

# Industry Cluster Innovative Academy Grantees' meeting

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AUGUST 1, 2017

# Presenters

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## **Stacy Avery**

- Director, High School Programs
- College, Career, and Military Prep

## **Celeste Padilla**

- Grant Manager
- Grants Administration

# Welcome

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- Part of the Tri-Agency Initiative to implement innovative approaches to meet the state's workforce goals
- Texas Industry Cluster Innovative Academies are a open-enrollment Early College High School model created to address both the knowledge and career preparation skills that local workforce needs and that have pathways that focus on high-skill, high-wage, high-need in the Governor's Industry Clusters
- Build strong relationships with business and industry to develop strong programs that is sustained after the grant ends

# Topics

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- Grant and reporting timeline
- 1<sup>st</sup> Progress Report
- PEIMS Indicator 2017-2018 school year
- Documenting Industry Match
- Amendments
- Supplement not Supplant (SnS)
- Questions

# Industry Cluster Innovative Academy Purpose

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- Provide students with opportunities to earn significant postsecondary credit aligned to Industry Cluster occupations in high school (up to 60 hours or an associate's degree)
- Provide students with meaningful work-based learning opportunities with industry partners (internships, externships, apprenticeships, and mentorship programs)
- Provide students opportunities to earn industry-based certifications and credentials that prepare them for the workplace

# Key Components

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- MOU(s) and articulation agreement(s) with at least one institution of higher education (IHE)\*
- Dedicated college and career counseling for all participating students
- Agreement with at least one industry partner
  - Active member of the leadership team
  - Cash/or in-kind contributions equal to at least 20-25% of grant award
  - Participation in the development of the curriculum
  - Development of industry experiences for students
- All students have access to work-based learning opportunities with industry partner(s)

# Key dates-Upcoming

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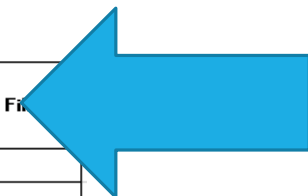
- **February 1, 2017\*** Grant beginning date
- **October 27, 2017** PEIMS Fall Snapshot-ECHS Indicator due
- **October 31, 2017** 1<sup>st</sup> interim report due to TEA  
(activities 2/1/17-9/30/17)
- **March 1, 2018** Last day to submit amendments
- **June 30, 2018** Final program report due to TEA  
(activities 2/1/17-5/31/18)
- **May 31, 2018\*** Grant ending date

*\*All grant activities must occur between these dates*

# ECHS PEIMS Indicator

- Required of all designated ECHS campuses
  - indicates whether a student is enrolled in an Early College High School
  
- Required in PEIMS submissions:
  - **Submission 1** - Students enrolled in ECHS on the last Friday in October (Fall Snapshot date) are reported.
  - **Submission 3** - Students enrolled in ECHS at any point in time during the school year are reported.
  - **Submission 4** - Students enrolled in ECHS over the summer are reported
  
- **102 STUDENT DATA – DEMOGRAPHIC**

Input Record Type Code	District ID	Student ID	TX Unique Student ID	Early Reading Indicator Code	Foster Care Indicator Code	Military Connected Student Code	T-STEM Indicator Code	ECHS Indicator Code	File
E0755	E0212	E0001	E1523	E1522	E1528	E1529	E1559	E1560	
C042				C195	C196	C197	C088	C088	
Columns 1-3	Columns 4-9	Columns 10-18	Columns 19-28	Columns 29	Column 30	Column 31	Column 32	Column 33	Columns 34-80
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# Progress Report

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- Due October 31, 2017
  - Covers grant period of 2/1/17-9/30/17
- Detail activities, challenges and how you overcame those challenges
- Document partner match (20-25%)

<https://www.surveymonkey.com/r/innovativeacademy>

# Grants Administration

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CELESTE H. PADILLA

# General Grant Information

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- When to Amend
- Multiple NOGAs and How to Manage
- Expenditure Reporting
- Supplement not Supplant
- TEA Helpful Resources

# Amendments

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- When to Amend the Application: [When to Amend the Application](#)
  - Table #1, Federally Funded Discretionary Competitive Grant
  - Table #2, State Funding Discretionary Competitive Grant
- Open new application from [TEA Grant Opportunities](#) webpage and save to desktop or go to saved original application.
- Follow instructions on Schedule 4 – Request for an Amendment. Remember to use the approved copy you received from TEA for reference.
- Fax amendment to Division of Grants Administration at 512-463-9811 or 512-463-9564.
- Last day to submit an amendment is March 1, 2018.

# Expenditure Reporting

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- Expenditure Reporting (ER) system provides means for grantees to submit expenditures
- Log on to ER system through the Texas Education Agency Secure Environment (TEASE)
- If you received four NOGAs, you'll have to enter four expenditure requests.

# Expenditure Reporting

## Voucher Details

Voucher ID	Voucher Line Number	Line Amount	USAS Doc Num	Payment ID	Payment Date	Federal Award Number
1 02211670	1	3,000.000	92211670	5169190	07/03/2017	

## Expenditure Report Details

Description				
Class Object Code	Description	Program Costs	Administrative Costs	Total
6100	Payroll Costs			0.00
6200	Professional & Contracted Services		3,000.00	3,000.00
6300	Supplies & Materials			0.00
6400	Other Operating costs			0.00
6600	Capital Outlay (exclusive of 6619 & 6629)			0.00
	Total Direct Costs		3,000.00	3,000.00
	Indirect Costs( FY 2017 - 1.627 %)			0.00
	Total Project Costs		3,000.00	3,000.00

## Detail Budget

Class	Description	Program Costs	Administrative Costs	Budgeted Total
6100	Payroll Costs			
6200	Professional & Contracted Services		20,000.00	20,000.00
6300	Supplies & Materials	6,716.00		6,716.00
6400	Other Operating costs			
6600	Capital Outlay (exclusive of 6619 & 6629)	205,790.00		205,790.00
	Total Direct Costs	212,506.00	20,000.00	232,506.00
	Indirect Costs		435.00	435.00
	Total Project Costs	212,506.00	20,435.00	232,941.00

# Supplement not Supplant

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**Supplement** – to add to; to enhance; to expand; to increase; to extend; to create something new

**Supplant** – to take the place of; to replace with something else

# Supplement not Supplant



What does SNS mean in grant terms?

- SNS applies to all Industry Cluster funding sources per Program Guidelines.
- Other funds which previously funded activities may not be diverted to another purpose simply because federal funds are now available to fund those activities.
- In other words, the use of federal/grant funds may not result in a decrease in other funds for a particular activity, which, in the absence of the federal/grant funds, would have been available to conduct the activity.



# Am I Supplanting?



Ask yourself this question:

If I didn't have grant funds available to conduct this activity/service, would I still conduct it with other funds anyway?

If the answer to the question is yes, you are supplanting because it is no longer a supplementary activity. You must be able to demonstrate that you could not conduct the activity if it weren't for these federal funds.

The test to determine whether supplanting has occurred is whether the programs supported with federal funds would, in the absence of those federal funds, have been supported with other funds.

# Important Dates

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- Final Amendment Date: March 1, 2018
- Grant End Date: May 31, 2018
- Final Expenditure Report: July 2, 2018
- Revised Final Expenditure Report: August 1, 2018

If in doubt, check [TEA Grant Opportunities](#) webpage. All dates are listed.

# Helpful Resources

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## Administering a Grant

- When to Amend
- Federal Cost Principles
- Budgeting Cost Guidance Handbook
- When to Amend Training Presentation
- Expenditure Reporting Guidance
- Supplement not Supplant Handbook
- Grant Management Handbook

## TEA Grant Opportunities

- Erratas
- Reporting Due Dates
- Links to Related Documents

# Assistance with Allowable vs. Unallowable

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Additional resources to assist in determining if a cost or activity is allowable can be found on:

- [Administering a Grant](#) page of the TEA website
- [Federal Cost Principles Side-by-Side](#)
- [New EDGAR 2 CFR Part 200, Subpart E—Cost Principles](#) (For grants awarded on or after December 26, 2014)
- [General and Fiscal Guidelines](#)
- [Grant Opportunities](#)
  - Program Guidelines
  - FAQ document
  - Applicant Conference Supporting Material

# Funding Sources

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Type	Agency	Funding Source
Federal	Texas Workforce Commission	<ul style="list-style-type: none"><li>• Workforce Investment &amp; Opportunity Act: Adult</li><li>• Workforce Investment &amp; Opportunity Act: Dislocated Worker</li></ul>
Federal	Texas Higher Education Coordinating Board	<ul style="list-style-type: none"><li>• Carl D. Perkins</li></ul>
State	Texas Education Agency	<ul style="list-style-type: none"><li>• Early College High School</li></ul>

# Allowable Expenses

Funding Source	Generally Allowable
Federal WIOA (Dislocated Worker) (Adult)	Costs for designing/developing the course including materials than can be used in subsequent years (excluding textbooks) <ul style="list-style-type: none"> <li>• Curricula</li> <li>• Technology not capitalized (must stay with course)</li> </ul>
Federal Perkins (CTE)	<ul style="list-style-type: none"> <li>• Equipment</li> <li>• Professional development for teachers</li> <li>• Salaries for career counselors</li> <li>• Salaries for program managers/directors/coordinators that work on the CTE program</li> </ul>
State ECHS	<ul style="list-style-type: none"> <li>• Salaries for instructional staff</li> <li>• Field trips to IHE or partner sites</li> <li>• Extra duty pay</li> <li>• Consumable office supplies (minimal)</li> </ul>

# Funding Tips

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- Refer to allowable/unallowable handout
- Mixed funding
  - Ensure correct source of funds for allowable
- Required to report by source of funds
  - Process to track at local level

# Technical Assistance

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Educate Texas



# Technical Assistance

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- Provide expertise and support during
  - Planning period (2/1/17-start of school year)
  - Implementation period (start of school-5/31/18)
- Expertise and support such as:
  - Site visits
  - Work-based learning opportunities
  - Industry partner match
  - Marketing/brand recognition
  - Developing tools/resources as needed
  - Assisting with leadership team meetings
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# Successful Grant Implementation

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TIPS

# Tips for a successful grant implementation

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- Work with partners
  - Have clear roles and responsibilities (MOU/agreements)
  - Communicate frequently.
- Begin with the end in mind
  - What is the ultimate goal?
  - What data do we need to collect? How will we collect it?
- Use formative assessment
  - Determine if adjustments need to be made

# Tips for a successful grant implementation

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- Monitor your budget
  - Review frequently
    - Determine amendments as early as possible
  - Ensure expense are allowable
    - Refer to guidelines/cost principles
    - Expenses allowable based on funding source
  - **Draw down funds in a timely manner (recommend monthly)**
  - Communicate frequently with budget office responsible for draw downs
  - Supplement NOT supplant
  - Time and effort reporting (if needed)

# Tips for a successful grant implementation

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- Communicate
  - Inform TEA of any programmatic contact changes in a timely manner
  - With participants and partners
- Meet deadlines
  - TEA program reporting
  - TEA fiscal reporting
  - Submit amendments (program and financial) in a timely manner (as early as possible)

# Questions

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# Contacts

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## Programmatic

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## Fiscal

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