BUDGETS: An Integral Part of K12 SWP Grants Planning Process

Presented by

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April 29, 2024

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A11Y 5/7/24

Budget Development as Part of the Planning Process

Who Should Be Involved?
HS Teacher, HS Administrator, District Level Staff, Community College Faculty/Staff

When Should It Occur?
Before RFA Released
Now until mid June

What Tool Can I Use?
Grant Launch Pad - Include Detailed Budget

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SECTION I: PRE-CONCEPT

Please complete Section I and obtain your Dean's approval. When approved, please contact the Director of Grant Development & Management at (562) 463-3749.

Your Name:	Phone:
Dean's approval signature:	Date:
Budget Amount Needed?	Number of months or years?
Please describe your idea and what you hope to accomplish.	
What kinds of resources (i.e., equipment, supplies, personnel, etc.) will you need for this project?	
Has this idea been tried before? Was it successful and why?	

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SECTION II: CONCEPT DETAIL

NOTE: Timely preparation is the key to a solid project and a winning proposal. Grant Development & Management will help guide you through the process. The purpose of the Launch Pad is to inform the campus of your proposed project and assure that all financial and operational needs of the grant can be met by the District. **This Launch Pad will be presented at President's Cabinet for approval; only with Cabinet's approval can you submit a grant proposal.**

General Information: Please fill in all information fields.

Project Title:	Deputy Sector Navigator Grant/ Health, Los Angeles County		
Request submitted by:	Shari Herzfeld and Mike Slavich	Extension:	
Project Leaders:	Director/Coordinator: Shari Herzfeld	Extension:	
	Division: CTE	Writer (if different):	
	Other grant team members:		

Has a specific grant opportunity been identified for this project?	Yes	**X**	No	

Grant Program Title:	Deputy Sector Navigator Grant/ Health, Los Angeles County			
Funding Agency:	Economic and Workforce Development Program– SB 1402 and Career Technical Education Pathways Program – SB 1070			
	(select one)	Federal:	State: X	Foundation:	Other:

Proposal Deadline:	May 3, 2013		Total Request: $	300,000
Performance Period:	July 1 2013 – June 30, 2014	Number of months/years:		12 months
Partner Organizations:	Health Care Providers and Educators in Los Angeles County			

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Description of Need: What specific need or problem will the project address?

There is an urgent and important need for California to expand its health workforce capacity to achieve the goals of healthcare reform and meet the health needs of its growing, increasingly diverse and aging population. Expansion of the health workforce is also critical to California's state and regional economies, the viability of its health organizations and rewarding economic opportunities for residents.

Target Population: Who will the project serve? How many? How will the project identify them?

The project targets Health Care Providers and their incumbent workers and 17 community colleges in Los Angeles County *with health care related programs.*

Project Description: What are the project's objectives and expected outcomes? Where will the project be carried out? How will you measure success?

The objectives in the grant are to promote and support growth of the healthcare sector within the region. They include:

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- *Faculty collaboratives*
- *Connecting programs to employers*
- *Strengthening curriculum*
- *Program alignment*
- *High school pathway programs and articulated career pathways*
- *Incumbent worker training to increase competency, facilitate advancement and enable workers to become more competitive in the labor market*
- *Faculty professional growth*
- *Identify and prioritize workforce gaps*
- *Curriculum development with a focus on job skills and competencies required by employers*

College Implications: Explain how the project relates to college goals and/or your division plan?

This project will build on and further expand the existing efforts in the Career Technology Programs (CTE) to ensure current and relevant program offerings. The project will collaborate with the LA/Orange County Regional Consortium (Rio Hondo College Fiscal Agent- Dr. Lyla Eddington, Chair) as they focus on the Health Care Sector for the LA County region.

Sustainability: List those activities expected to continue after the grant ends. How will the activities be supported?

Continuation is contingent on continued funding. The project is eligible for renewal for up to 5 years. Rio Hondo College has had an affiliate site for 2 ½ years under Dr. Lyla Eddington and Shari Herzfeld has been involved for the last year.

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Indirect Cost:

What is the maximum **percentage** allowed by the funding agency?*	4%

NOTE: Indirect funds must be included if allowed and will be utilized by institution to compensate for increased workload to affected departments (i.e. Accounting, Human Resources, Purchasing, IT, etc.)

Matching Funds:

Are matching resources required?	Yes:	X	No:	
If yes, estimated funding match amount: $				
Please indicate source:	College:	25,000	Other:	75,000
Please indicate which:	Cash:		In-Kind:	x

Personnel:

Will there be any grant-funded staff?	Yes:	x	No:	

If yes, list positions/percentages of time needed (Note - All staff hired will be paid for by the grant budget.):

Certificated:	Backfill 1 FTE for Shari Herzfeld who will be program director
Classified:	Part time Clerk Typist (50%)

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Facilities:

List the facilities and/or equipment the college will need to provide for this project: |

1 office

Institutionalization:

What is the effect on the college and/or division *if the project is continued* (institutionalized) after funding (i.e. new curriculum developed, increased FTEs by X%, need funds for software maintenance, need funds for grant staff, etc.)? Please mark all that apply.

FTE:		Curriculum:		Staff Changes:		Facilities:	
Other (please explain):							
Project Will Not Be Continued After Grant Funding (Any Grant Staff Will Be Laid Off):						X	

Approval Process:

Project Initiator/Leader _____ Date _____

Division Dean _____ Date _____

Director, Grant Development (Review only)_____ Date _____

The Director of Grant Development will submit the form for Cabinet approval. The four signatures below signify Cabinet approval and must be received in order to submit a grant to any funding agency.

President _____ Date _____

Vice President, Academic Affairs _____ Date _____

VP, Finance & Business _____ Date _____

VP, Student Services _____ Date _____

❐ Check if determined during cabinet that the grant will be submitted and accepted through the Rio Hondo College Foundation – not the college district.

Budget:

Estimated Budget Summary	Year 1	Year 2
1000 Certificated Salaries (ex. reassigned time, hourly instruction, stipends,	150,000	
Back fill for Shari Herzfeld 1 FTE and hourly training for faculty		
2000 Classified Salaries (ex. instructional aides, tutors, clerical, etc.)		
Clerk Typist 50%	50,000	
3000 Benefits (consult with Grants Office for assistance)		
Benefits for hourly and clerk typist	50,000	
4000 Materials and Supplies (ex. books, media, software, printing, etc.)		
Instructional materials	21,000	
5000 Operating Expenses (ex. consultants, conferences, postage, marketing,)		
Required attendance at 6 meetings out of the area	12,000	
6000 Capital Outlay (ex. facilities' modifications, equipment, computers)		
Lap top computer	5,000	
* **INDIRECT COSTS (if known)4% allowed**	12,000	
Total	300,000	

What Constitutes a "Good Budget"

- Should be allocable to the objectives and work plan
- Should help solve the need in the problem statement
- Should be creating, expanding, or improving the pathway without supplanting
- Should be balanced with the match
- Should be in alignment with the funded project and not include expenses for other pathways that were excluded from the grant.

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Examples of Funding for Salaries

- An LEA would like to improve the Work Based Learning experiences for their students in their pathways. The application calls for funding a first-time, Work Based Learning Coordinator to develop and implement the program with the idea that the LEA will sustain the position after the close of the grant period.-GOOD USE OF FUNDS

- An LEA would like to add a concentrator course to their existing pathway. The application calls for funding the extra duty time for the teacher to develop curriculum in the first semester, and the salary of the teacher in the second year, with the LEA sustaining the position in year 3.-GOOD USE OF FUNDS

- An LEA would like to purchase new equipment to meet industry standards, send their advanced manufacturing instructor to a professional development conference and implement a job shadow program for their Culinary Program. The application seeks to pay for the teacher at .5 FTE-SUPPLANTING

- An LEA would like to pay a CTE Lead or Teacher but a CTE Lead or Teacher has already been funded in multiple rounds of K12SWP from same agency-SUPPLANTING

Budgets should not include:

Gifts of Public Funds: T-shirts, school supplies, teacher's credentials, memorabilia, souvenirs, etc.

Fundraising: Using grant funds to bring in revenue

Improvements: Improvements for land, buildings, or equipment that materially increases their value or useful life

Proposal Costs: Paying for grant writing with grant funds

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Good Examples of Match

Roseville Joint Unified is able to apply for funds each round because they use their salaries as the match for the projects

- Able to apply for funds each round because they use CTE salaries as a match
- CTE Salaries are paid for from LCFF and embedded in their LCAP

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Roseville Joint Union High: Budget

Budget Funds

Expenditure Type	2023-24	2024-25	2025-26	Totals
1000 - Certificated Salaries	$1,000	$2,000	$2,000	$5,000
2000 - Classified Salaries	$0	$0	$0	$0
3000 - Employee Benefits	$335	$670	$670	$1,675
4000 - Books and Supplies	$80,000	$10,000	$10,000	$100,000
5000 - Services and Other Expenditures	$10,000	$2,000	$2,000	$14,000
6000 - Capital Outlay	$112,000	$0	$0	$112,000
7000 - Indirect Costs	$3,500	$600	$600	$4,700
Total Budget	**$206,835**	**$15,270**	**$15,270**	**$237,375**

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Roseville Joint Union High: Expenditure Descriptions

1000 - Certificated Salaries *

Extra hourly pay for time outside of contract to work on curriculum, alignment with Sierra College, dual enrollment coordination and training, outside of contract training time

3000 - Employee Benefits *

Benefits associated with the 1000 - Certificated Salaries expenditures

4000 - Books and Supplies *

36 computers (split this cost with CTEIG), equipment and tools ($20,000), tooling for Haas mills ($5,000), materials and supplies for Advanced Manufacturing student projects

5000 - Services and Other Expenditures *

Professional development and training, room and board, travel

Electrical installation costs to run Haas mills. This is not a facilities upgrade, it is specific electrical work necessary for the Haas mills in 6000 to have power to run.

6000 - Capital Outlay *

2 Haas Mills @ $50,000 each

1 water cutting machine, $10,000

Roseville Joint Union High: Match

Financial Match Funds

Expenditure type	Financial Match	Source of Match Funds (100 char max)
1000 - Certificated Salaries	$321,000	Employee salaries (General Fund)
2000 - Classified Salaries		
3000 - Employee Benefits	$110,000	Employee benefits (General Fund)
4000 - Books and Supplies	$45,000	Supplies and equipment for program (Perkins, General Fund)
5000 - Services and Other Expenditures		
6000 - Capital Outlay		
7000 - Indirect Costs		
Total Financial Match	**$476,000**	

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Budget Implementation

Initiate Grant Activities

Convene ALL stakeholders to celebrate and secure Board Approval.

Review Work Plan, especially timeline.

Initiate hiring of personnel or release time/backfill.

Ensure Grant Budget set up and review for accuracy.

Set up regular meetings to review progress.

Budget Implementation cont.

Pathway Coordinators should meet with grantees bi-annually to visit the objectives and the budget to help them stay on track

We use an [Project Action Plan form](#) to meet with grantees

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K12 Strong Workforce Program
North Far North Region
Project Action Plan

Lead Agency: (Name)
Project Title: (Title of grant project)
Performance Period: (enter for which grant period this project is funded)

Objectives: (Type in each objective they wrote in their certified plan in NOVA before you meet with them)
☐
☐
☐
☐
☐
☐
☐
☐

K-12 student-level outcomes:
☐ Completed 2+ CTE courses in high school in the same program of study
☐ Completed 2+ CTE courses in high school in the same program of study that include early college credit, work-based learning, or third party certification.
☐ Graduated high school.
☐ Enrolled in a CA Community College within one year of leaving secondary school.

Postsecondary student level outcomes:
☐ Entered registered apprenticeship after participation in high school pre-apprenticeship program.
☐ Enrolled in another form of job training (other than CC)
☐ Completed 9+ CTE units in first year of CA CC
☐ Attained a CA CC certificate/degree or journey-level status

Employment student-level outcomes:
☐ Employed in a job closely related to field of study after exiting CA CC
☐ Median Annual earnings of students after exiting CA CC

30 MONTH ACTION PLAN

TIME PERIOD	ACTIONS TAKEN TOWARD OBJECTIVES	WHO WILL BE RESPONSIBLE
3 MONTH		
6 MONTH		
12 MONTH		

30 MONTH ACTION PLAN

TIME PERIOD	ACTIONS TAKEN TOWARD OBJECTIVES	WHO WILL BE RESPONSIBLE
3 MONTH		
6 MONTH		
12 MONTH		

| 24 MONTH | Questions:

 • Budget: What is your plan for spending down each category? Have you completed the work toward your objectives?
 • What do you need to accomplish this semester/year to meet your objectives?
 • Will you need to submit a budget modification to help meet your objectives?
 • Has this funding scaled your programs to be serving more students or increased early college credit or certifications for your students? | |

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Budget Monitoring

Meet with Accounting Personnel Monthly at first, then Quarterly

Include person handling requisitions, project lead, and faculty.

Reconcile Requisitions and Personnel charged to grant with Accounting Records

Share Future Spending Plan to ensure realistic and on schedule.

Budget Monitoring cont.

All regions have their own budget modification process. In the North Far North Region, we require a budget change request form to the region for approval.

- When the expenditures, per account category, will be greater than 10% of the original allocated budget for that category.
- When your supplies potentially become Capital Outlay.
- When you add or delete an account category.

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Return this completed form to:
Tanya Meyer tmeyer@frc.edu
Blaine Smith smithbl@butte.edu
Becca Mortimer
mortimertr@butte.edu

Lead Agency Name:	ABC UNIFIED
Project Title:	CTE Middle School Project
Grant Year:	2021-2022
Lead Contact Name:	NAME

Object Expenditure	Original Budget (This never changes)	1st Request DATE: 6/30/2022	2nd Request DATE: 6/30/2023	3rd Request DATE:	4th Request DATE:
1000	$ 10840	$ 10840	$ 5840	$	$
2000	$ 2500	$ 2500	$ 7500	$	$
3000	$ 4300	$ 4300	$ 4300	$	$
4000	$ 11000	$ 13500	$ 13500	$	$
5000	$ 5500	$ 2500	$ 2500	$	$
6000	$ 22449	$ 20685	$ 20685	$	$
7000	$ 0	$ 2264	$ 2264	$	$
TOTAL	$ 56589	$ 56589	$ 56589	$	$

SEE NEXT PAGES FOR DETAILED EXPLANATIONS

NOTE: Explanations should relate back to the original plan objectives and not change the intent of the original application. If you have any questions regarding completing this form or providing sufficient explanations please reach out to your Pathway Coordinator.

- You will use the same budget change request form for the entire cycle of the grant, per project. You should include the original budget at certification in your first column and it will never change.
- You need to submit a budget change each time that you change a category in excess of 10% of the original budget. This means that if you already had a budget change, the 10% rule most likely does not apply again.

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- There is a narrative section for each category and each request so we can track it over the grant cycle.
- It is equally important to tell us why you are decreasing funds in a category as it is to tell us why you are increasing funds in another.
- The approval process takes in to account what won't be accomplished when decreasing funds.
- i.e. If you wrote to certifications in the 5000 and now want to move those funds to supplies, you will need to justify why you are no longer in need of those certifications, etc.

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Questions

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K12 PC Canvas Hub Survey

Christina Overmiller, K12 PC, Sierra Jt CCD

Please take the survey now:

https://forms.gle/6QweAX7BJugtWDdt6

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Other Announcements

Rona Zollinger, K12 PC, Peralta Region

Pre-CCCAOE K12 In-Person PD

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