



EARLY ACHIEVERS GRANT

2022-23 FISCAL GUIDELINES

Workforce Education Department
Washington State Board for Community and Technical Colleges
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SBCTC.edu

The Washington State Board for Community and Technical Colleges reserves the right to make changes to this document due to, but not limited to, federal, state, or local legislation or policy changes.

Deadlines and Milestones

Milestone	Dates (subject to change)
Projected start date of grant	July 1, 2022
Billing deadline for all expenses incurred through September 30, 2022	October 31, 2022
Billing deadline for all expenses incurred through December 31, 2022	January 31, 2023
Billing deadline for all expenses incurred through March 31, 2023	April 30, 2023
Final budget revision deadline	June 15, 2023
Projected end date of grant	June 30, 2023
Billing deadline for all expenses incurred through June 30, 2023	July 14, 2023

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Table of Contents

Deadlines and Milestones.....	2
Grant Contacts	2
Table of Contents.....	3
Budget & Invoicing Guidance.....	4
Budget Activities.....	4
Budget Categories.....	4
Budget Revisions	6
Invoicing.....	7
Grant Terms & Information	8
General	8
Allowable Costs	8
Expenditure Accounting.....	8
Monitoring.....	8
Publicity and Publications.....	8
Records Retention	9
Termination	9

Budget & Invoicing Guidance

Budget Activities

The following list identifies all eligible Early Achievers program components by activity (also known as a budget line or line item).

Student Support

Necessary and reasonable costs for approved direct-support expenditures that help maintain eligible Early Achievers Grant student enrollment in college.

General

Necessary and reasonable costs to support an Early Childhood Education (ECE) Point-of-Contact. The Point-of-Contact will recruit, advise, and support Early Achievers Grant recipients. The college may utilize this funding for the salary, benefits, goods & services, and travel for one or more staff performing Point-of-Contact duties.

A maximum of \$1,700 per FTES may be spent in the salaries/wages, benefits, goods/services, and travel budget categories to support the point of contact.

Responsive Pathways

Necessary and reasonable costs intended to support work that increases access and availability of programs for ECE professionals, particularly non-traditional students or students experiencing barriers to learning. Funds are intended for design and implementation of ECE programs that are available, accessible, and utilized, with a focus on increasing equity, inclusion, and accessibility within the higher education system for early learning educators.

Budget Categories

Based on the budget activities above, you must determine how much of each activity will be budgeted in each budget category (also known as a budget column). The following is an overview of each budget category.

Salaries, Wages, and Benefits

Salaries, wages, and benefits associated with the grant activities. In your budget narrative, please be sure to include all position titles to be funded by the grant, percentages of effort/FTE/FTEF/hourly wage information, and a brief description of duties by position as they relate to the grant.

Please put each position on a new line of text.

Examples (General):

Be sure to budget expenses for the point-of-contact for Early Achievers Opportunity Grant recipients on the General line. See Early Achievers Grant- State Funding Program Guidelines for a list of eligible duties that may be paid from this grant.

- Early Achievers Grant Manager, .2 FTE

- Financial Aid Coordinator, \$30/hour

Examples (Responsive Pathways):

- Early Achievers Grant Manager, .1 FTE - coordinating contracts with subcontractors relating to removing barriers to learning, cross departmental coordination to remove barriers related to learning
- Early Childhood Education Coordinator, \$35/hour - recruitment and retention of faculty who can provide instruction in a language other than English, adapting curricula to remove barriers to learning

Goods and Services

Goods and Services to be used by personnel budgeted to the grant and other necessary goods and services needed for grant activities.

Examples: office supplies and materials, informational marketing for recruitment of students

The cost of any items purchased that will not be used exclusively to support this grant must be split among other funding sources.

Travel

Expenditures for transportation, meals, hotel, and other expenses associated with traveling related to allowable grant activities. Reimbursement for travel costs must be within OFM travel rates and regulations which can be found in the State Administrative and Accounting Manual ([SAAM](#)), [Chapter 10.90](#). Please note, when the grant recipient (the college or CBO) reimburses travel under this grant using state funds, the same OFM travel rates and regulations must be applied.

Example: travel to off-campus meetings

Contracts

Professional or technical services provided by a consultant (contractor) to accomplish a specific study, project, task, or other work statement. Rules that apply to the grant recipient (the college) under this grant must also be applied to the contractor.

Note: Interagency agreements (contracts between two or more public entities) are considered services and should be budgeted and invoiced in the “goods and services” category.

Example: translation services

Tuition

Tuition and required fees (lab fees, technology fees, etc.) for eligible students. See Early Achievers Grant- State Funding Program Guidelines for more information regarding tuition. Most college fees are covered, but the following fees are not covered at any time:

- Admission/application fees
- Late registration fees
- Copies of official transcripts

- Dropped class fees

Books

Required books and/or instructional materials for eligible students. The college must receive and maintain receipts for all purchases.

Colleges may budget a maximum of \$1,000 per FTES in this category. Additional funds may not be added to this category unless your college is serving additional FTES.

Misc.

The miscellaneous budget category may be used for:

- funds to support general student support for faculty to teach student success classes, tutoring, counseling, retention strategies
- emergency support services such as emergency childcare, emergency transportation, or other emergent student costs.

Colleges may budget up to \$800 in Student Support funding per FTES in this category. Colleges may move funding from the Point of Contact activity into this category to exceed \$800 per FTES.

Budget Revisions

SBCTC approval of a revised budget is required if there is more than a 10% variation in expenditure levels for any individual budget cell.

Budget revisions must be submitted to SBCTC via the Online Budget & Invoicing System ([OBIS](#)).

Final budget revision deadline: June 15, 2023

See the OBIS user manual (available in the Resources section of OBIS) for information on how to create and submit a budget revision. Be sure to update budget narrative answers as applicable.

Invoicing

Funds for this grant must be claimed on a reimbursement basis. No payments in advance of or in anticipation of goods or services provided under this grant shall be requested or paid. All costs must be reported for the period incurred.

Reimbursement requests must be submitted monthly via [OBIS](#). All costs must be submitted for reimbursement in accordance with the schedule shown below.

For expenses incurred	Invoice no later than
July 2022	August 31, 2022
August 2022	September 30, 2022
September 2022	October 31, 2022
October 2022	November 30, 2022
November 2022	December 31, 2022
December 2022	January 31, 2023
January 2023	February 28, 2023
February 2023	March 31, 2023
March 2023	April 30, 2023
April 2023	May 31, 2023
May 2023	June 30, 2023
June 2023	July 14, 2023

Grant Terms & Information

General

State funds for these grants are provided to the State Board of Community and Technical Colleges (SBCTC) from the Washington State Department of Children, Youth, and Families (DCYF).

Allowable Costs

All expenditures submitted for reimbursement under this grant must be necessary and reasonable for proper and efficient administration of the Early Achievers Grant program.

The following state and federal regulations must be followed:

Applicable Washington State Regulations

The State Administrative and Accounting Manual ([SAAM](#)) must be followed.

Expenditure Accounting

These funds must be kept in an account separate from all other funding sources.

Colleges must set these funds up as a cost-reimbursement/as-incurred grant and be accounted for as grant and contract (fund 145). SBCTC reimbursement for this grant must be coded to object SX (4020120 for colleges in ctcLink). For colleges in ctcLink, set this grant up using the following information:

- Grant Type: As Incurred/Cost Reimbursable
- Sponsor ID: FIN00107
- Project Type: 02012
- Fund: 145
- Class: See [NACUBO Code Section, below, for suggestions](#)
- Revenue Account: 4020120
- Contract Asset Account: 1010180

Monitoring

SBCTC may schedule monitoring visits during and after the grant period to evaluate the fiscal progress and performance of the program and provide technical assistance. The purpose of monitoring is to ensure regulatory and contractual compliance on the part of grant recipients. To ensure compliance with grant requirements and to ensure that financial records support program expenditures, SBCTC staff will schedule on-site visits.

Publicity and Publications

The college must submit to SBCTC all advertising and publicity matters relating to this grant in

which the State of Washington or the Department of Children, Youth, and Families' (DCYF's) name, state seal or logo is mentioned or used or language is used from which a connection with the State of Washington or DCYF may, in DCYF's judgment, be inferred or implied. The college shall not publish or use such advertising and publicity matters without the prior written consent of SBCTC and DCYF.

All publications funded, in whole or in part, under this grant must use the DCYF logo and must acknowledge credit as either providing "funding in partnership with" or "funded by" DCYF. The full-color or black-and-white DCYF logo, provided by the DCYF, shall appear in its entirety, without modification.

Records Retention

Financial management systems shall reflect accurate, current, and complete disclosure of all cost expenses for grant activities. Grant recipients must maintain books and records, supported by source documentation, that sufficiently and properly reflect the source of funds and all costs expended for program purposes. These records and financial statements are subject to inspection, review, reproduction, and/or audit by SBCTC or its designee for at least six years after the dispersal of funds, the termination or expiration of the contract, or the resolution of litigation or audits related to the program, whichever is latest. Additional information on records retention may be found in Chapter 7 of the [SBCTC Policy Manual](#).

Termination

This grant may be terminated by the SBCTC upon giving notice in writing to the grant recipient at least thirty (30) days in advance of the date of termination. If the grant is terminated for any reason, all reports and data gathered by grant recipient prior to termination shall at the option of the SBCTC, become the property of the SBCTC. If termination shall occur pursuant to this section, reimbursement to grant recipient shall be made on the basis of work performed prior to the effective date of termination as mutually agreed upon by both parties. Determination of final adjustments, either payments or refunds, shall also be mutually agreed upon by both parties.

Termination for Cause

If for any reason, the grant recipient violates any terms and conditions of the Adult Basic Education program, SBCTC will give the grant recipient notice of such failure or violation. Grant recipient will be given the opportunity to correct the violation or failure within thirty (30) days. If failure or violation is not corrected, this grant may be terminated immediately by written notice from SBCTC.

Savings

In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this contract and prior to normal completion, the SBCTC may terminate the grant under the "Termination" clause, without the thirty-day notice requirement, subject to renegotiation at the SBCTC's discretion under those new funding limitations and conditions.



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Washington State Board for Community and Technical Colleges