

REGION 10 EDUCATION SERVICE CENTER
Texas Support for Homeless Education Program (TEXSHEP), 2009-2012
Year One: 2009-2010, Revised

County-District No.:	Amendment No.:
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SCHEDULE #7A: Budget Summary (Instructions on p. I-61)

Do Not Submit with Amendments

Program Authority: Public Law 107-110 McKinney-Vento Homeless Education Assistance Improvements Act of 2001.

Fund Code/Shared Services Arrangement Code: 84.196

Project Period: 09/01/2009 through 08/31/2010

Line No.	Class/Object Description	Schedule Number	Class/ Object Code	Budgeted Expenditures	
				COLUMN A ⁽³⁾ TEXSHEP subgrant award funds Funds available 9/1/2009 - 8/31/2010 ⁽³⁾	COLUMN B ⁽⁴⁾ TXHEARRA funds used with TEXSHEP subgrant <i>For Reference Only</i> Funds available 8/3/2009 – 7/31/2011 ⁽⁴⁾
1	Payroll Costs	7B	6100		
02	Professional and Contracted Services	7C	6200		
03	Supplies and Materials	7D	6300		
04	Other Operating Costs	7E	6400		
05	Capital Outlay — (Exclusive of 6619 and 6629)	7F	6600		
06	Adaptation of Space	7G	6629		
07	Total Direct Costs (Sum of lines 1-6)			\$	
08	Indirect Costs (%) ⁽¹⁾				
09	Total Costs			\$	Do not total this column; total will appear on TXHEARRA application.

10	Payments to Member Districts of Shared Services Arrangements ⁽²⁾	6493	
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- ⁽¹⁾ Indirect costs may not exceed 8% or the restricted indirect cost rate approved by the Texas Education Agency, less required exclusions, whichever is less.
- ⁽²⁾ The amount in line 10 will duplicate all or a portion of the funds budgeted/requested in lines 01-09. The costs included in this amount must also be identified by line item on the appropriate supporting budget schedules collectively for the fiscal agent and member districts.
NOTE: For assistance in computing the Indirect Costs for this grant (or amendment), please see the Indirect Cost Calculation Worksheet on the THEO website at <http://www.utdanacenter.org/theo>.
- ⁽³⁾ Column A should report all funds to be used from the TEXSHEP grant award for 2009-2010. The total for this column should be equal to 72% of the applicant's original TEXSHEP award amount. These funds are **ONLY** available for use from 9/01/2009 through 8/31/2010.
- ⁽⁴⁾ Column B should report the funds originating from the TXHEARRA formula-funded grant in support of the TEXSHEP grant. Totals for Column B should equal 28% of the applicant's original TEXSHEP award. TXHEARRA funds reported on this schedule must be applied for on the separate TXHEARRA application. Applicants are strongly encouraged to expend the funds in Column B simultaneously with the TEXSHEP Year I funds (9/1/2009 – 8/31/2010). TXHEARRA funds are available for use from 8/03/2009 – 7/31/2011.

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SCHEDULE #7A.1: Amended Budget Summary (Instructions on p. I-63)

Submit this Schedule with Amendments Only

Program Authority: Public Law 107-110 McKinney-Vento Homeless Education Assistance Improvements Act of 2001 and Public Law 111-5 American Recovery and Reinvestment Act of 2009 (ARRA).

Fund Code/Shared Services Arrangement Code: **84.196**

Project Period: **08/03/2009** through **07/31/2010**

Line No.	Class/Object Description	Schedule Number	Class/Object Code	Most Recently Approved Budget (Current NOGA)		Amount Deleted		Amount Added		New Budget	
				Column A	Column B	Column A	Column B	Column A	Column B	Column A	Column B
01	Payroll Costs	7B	6100								
02	Professional and Contracted Services	7C	6200								
03	Supplies and Materials	7D	6300								
04	Other Operating Costs	7E	6400								
05	Capital Outlay (Exclusive of 6619 and 6629)	7F	6600								
06	Adaptation of Space	7G	6629								
07	Total Direct Costs (Sum of lines 1-6)										
08	Indirect Costs (%) ⁽¹⁾					Leave Blank		Leave Blank			
09	Column Total (line 7 + line 8 for each column)										
10	Total Costs (line 9 Column A + Column B)										

⁽¹⁾ Indirect costs may not exceed the restricted indirect cost rate approved by the Texas Education Agency (less required exclusions), or 8%, whichever is less.

NOTE: For assistance in computing the Indirect Costs for this grant (or amendment), see the Indirect Cost Calculation Worksheet on the THEO website at <http://www.utdanacenter.org/theo>.

Column A = TEXSHEP subgrant funds; Column B = TXHEARRA funds

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SCHEDULE #7B: Payroll Costs 6100 (Instructions on p. I-64)

Line No.	Description of Payroll Costs One Line Per Position	Related Objective(s)/ Schedules	Number of Full-Time Positions	Number of Part-time Positions (show % of FTE)	Total Payroll Costs (Include gross salaries, wages, and benefits)	
					Column A TEXSHEP subgrant funds	Column B TXHEARRA funds w/ TEXSHEP
01						
02						
03						
04						
05						
06						
07	SUBTOTAL				\$	
08	<u>Substitutes</u> for Public School Personnel (6112) (Explain purpose:)				\$	
09	<u>Extra-Duty Pay/Beyond Normal Work Hours</u> (6119/6121) (Explain purpose:)				\$	
10	TOTAL COSTS (add lines 7 + 8 + 9)				\$	

For federally-funded projects, charges to payroll must be documented according to the requirements in OMB Circular A-87. Refer to the THEO website for a summary of these requirements.

From the *NCLB News From TEA, February 19, 2008*:

Title I, Part A may pay for the homeless liaison's salary, but the liaison must also perform additional Title I responsibilities other than arranging for Title I service to homeless students. Otherwise, there is a supplant issue since the liaison is required under McKinney-Vento, not Title I. If the liaison has no other federal program responsibilities other than services to homeless students, the LEA must pay the liaison out of McKinney-Vento, state, or local funds.

Any changes to the number of positions will require an amendment, please see pp. I-28—I-29.

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SCHEDULE #7C: Professional and Contracted Services 6200 *(Instructions on p. I-66)*

Line No.	Description of Expense Items	Related Objective(s)	Column A TEXSHEP subgrant funds	Column B TXHEARRA funds w/ TEXSHEP
01	Contracted Services provided by ESC (6230) (Specify <u>type(s)</u> of services):			
02	<p><u>Professional/Consulting Services (6210)</u>: (Enter the total amount to be paid to consultant(s)/contractor(s). Include travel costs for consultants and materials provided by consultants in the budgeted amount. Travel costs include reasonable airfare, lodging, meals, and mileage not to exceed approved state or local rates, etc.)</p> <p>If the applicant is requesting to contract with an organization a) to provide all or part of the direct services to students/families or b) to manage the project, provide the name(s) of the contracted organization(s) and attach a budget by cost category and line item to this schedule. The same cost principles for allowable costs apply to all contractors and the budget is subject to negotiation by Region 10 ESC.</p> <p>(For each consultant/contractor complete <i>Schedule #7C.1: Contractor Information.</i>)</p>		(Enter total amount for professional/consulting services.)	
03	Contracted <u>maintenance and repair</u> of equipment purchased with grant funds (6240)			
04	<u>Utilities (6250)</u> , including telephone, FAX charges, and telecommunication services, water, electricity, and gas for heating/cooling for grant activities conducted before school, after school, or during the summer			
05	<u>Rental or lease of equipment or building space (6260)</u> (specify type and purpose):			
06	<u>Audit fees/expenses (6212)</u> (Allowable only for audits of federal grant programs conducted in accordance with the requirements in OMB Circular A-133, Audits. Audit costs that are part of an indirect cost pool should not be included on this schedule.)			
07				
08				
09	<u>Tuition Services (6220)</u> (Explain purpose:)			
10	TOTAL COSTS (add lines 01 through 09)			

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SCHEDULE #7D: Supplies and Materials 6300 (Instructions on p. I-69)

Line No.	Description of Expense Items	Related Objective(s)	Column A TEXSHEP subgrant funds	Column B TXHEARRA funds w/ TEXSHEP
01	General supplies and materials (639X), including consumable teaching and office supplies; workbooks; audio-visual aids, such as DVDs, videotapes, computer software; and supplies for technology. Provide a general description of items to be purchased; a cost breakdown is not needed. For example, <i>Math Manipulatives, Instructional DVDs, copier paper.</i>			
02	Student School Supplies (639X) Provide a general description of items to be purchased; a cost breakdown is not needed.			
03	Textbooks and other reading materials (632X) (includes textbooks and magazines, periodicals, newspapers and reference books placed in the classroom or in an office. Also includes library books and media that are not capitalized and/or that have a useful life of one year or less. (Subscriptions to periodicals/magazines must be in the name of the <u>organization</u> and not in the name of an individual.) Provide a general description of items to be purchased; a cost breakdown is not needed.			
04	Testing materials (633X) (does not include scoring of tests) Provide a general description of items to be purchased; a cost breakdown is not needed.			
05	Emergency Clothing, Shoes (639X) Provide a general description of items to be purchased; a cost breakdown is not needed.			
06	<u>Other</u>			
07	<p><u>Computer hardware (not capitalized) (6395)</u></p> <ul style="list-style-type: none"> • <u>List</u> the hardware requested and the <u>estimated</u> quantity for each type. • Describe the use/purpose of the hardware in accomplishing the objectives of the project. Attach an additional page if necessary. • An amendment is required if the use/purpose of the hardware changes, if the estimated quantity of an item increases by more than 20 percent, or if a new item is requested. <p>(Attach an additional page if necessary.)</p>			

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08	Other equipment (not capitalized) (6395) (List equipment requested and the <u>estimated</u> quantity for each. Describe the use/purpose of the equipment in accomplishing the objectives of the project. Attach an additional page if necessary. An amendment is required if the use/purpose of the equipment changes, if the estimated quantity increases by more than 20 percent, or if a new item is requested.)			
09	Supplies/materials for maintenance and/or operations (631X), including gasoline/fuel for transportation, janitorial supplies, building maintenance supplies, and supplies for upkeep of equipment. Provide a general description of items to be purchased; a cost breakdown is not needed.			
10	TOTAL COSTS (add lines 01 through 09)			

All costs include shipping and handling costs.

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SCHEDULE #7E: Other Operating Costs 6400 (Instructions on p. I-71)

Line No.	Description of Expense Items	Related Objective(s)	Column A TEXSHEP subgrant funds	Column B TXHEARRA funds w/ TEXSHEP
01	<p>Rates for travel may not exceed those established in the General Appropriations Act for Texas.</p> <p><u>Travel Costs for Employees, Students, and Non-Employees (6410), including:</u></p> <p>a. <u>In-State Travel</u></p> <p>b. <u>Out-of-State Travel</u></p> <p>c. <u>Conference/Workshop/Seminar Registration Fees.</u></p>		(Enter the <u>total</u> amount requested for travel. Do not split out the costs among sub-items.)	
02	<p><u>Membership Dues (6499)</u> in Professional Organizations; however, membership dues to organizations that lobby are not allowable (membership must be in the name of the subgrantee organization and not in the name of an individual).</p>			
03	<p><u>Awards/Incentives for Participation (6499)</u> (nominal in cost). <u>Identify types of awards/incentives to be provided:</u></p>			
04	<p><u>Insurance (6420)</u>. (personal insurance is not allowable) <u>Identify purpose:</u></p>			
05	<p><u>Other:</u></p>			
06	<p><u>Flow-through funds to shared-services districts (6493)</u> (Applicants with flow-through funds must complete the chart on <i>Schedule 7E.1</i>)</p>			
07	<p><u>Transportation. Explain purpose:</u></p>			
08	<p><u>Food and Beverage Costs</u> (not provided by the district food service program) (6499). Refer to instructions for allowable food costs on page I-74. <u>Explain purpose:</u></p>			
09	<p><u>Stipends to Non-employees (6413). Explain purpose:</u></p>			
10	<p>TOTAL COSTS (add lines 01 through 09)</p>			

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SCHEDULE #7E.1: Flow-Through Funds (6493) Description Chart
(Instructions on p. I-75)

This schedule is to be completed only by applicants that have budgeted money for flow-through funds (6493) on *Schedule 7E—Other Operating Costs (6400)*.

Provide the following information for each district receiving flow-through funds as part of a shared services arrangement: *district name, county-district number, related objectives, and amount of flow—through funds received*. Please note that the total on this schedule should equal the amount listed for flow-through funds (6493) on *Schedule 7E—Other Operating Costs (6400)*.

District Name	County-District Number	Related Objectives	Amount of flow-through funds received						Subtotal For District
			6100	6200	6300	6400	6600	6629	
Total amount of flow-through funds (should equal the amount listed for flow-through funds (6493) on <i>Schedule 7E—Other Operating Costs (6400)</i>).									\$

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SCHEDULE #7F: Capital Outlay 6600 (Exclusive of 6619 and 6629) (Instructions on p. I-76)

Line No.	Description of Expense Items	Related Objective(s)	Quantity	Column A TEXSHEP subgrant funds	Column B TXHEARRA funds w/ TEXSHEP
01	<p>List all equipment and furniture requested having a unit cost of \$5,000 or more and a useful life of more than one year (6630). Do not list brand names. Use generic descriptions. Enter the cost of each item. Explain the use/purpose of each item in accomplishing the objectives of the project. Attach an additional page if necessary. An amendment is required to increase the quantity or to request a new item.</p>				
02	<p>List Fixed Assets - District Defined costing less than \$5,000 that must be capitalized according to district policy and that have a useful life of more than one year (6640). For each type of item requested, enter the estimated quantity and explain the use/purpose of the item in accomplishing the objectives of the project. It is not necessary to include the cost of individual items. Attach an additional page if necessary. An amendment is required if the use/purpose of the equipment changes, if the estimated quantity of an item increases by more than 20 percent, or if a new item is requested.</p>		Estimated Quantity	(Enter the total for items costing less than \$5,000 that must be capitalized.)	
03	TOTAL COSTS (add line 01 plus line 02)				

All costs include shipping and handling.

For open-enrollment public charter schools: funds to be used for capital assets should be requested on this schedule. Refer to the *Special Supplement to Financial Accounting and Reporting Nonprofit Charter School Chart of Accounts: A Module of the TEA Financial Accounting System Resource Guide* for reporting expenditures for capital assets in PEIMS.

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SCHEDULE #7G: Adaptation of Space 6629 (Instructions on p. I-77)

For each construction/remodeling contract expected to exceed \$2,000 in federal grant funds, federal wage rates must be obtained from the website listed below prior to bid solicitation and contract award.

Line No.	Description of Expense Items <i>NOT TO EXCEED \$5,000 TOTAL.</i>	Related Objective(s)	Adaptation Costs	
			Column A TEXSHEP subgrant funds	Column B TXHEARRA funds w/ TEXSHEP
01				
02	Total Costs			

PROJECT JUSTIFICATION:

- A. Facility Name(s):
(1) _____ (2) _____ (3) _____
- B. Estimated date(s) of completion:
(1) _____ (2) _____ (3) _____
- C. Attach a statement explaining why this proposed adaptation of space is necessary and how it will benefit children and youth in homeless situations. Describe the major components of the construction or remodeling/renovation project.

DAVIS-BACON REQUIREMENTS FOR FEDERALLY FUNDED PROJECTS:

- A. Are funds requested for cost of materials only? Yes No
- B. If item A is Yes, will all labor be performed by employees of the applicant? Yes No

If the response is "yes" to both items A and B above, or if no contract will exceed \$2,000, the applicant is exempt from requirements set forth in the Davis-Bacon Act.

If the response to A is "no" and any construction/remodeling contract is expected to exceed \$2,000, subgrantees must comply with the requirements of the Davis-Bacon Act and obtain federal wage determination rates from the U. S. Department of Labor for all applicable trades prior to bid solicitation and contract award.

To Obtain Wage Determination Rates for Texas by county, access on the Internet:

<http://www.access.gpo.gov/davisbacon/>. Click on "Browse all Determinations by State", then click on "Texas", then locate your county. Click under the "Building" column for your county to access the rates for all trades.

If your county does **not** have published wage determination rates for "building" on the above website, you will need to complete and submit **Standard Form (SF) 308** to the U.S. Department of Labor to obtain wage determination rates. Standard Form 308 is available at:
<http://www.dol.gov/dol/esa/public/programs/dbra/sf308.html>

For assistance with completing Standard Form 308 call:

U.S. Department of Labor, Wage and Hour Division, Request for Wage Determination, Dallas, Texas, 972-850-2634.

Please refer to the instructions for completing this schedule for additional information pertaining to the Davis-Bacon Act.