

Round 2:

**K-12 Strong Workforce Program
2019-2020**

Next steps and the NOVA Budget



South Central Coast Regional Consortium

South Central Coast Regional Consortium – Fiscal Agent

- K12 SWP Master Agreement
 - LEAs confirmed main point of contact and signatory
 - Fiscal Agent – Santa Barbara Community College District (SBCCD)
 - Payment - 70% up front w/agreement execution, W-9 (if new K12 SWP grantee), Certificate of Insurance, certified plan in NOVA, and an invoice
 - Grant Term – 7/1/2020 to 12/31/2022 (Pg. 24 of RFA)
- Budget update in NOVA **DUE MAY 30, 2020**
- Approval/Certification of Plans in NOVA (Budget detail)

TIMELINE	
Wednesday, April 22, 2020	Regional K12 SWP Grantee Webinar (Expanded Budgets in NOVA, contracts, etc.)
Thursday, May 14, 2020	K12 SWP Master Agreements to Santa Barbara Community College District Board
Friday, May 29, 2020	K12 Plan/Expanded Budgets Due in NOVA
Friday, June 12, 2020	SCCRC Review and certify Plans/Expanded Budgets in NOVA
May-June 2020	K12 SWP Master Agreements to Lead Local Educational Agency (LEA) Board
June-July 2020	Finalize Master Agreements and Invoice for 70% of the total grant award amount
June-July 2020	70% Advance Payment within 30 days of receipt of Invoice, signed Master Agreement, Budget Certified in NOVA, Certificates of Insurance, and W-9
Period of Performance	July 1, 2020 - December 31, 2022

Completing the Plan in NOVA

- Completing your Plan means to update Budget & Match section of your application
- Grant Funds Budgeted should match the Allocation Amount – budget updates are necessary for all LEAs
- Update Match funds (at 1:1 or 2:1 as appropriate) and ensure financial (cash) match is at least 50% of the total match
- All Agencies identified in the application must complete an individual budget

Completing the Plan in NOVA

Allowed

- Adding activities to the plan
- Modifying match to the allocation amount
- Adjusting budget to the allocation amount

NOT Allowed

- Deleting existing activities
- Adjusting ADA
- Deleting partners
- Changing components of the original application
- General Purpose Equipment purchases

Budget & Match Summary

Amount the LEA was awarded

Amount the LEA applied for is the budgeted amount.
Budget updates are necessary so that Grant Funds Budgeted match Allocation Amount

Budget & Match Summary

Allocation Amount: \$1,860,000

Grant Funds Budgeted: \$2,000,000 (Exceeds allocation amount by \$140,000)

Financial Match Funds: \$2,000,000

Total Match Funds: \$2,000,000

In-Kind Match Funds: \$0

Can be updated to match the Allocation Amount. Financial Match should be 50% of the Total Match

Budget

Budget Requirements



Please indicate how K12 SWP grant funds will be spent by the Lead LEA and each Partner LEA. All Lead and Partner Agencies identified in the application must complete an individual budget.

Barstow Unified: Budget

Budget Funds

Expenditure Type	2019-20	2020-21	2021-22	2022-23
1000 - Certificated Salaries	\$	\$	\$	\$
2000 - Classified Salaries	\$	\$	\$	\$
3000 - Employee Benefits	\$	\$	\$	\$
4000 - Books and Supplies	\$	\$	\$	\$
5000 - Services and Other Expenditures	\$	\$	\$	\$
6000 - Capital Outlay	\$	\$	\$	\$
7000 - Indirect Costs	\$	\$	\$	\$
Total Budget	\$0		\$0	\$0

**Do Not Enter
Budget
Numbers for
2019-20**

**Update these sections
to match
the Allocation Amount**

2000 - Classified Salaries	<input type="text"/>	\$	<input type="text"/>	\$	<input type="text"/>	\$	<input type="text"/>	\$
3000 - Employee Benefits	<input type="text"/>	\$	<input type="text"/>	\$	<input type="text"/>	\$	<input type="text"/>	\$
4000 - Books and Supplies	<input type="text"/>	\$	<input type="text" value="\$236,976"/>	\$	<input type="text"/>	\$	<input type="text"/>	\$
5000 - Services and Other Expenditures	<input type="text"/>	\$	<input type="text"/>	\$	<input type="text"/>	\$	<input type="text"/>	\$
6000 - Capital Outlay	<input type="text"/>	\$	<input type="text"/>	\$	<input type="text"/>	\$	<input type="text"/>	\$
7000 - Indirect Costs	<input type="text"/>	\$	<input type="text"/>	\$	<input type="text"/>	\$	<input type="text"/>	\$
Total Budget		\$0	\$236,976	\$0	\$0	\$0	\$0	\$0

Please provide a description of your budget and investment strategy.*

0/10000

10,000 character limit

New BUDGET DETAIL SECTION – necessary for the LEAD LEA AND EACH PARTNER AGENCY. One section to explain all line items. No need to break down the detail by fiscal year

What to Include – Budget Detail

- 1000** – Certificated Position title(s), # FTEs for each position title, Dollar Amount of Salary Funded through SWP for each position
- 2000** – Classified Position Title(s), # FTEs for each position title, Dollar Amount of Salary Funded through SWP for each position
- 3000** – Brief description of associated fixed costs for salaries from 1000 and 2000
- 4000** – General/Brief description of supplies that will be purchased
- 5000** – Brief description of contracted services, consultants, and other services not otherwise defined with general/approximate amount
- 6000** – Capital Outlay – itemized, details for all planned purchases (no Capital Outlay forms)
- 7000** – LEA's CDE indirect rate for most current year (percentage)

EXAMPLE (Please use this as a template)

Please provide a description of your budget and investment strategy.

1000 - CTE Instructor, 0.25 FTE (\$11,919); Patient Care Pathway Teacher, 1FTE (\$95,642); Three Summer Camp Teachers, 1 FTE (\$122,767)

2000 - Four Career Readiness Specialists, 4 FTEs (\$283,361); Administrative Assistant, .75 FTE (\$24,345)

3000 - Fixed payroll costs

4000 - Supplies for new program; medical supplies, heat press, screens, ink, etc.

5000 - Contract with industry and equipment providers to serve as consultants, (\$14,791); Student transportation for Community College site visits, (\$20,000); Hospital Association Conference, 3 travelers (\$5,000); safety software; instructional materials

6000 - Print Screen Machine, (\$15,000); Silkscreen machine, (\$10,000)

7000 - 6.71% for 2019-2020

- 1. Include out-of-state travel by description in 5000**
- 2. Include ALL planned capitol purchases in line 6000 – permission is required for these purchases. Must submit to SCCRC if other purchases are planned (that are not included here)**

Match Requirements – RFA p. 17-19

- ROCPs (operated by JPA or County Office of Ed) – 1 to 1 match
- LEAs – 2 to 1 match
- Match does not have to align with the budget years or line items
- Financial vs. In-Kind
 - 50% of the required match MUST be financial; Financial match is detailed in the budget with Source of Match Funds
 - In-Kind match requires a Description of Funds in the budget; In-Kind cannot be more than 50%
- Must document the match the entire grant term

Match

Match Requirements

For any K12 SWP funds awarded, the grantee is required to provide a proportional dollar match as follows:

- For ROCPs operated either by joint powers authority or by a county office of education, one dollar (\$1) for every one dollar (\$1) awarded. The ROCP needs to be the Lead Agency on the application.
- For all other LEAs, two dollars (\$2) for every one dollar (\$1) awarded.

Financial resources must account for at least fifty percent (50%) of the minimum required match amount.

Baldy View ROP: Match

Financial Match Funds

Expenditure type	Financial Match	Source of Match Funds
1000 - Certificated Salaries	\$	
2000 - Classified Salaries	\$	
3000 - Employee Benefits	\$	
4000 - Books and Supplies		
5000 - Services and Other Expenditures		
6000 - Capital Outlay	\$	
7000 - Indirect Costs	\$	
Total Financial Match	\$250,000	

Match does not have to align with the budget years or line items, just needs to match the total. Financial match must be 50% or more of the total match.

In-Kind Match Funds		
Source of In-Kind Match Funds	In-Kind Match	Description of Funds
Person hours	\$	
Use of equipment	\$	
Use of facilities	\$	
Other	\$	
Total In-Kind Match	\$0	



In-Kind match is not required, but if it is included, it cannot be more than 50% of the total match amount.

Things to Remember

- General purpose equipment, furniture, modular offices, phone, networks, IT equipment systems, AC, copy machines, etc. *are not approved expenditures.*
- Review RFA, *Appendix: Guidelines, Definitions and Allowable Expenditures*. Pg. 46-53
- Indirect costs percentages are limited to the rate approved by the CDE for the *applicable fiscal year the funds are expended*. Follow the CDE rules for calculating indirect. <https://www.cde.ca.gov/fg/ac/ic/icfaq.asp>
- Need to modify? RFA pg. 44 – submit the request to the SCCRC Regional Chair for review and approval.

(If you decide to add equipment not included in the budget now, you must seek permission from the SCCRC)

- If your agency has more than one K12 SWP grant – keep financial records, data, and all tracking separate.

Reporting – RFA pg 20-21 & 45

- Grant recipients are required to submit 2 expenditure and progress reports and 1 end-of-project Final Report
 - Met the dollar for dollar match requirement
 - Providing program deliverables
- All grant recipients (lead and all K-12 Partner Agencies) must submit the end-of-year reports

Date	Report
November 21, 2021	<ul style="list-style-type: none">• Year One Expenditure & Progress Report• End-of-Year data files into Cal-PASS Plus
November 1, 2022	<ul style="list-style-type: none">• Year Two Expenditure & Progress Report• End-of-Year data files into Cal-PASS Plus
February 28, 2023	<ul style="list-style-type: none">• Final Report

Reporting

- Lead Agency is responsible for ensuring that Lead and K-12 partner agencies submit all required progress and fiscal data
- All Agencies must enter into and maintain data sharing MOU with Cal-PASS Plus

(Data files are due November, immediately following the fiscal year for which data are reported)

- It is a grant requirement to notify the SCCRC Regional Chair that data has been reported
- The SCCRC may seek additional progress information through the term of the grant

What's Next?

- Plans in NOVA **by May 30**
- Certification of plans by SCCRC, early June
- SBCCD Board Approval (anticipated by May 14)
- LEAs will receive the Master Agreement and instructions from Regional Chair
- Funds will be disbursed after the LEA returns the following:
 - Signed Agreement
 - Certificate of Insurance
 - W-9 (new K12 SWP grantees)
 - Invoice for 70% payment (template provided by the Regional Chair)
 - Certified Plan in NOVA

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