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**Year One Mid-Year Budget Narrative**

**Due: February 15, 2021**

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|  | **Total Award** | **Total Funds Spent as of 1/31/21** | **Explanation of Funds Spent** |
| **Travel** – Include mileage reimbursement, hotel, per diem, student transportation costs, airfare, and conference registration for travel approved in the original budget. |  |  |  |
| **Equipment** – The Federal definition is a single unit item with a cost of $5,000 or more and a shelf life of one year. LEAs should use the written definition of equipment found in their purchasing policies and include a copy if different from the Federal definition. |  |  |  |
| **Supplies** – Non-consumable supplies that may include computers and technology costs. depending on the LEA definition of equipment (see above). |  |  |  |
| **Contractual** – Contractual agreements for goods and service delivery that cannot be provided by an existing LEA staff member. |  |  |  |
| **Other** – Other costs not allocated to any other line item above (rent, utilities, postage, shipping, etc.) |  |  |  |
| **Total Direct Costs** |  |  |  |

**\* *Attach documentation of expenditures (invoices, reports, etc.)*.**

**\**Attach any approved Budget Change Request Forms to this evaluation.***

***Budget Narrative:*** *Explain any funds that have not been spent and the reason they have not been spent (for example, “Funding was delayed due to lack of inventory for computers”) and provide a timeline for when these funds will be spent prior to June 30th, 2021, for each line item. Add pages as needed.*