ATTACHMENT 4-A and B SCHOOL LEVEL BUDGET SUMMARY Fiscal Year 2011	*Local School System: Somerset*

Enter the Amount of Funds Budgeted for Each School by ESEA Programs and Other Sources of Funding. Expand Table as needed.

SCHOOL NAME Rank Order All Schools by Percentage of Poverty – High to Low Poverty After School Name Indicate as appropriate: • (SW) for T-I School-wide Schools • (TAS) for Targeted Assistance T-I Schools • (CH) for Charter Schools	School ID	Percent Poverty Based on Free and Reduced Price Meals	Title I-A Grants to Local School Systems	Title I-D Delinquent and Youth At Risk of Dropping Out	Title II, Part A Teacher and Principal Training and Recruiting Fund	Title II-D Ed Tech Formula Grants	Title III-A English Language Acquisition	Title IV-A Safe and Drug Free Schools and Communities	Other	Other	Total ESEA Funding by School
Woodson Elementary (SW)	0705	72.1	553,202		101,807						
Greenwood Elementary (SW)	0105	70.73	379,301		119,259						
Princess Anne Elementary (SW)	0106	67.17	275,617		55,118						
Deal Island Elementary (SW)	1401	45.97	72,185								
			1,280,305		276,184						

Total Public school allocations (For Title I, Should add up to the total number from Title I Allocation Excel Worksheet Column I.)											
School System Administration (For Title I, Use # on Table 7-8 LINE 5)			**104,469**								
System-wide Programs and School System Support to Schools (For Title I, Use # on Table 7-8 LINE 13)			**37,719**		**2.946**		**16,602**				
Nonpublic Costs (Column J) (For Title I, Use # on Table 7-10 LINE 5)											
TOTAL LSS Title I Allocation (Should match # presented on C-1-25)			**1,422,493**		**279,133**		**16.602**				

ATTACHMENT 5-A TRANSFERABILITY OF ESEA FUNDS [Section 6123(b)] Fiscal Year 2011	Local School System: __Somerset_____

Local school systems may transfer ESEA funds by completing this page as part of the Bridge to Excellence Master Plan Annual Update submission, or at a later date by completing and submitting a separate Attachment 5-A form. Receipt of this Attachment as part of the Annual Update will serve as the required 30 day notice to MSDE. A local school system may transfer up to 50 percent of the funds allocated to it by formula under four major ESEA programs to any one of the programs, or to Title I (Up to 30 percent if the school system is in school improvement)[9]. The school system must consult with nonpublic school officials regarding the transfer of funds. In transferring funds, the school system must: (1) deposit funds in the original fund; (2) show as expenditure – line item transfer from one fund to another, and (3) reflect amounts transferred on expenditure reports.

50% limitation for local school systems not identified for school improvement or corrective action. 30% limitation for districts identified for school improvement. A school system identified for corrective action may not use the fund transfer option.

Funds Available for Transfer	Total FY 2011 Allocation	$ Amount to be transferred out of each program	$ Amount to be transferred into each of the following programs			
			Title I-A	Title II-A	Title II-D	Title IV-A
Title II-A Teacher Quality	$279,130	$0	$0	$0	$0	$0
Title II-D Ed Tech						
Title IV-A Safe and Drug Free Schools &Communities						

[9] A school system that is in school improvement may only use funds for school improvement activities under sections 1003 and 1116 (c) of ESEA.

ATTACHMENT 5-B CONSOLIDATION OF ESEA FUNDS FOR LOCAL ADMINISTRATION [Section 9203] Fiscal Year 2011	Local School System: ___Somerset_____

Section 9203 of ESEA allows a local school system, with approval of MSDE, to consolidate ESEA administrative funds. In consolidating administrative funds, a school system *may not* (a) designate more than the percentage established in each ESEA program, and (b) use any other funds under the program included in the consolidation for administrative purposes. A school system may use the consolidated administrative funds for the administration of the ESEA programs and for uses at the school district and school levels for such activities as –

- **The coordination of the ESEA programs with other federal and non-federal programs;**
- **The establishment and operation of peer-review activities under *No Child Left Behind*;**
- **The dissemination of information regarding model programs and practices;**
- **Technical assistance under any ESEA program;**
- **Training personnel engaged in audit and other monitoring activities;**
- **Consultation with parents, teachers, administrative personnel, and nonpublic school officials; and**
- **Local activities to administer and carry out the consolidation of administrative funds.**

A school system that consolidates administrative funds shall not be required to keep separate records, by individual program, to account for costs relating to the administration of the programs included in the consolidation.

If the school system plans to consolidate ESEA administrative funds, indicate below the ESEA programs and amounts that the school system will consolidate for local administration. Provide a detailed description of how the consolidated funds will be used.

Title I-A (Reasonable and Necessary)	Title II-A (Reasonable and Necessary)	Title II-D (Reasonable and Necessary)	Title III-A (Limit: 2 Percent)	Title IV-A (Limit: 2 Percent)	Total ESEA Consolidation (Reasonable and Necessary)
$0	$0	$	$0	$	$0

ATTACHMENT 6-A NONPUBLIC SCHOOL INFORMATION	Local School System: __Somerset County Public Schools_____

FOR ESEA PROGRAMS *Fiscal Year 2011*	

Enter the complete information for each <u>participating</u> nonpublic school, including mailing address. Use the optional "Comments" area to provide additional information about ESEA services to nonpublic school students, teachers, and other school personnel. For example, if Title I services are provided through home tutoring services or by a third party contractor, please indicate that information under "Comments." NOTE: Complete Attachment 6-A for Title I-A, Title II-A, Title II-Ed Tech, and Title III services. Complete Attachment 6-B for Title IV-A services. ***Use separate pages as necessary.***

NONPUBLIC SCHOOL NAME AND ADDRESS	Number of Nonpublic School Participants (Students, Teachers, and Other School Personnel)								
	Title I-A				Title II-A	Title II-D Ed Tech		Title III-A	
	Number nonpublic T-I students to be served at the following locations:		Students READING/LANG. ARTS (Can be a duplicated count)	Students Mathematics (Can be a duplicated count)	Staff	Students	Staff	Students	Staff
None	Private School								
	Public School								
	Neutral Site								
	Private School								
	Public School								
	Neutral Site								
	Private School								
	Public School								
	Neutral Site								

ATTACHMENT 6-B NONPUBLIC SCHOOL INFORMATION FOR ESEA PROGRAMS *Fiscal Year 2011*	Local School System : __Somerset_____

Enter the complete information for each participating nonpublic school, including mailing address. ***Use separate pages as necessary.***

NONPUBLIC SCHOOL NAME AND ADDRESS	Number of Nonpublic School Participants (Students, Teachers, and Other School Personnel)		
	Title IV-A		Comments (Optional)
	Students	Staff	
Crisfield Christian Academy 134 Maryland Ave. Crisfield, MD 21817			Not Interested
Holly Grove Christian 7317 Mennonite Church Rd., Westover, MD 21871l			Note Interested
Well Watered Leadership Academy 30529 Prince William Street Princess Anne, MD 21853			Not Eligible

Guidance for Completion of the Budget Narrative for Individual Grants

The budget narrative is an explanation of your budget and must be able to stand on its own without having to refer to the proposal for information. Although information to justify a line item (such as job descriptions for personnel) might be contained within the grant application or Master Plan, a separate and complete justification for each line item must be provided in the budget narrative. It should include the following information:

- Description of the specific item (What is it?)
- Description of how the specific item relates to the project (Why is this item needed to fulfill the project objective?)
- Arithmetical explanation of how you estimated the requested amount (What formula did you use to arrive at your estimate? Show the detail.)

Set up your Budget Narrative in the same order and with the same headings as the Budget, i.e., MSDE Category, Program and Object. Without the Narrative, the Budget is just a collection of numbers. You will also want to tie Budget items in the Narrative to the allowable activities discussed in section B so the reviewer clearly sees their necessity. Make absolutely sure your numbers add up.

Each line must be detailed and specific. General expenses should be broken down into specific line items. For example, "meeting expenses" can be broken down into room rental, photocopying and refreshments. It is important to be as detailed as possible.

Clearly show the requested funds and in-kind contributions for each line item. Indicate the source of the in-kind contribution. Both requested and in-kind funds must be reasonable and within current market prices.

Show how the expense was calculated for each line item. Reviewers will use this information to determine if your budget is reasonable and cost-effective.

Personnel Costs:

- **For Salaries**: List the number of positions and the estimated annual salary rate or hourly rate for the employee and the number of hours to be devoted to the project. The amount should take into account time needed to establish and fill new positions and the changing demands for personnel during the course of the project. The narrative should justify the necessity for creating new positions. Could present staff be reallocated? Could volunteers be utilized? Do all positions need to be full time? Are salary scales consistent with similar state or local wage scales? The workload must justify creating full-time positions. Employees who are paid in whole or part with grant funds must perform work for the grant-funded project in proportion to the amount of their pay provided by the grant.

- **For Employee Benefits**: Identify the percentages used for FICA, State Unemployment, Workers Compensation, Health Insurance, Life Insurance and other benefits and multiply by the total salary costs to determine the total Fixed Charges. **Please Note: Fixed Charges must always be calculated whenever there are salaries and wages identified in the budget.**

Contracted Services

- For individuals or organizations to be reimbursed for personal services on a fee basis. List each type of consultant or service, the proposed fee rate, and the amount of time to be devoted to such services. Costs for renting space, equipment, and other operating leases are included in this object.

Supplies and Materials

- All costs should be itemized within this object by major types (e.g., office supplies, training materials, research forms, instructional supplies, textbooks, library media, etc.). The basis for cost computations should be shown ("x" dollars per month for office supplies or "y" dollars per person for training materials).

Other Charges

- Estimated travel expenses of project personnel should be included in this object. The budget narrative must thoroughly explain the relevance and importance of each item to the project.

Equipment

- Each item to be purchased must be separately listed with unit cost. The budget narrative must thoroughly explain the relevance and importance of each item to the project.

Transfers

- Transfers are payments to other LEAs, Non-Public Schools or indirect costs that are shown as grant expenses but are not direct expenses of the LEA to the project.

- To calculate the indirect cost, please refer to the Financial Reporting Manual for Maryland Public Schools (section D-1). This calculation should be included on the budget narrative as a separate line item and is not associated with any specific Activity.

You should use the format as shown in the sample on the following page.

Category/ Object	Line Item	Calculation	Amount	In-Kind	Total
Instructional Staff Development Salaries & Wages	Stipends for professional development Strategy #	300 participants x $120	$36,000		$36,000
Fixed Charges	FICA	7.65% x $36,000	$2,754		2,754
Instructional Staff Development Contracted Services	Consultants to provide professional development training Strategy #	6 days x $500	$3,000		3,000
Instructional Staff Development Contracted Services	Facility Rental for Staff Development Strategy #	6 days x $1,000	$4,000	2,000 (AAPS)	6,000
Instructional Staff Development Supplies	Training materials for professional development Strategy #	300 participants x $40	$12,000		$12,000
Student Transportation Contracted Services	Buses for 2 field trips to art museums Strategy #	2 x $450	900		900
Administration Business Support Services/Transfers	Indirect Costs	2.5% x direct costs ($58,654)	1,466		1,466
	TOTAL		$60,120	$2,000	$62,120

Note: MSDE grant and budget forms are available at: http://www.marylandpublicschools.org/MSDE/divisions/superintendent/grants/Budget+Information