

Welcome Counselor Corps!



COLORADO
Department of Education

Counselor Corps Goals

- Decrease student/counselor ratio
- Increase graduation rate
- Decrease dropout rate
- Decrease remediation rate
- Increase college matriculation rate

Source: 22-91, C.R.S.

Timeline

- Monthly Webinars (Sept – April, no February webinar)
- Fall Training
 - October 17, 2018 – Keystone Conference Center
 - Keystone, Colorado
- February Training (only attend one)
 - February 8, 2019 – Mesa State University
 - February 15, 2019 – TBD
 - May 10th end of year report
- Fiscal Deadlines
 - Quarterly Reports
 - *See Important Dates, handout and online*

Development Year

- **See Year 1 handout (posted online)**
- **Environmental Scan & Needs Assessment**
 - Monthly Training via Webinar
 - Internal Expertise
 - Consultants (you may consider hiring to help guide the development year process) Consultants must be CDE trained
 - Please see me for consultant requirements
- **Identifying Gaps**
- **Aligning Interventions**

Interventions should align with identified needs that are most evident on your environmental scan and needs analysis.

Grant Administration

Get to know your SCCG Award Letter

Terms and Conditions

- Recipient - A school at which an Education Provider will use moneys received from the Program to either increase the number of School Counselors or otherwise raise the level of school counseling provided.
- School Counselor - A person who holds a special services provider license with a School Counselor Endorsement issue pursuant to Article 60.5 of Title 22. **ALL positions hired with School Counselor Corp funds must be certified school based counselors.**

Award Letter

Terms and Conditions Cont.

- If any findings of misuse of these funds are discovered, projects funds must be returned to the Colorado Department of Education (CDE.) The CDE may terminate a grant award upon thirty (30) days' notice if it is deemed by the CDE that the applicant is not fulfilling the requirements of the funded program as specified in the approved project application, or if the program is generating less than satisfactory results.
- In addition to the education provider's proposed Professional Development Plan, a team (must include counselors funded under the grant, counseling teams, key leadership staff most closely related to the success of the grant) **must attend two one-day grant trainings during each year of the grant cycle** (dates for Fall and Spring to be announced.) These trainings will provide professional development consistent with grant expectations for postsecondary preparation counseling. **At a minimum, counselors funded under the grant and principals or assistant principals must attend these trainings.** The trainings will be held on the Front Range with the possibility of regional sessions being conducted. **Costs associated with these training should be included in the School Counselor Corps grantee budget.**

Award Letter

Program Requirements

Program Requirements

Each Education Provider that receives a grant through the program shall report the following information to the Department each year during the term of the grant:

- 2.01 (6)(a) The number of School Counselors hired using grant moneys;
 - 2.01(6)(b) Any professional development programs provided using grant moneys;
 - 2.01(6)(c) Any other services provided using grant moneys;
 - 2.01(6)(d) A comparison of the dropout rates, postsecondary and workforce readiness rates, and the college matriculation and remediation rates, if applicable, at the Recipient Secondary Schools for the years prior to the receipt of the grant and the years for which the Education Provider receives the grant; and
- 2.01 (6)(e) Information indicating an increase in the level of postsecondary preparation services provided to secondary students at Recipient Secondary Schools, such as the use of individual career and academic plans or enrollment in pre-collegiate preparation programs or postsecondary or vocational preparation programs.

These requirements are on the website in the Resources tab

Award Letter

Authorized Activities

- Funds may be used to supplement and not supplant moneys currently being used to provide secondary counseling activities such as:
 - Secondary school counselor salaries and benefits
 - Postsecondary preparatory services and programs
 - **In-state** professional development to include but not limited to the counselors and staff of the funded schools.
- Professional development shall align with the goals of the School Counselor Corps grant program.
- **Out-of-state travel must** be pre-approved at least one-month prior to travel.
- All computer equipment must be pre-approved and included on budget.
- **No indirect costs or incentives** are an allowable use of School Counselor Corps Grant funds.
- **The authorized activities are on the website in the Resources tab**

Award Letter

Fiscal Requirements

- Your program has been previously approved by Eva Pugh, School Counselor Coordinator. This award represents the total budget available for the current year.
- **Interim Financial Reports** must be submitted via e-mail no later than **October 5, 2018, January 11, 2019, and April 5, 2019, and AFR due September, 2019** to: pugh_e@cde.state.co.us and rodriguez_m@cde.state.co.us.
- Programs should conduct a budget to actual review of School Counselor Corps expenditures to determine if a budget revision is required.
- A fiscal report of the **actual grant expenditures** is due 90 days from the end of the budget period noted above. (September 30, 2018)
- All funds identified as unobligated at the close of the grant, **June 30, 2019**, must be returned to CDE no later than September 30, 2019.
- If any findings of misuse of these funds are discovered, projects funds must be returned to CDE.
- CDE may terminate a grant award upon thirty (30) days' notice if it is deemed by the CDE that the applicant is not fulfilling the requirements of the funded program as specified in the approved project application, or if the program is generating less than satisfactory results.

Award Letter

- The Grant Award Notification represents the entire agreement and understanding between the Parties with respect to its subject matter. Any modifications to this agreement shall be made in writing. Acceptance of these funds implies compliance with the Terms & Conditions, Program and Fiscal requirements stated above.

No signatures are required on the actual SCCG Award Letter.

Roles

- **Principal/Leadership**
- **Counselors**
- **Program Manager**
- **Fiscal Manager**

Budgets

COMPUTERIZED/ELECTRONIC BUDGET
(Print a copy of these instructions for easy reference)
ALL applicants are required to use the electronic version of the budget.
If you encounter problems with this budget contact Marti Rodriguez at 303-866-6769 or rodriguez_m@cde.state.co.us.
The budget detail should include hourly/daily rates, costs per item, and/or number of units/hrs/classrooms/student/staff, or other detail sufficient to explain how the total line item was reached. No single line item should exceed \$1,000 without proper justification (i.e., a technology line item should be broken down to the number of systems and cost per system). Line items without proper justification will be denied. The proposed budget should not exceed the amount that can be expended each year.
INSTRUCTIONS/FEATURES OF THE ELECTRONIC BUDGET
The computerized budget allows interaction among worksheets, calculates subtotals and totals automatically, links data from detail sheets and checks for errors.
During the budget process, you will enter data on the 3-Budget Detail Sheet and the 4-Not Available for this Grant. This data will self-populate on the Budget Summary Sheets. The computerized file contains the following worksheets:
1-Instructions
2-Cover Page
3a-Program Income
3b-Budget Detail
4-Not available for this grant
5a-Budget Summary
6-APR Expenditure Detail
7-Not available for this grant
8-Annual Financial Report
9-Error Checking
GENERAL BUDGET COMMENTS
► This Excel file is protected.
► Enter dollar amounts as whole dollar - Do not enter cents.
► While cells can be type in; gray cells cannot or should not be typed in.
► Do not cut and paste cells. If you need to move cell contents, (1) copy and paste, then (2) delete the original content. If you cut and paste you will invalidate the program, and you will have to re-enter all your data on a new file.
► Use the ZOOM feature to change the size of the information on the screen. This will have no effect on the printout.
► When working on the budget detail aware of the Excel row numbers of the left. The title rows at the top of each worksheet are frozen, sometimes users are working in rows much farther down in the spreadsheet than they realize.
► Do not erase a cell entry in any worksheet with the spacebar, but instead use the delete key on the keyboard.
► Do not delete lines when making revisions.
► If a cell background turns red, it means something is wrong or incomplete either in the cell or an associated cell. Do not submit this file if it contains any cells with a red background.
2 COVER SHEET
► Enter the 4-digit school code. If you do not know your school/agency code leave blank.
► Enter the name of the School/Agency
► Select the Report Type from the Drop Down Menu
► Enter the Revision number this is applicable only when revisions are submitted
► Enter the Sites covered by the grant
► Enter the information of the person completing this report
► Enter the name of the fiscal contact person
3 BUDGET DETAIL
Entries made on this sheet populate the "5a-Budget Summary"
1. Budget Object - Choose the object from the dropdown which best fits the budgeted item. Detailed information on the Chart of Accounts may be found at Chart of Accounts
Instruction = activities dealing directly with the interactions between students and staff
Support = activities which facilitate and enhance instruction
2. Site - Only Site One is available and must be selected for each line of entry. This will automatically populate on the Budget Summary by site to ensure funding is equitable to each site.
3. Quantity - Enter the # of items being purchased.
4. Cost - Enter the total cost for the proposed budget item(s)
5. Description/Narrative - Provide sufficient detail for the budgeted item. Any line over \$1,000 must contain quantity, per unit cost. Travel items should include # of staff, name of conference or activity, location and other pertinent details to evaluate the necessity of the trip. Curriculum purchases should include class level, # of students served and cost per classroom. Purchases services line items should include contractor name (if possible), duration of contract, and brief scope of work.
6. Expected Date of Completion - Enter an estimate of when the budgeted item will be purchased or the project/contract completed.
4-NOT AVAILABLE ON THIS BUDGET
5a-BUDGET SUMMARY
This is a summary sheet of the Budget Detail worksheet. No data will be entered on this worksheet.

July 31, 2014



Budget Revisions

A budget revision is required whenever a change will be made that will impact a budget category, i.e. 0300 Purchased Services, listed on one of the Budget Summary tabs by more than ten percent of the current year allocation.

Process for submitting a revised budget:

- 1 - Select “revised budget” from the dropdown on line 7 of the cover page
- 2 - Reference the budget revision number on line 8 of the cover page
- 3-
- 3 - Indicate the date of the revised budget
- 4 - Use the appropriate revision column on 3-Budget Detail to change the line item cost, quantity, or description
- 5 - New budget items may be entered at the bottom of the document if needed
 - a. Be sure to use the revision column and not the original budget column
 - b. Be sure to use the proper year and project
 - c. New items that change the scope of your project will need added justification. A separate narrative may be required
- 6 - Describe in detail the reason for the change or addition in the notes column provided on 3-Budget Detail
- 7 - Submit the revised budget to the contacts listed on the cover page, along with your authorizer
- 8 - The Office of Grants Fiscal and School Counselor Corp ProgramOffice will contact District/Agency with any questions.
- 9 - Once the revision is approved, an email will be sent with approval confirmation school/agency
- 10 - Newly budgeted items should not be purchased until approval of the revision has been granted

6-AFR Expenditure Detail

DO NOT SUBMIT WITH ANY RED CELLS ON SHEET - 8-Annual Financial Report. This indicates that the variance between the grant approved budget and the final expenditures exceeds to accepted 10% variance. If this document does reflect red cells, you must contact your program manager to discuss what changes occurred that had not been previously approved.

This sheet is identical to the 3-budget detail sheet, except that actual expenditures, not budgeted amounts, should be entered.

The amounts entered on this tab should reflect the actual cost of the budgeted item

These reported amounts should be obtained directly from the district/agency financial management system

7-Not Available on this Grant

8-Annual Financial Report

An Annual Financial Report is an end of year report of the actual expenditures made from July 1 through June 30 of the most recently completed fiscal year. Only the date, revision number and signature lines in the report can be manipulated. All other data is pulled from the 2-**cover page, 6-AFR Expenditure Detail** sheet.

Input Date your revision will be submitted to CDE

Input Revision #

The signed AFR **must be submitted directly by the authorizer** to CDE

Submit the report to the CDE contacts listed on the cover page. The due date for this report is listed on the report itself.

COLORADO SCHOOL COUNSELOR CORP GRANT

July 1, 2017 - June 30, 2018

STATE GRANT CODE: 3192

District/Agency Name-4 Digit Code

District/Agency Name:

Select Report Type:

Revision Number:

Date:

List the sites funded by the SCC Grant

Site

Name of District

Schools

1

0

Name of person completing this report

Name:

Phone No.:

E-mail:

Name of person to be contacted regarding budget questions

Name:

Phone No.:

E-mail:

Submit this excel file to :

pugh_e@cde.state.co.us AND

rodriguez_m@cde.state.co.us

Grants Fiscal Staff Contact :

Marti Rodriguez (303) 866-6769; rodriguez_m@cde.state.co.us

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COLORADO SCHOOL COUNSELOR CORP GRANT

BUDGET SUMMARY

July 1, 2017 - June 30, 2018

0

Site 1

Line	DESCRIPTION	-
ALLOCATION		
<u>INSTRUCTIONAL PROGRAM</u>		
1	Salaries (0100)	0
2	Employee Benefits (0200)	0
3	Purchased Professional & Technical Services (0300)	0
4	Other Purchased Services (0500)	0
5	Travel, Registration, and Entrance (0580)	0
6	Supplies (0600)	0
7	Subtotal-Instructional Program	0
<u>SUPPORT PROGRAM</u>		
8	Salaries (0100)	0
9	Employee Benefits (0200)	0
10	Purchased Professional & Technical Services (0300)	0
11	Other Purchased Services (0500)	0
12	Travel, Registration, and Entrance (0580)	0
13	Supplies (0600)	0
14	Subtotal- Support Program	0
18	Total Budget	0

[illegible]

January 0, 1900

[illegible]

COLORADO SCHOOL COUNSELOR CORP GRANT

ANNUAL FINANCIAL REPORT

District/Agency Name: 0

Due September 30th of each year

Red cells under Actual Expenditures indicates that total expenditures for the budget line are +/- the allowed 10% variance. This may indicate that changes occurred in the year that were not submitted for approval.

Program Categories		Site 1	
Allocation		0	
Total Available		0	0
Instructional Program		Budget	Actual Expenditures
Salaries (0100)		0	0
Employee Benefits (0200)		0	0
Purchased Professional & Technical Services (0300)		0	0
Other Purchased Services (0500)		0	0
Travel, Registration & Entrance (0580)		0	0
Supplies (0600)		0	0
Subtotal Instructional Program		-	-
Support Program			
Salaries (0100)		0	0
Employee Benefits (0200)		0	0
Purchased Professional & Technical Services (0300)		0	0
Other Purchased Services (0500)		0	0
Travel, Registration & Entrance (0580)		0	0
Supplies (0600)		0	0
Subtotal Support Program		-	-
Budget Total/Expended		-	-
Unobligated			-

THIS GRANT DOES NOT ALLOW CARRYOVER

Typed Name of Person Preparing Report

Date

*check with your school district budget office for the signature of the school district authorized representative

Budget Expenditures

- **Professional Development**
 - Required SCCG trainings
 - PD that aligns with your SCCG goals
- **Academic Counseling for Career & College**
 - Tools & Resources
 - Curriculum
 - Materials
- **Licensed Counselor Salary & Benefits**
- **Transition Programs**
- **College & Career Exploration**
- **Consultants & Professional Services**

Budget Adjustments

- **Need Approval for:**

- Out-of-state Travel
- Technology
- More than 10% of total SCCG Budget

- **Counselors**

- Laptop or IPAD
- Basic Materials

Website

- <http://www.cde.state.co.us/postsecondary/schoolcounselorcorps>
 - Advisory Board
 - Budget Information
 - Funded Sites
 - Important Dates
 - Trainings
 - Resources
 - Contact Us

Contact Information

Eve Pugh

- pugh_e@cde.state.co.us

- 303-866-4123

Website:

www.cde.state.co.us/postsecondary

