

STATE NAME: New York

LEA NAME: Rochester City School District

Attachment B - LEA documents. To be submitted by each LEA being monitored. Please return to State Contact when completed.

PLEASE CLEARLY LABEL EVERY DOCUMENT with Section Number and Title from this document. For example, "LEA name - Section III- Fiscal Oversight of SFSF Funds- Document Name." PLEASE NUMBER ALL PAGES.

SECTION NUMBER	TITLE	DOCUMENTATION	PROVIDED (Check X)	NOT PROVIDED (Check X)	NAME OF DOCUMENT SUBMITTED (Use this title consistently for header of document and name of email attachment)	COMMENTS (If not provided, please explain why (i.e. not available, not applicable))
I	LEA Applications to Allocations to LEAs	No documentation required from LEA for Section I				No documentation required from LEA for Section I
II	Fiscal Oversight of SFSF Funds	No documentation required from LEA for Section II				No documentation required from LEA for Section II
		Policies and procedures regarding LEA obligations and drawing down of funds	X		SED Policy and Procedures are located at <a href="http://usny.nysed.gov/arrat/">http://usny.nysed.gov/arrat/</a> . Drawing down of funds policy and procedures can be found at <a href="http://www.oms.nysed.gov/cats/guidancearratpayments">www.oms.nysed.gov/cats/guidancearratpayments</a>	
		LEA Financial management policies and procedures, including documentation that SFSF funds are tracked separately	X		Internal Procedure that all Grant and Special Aid funding is tracked separately (1). Sample showing that we track Stabilization budgets and expenses in a separate budget code on the GL is included. (2)	
		LEA policies and procedures on compliance with cash management requirements	X		Internal procedure that Grant and Special Aid revenue is tracked separately. (1) Internal procedure for ARRA FS-25 (3) and a report showing the revenue is tracked separately. (4)	
IV	Progress in 4 Reform Areas	No documentation required from LEA for Section IV				No documentation required from LEA for Section IV
V	Subrecipient Monitoring	Documentation evidencing actions taken in response to State monitoring recommendations		X		We have not received a State Monitoring visit
VI	Reporting	Sample of documentation supporting data provided to the State in Section 1512 quarterly report	X		Sample of ARRA Payment Query Results (6)	

Procedure for Awarding Special Aid  
Budgets and Revenue

## Awarding a Grant Proposal to a Project

1. Review Award Notice
  - a. Determine if Award is a Direct Federal, State (includes Federal flow through State) or Local
    - i. If Award is Direct Federal, review the Grant Award Notification and budget that was submitted
    - ii. If Award is State, review the FS10 or the State Contract
    - iii. If Award is Local, review the MOA, MOU or Contract.
  - b. Make sure the following are clearly identified in the Award
    - i. Dates of Funding
    - ii. Amount of Funding
    - iii. Funding amount for each budget category
    - iv. Indirect Cost Rate
    - v. Revenue Source
    - vi. Restrictions
  - c. Make sure that items I, ii, iii and iv are correct in the PeopleSoft Grant Proposal. If not correct, contact Office of Grant Development to correct and resubmit in PeopleSoft
2. Award from a Proposal to a Project in PeopleSoft (Attachment A)-Each award is to be tracked separately on the General Ledger using a unique Project ID and Subclass.
  - a. All Project IDs are ten digits
  - b. If the Project is Direct Federal the Project ID is the PR/Award Number last 10 digits. If the project is multi-year, the Project ID is the last 7 digits of the PR/Award Number followed by BP1 (Budget Period 1)
  - c. If the Project is State or Federal Flow through State the Project ID is the SED official number. In case of a contract, use the contract number.
  - d. If the Project is local, use four letters of the funding source's name, followed by the school number, followed by the fiscal year, followed by 01, 02, etc. For example, for the 2008-2009, school year, the first award from Greater Rochester Health Foundation for school #5 would be GRHF050901.
3. Identify Revenue Source-Revenue for each award is tracked separately on the Revenue Ledger. The correct revenue code must be identified for proper tracking on the ST-3. (Attachment B)
4. Notify Budget Analyst of Award indicating the following:
  - a. Project ID
  - b. Fund
  - c. Subclass
  - d. Start Date
  - e. End Date
  - f. Amount

- g. Grant Monitor
  - h. Budget Analyst
  - i. Chief
  - j. Revenue Type
  - k. Bill Type
5. Budget Analyst contacts Grant Monitor to find out details of the budget
  6. Budget Analyst sets up the Budget in PeopleSoft under the unique Project ID and subclass (Attachment C)
  7. Budget Analyst notified Grant Monitor of the Budget Codes when the budget is loaded
  8. Budget Analyst for revenue sets up the Revenue Budget code under the same unique Project ID and subclass (Attachment D)
  9. Budget Analyst for revenue deposits funds received for this project in the unique Budget Code
  10. Budget Analyst for revenue verifies, on a monthly basis, that the expense and revenue budgets for each Project mirror each other
  11. Budget Analyst for revenue requests funds as follows:
    - a. Direct Federal-GAPS on a monthly basis-reimbursement only
    - b. State (SED)-FS-25 on a monthly basis if \$100K or over (quarterly if less)-reimbursement and anticipated expenditures for the next period
    - c. State Stabilization-FS-25 on a monthly basis-reimbursement only
    - d. State Contracts-terms of contract
    - e. State Milestones-Program bills according to contract
    - f. Local-Invoice according to terms of MOA or MOU
  12. Budget Analyst for revenue records revenue received in each Project's unique revenue code
  13. Clerical support populates Project Team, Project Dates and Project Statuses in the Project Module

# **How to Generate Awards**

# NAVIGATION: GRANTS>PROPOSALS>GENERATE AWARD

Generate Award - Microsoft Internet Explorer provided by RCSD M15  
https://finance.rcsd.k12.org/2001/psp/FRD/EMPLOYEE/ERP/C/ESTABLISH\_AWARDS.GM\_AWD\_SETUP.GBL/PORTALPARAM\_PTCNAV=EP\_GM\_AW...

File Edit View Favorites Tools Help

Generate Award

ORACLE

Menu  
Commitment Control  
Customer Contracts  
eProcurement  
General Ledger  
Grants  
Proposals  
Maintain Proposal  
Enter Budget Detail  
Submit Proposal  
Print Proposal  
Generate Award  
Copy Proposal  
Use Budget Detail  
Review Proposal  
Review  
Review Proposal Audit Log  
Proposal Component Approval  
Awards  
Professionals  
Sponsors  
Interactive Reports  
Grants Center  
Proposals  
PeopleTools  
Project Costing  
Reporting Tools  
RCSD Reporting  
Set Up Financials/Supply Chain  
Tree Manager  
Supplier Contracts  
Customers  
Vendors  
Purchasing  
Change My Password  
My Personalization  
My Current Profile  
My Oracle Home

Generate Award  
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Business Unit: [ ] [ ]  
Proposal ID: [begins with] [ ]  
Version ID: [begins with] [ ]  
EmplID: [begins with] [ ]  
Sponsor ID: [begins with] [ ]  
Proposal Type: [ ] [ ]  
Proposal Status: [ ] [ ]  
Department: [begins with] [ ]  
Short Title: [begins with] [ ]

Case Sensitive

Search Clear Basic Search Save Search Criteria

Done  
Start Calendar - Microsoft Out... Financial Management Microsoft Excel - F benef... Project Budgets.doc - M... Generate Award - MIC... 73 Local intranet 100% 9:22 AM

1. ENTER BUSINESS UNIT
2. ENTER PROPOSAL ID (BEGINNING WITH GRANT YEAR)

Generate Award - Microsoft Internet Explorer provided by R/SO MIS

https://finance.rcsd.k12.org:2001/jpsa/EMPLOYEE/ERP/C/ESTABLISH\_AWARDS\_GM\_AWD\_SETUP.GBL?FolderPath=PORTAL\_ROOT\_OBJECT1

File Edit View Favorites Tools Help

Generate Award

ORACLE

Menu

- Commitment Control
- Customer Contracts
- eProcurement
- General Ledger
- Grants
  - Proposals
    - Maintain Proposal
    - Enter Budget Detail
    - Submit Proposal
    - Print Proposal
    - Generate Award
    - Copy Proposal
    - Copy Budget Detail
    - Review Forward Budget
    - Review Proposal Audit Log
    - Proposal Comment
    - Cancel
  - Awards
  - Professionals
  - Sponsors
  - Interactive Reports
    - Search Center
    - My Proposals
  - PeopleTools
  - Project Costing
  - Reporting Tools
  - RCSD Reporting
  - Set Up Financials/Supply Chain
  - Tree Manager
  - Supplier Contracts
  - Customers
  - Vendors
    - Purchasing
    - Change My Password
    - My Personalization
    - My System Profile
    - My Portal Home

Generate Award

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Business Unit: RCSD1

Proposal ID: begins with 2010

Version ID: begins with

EmpID: begins with

Sponsor ID: begins with

Proposal Type: =

Proposal Status: =

Department: begins with

Short Title: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

Business Unit	Proposal ID	Version ID	EmpID	Sponsor ID	Proposal Type	Proposal Status	Department	Short Title
RCSD1	2010DB0000016	V101	1892080 29		New	Submitted	40616	US Department of Ed Secondary ESSC
RCSD1	2010DB0000021	V101	1437041 28		New	Submitted	72016	Special Legislative Project 0805-08-0002
RCSD1	2010DB0000029	V101	1477580 28		New	Submitted	53708	Mchinna Vento ARRA
RCSD1	2010DB0000041	V101	2009439 86		New	Submitted	70716	GRHE Mini Grant Muscles & Strains
RCSD1	2010DB000005	V101	1602080 29		New	Submitted	40616	US Department of Ed Elementary ESSC

Local intranet 100%

Start | Inbox - Microsoft Outlook | Generate Award - Mic... | DOC001 (2).PDF - Adob... | 75% | 10:50 AM

1. CHANGE THE PROJECT NUMBER AND ENTER THE PROJECT NUMBER OF THE AWARDED GRANT (SEE NEXT PAGE)
2. CLICK THE YELLOW GENERATE BUTTON AT THE BOTTOM OF THE PAGE

Generate Award

From Proposal: 2010DB0000015 To Award: 2010DB0000015

From Version: V101  Pre-award Spending

Project

Primary Project

From Project: 1000007839 US Department of Education Secondary ESSC Project: 1000007839

From Budget	Activity
<input checked="" type="checkbox"/> GRANT	GRANT

[Return to Search](#)



*VC: Belt Fax 01*

- Stables
- Hafer
- Connors

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

Grants Finance, Room 510W, Education Building, Albany, NY 12234  
Tel: (518) 474-4815 Fax: (518) 486-4899  
Email: GRANTSWEB@MAIL.NYSED.GOV

1. Grant Award Recipient SUPERINTENDENT ROCHESTER CITY SD 131 W BROAD ST ROCHESTER, NY 14614-1187	2. Project Number 0002091395
4. Funding Source TITLE V A, INNOVATIVE PROGRAMS	3. Agency Code 261600010000
5. Approved Budget \$10,000	6. Law 20 USC 7301-7373 Regulations 34 CFR 298 Commissioners Regulations NA
7. Funding Dates 09/01/08-08/31/09	8. CFDA Index Number 84298A
9. First Payment \$2,000	10. Final Report (FS-10-F) Due 11/29/09

**\*\*\*THE AWARD MAY COME WITH A CONTRACT NUMBER OR THE NUMBER WILL BE SUPPLIED TO YOU**

Revenue Codes

PS Type	Category	Title	Type	Account	Fund	Location	Program	Subclass
FEDIR	Direct Federal	Direct Federal	Federal	4260	E, F, G	04000	4289	XXXX
FFA	FFA	Federal flow through Agency	Federal	4265	E, F, G	04000	4289	XXXX
FFS	FS	Federal flow through State	Federal	4255	E, F, G	04000	4289	XXXX
FIDEA	IDEA	Individuals with Disabilities Education Act	Federal	4245	E, F, G	04000	4256	XXXX
FT11	NCLB	No Child Left Behind Legislation Title I Basic Only	Federal	4200	E, F, G	04000	4126	XXXX
FT14	NCLB	No Child Left Behind Legislation - Title IV	Federal	4285	E, F, G	04000	4129	XXXX
FT15	NCLB	No Child Left Behind Legislation - Title V	Federal	4210	E, F, G	04000	4128	XXXX
FVTEA	VATEA	Vocational and Technical Education Act	Federal	4290	E, F, G	04000	4277	XXXX
FWIA	WIA	Workforce Investment Act	Federal	4250	E, F, G	04000	4791	XXXX
FARRA	ARRA	Federal ARRA Funds	Federal	4266	E, F, G	04000	4289	XXXX
FSTAB	STABILIZATION	Federal Fiscal Stabilization	Federal	4267	E, F, G	04000	4285	XXXX
SINCY	Incarcerated Youth	Incarcerated Youth	State	4170	E, F, G	04000	3289	XXXX
SEPE	State EPE	Employment Preparation Act	State	4150	E, F, G	04000	3281	XXXX
S4408	State Incen 4408	Summer Program for Children with Disabilities (Sec 4408)	State	4100	E, F, G	04000	3289	XXXX
STATE	State Sources	State Grants-NOT originating from Federal	State	4155	E, F, G	04000	3289	XXXX
LCITY	City	City of Rochester	Local	4350	E, F, G	04000	2770	XXXX
LCNTP	County-Preschool	County of Monroe - Pre School (Sec 4410)	Local	4400	E, F, G	04000	2770	XXXX
LCNTY	County	County of Monroe - All Other	Local	4401	E, F, G	04000	2770	XXXX
LFND	Foundation	Foundation or Agency-NOT Government	Local	4403	E, F, G	04000	2770	XXXX

B



NEW YORK STATE EDUCATION DEPARTMENT

Grants Finance

**Payment and Accounting Information for 2009-10 Grants Funded by ARRA**

The information presented here is subject to change, and additional grant programs may be added in the future. Please check back occasionally for updates. If you have any questions, [contact Grants Finance](#). **Updated 12/30/09 to include revenue codes and CFDA numbers. Updated 3/2/10 to include Special Academic Improvement and Math/Science High Schools.**

	<b>First Payment Upon Approval of Budget?</b>	<b>How to Use FS-25 to Request Funds</b>	<b>Final Payment Method</b>	<b>Revenue Code</b>	<b>CFDA #</b>
<b>Education Stabilization Fund (5000)</b>	No	For Reimbursement Only (Up to 70% of Approved Budget Prior to April 2010; up to 90% Thereafter)	To Be Determined	A4285	84.394
<b>Mentor-Teacher Internship (5663)</b>	No	For Reimbursement Only (Up to 90% of Approved Budget)	After Review of FS-10-F Long Form and Program Reports	F4285	84.397
<b>Teacher Centers (5425)</b>	No	For Reimbursement Only (Up to 90% of Approved Budget)	After Review of FS-10-F Long Form and Program Reports	F4285	84.397
<b>Say Yes to Education (5411)</b>	No	For Reimbursement Only (Up to 90% of Approved Budget)	After Review of FS-10-F Long Form and Program Reports	F4285	84.397
<b>Special Academic Improvement (5412)</b>	No	For Reimbursement Only (Up to 90% of Approved Budget)	After Review of FS-10-F Long Form and Program Reports	F4285	84.397
<b>Math/Science High Schools (5413)</b>	No	For Reimbursement Only (Up to 90% of Approved Budget)	After Review of FS-10-F Long Form and Program Reports	F4285	84.397
<b>Educational TV &amp; Radio (5607)</b>	No	For Reimbursement Only (Up to 90% of Approved Budget)	After Review of FS-10-F Long Form and Program Reports	F4285	84.397
<b>Title I (5021)</b>	Yes - 20%	Standard Rules Apply	After Review of FS-10-F Long Form and Program Reports	F4289	84.389A

<b>Education for Homeless Children and Youth (5212)</b>	Yes - 20%	<u>Standard Rules Apply</u>	After Review of FS-10-F Long Form and Program Reports	F4289	84.387
<b>IDEA Sections 611 &amp; 619 (5032 &amp; 5033)</b>	Yes - 20%	<u>Standard Rules Apply</u>	After Review of FS-10-F Long Form and Program Reports	F4289	84.391A & 84.392A
<b>Child Nutrition Foodservice Equipment Assistance (5004)</b>	No	<u>Standard Rules Apply</u>	After Review of FS-10-F Long Form and Program Reports	F4289	10.579

C

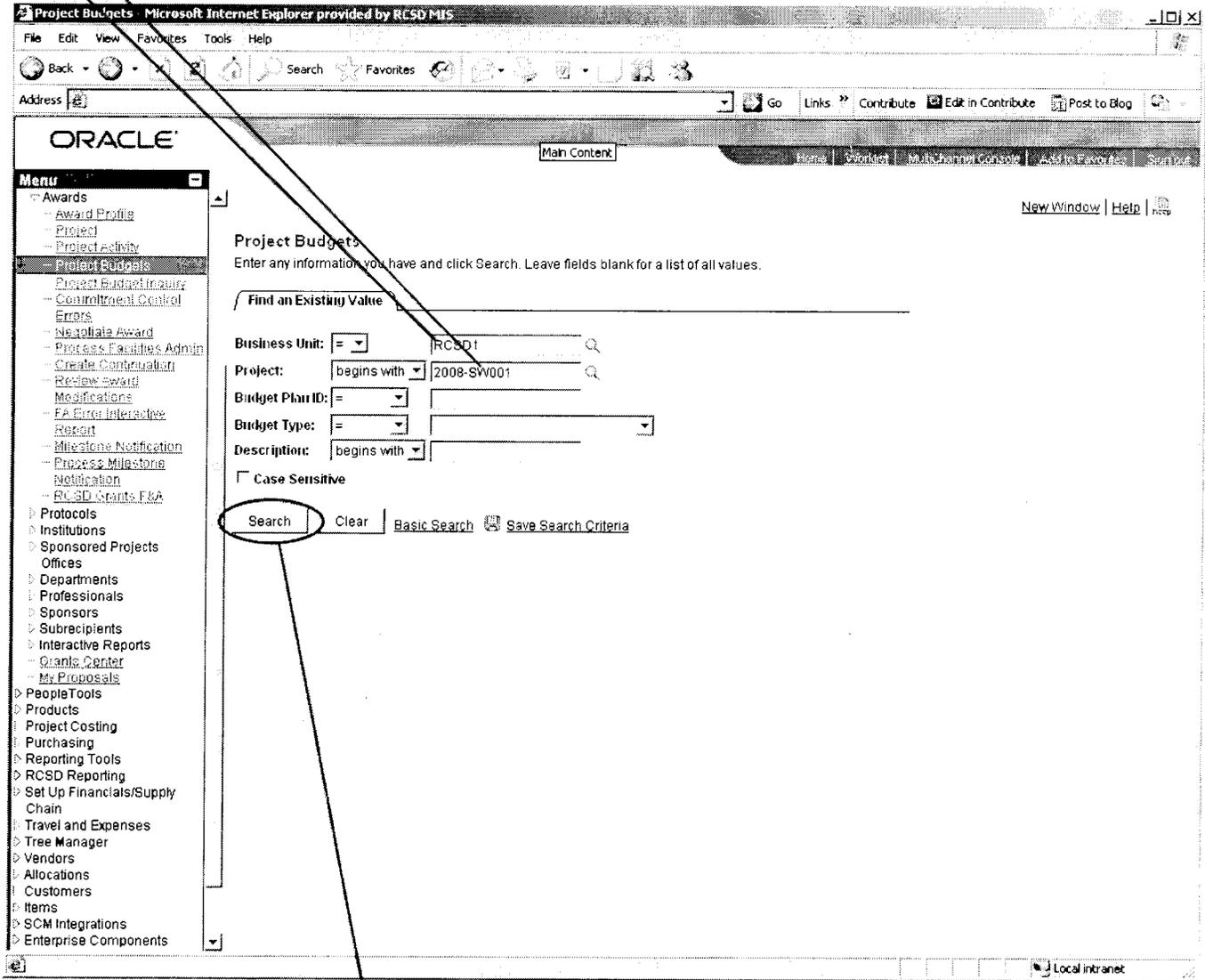
# **Project Budgets**

# Project Budgets

## Step 1: Search for Your Grant

The Project Budgets Search page is shown, allowing you to enter your search criteria. For this example we have used the Business Unit and Project as search criteria.

- Business Unit: Type in the Unit or use the Look-up button  to choose the Unit.
- Project: Type in the Project ID or use the Look-up button  to choose the ID.



Click the Search button.

## Step 2: On the Budget Detail Page, Verify the Information

The Budget Detail page is shown. All of the fields on the General Page and the Project Detail Page will default from the Grant Proposal. Verify for accuracy.

**Budget Detail**

Project: 2008-SW001 WESLEY POST AWARD DEMO

Budget Period: 1 Begin Date: 07/25/2007 End Date: 07/31/2008

**Project Budget Summary**

Cost Share Direct	\$0.00	Total	\$41,560.00	Currency: USD	Total Budget:	\$41,560.00
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**Budget Amounts for Period** Customize | Find | View All | First 1 of 5 Last

General Project Detail **General Ledger Detail** Commitment Control Detail Grants Detail

Activity	Budget Item	Begin Date	Quantity	Amount	Currency
GRANT	15		1.00	25,000.00	USD
GRANT	45		1.00	10,000.00	USD
GRANT	80		1.00	5,000.00	USD
GRANT	90		1.00	1,560.00	USD

Click the General Ledger Detail tab.

### Step 3: Enter Information into the General Ledger Detail Page and Save

Enter the appropriate data in the following fields:

- Account
- Fund Code
- F&A Organization
- Program Code
- Subclass

**Budget Detail**

Project: 2008-SW001 WESLEY POST AWARD DEMO

Budget Period: 1 Begin Date: 07/25/2007 End Date: 07/31/2008 Finalize Process Monitor

**Project Budget Summary**

Cost Share Direct	\$0.00	Total	\$31,560.00	Currency: USD	Total Budget:	\$31,560.00
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**Budget Amounts for Period**

General Project Detail General Ledger Detail Commitment Control Detail Grants Detail

Activity	Budget Item	GL Business Unit	Account	Fund Code	Organization	Program Code	Subclass
GRANT	15	RCSD1	5130	E	61612	8060	0020
GRANT	45	RCSD1	5500	E	61612	8060	0020
GRANT	80	RCSD1	5800	E	61612	8060	0020
GRANT	90	RCSD1	5900	E	61612	8060	0020

Save Return to Search Notify

Click the Save button.

## Step 4: Navigate to the Commitment Control Detail Page

Click on the Commitment Control Detail tab.

**Project Budgets - Microsoft Internet Explorer provided by RCSD MIS**

File Edit View Favorites Tools Help

Address  Go Links » Contribute Edit in Contribute Post to Blog

**ORACLE** Home World! MultiChannel Console Add to Favorites Support

New Window Help Customize Page

**Menu**

- ▾ Awards
  - ▾ Award Profile
  - ▾ Project
  - ▾ Project Activity
  - ▾ Project Budgets
    - ▾ Project Budget Inquiry
    - ▾ Commitment Control Errors
    - ▾ Negotiate Award
    - ▾ Process Facilities Admin
    - ▾ Create Continuation
    - ▾ Renew Award Modifications
    - ▾ FA Error Interactive Search
    - ▾ Milestone Notification
    - ▾ Process Milestone Notifications
    - ▾ RCSD Grants F&A
- ▾ Protocols
- ▾ Institutions
- ▾ Sponsored Projects Offices
- ▾ Departments
- ▾ Professionals
- ▾ Sponsors
- ▾ Subrecipients
- ▾ Interactive Reports
  - ▾ Grants Center
  - ▾ Proposals
- ▾ PeopleTools
- ▾ Products
- ▾ Project Costing
- ▾ Purchasing
- ▾ Reporting Tools
- ▾ RCSD Reporting
- ▾ Set Up Financials/Supply Chain
- ▾ Travel and Expenses
- ▾ Tree Manager
- ▾ Vendors
- ▾ Allocations
- ▾ Customers
- ▾ Items
- ▾ SCM Integrations
- ▾ Enterprise Components

**Budget Detail**

Project: 2008-SW001 WESLEY POST AWARD DEMO

Budget Period: 1 Begin Date: 07/25/2007 End Date: 07/31/2008 Finalize Process Monitor

**Project Budget Summary**

Cost Share Direct \$0.00 Total \$31,560.00 Currency: USD Total Budget: \$31,560.00

**Budget Amounts for Period** Customize | Find | View All | First 1 of 5 Last

General Project Detail General Ledger Detail **Commitment Control Detail** Grants Detail

Activity	Budget Item	GL Business Unit	Account	Fund Code	Organization	Program Code	Subclass
GRANT	15	RCSD1	5130	E	61612	8060	0020
GRANT	45	RCSD1	5500	E	61612	8060	0020
GRANT	80	RCSD1	5800	E	61612	8060	0020
GRANT	90	RCSD1	5900	E	61612	8060	0020

Save Return to Search Notify

Local intranet

## Step 5: Verify the Commitment Control Detail Page

Verify that the Ledger Group, the Ledger and the Budget Entry Type are correct.

**Budget Detail**

Project: 2008-SW001      WESLEY POST AWARD DEMO

Budget Period: 1      Begin Date: 07/25/2007      End Date: 07/31/2007      **Finalize**      Process Monitor

**Project Budget Summary**

Cost Share Direct	\$0.00	Total	\$31,560.00	Currency: USD	Total Budget:	\$31,560.00
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**Budget Amounts for Period**

Activity	Budget Koin	Commitment Control Status	Journal	Ledger Group	Ledger	Budget Entry Type	Generate Parent Budget	Use Default Entry Event	Parent Budget Entry Type	Set Options	Budget Line Code
GRANT	15	Distributed	00105609320	CHLDEXP	PCHDEXBU	Adjustment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Adjustment	Set Options	Adjustment
GRANT	45	Distributed	00105609320	CHLDEXP	PCHDEXBU	Adjustment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Adjustment	Set Options	Adjustment
GRANT	45	Distributed	00105609320	CHLDEXP	PCHDEXBU	Adjustment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Adjustment	Set Options	Adjustment
GRANT	80	Distributed	00105609310	CHLDEXP	PCHDEXBU	Adjustment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Adjustment	Set Options	Adjustment
GRANT	90	Distributed	00105609310	CHLDEXP	PCHDEXBU	Adjustment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Adjustment	Set Options	Adjustment

Buttons: Save, Return to Search, Notify

Click the Finalize button.

## Step 6: The Commitment Control Detail Page, Budget Finalization

A pop-up box gives you a message that the Budget Finalization has been processed.

The screenshot displays the Oracle Project Budgets interface in a Microsoft Internet Explorer browser. The main content area is titled "Budget Detail" and shows information for Project 2008-SW001, WESLEY POST AWARD DEMO. The budget period is 1, with a start date of 07/25/2007 and an end date of 07/31/2008. A "Project Budget Summary" table shows a total budget of \$31,560.00. Below this is a table of "Budget Amounts for Period" with columns for Activity, Budget Item, Status, and Amount. The table lists four rows of GRANT activities with budget items 15, 45, 80, and 80. A pop-up message box is overlaid on the table, stating "Budget Finalization has been processed. (13100,707)". The "OK" button in the pop-up is circled in red. The interface also includes a left-hand menu with various navigation options and a bottom status bar.

Activity	Budget Item	Status	Amount
GRANT	15	None	
GRANT	45	None	
GRANT	80	None	
GRANT	80	None	

Click the OK button.

## Step 7: Navigate to the Process Monitor Page

Click the Process Monitor button.

**Budget Detail**

Project: 2008-SW001      WESLEY POST AWARD DEMO

Budget Period: 1      Begin Date: 07/25/2007      End Date: 07/31/2008      Finalize      **Process Monitor**

**Project Budget Summary**

Cost Type	Direct	Total	Currency	Total Budget
Cost	\$0.00	\$31,560.00	USD	\$31,560.00

**Budget Amounts for Period**

Activity	Budget Item	Commitment Control Status	Ledger Group	Ledger	Budget Entry Type	Generate Parent Budget	Use Default Entry Event	Parent Budget Entry Type	Set Options	Budget Line Code
GRANT	15	None	CHLDEXP	PCCHDEXBU	Adjustment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Adjustment	Set Options	Adjustment
GRANT	45	None	CHLDEXP	PCCHDEXBU	Adjustment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Adjustment	Set Options	Adjustment
GRANT	80	None	CHLDEXP	PCCHDEXBU	Adjustment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Adjustment	Set Options	Adjustment
GRANT	90	None	CHLDEXP	PCCHDEXBU	Adjustment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Adjustment	Set Options	Adjustment

Save    Return to Search    Notify

## Step 8: The Process List Page

Click the Refresh button until the Run Status is Success and the Distribution Status is Posted.

Project Budgets - Microsoft Internet Explorer provided by RCSD MIS

File Edit View Favorites Tools Help

Address [e]

ORACLE

Home Worklist MultiChannel Console Add Favorites Sign out

New Window Help Customize Page

Menu

- Awards
  - Award Profile
  - Project
  - Project Activity
- Project Budgets
  - Project Budget Inquiry
  - Commitment Control Errors
  - Negotiate Award
  - Process Facilities Admin
  - Create Continuation
  - Review Award Modifications
  - FA Error Interactive Report
  - Milestone Notification
  - Process Milestone Notification
  - RCSD Grants F&A
- Protocols
- Institutions
- Sponsored Projects
  - Offices
  - Departments
  - Professionals
  - Sponsors
  - Subrecipients
  - Interactive Reports
  - Grants Center
  - My Proposals
- PeopleTools
- Products
  - Project Costing
  - Purchasing
  - Reporting Tools
  - RCSD Reporting
  - Set Up Financials/Supply Chain
  - Travel and Expenses

Process List Server List

User ID: GRANTS Type: Last: t Days Refresh

Server: Name: Instance: to

Run Status: Distribution Status Save On Refresh

Process List Customize Find View All First 1 of Last

Select	Instance Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	728640	Application Engine	PC_WRAPPER	GRANTS	08/15/2007 11:02:42AM EDT	Success	Posted	Details

Save Notify

Process List Server List

Go back to Project Budgets

Local Intranet

Click the Go Back to Project Budget hyperlink.

## Step 9: Verify that the Process was Successful on the Project Detail Page

Confirm that the Project Distribution Status and the Commitment Control Status is set to "Distributed."

The fields should NOT be editable and the text boxes around the fields should not be visible.

**Budget Detail**  
 Project: 2008-SW001 WESLEY POST AWARD DEMO  
 Budget Period: 1 Begin Date: 07/25/2007 End Date: 07/31/2008 Process Monitor

**Project Budget Summary**

Cost Share Direct	Total	Currency	Total Budget
\$0.00	\$31,560.00	USD	\$31,560.00

**Budget Amounts for Period**

Activity	Budget Item	Projects Distribution Status	Transaction #	Analysis Type	Budgeting Business Unit	Description	Accounting Date
GRANT	15	Distributed	10560913	BUD	RCSD1	Professional Salary	07/25/2007
GRANT	45	Distributed	10560914	BUD	RCSD1	Supplies and Materials	07/25/2007
GRANT	80	Distributed	10560915	BUD	RCSD1	Employee Benefits	07/25/2007
GRANT	90	Distributed	10560916	BUD	RCSD1	Sponsor F&A	07/25/2007

If an error occurs, please see the following section on how to make a correction.

## Step 10: Make a correction if an Error Occurs

A deliberate posting error was made by attempting to reduce a budget line by more than the original budget.

**Budget Detail**

Project: 2008-SW001 WESLEY POST AWARD DEMO

Budget Period: 1 Begin Date: 07/25/2007 End Date: 07/31/2008 [Finalize](#) [Process Monitor](#)

**Project Budget Summary**

Cost Share Direct	\$0.00	Total	\$26,560.00	Currency: USD	Total Budget:	\$26,560.00
-------------------	--------	-------	-------------	---------------	---------------	-------------

**Budget Amounts for Period**

General | **Project Detail** | General Ledger Detail | **Commitment Control Detail** | Grants Detail

Activity	Budget Item	Begin Date	Quantity	Amount	Currency
GRANT	15		1.00	25,000.00	USD
GRANT	45		1.00	10,000.00	USD
GRANT	80		1.00	5,000.00	USD
GRANT	90		1.00	1,560.00	USD
GRANT	45		1.00	15,000.00	USD

[Save](#) [Return to Search](#) [Notify](#)

Click the Commitment Control Detail tab.

# Step 11: Make a correction if an Error Occurs, Continued

Click the blue Information icon  in the Exceptions column on the line marked Posting Error.

Project Budgets - Microsoft Internet Explorer provided by BLSD MB5

ORACLE

Budget Detail

Project: 2006-SW001 WESLEY POST AWARD DEMO

Budget Period: 1 Begin Date: 07/25/2007 End Date: 07/31/2008 Finalize Process Monitor

Project Budget Summary

Cost Share Direct \$0.00 Total \$26,560.00 Currency: USD Total Budget: \$26,560.00

Budget Amounts for Period

Activity	Budget Item	Exceptions	Commitment Control Status	Journal ID	Ledger Name	Ledger	Budget Entry Type	General Ledger Budget	Use Default Entry Event	Parent Budget Entry Type	Set Options	Budget Line Code
GRANT	15		Distributed	0010560917	CHLDEXP	POCHDEXBU	Adjustment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Adjustment	Set Options	Adjustment
GRANT	45		Distributed	0010560920	CHLDEXP	POCHDEXBU	Adjustment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Adjustment	Set Options	Adjustment
GRANT	45		Distributed	0010560923	CHLDEXP	POCHDEXBU	Adjustment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Adjustment	Set Options	Adjustment
GRANT	45		Posting Error		CHLDEXP	POCHDEXBU	Adjustment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Adjustment	Set Options	Adjustment
GRANT	80		Distributed	0010560918	CHLDEXP	POCHDEXBU	Adjustment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Adjustment	Set Options	Adjustment
GRANT	90		Distributed	0010560919	CHLDEXP	POCHDEXBU	Adjustment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Adjustment	Set Options	Adjustment

Save Return to Search Notify

## Step 12: Make a correction if an Error Occurs, Continued

Review all the tabs to locate the cause of the error.

Make the appropriate correction.

**Project Budgets - Microsoft Internet Explorer provided by RCSD MIS**

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Address  Go Links » Contribute Edit In Contribute Post to Blog

**ORACLE**

Home | Worklist | Multi-channel Controls | Add to Favorites | Logout

New Window | Help | Customize Page

### Review Commitment Control

Business Unit: RCSD1 Project: 2008-SW001 Budget Plan ID: 1 Analysis Type: BUD

[Send to Commitment Control](#) [Process Monitor](#)

#### Commitment Control Transactions

Customize | Find | View All | First 1 of 1 Last

Exceptions | General | Projects Detail | General Ledger Detail | Commitment Control Detail

Activity	Budget Rem	Sequence Number	Foreign Amount	Drill to Source	Header Details	Line Details	Error
GRANT	45	6	-15000.00				Budget Creation Error

[Send to Commitment Control](#) [Process Monitor](#)

[Return to Project Budgets](#)

[Save](#) [Return to Search](#) [Notify](#)

Local intranet

## Step 13: Make a correction if an Error Occurs, Continued

Click the Send to Commitment Control button.

The screenshot shows the Oracle Project Budgets interface. The main content area is titled "Review Commitment Control". It displays the following information:

- Business Unit: RCSD1
- Project: 2008-SW001
- Budget Plan ID: 1
- Analysis Type: BUD

Below this information, there are two buttons: "Send to Commitment Control" and "Process Monitor". The "Send to Commitment Control" button is circled in red. The "Process Monitor" button is also circled in red. A line points from the "Process Monitor" button to the instruction below.

The "Commitment Control Transactions" table is displayed below the buttons. It has the following columns: Activity, Budget Item, Sequence Number, Foreign Amount, Drill to Source, Header Line Details, and Error.

Activity	Budget Item	Sequence Number	Foreign Amount	Drill to Source	Header Line Details	Error
GRANT	45	6	-10000.00			Budget Creation Error

At the bottom of the page, there are buttons for "Save", "Return to Search", and "Notify".

Click the Process Monitor hyperlink to monitor the completion of the process.

# Step 14: Make a correction if an Error Occurs, Continued

Return to the Project Budget page.

The screenshot shows the Oracle Project Budgets interface in Microsoft Internet Explorer. The browser title is "Project Budgets - Microsoft Internet Explorer provided by RCSD MIS". The Oracle logo is visible at the top left. A navigation menu on the left lists various options, with "Project Budgets" selected. The main content area is titled "Review Commitment Control" and displays the following information:

Business Unit: RCSD1    Project: 2008-SW001    Budget Plan ID: 1    Analysis Type: BUD

Buttons: [Send to Commitment Control](#)    [Process Monitor](#)

**Commitment Control Transactions**    [Customize](#) | [Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

Activity	Budget Item	Sequence Number	Foreign Amount	Drill to Source	Header Line Details	Error
GRANT	45	6	-10000.00			Budget Creation Error

Buttons: [Send to Commitment Control](#)    [Process Monitor](#)

Buttons: [Save](#)    [Return to Search](#)    [Notify](#)

A red circle highlights the [Return to Project Budgets](#) button in the bottom left area of the page.

## Step 15: Make a correction if an Error Occurs, Continued

Confirm that the corrected budget line posted.

Project Budgets - Microsoft Internet Explorer provided by RCSD MIS

File Edit View Favorites Tools Help

Back Home Search Favorites

Address Go Links Contribute Edit in Contribute Post to Blog

ORACLE

Menu

- ▼ Awards
  - Award Profile
  - Project
  - Project Activity
- ▼ Project Budgets
  - Project Budget Inquiry
  - Commitment Control Errors
  - Negotiate Award
  - Process Facilities Admin
  - Create Continuation
  - Renew Award Modifications
  - FA Error Interactive Report
  - Milestone Notification
  - Process Milestone Notification
  - RCSD Grants F&A
- ▼ Protocols
- ▼ Institutions
- ▼ Sponsored Projects
- ▼ Offices
- ▼ Departments
- ▼ Professionals
- ▼ Sponsors
- ▼ Subrecipients
- ▼ Interactive Reports
- Grants Center
- My Processes
- ▼ PeopleTools
- ▼ Products
- ▼ Project Costing
- ▼ Purchasing
- ▼ Reporting Tools
- ▼ RCSD Reporting
- ▼ Set Up Financials/Supply Chain
- ▼ Travel and Expenses
- ▼ Tree Manager
- ▼ Vendors

New Window | Help | Customize Page

### Budget Detail

Project: 2008-SW001 WESLEY POST AWARD DEMO

Budget Period: 1 Begin Date: 07/25/2007 End Date: 07/31/2008 Finalize Process Monitor

#### Project Budget Summary

Cost Share Direct	\$0.00	Total	\$31,560.00	Currency: USD	Total Budget:	\$31,560.00
-------------------	--------	-------	-------------	---------------	---------------	-------------

#### Budget Amounts for Period

General Project Detail General Ledger Detail Commitment Control Detail Grants Detail

Activity	Budget Item	Begin Date	Quantity	Amount	Currency
GRANT	15		1.00	25,000.00	USD
GRANT	45		1.00	10,000.00	USD
GRANT	45		1.00	-10,000.00	USD
GRANT	80		1.00	5,000.00	USD
GRANT	90		1.00	1,560.00	USD

Save Return to Search Notify

Local intranet

D

# **How to Load Revenue Budgets**

## Load Revenue Budgets

In PeopleSoft:

**Menu** -

Search:

- ▶ My Favorites
- ▶ Accounts Payable
- ▶ Billing
- ▶ Commitment Control
- ▶ Customer Contracts
- ▶ eProcurement
- ▶ General Ledger
  - ▼ Journals
    - ▼ Journal Entry
      - Create/Update Journal Entries
      - ▶ Standard Journals
      - ▶ Import Journals
      - ▶ Process Journals
      - ▶ Suspense Correction
    - ▶ Maintain Standard Budgets
    - ▶ Review Financial Information
    - ▶ General Reports

### Create/Update Journal Entries

Find an Existing Value
Add a New Value

Business Unit:

Journal ID:

Journal Date:

[Find an Existing Value](#) | [Add a New Value](#)

Click Add

**Menu** -

Search:

- My Favorites
- Accounts Payable
- Billing
- Commitment Control
- Customer Contracts
- eProcurement
- General Ledger
  - ▼ Journals
    - ▼ Journal Entry
      - Create/Update Journal Entries
      - ▶ Standard Journals
      - ▶ Import Journals
      - ▶ Process Journals
      - ▶ Suspense Correction
    - ▶ Maintain Standard Budgets
    - ▶ Review Financial Information
    - ▶ General Reports
- Grants
- PeopleTools
- Project Costing
- Reporting Tools
- RCS1 Reporting
- Set Up Financials/Supply

Home | Worklist | New Window

Header
Lines
Totals
Errors
Approval

Unit: RCS1    Journal ID: NEXT    Date: 06/23/2010

Long Description:

\*Ledger Group:       Auto Generate Lines

Ledger:      Adjusting Entry:

\*Source:      Fiscal Year: 2010

Reference Number:     Period:

SJE Type:      AOB Date:

Journal Class:       Save Journal Incomplete Status

Transaction Code:       Autobalance on 0 Amount Line

Currency Defaults: USD / CRRNT / 1     Commitment Control

Reversal: Do Not Generate Reversal

Header | Lines | Totals | Errors | Approval

Enter Long Description which is the name of the Grant

<b>Header</b>		<b>Lines</b>		<b>Totals</b>		<b>Errors</b>		<b>Approval</b>			
Unit:	RCSD1	Journal ID:	NEXT	Date:	06/23/2010	*Process:	Edit Journal	Process			
<a href="#">Template List</a>		<a href="#">Change Values</a>		<a href="#">InterIntraUnit</a>							
<b>▼ Lines</b>											
<u>Select Line</u>	<u>*Ledger</u>	<u>SpeedType</u>	<u>Account</u>	<u>Fund</u>	<u>Org</u>	<u>Program</u>	<u>Subclass</u>	<u>BY</u>	<u>PC Bus Unit</u>	<u>Project</u>	<u>Activity</u>
<input type="checkbox"/> 1	REVBUDG										
Lines to add: <input type="text" value="1"/> <input type="button" value="+"/> <input type="button" value="-"/> <input type="button" value="⌵"/>											
<b>▼ Totals</b>											
<a href="#">Customize</a>   <a href="#">Find</a>   <a href="#">View All</a>   <input type="button" value="⌵"/> First <input type="text" value="1 of 1"/> Last <input type="button" value="⌵"/>											
<u>Unit</u>	<u>Total Lines</u>	<u>Total Debits</u>				<u>Total Credits</u>		<u>Journal Status</u>			
RCSD1	1	0.000				0.000		I			
<input type="button" value="Save"/> <input type="button" value="Notify"/> <input type="button" value="Refresh"/>											
Header   Lines   Totals   Errors   Approval											

Click on Lines tab

Populate Revenue code in fields

Click on Process

Run Revenue Report to verify revenue budget was posted

(2)

Page from G-L showing that Stabilization Budgets are tracked separately

Report ID: GLSR0016  
Run Control: 2010AvailableFunds

ROCHESTER CITY SCHOOL DISTRICT  
SCHOOL MONTHLY ACCOUNT ANALYSIS BY LOCATION/PROJECT  
FROM: 07/01/2009 TO: 06/15/2010  
FUND: A  
ORGANIZATION: 77216: Office of Accountability  
SUBCLASS: 1200 - NYS Fiscal Stabilization PROJECT: N/A

Page No. 178  
Run Date 06/22/2010  
Run Time 08:53:55

ACCT	PROG	TRANS	DATE	JRNL/TRANS	VCHR/REQ/PO/VEND/DESCR/CHK#	BLANKET FO	CURRENT BUDGET	PRE-ENCUMBRANCE AMOUNT	ENCUMBRANCE AMOUNT	EXPENDITURE AMOUNT	AVAILABLE BALANCE
5160	1240	06/16/2009	06/16/2009	ORIGX645	Original Budget		65,000.00	0.00	0.00	0.00	0.00
		07/17/2009	07/17/09	PAY0163481	P/R 07/17/09 901		0.00	0.00	0.00	4,899.76	2,558.15
		08/12/2009	08/12/2009	PAY0163759	P/R 07/31/09 902		0.00	0.00	0.00	2,558.15	2,558.15
		09/10/2009	09/10/2009	PAY0164145	Payroll 8/14/09		0.00	0.00	0.00	2,558.15	2,558.15
		09/23/2009	09/23/2009	PAY0164418	P/R 08/28/09 904		0.00	0.00	0.00	2,558.15	2,558.15
		09/23/2009	09/23/2009	PAY0164679	P/R 09/11/09 905		0.00	0.00	0.00	2,558.15	2,558.15
		09/23/2009	09/23/2009	AMSEPV560	P/R 09/25/09 906		4,140.00	0.00	0.00	0.00	0.00
		10/08/2009	10/08/2009	PAY0164964	September Amended Budget		0.00	0.00	0.00	2,558.15	2,558.15
		10/21/2009	10/21/2009	PAY0165235	P/R 10/09/09 907		0.00	0.00	0.00	2,558.15	2,558.15
		11/04/2009	11/04/2009	AMOCTV1082	P/R 10/23/09 908		-1.00	0.00	0.00	0.00	0.00
		11/05/2009	11/05/2009	PAY0165538	October Amended Budget		0.00	0.00	0.00	2,558.15	2,558.15
		11/18/2009	11/18/2009	PAY0165761	P/R 11/06/09 909		0.00	0.00	0.00	2,558.15	2,558.15
		12/02/2009	12/02/2009	PAY0165983	P/R 11/20/09 910		0.00	0.00	0.00	2,558.15	2,558.15
		12/16/2009	12/16/2009	PAY0166236	Payroll 12-04-2009 911		0.00	0.00	0.00	2,558.15	2,558.15
		12/30/2009	12/30/2009	PAY0166385	P/R 12/18/09 912		0.00	0.00	0.00	2,558.15	2,558.15
		01/13/2010	01/13/2010	PAY0166580	P/R 12/31/09 927		0.00	0.00	0.00	2,558.15	2,558.15
		02/02/2010	02/02/2010	ABJANV720	P/R 01/15/10 1014		0.00	0.00	0.00	2,558.15	2,558.15
		02/10/2010	02/10/2010	PAY0167009	P/R 01/29/10 1015		-299.00	0.00	0.00	0.00	0.00
		02/24/2010	02/24/2010	PAY0167211	January Amended Budget		0.00	0.00	0.00	2,558.15	2,558.15
		03/10/2010	03/10/2010	PAY0167456	PAYROLL 02/12/2010 1016		0.00	0.00	0.00	2,558.15	2,558.15
		04/07/2010	04/07/2010	PAY0168026	P/R 02/26/10 1017		0.00	0.00	0.00	2,558.15	2,558.15
		05/05/2010	05/05/2010	PAY0168316	P/R 03/12/10 1018		0.00	0.00	0.00	2,558.15	2,558.15
		05/19/2010	05/19/2010	PAY0168670	P/R 03/26/2010 1019		0.00	0.00	0.00	2,558.15	2,558.15
		06/03/2010	06/03/2010	PAY0169002	P/R 04/09/10 1020		0.00	0.00	0.00	2,558.15	2,558.15
		06/10/2010	06/10/2010	PAY0169260	P/R 04/23/10 1021		0.00	0.00	0.00	2,558.15	2,558.15
		06/16/2010	06/16/2010	0000169422	P/R 05/07/10 1022		0.00	0.00	0.00	2,558.15	2,558.15
				PAY0169538	P/R 05/21/2010 1023		3,000.00	0.00	0.00	0.00	0.00
					Budget Adjustment		0.00	0.00	0.00	2,558.15	2,558.15
					P/R 6/4/10 1024		0.00	0.00	0.00	0.00	0.00
					P/R 6/18/10 1025		0.00	0.00	0.00	2,558.15	2,558.15
=====											5,544.64
TOTALS BY ORGANIZATION/SUBCLASS							71,840.00	0.00	0.00	66,295.36	5,544.64

## Procedure for ARRA Stabilization FS25

1. Run and print GLSR009 reports for the following accounts: A1200, A1201, A4505, A4515, A4520, A4530.
2. Enter 'Total Expenses' for each subclass into the new FS25 file (yellow highlighted cells).
3. Download Salary and Benefit detail from Access Database for each of the accounts listed above and download data into the new FS25 file.
4. Total all of the benefit costs and add to the pink highlighted cell in the new FS25 file.
5. Enter the date and 'Project Payments Received to Date' on the FS25 form. (note: the 'Project Expenditures to date' will automatically update because it is linked to the yellow cells).
6. Print the FS25.
7. File the FS25 and supporting documentation in a folder.
8. Have Karen Jacobs initial the FS25 and have Joyce Martelli sign it.
9. Make a copy of the signed FS25 and file it with the backup detail and a copy of the Express Mail label.
10. Send the signed FS25 via Express Mail to:

The University of the State of NY  
The State Education Dept  
Office of Central Svcs  
Categorical Aid Mgmt – Room 542B  
Albany, NY 12234

Report showing Revenue for Stabilization is tracked Separately

4

Page No. 1  
Run Date 06/21/2010  
Run Time 11:36:02

PeopleSoft GL  
GENERAL LEDGER ACTIVITY

Report ID: GLS7002  
Bus. Unit: RCSD1--Rochester City School District  
Ledger: ACTUALS -- Actuals Ledger  
For Fiscal Year 2010 Period 1 to 12  
Fund: A to A Account: 4105 to 4105 Org: 04000 to 04000 Program: 4285 to 4285 Subclass: 0000 to 0000 Currency Code: USD  
Run Control: funda

Journal Date Posted Date Journal ID Description

Seg Line  
Fund  
Account  
Org  
Program  
Subclass  
Debit  
Credit  
Balance

Journal Date	Posted Date	Journal ID	Description	Seg Line	Fund	Account	Org	Program	Subclass	Debit	Credit	Balance	
Beginning Balance:					A	General Fund						0.00	
12/09/2009	12/10/2009	015617	Federal Grants 12-9-	4	A	4105							
						State-Basic Formula							
						Revenues							
						Federal Fiscal Stabilization							
						General Fund - No Project							
										0.00			
TotalDR:											0.00	TotalCR:	4,554,412.00
Period											6	Total:	<

filed 11/10/09

01/25/2010	01/27/2010	015862	EFT GEN \$912k; ARRA \$	2	A	4105							
						04000							
						4285							
						0000							
TotalDR:											0.00	TotalCR:	912,354.00
Period											7	Total:	<

filed 12/22/09

02/11/2010	02/16/2010	015982	EFT ARRAESSF 2-11-	2	A	4105							
						04000							
						4285							
						0000							
TotalDR:											0.00	TotalCR:	912,354.00
Period											7	Total:	<

filed 1/21/10

456,099.00

Peoplesoft GL  
GENERAL LEDGER ACTIVITY

Report ID: GLS7002  
Bus. Unit: RCSD1--Rochester City School District  
Ledger: ACTUALS -- Actuals Ledger  
For Fiscal Year 2010 Period 1 to 12  
Fund: A to A Account: 4105 to 4105 Org: 04000 to 04000 Program: 4285 to 4285 Subclass: 0000 to 0000 Currency Code: USD  
Run Control: funda

Journal Date	Posted Date	Journal ID	Description	Seg Line	Fund	Account	OFI	Program	Subclass	Debit	Credit	Balance
03/26/2010	03/29/2010	016242	ARRA\$2.5m;ARRA1\$2.9m	3	A	4105						456,099.00
						04000						
						4285						
						0000				0.00	2,508,684.00	
TotalDR: 0.00 TotalCR: 2,508,684.00											2,508,684.00	
Period 8 Total:											456,099.00	
Period 9 Total:											2,508,684.00	
05/17/2010	05/21/2010	016632	EFT ARRA \$1.99M; ARRA	3	A	4105						3,835,573.00
						04000						
						4285						
						0000				0.00	3,835,573.00	
TotalDR: 0.00 TotalCR: 3,835,573.00											3,835,573.00	
Period 11 Total:											3,835,573.00	

filed 3/8/10

filed 4/27/10

Total Activity: 12,267,122.00  
Ending Balance: 12,267,122.00

ARRA Payment Query  
 Stabilization A1200  
 7/1/09 to 3/15/10

Fund	Subclass	Account	Payment ID	Payment	Payment Date	Voucher	Line	PO No.	Name	Vendor	Fiscal	Amount
A	1200	5560	194143	0000194045	10/1/2009	00553959	1	2010001353	APPLE COMPUTER INC	0000000880	75284-6095	\$ 1,652.00
A	1200	5560	194143	0000194045	10/1/2009	00553959	2	2010001353	APPLE COMPUTER INC	0000000880	75284-6095	\$ 15.00
A	1200	5560	193610	0000193512	9/17/2009	00555402	1	2010001353	APPLE COMPUTER INC	0000000880	75284-6095	\$ 15.00
A	1200	5560	193363	0000193265	9/10/2009	00555406	1	2010001353	APPLE COMPUTER INC	0000000880	75284-6095	\$ 1,652.00
A	1200	5220	193363	0000193265	9/10/2009	00555397	1	2010001555	APPLE COMPUTER INC	0000000880	75284-6095	\$ 12,903.55
A	1200	5220	193363	0000193265	9/10/2009	00555398	1	2010001555	APPLE COMPUTER INC	0000000880	75284-6095	\$ 15,249.65
A	1200	5220	193363	0000193265	9/10/2009	00555399	1	2010001555	APPLE COMPUTER INC	0000000880	75284-6095	\$ 4,692.20
A	1200	5220	193363	0000193265	9/10/2009	00555400	1	2010001555	APPLE COMPUTER INC	0000000880	75284-6095	\$ 3,154.76

**ATTACHMENT B**

**LOCAL EDUCATIONAL AGENCY MONITORING PROTOCOL**

**STATE FISCAL STABILIZATION FUND PROGRAM**

**LEA: Rochester City School District**

**State: New York**

**Name/Title of LEA Representative completing this form: Karen Jacobs**

**Date of completion: 6/23/10**

*LEA: Please return this form and all required documentation to State contact.*

*State: Please submit this form and all required documentation in PDF Format to:  
SFSFMonitoring@ed.gov*

**I. Local educational agency (LEA) applications**

**ISSUE: Whether the State has established appropriate application procedures for awarding Education Stabilization funds to LEAs.**

*Guiding Questions*

1. Did the State require your LEA to submit an application as required by 34 C.F.R. 76.301 prior to providing your allocation under the Education Stabilization Fund?

Yes

2. Did the application include all the assurances required under Section 442 of GEPA?

Application indicated that by signing the certification you are ensuring required accountability and compliance with all applicable federal and state laws. Regulations and grants management requirements including ARRA Public Law 111-5, including reporting requirements outlined in Section 1512 of the Act.

3. Did the State require your LEA to submit an application for funding in subsequent fiscal years? (Optional) If so, what information was required in subsequent applications?

Application is not yet available.

4. Did the application request information on your proposed use of Education Stabilization funds? (Optional) If so, what information was requested?

Yes, a narrative, FTE and associated costs.

5. Did the State condition your receipt of funds on meeting any other requirements?

No

6. Did the application request information on how your LEA would make progress on the four education reform assurances? (Optional)

No

7. When did the State make applications available to you?

Late summer 2009

8. What guidance did the State initially provide to you?

April 6, 2009 webcast and amount available was on our State Aid Output report

9. Did the State provide you with a description of its State procedures for reviewing LEA applications?

The State documentation for SFSF only referred to USDE websites and documentation. We began to receive this information in February 2009. The only original NYS procedures documentation was for the IDEA portion of the ARRA funding.

10. Did you receive notice that your application was approved prior to receiving funding?

Application Status was changed to approved on the SED website. we didn't receive any SFSF funds until application was approved.

*Evidence/Documentation*

See Attachment 1, "Master Protocol Document."

## II. Allocations to LEAs

**ISSUE: Whether the State has allocated Education Stabilization Funds to LEAs in accordance with statutory requirements.**

### *Guiding Questions*

1. What was your LEA's Education Stabilization Fund allocation for school years 2008-09 and 2009-10? (Inquire about subsequent years during later reviews.)

2008-2009 was \$0. 2009-2010 was \$20,343,733

2. When was your LEA notified of its SFSF allocation amount?

The first preliminary notification of ARRA funding was February 2009. The actual SFSF portion (vs. Title I and IDEA) was communicated with the adopted NYS Budget on March 31, 2009. The SFSF amount was later modified in January 2010 to offset the proposed NYS mid-year aid cuts.

3. When were the funds first released to you?

December 9, 2009

4. Did you receive the funds on a regular schedule? If so, what is that schedule (e.g., monthly, quarterly)?

As requested, but not more than monthly

5. Has the State made any adjustments to your Education Stabilization Fund allocation?

Yes, increased from \$15,564,578 to \$20,343,733

6. Have you received any Government Services funds? If so, what was the amount? How have you used such funds?

No

### *Evidence/Documentation*

See Attachment 1, "Master Protocol Document."

### **III. Fiscal Oversight of SFSF Funds**

**ISSUE: Whether the LEA has established appropriate policies and procedures for ensuring fiscal oversight of SFSF funds.**

#### *Guiding Questions*

1. What internal controls does your LEA have in place to ensure that SFSF expenditures are allowable? (See April 2009 SFSF Guidance at III-D for information on allowable and prohibited uses of SFSF funds by LEAs.)

Requisition is approved by the Director and purchase is approved by Purchasing Director

2. What specific projects or activities did your LEA support with SFSF funds?

Freedom Schools - East High  
Expeditionary Learning School - #10  
Expeditionary Learning School - #58  
Franklin Montessori - 3 year old program  
Instructional Technology  
Positive Behavior System  
School Administrator Restorations  
Central Office Staffing Restorations  
School Safety Programs  
Extended Day  
Gateway to College  
Summer Programs  
Intervention Paraprofessionals  
Building-based Substitutes  
Accountability Staff  
MAP Staff  
Professional Development Incentive  
Student Information Systems  
Consultant to Implement Student-Weighted Formula  
Assessments  
Computer Refresh  
Parent Portal  
Security aids for Buses  
School Computer Lab Refresh  
Security Scanners for High Schools

3. How does your LEA ensure that it complies with the requirements of the Cash Management Improvement Act (CMIA)?

Section 50.40.80 of the Cash Management Improvement Act lists two responsibilities for LEAs:

1. Draw federal funds as close as possible to when the underlying disbursement is made by OST or local bank.

ANSWER: Generally, RCSD pays disbursement and then requests federal funds. In cases where an estimate is allowed to be given for reimbursement, we estimate as close as possible in order to draw funds from federal sources.

2. Draws federal funds at the earliest date allowed by the federal program or regulations.

ANSWER: RCSD draws down funds as often as is allowed by the federal programs and their regulations.

4. Does your financial recordkeeping system properly account for the use of SFSF funds?

Yes-the expenses are tracked separately on the General Ledger

5. What guidance have you received from the State regarding the obligation and drawing down of SFSF funds?

SED will only allow reimbursement for funds already expended. Further guidance found at [www.nysed.gov/arra](http://www.nysed.gov/arra)

6. Did you receive authorization to use SFSF funds for preaward costs? Did you use funds for preaward costs during the approved period?

No

7. What steps are you taking to ensure compliance with the cross-cutting ARRA requirements (e.g., Section 1512 reporting, Buy American, infrastructure certification)?

We report jobs saved, jobs created and vendor payments, with zip code, on a quarterly basis. We also contact the vendor if the payment is \$25,000 or more to see if a job was saved/created.

*Evidence/Documentation*

See Attachment 1, "Master Protocol Document."

#### **IV. Progress in Four Education Reform Areas**

**ISSUE: Whether the LEA is assisting the State in making progress in: (a) achieving equity in the distribution of qualified teachers; (b) improving collection and use of data; (c) enhancing the quality of standards and assessments; and (d) supporting struggling schools.**

##### *Guiding Questions*

1. How is the LEA assisting the State in making progress in each of the four reform areas?

Stabilization funding will be used to fund East High School, Freedom School, Expeditionary Learning Schools, Franklin Montessori three-year-old program, Instructional Technology, Positive Behavior Intervention Systems, Extended Day Programs, Gateway to College and the Summer School Program. Funding was also used to restore several School Administrator and Central Office positions.

The Rochester City School District (RCSD) will utilize its ARRA-ESF funds to fund the entire Student Information Systems Department, including the Information Management and Technology refresh project and parent portal. This use of funding will support the district in improving its collection and use of data, to further develop and extend the Major Achievement Program (MAP) district wide, to offer appropriate professional development PD for implementation of data tracking systems and MAP, and to retain jobs.

ARRA-ESF will be utilized to retain employees at both the administrative and support levels in the Chief Accountability Office, the Research and Program Evaluation Department, the Testing and Accountability area, and in the Early Screening Offices in order to support data collection improvement, PD training, and MAP.

As part of the Safety program focus, budget funding is projected to support transportation aids on buses from First Student Safety/Security transportation company and security scanners at district schools.

Computer labs at both the Edison and Franklin high school campuses will be refreshed. Some bilingual building based substitute teachers will be supported by this funding. There are some testing material purchases for assessments that will also occur.

Utilization of this funding, as identified above will provide critical tools and reporting for the RCSD school reform initiative and those applications necessary to maintaining continuous improvement within the district.

##### *Evidence/Documentation*

See Attachment 1, "Master Protocol Document."

## **V. Subrecipient Monitoring**

**ISSUE: Whether the LEA has cooperated with the State during the monitoring process.**

### *Guiding Questions*

1. Have you been monitored by the State? If so, when? If not, have you been notified of when you will be monitored?

We have not yet been monitored by the State.

2. Did the State provide you with a copy of its monitoring instruments?

We have not yet been monitored by the State.

3. If you have been monitored by the State, what issues did the State discuss during its monitoring? What recommendations did the State make?

We have not yet been monitored by the State.

4. What actions have you taken in response to any monitoring recommendations?

We have not yet been monitored by the State.

### *Evidence/Documentation*

See Attachment 1, "Master Protocol Document."

## **VI. Reporting**

**ISSUE: Whether the LEA has cooperated with the State in complying with all reporting requirements.**

### *Guiding Questions*

1. What guidance on reporting has the State provided to you?

Guidance found at [www.nysed.gov/arra](http://www.nysed.gov/arra)

2. What information has the State required you to provide so that it may comply with applicable reporting requirements?

Guidance found at [www.nysed.gov/arra](http://www.nysed.gov/arra)

### *Evidence/Documentation*

See Attachment 1, "Master Protocol Document."