

**Louisiana Department of Education
FY14 1003(g) School Improvement Grant
LEA Application Budget**

LA Department of Education Contact:

John Baxter
Phone: 225-342-9442
John.Baxter@la.gov

Applicants must complete a budget for the full three years of the grant program.

The computerized budget allows interaction among worksheets, calculates subtotals and totals automatically, and links data from detail sheets to the summary sheets.

You will only enter budget data on the budget detail worksheets (Detail Y1, Detail Y2, Detail Y3). The data will link to the appropriate summary sheets.

**Complete the following information.
(This information is linked to the top of each budget form.)**

Name of Eligible Recipient: Tallulah Elementary
Street Address: 1100 Johnson Street
Mailing Address: Tallulah, LA 71282
City, State, Zip:

Submitted by: Gloria Henderson
Telephone # Fax #: 318-574-3616 Ex. 3618 **Fax #** 318-574-1576
Email Address gloria.henderson@madisonpsb.org

The additional information below will be used to request corrections to the budgets.
This information is not linked to the budget forms.

Program Coordinator Gloria Henderson
Telephone 318-574-3616
Fax 318-574-1576
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Fiscal/Accounting Contact Kristi Perkins
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Summary of Object Codes Required for Budget Detail

Examples of typical allowable costs are provided for each object. For further details regarding specific object codes, refer to the Louisiana Accounting and Uniform Governmental Handbook (LAUGH Guide) located on the Department's website at <http://www.louisianaschools.net/lde/finance/688.html>

100 Salaries & 200 Benefits: Extended teacher contract salaries and benefits are allowable as long as the activities the staff are engaged in are the planning and initial implementation of the school, curriculum development and/or the professional development of staff.

300 Purchased Professional and Technical Services: Payment for curriculum development; Payment for staff development or related consultant work to implement intervention model activities (workshops, conferences).

400 Purchased Property Services: Only minor renovations to meet applicable federal, state and local health and safety requirements (accessibility to ramps or bathrooms); no remodeling; no painting; no landscaping; no technology leases.

500 Other Purchased Services: To attend national and state conferences and conferences for specific field (Core Knowledge, Environmental, etc.,) that are related to the implementation of the intervention model.

600 Supplies: Textbooks and other curriculum materials; classroom supplies, start-up technologies related to the implementation of the intervention model, etc. Software is always considered a supply item, regardless of cost.

700 Property: This would include items over the threshold limit for supplies. If the unit cost is \$5,000 or more, it must be shown here.

Refer to the SIG Guidance for additional information about 1003(g) School Improvement Grants.

Examples of non-allowable costs: No major renovations (no leasehold improvements, no roofing, no repairs to walls, no paving driveways, no construction or property improvements, no carpeting or painting, no landscaping); no public address or intercom systems; no student transportation costs or bus tickets, no purchase of vans, buses or other vehicles; no insurance other than employee benefits; no audits; no legal fees; no fees associated with subscriptions or memberships; no field trips.

Louisiana Department of Education Year One Budget Detail

Name of Eligible Recipient: Tallulah Elementary
 Street Address: 1100 Johnson Street
 Mailing Address: Tallulah, LA 71282
 City, State, Zip: 0

Program: 1003(g) School Improvement Grant
 Project: FY2014
 Submitted by: Gloria Henderson
 Telephone/Fax #: 318-574-3616 Ex. :318-574-1576
 E-mail Address: gloria.henderson@madisonpsb.org

Object Code	Expenditure Category	Amount
100	SALARIES	
	Under each salary heading, provide the following:	
	1. Denote # of full-time employees in each group and % full-time	
	2. For part-time employees, provide applicable rates	
	3. Attach a job description for all new positions	
	Officials/Administrators/Managers	
	Teachers	
	Stipends for Curriculum Team to complete Curriculum Mapping and Assessments	\$5,000
	(5 techers X 40 hours X \$25 per hour)	
	Clerical/Secretarial	
	Aides/Paraprofessionals	
	TOTAL SALARIES (Object 100)	\$ 5,000.00
200	EMPLOYEE BENEFITS	

	Health Insurance			
	Life Insurance			
	Dental Insurance			
	FICA (6.2%) - Provide Total Salary Amount to determine benefit cost.			
	\$ -	X	6.2%	\$ -
	Medicare (1.45%) -Provide Total Salary Amount to determine benefit cost.			
	\$ 5,000.00	X	1.45%	\$ 72.50
	Teacher Retirement (15.5% in FY08/09)- Provide Total Salary Amount to determine benefit cost.			
	\$ 5,000.00	X	15.5%	\$ 775.00
	School Employees (17.8% in FY08/09)- Provide Total Salary Amount to determine benefit cost.			
	\$ -	X	17.8%	\$ -
	Unemployment Comp. (%)-Provide Total Salary Amount and Rate to determine benefit cost.			
	\$ -	X	0.000000%	\$ -
	Worker's Comp. (%)-Provide Total Salary Amount and Rate to determine benefit cost.			
	\$ -	X	0.000000%	\$ -
	TOTAL EMPLOYEE BENEFITS (Object 200)			\$ 847.50
300	PURCHASED PROFESSIONAL & TECHNICAL SERVICES			
	For every service budgeted, provide the following:			
	1. Name of vendor or consultant			
	2. Rate of Pay			
	3. Topic covered or service provided			
	SU Ag Center to support with Parent Univeristy Classes on Heaalth and Wellness, Obesity, Parenting Tips, Understanding Your Child, etc.)			\$3,500

	Generation Ready External Consultant (1 ELA/Math Consultant 45 days @ \$1500 per day)	\$60,000
	TOTAL PURCHASED PROF/TECH SERV. (Object 300)	\$ 63,500.00
400	PURCHASED PROPERTY SERVICES	
	For every service budgeted, provide the following:	
	1. List sites	
	2. List applicable rates	
	Only allowable renovations are minor renovations to meet applicable federal, state, and local health and safety requirements (i.e., accessibility to ramps or bathrooms)	
	Rental of Equipment (Technology leases not allowed)	
	Other Purchased Property Services (Specify below.)	
	TOTAL PURCHASED PROPERTY SERVICES (Object 400)	\$ -
500	OTHER PURCHASED SERVICES	
	For all services budgeted, provide the following:	
	1. List sites	
	2. List applicable rates	
	For all travel costs budgeted, provide the following: (registration fees included also)	
	1. Position of employee	
	2. Mileage rates as applicable for local travel	
	Travel - In-State (List name of conference attending)	
	Travel for Transformation team, administrator and teachers to attend conferences and worksho	\$3,500

	on school improvement, best practices, and instructional strategies	
	Travel - Out-of-State (List name of conference attending)	
	Phone (list monthly rate)	
	Postage	
	Printing	
	Other (Specify below.)	
	TOTAL OTHER PURCHASED SERVICES (Object 500)	\$ 3,500.00
600	SUPPLIES	
	Provide examples of each type of the Materials and Supplies to be purchased.	
	Other Supplies (Specify below.)	
	TOTAL SUPPLIES (Object 600)	\$ -
700	PROPERTY	

Louisiana Department of Education Year One Budget Summary

Name of Eligible Recipient: Tallulah Elementary
 Street Address: 1100 Johnson Street
 Mailing Address: Tallulah, LA 71282
 City, State, Zip: 0

Program: 1003(g) School Improvement Grant
 Project: FY2014
 Submitted by: Gloria Henderson
 Telephone/Fax #: 318-574-3616 318-574-1576
 E-mail Address: gloria.henderson@madisonpsb.org

Object Code	Expenditure Category	Amount
100	Salaries	\$ 5,000.00
200	Employee Benefits	\$ 847.50
300	Purchased Professional/Tech Svcs.	\$ 63,500.00
400	Purchased Property Services	\$ -
500	Other Purchased Services	\$ 3,500.00
600	Supplies	\$ -
700	Property	\$ -
GRAND TOTAL		\$ 72,847.50

MAIL TO: Louisiana Department of Education Grants Management - 5th Floor P.O. Box 94064 Baton Rouge, LA 70804-9064 FAX # (225)219-4205
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Louisiana Department of Education Year 2 Budget Detail

Name of Eligible Recipient: Tallulah Elementary
 Street Address: 1100 Johnson Street
 Mailing Address: Tallulah, LA 71282
 City, State, Zip: 0

Program: 1003(g) School Improvement Grant
 Project: FY2014
 Submitted by: Gloria Henderson
 Telephone/Fax #: 318-574-3616 Ex. :318-574-1576
 E-mail Address: gloria.henderson@madisonpsb.org

Object Code	Expenditure Category	Amount
100	SALARIES	
	Under each salary heading, provide the following:	
	1. Denote # of full-time employees in each group and % full-time	
	2. For part-time employees, provide applicable rates	
	3. Attach a job description for all new positions	
	Officials/Administrators/Managers	
	District Transformation Leader (25% of salary)	\$17,000
	Teachers	
	School Based Instructional Specialist (50% of salary)	\$ 27,000.00
	Stipends for Curriculum Team to complete Curriulum Mapping and Assessments (5 teachers X 40 hours @ \$25 per hour)	\$ 5,000.00
	Clerical/Secretarial	
	Aides/Paraprofessionals	
	Stipend for Parent Liason to assist with summer reading program (20 days X 6 hours X \$17 per hour)	\$ 2,040.00
	TOTAL SALARIES (Object 100)	\$ 51,040.00
200	EMPLOYEE BENEFITS	

	Health Insurance			
	Life Insurance			
	Dental Insurance			
	FICA (6.2%) - Provide Total Salary Amount to determine benefit cost.			
	\$ -	X	6.2%	\$ -
	Medicare (1.45%) -Provide Total Salary Amount to determine benefit cost.			
	\$ 51,040.00	X	1.45%	\$ 740.08
	Teacher Retirement (15.5% in FY08/09)- Provide Total Salary Amount to determine benefit cost.			
	\$ 51,040.00	X	26.7%	\$ 13,627.68
	School Employees (17.8% in FY08/09)- Provide Total Salary Amount to determine benefit cost.			
	\$ -	X	17.8%	\$ -
	Unemployment Comp. (%)-Provide Total Salary Amount and Rate to determine benefit cost.			
	\$ -	X	0.000000%	\$ -
	Worker's Comp. (%)-Provide Total Salary Amount and Rate to determine benefit cost.			
	\$ -	X	0.000000%	\$ -
	TOTAL EMPLOYEE BENEFITS (Object 200)			\$ 14,367.76
300	PURCHASED PROFESSIONAL & TECHNICAL SERVICES			
	For every service budgeted, provide the following:			
	1. Name of vendor or consultant			
	2. Rate of Pay			
	3. Topic covered or service provided			
	SU Ag Center for support with Parent University Classes (Health and Wellness, Child Development, Family Support, etc.)			\$ 3,500.00

	Generation Ready external consultant for ELA/Math (30 hours X \$1500 per hour)	\$45,000
	TOTAL PURCHASED PROF/TECH SERV. (Object 300)	\$ 48,500.00
400	PURCHASED PROPERTY SERVICES	
	For every service budgeted, provide the following:	
	1. List sites	
	2. List applicable rates	
	Only allowable renovations are minor renovations to meet applicable federal, state, and local health and safety requirements (i.e., accessibility to ramps or bathrooms)	
	Rental of Equipment (Technology leases not allowed)	
	Other Purchased Property Services (Specify below.)	
	TOTAL PURCHASED PROPERTY SERVICES (Object 400)	\$ -
500	OTHER PURCHASED SERVICES	
	For all services budgeted, provide the following:	
	1. List sites	
	2. List applicable rates	
	For all travel costs budgeted, provide the following: (registration fees included also)	
	1. Position of employee	
	2. Mileage rates as applicable for local travel	
	Travel - In-State (List name of conference attending)	\$ 7,500.00
	Travel for Transformation Team, administrator, and teachers to attend conferences and workshops	

	related to school improvement, best practices, and instructional strategies	
	(registration, meals, lodging, travel)	
	Travel - Out-of-State (List name of conference attending)	
	Phone (list monthly rate)	
	Postage	
	Printing	
	Other (Specify below.)	
	TOTAL OTHER PURCHASED SERVICES (Object 500)	\$ 7,500.00
600	SUPPLIES	
	Provide examples of each type of Materials and Supplies to be purchased.	
	Materials and supplies to support program (cartridges, laptops, printers, headphones, pencil sharpeners, pencils, notebooks, folders, manipulatives, office supplies, etc.	\$9,000
	Other Supplies (Specify below.)	
	TOTAL SUPPLIES (Object 600)	\$ 9,000.00
700	PROPERTY	

Louisiana Department of Education Year 2 Budget Summary

Name of Eligible Recipient: Tallulah Elementary
 Street Address: 1100 Johnson Street
 Mailing Address: Tallulah, LA 71282
 City, State, Zip: 0

Program: 1003(g) School Improvement Grant
 Project: FY2014
 Submitted by: Gloria Henderson
 Telephone/Fax #: 318-574-3616 318-574-1576
 E-mail Address: gloria.henderson@madisonpsb.org

Object Code	Expenditure Category	Amount
100	Salaries	\$ 51,040.00
200	Employee Benefits	\$ 14,367.76
300	Purchased Professional/Tech Svcs.	\$ 48,500.00
400	Purchased Property Services	\$ -
500	Other Purchased Services	\$ 7,500.00
600	Supplies	\$ 9,000.00
700	Property	\$ -
GRAND TOTAL		\$ 130,407.76

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Louisiana Department of Education Year 3 Budget Detail

Name of Eligible Recipient: Tallulah Elementary
 Street Address: 1100 Johnson Street
 Mailing Address: Tallulah, LA 71282
 City, State, Zip: 0

Program: 1003(g) School Improvement Grant
 Project: FY2014
 Submitted by: Gloria Henderson
 Telephone/Fax #: 318-574-3616 Ex. :318-574-1576
 E-mail Address: gloria.henderson@madisonpsb.org

Object Code	Expenditure Category	Amount
100	SALARIES	
	Under each salary heading, provide the following:	
	1. Denote # of full-time employees in each group and % full-time	
	2. For part-time employees, provide applicable rates	
	3. Attach a job description for all new positions	
	Officials/Administrators/Managers	
	District Transformation leader (25% of salary)	\$ 17,000.00
	Teachers	
	School based Instructional Specialist ((50% of salary)	\$ 27,000.00
	Clerical/Secretarial	
	Aides/Paraprofessionals	
	TOTAL SALARIES (Object 100)	\$ 44,000.00
200	EMPLOYEE BENEFITS	

	Health Insurance			
	Life Insurance			
	Dental Insurance			
	FICA (6.2%) - Provide Total Salary Amount to determine benefit cost.			
	\$ -	X	6.2%	\$ -
	Medicare (1.45%) -Provide Total Salary Amount to determine benefit cost.			
	\$ 44,000.00	X	1.45%	\$ 638.00
	Teacher Retirement (15.5% in FY08/09)- Provide Total Salary Amount to determine benefit cost.			
	\$ 44,000.00	X	26.7%	\$ 11,748.00
	School Employees (17.8% in FY08/09)- Provide Total Salary Amount to determine benefit cost.			
	\$ -	X	17.8%	\$ -
	Unemployment Comp. (%)-Provide Total Salary Amount and Rate to determine benefit cost.			
	\$ -	X	0.000000%	\$ -
	Worker's Comp. (%)-Provide Total Salary Amount and Rate to determine benefit cost.			
	\$ -	X	0.000000%	\$ -
	TOTAL EMPLOYEE BENEFITS (Object 200)			\$ 12,386.00
300	PURCHASED PROFESSIONAL & TECHNICAL SERVICES			
	For every service budgeted, provide the following:			
	1. Name of vendor or consultant			
	2. Rate of Pay			
	3. Topic covered or service provided			
	Generation Ready external consultant (1 ELA/Math consultant X 20 days @1500 per day)			\$ 30,000.00

	inservices on school improvement, best practices, and instructional strategies	
	(registration, travel, lodging, meals)	
	Travel - Out-of-State (List name of conference attending)	
	Phone (list monthly rate)	
	Postage	
	Printing	
	Other (Specify below.)	
	TOTAL OTHER PURCHASED SERVICES (Object 500)	\$ 7,500.00
600	SUPPLIES	
	Provide examples of each type of Materials and Supplies to be purchased.	
	Material and supplies to support the program (cartridges, paper, books, office supplies, manipulative, etc.)	\$2,859
	Other Supplies (Specify below.)	
	TOTAL SUPPLIES (Object 600)	\$ 2,858.74
700	PROPERTY	

Louisiana Department of Education Year 3 Budget Summary

Name of Eligible
 Recipient: Tallulah Elementary
 Street Address: 1100 Johnson Street
 Mailing Address: Tallulah, LA 71282
 City, State, Zip: _____ 0

Program: 1003(g) School Improvement Grant
 Project: FY2014
 Submitted by: Gloria Henderson
 Telephone/Fax #: 318-574-3616 318-574-1576
 E-mail Address: gloria.henderson@madisonpsb.org

Object Code	Expenditure Category	Amount
100	Salaries	\$ 44,000.00
200	Employee Benefits	\$ 12,386.00
300	Purchased Professional/Tech Svcs.	\$ 30,000.00
400	Purchased Property Services	\$ -
500	Other Purchased Services	\$ 7,500.00
600	Supplies	\$ 2,858.74
700	Property	\$ -
GRAND TOTAL		\$ 96,744.74

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Louisiana Department of Education Year Four Budget Detail

Name of Eligible Recipient: Tallulah Elementary
 Street Address: 1100 Johnson Street
 Mailing Address: Tallulah, LA 71282
 City, State, Zip: 0

Program: 1003(g) School Improvement Grant
 Project: FY2014
 Submitted by: Gloria Henderson
 Telephone/Fax #: 318-574-3616 Ex. :318-574-1576
 E-mail Address: gloria.henderson@madisonpsb.org

Object Code	Expenditure Category	Amount
100	SALARIES	
	Under each salary heading, provide the following:	
	1. Denote # of full-time employees in each group and % full-time	
	2. For part-time employees, provide applicable rates	
	3. Attach a job description for all new positions	
	Officials/Administrators/Managers	
	Teachers	
	Clerical/Secretarial	
	Aides/Paraprofessionals	
	TOTAL SALARIES (Object 100)	\$ -
200	EMPLOYEE BENEFITS	

Travel - Out-of-State (List name of conference attending)

Phone (list monthly rate)

Postage

Printing

Other (Specify below.)

TOTAL OTHER PURCHASED SERVICES (Object 500) \$

-

600 SUPPLIES

Provide **examples** of each type of the Materials and Supplies to be purchased.

Other Supplies (Specify below.)

TOTAL SUPPLIES (Object 600) \$

-

700 PROPERTY

Louisiana Department of Education Year Four Budget Summary

Name of Eligible Recipient: Tallulah Elementary
 Street Address: 1100 Johnson Street
 Mailing Address: Tallulah, LA 71282
 City, State, Zip: 0

Program: 1003(g) School Improvement Grant
 Project: FY2014
 Submitted by: Gloria Henderson
 Telephone/Fax #: 318-574-3616 318-574-1576
 E-mail Address: gloria.henderson@madisonpsb.org

Object Code	Expenditure Category	Amount
100	Salaries	\$ -
200	Employee Benefits	\$ -
300	Purchased Professional/Tech Svcs.	\$ -
400	Purchased Property Services	\$ -
500	Other Purchased Services	\$ -
600	Supplies	\$ -
700	Property	\$ -
GRAND TOTAL		\$ -

MAIL TO:
 Louisiana Department of Education
 Grants Management - 5th Floor
 P.O. Box 94064
 Baton Rouge, LA 70804-9064
 FAX # (225)219-4205

Louisiana Department of Education Year Five Budget Detail

Name of Eligible Recipient: Tallulah Elementary
 Street Address: 1100 Johnson Street
 Mailing Address: Tallulah, LA 71282
 City, State, Zip: 0

Program: 1003(g) School Improvement Grant
 Project: FY2014
 Submitted by: Gloria Henderson
 Telephone/Fax #: 318-574-3616 Ex. :318-574-1576
 E-mail Address: gloria.henderson@madisonpsb.org

Object Code	Expenditure Category	Amount
100	SALARIES	
	Under each salary heading, provide the following:	
	1. Denote # of full-time employees in each group and % full-time	
	2. For part-time employees, provide applicable rates	
	3. Attach a job description for all new positions	
	Officials/Administrators/Managers	
	Teachers	
	Clerical/Secretarial	
	Aides/Paraprofessionals	
	TOTAL SALARIES (Object 100)	\$ -
200	EMPLOYEE BENEFITS	

	Health Insurance			
	Life Insurance			
	Dental Insurance			
	FICA (6.2%) - Provide Total Salary Amount to determine benefit cost.			
	\$ -	X	6.2%	\$ -
	Medicare (1.45%) -Provide Total Salary Amount to determine benefit cost.			
	\$ -	X	1.45%	\$ -
	Teacher Retirement (15.5% in FY08/09)- Provide Total Salary Amount to determine benefit cost.			
		X	15.5%	\$ -
	School Employees (17.8% in FY08/09)- Provide Total Salary Amount to determine benefit cost.			
	\$ -	X	17.8%	\$ -
	Unemployment Comp. (%)-Provide Total Salary Amount and Rate to determine benefit cost.			
	\$ -	X	0.000000%	\$ -
	Worker's Comp. (%)-Provide Total Salary Amount and Rate to determine benefit cost.			
	\$ -	X	0.000000%	\$ -
	TOTAL EMPLOYEE BENEFITS (Object 200)			\$ -
300	PURCHASED PROFESSIONAL & TECHNICAL SERVICES			
	For every service budgeted, provide the following:			
	1. Name of vendor or consultant			
	2. Rate of Pay			
	3. Topic covered or service provided			

	Travel - Out-of-State (List name of conference attending)	
	Phone (list monthly rate)	
	Postage	
	Printing	
	Other (Specify below.)	
	TOTAL OTHER PURCHASED SERVICES (Object 500)	\$ -
600	SUPPLIES	
	Provide examples of each type of the Materials and Supplies to be purchased.	
	Other Supplies (Specify below.)	
	TOTAL SUPPLIES (Object 600)	\$ -
700	PROPERTY	

Louisiana Department of Education Year Five Budget Summary

Name of Eligible Recipient: Tallulah Elementary
 Street Address: 1100 Johnson Street
 Mailing Address: Tallulah, LA 71282
 City, State, Zip: 0

Program: 1003(g) School Improvement Grant
 Project: FY2014
 Submitted by: Gloria Henderson
 Telephone/Fax #: 318-574-3616 318-574-1576
 E-mail Address: gloria.henderson@madisonpsb.org

Object Code	Expenditure Category	Amount
100	Salaries	\$ -
200	Employee Benefits	\$ -
300	Purchased Professional/Tech Svcs.	\$ -
400	Purchased Property Services	\$ -
500	Other Purchased Services	\$ -
600	Supplies	\$ -
700	Property	\$ -
GRAND TOTAL		\$ -

<p>MAIL TO: Louisiana Department of Education Grants Management - 5th Floor P.O. Box 94064 Baton Rouge, LA 70804-9064 FAX # (225)219-4205</p>

**Louisiana Department of Education
Combined Budget Summary**

Name of Eligible Recipient: Tallulah Elementary
 Street Address: 1100 Johnson Street
 Mailing Address: Tallulah, LA 71282
 City, State, Zip: 0

Program: 1003(g) School Improvement Grant
 Project: FY2014
 Submitted by: Gloria Henderson
 Telephone/Fax#: 318-574-3616 Ex. 3618 318-574-1576
 E-mail Address: gloria.henderson@madisonpsb.org

Object Code	Expenditure Category	Year 1	Year 2	Year 3	Year 4	Year 5	COMBINED FUNDING
100	Salaries	\$ 5,000.00	\$ 51,040.00	\$ 44,000.00	\$ -	\$ -	\$100,040.00
200	Employee Benefits	\$ 847.50	\$ 14,367.76	\$ 12,386.00	\$ -	\$ -	\$27,601.26
300	Purchased Professional/Tech Svcs.	\$ 63,500.00	\$ 48,500.00	\$ 30,000.00	\$ -	\$ -	\$142,000.00
400	Purchased Property Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$0.00
500	Other Purchased Services	\$ 3,500.00	\$ 7,500.00	\$ 7,500.00	\$ -	\$ -	\$18,500.00
600	Supplies	\$ -	\$ 9,000.00	\$ 2,858.74	\$ -	\$ -	\$11,858.74
700	Property	\$ -	\$ -	\$ -	\$ -	\$ -	\$0.00
TOTAL		\$72,847.50	\$130,407.76	\$96,744.74	\$ -	\$ -	\$300,000.00

GRANTEE INFORMATION

Representative of the entity: _____ Date: _____

STATE DEPARTMENT OF EDUCATION

Approved Division Director/Designee: _____ Date: _____

Approved Ed. Finance Director/Designee: _____ Date: _____

MAIL TO:
 Louisiana Department of Education
 Grants Management - 5th Floor
 P.O. Box 94064
 Baton Rouge, LA 70804-9064
 FAX # (225)342-1256