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

- Applicants describe activities in the budget rather than what is being purchased. And/or it does 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). Suggested Descriptions for column B in budget detail pages:

  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 Pathway PD, TA or 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 for Inspire access. Not to be used for personnel costs.

- 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 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 below.

- 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.

- 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.

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.

- 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 RCP 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.