

Common RCP Perkins Reserve Grant Budget Issues That Require Corrections or Clarifications

- Applicant describe activities in the budget rather than what is being purchased.
 - WUFAR codes refer to purchases not activities, so your budget description should reflect what is being purchased (to support the activities in your application as described in Section VIII: Regional Plan
 - Sometimes it is good to put some information about both what is being purchased and the activities if the specific activity(s) are not mentioned in Section VIII: Regional Plan.
- 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.)
- PD is coded to instruction, when in most cases it probably should be coded as PD for non-instruction in other staff beside teachers (for example, school counselors) will attend the PD. See instructional staff and non-instructional staff WUFAR codes below.

Common WUFAR Codes for RCP Grant:

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

- So CESA staff time and perhaps the REDO coordinator % salary would be coded here.

230000: For administration costs related to state and federal relations (including grant procurement).

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

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.

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

152000: Fiscal operations including budgeting, distributing funds, accounting.