of the contract.

- Costs associated with equipment include rental, lease, licensing fee and computer software of office/programmatic equipment used in the performance of the CBO's operation are allowable.
- Large equipment purchases such as washer and dryers, refrigerators, and air conditioners will be assessed on a case-by-case basis.
- The purchasing of equipment for an individual student is not allowable.
- Equipment must be for direct use of the program/school and not for the CBO offices.
- **Expense Threshold:** The maximum allowable cost is 2% of the total allocation.
- **Reporting Requirements:** Costs above \$5,000 must be reported on budget detail. All expenditures must be listed on your general ledger when submitting your invoices.

Procurement

- Any procurement of goods and/or services is to be conducted in the CBO's name. The organization is responsible for ordering, receiving, inspecting and accepting merchandise. The name of the Department of Education, its officials, employees, or the City of New York should not be used under any circumstances for the purpose of ordering and/or securing goods and services from a vendor. Invoices, bills, receipts, etc., must be issued in the name and address of the organization or its immediate affiliate. All expenditures must comply with applicable laws and contract regulations, and are subject to audit.
- All furniture and equipment purchased with DOE funds remain the property of the City of New York and must be returned at the end of the contract.

Data Services

- Most CBOs in Community Schools have access to the New Visions Data Tools. The New Visions Data Tools provide comprehensive, regularly-updated data on indicators of academic progress including credit-attainment, test score history, student classifications, most-recent marking period grades, and attendance history.
- Data services such as Kinolved are allowable. All other data services will be assessed by the OCS budget team on a case-by-case basis.
- These expenses should be listed under the "Vendor" section.

CONTRACTED SERVICES

Consultants

- Consultants are individuals, with specific skills, retained to perform limited program tasks or complete projects within the contract that cannot be accomplished by regular staff. The services provided by the Consultant must be related to the program work scope described in the contract.
- Consultants cannot be a salaried employee of the CBO. Consultants usually consider themselves self-employed, maintain their own service and financial records, and have a place of business separate from the CBO.
- Consultants retained by a CBO must enter into a written agreement, detailing the specific tasks to be performed. Consultants will be allowed by OCS only for those services that cannot be performed by the CBO's staff. If a consultant's services are required for an extended period, such an individual must be hired as an employee. Consultant Agreements must be maintained by the CBO for six (6) years beyond the end of the contract.
- The cost of a consultant hired to deliver professional development services is allowable. Records identifying the date of the meeting or services, venue, and attendees, as well as documentation

supporting selection and cost of the consultant must be maintained. These costs should appear in the consultant section of the budget.

- Teachers working in Community Schools may be hired as consultants. This work may include ELT and curriculum development. The Office of Community Schools received a waiver which allows teachers to be hired as consultants for Professional Development services.
- Consultants and Subcontractors:
 - A consultant is an individual while a subcontractor is an organization or company.
 - Subcontractors who retain subcontracts for under \$5,000 should be placed in the subcontractor section, not the consultant section. Subcontractors hired for under \$5,000 will not require a subcontracting agreement.

Subcontractor

- Subcontractors are independent, non-profit or for-profit entities retained to perform specific programmatic services.
- **Subcontractor Approval and Agreement:**
 - In FY22, CBOs must submit subcontracting agreements for all subcontractors regardless of the amount. For new and previously used subcontractors, a subcontract agreement will be necessary. [FY22 Subcontract Agreement Template](#)
 - All subcontractors must be approved by OCS and be approved in PASSport prior to subcontractors performing any work. Any work completed prior to approval will not be reimbursed by OCS.
 - CBOs are responsible and liable for subcontractors. OCS Contracts are held with CBOs and not subcontractors. CBOs should make it clear that subcontractors are not to contact OCS nor DCP. All correspondence should be between the CBO and the subcontractors.
 - Submit all subcontracting agreements to OCSCBOSubcontractor@schools.nyc.gov.
 - For Subcontract Guidelines please refer to the [subcontractor guidelines](#) section of the manual.
 - Please cc you Program Manager when submitting your subcontracting agreements.
 - OCS will not reimburse for subcontractors who have not been approved by DCP.
- **Hiring a For-Profit Company as a Subcontractor:**
 - Hiring a for-profit company as a subcontractor is allowable. CBOs must process For-Profit Subcontractors through the same channels as a non-profit organization.

Vendors

- Vendors within the OCS contract are defined as businesses retained to provide non-programmatic services, such as cleaning supplies, software, security, accounting, etc.
- Audit fees should be included in this section. The amount requested for audit fees cannot exceed 1% of total yearly allocation. Audit fees are to be budgeted and expensed in the contract year in which the audit is performed. For example, an audit for contract year 2021 must be budgeted for in contract year 2022.

MISCELLANEOUS

Community School Forums

- The costs of forums must not exceed \$34 per person attending the forum. This is inclusive of all expenses, including food. The total cost of a forum cannot exceed \$5,000. Expenses for forums must be labeled as such when billed on other lines. For example if buying food for a forum you can bill on the food line and clearly label it is for the forum.

Parent Gift Cards

- **UPDATE (January 2022):** In accordance with the DOE's Standard Operating Procedures, parent gift cards are not allowable.

Students in Temporary Housing Allowable Expenses

- Uniforms
- Toiletry items
- Laundry detergent
- College application fee waivers

As a reminder, schools can use their Title I STH funding to support a range of needs for their students experiencing homelessness. For more information/guidance, please see (and share with your school partners) this [Title 1 STH Funds Short Guide](#).

Space Costs

Space costs are expenses associated with paying for the space necessary for program operation. Space costs must be pre-approved by OCS. Prior to making purchases for space use, CBOs must provide OCS with justification, a cost breakdown and the number of students and staff to utilize the space

Cell Phone Service

Cell phones and service may only be purchased for full time staff. Cell phones and equipment should not be purchased for consultants.

WORK PLAN

The purpose of the Work Plan tab is to provide OCS Program Managers with an outline of programs and services to inform the budget approval process. Use this tab to organize your budget around services and programs. There is no expectation that 100% of your expenses will be reflected in this tab.

Estimates for pro-rated program expenses are acceptable.

Ex: Operations/ Support tab shows \$12,000- "books". Work Plan will show "5th grade literacy program- \$10,000 books, \$4000 Ed Coordinator salary, \$200 food for culminating event." - Total program estimate: \$14,200.

INDIRECT RATE

The Indirect Rate Category is used to capture overhead costs incurred by a CBO that operates several programs and has administrative costs that cannot be identified as direct costs to a specific program. Direct costs are those for activities or services that benefit specific programs, e.g., salaries for program staff and materials required for a particular program. Because these activities are easily traced to program, their costs are usually charged to them directly on an item-by-item basis. Indirect costs are for activities or services that benefit more than one program. Their precise benefits to a specific program are often difficult to determine precisely how the activities of the director of an institute benefit a specific program, even though everyone agrees that a benefit does accrue. CBOs with multiple programs where some administrative costs are shared may incur indirect costs. The maximum Indirect Cost rate allowable by DOE is 10% of the total direct cost of the budget amount. However, organizations with Indirect Cost Rate (ICR)'s Accepted by MOCs effective FY22 are not entitled to additional funding, but can

fund their Accepted ICR within their base contract so long as there is not an impact on direct service provision.

Any of the generally accepted methods of calculating and allocating indirect cost may be used. It is the responsibility of the CBO to maintain documentation to justify the percentage and allocation plan used to arrive at the indirect rate. This documentation must be made available upon request.

ADVANCE PAYMENTS AND LOANS

Advance Payments

- An initial advance equivalent to 25% of the CBO's approved budget is issued by the OCS upon budget approval (depending on the time of year that the budget is approved), contract registration and availability of funds. Funds are electronically transferred to the accounts of organizations enrolled in the EFT Program. The OCS Operations Team will initiate the advance process once your budget becomes "active" in HHS Accelerator.
- Please note that after April 1, 2022, OCS will no longer grant advances to CBOs, we will only reimburse previously incurred expenses through the expense reporting and payment process.

Loans

- Loan requests to the MOCS Returnable Grant Fund for CBOs with un-registered contracts or amendments will be assessed on a case by case basis.

Recoupment of Advances and Loans

- OCS will recoup advances and loans through submitted invoices. As invoices are submitted the amount for each submitted invoice will be recouped from the advance or loan until the advance or loan is fully repaid.

INVOICES

- Invoices should be submitted in HHS Accelerator monthly, no later than 30 days after the conclusion of the month in which the expense was incurred.
- Upon submitting an invoice, upload the General Ledger in HHS Accelerator. The General Ledger template will be distributed and uploaded to the OCS website at a future date.
- Program Managers will review invoices for accuracy prior to submitting them to the OCS Fiscal and Operations Team.
- OCS staff reserves the right to request additional information such as sign-in sheets, agenda, receipts, etc.
- Justification on the General Ledger for all costs, including items under \$5,000 on the budget detail, is necessary.

BUDGET MODIFICATIONS

Changes to the approved budget may be submitted only as they relate directly to the accomplishment of services required in the contract. CBOs must submit all modifications in HHS Accelerator. Upon submitting a modification, the assigned Program Manager will review the modification. If the Program Manager approves the modification, it will be forwarded to the OCS Fiscal and Operations Team for final approval. If any concerns arise, the CBO will be notified to make revisions. **Please note that while modifications are pending, HHS Accelerator will not allow invoices to be submitted.**

Underspending

- CBOs should be mindful of indicators of potential underspending:
 - Late program start
 - Staff vacancies
 - Unused OTPS funds
- As soon as underspending is identified, CBOs should develop a plan to modify spending to maximize the benefit to the program.
- Budget expenditures will be reviewed during Collaborative Partnership Meetings for underspending.

Two Modifications per Year:

- All modifications must include a justification for changes. Both the decrease in funding and the increase in funding must be justified. For example, if the funding is decreasing from Personnel Services due to the hiring of personnel later in the year than expected, that must be explained in the Modification Template. If the funding is moving to OTPS, CBOs need to justify and provide a cost breakdown for the increase. Omitting a justification and cost breakdown will cause the modification to be rejected and significantly delay approval.
- Two modifications are allowable in the fiscal year. These modifications will occur in January and in May. Proceeding the submission of modification there will be a window of time for Program Managers to approve those modifications. **Please note during modification submission and review, invoices will not be accepted.**
- CBOs must submit a Modification Template and Collaborative Partnership Agreement in HHS Accelerator. The Modification Template can be found on the Office of Community Schools Website.

INTERNAL CONTROLS AND GENERAL ACCOUNTING PROCEDURES

Executive and management staff at CBOs are responsible for establishing and maintaining an internal control structure appropriate to the particular CBO. Internal controls will vary from one organization to the next, depending on such factors as their size, nature of operations and objectives. However, the need for internal controls remains the same; an organization should find the most efficient and effective way of implementing its needed internal control procedures.

Where the fiscal manual is silent as to the treatment of a particular cost, it should not be assumed that the cost is allowable. Rather, the CBO should consult the OCS budget team. If the expense is allowable, the CBO must obtain that agreement in an email. In any case where the expense is incurred outside these guidelines, and approval cannot be produced, the expense may be subject to disallowance. CBOs must also maintain adequate documentation supporting transactions. Please note that all expenditures are subject to audit.

RETENTION OF ACCOUNTING RECORDS

- In accordance with City contract requirements, CBOs must retain all contract related financial records, including auditors' reports, for six (6) years after the final invoice of the contract is paid.

BOOKKEEPING PRACTICES AND PROCEDURES

- Organizations must maintain separate accounting records for funds received through each contract with DOE. Accounting records must be established and maintained in accordance with Generally Accepted Accounting Principles. It is essential that the organization maintain accurate, complete and permanent books and records, available for inspection by a DOE staff member or its designee.

TIMESHEETS

- Timesheets must be completed for all full, hourly, and seasonal employees. Each timesheet must be signed and dated by the employee and the employee's supervisor. The Executive Director's timesheet must be reviewed and approved by a member of the Board of Directors.
- Electronic timesheets may be maintained if they are certified as accurate by the signature of the Executive Director or a senior level management designee.

EMPLOYEE PERSONNEL FILES

- Employees' personnel files must consist of all pertinent documents used in the hiring process. The hiring documents should consist of, at the minimum, the following documents:
 - Employment Application
 - I-9 Employment Eligibility Verification
 - Authorized working papers for individual under 18
 - Job Description
 - W-4 form
 - Resume
 - Copy of Educational Degree, Diplomas or Certificate
 - Background Check

CASH FLOW

- The cash flow process is initiated following registration of the contract with the New York City Comptroller's Office. DOE is unable to release funds until the contract is registered. DOE is not permitted to reimburse an organization for any expenses incurred for the provision of services until the contract is registered.

UNSPENT FUNDS

- Unspent funds within a fiscal year will not roll over to the next year.

ALLOCATED FUNDS

- All funds are subject to NYC DOE Finance and Division of Contracts and Purchasing approval.

EQUIPMENT AND SUBCONTRACTOR INVENTORY

- CBO partners will be asked to submit an [Equipment and Subcontractor inventory](#). This will capture all durable supplies purchased through a CBOs Community School budget for the school. This pertains largely to, although not exclusively, technology items (computers, copiers, etc...). This will be due to Program Managers at the end of each fiscal year.

HHS ACCELERATOR

The HHS Accelerator Financials module allows CBOs to electronically submit budgets and invoices for review.

- **HHS Accelerator Login:** [Provider NYC HHS Accelerator Log In](#)
- **HHS Accelerator Home Page:**
<https://www1.nyc.gov/account/login.htm?spName=a069-hhsaccvp.nyc.gov-HHSPortal&samlContext=d8c03f56-1950-42cb-8065-15f9ac220aa7>
- **Guides to HHS:** <https://www1.nyc.gov/site/mocs/systems/about-go-to-hhs-accelerator.page>
 - Frequently used Financial links:
 - [Overview of HHS Accelerator Financials](#)
 - [Navigating Contracts, Budgets, and Amendments](#)
 - [Invoices and Payments](#)
- **Training (Webinars or On Site Support):**
<https://www1.nyc.gov/site/mocs/systems/hhs-accelerator-training.page>
- **HHS Accelerator FAQ link:**
<https://www1.nyc.gov/site/mocs/systems/hhs-accelerator-frequently-asked-questions.page>

Additional assistance please contact MOCS Service and use the [Inquiry Submission Form](#).

(Please note as of May 2022 MOCS is no longer using the email help@mocs.nyc.gov for any inquiries.)

Contract, Budget and Invoicing process flows can be found in the [OCS Operations Webinar](#).

CONTRACTING AND HHS PROCESS FLOWS

[OCS Process Flows PowerPoint](#)

[OCS Process Flows Webinar](#)

FY22 CALENDAR

[FY22 calendar](#)

STAFFING, TITLES AND HIRING REQUIREMENTS

1. **Office Title:** Community School Director (CSD)
HHS Accelerator Title: Program Director (501)

Responsibility:

- Organizes the Community School Team (CST);
- Coordinates with the School, other CBO partners, and City agencies around data-driven decision making progress toward agreed-upon outcomes;
- Participates in The development and directs the implementation of the Community School (CS) Plan while adhering to the expectation of the principal and School Leadership Team (SLT); and
- Assists in developing and carrying out parent and community engagement efforts.
- Participates in regular CSD peer forums organized by the Department of Education's Office of Community Schools.

Qualifications:

- Possesses a bachelor's degree or, preferably, a master's degree, in education, social work, community organizing or a related field and
- Has at least five (5) years of successful, relevant experience.
- Please note that each program is required to hire a Community School Director. We are requiring that this position be coded as "Program Director" in HHS Accelerator. CSD

salaries should range from \$65,000 to \$80,000. If the CSD salary is below \$65,000 or above \$80,000, the CBO must provide a justification in the Budget Detail document.

2. **Office Title:** Expanded Learning Director
HHS Accelerator Title: After School Program Director

Responsibility:

- Managing activity specialists for expanded learning and enrichment activities.
- Serve as the on-site supervisor and arrange programming to align with instruction and added instructional hours at the school.
- Assist the Community School Director in work related to organizing the school community, engaging parents, and securing additional resources.
- In many cases, this position will be covered under DYCD contracts (SONYC or COMPASS Directors)

Qualifications:

- Possesses a four (4) year degree in a subject matter related to providing education activities or otherwise related to providing services to the student population at the schools,
- Has at least three (3) years of successful experience in providing services to students similar to the student population at the school.

3. **Office Title:** Education Specialist
HHS Accelerator Title: Education Specialist

Responsibility

- Ensures that expanded learning and enrichment activities at the school are well designed, engaging, and complement instruction at the school, and
- Contributes to the professional development of staff delivering expanded learning programming at the school.

Qualifications:

- Possesses a New York State teaching certification or, at a minimum, a four (4) year college degree and experience in lesson planning, curriculum development, and implementation structured programming for students similar to the student population at the School.

4. **Office Title:** Mental Health Professional
HHS Accelerator Title: Subcontractor or Personnel Services - Social Worker

Responsibility:

- Mental health professionals who provide onsite mental health services at the school to students and family.

Qualifications:

- At the minimum, a licensed clinical social worker who is capable of integrating various mental health services in order to provide holistic and appropriate mental health services to students and their families. Selective and universal mental health interventions provided by contractors shall only be delivered by mental health professional holding a master of Social work degree or a Master of Arts or science

degree in counseling, psychology or related field. All mental health professionals have at least five years of experience managing or directly providing mental health services to students similar to the student population at the proposed site.

Other Titles

Please note that OCS encourages its CBOs to use the title equivalents below where possible, as this will allow for much more effective data collection and analysis. We understand that CBOs will have additional staff working to support Community Schools. You can use your judgment to select titles that best fit their roles.

Community Schools Title	HHS Accelerator Equivalent
Director of Community Schools Supervision	<i>Director of Program Operations</i>
Arts Instructor	<i>Art Specialist/Arts Partner</i>
Mentor	<i>Mentor</i>
Parent Coordinator	<i>Coordinator</i>

COLLABORATIVE PLANNING AGENDA

Office of Community Schools Collaborative Planning Agenda

Purpose of Meeting: Review all Community School data, programming, and funding and make data-driven decisions to ensure equitable allocation of resources to meet student needs.

Agenda for July/ August 2021

(Please note: this is the first of three collaborative planning meetings for the Fiscal Year '22 Cycle

Results:

1. Norm on understanding of SMART goals in the Community Schools section of the Comprehensive Education Plan.
2. Determine impact of interventions on CEP goals and student attendance and modify interventions as appropriate.
3. Review CBO and school budgets (including DYCD-funded programs, Extended School Day/School Violence Prevention, 21st CCLC, Empire afterschool, and Galaxy funding) to understand the scope of funding available for programmatic supports.
4. Assess how current spending is meeting the schools programmatic needs, assess for impact, modify interventions, and generate budget modifications as needed

Meeting	Office of Community Schools Collaborative Planning Meeting
School	
Location	
Date	
Time	1.5 hours
Facilitator	Community School Director or staff determined by CBO Supervisor
Note taker/Meeting support	
Supplemental Materials	Printed budgets for each attendee, School Snapshot Report, Planning Sheet
Attendees	School Staff (Principal, Teachers, Admin Staff), CBO Staff (CSD, Supervisor, CBO Fiscal Point), School Mental Health Manager, OCS Program Manager (when applicable). Superintendents, their staff, and/or Borough/Citywide Office staff may also opt to participate in these meetings.
Prep Work (to be sent by CSD one week prior to meeting)	<ol style="list-style-type: none"> 1. Review expectations from the beginning of the current year 2. Review relevant data including the CBO budget from HHS Accelerator or FMS, the attendance dashboard and School Snapshot report in the Attendance Heat Map, and the School Quality Snapshot.

Time	Check in	Resources
(5 minutes)	Task: Team check-in Facilitator: Community School Director or staff determined by CBO Supervisor	Meeting Prep Work

	<ul style="list-style-type: none"> Welcome, introductions, and check-in question (e.g. How are you today? What is one highlight of the week?) Share meeting results <p>Result: Ensure team is present in meeting</p>	
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Time	Understand Data Trends, CBO Funding and School Funding	Resources
(15 minutes)	<p>Task: School and CBO staff review the Annual Goals for the school Facilitator: Principal</p> <p>Effective Questions:</p> <ol style="list-style-type: none"> What are the summative goals of the Community School program for the 2021-2022 school year from the CEP? How are these goals shaped by input and data collected at the Community School Forum? <p>Result: Norm on understanding of annual goal/s in the Community Schools section of the Comprehensive Education Plan. Relationship norming for new partnerships and re-calibrating for continuing partnerships.</p> <p>More information on Effective Questions can be found here: (http://bit.ly/GuideToEQs)</p>	<p>Community Schools section of the CEP</p> <p>Community School Forum notes and data</p>
(35 minutes)	<p>Task: Review impact of previous interventions/supports on students over time and determine whether intervention/support is impacting CEP goals and helping students attend school more often.</p> <p>Facilitator: Community School Director or staff determined by CBO Supervisor</p> <p>Effective Questions:</p> <ol style="list-style-type: none"> Which services, including mental health services and services to address food insecurity, are having the greatest impact on students, families and staff? Which ones are not having the desired impact? Which interventions do you need to be modified, if any, and how will that affect your spending? <p>Result: Determine impact of interventions on student attendance and modify intervention as appropriate.</p>	<p>Access to Insight or New Vision</p> <p>Attendance data from 20-21 school year.</p> <p>Transition plan, when applicable</p>
(30 minutes)	<p>Task: Community School Team plan FY 22 CS budget.</p> <p>Facilitator: Community School Director or staff determined by CBO Supervisor</p>	<p>Skeletal agenda created by CBO, when applicable.</p>

	<p>Result: Review proposed CBO and school budgets (including DYCD-funded programs, Extended School Day, Empire afterschool, and Galaxy funding--such as Title I) to understand the full scope of funding available for programmatic supports.</p> <p>Effective Questions:</p> <ol style="list-style-type: none"> 1. Is there alignment between Galaxy and CBO budgets? How do they support one another? 2. Are funds being used to secure resources that aim to impact school goals as defined in the CEP? 3. How is Title IV funding for STH population being leveraged to compliment the Community School budget? 	
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Time	Next Steps	Resources
(5 minutes)	<p>Task: Review meeting action commitments chart</p> <p>Facilitator: Community School Director or staff determined by CBO Supervisor</p> <p>Result: Team understands next steps and their roles</p>	See below: Meeting Action Commitments

Meeting Action Commitments	Person Responsible	Deadline	Status (Accomplished or in Progress)
Email meeting minutes and action commitments to all participants.	CSD	Within a week following the meeting	
Upload Collaborative Planning Agreement to HHS Accelerator.	CSD	Within a week following the meeting	

Essential Guiding Questions

Budget and Data Reflection Worksheet

1. Which services, including mental health services and services to address food insecurity, are having the greatest impact on students, families and staff?
2. Which ones are not having the desired impact?
3. Which interventions do you need to be modified, if any, and how will that affect your spending?
4. Is there alignment between Galaxy and CBO budgets? How do they support one another?
5. Are funds being used to secure resources that aim to impact school goals as defined in the CEP?
6. How is Title IV funding for STH population being leveraged to compliment the Community School budget?
7. How does school and CBO spending support the achievement of CEP goals?

What's working?

What needs to change?

Collaborative Partnership Agreement

Date of Collaborative Planning Session:

School DBN:

Lead Community Based Organization:

Principal Signature

Principal Print Name

Date

CBO Supervisor Signature

CBO Supervisor Print Name

Date

Community School Director Signature

Community School Director Print Name

Date

Mental Health Manager Signature (where applicable)

Mental Health Manager Print Name

Date

Director of School Support (where applicable)

Program Manager Print Name

Date

Program Manager Signature

Program Manager Print Name

Date

PLANNING PUNCH LIST

Community School Director Priorities: Fall 2021

Additional Resources: www.communityschools.nyc

*All Community School events and meetings will be held in a virtual setting at this time.

Collaborative Leadership and Practice: Collaborative Planning

- ☐ Develop and share schedules for monthly Community School Team Meetings and weekly CSD/Principal check-ins.
- ☐ Create communication plans for Community School Events, ELT and meetings in collaboration with the school team to ensure students, families, school-based staff, and community members are aware of key dates.
- ☐ Plan Community School Introduction (or re-introduction) and other relevant PD for school-based staff. This may include a welcome breakfast, meet and greet, Community School Overview, or Success Mentor Training.
- ☐ Schedule and plan for Nov/Dec collaborative planning meeting.
- ☐ Work with the Principal to update SY 21-22 Community School section of Comprehensive Education Plan (CEP) by end of October. This should be aligned with the July/Aug collaborative planning conversations and the CBO budget.

Family and Community Engagement

- ☐ Organize engagement events for students and families prior to the first day of school.
- ☐ Develop outreach plan and community school tie-in for Family Night in Sept/Oct and Parent Teacher Conferences in November.

Wellness and Integrated Supports

- ☐ If applicable, work with the Mental Health Manager to complete the [MH work plan](#). If a MH Manager is not assigned, the CSD should complete the work plan in collaboration with the MH provider. Once complete, attach it to the [FY 22 budget detail template](#).
- ☐ Develop internal referral systems or protocol between CBO, school, and other partner staff to make sure youth and families have access to necessary support services. Ensure all students have mental health consent forms on file.
- ☐ Work with guidance counselors and social workers to develop a support plan that ensures the social-emotional needs of students will be met as they re-enter the school building or continue remote learning.
- ☐ Create a plan and partner with organizations to address food insecurity in the school community.
- ☐ Work with school leaders to create a [School Wellness Council](#) (if not established yet).
- ☐ Build awareness and encourage eligible students to receive the COVID vaccine.

Expanded Learning Time

- ☐ Ensure that all CBO staff have been fingerprinted through PETS and have received clearance before any interaction with students.
- ☐ For 21st CCLC and Empire programs, confirm program schedule with all partners CBOs and that schedule design will meet all grant requirements. See [21st CCLC Toolkit](#) and [21st CCLC Starting Strong Checklist](#) for additional information.
- ☐ Determine after-school start and end dates using [SY 21-22 school year calendar](#).

Every Student, Every Day: Strategy to Combat Chronic Absenteeism

- ☐ Sign confidentiality agreement (if not have not already) to gain access to Portal. Instructions can be found ([here](#) and [here](#))
- ☐ Learn about [Every Student Every Day](#) – the City’s Attendance Policy and Improvement strategy.
- ☐ Complete with your team the Every Student Every Day [Assets and Needs Assessment](#)
- ☐ Work with your Principal to launch a campaign to promote [September Attendance Awareness Month!](#)
- ☐ Get to know the staff in your school working on attendance, including the Attendance Coordinator, Attendance Teacher, Guidance Counselor, Parent Coordinator and ATS Pupil Accounting Secretary.
- ☐ Together with the Principal, schedule [weekly attendance team meetings](#).
- ☐ Login and review the data in the [DOE tool Insight](#) or the New Visions Portal for trends in data and a list of chronically absent students.
- ☐ [Launch a Success Mentor Program](#) and connect Success Mentors to students who were chronically absent during the 2019-20 school year.
- ☐ Conduct regular check-ins with [Success Mentors](#).
- ☐ Review and support with the completion of the school’s [Every Student Every Day Attendance Policy and Plan](#).
- ☐ Schedule a Back to School Fair that shares [messages for families](#) around attending school regularly
- ☐ Connect with the providers in your building and determine how to leverage supports to respond to the needs of the community (see your school’s [ESED Assets and Needs report](#) for help).
- ☐ Look at your school calendar to identify any potential low attendance days and put in place preventative interventions school wide, by grade and/or classroom and by student..

SUBCONTRACTOR GUIDELINES

Many Community Schools will utilize subcontractors to deliver direct and support services that are necessary and integral to meeting outcomes. Subcontract Agreements will be governed by the terms of the DOE Community Schools contract and approval of subcontractors is required.

Subcontractors must have an approved account in the City's PASSport system, prior to submitting any subcontract agreements. The subcontract must first create an account and submit all required disclosures within the account. The disclosure documents are typically reviewed within 3-4 weeks and the subcontractor is notified upon approval of an account.

[Create PASSport Account Here](#)

- o **Required documents**
 - Subcontractor Agreement which includes:
 - a. Work scope
 - b. Total Budget
 - c. Salaries and Wages Support Sheet
- o **Budget amount of subcontract must match budget amount on subcontractor line in HHS Accelerator**
- o **Total subcontractors must be less than 50% of total budget**

The aggregate subcontracted services (both mental health and non-mental health subcontractors combined) must be less than 50% of the total budget.
- o **Mental health subcontractors**

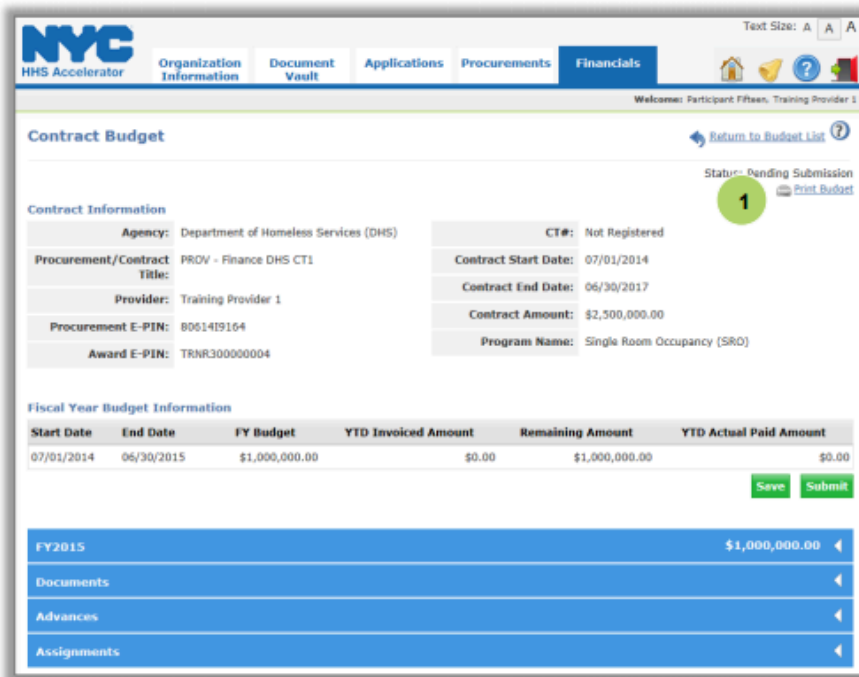
Submit a subcontractor agreement just as you would any other subcontractor.
- o **File formatting**

Submit required documents, including the [FY 22 Subcontractor Agreement](#), as one PDF with the DBN first and then the name of the subcontractor e.g., *14X145_BestSchoolSubcontractor*.
- o **Submit files to** OCSCBOSubcontractor@schools.nyc.gov and cc your OCS Program Manager.

HOW TO PRINT A BUDGET

Print a Budget

You have the ability to print a budget in any status. To print a budget, navigate to the budget you would like to print and follow the steps below.



NYC HHS Accelerator

Organization Information Document Vault Applications Procurements Financials

Welcome: Participant Fifteen, Training Provider 1

Contract Budget

[Return to Budget List](#)

Status: Pending Submission **1** [Print Budget](#)

Contract Information

Agency:	Department of Homeless Services (DHS)	CT#:	Not Registered
Procurement/Contract Title:	PROV - Finance DHS CT1	Contract Start Date:	07/01/2014
Provider:	Training Provider 1	Contract End Date:	06/30/2017
Procurement E-PIN:	8061419164	Contract Amount:	\$2,500,000.00
Award E-PIN:	TRNR300000004	Program Name:	Single Room Occupancy (SRO)

Fiscal Year Budget Information

Start Date	End Date	FY Budget	YTD Invoiced Amount	Remaining Amount	YTD Actual Paid Amount
07/01/2014	06/30/2015	\$1,000,000.00	\$0.00	\$1,000,000.00	\$0.00

[Save](#) [Submit](#)

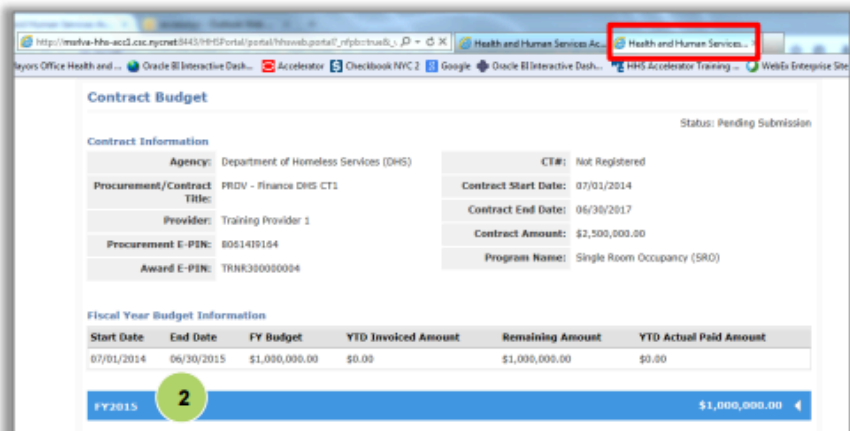
FY2015 \$1,000,000.00

Documents

Advances

Assignments

1. Click the “**Print Budget**” icon on the top right of the screen.



Contract Budget

Status: Pending Submission

Contract Information

Agency:	Department of Homeless Services (DHS)	CT#:	Not Registered
Procurement/Contract Title:	PROV - Finance DHS CT1	Contract Start Date:	07/01/2014
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Fiscal Year Budget Information

Start Date	End Date	FY Budget	YTD Invoiced Amount	Remaining Amount	YTD Actual Paid Amount
07/01/2014	06/30/2015	\$1,000,000.00	\$0.00	\$1,000,000.00	\$0.00

FY2015 **2** \$1,000,000.00

2. A new tab will open in your browser. Next, click on the first blue header just below the Fiscal Year Budget information grid to expand the display.

What is displayed on the screen is what will print.

Budget Summary

Line Item	FY Budget	YTD Invoiced Amount	Remaining Amount
- Total City Funded Budget	\$1,000,000.00	\$0.00	\$1,000,000.00
Total Direct Costs	\$899,400.00	\$0.00	\$899,400.00
- Total Salary and Fringe	\$448,000.00	\$0.00	\$448,000.00
Total Salary	\$378,000.00	\$0.00	\$378,000.00
Total Fringe	\$70,000.00	\$0.00	\$70,000.00
- Total OTPS	\$351,400.00	\$0.00	\$351,400.00
Operations, Support and Equipment	\$68,800.00	\$0.00	\$68,800.00
Utilities	\$13,900.00	\$0.00	\$13,900.00
Professional Services	\$1,700.00	\$0.00	\$1,700.00
Rent & Occupancy	\$180,000.00	\$0.00	\$180,000.00
Contracted Services	\$87,000.00	\$0.00	\$87,000.00
Total Rate Based	\$0.00	\$0.00	\$0.00
Total Milestone Based	\$100,000.00	\$0.00	\$100,000.00
Unallocated Funds	\$0.00	\$0.00	\$0.00
Total Indirect Costs	\$100,600.00	\$0.00	\$100,600.00
Indirect Rate 11.19 %			
Total Indirect Costs	\$100,600.00	\$0.00	\$100,600.00
Total Program Income (Excluded from City Funded Budget; Not Invoiced)	\$75,000.00	\$0.00	\$75,000.00
Total Program Budget (City Funded Budget + Program Income)	\$1,075,000.00	\$0.00	\$1,075,000.00

Personnel Services

Total Salary & Fringes		\$448,000.00		
Total Salary:		\$378,000.00		
Total Fringes:		\$70,000.00 (18.52%)		
YTD Invoiced Amount:		\$0.00		

Salaried Employees	# of FTEs	FY Budget	YTD Invoiced Amount	Remaining Amount
- Salaried Employees Total		\$378,000.00	\$0.00	\$378,000.00
Supervisor	1.00	\$40,000.00	\$0.00	\$40,000.00
Therapy Assistant/Activity Assistant (337)	1.00	\$38,000.00	\$0.00	\$38,000.00
Nurse/Registered Nurse (317)	1.00	\$40,000.00	\$0.00	\$40,000.00
Case Manager (301)	10.00	\$260,000.00	\$0.00	\$260,000.00

The entire budget will appear on the page. Select the keyboard command "Ctrl+P" to print the budget.

You have the option of collapsing sections of the budget that you don't want to print. Click the (-) next to the Bolded Text