



THE NEW YORK CITY DEPARTMENT OF EDUCATION
JOEL I. KLEIN, *Chancellor*

OFFICE OF THE CHIEF FINANCIAL OFFICER
52 Chambers Street, New York, NY 10007

BRUCE E FEIG
Chief Financial Officer

SCHOOL ALLOCATION MEMORANDUM NO. 50, FY05

DATE: October 21, 2004

TO: **INSTRUCTIONAL LEADERSHIP DIVISION (ILD) SUPERINTENDENTS; REGIONAL OPERATION CENTER (ROC) DIRECTORS; REGIONAL DIRECTORS OF STUDENT PLACEMENT, YOUTH & FAMILY SUPPORT SERVICES; DRUG DIRECTORS; and ALL SCHOOL PRINCIPALS**

FROM: Bruce E. Feig

SUBJECT: **SUBSTANCE ABUSE AND VIOLENCE PREVENTION/INTERVENTION PROGRAM ALLOCATIONS**

This memorandum presents resource allocations supporting substance abuse and violence prevention programs administered by Regional/District Drug Directors in consultation with their SPYFSS Director and Betty Rothbart, the Prevention and Intervention Services Administrator. The venture is divided into two funding streams.

- State OASAS, including state, local match and private funds.
- Federal Title IV Safe and Drug Free Schools and Communities Act (SDFSCA).

The local initiative tax levy program has been eliminated in FY05. This loss will be partially offset by reducing the Title IV transferability amount (thereby increasing available Title IV funds) and by the introduction of an OASAS hold-harmless factor.

State OASAS

Beginning this year, OASAS program funds will be allocated by region, rather than district. OASAS funding with local tax levy match and private funds is unchanged from the prior fiscal year. From this amount, \$1.8 million will be set aside to support a 10% hold-harmless. In those instances where a district's (note: districts will aggregate to regions) substance abuse prevention allocation is lower than the prior year's amount, the hold-harmless will limit the reduction to no more than 10% of the prior year's amount.

After setting aside the hold-harmless amount, remaining funds are distributed for regional schools and alternative high schools and programs as follows:

- 50% based on pupil enrollment,

- 20% based on pupil need factor defined as one year below grade for kindergarten to grade 5 and two years below grade for grades 6 and above, and
- 30% based on State defined performance factor (this has not been provided by the State, consequently, funds will be distributed as a fixed amount).

Federal Title IV SDFSCA

Title IV revenue has been reduced by \$1.1 million from the FY04 amount. This reduction is offset by not transferring \$2.6 million into Title V. As a result, there is \$1.5 million more of Title IV substance abuse prevention program funds than last year.

The federal funds are distributed in two parts:

- 70% based on pupil enrollment, and
- 20% based on pupil need factor defined as one year below grade for kindergarten to grade 5 and two years below grade for grades 6 and above.

Programmatic/Staffing Meetings

The Prevention and Intervention Services Administrator will schedule meetings with each region and districts 75 and 79 to review the impact of allocations on their respective programs and to provide support for continuity of service. Hiring may go forward for vacancies supported by OASAS and Title IV funding only with the approval of Betty Rothbart, Prevention and Intervention Services Administrator. (Please note that Drug Directors' salaries are funded by OASAS and Title IV resources and not through DOE Tax Levy funds.) Program questions may be referred to Betty Rothbart at BRothba@nycboe.net or 212-374-0854.

Allocation Tables and Budget Information

- Table 1 Spending Plan
- Table 2 Substance Abuse Prevention Allocation Summary
- Table 3 Federal Title IV Allocation
- Table 4 OASAS: State/City/Private Grant Program
- Table 5 OASAS Allocation: Funding Distribution
- Table 6 OASAS Pass-Through Grants, (a.k.a. "Special Grants").

The Federal Title IV (Table 3), State OASAS (Table 4) and OASAS Pass-Through Grants (Table 6) allocations will be placed in ROC budgets, Transfer Utility. State funds may be allocated to regional location codes as well as district "S" and school location codes. Federal funds, however, must be allocated to district "S" or school location codes.

ROC staff should work with the Regional Directors of Student Placement, Youth and Family Support Services and Drug Directors when scheduling resources and are also asked to expedite posting positions and hiring, once approved. When a SAPIS or other HBank employee is transferred from one location to another, this information must not only be entered into Galaxy but also into the HBank Payroll System – APRL.

Federal Title IV Program and Fiscal Year Overlap

The Federal Title IV program runs from September 1, 2004 to August 31, 2005. This overlaps the fiscal year which began on July 1, 2004 and ends on June 30, 2005. Because of this overlap, actions need to be taken for the summer months to ensure staff are paid and budgets are appropriately charged.

The chart below summarizes the actions that will need to take place.

July 1, 2004 to August 31, 2004	FY04 Title IV funds were carried-over to the summer (FY05 budget, see description below).
September 1, 2004 to June 30, 2005	Current year, FY05, allocations presented in this memorandum, positions scheduled at 10 months.
July 1, 2005 to August 31, 2005	Current year, FY05, allocations presented in this memorandum, 2 months of position will need to be de-obligated and carried-over for the summer (FY06 budget).

- **Procedure for Utilizing FY04 Title IV Federal Drug Rollover Funds (July 1 to August 31, 2004)**

In June, ROCs identified FY04 Title IV Federal Drug Free funds to rollover into the summer. These funds expired on August 31, 2004. In many instances the rollover funds are used to split annual (12-month) personnel with FY05 Title IV or OASAS funds which were not available on or before August 31st.

With the cooperation of the Office of Categorical Claims, the Title IV Federal Drug Free rollover grant will be open for one week, November 8th through November 15th, 2004, in order for these rollover funds to be accessible for personnel transactions. Please be aware that these funds only can be used for July and August costs. Opening the grant from November 8th to the 15th does not constitute approval to spend these funds for goods and services received after August 31st. The extension is for the sole purpose of facilitating personnel splits. **The rollover portion of the split cannot be later than August 31st.** These transactions must be completed in Galaxy as soon as possible and will be monitored by this office.

No exceptions to the grant extension date will be made. Therefore, please be sure to complete all TO entries for personnel who will be split with these rollover funds by November 15th.

If you have any questions, please contact Arlene Rescigno at (212) 374-5239.

- **Procedure for Utilizing FY05 Title IV Federal Drug Funds (September 1, 2004 to June 30, 2005)**

Each 12 month H-Bank position is to be scheduled as one 10 month position plus one two month vacancy (to cover summer). Title IV funds scheduled for two month vacancies will be de-obligated in April/May and re-obligated once FY06 opens.

- **Procedure for Utilizing FY05 Title IV Federal Drug Funds (July 31 2005 to August 31, 2005)**

Title IV funds scheduled for two month vacancies will be de-obligated in April/May and re-obligated once FY06 opens.

Attachments: Tables 1 - 6
BEF:MG:BR.pav

c: Local Instructional Superintendents (LIS)
Michele Cahill
Shane Mulhern
Brian Osborne
Betty Rothbart

TABLE 1
SPENDING PLAN for SUBSTANCE ABUSE
PREVENTION/INTERVENTION PROGRAMS

	<u>FY04</u>	<u>FY05</u>	<u>Change</u>
<u>OASAS</u>			
State Revenue	\$19,831,174	\$19,986,586	155,412
Less: Special Grants/Pass Thru	685,393	747,637	62,244
Less: Prof Devel/Training	191,586	134,726	(56,860)
Less: One-Time Adj	0	150,028	150,028
Net State Funds Available	\$18,954,195	\$18,954,195	\$0
City Match	\$5,484,225	\$5,484,225	0
D.24 Student Assist Prg CityCouncil	59,535	59,535	0
Net City Available	\$5,424,690	\$5,424,690	\$0
Private Grants	\$200,000	\$200,000	\$0
Total Available for Allocation	\$24,578,885	\$24,578,885	\$0
<u>Federal Title IV</u>			
	<u>FY04</u>	<u>FY05</u>	<u>Change</u>
Estimated Public	\$14,857,598	\$13,448,352	(1,409,246)
Estimated Public	11,820,380	10,699,215	(1,121,165)
Estimated NonPublic	3,037,218	2,749,137	(288,081)
Transfer to Title V	(5,071,360)	(2,500,000)	2,571,360
Central Dist. 67	200,000	200,000	0
Sub-Total	6,549,020	7,999,215	1,450,195
Anticipated Carryover	2,000,000	2,000,000	0
SubTotal	8,549,020	9,999,215	1,450,195
Set aside for Indirect cost	249,001	196,063	(52,938)
Available for Allocation	\$8,300,019	\$9,803,152	1,503,133
<u>Tax Levy</u>			
	<u>FY04</u>	<u>FY05</u>	<u>Change</u>
	\$2,576,032	\$0	(2,576,032)

TABLE 2
SUBSTANCE ABUSE PREVENTION ALLOCATION SUMMARY

(Does not include Pass-Through of Special Grants, see Table 6)

<u>ROC</u>	<u>RGN</u>	<u>Dist</u>	<u>FY05 Title IV</u>	<u>FY05 OASAS</u>	<u>FY05 Total</u>	<u>FY04 Total</u>	<u>Change</u>	
A	9	1	100,998	478,302	579,300	643,667	(64,367)	-10.00%
A	9	2	505,820	1,043,555	1,549,375	1,593,746	(44,371)	-2.78%
A	9	4	159,068	664,868	823,936	915,484	(91,548)	-10.00%
A	9	7	220,611	567,809	788,420	838,915	(50,495)	-6.02%
A	10	3	210,674	554,494	765,168	806,698	(41,530)	-5.15%
A	10	5	147,926	448,931	596,857	637,461	(40,604)	-6.37%
A	10	6	323,783	738,513	1,062,296	1,066,283	(3,987)	-0.37%
B	1	9	357,926	1,265,192	1,623,118	1,803,464	(180,346)	-10.00%
B	1	10	657,815	1,286,589	1,944,404	1,725,332	219,072	12.70%
B	2	8	339,125	763,149	1,102,274	987,266	115,008	11.65%
B	2	11	399,616	863,754	1,263,370	1,378,459	(115,089)	-8.35%
B	2	12	249,685	614,885	864,570	902,136	(37,566)	-4.16%
C	3	25	271,270	1,083,949	1,355,219	1,505,799	(150,580)	-10.00%
C	3	26	252,617	634,135	886,752	985,280	(98,528)	-10.00%
C	3	28	330,084	752,317	1,082,401	1,073,898	8,503	0.79%
C	3	29	269,598	652,247	921,845	975,003	(53,158)	-5.45%
C	CW	75	127,243	40,975	168,218	186,909	(18,691)	-10.00%
D	4	24	426,732	913,608	1,340,340	1,417,053	(76,713)	-5.41%
D	4	30	364,838	808,787	1,173,625	1,106,056	67,569	6.11%
D	4	32	173,650	492,945	666,595	647,961	18,634	2.88%
D	5	19	338,594	760,800	1,099,394	1,057,347	42,047	3.98%
D	5	23	131,007	422,020	553,027	546,195	6,832	1.25%
D	5	27	427,455	911,670	1,339,125	1,335,140	3,985	0.30%
E	8	13	180,819	573,372	754,191	837,990	(83,799)	-10.00%
E	8	14	185,241	511,553	696,794	765,831	(69,037)	-9.01%
E	8	15	214,467	561,689	776,156	731,350	44,806	6.13%
E	8	16	127,288	416,954	544,242	547,183	(2,941)	-0.54%
E	Alt HS Proc	79	260,021	965,824	1,225,845	1,362,050	(136,205)	-10.00%
F	6	17	333,458	754,902	1,088,360	1,162,937	(74,577)	-6.41%
F	6	18	238,578	749,269	987,847	1,097,608	(109,761)	-10.00%
F	6	22	345,943	780,994	1,126,937	1,141,662	(14,725)	-1.29%
F	7	20	347,088	783,009	1,130,097	1,076,165	53,932	5.01%
F	7	21	319,648	737,042	1,056,690	1,055,247	1,443	0.14%
F	7	31	464,469	980,783	1,445,252	1,541,359	(96,107)	-6.24%
			9,803,155	24,578,885	34,382,040	35,454,934	(1,072,894)	-3.03%

TABLE 3
FEDERAL TITLE IV ALLOCATION

Transfer Utility

ROC	RGN	Dist	Register	Need Fctr (Overage)	Register	Needs	Amount by Dist.	Amount by ROC	Location Code	ROC
					Factor 70%	Factor 30%				
A	9	1	9,717	1,338	65,575	35,423	100,998		AC: TITLE IV DRUG FREE	
A	9	2	55,330	5,002	373,396	132,424	505,820		FS: TITLE IV DRUG FREE 5	
A	9	4	16,482	1,807	111,229	47,839	159,068			
A	9	7	19,870	3,268	134,093	86,518	220,611			
A	10	3	22,038	2,340	148,724	61,950	210,674			
A	10	5	13,301	2,197	89,762	58,164	147,926			
A	10	6	31,243	4,266	210,844	112,939	323,783	\$1,668,880	96M699	A-Man, 333 7th Ave
B	1	9	32,493	5,237	219,280	138,646	357,926			
B	1	10	63,267	8,720	426,959	230,856	657,815			
B	2	8	32,155	4,613	216,999	122,126	339,125			
B	2	11	39,365	5,060	265,656	133,960	399,616			
B	2	12	22,001	3,823	148,474	101,211	249,685	\$2,004,167	96X699	B-Bronx, Fordham Plaza
C	3	25	30,468	2,480	205,614	65,656	271,270			
C	3	26	31,317	1,559	211,344	41,273	252,617			
C	3	28	35,464	3,428	239,330	90,754	330,084			
C	3	29	28,804	2,841	194,385	75,213	269,598			
C	CW	75	18,855	na	127,243	na	127,243	\$1,250,812	96Q698	C-Flushing, Linden Place
D	4	24	47,561	3,995	320,967	105,765	426,732			
D	4	30	38,217	4,039	257,908	106,930	364,838			
D	4	32	17,654	2,059	119,139	54,511	173,650			
D	5	19	30,562	4,999	206,249	132,345	338,594			
D	5	23	12,567	1,745	84,809	46,198	131,007			
D	5	27	44,369	4,836	299,425	128,030	427,455	\$1,862,276	96Q699	D-LIC, Queens Plaza
E	8	13	20,474	1,611	138,169	42,650	180,819			
E	8	14	18,336	2,323	123,741	61,500	185,241			
E	8	15	23,416	2,132	158,024	56,443	214,467			
E	8	16	13,291	1,420	89,695	37,593	127,288			
E	Alt HS Pr	79	18,366	5,140	123,943	136,078	260,021	\$967,836	96K699	E-Brooklyn, 131 Liv
F	6	17	32,708	4,258	220,731	112,727	333,458			
F	6	18	24,333	2,809	164,212	74,366	238,578			
F	6	22	39,756	2,933	268,294	77,649	345,943			
F	7	20	40,008	2,912	269,995	77,093	347,088			
F	7	21	36,393	2,797	245,599	74,049	319,648			
F	7	31	56,664	3,100	382,399	82,070	464,469	\$2,049,184	96R699	F-SI, Ocean Terrace
				1,016,845	111,087	\$6,862,206	\$2,940,949	\$9,803,155	\$9,803,155	

TABLE 4
OASAS: STATE/CITY/PRIVATE GRANT PROGRAM

Transfer Utility

ROC	RGN	Dist	Register	Overage	Register	Abuse	Performance	Hold-Harmless	Amount by Dist.	Amount by Region	Amount by ROC	Location Code	ROC	
					Factor 50%	Factor 20%	Factor 30%	Restucturing Phase-In						
A	9	1	9,717	1,338	\$110,883	\$54,867	\$207,059	\$105,493	\$478,302					
A	9	2	55,330	5,002	631,381	205,115	207,059	0	1,043,555					
A	9	4	16,482	1,807	188,079	74,099	207,059	195,631	664,868					
A	9	7	19,870	3,268	226,740	134,010	207,059	0	567,809	\$2,754,534				
A	10	3	22,038	2,340	251,480	95,955	207,059	0	554,494					
A	10	5	13,301	2,197	151,780	90,092	207,059	0	448,931					
A	10	6	31,243	4,266	356,520	174,934	207,059	0	738,513	\$1,741,938	\$4,496,472	96M699	A-Man, 333 7th Ave	
B	1	9	32,493	5,237	370,784	214,752	207,059	472,597	1,265,192					
B	1	10	63,267	8,720	721,952	357,578	207,059	0	1,286,589	\$2,551,781				
B	2	8	32,155	4,613	366,927	189,163	207,059	0	763,149					
B	2	11	39,365	5,060	449,202	207,493	207,059	0	863,754					
B	2	12	22,001	3,823	251,058	156,768	207,059	0	614,885	\$2,241,788	\$4,793,569	96X699	B-Bronx, Fordham Plaza	
C	3	25	30,468	2,480	347,676	101,696	207,059	427,518	1,083,949					
C	3	26	31,317	1,559	357,364	63,929	207,059	5,783	634,135					
C	3	28	35,464	3,428	404,687	140,571	207,059	0	752,317					
C	3	29	28,804	2,841	328,688	116,500	207,059	0	652,247	\$3,122,648				
C	CW	75	18,855	na	na	na	na	40,975	40,975	\$40,975	\$3,163,623	96Q698	C-Flushing, Linden Place	
D	4	24	47,561	3,995	542,728	163,821	207,059	0	913,608					
D	4	30	38,217	4,039	436,102	165,626	207,059	0	808,787					
D	4	32	17,654	2,059	201,453	84,433	207,059	0	492,945	\$2,215,340				
D	5	19	30,562	4,999	348,749	204,992	207,059	0	760,800					
D	5	23	12,567	1,745	143,404	71,557	207,059	0	422,020					
D	5	27	44,369	4,836	506,303	198,308	207,059	0	911,670	\$2,094,490	\$4,309,830	96Q699	D-LIC, Queens Plaza	
E	8	13	20,474	1,611	233,633	66,062	207,059	66,618	573,372					
E	8	14	18,336	2,323	209,236	95,258	207,059	0	511,553					
E	8	15	23,416	2,132	267,204	87,426	207,059	0	561,689					
E	8	16	13,291	1,420	151,666	58,229	207,059	0	416,954	\$2,063,568				
E	Alt HS	79	18,366	5,140	209,578	210,774	207,059	338,413	965,824	\$965,824	\$3,029,392	96K699	E-Brooklyn, 131 Liv	
F	6	17	32,708	4,258	373,237	174,606	207,059	0	754,902					
F	6	18	24,333	2,809	277,669	115,188	207,059	149,353	749,269					
F	6	22	39,756	2,933	453,663	120,272	207,059	0	780,994	\$2,285,165				
F	7	20	40,008	2,912	456,539	119,411	207,059	0	783,009					
F	7	21	36,393	2,797	415,288	114,695	207,059	0	737,042					
F	7	31	56,664	3,100	646,604	127,120	207,059	0	980,783	\$2,500,834	\$4,785,999	96R699	F-SI, Ocean Terrace	
					1,016,845	111,087	\$11,388,257	\$4,555,300	\$6,832,947	\$1,802,381	\$24,578,885	\$24,578,885	\$24,578,885	

TABLE 5
OASAS ALLOCATION: FUNDING DISTRIBUTION

<u>ROC</u>	<u>Rgn.</u>	<u>OASAS Total Allocation</u>	<u>BREAKDOWN OF OASAS TOTAL</u>		
			<u>State Funds</u>	<u>NYC Local Match</u>	<u>Private Funds</u>
A	9	\$2,754,534	\$2,124,180	\$607,940	\$22,414
A	10	\$1,741,938	\$1,343,309	\$384,455	\$14,174
B	1	\$2,551,781	\$1,967,825	\$563,192	\$20,764
B	2	\$2,241,788	\$1,728,771	\$494,775	\$18,242
C	3	\$3,122,648	\$2,408,054	\$689,185	\$25,409
C	75	\$40,975	\$31,599	\$9,043	\$333
D	4	\$2,215,340	\$1,708,377	\$488,937	\$18,026
D	5	\$2,094,490	\$1,615,182	\$462,265	\$17,043
E	8	\$2,063,568	\$1,591,337	\$455,440	\$16,791
E	79	\$965,824	\$744,802	\$213,163	\$7,859
F	6	\$2,285,165	\$1,762,222	\$504,348	\$18,595
F	7	\$2,500,834	\$1,928,537	\$551,947	\$20,350
		\$24,578,885	\$18,954,195	\$5,424,690	\$200,000

TABLE 6
SUBSTANCE ABUSE PREVENTION ALLOCATION -- PASS THROUGHS

TRANSFER UTILITY

<u>ROC</u>	<u>Region</u>	<u>District</u>	<u>Location</u>	<u>Amount</u>	<u>Allocation Category</u>	<u>Fund Source</u>
A-Man, 333 7th Ave	9	4	04MS04	\$80,000	OASAS County Initiative Prevention	SUBSTANCE ABUSE 90 5
C-Flushing, Linden Place	3	25	25QS25	\$52,069	C.O.S.A. Drug Abuse Program	SUBSTANCE ABUSE 95 5
C-Flushing, Linden Place	3	25	25QS25	\$95,325	OASAS School Based Initiative	SUBSTANCE ABUSE 94 5
C-Flushing, Linden Place	3	26	26QS26	\$80,000	OASAS County Initiative Prevention	SUBSTANCE ABUSE 90 5
C-Flushing, Linden Place	3	28	28QS28	\$51,250	OASAS County Initiative Prevention	SUBSTANCE ABUSE 90 5
C-Flushing, Linden Place	3	29	29QS28	\$189,851	OASAS Anti-Drug Initiative Pgm	SUBSTANCE ABUSE 92 5
D-LIC, Queens Plaza	4	24	24QS24	\$67,212	OASAS Student Assistance Prgm	SUBSTANCE ABUSE 93 5
D-LIC, Queens Plaza	4	24	24QS24	\$59,535	Student Assistance Pgm (City Council)	SUBSTANCE ABUSE 96 5
F-SI, Ocean Terrace	6	22	22KS22	\$2,709	TBD*	TBD*
F-SI, Ocean Terrace	7	20	20KS20	\$69,686	OASAS County Initiative Prevention	SUBSTANCE ABUSE 90 5
TOTAL				<u>\$747,637</u>		

* DAPC Drug Abuse Prevention Council