

## Common Perkins Reserve Grant for Career Pathways Budget Issues Requiring Corrections or Clarifications

- **Grant applicants should have the budget reviewed by the applicant's business office/account department prior to submitting the grant application.**

### Common WUFAR Codes for Career Pathways Grant:

**223700:** Used for Voc Ed supervision and coordination. Curricular development, staff supervision, program evaluation. Would be best for admin and oversight of programs.

- The RCP Coordinator (not admin assistants) and perhaps the REDO coordinator/Employer Engagement % salary would be coded here.

**221900:** Other improvement of instruction. Used for purchases related to education improvement. Purchases that support education delivery. Could include stakeholder meetings, promotion, communication costs.

- Given the work of the regions, most things should probably be coded here.
- Admin Support and related positions that are not providing coordination and supervision would likely use this code.

**221500:** Instruction related technology: Used for all technology activities and services for the purpose of supporting instruction. This includes internal technology support as well as support provided by external vendors. Can include systems planning and analysis, application development, network support services. In short, we refer to this as technology that is a service perhaps more commonly thought of as a license where support is included in license or contract.

- Use for Inspire license (but not staff time)

**264400:** Staff time for **Non-instructional Staff** training. Use this for any training that includes school counselors.

- CESAs contracted to provide training and support to their districts would be coded here. Suggested term to use in column B is "staff time for Pathway PD, TA, and Review"

### Other Potential WUFAR Codes for Career Pathway Grant:

**221200:** Is for purchases related to instruction such as aiding teachers in developing instructional materials, and techniques. This could refer to curriculum development time or curriculum purchase.

**221300:** Staff time for **Instructional Staff** training (only), leading to competence of instructional staff. Workshops, demonstrations, registration, cost of substitute teachers, travel.

**223700:** Vocational Education Supervision and Coordination

Activities involving vocational education program staff supervision, curricular development and program evaluation. Most work of CESAs and REDOs recorded here. Includes travel.

### Important Notes and Reminders:

- Applicants often describe activities in the budget rather than what is being purchased. In addition, budget item(s) often do not align with WUFAR codes. **The budget description should reflect what is being purchased** (to support the activities in your application as described in Section VIII: Regional Plan). Examples:
  - 223700:** This code is vocational ed supervision and coordination, so should be used for coding the RCP Coordinator. "Staff time for RCP Coordinator (or coordination)".
  - 221900:** This code is used for other improvement of instruction, not required to be coded elsewhere. Use for REDO and WDB roles for support in coordination and employer engagement. This should also be used to code administrative related support.

**264400:** Other CESA roles such as staff time for (list these as two separate line items)

- Pathway PD and/or TA
- Review of pathway maps

**221500:** This code is for instruction related technology which includes activities and services for the purpose of supporting instruction. Use this code for Inspire License or for Inspire access. Not to be used for personnel costs.

**260000:** This code is used for activities of a district-wide nature (other than general administration), which support instructional and supporting service programs. Included here are planning, research, development, information, and personnel. Training for non-instructional staff is recorded here. Training for instructional staff is recorded in Function 221300

**223700:** This code is for activities involving vocational education program staff supervision, curricular development, and program evaluation.

**230000:** This code is for activities concerned with establishing and administering overall district policies. Include here activities of the school board, district administrator, district-wide community relations administrators, state and federal relations (including activities associated with grant procurement). Activities associated with instructional services administration are coded to the appropriate sub-function in the 220000 series, "Instructional Services".

- Applicant is "purchasing services from themselves".
  - Any activity conducted by any employee who works for the applicant should be listed under 1. Personnel in your budget. You must list the position title for each employee in this section.
  - Only activities conducted by the REDO, another CESA, or another outside contractor should be listed under 2. Purchased Services. You must include the name of the agency in the vendor column and describe what you are purchasing (PD workshop, specific project deliverable etc.)
- Applicants need to be aware of how to code PD. PD is often coded to instructional staff, when in most cases it probably should be coded as PD for non-instructional staff (for example, school counselors) who will attend the PD. See instructional staff and non-instructional staff WUFAR codes.
- Matching - if using staff/personnel time, in addition to the dollar amount, specify the name, title, percentage of FTE and what the time will be used for.
  - Regarding match: If staff time is being listed for another position (YA Coordinator or CTE Coordinator) that time must be related to career pathway grant outcomes related to the application.
- The CPA V Reserve Grant cannot be used to fund the Inspire license and related staff time entirely. It can fund a portion of the license/staff time that will be dedicated to your region's RCP industries.
- Marketing is not an allowable expense. Do not use the term "marketing" in the budget. Many times "marketing" is being used for "outreach" or "providing information" - both of which are allowable. Or it may be referring to printing. When listing printing costs distinguish between:
  - Supplies for copying costs such as ink, paper needed for internal printing
  - Purchased service if you are hiring a printer to create materials