



**Maryland State Department of Education (MSDE)
State Aided Educational Institutions (SAI)
FY 2024 Application Process
Frequently Asked Questions (FAQ)**

- Q. Item D – Budget and Budget Narrative of the application requests all sources of Income, Operating Budget, and Budget Narrative within the same chart; this is quite difficult to do. Are there any other options?
- A. Yes, submit the budgets separately. Complete the organizational budget and submit a different chart with the operating budget and budget narrative. Add a column to the operating budget that shows how SAI funds are dispersed.
- R. Does the hard copy need to arrive by June 3, 2022, at 4:00 p.m.?
- A. The mailed copy should be postmarked by June 3, 2022.
- S. If staff salaries are included in the operating budget, should this be in the augmentation request?
- A. Staff salaries are an allowable cost and can be included in the baseline and augmentation budgets.
- T. Will transportation ever be considered an allowable cost?
- A. SAI funds are used to provide direct services to students and teachers. Transportation is not considered as a “direct service”. However, it is possible that this could be reconsidered.
- U. Should all grants received from the State of Maryland be included in the State grants chart?
- A. Yes, all grants received from the State of Maryland should be listed.
- V. How should the augmentation request be entered into the application?
- A. The baseline and augmentation applications have been merged. Baseline amounts should be entered where required in application. If Augmentation funds are requests, the amount and service numbers should be entered where designated. In section A. Application Cover Sheet, both the baseline and augmentation funding requests should be entered for the FY 24 Funding Request. In section C. Program Service Impact and Delivery, Item # 2, enter the baseline and augmentation service numbers with the appropriate categories.
- W. In section C. Program Service Impact and Delivery, Item #2, service numbers for FY 2021 are requested. These numbers were affected by COVID, will that be taken into consideration?
- A. Yes, we understand that service numbers during that time were affected by COVID. This will not be held against you.
- X. Is there a word/character limit within the fillable boxes?
- A. No, there is no word/character limit. The boxes expand.
- Y. Should an electronic and a hard copy be submitted?
- A. Yes, both an electronic and a hard copy are required.