

**Annotated Sample Budget – 2023 SIG 1003 Grant (Planning)**

The Annotated Sample Budget provided is for a Target District with 1 school identified for Comprehensive Support and Improvement (CSI), 1 school identified for Additional Targeted Support and Improvement (ATSI), and 1 school identified for Targeted Support and Improvement (TSI).

The sample budget and annotations below are specific to the application for the 2023 SIG 1003 Grant (Planning) and represent the district’s anticipated costs at the time their application is submitted.

**Agency Information:**

<p>The University of the State of New York THE STATE EDUCATION DEPARTMENT</p>	<p>PROPOSED BUDGET FOR A FEDERAL OR STATE PROJECT FS-10 (03/15)</p>				
<p><span style="background-color: #d9ead3; border: 1px solid #ccc; display: inline-block; width: 15px; height: 10px;"></span> = Required Field</p>					
<p><b>Local Agency Information</b></p>					
Funding Source:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%; background-color: #d9ead3;">2023 SIG 1003 (Planning)</td> <td style="width: 20%;"></td> </tr> </table>	2023 SIG 1003 (Planning)			
2023 SIG 1003 (Planning)					
Report Prepared By:	Name of Person Completing This Budget				
Agency Name:	Sampletown UFSD				
Mailing Address:	123 State St				
	Street				
	Sampletown, NY 12023				
	City State Zip Code				
Telephone # of Report Preparer:	518-220-1976				
County:	Albany				
E-mail Address:	Bperson@sampletown.org				
Project Funding Dates:	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">1/10/2023</td> <td style="width: 50%; border: none;">8/31/2023</td> </tr> <tr> <td style="border: none; text-align: center; font-size: x-small;">Start</td> <td style="border: none; text-align: center; font-size: x-small;">End</td> </tr> </table>	1/10/2023	8/31/2023	Start	End
1/10/2023	8/31/2023				
Start	End				
<p><b>INSTRUCTIONS</b></p> <ul style="list-style-type: none"> <li>Submit the original FS-10 Budget and the required number of copies along with the completed application directly to the appropriate State Education Department office as indicated in the application instructions for the grant program for which you are applying. DO NOT submit this form to Grants Finance.</li> <li>The Chief Administrator’s Certification on the Budget Summary worksheet must be signed by the agency’s Chief Administrative Officer or properly authorized designee.</li> <li>An approved copy of the FS-10 Budget will be returned to the contact person noted above. A window envelope will be used; please make sure that the contact information is accurate and confined to the address field without altering the formatting.</li> <li>For information on budgeting refer to the Fiscal Guidelines for Federal and State Aided Grants at <a href="http://www.oms.nysed.gov/cafe/guidance/">http://www.oms.nysed.gov/cafe/guidance/</a>.</li> </ul>					

The **Funding Source** is the name of the grant. This grant is the **2023 SIG 1003 (Planning)**.

The **Project Funding Dates** are the dates during which the district may encumber the funds. For this grant, they are **1/10/23-8/31/23**

Please ensure that all of the required cells are completed.

**Code 15:**

Note: All grant-related hourly compensation must be for work completed outside of contractual hours.

SALARIES FOR PROFESSIONAL STAFF			
Subtotal - Code 15			<b>\$15,135</b>
Specific Position Title	Full-Time Equivalent	Annualized Rate of Pay	Project Salary
Principal preparation for and facilitation of School-Level Improvement Planning Team meetings (Samletown High School) #3	14 hours	\$100/hour	\$1,400
Teacher participation on School-Level Improvement Planning Team (SHS) #3	4 teachers x 12 hours each = 48 hrs	\$55/hour	\$2,640
Asst. Principal preparation for and facilitation of SCEP Team (Ida Sample Elementary ) #3	14 hours	\$100/hour	\$1,400
Teacher participation on SCEP Planning Team (ISE) #3	6 teachers x 12 hours = 72 hrs	\$55/hour	\$3,960
Sub to cover classes for teacher attending NYSED Regional Orientation (Samletown Middle School) #1	1 day	\$125/day	\$375
Principal preparation for and facilitation of Planning Team meetings (SMS) #3	14 hours	\$100/hour	\$1,400
Teacher participation on SCEP Planning Team (SMS) #3	6 teachers x 12 hours = 72	\$55/hour	\$3,960

Each first column entry is followed by **parentheses that indicate which allocation is covering the cost of the activity** (Target District or specific school name.) This is done in the first column on all of the budget codes. Above, the first mention of a school spells out the name, but after that, initials are used.

The final piece of information in each first column refers back to the portal questions. If Samletown High School is a school identified for CSI, the #3 indicates that this entry is an activity that is described on the CSI portal page and covers #3, "Staff Participation in the Development of the School-Level Improvement Plan."

The SCEP Planning Team meetings should include collaborative work on the **SCEP Workbook and SCEP Planning Document**.

For salary entries, column one should always begin with the **title of the position** followed by the **activity for which they are being compensated**.

Full-Time Equivalent should include the **number of staff** and the average **number of hours (or days) per staff member**. However, if there is only 1 staff member, it is not necessary to show the calculation.

As this is a short-term grant, there are no annual pay rates. Therefore, column 3 should include the **hourly or daily rate**, as applicable.

**Code 16** follows the same format as **Code 15**:

SALARIES FOR SUPPORT STAFF			
Subtotal - Code 16			\$750
Specific Position Title	Full-Time Equivalent	Annualized Rate of Pay	Project Salary
Staff to provide childcare during SCEP meetings (ISE) #4	10 hours	\$25/hour	\$250
Staff to provide childcare during DCIP meetings (District ) #4	8 hours	\$25/hour	\$200
Clerical support for DCIP Planning Meetings (District) #3	10 hours	\$30/hour	\$300

**Code 40:**

Note: *Services provided by BOCES would be included in Code 49 instead.*

PURCHASED SERVICES			
Subtotal - Code 40			\$16,850
Description of Item	Provider of Services	Calculation of Cost	Proposed Expenditure
Surveys (District) #2	ABC Associates	5 schools x \$3,000/school	\$15,000
Workshop - "Benchmarking and Progress-Monitoring" (District) #5	ABC University	2 days x \$925/day	\$1,850

The information provided above in the **Description of Item** is sufficient for the budget. Note that more detail is expected on the portal responses, for example explaining more about the kind of surveys and what type of skills are covered in the Datawise training.

**Provider of Services** is the outside person or company who is being paid to work with the district.

**Calculation of Cost** should include the number of hours or days and the cost per hour or day. If the cost is determined by something else, for example by number of students and cost per student, then use that information instead.

**Code 45:**

SUPPLIES AND MATERIALS			
Subtotal - Code 45			\$671
Description of Item	Quantity	Unit Cost	Proposed Expenditure
SCEP Team Meeting supplies (SMS) #5	6 meetings	\$25/meeting	\$150
School-Level Improvement Team Meeting supplies (SHS) #5	6 meetings	\$25/meeting	\$150
SCEP Team Meeting supplies (ISE) #5	6 meetings	\$20/meeting	\$120
Post-it Self-Stick Wall Pad for DCIP Planning Meetings (District) #5	1 package	\$25.99	\$26
DCIP Team Meeting supplies (District) #5	6 meetings	\$25/meeting	\$150
Light refreshments for planning meetings that involve parents (District) #4	3 meetings	\$25/meeting	\$75

For quantity, include the number of events the supplies are for or the quantity of items purchased, where applicable.

The specific supply details (i.e., what items are being purchased) should be included in the portal response.

**Code 46:**

TRAVEL EXPENSES			
Subtotal - Code 46			\$1,538
Position of Traveler	Destination and Purpose	Calculation of Cost	Proposed Expenditures
Principal and Assistant Principal (SHS) #1	<b>March Regional Orientation - Poughkeepsie, NY</b> Mileage - 81 miles (round trip) x .655/mile Lodging - \$108/night Per Diem (meals) - \$69/day	Mileage - \$53 Lodging - \$108 x 2 people = \$216 Per Diem - \$69 x 2 people = \$138	\$407
Special Education Director and Principal (ISE) #1	<b>March Regional Orientation - Poughkeepsie, NY</b> Mileage - 80 miles (round trip) x .655/mile Lodging - \$108/night Per Diem (meals) - \$69/day	Mileage - \$52 Lodging - \$108 x 2 people = \$216 Per Diem - \$69 x 2 people = \$138	\$406
Principal and Assistant Principal (SMS) #1	<b>March Regional Orientation - Poughkeepsie, NY</b> Mileage - 78 miles (round trip) x .655/mile Lodging - \$108/night Per Diem (meals) - \$69/day	Mileage - \$51 Lodging - \$108 x 2 people = \$216 Per Diem - \$69 x 2 people = \$138	\$405
1 teacher (SMS) #1	<b>March Regional Orientation - Poughkeepsie, NY</b>  Amtrak Round Trip - \$45	\$45	\$45
Superintendent (District) #1	<b>March Regional Orientation - Poughkeepsie, NY</b> Mileage - 81 miles (round trip) x .655/mile Lodging - \$108/night Per Diem (meals) - \$69/day	Mileage - \$ 53 Lodging - \$108 Per Diem - \$69	\$230
Parents (District) #4	Local travel for planning meetings	5 parents x \$3 bus passes x 3 meetings	\$45

The first column lists the position of the traveler (superintendent, principal, teacher, etc.) and is followed by **parentheses that indicate which allocation is covering the cost of the activity** (Target District or specific school name.)

The second column indicates **where** the traveler is going, **why** they are going, and **what month** the travel will take place.

The **Calculation of Cost** shows the breakdown of all costs associated with the travel. The current mileage reimbursement rate is \$.655/mile. The specific daily/nightly rates are necessary to ensure that all costs comply with government rates.

**Government rates** for travel can be found by entering the destination zip code at <https://www.gsa.gov/travel/plan-book/per-diem-rates>. Any costs that exceed government rates will need to be covered by the district.

**Code 80:**

Employee Benefits		
Subtotal - Code 80		\$3,800
Benefit	Proposed Expenditure	
Social Security	\$1,800	
Retirement	New York State Teachers	\$400
	New York State Employees	
	Other - Pension	
Health Insurance	\$1,600	
Worker's Compensation		
Unemployment Insurance		
Other(Identify)		
Target District - \$825; ISE - \$775; SHS - \$1,000; SMS - \$1,200 #3		

In the portal, the **Employee Benefits** should be identified separately from **salaries** on all #3 responses.

Use **“Other”** to show which allocations (District, specific school name) are covering the cost of these Employee Benefits.

**Code 49** follows the same format as **Code 40**.

PURCHASED SERVICES WITH BOCES			
Subtotal - Code 49			\$3,175
Description of Services	Name of BOCES	Calculation of Cost	Proposed Expenditure
Data Analysis Support (District) #2	Erie 2 BOCES	3 sessions x \$750/session	\$2,250
Tableau Accounts for Data Analytics (District) #2	Capital Region BOCES	annual contract	\$925

