

THEME	QUESTION	RESPONSE
Amendment	Sarah, when should we expect amendment to Year 1's agreement? I would like to take them to our superintendent together if possible.	I am targeting May, but no later than June to send the amendments. Ideally, I would send the Year 1 amendment and Year 2 sub-agreements together.
Budget	Please explain what you need for to release the 30% in December. Will Year 1 not cover travel then?	<p>An advance payment of 70% will be processed, when the host has submitted the signed sub-agreement and an invoice to request the advance. Then, after completion of the project (12/31/20), in January 2021 the host will submit a final invoice for the balance of funds owed above the 70% advance. If the host spends all of the funds, then they would receive the remaining 30%. However, if the host does not spend all of the funds, then the final invoice would reflect only those costs above the 70% advance payment. If the host spent less than the 70% advance, it would return the balance (70% advance - actual costs) to the fiscal agent.</p> <p>Regarding travel, we need to obtain clarification from the Chancellor's Office. The new situation with COVID-19 has impacted the expectations for travel, as meetings are being conducted online and as it is not clear when the stay-at-home order will be lifted for educational institutions.</p>
Budget	So what are allowable expenses for July 1 to Dec 31st?	The cost of the position is the primary cost. We need clarification from the CO regarding what additional costs, if any, will be allowed. As mentioned in the call, these may be considered on a case-by-case basis.
Budget	If we spend less than 70%, do we return funds?	Yes, unspent monies will be returned to the CO.

Budget	And "actuals" will only include salary, benefits, and indirect?	The cost of the position and the indirect are the primary costs allowed on the project. If a host has other costs that it thinks should be charged to the project, those would be considered on a case-by-case basis. Those claims could be presented to either the RC or the Fiscal Agent for them to present the case to the CO.
Budget	So if we have Year 1 at \$100,000 at 70% and we do not spend it all by the end of December do we have to send money back?	Unspent monies will be returned to the CO.
Budget	Where does the returned money go then? Does it get rolled into year 2?	Returned monies will go to the CO for use with professional development and support for K12 SWP.
Data	Is the data you want collected the same as is required data for SWP metric or is there other data expected to be collected?	Formative data aligned to job expectations will be identified and shared with all K12PCs. Data will be reported in NOVA.
Funding Cycle	Will the chancellor's office consider extending the expenditure (past 12/31/20) from year 1 K12 SWP funding as that only funds 1/2 of year of an FTE (traditionally June - June yearlong positions)?	No, the CO is adhering to the timelines set by the Department of Finance for Year 1 and Year 2 for this position.
Funding Cycle	Given the state of affairs today (response to COVID-19), what is the likelihood that this program remains funded for the base 18-month period? Also, does it seem likely that this program will be funded beyond that period given the same circumstances?	Year 1 and Year 2 funds are already secured. Year 1 for \$100,000 extends to 12/31/20, and Year 2 for \$125,000 will extend to 12/31/21. The state budget revision is expected to be delayed until August 2020. After the state budget is finalized, we should be able to determine the plan for Year 3 funding.

Funding Cycle	Question about funding cycle — ending at end of calendar year... any recommendation for working with fiscal year cycle?	The CO is adhering to the timelines set by the Department of Finance for Year 1 and Year 2 for this position.
Funding Cycles	Can we pay for salary and benefits from year 1 out of the \$100,000 starting in July - end of December then pay salary and benefits from year 2 out of the \$125,000?	No, the CO is adhering to the timelines set by the Department of Finance for Year 1 and Year 2 for this position.
Hiring	What if we start with one employee but then change to another? Is that possible with Year 1?	Yes.
Hiring	Is there any issue if we hire a coordinator, they leave and we have to hire another coordinator?	No.
Hiring	Is it possible to find out how other people are listing this position - classified, certificated, independent contractor? And what salaries they are paying the position? Just to calibrate.	Please reach out to your colleagues for this information.
Hiring	What if we had already hired for the position and the employee has taken part in activities toward these outcomes? Can we charge that salary and benefits to this year's funds?	The sub-agreement to award the K12 Workforce Pathways Coordinator funds to the host has a term of 3/1/20 - 12/31/20. Costs for the position incurred between those dates would be allowed.

Interview materials	Is it possible to share some appropriate interview questions for the pathway coordinator position?	Please email Lyla Eddington for support with interviewing/hiring for the k12 PC position. Lylaeddington@gmail.com
Monies	How is the additional \$25,000 being monitored and what would be the process of approving the PD needs? Would this amount come to \$1.8 million?	Monies not spent down in Year 1 will be retained by the CO to use for professional development and support for K12 SWP.
Payment	Clarification - we can only pay for the salary and benefits July - December out of Year 1 \$100,000? We bill 70% and then is it an actual at the end?	Yes, there is an actual.
Payment	Can we pay salary and benefits for year 1 \$100,000 for July thru December? We bill 70% upfront and then bill actual or do we then bill 30% at the end of December.	<p>The term of the sub-agreement for the K12 Workforce Pathway Coordinator award is 3/1/20 - 12/31/20. The host institution can charge costs for the position for this term, which encompasses July-December 2020.</p> <p>After submitting the advance payment for 70%, the host would submit a final payment for actual costs above the 70% in January 2020. Details and guidance on the final invoice will be provided to the field no later than November 2020.</p>
Payment	To clarify: Year 1 is fiscal 19-20 (and we're being funded only \$100,000 for this not \$125,000)? Further, we technically have until December 31 to utilize the full \$100,000?	<p>Correct. As the Year 1 sub-agreements list \$125,000, amendments will be processed to reduce the total costs to \$100,000.</p> <p>The fiscal agent will send the amendments by June 2020. We would prefer to send the Year 1 amendments with the Year 2 agreements together.</p>

PD	Will the face-to-face location be moved AWAY FROM Lake Arrowhead? This is a very difficult and inconvenient location to get to for most.	At this point in time there is an anticipated face to face meeting at Lake Arrowhead for all K12 PCs. The exact date is not set due to the current pandemic. Information will be forthcoming when we know more.
PD costs	If PD is going to be offered with the \$25,000 from each program, will all expenses for PD be covered for the coordinator, for example, travel, lodging, per diem, etc.	Yes.
Reporting	Is there a template for reporting?	The plan is for reporting to occur through the online NOVA system. However, if the reporting system is not available when reports are due, an alternative method of reporting will be provided to the hosts.
Resources Code	Has a specific resource and revenue code been assigned to this grant? Our business office is asking so the budget can be set up.	We sent out that information for the Resource Code. If you require the information to be re-sent please email Sarah Santoyo.
Salary	To clarify, the 125,000.00 is to fund two years (one and two), is that correct?	No. Year 1 funding is for \$100,000 and is for the term 3/1/20 - 12/31/20. Year 2 funding is for \$125,000 and will be from 7/1/20 - 12/31/21.
Sub agreement	Sarah, is it true that we have received the GAN but we still have not received the sub agreement?	The sub-agreements were mailed out in the first week of April. The GAN you recently received was for SWP K12 Pathway Improvement Funds.
Training	Is it possible to delay training until July, due to delays in processing and hiring? At this point, having training in late June is more feasible.	Onboarding trainings for K12 PCs will be offered virtually in June. These meetings will be recorded. Individuals coming into the position of K12 PC after June will have access to these videos and other materials.

Training	Is the Lake Arrowhead meeting only for this new K12 Pathway Coordinator or do we as the grant manager also need to plan to attend?	The Lake Arrowhead meeting is intended for all Key Talent. This includes K14 Technical Assistance Providers and K12 Pathway Coordinators.
Training	Will the June trainings be recorded and accessible later if our PC starts in July?	Yes, all onboarding training will be virtual in the month of June. These meetings will be recorded and all K12 PCs will have access to these recordings.
Travel	In the original memo that announced this grant, it specifies travel to off-site functions, conduct and organize events, attend regional meetings, represent K12 SWP at relevant state and federal conferences and industry events. This is travel so we budgeted for this in our grant and we were approved to host this person based upon our approved budget.	Travel costs should be allocated at no more than \$5,000 per year. Given that we are so late in starting the Year 1 activities, LEAs that have more money left from Year 1 should allocate a portion of their year 2 travel expenses to their year 1 budget.
Travel costs	Are travel costs included in second year costs for "funding the position"?	Travel costs should be allocated at no more than \$5,000 per year.
Travel/PD costs	If Year 2 is only for the position, how are required trainings and travel funded?	The majority of trainings will be provided on line. For statewide trainings that are face to face travel and PD costs will be covered by the CO.
Yearly allocations	Also, is there an additional \$125,000 for Year 2 that we have until December 31, 2021 to spend?	Year 1 allocation is \$100,000. Year 2 allocation is \$150,000.