



Illinois State Board of Education

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Jesse H. Ruiz
Chairman

Christopher A. Koch, Ed.D.
State Superintendent of Education

January, 2010

TO: Eligible Applicants

FROM: Christopher A. Koch, Ed.D. 
State Superintendent of Education

SUBJECT: REQUEST FOR PROPOSALS (RFP): FY 2010 Federal Public Charter Schools Start-Up Program – Pre-Charter Planning, Planning Design, and Implementation Grant Requests

General Information

Eligible Applicants:

Pre-Charter Planning: A not for profit entity with a strong educational background may apply provided that it has submitted a charter school proposal to a school district to operate a charter school. Proof of the applicant's meeting these requirements must be included in its grant application along with a copy of the charter school proposal.

Planning Design Grants: Charter schools that have been approved to enroll students by the local chartering school district and/or the Illinois State Board of Education but have not yet opened may apply for Planning Design Grants.

Implementation Grants: Charter schools that have opened for student attendance may apply for Implementation Grants.

Charter schools and charter school developers which are receiving federal charter school funding directly from the U.S. Department of Education are not eligible to apply under this RFP.

Grant Award: The FY10 funding available for grants under this program is \$3.98 million. The final number of successful applicants in any grant type will be determined by the quality of the charter school chartering agreement and the available funding received for the federal charter school program.

- Pre-Charter Planning Grants will range from \$10,000 to \$12,000 per fiscal year, and an estimated 20 grants may be awarded. (Please note: Charter developers are limited to two grants every four years if the charter proposal is not approved.)
- Planning Design Grants will range from \$50,000 to \$75,000 per fiscal year, and an estimated ten grants may be awarded. Final grant awards will vary depending on the status of each school's development and the planning activities proposed.
- Implementation Grants will range from \$150,000 to \$200,000 per fiscal year, and up to 11 grants may be awarded.

Grant Period: The grant period associated with this RFP will begin no sooner than March 5, 2010, and will extend until June 30, 2010. In certain instances the grant period may be extended until July 31, 2010 pursuant to an executed grant agreement. Each proposal will be reviewed individually upon receipt using the criteria set forth in the *Criteria for Review and Approval* section of this RFP. It is anticipated that a funding decision will be made within 45 days of receipt of an application.

It is the intention of ISBE to fund grantees either for a two- or three-year period contingent upon a sufficient appropriation and satisfactory progress of the grantee in the preceding grant period. No more than 18 months may be used for planning activities (both Pre-Charter Planning and Planning Design activities once a charter has been authorized). No more than 24 months may be used for Implementation activities. Generally, a grantee making satisfactory progress will receive a Pre-Charter Planning and/or a Planning Design Grant and two Implementation Grants depending on the timing of the initially awarded grant.

Application Deadline: Pre-Charter Planning Grants must be submitted by **March 5, 2010**, to be included in the first competition. Two additional competitions will be held for FY10 for Pre-Charter Planning Grants. Application deadlines for those competitions will be **April 5** and **May 14, 2010**.

Planning Design and Implementation Grant applications must be received by **May 14, 2010** although an earlier submission is preferred.

Grant applications will not be accepted after the above deadlines unless severe extenuating circumstances exist. Acceptance of grant applications after the deadlines will be decided on an individual basis.

Mail the original and one copy to Richard Loman, Educator and School Development Division, Illinois State Board of Education, 100 North First Street, E-310, Springfield, Illinois 62777-0001.

Proposals may also be hand-delivered to the following locations:

Springfield Office
Information Center
1st Floor - South
100 North First Street

Chicago Office
Reception Area
Suite 14-300
100 West Randolph Street

Contact Person: For more information on this RFP, contact Richard Loman at rloman@isbe.net or 217-782-2948.

Background and Program Specifications

Article 27A of the Illinois School Code, known as the Charter Schools Law, creates opportunities within the public school system of Illinois for the development of innovative and accountable teaching techniques and educational programs. The U.S. Department of Education (ED) currently makes funding available under Title V, Part B of the No Child Left Behind Act of 2001 for the Charter Schools Program which provides support for the planning, program design, and initial implementation of charter schools. The purpose of charter schools is to increase learning opportunities for all pupils, with special emphasis on expanded learning experiences for at-risk pupils. These public schools of choice must have high, rigorous standards for pupil performance and will be held accountable for achievement of those high standards.

Charter schools operate largely free from the requirements imposed by the School Code, ISBE's administrative rules, and local board policies. In return for this degree of flexibility, charter schools are directly accountable for their performance, both to the families who choose them and to the public in general through their charters, which will specify the schools' contractual obligations. Charter school programs are required to demonstrate over time that their students are achieving at the promised levels of performance. If a school fails to deliver on

its promises, then families can decide to send their students elsewhere, thus removing financial support for the charter school. The entity issuing the charter can also elect not to renew the charter when the time comes.

The Charter Schools Law permits the creation of up to 120 charter schools statewide: 70 in the city of Chicago, 45 in the balance of the state. In addition to these charter schools, up to but no more than five charter schools devoted exclusively to re-enrolled high school dropouts may operate in the city of Chicago. Each of these “dropout charters” may operate up to 15 campuses within the city. Any of these dropout charters

may have a maximum of 1,875 enrollment seats, with any single attendance center that is part of the charter having a maximum of 165 enrollment seats. Each attendance center of the dropout charter must be operated by the same legal entity as that for which the charter is approved and certified.

Charter proposals may be sponsored by not-for-profit organizations or by school districts. Charters must be authorized by local boards of education or by the State Board of Education upon appeal.

The purpose of this RFP is to solicit from charter school developers, working with a school district, or from charter schools already in operation, proposals that meet the purposes of the Federal Public Charter Schools Start-Up Program, which are to:

1. Provide financial assistance for the planning, program design, and initial implementation of charter schools;
2. Expand the number of high-quality and educationally diverse charter schools throughout the state by supporting the efforts of charter school developers and organizers; and
3. Evaluate the effects of charter schools, including their effects on students (in particular, on student academic achievement), staff, and parents.

ISBE’s specific objectives for the federal public charter schools program are to:

1. support the development of charter schools, especially in the communities outside of Chicago; and
2. strongly encourage the development of public charter schools designed to assist at-risk and other educationally disadvantaged students, especially these students at the secondary level, to meet the Illinois Learning Standards and to assist these students to remain in school through graduation.

In order to encourage the formation of charter schools that accomplish these objectives ISBE will provide additional points to applicants’ proposing charter schools meeting these criteria (see *Criteria for Review and Approval of Proposals*). For instance, a rapidly growing school district might consider a charter school as a way to address infrastructure inadequacies for its expanding student population. Likewise, a school district with a school that is failing to meet state standards could convert that school into a charter school, thus providing students and their families with a high-quality educational choice.

Applicants for any of the grant types are encouraged to familiarize themselves with the Charter Schools law as outlined by Article 27A of the Illinois School Code, federal regulations, and administrative rules prior to submitting their proposals. Therefore applicants are advised to review the law before submitting their proposals.

Further information about charter schools is available at the following websites:

- Illinois School Code (105 ILCS 5), Article 27A, “Charter Schools,”
<http://www.ilga.gov/legislation/ilcs/ilcs4.asp?DocName=010500050HArt%2E+27A&ActID=1005&ChapterID=17&ChapterName=SCHOOLS&SectionID=17524&SeqStart=154800000&SeqEnd=156500000&ActName=School+Code%2E>
- Illinois Administrative Rules, Part 650, “Charter Schools,”
<http://www.isbe.net/rules/archive/pdfs/650ARK.pdf> fd

- Illinois State Board of Education, <http://www.isbe.net/default.htm>, "Charter Schools," <http://www.isbe.net/charter/Default.htm>
- US Department of Education <http://www.ed.gov/index.jhtml>, "Charter Schools Program," <http://www.ed.gov/programs/charter/index.html>
- Elementary and Secondary Education Act of 1965, as amended, Title V, Part B, Subpart 1 — Public Charter Schools <http://www.ed.gov/policy/elsec/leg/esea02/pg62.html>
- US Department of Education <http://www.ed.gov/index.jhtml>, "Charter Schools Program, Title V, Part B, Non-Regulatory Guidance," <http://www.ed.gov/policy/elsec/guid/cspguidance03.pdf>

Program Evaluation and Reporting Requirements

Pursuant to the federal, charter school legislation, ISBE must conduct an evaluation of the success of the public charter schools program in meeting the objectives as outlined in the application to the USDE Department of Parental Options. To that end, ISBE has contracted with the University of Memphis which will be developing baseline indicators and performance measures. In conjunction with ISBE, research staff members of the University of Memphis will conduct surveys and hold meetings with select grantees in the Spring of 2010. As part of its evaluation, each grantee will be required to submit at least the following data:

- Demographic information about the community that the charter school serves or intends to serve;
- Student achievement data, particularly results on state assessments for reading and mathematics, from the surrounding schools and once the charter school is open, from the charter school;
- Rates of attendance, graduation, transfers, and other similar information;
- Information about prospective students on waiting lists for the newly open school;
- Information about parent and community participation and satisfaction;
- Type and amount of expenditures, including source and amount of any additional funds raised; and
- A description of the activities completed and an analysis of their impact on the design and/or operation of the charter school.

Fiscal Information

The funding available for grants from the FY10 allocation under this program totals \$3.98 million. It is anticipated that approximately \$2.6 million will be available to fund Implementation Grants, with the remainder of the federal funding to be utilized for Pre-Charter and Planning Design Grants.

Eligible applicants may receive up to three years of funding under this program. Overall, not more than 18 months may be devoted to planning and design of the charter school and not more than 24 months to its implementation. Grantees usually receive an initial Pre-Charter Planning and/or Planning Design Grant and two years of Implementation Grants. Funding in subsequent years will be contingent upon progress during the first year and upon the continued availability of federal funding.

For purposes of compliance with Section 511 of PL 101-166 (the "Stevens Amendment"), applicants are advised that 100 percent of the funds for this program are derived from federal sources.

Charter schools in Illinois draw their funding from the school districts in which their students reside, receiving between 75 percent and 125 percent of the respective district's average per-capita tuition for each student enrolled, plus a proportionate share of any state and federal categorical resources for which their students may be eligible. They have no taxing authority similar to that exercised by school districts, and the relatively short term of an initial charter (five to ten years) may make borrowing substantial amounts of money difficult. The experience of charter school developers in other states has shown that the absence of a funding source for

planning and initial implementation makes it extraordinarily difficult to bring the development of a charter school to fruition.

The federal Charter School Program has been structured to address this problem by providing a source of initial funding. Grant funds are available for pre-planning, planning design, and/or initial implementation to assist with expenses that a charter school cannot meet from other state or local sources. The following conditions apply:

- Funds may only be used for costs associated with the planning and implementation of a charter school;
- Grantees must not use grant funds for normal operating costs unless they are unexpected or out of the ordinary and then these may be claimed for one year only (e.g., unexpected services due to influx of numerous special education students);
- Grant funds also must not be used for administrative fees or expenses of the school district with which the applicant is working unless the applicant voluntarily enters into a mutually agreed upon arrangement with the school district for the provision of administrative services;
- Funds must not be used for building construction or renovation or for ordinary salaries and benefits; and
- In all cases, normal operating expenses such as salaries, benefits, postage, utilities, etc. are not allowable grant expenditures. The Planning Design Grant, however, does contain a short-term provision for salaries and benefits as detailed below.

Allowable activities for each grant type are listed below:

- A. **Pre-Charter Planning Grants:** Applicants with schools that have submitted a charter school proposal to a school district to operate a charter school may use the funds for activities associated with post-award planning of the educational program including:
 - 1. refinement of the desired educational results and of the methods for measuring progress toward achieving those results; and
 - 2. professional development for teachers and other staff who will work in the charter school.
- B. **Planning Design Grants:** Applicants with schools that **have been chartered and certified** but are not yet ready to open for operation may use the funds for activities associated with post-award design of the educational program including:
 - 1. refinement of the desired educational results and of the methods for measuring progress toward achieving those results;
 - 2. development and refinement of the curriculum;
 - 3. professional development for teachers and other staff who will work in the charter school;
 - 4. chief administrator's salary and benefits for up to two months prior to the charter school's opening; and
 - 5. finalizing the entity's not-for-profit status.
- C. **Implementation Grants:** Applicants with schools that **are chartered, certified, and ready to begin operation or are open for operation** may use funds for activities and expenses during the initial start-up of a charter school. In general, the expenditures should be **one-time costs** that help the charter school achieve the goals outlined in its original application. These costs may include:
 - 1. informing the community about the school;
 - 2. acquiring necessary equipment and educational materials and supplies;
 - 3. acquiring or developing curriculum materials; and
 - 4. other initial operational costs that are necessary to meet the goals of the charter school, such as establishing a media center, computer lab, or cafeteria including chief administrator's salary and benefits for up to two months prior to the charter school's opening.

To assist with the accurate completion of a proposed budget, applicants are encouraged to familiarize themselves with the ISBE “State and Federal Grant Administration Policy and Fiscal Requirements and Procedures” handbook located at http://www.isbe.net/funding/pdf/fiscal_procedure_handbk.pdf.

Proposal Format

Each proposal must be submitted in the format outlined below. Please use the following as a checklist in assembling your completed proposal.

All grant forms must be completed electronically, preferably by utilizing the PDF format that ISBE utilizes to create the grant forms. Handwritten grant forms will not be accepted. Approval by ISBE of a Federal Public Charter School Grant does not have a bearing on the local school board's decision to approve or deny a charter school proposal.

1. **Cover Page (Attachment 1):** Must be signed by authorized representative of the charter school developer and for Planning Design and Implementation applications, the charter school principal or director of the charter school.
2. **Proposal Narrative:** Follow the specifications found under “Narrative Requirements” below according to grant type.
3. **Activities and Budget Information (Attachment 2):** Duplicate as needed and use to describe the activities and related expenses for which you are requesting funds.
4. **Budget Summary and Payment Schedule (Attachment 3A):** Must be submitted on the form provided and signed by the authorized representative of the charter school (i.e. charter school developer, principal, director). Expenditures should be limited to those categories listed under “Objects” on Appendix A.
5. **Budget Breakdown (Attachment 3B):** Must include descriptions of all anticipated expenditures, correlated to the line items set forth on the Budget Summary. **Attachment 3C** must also be included with **any grant amendment** to explain which expenditure lines are affected by the amendment and the reasons the grant amendment is needed. Further explanation of the expenditure accounts can be found in ISBE’s “State and Federal Grant Administration Policy And Fiscal Requirements and Procedures” handbook located at http://www.isbe.net/funding/pdf/fiscal_procedure_handbk.pdf
6. **Certifications and Assurances (Attachments 4, 5, and 6):** Each applicant is required to submit the certification forms attached (“Certification and Assurances and Standard Terms of the Grant,” “Charter School Program-Specific Terms,” and “Certification Regarding Debarment”). These must be signed by the official legally authorized to submit the proposal and bind the applicant to its contents.
7. **Certification Regarding Lobbying (Attachments 7, 7A, 7B, and 7C):** If the budget proposed for any grant is **\$100,000** or more, then please submit the “Certification Regarding Lobbying” forms. These must be signed by the official legally authorized to submit the proposal and bind the applicant to its contents.
8. **General Education Provisions Act (GEPA) (Attachment 8):** Complete the attachment.
9. **Pre-Charter Planning Applicants Only:** Include evidence (memo or email from district, certified mail receipt or other proof of delivery) that a charter application was submitted to the school district and that the school district was notified in a timely manner about the applicant’s intent to submit a grant application under the federal charter public school program and that it has received a copy of that application prior to its submission to ISBE.

10. **____ Taxpayer Identification and Not-for-Profit Status:** If the not-for-profit entity or charter school is not a registered vendor with ISBE, then it must complete a Department of the Treasury Internal Revenue Service form **W-9, “Request for Taxpayer Identification Number and Certification”** and submit the form with its proposal, along with its **not-for-profit registration papers from the Illinois Secretary of State’s Office.**

Submission of these documents will enable ISBE to establish a vendor code to ensure that grant payments will be made. For **W-9 purposes, the not-for-profit entity’s name has to match exactly the name used on the federal Employer Identification Number (FEIN) form.** Not-for-profit entities **should not use “charter school” in the organization’s title.** If a not-for-profit entity submitting a Pre-Charter Planning proposal has a charter school approved, then it must establish a new vendor code for the charter school by resubmission of a W-9 for that charter school.

Proposal Narrative Requirements: Pre-Charter Planning Grants

Charter Schools which **have already received a grant** of either type should use the “Narrative Requirements for Continuation Implementation Grants.”

1. List the members of the planning team, including a discussion of their expertise in and knowledge about areas such as project management, curriculum, instruction, assessment, community relations, marketing, finance and fund-raising, governance and management, law, and real estate.
2. Describe the process that was used or will be used to determine the needs of the community. If the needs assessment has already been conducted, then indicate how the proposed charter school will meet the needs identified.
3. Attach a copy of the charter school proposal provided to the school district. Discuss how the proposed charter school intends to improve student achievement for the students anticipated to attend. Include, as applicable, any other information or materials that further support the charter school’s mission and/or its capacity to establish and run a successful school.

Proposal Narrative Requirements: Initial Planning Design and Implementation Grants

1. Describe the educational program to be implemented by the proposed charter school, including:
 - the grade levels or ages of the children to be served and the expected student enrollment;
 - how the program will enable all students to meet the Illinois Learning Standards (see <http://www.isbe.net/ils/Default.htm>);
 - a one-page summary of the curriculum and instructional practices to be used, including any special approaches or strategies for meeting particular needs of the school’s students;
 - the objectives of the charter school in terms of student performance;
 - the methods by which the charter school will determine its progress toward achieving those objectives; and
 - the plan to be used to determine the school’s accountability.
2. Identify the charter school’s developer(s) and describe how the charter school will be managed. **For Implementation proposals only,** describe the facility to be used, and outline your plans for transportation of the school’s students.
3. Describe the planned administrative relationship between the charter school and the local school board(s) issuing the charter.

4. Describe the involvement of parents and other members of the community in the planning, design, and implementation of the charter school.
5. Describe the composition of the members of the planning group. Describe how this group composition compares to that of the community to be served. **(This is a requirement of any initial grant, whether it is a Planning Design or Implementation.)**
6. Describe how the charter school governing board will provide for the continued operation of the school once the federal grant has expired.
7. Indicate the number of months that will be used for planning (limit to no more than 18 months) and implementation activities (limit to no more than 24 months).
8. If any waivers of federal statutory or regulatory provisions beyond the exemptions already provided under Article 27A of the School Code, then specify these and provide a justification for them. (Federal waivers are limited to matters under the jurisdiction of the U.S. Secretary of Education.)
9. Describe how students in the community will be informed about the charter school and the steps that will be taken to ensure that students from diverse groups will have equitable access to it, with emphasis on students who may be at-risk or underserved in more traditional educational environments.
10. Describe the charter school's financial situation and your specific need for federal assistance. Relate this information to your proposed uses of the grant funds. Demonstrate that your proposed expenses cannot be met from your state and local sources of revenue (i.e., the per-pupil amount you will receive plus other special funds). If you are requesting funds for both planning and implementation expenses in the same year, please clearly distinguish between the two phases. **For Implementation proposals only**, attach a copy of a five year, overall charter school budget developed pursuant to Section 27A-7(9) of the School Code.
11. Describe how these funds will be used in conjunction with funds provided under other federal programs, if applicable.
12. **For Implementation proposals only**, describe the school's mechanism(s) for assessing student performance over and above the required state assessment and provide a rationale supporting the(se) assessment approach(es). Outline the school's methods of responding to the information gathered through these student assessments on an ongoing basis.
13. Describe how the applicant will comply with Sections 613(a)(5) and 613(e)(1)(B) of the Individuals with Disabilities Act regarding local education agency eligibility. (See <http://idea.ed.gov/explore/view/p/%2Croot%2Cstatute%2C> to review the provisions.)
14. Describe the data to be collected and the methods to be used to determine whether progress is being made in meeting the objectives enumerated in the proposal and how the results of the evaluation will be used to improve the program.

Proposal Narrative Requirements: Continuation Implementation Grants

For an established charter school which has had either a Planning or Implementation Grant approved in past years, the grantee needs to provide only a performance report to meet the Continuation Grant requirements. Each of the charter school's goals should be addressed and the grantee should report the progress that the charter school has made in meeting the goals set forth in its initial application. Provide a rationale for modifications made or planned to be made to any goals during the continuation grant period. Any obstructions

to meeting the goals also should be addressed, as well as how the Federal Public Charter School Start-Up funding has assisted the charter school in meeting its educational goals.

Criteria for Review and Approval of Proposals

Final selection will be made by the State Superintendent of Education and will be based upon recommendations resulting from the peer evaluation/review process used to determine the extent to which each proposal meets the following criteria. The peer review team will consist of successful charter school operators and staff of Illinois charter school organizations.

Applicants proposing to operate charter schools outside of the city of Chicago, serving secondary education students, and/or serving educationally disadvantaged students will receive **10 priority points** in addition to those received under each criterion below.

Pre-Charter Planning Proposals

1. The diversity of the planning team and its expertise in and the extent of their knowledge about areas such as project management, curriculum, instruction, assessment, community relations, marketing, finance and fund-raising, governance and management, law, and real estate. (20 points)
2. The quality of the needs assessment and the likelihood that it will identify unmet educational needs in the community that could be addressed by the proposed charter school. (20 points)
3. The degree to which the mission statement is clearly presented and tied directly to the improvement of student performance. (20 points)
4. The quality of the proposed charter school's curriculum in assisting students to achieve state standards and the possibility that it may be disseminated to other schools. (20 points)
5. The proposed budget is consistent with the proposal's activities and appears to be cost-effective. (20 points)

Planning Design Proposals

1. The quality of the charter school's proposed educational program, including accountability mechanisms and the number of students to be served. (25 points)
2. The proposed budget is consistent with the proposal's activities and appears to be cost-effective. (25 points)
3. The thoroughness of the applicant's approach to attracting at-risk and other educationally disadvantaged students and the plans for meeting the needs of those who may be underserved in more traditional educational environments. (25 points)
4. The level of diversity and the degree to which the members of the planning partnership represent the community to be served and the scope and thoroughness of its approach to involving parents and community members in the proposed charter school. (15 points)
5. The strength of the proposed governance system and the financial model to ensure that charter school resources are used effectively. (10 points)

Implementation Proposals

1. The quality of the charter school's educational program, the applicant's approach to attracting and serving students who may be at risk or underserved in more traditional educational environments, and the number of students to be served. (30 points)
2. The legitimacy of the school's mechanisms for assessing student performance over and above the required state assessment and its planned methods of ongoing response to the information gathered through student assessment. (25 points)
3. The coherence and cost-effectiveness of the proposed implementation activities in the context of the charter school's overall financial situation. (30 points)
4. The adequacy of the charter school's planned financial and operational set-up, exclusive of federal financial support, as evidenced by its funding arrangements with the local school district; any private or community-based resources it will have at its disposal; and its facilities and transportation arrangements. (15 points)

Illinois Program Accounting Manual Budget Worksheet (IPAM) – most common budget areas, **not** all-inclusive. To access a complete copy of the IPAM go to <http://www.isbe.net/rules/archive/pdfs/100ARK.pdf>. Tables D and F.

Function	Salaries (Obj. 100's)	Benefits (Obj. 200's)	Purchased Services (Obj. 300's)	Supplies & Materials (Obj. 400's)	Capital Outlay (Obj. 500's)	Other Objects (Obj. 600's)	Non-Capitalized Equipment (Obj. 700's)
1000 - Instruction Student Use)	•Teachers •Substitutes •Aides •Tutors	•TRS •FICA •Life Ins. •Medicare •IMRF •Medical/Health Insur.	•Worker's Comp. •Unemployment Comp. •Equip. Maint. & Repair •In-District Travel	•Software •Workbooks •Consumable Supplies •Equipment & Furniture	•Equipment & Furniture ≥ \$500/unit		< \$500/unit
2110 - Attendance & Social Work Services	•Social Worker	•Related Benefits					< \$500/unit
2120 - Guidance	•Guidance Counselor, Social Worker	•Related Benefits	•Contracted counseling or social work services	•Supplies and materials for guidance services			< \$500/unit
2130 - Health	•Nurse on staff	•Related Benefits	•Contracted costs for medical, dental & nurse services	•Related health supplies			< \$500/unit
2140 - Psychological Services	•Psychologist •Psychiatrist	•Related Benefits	•Contracted costs for psychological services (special ed evaluations)	•Psychological Tests			< \$500/unit
2150 - Speech Path. & Audiology Services	•Speech Therapist	•Related Benefits	•Contracted costs for speech/audiology services				< \$500/unit
2210 - Improvement of Instruction (Staff Use)	•Planning time for staff (over & above regular salaries)	•Related Benefits	•Registration Fees •Meals, lodging & travel costs •Presenters & consultants	•Supplies and Materials for in-service workshops		•Dues to Professional Organizations	< \$500/unit
2220 - Educational Media Services (Library/ Resource Room)	•Librarian •Resource Room attendant	•Related Benefits	•Internet service contract •Internet connection installation costs (contract)	•Books housed in library •Software in library •Periodicals in library •Equipment & Furniture < \$500/unit in library	•Equipment & furniture ≥ \$500/unit in library		< \$500/unit
2230 - Assessment & Testing			•Testing & scoring service	•Test materials (To be kept by LEA)			< \$500/unit
2300 - General Administration	•Coordinator or director •Secretary/Clerical for above	•Related Benefits	•Audit Fees •Workman's Comp. •Unemployment Comp. •Equip. Repair & Maint.	•Administrative consumable supplies & materials •Equipment & Furniture < \$500/unit	•Equipment & furniture ≥ \$500/unit (Admin. only)		< \$500/unit
2400 - School Administration	•Principal/director & related clerical staff	•Related Benefits	•General office costs: phone, postage, etc.	•Office supplies and materials	•Office equipment >\$500/unit		< \$500/unit
2520 - Fiscal Services	•Bookkeeper	•Related Benefits	•Contracted services				< \$500/unit

BUDGET WORKSHEET (continued)

Function	Salaries (Obj. 100's)	Benefits (Obj. 200's)	Purchased Services (Obj. 300's)	Supplies & Materials (Obj. 400's)	Capital Outlay (Obj. 500's)	Other Objects (Obj. 600's)	Non-Capitalized Equipment (Obj. 700's)
2540 - Operation & Maintenance of Plant Services	•Janitor	•Related Benefits	•Rent •Custodial (Contract)	•Utilities (Electricity, Coal, Gas)			< \$500/unit
2550 - Pupil Transportation Services	•Bus Driver	•Related Benefits	•Contractual Bus Service	•Gas •Oil •Other Related Supplies			< \$500/unit
2560 - Food Services	•Cook	•Related Benefits	•Catering Service	•Food •Snacks •Other Related Supplies			< \$500/unit
2570 - Internal Services*	•Inventory Clerk	•Related Benefits	•Copy Services				< \$500/unit
2610 - Direction of Central Support							< \$500/unit
2620 - Planning, Research, Dev. & Evaluation							< \$500/unit
2630 - Information Services							< \$500/unit
2640 - Staff Services*							< \$500/unit
2660 - Data Processing Services*							< \$500/unit
2900 - Other Support Services			•Contracted security services				< \$500/unit
3000 - Community Services	•Parent Coordinator	•Related Benefits		•Parent Materials and Supplies			< \$500/unit
4000 - Payments to Other Gov. Units			•Services by district, college or ROE				< \$500/unit

* If expenditures are shown, the indirect cost rate cannot be used.

** Not applicable to all grants, and in no instances can Capital Outlay or Facilities Acquisition & Construction Services be included in the indirect cost calculation.