



## BUTTE-GLENN COMMUNITY COLLEGE DISTRICT

3536 Butte Campus Drive, Oroville, CA 95965

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### GRANT AGREEMENT FOR K-12 STRONG WORKFORCE PROGRAM NORTH FAR NORTH REGIONAL CONSORTIUM

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This Grant Agreement (hereinafter referred to as "Agreement") is entered into by and between the Butte-Glenn Community College District on behalf of its Career and Technical Education Department (hereinafter referred to as "District") and **DAVIS JOINT UNIFIED SCHOOL DISTRICT**, a Local Education Agency (hereinafter referred to as "Grantee"). District and LEA may be referred to individually as a "Party" and collectively as the "Parties" in this Grant Agreement.

#### RECITALS

WHEREAS, the District has been designated as the Regional Consortium Fiscal Agent on behalf of the North Far North Regional Consortium (hereinafter referred to as "NFN Regional Consortium") for the purpose of implementing the K-12 component of the Strong Workforce Program (hereinafter referred to as "K12 SWP") established by Education Code §§ 88827-88833.

WHEREAS, the District shall receive K12 SWP funds allocated for the NFN Regional Consortium from the California Community Colleges Chancellor's Office (hereinafter referred to as "Sponsor"), and is responsible to distribute funding and monitor sub-grants once funding decisions have been authorized by the NFN Regional Consortium pursuant to Education Code §§ 88827-88833.

WHEREAS, the NFN Regional Consortium has been approved by the California Community Colleges Chancellor's Office.

WHEREAS, the Grantee is one or more, or any combination, of the following: (1) School districts; (2) County offices of education; (3) Charter schools; (4) Regional occupational centers or programs operated by a joint powers authority; is located within the boundaries of the NFN Regional Consortium, and desires to engage in regional efforts to align workforce, employment and education services.

NOW, THEREFORE, the parties mutually agree as follows:

1. **SCOPE OF WORK.** The Grantee shall perform the work set forth in Exhibit A, the Grantee's K12 Strong Workforce Program Application submitted and certified via the NOVA reporting system, (hereinafter referred to as "Work"), which is attached hereto and incorporated by reference in this Agreement.
2. **PROGRAM SPECIFIC TERMS.** The Grantee shall comply with the terms and conditions found in Exhibit B, (1) Program-Specific Legal Terms and Conditions and (2) Guidelines, Definitions and Allowable Expenditures, which is attached hereto and incorporated by this reference in this Agreement. The terms and conditions provide further guidance for the administration of this Agreement.
3. **PERIOD OF PERFORMANCE.** The period of performance for this Agreement shall commence on **July 1, 2020** and shall expire on **December 31, 2022**, unless extended by written amendment to this Agreement or terminated earlier in accordance with the termination provisions of this Agreement.
4. **KEY PERSONNEL.** The performance under this Agreement shall be under the direction of the respective Party's Authorized Representative for Technical Matters as specified in the Authorized Representatives provision of this Agreement.
5. **AWARD OF FUNDS.** The total amount of funds made available for payment to Grantee for Work performed under this Grant Agreement are awarded at **\$827,606.00** (hereinafter referred to as the "Grant Award"). The awarded amount is fixed and based upon the amounts specified in Exhibit A, the Grantee's K12 Strong Workforce Program Application submitted and certified via the NOVA reporting system. In no event shall

the District be liable for payment to Grantee which would result in cumulative payment under this Agreement exceeding the total allocated funds unless this Agreement is modified in writing in accordance with this Agreement.

6. **BUDGET.** The costs and categories of costs approved to fund the Grantee's performance of the Work are detailed in Exhibit A, the Grantee's K12 Strong Workforce Program Application submitted and certified via the NOVA reporting system.

7. **ALLOWABLE COSTS.** The allowability of costs under this Agreement shall be determined in accordance with (1) the terms of this Agreement and (2) the terms set forth in Exhibit B.

8. **INVOICING.** The Grantee shall submit an invoice for an advance payment of 70% of the total amount of the Grant Award after this Agreement is fully executed. The Grantee shall submit an invoice for progress payment(s) up to 30% of the total amount of the Grant Award at the time that progress reports are submitted pursuant to the Progress Reports provision of this Agreement. Grantee's invoices must be submitted to the District's Authorized Representative for Business Matters for approval using Exhibit C, Invoice Template for K12 SWP NFN Regional Consortium.

9. **PAYMENT.** District will make payment on all approved invoices in accordance with the terms of this Agreement. Payment shall be contingent upon the receipt of funding from the Sponsor and upon the Grantee's compliance with the terms and conditions of this Agreement. All payments shall be subject to correction and adjustment upon audit or any disallowance. The Grantee is solely responsible for reimbursing the District for amounts paid the Grantee but (i) disallowed under the terms of this Agreement, or (ii) upon termination of this Agreement, unexpended or unobligated balance of funds advanced.

10. **SEPARATE ACCOUNTING.** The Grantee will establish a separate account for all funds specified in this Agreement and will use the funds as allowed under the K12 SWP to perform the Work specified in this Agreement. As applicable, the Grantee shall also establish and maintain such accounting and documentation of matching expenditures of the Grantee to satisfy the requirements of the Sponsor.

11. **USE OF FACILITIES AND EQUIPMENT.** The Grantee will furnish the facilities and equipment necessary to perform and complete the Work under this Agreement, and District has rights to inspect facilities furnished.

12. **AUDIT.** The State Controller will include the audit instructions necessary to enforce the requirements pertaining to the K12 SWP in the audit guide required by Section 14502.1.

13. **PROGRESS REPORTS.** The Grantee shall submit quarterly progress reports and financial reports and an end of project report to show expenditures and demonstrate that program deliverables are being met. Reports shall be submitted via NOVA reporting system in accordance with the due dates specified in Exhibit B, Program-Specific Legal Terms and Conditions, section 5.

14. **AUTHORIZED REPRESENTATIVES.** For the purpose of this Agreement, the individuals identified below are hereby designated representatives of the respective parties.

For the District.

Technical Matters:

Jennifer Macarthy  
Chair  
North/Far North Regional Consortium  
Butte-Glenn Community College District  
3536 Butte Campus Dr.  
Oroville, CA 95965

	Business Matters:	Allison Travis-Bee Program Coordinator, Grants Strong Workforce Program Butte-Glenn Community College District 3536 Butte Campus Dr. Oroville, CA 95965
	Authorized Official:	Andrew B. Suleski Vice President for Administration Butte-Glenn Community College District 3536 Butte Campus Drive Oroville, CA 95965
For the Grantee.	Technical Matters:	Garry Pearson Davis Joint Unified School District 526 B Street Davis, CA 95616
	Business Matters:	Mallory Arevalos Director of Fiscal Services Davis Joint Unified School District 526 B Street Davis, CA 95616
	Authorized Official:	Bruce Colby Chief Business and Operations Manager Davis Joint Unified School District 526 B Street Davis, CA 95616

15. **INDEPENDENT CONTRACTOR.** For the purpose of this Agreement and all work and services specified herein, the Parties shall be, and shall be deemed to be, independent contractors and not agents or employees of the other party.

16. **ASSIGNMENT.** The Grantee may not assign, transfer or Agreement any part of this Agreement, any interest herein or claims hereunder, without the prior, written approval of the District and Sponsor.

17. **CANCELLATION.** Either of the Parties may at any time cancel this Agreement, with or without cause, by giving thirty (30) days advance written notice to the other Party which shall commence on the date of mailing of the written notice by certified mail or personal delivery. Thereafter, this Agreement shall become null and void except for the portion or portions of payment herein agreed upon for which expenses have been necessarily incurred in the performance of this Agreement.

18. **APPROPRIATED FUNDS.** The continuation of this Agreement shall be subject to sufficient appropriated funds being received by District to administer and support the K12 SWP. In the event sufficient funds are not available or are discontinued at any time, the District may immediately cancel this Agreement by delivering written notice to the Grantee.

19. **GENERAL RELEASE.** The Grantee's acceptance of payment of the final invoice under this Agreement shall release the District from all claims of the Grantee, and from all liability to the Grantee concerning the Work, except where such claims or liabilities arise from any negligent act, error or omission of the District.

20. **USE OF NAME.** Neither of the Parties shall make use of this Agreement, or use the other's name or that of any member of the other's staff for publicity or advertising purposes without prior written approval of the other Party. This restriction shall not include internal documents available to the public that identify the existence of the Agreement.

21. **AMENDMENTS.** By mutual written consent, the Parties may make changes to the Work and to the terms of this Agreement. Any such changes shall be in the form of a written amendment signed by authorized representatives of the Grantee and the District.

22. **INDEMNIFICATION.**

22.1. The Grantee shall defend, indemnify and hold District, its officers, employees, and agents harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys' fees or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions or willful misconduct of Grantee, its officers, employees, or agents.

22.2. The District shall defend, indemnify and hold Grantee, its officers, agents, and employees harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys' fees or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions or willful misconduct of District, its officers, employees or agents.

22.3. This indemnification provision shall survive termination of the Agreement and remain in effect.

23. **INSURANCE.** The Grantee at its sole cost and expense, shall insure its activities in connection with this Agreement and maintain in force for the duration of this Agreement insurance policies and requirements as follows:

23.1. Commercial General Liability insurance with a limit of not less than \$1,000,000 per occurrence for bodily injury, property damage, personal injury, products and completed operations, and blanket contractual coverage.

23.2. Automobile Liability insurance with a combined single limit of not less than \$1,000,000 per accident for bodily injury and property damage with respect to the Grantee's owned, hired, and non-owned vehicles.

23.3. Workers' Compensation insurance as required under California State law.

23.4. Employer's Liability insurance with limits of not less \$1,000,000 each accident, \$1,000,000 each employee, \$1,000,000 policy limit for bodily injury or disease.

23.5. Professional Liability insurance covering acts, errors, mistakes, and omissions arising out of the work or services performed by Grantee, or any person employed by the Agreement, with a limit of not less than \$1,000,000 each claim.

23.6. Such other insurance in such amounts which from time to time may be reasonably required by the mutual consent of the District and the Grantee against other insurable risks relating to performance of this Agreement.

Insurance shall be issued by an insurance company(ies) licensed in California with a current A.M. Best rating of A:VII or better. The Commercial General Liability and Auto Liability coverages shall be endorsed to name "Butte-Glenn Community College District, its trustees, officers, agents, employees, and volunteers" as additional insureds as their interest may appear. All insurance policies shall be endorsed to provide for thirty (30) days' advance written notice to the District of cancellation, suspension, or any material change of the required insurance coverage. If any insurance policy(ies) required by this Agreement is(are) written on a "claims made" basis: (i) the retroactive date must be shown, and must be before the date of the Agreement or the beginning of Work; and (ii) insurance shall be maintained and evidence of insurance must be provided for at least three (3) years following termination of this Agreement. The Grantee's insurance must be primary, and any insurance or self-insurance maintained by the District shall not contribute to it. The coverages required under this Section shall not limit the Grantee's liability. If any part of this Agreement is assigned or subcontracted, these insurance requirements also apply to all assignees and subcontractors. The Grantee may fulfill its insurance obligations under this paragraph by self-insurance pursuant to an established plan operated in accordance with accepted insurance practices. Prior to commencing Work under this Agreement, Grantee shall furnish District with

certificates of insurance and original endorsements evidencing the coverage, limits, and conditions required by this Agreement.

24. **CONFLICT OF INTEREST.** Grantee shall not hire or contract with any officer or employee of District or any member of their immediate family to perform any service covered by this Agreement. Grantee warrants that no officer or employee of District has any financial interest, direct or indirect, in Grantee. Any question which may arise during the performance of this Agreement regarding a possible conflict of interest shall be referred to District for adjudication.

25. **NOTICES.** All notices required or permitted by this Agreement shall be by written instrument and shall be mailed by certified mail or personally delivered to the respective Party's Authorized Official as specified in the Authorized Representatives provision of this Agreement.

26. **APPLICABLE LAW.** This Agreement shall be interpreted and governed by applicable federal laws and State of California laws.

27. **ENTIRE AGREEMENT.** This Agreement, together with the Exhibits attached hereto, express the complete agreement of the Grantee and the District and supersedes all prior understandings regarding the Work.

28. **COUNTERPARTS AND ELECTRONIC SIGNATURES.** This Agreement may be executed in one or more counterparts, and counterparts may be exchanged by facsimile, electronic mail or other electronic transmission, each of which will be deemed an original, but all of which together constitute one and the same instrument.

**SIGNATURE PAGE FOLLOWS**

IN WITNESS WHEREOF, the respective parties have executed this Agreement on the dates indicated below.

**BUTTE-GLENN COMMUNITY COLLEGE DISTRICT**

**DAVIS JOINT UNIFIED SCHOOL DISTRICT**

By: \_\_\_\_\_  
(Signature of authorized official of District.)

Name: Andrew B. Suleski

Title: Vice President for Administration

Date: \_\_\_\_\_

By: \_\_\_\_\_  
(Signature of authorized official of Grantee.)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Exhibits**

- A Scope of Work: Grantee's K12 Strong Workforce Program Application
- B Program Specific Terms:
  - (1) K12 Strong Workforce Program Program-Specific Legal Terms and Conditions 2018-19
  - (2) Guidelines, Definitions and Allowable Expenditures
- C Invoice Template for K12 SWP NFN Regional Consortium

<b>TO BE COMPLETED BY DISTRICT ONLY</b>					
The person preparing this contract must complete this section and obtain appropriate initials before contract will be approved.					
Initiating Department:	NFNRC	Preparer's Name & ID:	Allison Travis-Bee #3005411	Phone:	X2900
Vendor Name:	Davis Joint Unified School District		Vendor ID:	3495893	
PO Description (Max. 25 characters):	K12 Strong Workforce Year 2 Allocation				
Budget Code:	12.447.500.1.601023.55100	PO Amount:	\$827,606.00		
Contract Monitor Name (Person Who Approves Invoices):	Allison Travis-Bee			Phone:	X2900
Dept. Dean/Director Initials:		Dept. Vice President Initials:			
<b>Business Contracts Approval:</b>		<b>Purchase Order Number:</b>			

**GRANT AGREEMENT  
K-12 STRONG WORKFORCE PROGRAM  
EXHIBIT A**

**SCOPE OF WORK**

Grantee shall furnish all the necessary services, qualified personnel, material, equipment, and facilities as needed to perform all tasks specifically set forth in the application documents submitted by the Grantee, Attachment 1, Grantee's K12 Strong Workforce Program Application submitted and certified via the NOVA reporting system, which is attached hereto and incorporated by reference in this Agreement.

K12 Strong Workforce Program Produced: Apr 1, 2020, 09:17 PM UTC Allison Travis-Bee

# Davis K12 Strong Workforce

## Details

### Details

#### Pathway Improvement Name

Davis K12 Strong Workforce

#### Region within which applying

North/Far North

#### Start Date

07/01/2019

#### End Date

12/31/2022

## Assurances

### This Pathway/Program Work Plan is:

- ✓ In compliance with K12 SWP legislation ([Ed Code 88827](#)).
- ✓ Aligned with your district(s)/partner district(s) 2020-21 LCAP?
- ✓ Informed by, aligned with, and expands upon your region's Strong Workforce Program Regional Plan and planning efforts occurring through the Strong Workforce Program.
- ✓ Informed by Labor Market Information and regional priorities.
- ✓ Staffed by skilled teachers or faculty and provides professional development opportunities for those teachers or faculty members.

### All LEAs will:

- ✓ In addition, to ensure that the K12 SWP legislative reporting requirements are met, all grant recipients, both lead and partnering LEAs, are required to do the following until an MOU is executed between CDE and CCCCCO for information sharing on K-12 data:
  1. Sign an MOU with Cal-PASS Plus to facilitate the sharing of data with the Cal-PASS Plus data system (if not already done so);
  2. Maintain a current MOU with Cal-PASS Plus throughout the life of the awarded grant;
  3. Beginning in 2021-22, upload end-of-year data files, as applicable and required by K12 SWP, into the Cal-PASS Plus system annually by November 1.
- ✓ Report data that can be used by policymakers, LEAs, community college districts, and their regional partners to support and evaluate the program, including, to the extent possible, demographic data used to evaluate progress in closing equity gaps in program access and completion, and earnings of underserved demographic groups.

## Lead & Partner Agencies

**Lead LEA Type**

Unified School District

**Agency Name**

Davis Joint Unified

**Agency Information****Address**

526 B Street | Davis, CA | 95616-3811

**Region**

N/A

**Website**<http://www.djUSD.net>**Community College District**

N/A

**Part of a Rural School District**

No

**Unemployment Rate**

4.2%

**Total ADA (Average Daily Attendance)**

Average Daily Attendance shown below is the ADA for the LEA from 2018-19 P-2 (June 20, 2019) for grades 7-12, as provided by CDE.

3572.53

**K12 SWP 2018-19 Award/Role****Was your organization awarded funds in 2018-19?**

No

**CTEIG Award****Was your organization awarded CTEIG funds in 2018-19?**

No

**Will your organization apply for CTEIG funds in 2019-20?**

No

**Participating Schools****School**

Davis Senior High School

**Primary Contact(s)**

Name	Role	Email
Garry Pearson	Project Lead Contact	gpearson@djud.net
Rody Boonchouy	Project Lead Contact	rboonchouy@djud.net
troy allen	Project Lead Contact	tallen@djud.net

Partner Agencies

No K12 Partner Agencies added.

ADA Totals

Name	ADA	Agency Type
Davis Joint Unified	3,572.53	Unified School District

Higher Education Partners

American River College

Higher Education Partner Agency Type  
College

Agency Information

Address  
N/A  
Region  
N/A  
Website  
N/A

Community College District  
N/A

Primary Contact(s)

Name	Role	Email
Ben French	Contact	frenchb@arc.losrios.edu

Sacramento City College

**Higher Education Partner Agency Type**

College

**Agency Information****Address**

N/A

**Region**

N/A

**Website**

N/A

**Community College District**

N/A

**Primary Contact(s)**

Name	Role	Email
Andrea Gaytan	Contact	gaytana@scc.losrios.edu
Dr. Albert Garcia	Contact	garciaaj@scc.losrios.edu

**University of California-Davis****Higher Education Partner Agency Type**

4-Year College/University

**Agency Information****Address**

One Shields Avenue | Davis, CA | 95616

**Region**

N/A

**Website**

www.ucdavis.edu

**Community College District**

N/A

**Primary Contact(s)**

Name	Role	Email
Dr. Helene Dillard	Contact	hrdillard@ucdavis.edu

**Collaborative Partners (optional)****LumiGrow****Agency Type**

Business

**Address**

N/A

**Website**[www.lumigrow.com](http://www.lumigrow.com)**Partner Role**

- ✓ Partnership and Subject-Matter Expertise
- ✓ Curriculum Development/Alignment
- ✓ Work-Based Learning Experiences for Students

**Contacts**

Name	Role	Email
Melanie Yelton	Contact	myelton@gmail.com

**Adams Grain****Agency Type**

Industry

**Address**

PO Box 799 | Arbuckle, CA | 95912

**Website**<http://www.adamsgrp.com/adams-grain.shtml>**Partner Role**

- ✓ Partnership and Subject-Matter Expertise
- ✓ Work-Based Learning Experiences for Students
- ✓ Other

agricultural expertise in Grains

**Contacts**

Name	Role	Email
Kurt Anderson	Contact	kanderson@adamsgrp.com

**University of California Agriculture and Natural Resources****Agency Type**

Industry

**Address**

1710 Soscol Avenue | Napa, CA | 94559

**Website**

[www.cenapa.ucanr.edu](http://www.cenapa.ucanr.edu)

**Partner Role**

- ✓ Partnership and Subject-Matter Expertise
- ✓ Work-Based Learning Experiences for Students

**Contacts**

Name	Role	Email
John Roncoroni	Contact	<a href="mailto:jaroncoroni@ucdavis.edu">jaroncoroni@ucdavis.edu</a>

**Ag Advisory for Davis Senior high School****Agency Type**

Community Organization

**Address**

315 W. 14th Street | Davis, CA | 95616

**Website**

<http://dshsffa.theaet.com/AETHome.aspx?ID=60515>

**Partner Role**

- ✓ Curriculum Development/Alignment
- ✓ Work-Based Learning Experiences for Students
- ✓ Other

Agricultural Advisory Committee

**Contacts**

Name	Role	Email
Kurt Anderson	Contact	<a href="mailto:kkanderson.89@gmail.com">kkanderson.89@gmail.com</a>

**DHS Davis Auto Tech Booster Association****Agency Type**

Community Organization

**Address**

314 West 14th street | Davis, CA | 95618

**Website**

[https://www.facebook.com/search/top/?q=dhs%20davis%20auto%20tech%20booster%20association&epa=SEARCH\\_BOX](https://www.facebook.com/search/top/?q=dhs%20davis%20auto%20tech%20booster%20association&epa=SEARCH_BOX)

**Partner Role**

- ✓ Partnership and Subject-Matter Expertise
- ✓ Curriculum Development/Alignment
- ✓ Work-Based Learning Experiences for Students

**Contacts**

Name	Role	Email
David Chung	Contact	import.tech.drc@gmail.com

**LinkedIn****Agency Type**

Business

**Address**

1000 W. Maude | Sunnyvale, CA | 94085

**Website**

linkedin.com

**Partner Role**

- ✓ Partnership and Subject-Matter Expertise

**Contacts**

Name	Role	Email
Ryan Zervakos	Contact	rzervakos@linkedin.com

**Bayha Group****Agency Type**

Other

**Address**

7875 Highland Village Pl., Suite B102-383 | San Diego, CA | 92129

**Website**

www.bayhagroup.com

**Partner Role**

- ✓ Other

Education consulting for developing and enhancing CTE pathways

**Contacts**

Name	Role	Email
June Bayha	Contact	june@bayhagroup.com

## McNaughton Media

### Agency Type

Business

### Address

1250 Texas St. | Fairfield, CA | 94533

### Website

<https://mcnaughton.media/>

### Partner Role

✓ Partnership and Subject-Matter Expertise

## Contacts

Name	Role	Email
Taylor Buley	Contact	taylor.buley@mcnaughton.media

## Problem Statement

**Provide a brief Problem Statement that is concise, clear, and evidence-based, supporting the problem or need that your K12 SWP efforts will address.**

Davis Joint Unified School District (DJUSD) serves 8,587 students in Yolo and Solano Counties in the heart of the Central Valley and Sacramento River Delta agricultural hub. DJUSD sees gaps in its current CTE program delivery and needs more coordinated career exploration opportunities for K-8 students, more robust work-based learning (WBL) opportunities better aligned to CTE pathways for Davis Senior High School (DSHS) students, and replacement of current equipment to better support students' postsecondary transitions and completions across pathways in four CTE industry sectors: Agriculture and Natural Resources; Transportation; Health Science and Medical Technology; and Arts, Media, and Entertainment. Each of these sectors ties to a priority industry researched by the area's North Far North (NFN) Region SWP partners, who evaluated labor market information. DJUSD currently has outdated equipment that do not meet current industry or partner community college standards and make it difficult to align to develop articulation agreement or dual enrollment opportunities. K12 SWP funding is needed to develop more K-8 career exploration, sequenced CTE pathway courses with robust WBL, supported by strong backing from industry, partner community colleges, and UC Davis to benefit all CTE students, including those farthest from opportunity (23% of Davis students are economically disadvantaged; about 50% are students of color).

## Project Objectives

**Provide clear, concrete objectives, which this project aims to achieve, to address the issues in the Problem Statement. Include how the LEA(s) is using the K12 SWP funds to help meet those objectives. Avoid statements of lofty goals.**


DJUSD will use K12 SWP funds to improve career exploration in K8, fund staff to offer more WBL aligned to CTE pathways, and support smooth postsecondary transitions and completions across pathways in 4 industry sectors at DSHS informed by the

NFN regional SWP Plan's "workforce and education partners common performance metrics." These metrics align with DJUSD's LCAP goals and CTE Advisory Committees' recommendations based on labor market information, industry participation, and student interest. Funds will go toward: new equipment/support staff for a new EV Tech & Build course; upgraded lab equipment, drones, & other tech in Agriscience to stay up-to-date with postsecondary partners; and industry-standard software/computers to ensure content articulates and encourages dual enrollment CTE pathway courses at local community colleges. Other enhancements include developing a new Patient Care pathway to meet labor market needs in high-wage jobs and align with the NFN SWP plan priority Health sector. WBL will be expanded to include more externships and PD for faculty. K-8 students will be engaged in increased career exploration and CTE project-based learning. DJUSD will use K12 SWP funds to ensure CTE pathways have state-of-the-art, industry-standard equipment and allow staff time to work with postsecondary faculty to plan and review curriculum/instruction to create smooth transitions for students & develop/update articulation/dual enrollment agreements.

## Local/Regional Economies

For the LEA to be considered in high unemployment area, the unemployment rate of the county in which in LEA is located must be over 6.45%, in alignment with the Workforce Innovation and Opportunity Act (WIOA). LEAs are classified as Rural School Districts if they meet 'Small, Rural School Achievement Program' or REAP eligibility standards as determined by the U.S. Department U.S. Department of Education (<https://www2.ed.gov/programs/reapsrsa/eligibility.html>).

### Unemployment Rates & Rural School Districts

Lead/Partner LEA	Rural School District?	Unemployment Rate
Davis Joint Unified	No	4.2% 

## Underserved Student Populations

### Annual Adjusted Statewide Grades 9-12 Dropout Rate

2.4% (for 2016-17, per CDE)

**Will the proposed CTE program(s) serve student subgroups that have a dropout rate higher than the state dropout rate?**

Yes

**Will proposed CTE program(s) serve the following unduplicated pupils?**

Yes

**Will the proposed CTE program(s) serve K-12 students that are defined as special populations per Perkins V?**

Yes

## Industry Sectors & Pathways

### Targeted Industry Sectors

California Department of Education Industry Sectors

✓ Agriculture & Natural Resources (CDE)

- ✓ Arts, Media, & Entertainment (CDE)
- ✓ Health Science & Medical Technology (CDE)
- ✓ Transportation (CDE)

#### **Crosswalk California Community Colleges**

- ✓ Advanced Transportation & Logistics (CCCCO)
- ✓ Agriculture, Water & Environmental Technologies (CCCCO)
- ✓ Health (CCCCO)
- ✓ Information & Communication Technologies (ICT)/Digital Media (CCCCO)
- ✓ Life Sciences/Biotech (CCCCO)

## **Pathways & Design Purpose**

- ✓ Create a New Pathway(s)

#### **Pathway(s) Involved**

- Health Science & Medical Technology: Biotechnology

- ✓ Improve and/or Modifying an Existing Pathway(s)

#### **Pathway(s) Involved**

- Agriculture & Natural Resources: Agriscience
- Agriculture & Natural Resources: Animal Science
- Arts, Media, & Entertainment: Design, Visual & Media Arts
- Transportation: Systems Diagnostics, Services & Repair

- ✓ Expand and/or Scale an Existing Pathway(s)

#### **Pathway(s) Involved**

- Agriculture & Natural Resources: Agriscience
- Agriculture & Natural Resources: Animal Science

## **Work Plan**

#### **K14 Pathway Quality Elements**

- ✓ College and Career Exploration
- ✓ Postsecondary Transition and Completion
- ✓ Work-Based Learning

#### **K12 SWP CTE Pathway/Program Work Plan**

[K12 SWP Application Work Plan DavisJUSD20191216.docx](#)

#### **Leveraged Funds**

- ✓ Perkins V (Strengthening Career and Technical Education for the 21st Century Act)
- ✓ CTEIG (California Technical Education Incentive Grant)
- ✓ Agricultural Career Technical Education Incentive Grant

## Budget & Match

### Grant Funds Summary

Expenditure Type	K12 SWP Grant Funds
1000 - Certificated Salaries	\$276,200
2000 - Classified Salaries	\$26,400
3000 - Employee Benefits	\$60,520
4000 - Books and Supplies	\$60,000
5000 - Services and Other Expenditures	\$0
6000 - Capital Outlay	\$343,542
7000 - Indirect Costs	\$60,944
<b>Total Grant Funds Budgeted</b>	<b>\$827,606</b>

### Financial Match Summary

Expenditure Type	Financial Match
1000 - Certificated Salaries	\$579,765
2000 - Classified Salaries	\$50,998
3000 - Employee Benefits	\$171,218
4000 - Books and Supplies	\$30,994
5000 - Services and Other Expenditures	\$8,997
6000 - Capital Outlay	\$1,200,000
7000 - Indirect Costs	\$0
<b>Total Financial Match</b>	<b>\$2,041,972</b>

## In-Kind Match Summary

Source of In-Kind Match Funds	In-Kind Match
Person hours	\$295,750
Use of equipment	\$6,250
Use of facilities	\$0
Other	\$0
<b>Total In-Kind Match</b>	<b>\$302,000</b>

## 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.

## Davis Joint Unified: Budget

## Budget Funds

Expenditure Type	2019-20	2020-21	2021-22	2022-23
1000 - Certificated Salaries		\$138,100	\$93,400	\$44,700
2000 - Classified Salaries		\$13,200	\$8,800	\$4,400
3000 - Employee Benefits		\$30,260	\$20,440	\$9,820
4000 - Books and Supplies		\$30,000	\$15,000	\$15,000
5000 - Services and Other Expenditures				
6000 - Capital Outlay		\$171,771	\$114,514	\$57,257
7000 - Indirect Costs		\$30,472	\$20,094	\$10,378
<b>Total Budget</b>	<b>\$0</b>	<b>\$413,803</b>	<b>\$272,248</b>	<b>\$141,555</b>

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

1000-Certificated Salaries of \$276,200 for up to 6 VSA's to cover the time, effort, planning and program curriculum development across the industrial sectors for K-12 SWP.

2000- Classified Salaries- \$26,400 for .4 FTE part time Grant manager plus benefits. This employee manages all aspects of the K-12 SWP for the District

3000- Employee Benefits-\$60,250 benefits cost to cover the certificated and classified employees

4000- Books and supplies \$60,000 to cover associated allowable expenditures including texts, supplies. This includes books and supplies for the various Industry sectors supported including Agriculture, Transportation, Digital Media, Networking and Cybersecurity

6000 Capital outlay- \$343, 542 Allowable equipment purchase, CNC Vertical Knee Mill, RO Water Filtration Systems, Super Coop, Biomedical Science equipment, Scotchman 1014, Iron worker multi punch turret, LED lighting system, hydroponic growing systems

## 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.

### Davis Joint Unified: Match

#### Financial Match Funds

Expenditure type	Financial Match	Source of Match Funds
1000 - Certificated Salaries	\$579,765	LCFF, General fund
2000 - Classified Salaries	\$50,998	LCFF, General fund
3000 - Employee Benefits	\$171,218	LCFF, General fund
4000 - Books and Supplies	\$30,994	Ag Incentive grant, Ag Vocational grant
5000 - Services and Other Expenditures	\$8,997	Ag Incentive grant, Ag Vocational grant
6000 - Capital Outlay	\$1,200,000	DJUSD Bond for new CTE building
7000 - Indirect Costs		
<b>Total Financial Match</b>	<b>\$2,041,972</b>	

#### In-Kind Match Funds

Source of In-Kind Match Funds	In-Kind Match	Description of Funds
Person hours	\$125,500	community support, Business, Boosters, Advisories.
Use of equipment		
Use of facilities		
Other		
<b>Total In-Kind Match</b>	<b>\$125,500</b>	

## Adams Grain: 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		
<b>Total Financial Match</b>	<b>\$0</b>	

### In-Kind Match Funds

Source of In-Kind Match Funds	In-Kind Match	Description of Funds
Person hours	\$25,000	Training, advising, crop production review, ag pest control
Use of equipment		
Use of facilities		
Other		
<b>Total In-Kind Match</b>	<b>\$25,000</b>	

## LumiGrow: 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		
<b>Total Financial Match</b>	<b>\$0</b>	

**In-Kind Match Funds**

Source of In-Kind Match Funds	In-Kind Match	Description of Funds
Person hours	\$20,000	Training, advising, crop production review, SAEs
Use of equipment	\$5,000	Lighting systems, controls, environmental
Use of facilities		
Other		
<b>Total In-Kind Match</b>	<b>\$25,000</b>	

**Ag Advisory for Davis Senior high School: 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		
<b>Total Financial Match</b>	<b>\$0</b>	

**In-Kind Match Funds**

Source of In-Kind Match Funds	In-Kind Match	Description of Funds
Person hours	\$19,250	Marketing work, Advisory committee, SAE advice, Competition team support
Use of equipment		
Use of facilities		
Other		
<b>Total In-Kind Match</b>	<b>\$19,250</b>	

**DHS Davis Auto Tech Booster Association: 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		
<b>Total Financial Match</b>	<b>\$0</b>	

**In-Kind Match Funds**

Source of In-Kind Match Funds	In-Kind Match	Description of Funds
Person hours	\$15,000	Advisory committee time and review, Hosting the On campus car show by community car members
Use of equipment	\$1,250	Electric Diagnostic tools, speciality tools
Use of facilities		
Other		
<b>Total In-Kind Match</b>	<b>\$16,250</b>	

**University of California Agriculture and Natural Resources: 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		
<b>Total Financial Match</b>	<b>\$0</b>	

**In-Kind Match Funds**

Source of In-Kind Match Funds	In-Kind Match	Description of Funds
Person hours	\$25,000	SAE's, tours of local farms, orchards, weed control measures, advisory to students on field projects
Use of equipment		
Use of facilities		
Other		
<b>Total In-Kind Match</b>	<b>\$25,000</b>	

**LinkedIn: 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		
<b>Total Financial Match</b>	<b>\$0</b>	

**In-Kind Match Funds**

Source of In-Kind Match Funds	In-Kind Match	Description of Funds
Person hours	\$5,000	Support online resumes and profile development using LinkedIn resources and tools
Use of equipment		
Use of facilities		
Other		
<b>Total In-Kind Match</b>	<b>\$5,000</b>	

**Bayha Group: 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		
<b>Total Financial Match</b>	<b>\$0</b>	

**In-Kind Match Funds**

Source of In-Kind Match Funds	In-Kind Match	Description of Funds
Person hours	\$36,000	Education consulting to support enhancing and expanding CTE pathways
Use of equipment		
Use of facilities		
Other		
<b>Total In-Kind Match</b>	<b>\$36,000</b>	

**McNaughton Media: 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	\$0	

## In-Kind Match Funds

Source of In-Kind Match Funds	In-Kind Match	Description of Funds
Person hours	\$25,000	Media Services
Use of equipment		
Use of facilities		
Other		
Total In-Kind Match	\$25,000	

## Supporting Documents

Document Title	Type	Uploaded	Comment
 <a href="#">K12 SWP Application Work Plan DavisJUSD20191216.docx</a>	K12 SWP Application Work Plan	12/16/2019, 6:05:08 PM	N/A
 <a href="#">ALL Letters DavisJUSD K12S WP2019v3.pdf</a>	Letter of Support	12/17/2019, 3:56:16 AM	N/A
 <a href="#">HQ Eval Davis USD 2019-20.pdf</a>	High-Quality CTE Program Evaluation	12/7/2019, 12:31:34 AM	N/A

## Certification

### Regional Signing Authority - North/Far North

**Blaine Smith**

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**Jennifer Macarthy**

Director - CTE Grants and Regional Projects

[macarthyje@butte.edu](mailto:macarthyje@butte.edu)

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Certified by Jennifer Macarthy

04/01/2020 01:46 PM PDT



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**GRANT AGREEMENT  
K-12 STRONG WORKFORCE PROGRAM  
EXHIBIT B**

**PROGRAM SPECIFIC TERMS**

Grantee shall comply with the terms and conditions, Attachment 1, (1) Program-Specific Legal Terms and Conditions and (2) Guidelines, Definitions and Allowable Expenditures, which is attached hereto and incorporated by this reference in this Agreement.

# Appendix A: Program-Specific Legal Terms and Conditions

## **K12 Strong Workforce Program: Program-Specific Legal Terms and Conditions, 2019–20**

### **1. Cost and Payments**

In consideration of satisfactory performance of the services described in the Grantee's application, the applicable Strong Workforce Program Career Technical Education Regional Consortium (hereinafter Regional Consortium) agrees to pay the Grantee a total amount not to exceed the "Grant Funds" amount stated on the fully executed Grant Agreement. Payment should be made as follows:

Beginning in 2019–20, an advance payment of 70% of the total amount of this Grant Agreement will be paid, upon receipt of an invoice, after the Grant Agreement is fully executed.

Grantee may request progress payment(s) up to 30% of the total amount of this Grant Agreement at the time that annual reports are submitted pursuant to section 5 of this Article. Payment(s) will be made, upon receipt of an invoice, after review and approval of the expenditure/progress reports by the Regional Consortium.

### **2. Work to be Performed**

The Grantee shall complete the tasks described in the Grantee's application and funds shall be expended in compliance with the requirements for the funding source and Grant Agreement with the Regional Consortium.

### 3. Modification/Budget Changes

Grantee may request modifications to the work to be performed. All such requests must be submitted in writing to the Regional Consortium prior to the modification being made. The Regional Consortium may require that a Grant Amendment be processed, if the Regional Consortium determines that the change would materially affect the project outcomes or the term of this Grant Agreement.

Grantee may make changes to any budget category amounts up to 10% of the total award amount per line item without the approval of the Regional Consortia so long as budget categories are not added or deleted, the total dollar amount of the Grant Agreement is not affected, and the outcomes of the Grant Agreement will not be materially affected. Grantee may add or delete budget categories subject to the prior approval of the Regional Consortium.

Grant amendments are required for budget changes when there are changes in the total dollar amount of the Grant Agreement and/or the outcome of the Grant Agreement is materially affected. The process for requesting and approving grant amendments are determined by Regional Consortium. Budget changes or amendments are subject to applicable program limitations and require approval of the Regional Consortium. No extensions to the performance period will be granted.

### 4. Assurances, Certifications, Terms, and Conditions

Grantees must comply with the assurances, certifications, and terms and conditions associated with the grant as described in the K12 SWP Request for Applications and K12 SWP legislation ([Education Code Title 3, Division 7, Part 54.5 \[88820-88833\]](#)) and as established by the Regional Consortia.

As a condition of receiving funds, the Grantee shall do the following:

- Comply with the Grant Agreement, and legal terms and conditions prescribed by the applicable Regional Consortium fiscal agent.
- Certify that funds received and the matching funds contributed by each local education agency shall be used solely for the purpose of supporting the program or programs for which the grant is awarded.

- Be responsible for the performance of any services provided through funds awarded under this grant by partners, consultants, or other organizations.
- Make expenditure data on career technical education programs available for purposes of determining if the grant recipients have met the matching funds requirements specified, and for monitoring the use of funds provided.
- Enter into and maintain a data sharing MOU with Cal-PASS Plus until an MOU is executed between CDE and CCCCCO for information sharing on K12 data.
- By November 1, immediately following the fiscal year for which data are reported:
  - Provide student-level data necessary to evaluate K12 SWP to CDE;
  - Beginning in 2021–22, submit all end-of-year data files, as applicable and required by K12SWP leadership, into the Cal-PASS Plus system; and
  - Notify their region’s K–14 Technical Assistance Provider that data has been reported.

# Appendix B: Guidelines, Definitions, and Allowable Expenditures

## Guidelines, Definitions, and Allowable Expenditures

### **Determining if a Cost is Allowable**

All allowable costs must meet three primary criteria: (1) Substantiate that the cost was necessary and reasonable for proper and effective administration of the allocations; (2) The cost must be allocable to the funding source activities; and (3) The cost must not be a general expense required to carry out the fiscal agent's overall responsibilities (not supplanting). However, even if the costs meet the prior three criteria, the costs must be approved within the statement of work/budget of the individual fiscal agent; otherwise, they are not allowable within that year without changes to the statement of work/budget. In addition, the Strong Workforce Program Career Technical Education Regional Consortium has the discretion to impose special conditions beyond the funding source that would also determine allowability of cost.

### **While the proposed cost is allowable under the funding source, is it also *reasonable*?**

Reasonable is defined by the dictionary as agreeable to sound judgment, not exceeding the limit prescribed by reason (not excessive), moderate in price, and a rational decision.

Systems that can guide this definition are necessary for the performance of the grant; following sound business practices (procurement processes, follow state and local laws, follow the terms of the grant); use of fair market prices; acting with

prudence under the circumstances; and having no significant deviation from established prices.

### **What are the guidelines of *allocable*?**

Allocable is defined by the dictionary as capable of being allocated or assigned. A cost is considered allocable to a particular funding source/program to the extent it actually benefits the objectives of that program. You can only charge in proportion to the value received by the funding source/program. An example would be that a Project Director works 80% on the funded program (only 80% of the salary and benefits can be charged in the grant application). Beyond this definition, allocable also means that the cost must be related to the statement of work/budget that have been approved by the Strong Workforce Program Career Technical Education Regional Consortium.

### **What is *supplanting*?**

Funding may not result in a decrease in state or local funding that would have been available to conduct the activity had these funds not been received. These grant funds may not free up state or local dollars for other purposes but should create or augment programs to an extent not possible without the funding. You must be able to demonstrate that the funds are added to the amount of state and local funds that would, in absence of the grant funds, be made available for uses specified in your plan.

Federal grant funds must supplement and not supplant state or local funds. Federal funds may not result in a decrease in state or local funding that would have been available to conduct the activity had Federal funds not been received. Federal funds may not free up state or local dollars for other purposes but should create or augment programs to an extent not possible without Federal dollars. You must be able to demonstrate that Federal funds are added to the amount of state and local funds that would, in absence of Federal funds, be made available for uses specified in your plan. Allocation recipients and sub-recipients must use grant funds to provide extra goods, services, materials, staff coordination positions, etc. that would not otherwise be purchased with state, local, or other non-Federal funds.

## Allowability of General Costs

There are permissible activities within K12 Strong Workforce Program funds. In addition, there are criteria for what can be funded while doing those activities. The following table is a synopsis of rules to determining allowability of costs. The rules in their entirety can be found in (Title 2 Code of Federal Regulations [2 CFR Parts 215 and 220]).

[http://www.whitehouse.gov/sites/default/files/omb/fedreg/2005/083105\\_a21.pdf](http://www.whitehouse.gov/sites/default/files/omb/fedreg/2005/083105_a21.pdf)

The following table is an easy reference synopsis of allowability of general costs. As stated above, just because a cost is allowable via 2 CFR 215-220, the intent of the RFA must be followed, the cost must be necessary, reasonable, allocable, and not supplanting, and any additional cost restrictions listed in the RFA would supersede allowable costs within this document.

## Allowability of General Costs

Allowable	Allowable with Prior Approval	Unallowable
Advertising and Public Relations <sup>1</sup>		Advertising and Public Relations <sup>1</sup>
Advisory Councils ( <i>if the RFA requires or allows Advisory Councils</i> )		
		Alcoholic Beverages
		Alumni Activities
Audit Costs (required by Single Audit Act)		
Audit Costs ( <i>if not required by Single Audit Act can be included in indirect cost rate approved by the California Department of Education</i> )		
		Bad Debts

Allowable	Allowable with Prior Approval	Unallowable
		Commencement and Convocation Costs
Communication Costs (telephone, telegrams, postage, messenger)		
Compensation for Personnel Services (salary, wages, fringe benefits)		
		Contingencies
Contributions or Donations Received (cash, property, services)		Contributions or Donations Received (cash, property, services)
		Entertainment Costs <sup>2</sup>
Equipment <sup>3</sup>		Equipment <sup>3</sup>
Fines and Penalties <sup>4</sup>		Fines and Penalties <sup>4</sup>
		Fundraising and Investment Costs
		Gifts of Public Funds are never allowed (memorabilia, honoraria, gifts, souvenirs, etc.) <sup>5</sup>
		Goods & Services for Personal Use
		Improvements <sup>6</sup>
Indirect or Administrative Expenditures ( <i>rate approved by the California Department of Education</i> )		
		Lobbying <sup>7</sup>
		Losses on Other Sponsored Agreements or Contracts

Allowable	Allowable with Prior Approval	Unallowable
Materials & Supply Costs (only those actually used for performance of sponsored agreement)		
Meetings and Conferences <sup>8</sup>		Meetings and Conferences <sup>8</sup>
	Memberships <sup>9</sup>	
Professional and Consultant Services		
Proposal Costs ( <i>only using indirect rate approved by the California Department of Education</i> )		
Publication and Printing Costs ( <i>must be a direct cost; indirect cost can only use the rate approved by the California Department of Education</i> )		
Maintenance & Repair Costs <sup>10</sup> (keeping in efficient operating condition)		Maintenance & Repair Costs <sup>10</sup> (construction, remodeling, increasing value)
		Student Expenses, Activities or Direct Services <sup>11</sup>
		Selling and Marketing <sup>12</sup>
Travel <sup>13</sup>	Out-of-State Travel <sup>13</sup>	Out-of-Country Travel <sup>13</sup>

<sup>1</sup> **Advertising and Public Relations:** The term *advertising costs* means the costs of advertising media and corollary administrative costs. Advertising media include magazines, newspapers, radio and television, direct mail, exhibits, electronic or computer transmittals, and the like. The term *public relations* includes community relations and means those activities dedicated to maintaining the image of the institution or maintaining or promoting understanding and favorable relations with the community or public at large or any segment of the public.

**ALLOWABLE Advertising** costs are those that are solely for: (1) The recruitment of personnel required for the performance by the institution of obligations arising under a sponsored agreement; (2) The procurement of goods and services for the performance of a sponsored agreement; (3) The disposal of scrap or surplus materials acquired in

the performance of a sponsored agreement except when non-Federal entities are reimbursed for disposal costs at a predetermined amount; or (4) Other specific purposes necessary to meet the requirements of the sponsored agreement.

**ALLOWABLE Public Relations** costs are those that are solely for: (1) Costs specifically required by the sponsored agreement; (2) Costs of communicating with the public and press pertaining to specific activities or accomplishments which result from performance of sponsored agreements (these costs are considered necessary as part of the outreach effort for the sponsored agreement); or (3) Costs of conducting general liaison with news media and government public relations officers, to the extent that such activities are limited to communication and liaison necessary to keep the public informed on matters of public concern, such as notices of Federal contract/grant awards, financial matters, etc.

**UNALLOWABLE:** Advertising and public relations costs include the following: (1) All advertising and public relations costs unless specified as allowable above; (2) Costs of meetings, conventions, convocations, or other events related to other activities of the institution, including: (a) Costs of displays, demonstrations, and exhibits; (b) Costs of meeting rooms, hospitality suites, and other special facilities used in conjunction with shows and other special events; and (c) Salaries and wages of employees engaged in setting up and displaying exhibits, making demonstrations, and providing briefings; (3) Costs of promotional items and memorabilia, including models, gifts, and souvenirs; (4) Costs of advertising and public relations designed solely to promote the institution.

<sup>2</sup> **Entertainment Costs:** Costs of entertainment, including amusement, diversion, and social activities and any costs directly associated with such costs (such as tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities) are unallowable.

<sup>3</sup> **Equipment:** Equipment means article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost that equals or exceeds the lesser of the capitalization level established by the institution for financial statement purpose, or \$5,000. Any equipment requested within the K12 SWP grant will be closely scrutinized to determine purchases meet the intent of the funding and show long-term sustainability.

**General Purpose Equipment** – General purpose equipment furnishings, modular offices, telephone, networks, information technology equipment systems, air conditioning equipment, reproduction and printing equipment, motor vehicles, etc. are unallowable unless the awarding agency approves them in advance. The Strong Workforce Program Career Technical Education Regional Consortium consider general purpose equipment and furnishings to be the responsibility of the local education agency and as such, it will not approve such expenditures.

<sup>4</sup> **Fines and Penalties:** Costs resulting from violations of, or failure of the institution to comply with, Federal, State, and local or foreign laws and regulations are unallowable, except when incurred as a result of compliance with specific provisions of the sponsored agreement, or instructions in writing from the authorized official of the sponsoring agency authorizing in advance such payments.

<sup>5</sup> **Gifts of Public Funds:** If it looks like a gift, it is. You are not allowed to purchase pencils, pens, mouse pads, t-shirts, etc. and give them out (under the marketing banner). This

would still be considered a gift of public funds. Awards and honorarium would also be considered a gift of public funds and not allowed.

**<sup>6</sup> Improvements:** Improvements for land, buildings, or equipment that materially increases their value or useful life are unallowable as a direct cost.

**<sup>7</sup> Lobbying:** Lobbying is never allowed unless it meets the following criteria: (1) Technical and factual presentations on topics directly related to the performance of a grant, contract, or other agreement (through hearing testimony, statements, or letters to the Congress or a State legislature, or subdivision, member, or cognizant staff member thereof), in response to a documented request (including a Congressional Record notice requesting testimony or statements for the record at a regularly scheduled hearing) made by the recipient member, legislative body or subdivision, or a cognizant staff member thereof, provided such information is readily obtainable and can be readily put in deliverable form, and further provided that costs under this section for travel, lodging, or meals are unallowable unless incurred to offer testimony at a regularly scheduled Congressional hearing pursuant to a written request for such presentation made by the Chairman or Ranking Minority Member of the Committee or Subcommittee conducting such hearings.

**<sup>8</sup> Meetings and Conferences:** Costs of meetings and conferences, the primary purpose of which is the dissemination of technical information, are allowable. This includes costs of meals, transportation, rental of facilities, speakers' fees, and other items incidental to such meetings or conferences. Be aware not to cross over into entertainment costs.

**NOTE:** Food is only allowed at meetings that require a working breakfast, lunch, or dinner and disseminate technical information to participants. The meeting must have an agenda that shows a working meal; must have a sign-in sheet for participants; and cannot go over the fiscal agent's per diem guidelines for food purchases. The Strong Workforce Program Career Technical Education Regional Consortia are not allowing the cost of food be charged for outreach and/or student events.

**<sup>9</sup> Memberships:** OMB only allows institutional memberships (not individual memberships), the Chancellor's Office Budget and Accounting Manual allows individual memberships that are required within a job description. If the K12 SWP applicant requests any (individual, institutional, or regional) membership costs, the application must justify why the statement of work cannot be accomplished without paying for such membership(s). Business, technical, and professional organization or periodical memberships are allowed. Civic or community, or country club or social or dining club memberships are not allowed.

**<sup>10</sup> Maintenance and Repairs:** Activities such as construction and remodeling, which increase the value of an asset or appreciably extend its useful life, are not allowed unless authorized by the funding source. Maintenance of equipment that neither adds to the permanent value of the property nor appreciably prolongs its intended life, but keeps it in an efficient operating condition, is allowable.

**<sup>11</sup> Student Expenses, Activities, or Direct Services:** All forms of student aid are allowable only when the purpose of the sponsored agreement is to provide training to selected participants and the charge is approved by the sponsoring agency. Costs incurred for intramural activities, student publications, student clubs, and other student activities are unallowable.

<sup>12</sup> **Selling and Marketing:** Cost of selling and marketing any products or services of the institution are unallowable unless the agreement requires this activity or if it is allowable under public relations costs (see #1 above).

<sup>13</sup> **Travel:** Only travel necessary for the project is allowed. Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business for the grant. Such costs will be based on the fiscal agent's per diem rates. These costs shall be considered reasonable and allowable only to the extent such costs do not exceed charges normally allowed by the institution in its regular operations as the result of the institution's written travel policy.

**OUT-OF-STATE TRAVEL:** Out-of-state travel will be closely scrutinized and must be disclosed in the Budget summary. After the application is fully executed, any further Out-of-state travel requires prior approval of the Strong Workforce Program Career Technical Education Regional Consortia by submitting the necessary (as determined by the Strong Workforce Program Career Technical Education Regional Consortia) documentation for approval. The Strong Workforce Program Career Technical Education Regional Consortium reserve the right to limit Out-of-state travel.

**OUT-OF-COUNTRY TRAVEL:** Out-of-country travel will not be allowable via this funding source.

**GRANT AGREEMENT  
K-12 STRONG WORKFORCE PROGRAM  
EXHIBIT C**

**INVOICE TEMPLATE**

An advance payment of 70% of the total amount of this Grant Agreement will be paid, upon receipt of an invoice, after the Grant Agreement is fully executed.

Grantee may request progress payment(s) up to 30% of the total amount of this Grant Agreement at the time that progress/quarterly reports are submitted in NOVA. Payment(s) will be made, upon receipt of an invoice, after review and approval of the progress/quarterly reports by the Regional Consortia.

<b>Project Name:</b>	
<b>Description</b>	<b>Budget</b>
1000	
2000	
3000	
4000	
5000	
6000	
<b>Total</b>	

Progress Payment for:      ☐ **70%**      ☐ **30%**

Authorized Official Name: \_\_\_\_\_

Authorized Official Signature: \_\_\_\_\_ Date: \_\_\_\_\_