

Environmental Studies Academy

Presents

**MONEY MONEY MONEY**

**March 4, 2010**

**William Harris, Leslie Ganick, William Wilson**

# ENVIRONMENTAL STUDIES ACADEMY



MONEY MONEY MONEY



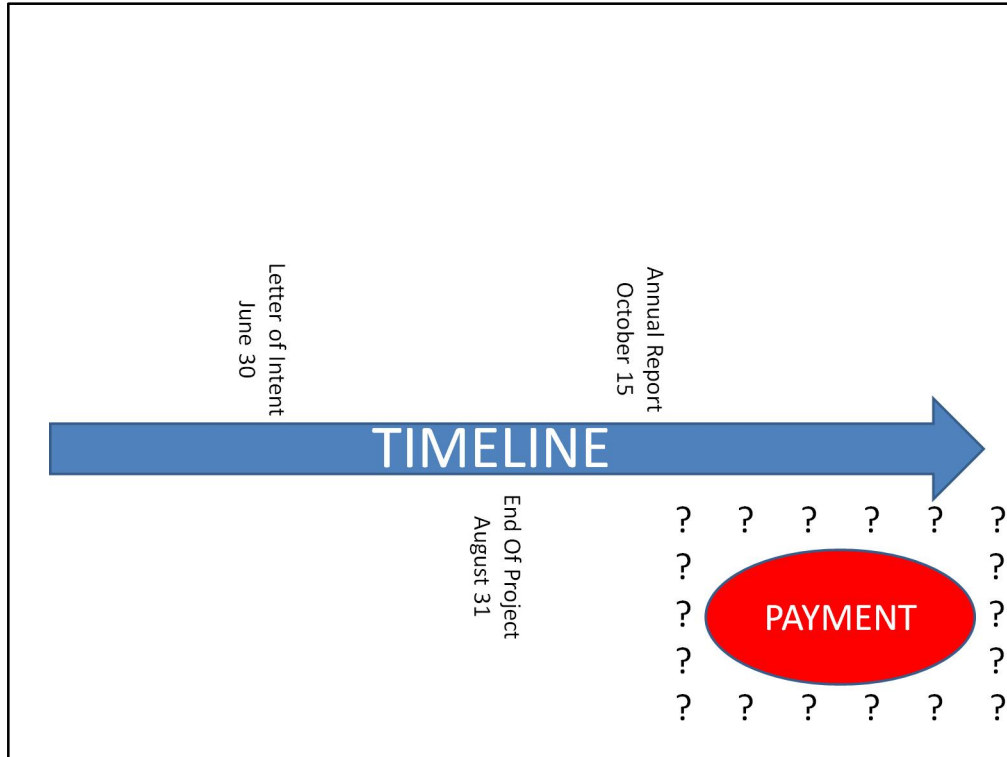
**PAPERWORK**

- Paperwork is a major part of this job
- You must produce
  - June Budget
  - June Budget narrative
  - August 31: End of Project
  - EOP Narrative which MUST match EOP report
  - October 15: CAPAAR
  - Oct 15 Business and district matches and narrative
- Help is at hand



## RECORD KEEPING

- You will need to submit the District and Business matches in the Oct 15 CAPAAR
- KEEP RECORDS OF: speakers, donations, meetings, anything that anyone does for you, and put a price on it.
- Brainstorm with your team for anything that you might want to add



#### TIMELINE

- Timeline is mailed out in May
- Important dates to prepare for are :
  - June 30<sup>th</sup>: Letter of intent and budget with narrative
  - Remember the budget is not set in stone
  - August 31: EOP and narrative
  - October 15 CAPAAR



## The Narrative

### THE NARRATIVE

#### •JUNE BUDGET

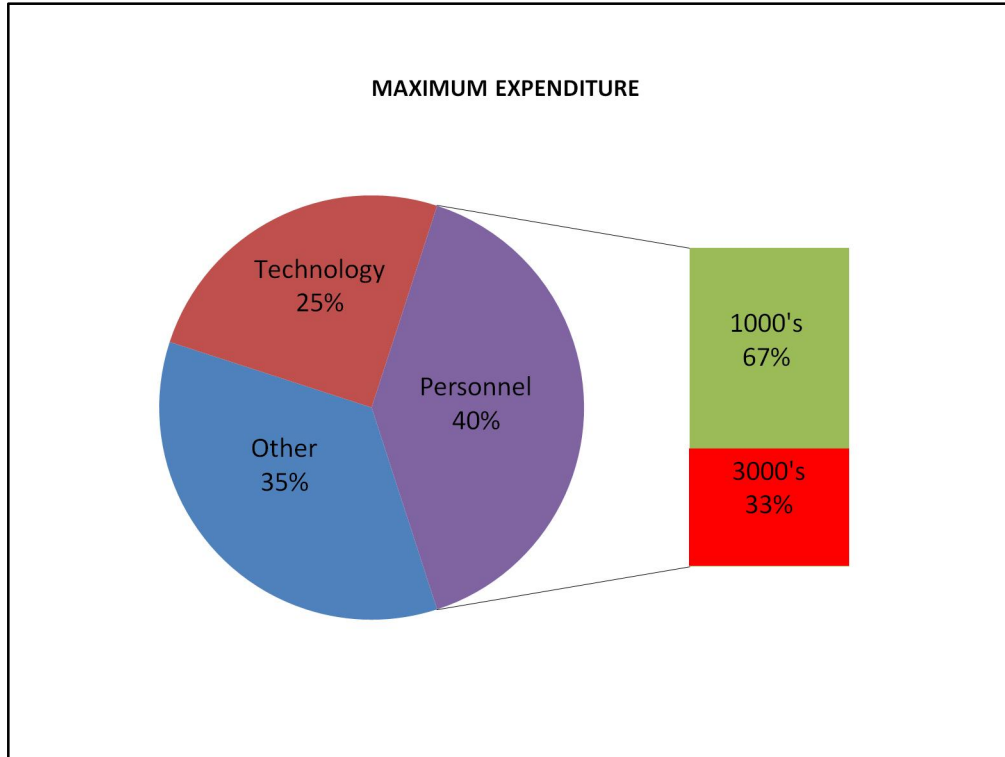
- Examples are in your packet
- Keep it simple, brief descriptions are all you need
- Make sure it matches your budget numbers

#### •EOP

- You will need the district to supply the numbers
- It includes 2009-10 and 2010-11
- Most money will be spent in 2009-10
- Add in 2010-11 money until it matches your funding exactly.
- For example if your funding was \$72,000 in 2009-10 and you spent \$60,000, then add \$12,000 from 2010-2011 to total \$72,000
- Good idea to have a carry over in case Legislature is slow in passing the budget.

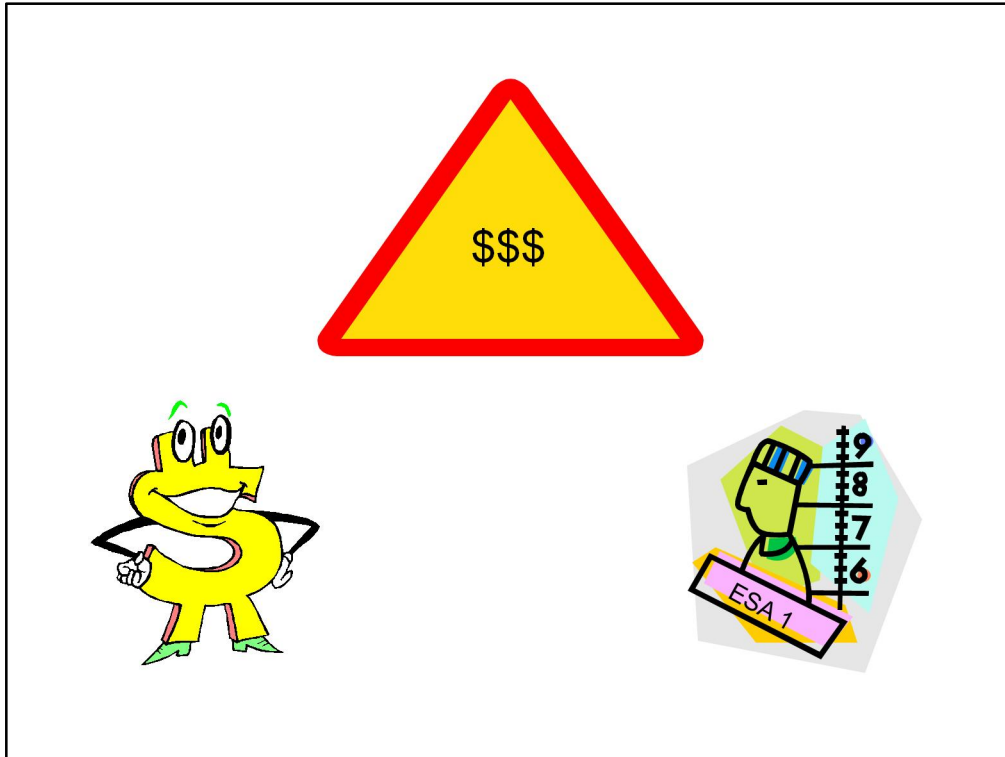
#### •CAPAAR

- You will need to be able to recall everything the district and your business partners did the past year, so keep notes.



#### EXPENDITURE GUIDELINES

- Each year your maximum personal budget is 40% of your budget, technology is 25% and other is 35%
- REMEMBER: personal costs include benefits, so if you pay yourselves for a meeting, keep in mind that you will need to add 35-45% in benefits.



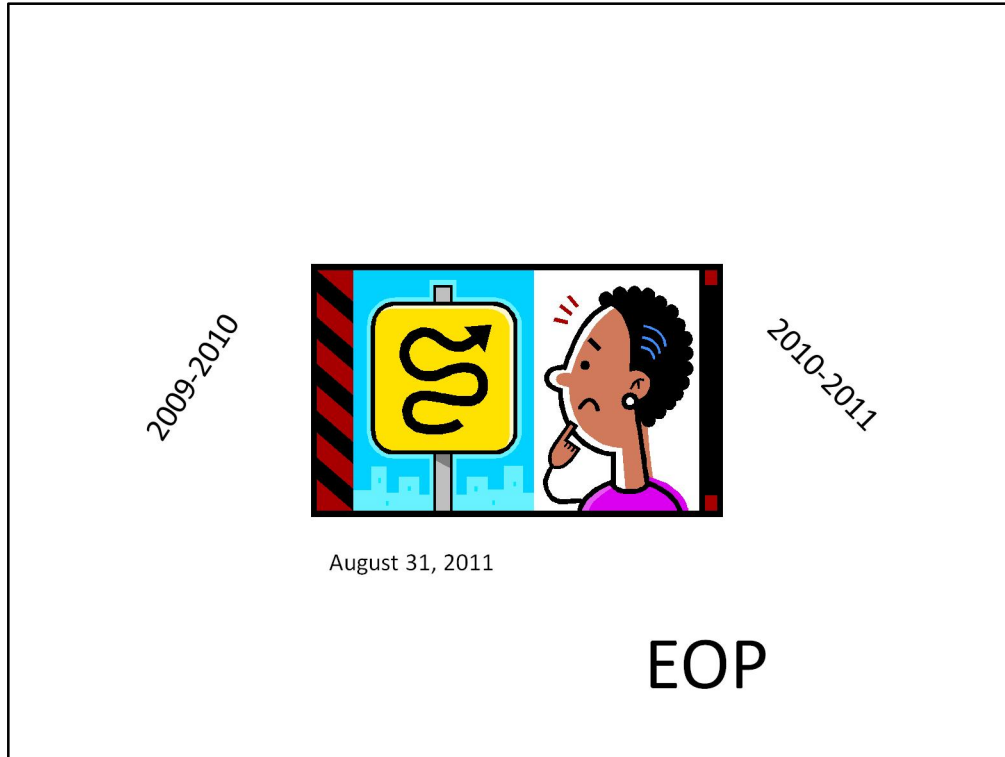
#### ALLOWABLE EXPENSES

- Personnel 40%, small stipends, substitutes, instructional supplies, travel per diem, buses, equipment, awards, background checks etc.

#### NON ALLOWABLE EXPENSES

- Out of state travel, facility costs, items which become personal property such as t-shirts UNLESS it is intended for Academy identification, membership, entrance fees unless for whole academy, scholarships
- Remember that if you can demonstrate that it for the benefit of the Academy it will usually be permitted. (but you will probably need an agenda)





## FORMS

- **JUNE BUDGET:** You provide a budget as well as a budget narrative (including proposed district and business matches). REMEMBER you can change and move around money during the year.
- **EOP August 31, 2011,** it covers the 2009-2011` school years, but most of it will be in the 2009-10 year. Work with your district budget office. They provide the numbers, you provide the narrative.
- **OCTOBER 15, 2011:** You complete the CAPAAR which includes your business and district matches. KEEP RECORDS



#### DISTRICT MATCHES

- Every meeting, discussion, conversation regarding the Academy is a match
- Think outside the box, and be creative
- Class size, extra preps, release time, administrative support, staff development, equipment, ROP Academy pure classes



## BUSINESS MATCH

- Time, curriculum development, speakers, host study trips, job shadowing, internships, facility use. Business partners time \$75.00/hr and include travelling time.

2010–11 CALIFORNIA PARTNERSHIP ACADEMIES (CPAs) FISCAL TIMELINE

MONTH	ANNUAL TIMELINE
<b>JUNE 30, 2010</b>	Due: (1) <b>2010–11 Letter of Intent</b> to continue funding; and (2) <b>2010–11 Budget</b> with narrative. The letter requires approval and signature of the principal and district superintendent. The Budget must also be approved by the district financial officer.
<b>JULY/ AUGUST</b>	<b>STATE BUDGET APPROVED</b> Grants are contingent on the inclusion of CPA funds in the approved state budget and will not be processed until the state budget is approved and signed by the Governor.
<b>AUGUST 31</b>	<b>2008–09 End-of-Project (EOP) Expenditure Report</b> and narrative is DUE <b>August 31, 2010</b> , for fiscal year 2008–09 funds. This report may be submitted at any time prior to the end of the grant period, but only after all funds have been fully expended. 2008 grant funds must be spent by June 30, 2010 (each grant has a two-year spending cycle). The EOP report itemizes actual grant expenditures with a description of activities or purchases and is enclosed with the Grant Award Notification Letter. Note: EOP for 2009–10 grant funds is due August 31, 2011.
<b>SEPTEMBER</b>	<b>2010–11 Notification of Grant Award (AO-400)</b> letters are processed and mailed to the district superintendent (original); and the site coordinator (copy). <ul style="list-style-type: none"> <li>• Letter of Intent to continue funding and the program budget (mailed in April/May of each year) must be received prior to issuance of grant awards.</li> <li>• Signed copies of the Grant Award Notification (AO-400) are DUE to the California Department of Education (CDE) within ten days of receipt of the Grant Award Notification packet.</li> </ul>
<b>OCTOBER</b>	<ul style="list-style-type: none"> <li>• <b>2009–10 Annual Reports</b> for all funded programs are due <b>October 15, 2010</b>. The report includes program requirement components as well as the individual student data portion for the 2009–10 school year.</li> <li>• The signature page <b>REQUIRES</b> the original signature of the principal and the superintendent, or their designee(s). The Annual Report must be submitted prior to final payments being issued.</li> </ul>
<b>NOVEMBER</b>	<b>PAYMENT: 1<sup>st</sup> payment/50 percent</b> is processed for current (2010–11) fiscal year grant.
<b>JANUARY/ FEBRUARY</b>	<b>PAYMENT: 2<sup>nd</sup> payment/final payment</b> processed for prior (2009–10) fiscal year grant, based on number of qualified students in the 2009 Annual Report and approval of this report. (This may take longer when questions/problems are identified.)
<b>FEBRUARY/ MARCH</b>	<b>ANNUAL CONFERENCE.</b> March 3–5, 2011, Sacramento. See the CDE CPA Web site under the conference link for details. <a href="http://www.cde.ca.gov/ci/gs/hs/cpagen.asp">http://www.cde.ca.gov/ci/gs/hs/cpagen.asp</a>
<b>APRIL/MAY</b>	<b>Letter of Intent</b> packet is <b>mailed</b> to program coordinators and principals. Packet includes: (1) sample Letter of Intent; (2) proposed budget and narrative; (3) Coordinator Information Update Sheet; and (4) CPA timeline. The letter to the field will also include updated information regarding the Annual Report and other pertinent information for the CPA program.
<b>JUNE 30, 2011</b>	Due: <b>2011–12 Letter of Intent packet</b> to continue funding <b>due June 30, 2011</b> . Must be signed by principal and district superintendent.

# Required Match and Use of Funds

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- Education Code 54692. In order to be eligible to receive funding pursuant to this article, a district shall provide all of the following:
  - (a) An amount equal to a 100 percent match of all funds received pursuant to this article in the form of direct and in-kind support provided by the district.
  - (b) An amount equal to a 100 percent match of all funds received pursuant to this article in the form of direct and in-kind support provided by participating companies or other private sector organizations.
  - (c) An assurance that state funds provided by the partnership academies program shall be used only for the development, operation, and support of partnership academies.

## Criteria For Funding

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To receive funding, a student must meet the criteria as specified in EC Section 54691.

TO QUALIFY, A STUDENT MUST:

- Obtains 90% of the credits each academic year in courses that are required for graduation;
- Successfully completes a school year in the academy during the 10 and 11 grade with an attendance record of no less than 80%;
- Successfully graduate after the grade 12.

**2008-09 California Partnership Academy (CPA)  
PROPOSED BUDGET**

**High School Name: Pinole Valley High School**  
**Academy Name:**

**Academy ID Number:**

- A. Signatures below **are required**.
- B. A description (Sample Budget Narrative enclosed) of proposed expenditures must be included for each column.
- C. The District & Business match should total the grant amount; however, line-item totals may vary.

<b>Budget Classification Number</b>	<b>Budget Classification Description</b>	<b>CPA Grant Budget Provide narrative on separate sheet.</b>	<b>District Match (100% required) Provide narrative on separate sheet.</b>	<b>Business Partner Match (100% required) Provide narrative on separate sheet.</b>
1000	Certificated Personnel Salaries (Dist.) or Partner Time (Bus.)			
2000	Classified Personnel Salaries			
3000	Employee Benefits			
4000	Books and Supplies			
5000	Services and Other Operating Expenses/Travel and Conferences			
6000 *Indirect charge does not apply	Capital Outlay (Refer to district for capital outlay dollar threshold.)			
7000	Indirect Rate (CDE indirect approved rates apply.)			
<b>Grand Totals:</b>		\$0	\$0	\$0

**Required Signatures:**

Prepared by (please print): William Harris Signature: \_\_\_\_\_ Date: 06/12/08  
 Principal Name: Sue Kahn Signature: \_\_\_\_\_ Date: 06/12/08  
 District Name: West Contra Costa Unified School District  
 District Business Manager Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date:    /   /     
 CDE Approval Name (CDE Use Only): \_\_\_\_\_ Signature: \_\_\_\_\_ Date:    /   /

**CALIFORNIA PARTNERSHIP ACADEMY (CPA) BUDGET NARRATIVE—SAMPLE**  
**NAME OF HIGH SCHOOL, ACADEMY NAME**  
**2010–11 BUDGET NARRATIVE**

**EXAMPLES ONLY:** The descriptions and line items may or may not apply to your specific CPA program.

Object Code	CPA GRANT FUNDS NARRATIVE	DISTRICT MATCH NARRATIVE	BUSINESS MATCH NARRATIVE
1000	<p><b>\$10,000</b> = 1/6 coordinator time to plan, coordinate, &amp; oversee academy components/activities  <b>\$4,000</b> = Extra time for curriculum development/ substitute time</p>	<p><b>\$28,285</b> = Class size reduction costs  <b>\$2,640</b> = Subs for planning time  <b>\$4,000</b> = 8 days site administration support above normal responsibilities  <b>\$4,000</b> = After school Tutoring Program</p>	<p><b>\$4,775</b> = Estimated value of advisory committee meetings  <b>\$20,000</b> = Estimated value of classroom speakers  <b>\$11,000</b> = Estimated value of mentor coordination  <b>\$18,000</b> = Estimated value of partners' time in job shadowing coordination/ activities</p>
2000	<p><b>\$3,300</b> Part-time secretary: 20 weeks, provides general support</p>		
3000	<p>Certificated Benefits (approx.):  Certificated time @25% = <b>\$3,500</b>.  Classified Benefits:  Part-time secretary @ 8% = <b>\$825</b>.</p>	<p><b>\$8,750</b> = 25 % benefits for above costs</p>	
4000	<p><b>\$9,750</b> = Anatomical models for Health studies; DNA lab and teaching activity lab  <b>\$5,000</b> = 2 laptops @ \$1,250; 1 laser printer @ \$2,500  <b>\$1,082</b> = Health supplies: blood pressure cups</p>	<p><b>\$6,500</b> = Supplemental CTE textbooks for the health class &amp; health-oriented literature books for English  <b>\$4,000</b> = Computer software for academy  <b>\$1,000</b> = award certificates/pins  <b>\$3,500</b> = Printing costs for marketing material, i.e. brochures/presentations and parent correspondence</p>	<p><b>\$1,750</b> = Uniform shirts  <b>\$1,750</b> = Academy promotional items, such as cups, pens, health-related items, and plaques  <b>\$6,000</b> = Donated computers/software  <b>\$5,500</b> = Donated Bio Rhythm machine</p>

Object Code	CPA GRANT FUNDS NARRATIVE	DISTRICT MATCH NARRATIVE	BUSINESS MATCH NARRATIVE
5000	<p>Example: (Travel &amp; Conf.):</p> <p><b>\$ 550</b> = Site Coordinator to attend HS Regional Support Workshop</p> <p><b>\$3,500</b> = 3 academy staff to attend annual conference, March, 2008.</p> <p><b>\$10,755</b> = Field Trips for:</p> <p>10<sup>th</sup>- [trips w/location/description]</p> <p>11<sup>th</sup>- [trips w/location/description]*</p> <p>12<sup>th</sup>- [trips w/location/description]</p> <p>Example (Subcontract Info):</p> <p><b>\$5,000</b> = 2 trainers to provide 15 days of research-based, health tech. training</p> <p><b>\$500</b> = facility rental cost for advisory meeting.</p>	<p><b>\$3,000</b> = Van/bus transportation for field trips</p> <p><b>\$4,000</b> = Travel/conference costs for academy staff to attend professional development activities.</p> <p><b>\$3,250</b> = Rental costs for academy recognition activities</p>	<p><b>\$10,000</b> = Rental costs of facility for academy staff professional development activities and student events ceremonies.</p> <p><b>\$2,225</b> = food for student events/ceremonies.</p>
6000	<p><b>\$12,460</b> = Cost of DNA Separator (includes filtering equipment for chemical lab)</p> <p><b>\$8,000</b> = 1 Network Server</p>	<p><b>\$8,075</b> = Renovate and enlarge lab to accommodate academy technical class.</p>	
7000	<p>Indirect: For indirect approved rate, visit CDE Web site at: <a href="http://www.cde.ca.gov/fg/ac/ic/">http://www.cde.ca.gov/fg/ac/ic/</a></p> <p>Note: indirect is not charged on line item 6000</p> <p>Total: = <b>\$2,778</b></p>		

**BUDGET GUIDELINES:**

Personnel expense: All items in line item 1000, 2000 and 3000 inclusive may not exceed 40 percent of the overall budget.

Technology: Grantees should spend no more than a total of 25 percent for technology.

Field trips should be instructional in nature with an assignment and tied to the occupational area of the academy.



# BUDGET PLANNING

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- Evaluate the yearly progress of the Academy including student achievement.

include input from your Advisory Committee.

- CPA Grant Funds are:

Instructional in nature

Supplemental-use funds for activities/items that are “in addition to”

what is offered as part of every student’s standard curriculum

- DO NOT use funds to supplant (replace) activities or items already provided to ALL students by the district, such as:

Standard supplies allocated to every classroom

Standard textbooks

Teaching salaries covered by the district

- Budgets should:

Be thorough, thoughtful, and accurate

Include the narrative portion

Include signatures from both principal and district business manager

Ensure that the \$ amounts on the budget form and narrative match

## Expenditure Guidelines

California Partnership Academy (CPA) Program Expenditure Guidelines.

All grant and matching funds are supplemental and may not supplant what is normally and legally provided by the school and district. Academy grant funds **MUST** only be spent on Academy-only items and activities. The California Partnership Academies (CPA) funded through general funds will have a decrease in funding, based on the budget act, but are not subject to categorical flexibility. Academies funded through SB70 and AB519 are not currently subject to funding reductions but may be subject to reductions based on subsequent legislative and fiscal actions.

## Examples of Allowable Expenditures

- Personnel expenses: When developing the annual Proposed Budget, any expenses in line items 1000, 2000, and 3000 inclusive (Certificated, Classified, and Benefits) may not exceed 40 percent of the overall budget.
  - An extra prep period for the project coordinator to coordinate and oversee the critical academy components, i.e. common planning, mentors, internships, field trips, and business partners. If an extra prep period is not possible, after a good faith effort, a small stipend (approximately \$1,000-\$2,000) can be paid to the coordinator and the team members to manage the critical components of the academy model;
  - Small stipends for curriculum development, such as project-based and integrated curriculum development;
  - Substitute costs for academy team and/or project coordinator to attend conferences/workshops and field trips;
  - Clerical support on an "as needed" basis for specific academy requirements;
  - To support course sections that are supplemental to the contracted school year, and supplemental to the certificated contract, if those sections are for Academy-students only and have a direct impact on the implementation of the Academy program. Permission from the CA Department of Education CPA consultants must be obtained prior to pursuing this option.
- Instructional supplies and materials such as supplemental books and classroom technology required for the career theme;
- Transportation for field trips. Field trips should be designed to be instructional in nature and tied to the career focus of the Academy;
- Academy staff in-state travel and per diem expenses and student transportation costs. Out-of-state travel is not permitted;
- Equipment/items appropriate to the partnership academy career focus and is used for/by Academy students only.
- Information technology related items and equipment must be limited to no more than 25 percent of the grant award amount.
- Awards such as certificates, pins, and medallions reasonable in cost.
- Background checks for mentors on a limited basis. If this cost is ongoing for a large number of people, it could amount to a large sum of money so another funding source should be explored.

## Examples of Non-allowable Expenditures

- Supplanting salaries or other district responsibilities: CPA funds must supplement, not supplant state general fund and local dollars. CPA funds may not free up state or local dollars for other purposes but should create or augment programs to an extent not possible without CPA dollars. You must be able to demonstrate that CPA funds are added to the amount of state and local funds that would, in the absence of CPA funds, be made available for uses specified in your plan.
- Contract-negotiated certificated teacher salaries may not be applied as a district match or paid through CPA grant funds.
- Facility Costs: Expenditures for modernization, unless they are specific to the Academy and being done just to meet the "unique" needs of the Academy, are not an appropriate expenditure of Academy funds. Academy funds should not be used for facility needs. Modernization is the responsibility of the district and should be covered by modernization funds. Academy funds are to be used for Academy purposes--mainly for instructional-related purposes. Facility modernization and construction expenditures that are specifically for Academy use may, however, be used as part of the district match.
- Vehicle Purchase: This is **NOT** an allowable expenditure. Grant funds are allocated to support CPA model components, i.e. school-within-a-school, internship/mentoring development/monitoring, integration, tutoring, etc. Transportation for CPA students is an excellent example of a district match.
- Gift of public funds: Any item which becomes the personal property of a student or staff, such as:
  - Tee shirts, jackets or other clothing or items that become the personal property of a student or staff unless the item or clothing is intended for Academy identification and/or culture-building purposes and remains the property of the Academy. If the item is considered part of a required uniform, and is reasonable in cost, it is allowed. Whenever possible, clothing items should remain the property of the Academy for reuse in subsequent year.
  - Membership dues/fees in associations/organizations unless the membership is for the entire Academy student body and not for specific individual students, i.e. career technical student organizations.
  - Scholarships, student stipends, testing fees or endowment funds
  - Food expense should be guided by your district policy.
  - Cost of admission for students/staff to entertainment/theme parks or other similar **social** events. When using grant funds for admission costs, the field trip must be directly related to the career focus of the academy with an assignment. You must document the specific program provided by the entertainment/theme park through an agenda

of activities.

- Out-of-state travel: No out of state travel allowed.

## Examples of District Match

- Smaller class size
- Extra preps for Academy Coordinator(s) and teachers
- Release time for curriculum development, program planning, and team building
- Counselor assignment for supplemental Academy-only activities or smaller counselor-to-student ratio than other counselors
- Additional staff and administrative hours spent on CPA events/needs that are not provided for other programs/students
- Staff development, in-services, and workshops related to the Academy
- Transportation for field trips, to postsecondary classes, to internships, and job shadowing locations
- Program activities applied using any part of another grant (Perkins, Smaller Learning Communities, Agriculture Incentive Grant, Prop 1D, etc.)
- Administrative time specifically applied to supporting/coordinating the Academy
- Substitute costs to support program activities
- Equipment purchased for the academy
- Instructional and classified assistants for academy-only projects that are over and above normal workload.
- A Partnership Academy Regional Occupation Program (ROP) class can be counted as a district match if the funding for this class is allocated from the district and if the ROP class is Academy-pure, meaning that it is being offered to only academy students as a class for the Partnership Academy.

## Examples of Business Partners Match

- Serve on an Advisory Committee
- Help develop career technical curriculum
- Provide speakers for Academy classes
- Host field trips giving a workplace perspective
- Provide mentors who serve as career-related role models and personal points of contact
- Provide job shadowing, internships, and other work experience opportunities
- Provide student scholarships
- Provide equipment and technology
- Offer externships for academy staff
- Provide additional funds for academy
- Sponsor students to go to Career Technical Student Organization (CTSO) events
- Provide facilities, food for academy activities, clothing items for identification purposes, equipment, and/or transportation.
- The Partnership Academy ROP class can be counted as a business match if the funding for this class is allocated from the county office of education and if the ROP class is Academy-pure, meaning that it is being offered to only academy students as a class for the Partnership Academy.

Note: Average value per hour for business partner's time is estimated at \$75/hour.

## Examples of Motivational Activities

Motivational activities need to be connected to increasing student achievement and occupational preparation. They can not be activities and/or items that are considered a "gift of public funds" or activities funded "just for fun". Public and personal recognition and selection for special business partnership activities, etc., are ways of motivating students and not considered a "gift of public funds." The state-district-private sector partnership structure encourages use of private sector support to provide for activities at job sites and other motivational activities.

Goals and Objectives:

- Facilitate student creativity and social skills development
- Promote active involvement in education through kinesthetic, rewarding activities
- Engage students who are performing or behaving below desired levels
- Develop a family-like, accepting atmosphere
- Enhance both academic growth and career preparation

## Examples:

- Job shadowing
- College visitations
- Team building activities
- Field trips for learning in context
- Involvement in CTSOs and competitive events for FBLA, DECA, FHA-HERO, HOSA, SkillsUSA, FFA. You can find information about CTSOs on the [California Department of Education Student Organizations](#) Web page.
- Controlled social events
- Fund-raising events
- "Academy Awards" presentations

## Contact Information

Karen Shores, Education Programs Consultant  
Phone: 916-319-0478  
Fax: 916-319-0168  
[kshores@cde.ca.gov](mailto:kshores@cde.ca.gov)

Jerry Winthrop, Education Programs Consultant  
Phone: 916-319-0457  
Fax: 916-319-0168  
[jwinthrop@cde.ca.gov](mailto:jwinthrop@cde.ca.gov)

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### Related Content

- [California Partnership Academies \(CPA\)](#) - The CPA model is a three-year program (grades ten-twelve) structured as a school-within-a-school. Academies incorporate integrated academic and career technical education, business partnerships, mentoring, and internships.

Questions: Karen Shores | [kshores@cde.ca.gov](mailto:kshores@cde.ca.gov) | 916-319-0478

Last Reviewed: Friday, August 13, 2010

California Department of Education (CDE)  
**END-OF-PROJECT (EOP) FINANCIAL EXPENDITURE REPORT (Rev. 5/09)**

Project Title	California Partnership Academies Program	<input type="checkbox"/> PROGRAM GRANT	<input type="checkbox"/> MENTEE GRANT	<input type="checkbox"/> MENTOR GRANT
School Funded				
Academy Name				
Fiscal Year	2009-10	Academy ID no		
Summary of Expenditures as of end of grant period: June 30, 2011				

**A. MAXIMUM GRANT AMOUNT:** \$

Category	Description		Expenditures
1000	Certificated Personnel Salaries		<input style="width: 100%;" type="text"/>
2000	Classified Personnel Salaries		<input style="width: 100%;" type="text"/>
3000	Employee Benefits		<input style="width: 100%;" type="text"/>
4000	Books and Supplies		<input style="width: 100%;" type="text"/>
5000	Services and Other Operating Expenditures		<input style="width: 100%;" type="text"/>
6000	Capital Outlay		<input style="width: 100%;" type="text"/>
7000	Other Outgo		<input style="width: 100%;" type="text"/>
7300	Indirect Costs <i>(not to exceed approved rate)*</i>	YR 1	<input style="width: 100%;" type="text"/>
7300	Indirect Costs <i>(not to exceed approved rate)*</i>	YR 2	<input style="width: 100%;" type="text"/>
<i>*Indirect costs excludes line item 6000—Capital Outlay</i>			
Total Spent:			<input style="width: 100%;" type="text"/>
Less Cash Advance Received:			<input style="width: 100%;" type="text"/>
Reimbursement Now Claimed			<input style="width: 100%;" type="text"/>
Or Excess Cash Received:			<input style="width: 100%;" type="text"/>

**B. EXPENDITURE NARRATIVE:** On a separate sheet write brief descriptions for each of the line item expenditures, describing specifically "how the funds were spent".

**C. ANNUAL REPORTING:** The Annual Reporting Packet is mailed to Partnership Academies in August and due to the High School Transformation Unit by October 15. Final payment cannot be made until all reporting requirements of the grant are met, including the Annual Reporting requirements. If you have any questions about the Annual Reporting process, please contact the High School Transformation Unit at 916-319-0893.

**CERTIFICATION**

I certify that the expenditures reported above have been made, that all obligations have been liquidated, and that this project has been conducted in accordance with applicable laws and regulations. The approved application for this project plus any approved amendments, and full records of receipts and expenditures have been maintained and are available for audit.

Signature of Authorized Official (Superintendent or Designee)	Legal Name of Grantee (District responsible)
Title	Street Address
Date Signed	City
Telephone Number	Zip

**CDE USE ONLY**

All grant requirements have been met.  
 Approved: \_\_\_\_\_ Date: \_\_\_\_\_

INSTRUCTIONS: Submit an original of this form to the following address upon completion of the annual project requirements after all obligations have been liquidated or encumbered in accordance with the requirements described in the grant award letter:

Attention: California Partnership Academies (CPA)  
 High School Transformation Unit  
 California Department of Education  
 1430 N. Street, Suite 4503  
 Sacramento, CA 95814

**SAMPLE ONLY**  
**END-OF-PROJECT (EOP) EXPENDITURE NARRATIVE**  
**CATEGORIES AND EXAMPLES OF NARRATIVE DETAIL**  
**(Fiscal Year of Grant Funds)**

Each budget category is an **example** of a budget expenditure narrative. The narrative example given is the level of detail we expect to see in your EOP. The descriptions and line items below may or may not apply to a specific CPA program; **THESE ARE EXAMPLES ONLY.**

Object Code	NARRATIVE EXAMPLE OF ACTUAL EXPENDITURES
1000	<b>Example:</b> Site Coordinator: 1/6 x \$42,000 annual salary = <b>\$7,000</b> . The Site Coordinator will serve one release period per day as a facilitator for the project and, along with coordination, provide technical assistance, coordinate meetings, and provide other services to meet the objectives of the project.
2000	<b>Example:</b> Part-time secretary: 20 weeks = <b>\$3,300</b> . Provides general clerical support for the project, performing a variety of technical, clerical, and support services in the areas of administrative assistance, budget development, maintenance /record keeping, and general office procedures.
3000	<b>Example:</b> Certificated Benefits: Site Coordinator @ 25% = <b>\$1,750</b> . Classified Benefits: Part-time secretary @ 9% = <b>\$300</b>
4000	<b>Example:</b> Supplemental materials for Bio Science, 20 @ \$50.00 ea. = <b>\$1,000</b> Anatomical models for Advanced Health studies 4 @ \$405 each = <b>\$1,620</b> DNA lab and teaching activity lab = <b>\$1,300</b> ; 1 Colored Laser Printer = <b>\$2,525.19</b> 2 laptop computers = <b>\$2,694.79</b>
5000	<b>Example</b> (travel & conference): Site Coordinator to attend, HS Regional Support Workshop, October, 2006, in Ontario <b>\$358</b> 3 Academy staff team to attend annual conference, March, 2007 in San Deigo County; <b>\$1,730.10</b> .  <b>Example</b> (subcontract information): Two trainers to provide technology training @ \$100/day x 10 days = <b>\$2,000</b> .
*6000	<b>Example:</b> Second payment on DNA Separator (includes filtering equipment for chemical lab) = <b>\$7,685.07</b> 1 Network Server - <b>\$7,534.68</b>
7000	<b>Approved indirect rate = \$1,202.17</b> (applies to object codes 1000 through 5000 only. Check with your Accounting Office for approved rate, varies annually.)

**\*6000 – 1) Items in this section should meet or exceed the district threshold amount for capital outlay; 2) expenditures are excluded from indirect charge.**

## **California Department of Education High School Transformation Unit**

Karen Shores, (916) 319-0478

Kshores@cde.ca.gov

Jerry Winthrop, (916) 319-0457

Jwinthrop@cde.ca.gov

Machelle Martin, (916) 319-0473

mamartin@cde.ca.gov

### **CDE Fiscal Contacts**

• CHRISTOPHER MATTSON (SB 70 funded Academies) 916-319-0472

E-mail: cmattson@cde.ca.gov

• JEANNE GEISER (AB 519 funded “Green” Academies) 916-319-0474

E-mail: jgeiser@cde.ca.gov

• MACHELLE MARTIN (Prop 98 funded Academies/P.G.&E.)916-319-0473

E-mail: mamartin@cde.ca.gov

### **Resources**

• California Department of Education CPA Web page

[www.cde.ca.gov/ci/gs/hs/cpagen.asp](http://www.cde.ca.gov/ci/gs/hs/cpagen.asp)

• California Education Code:

<http://www.cde.ca.gov/re/lr/cl/>

• Career Academy Support Network:

[casn.berkeley.edu](http://casn.berkeley.edu) (Outside Source)