

California Commission on Teacher Credentialing



Request for Proposals To Establish and Implement the California Center on Teaching Careers

Helping California Schools Address the Demand for Credentialled Teachers

Who Should Apply?

Eligible applicants for this grant award are a California local education agency.

Any local education agency with the capacity to develop and implement a statewide system for the recruitment, preparation and support of fully credentialed teachers is encouraged to consider responding to the grant application. Applicants should note that there will be a competitive preference priority for applicants that are already operating similar recruitment programs that can be leveraged and/or applicants that plan to build a flexible (i.e., technology-based) system that will allow the structure to be adapted for future teacher workforce needs.

Available Funding

A single grant award of \$5,000,000, to be distributed over the funding period.

Funding Period

Three years, from 2016-17 to 2018-19

Table of Contents

Section I: Introduction

Introduction.....	1
Need for Teacher Recruitment.....	1
Center Description and Responsibilities.....	2
Key Dates in the Application Process.....	3
Notice of Intent to Apply.....	3
How to Submit Written Questions about this RFP.....	3

Section II: How to Respond to This RFP

Components to be Addressed in the Applicant’s Response.....	4
1. Overview of the Proposed Center.....	4
2. Current/Prior Recruitment Experience.....	4
3. Current and Future Recruitment Needs.....	5
4. Collaboration and Coordination.....	5
5. Center Tasks and Activities.....	5
6. Three-Year Budget and Budget Narrative.....	8
Summary Review of Selection Criteria.....	8

Section III: Application Submission and Review Processes

How to Submit the Application.....	9
Format and Length of the Proposal.....	9
Application Review Process	9
Funding Considerations	9

Appendices

Appendix A: Legislation.....	11
Appendix B: Intent to Apply.....	13
Appendix C: Application Cover Page	14
Appendix D: Budget Form.....	15
Appendix E: Budget Definitions.....	16

Request for Proposals

California Center on Teaching Careers

Section I: Introduction

Introduction

The purpose of this Request for Proposals (RFP) is to select an eligible California local education agency (LEA) to establish the California Center on Teaching Careers (Center). The 2016-17 Budget Act (Appendix A) authorizes the Commission to award one multi-year grant of five million dollars (\$5,000,000) to a LEA to establish the Center. The purpose of the Center will be to recruit qualified and capable individuals into the teaching profession.

The Center must prioritize its efforts around recruitment of (1) teachers possessing, or candidates interested in possessing, education specialist credentials, single subject teaching credentials in the areas of science, mathematics, or teaching in the area of bilingual education, and (2) candidates to work in schools in which over 85 percent of the student body is eligible for free or reduced-price meals. Upon determination that these areas no longer have shortages, the Commission on Teacher Credentialing may identify other priority shortage areas.

Responses to this Request for Proposals will be evaluated on a competitive basis.

Need for Teacher Recruitment

California is experiencing a significant teacher shortage. The number of new teachers being prepared by California educator preparation programs has declined by 28 percent in the last five years. During the 2007-09 national economic recession, also known as the Great Recession, hiring in California stalled due in part to frozen teacher salaries, delayed retirements and an increase in student-teacher ratios. At the same time, districts and other local education agencies were still recovering from several years of overall reduced funding due in part to dips in Proposition 98 revenues as influenced by the Great Recession.

In the last few years, however, California districts' revenues have begun to increase. Combined with an upsurge in teacher retirements and an effort to reduce student-teacher ratios, some districts have increased their hiring by as much as 980 percent in the last five years. At the same time, the Commission has seen a rise in the number of permits that are issued to individuals who are less than fully credentialed in a particular subject area. This trend is indicative of a shortage of fully credentialed teachers. Most acute has been the shortage of fully qualified teachers for math, science, special education and bilingual education.

In the 2016 legislative session, a number of efforts aimed at increasing California's pipeline of fully credentialed, high quality educators were funded, including funding to establish the Center for Teaching Careers. Pursuant to statute, the Center is required to focus on recruiting qualified

and capable individuals into the teaching profession, and prioritize efforts to recruit both of the following:

(A) Teachers possessing, or candidates interested in possessing, education specialist credentials, single subject teaching credentials in the areas of science or mathematics, or teaching in the area of bilingual education.

(B) Teachers into schools in which over 85 percent of the student body is eligible for free or reduced-price meals and to teach in subject areas where there is a shortage of fully prepared teachers.

Center Description and Responsibilities

The 2016-17 State Budget provides a total of \$5,000,000 in General Fund monies for the Commission to award a single grant to an LEA to establish the Center. It is the Commission's expectation that the Center will begin initial operations in January 2017. Interested agencies will need to demonstrate in their responses to the criteria outlined below that their organization has the capacity to plan, implement, and operate the Center through 2018-19. While the Center will be housed in an LEA, the activities of the Center are expected to be significantly web-based.

Consistent with the statute, key intended outcomes for the Center include helping school districts meet statewide needs for credentialed teachers by recruiting, as a priority, single subject science and mathematics teachers, bilingual education teachers, and education specialist teachers, and also recruiting teachers into schools in which over 85 percent of the students are eligible for free or reduced-price meals. This may include classes serving students from pre-kindergarten through twelfth grade. The duties of the Center, as detailed in the enabling legislation in Appendix A, include the following:

- developing and implementing outreach strategies;
- distributing information and other resources;
- developing referral strategies and providing referral services to connect candidates with teacher preparation programs and with potential employers;
- periodic reassessment of recruitment activities; and
- mandatory data collection and reporting.

In doing its work, the Center must coordinate with as well as work collaboratively with the Education Job Opportunities Information Network (EDJOIN), existing teacher recruitment centers, school districts, county offices of education, other teachers' clubs and organizations, as well as institutions that offer teacher preparation programs. The Center will be encouraged to become knowledgeable about potential additional sources of funding in order to leverage and extend the work of the Center and support local and regional recruitment and preparation efforts.

Key Dates in the Application Process

Date	Activity
September 8, 2016	RFP issued
September 23, 2016	Intent to Apply due
September 23, 2016	Written questions about the RFP due to the Commission
October 3, 2016	Responses to written questions posted and distributed
October 28, 2016 by 5 p.m.	RFP Proposals due to the Commission
November 3-15, 2016	Review of applications
November 22, 2016	Announcement of Award of the Grant

Notice of Intent to Apply

Entities with an interest in responding to this RFP are encouraged to submit via email to contracts@ctc.ca.gov by **September 23, 2016** a Notice of Intent to Apply (Appendix B). The purpose of this notice is to inform the Commission of interested applicants so that any additional information about the RFP may be provided, including responses to written questions (see below). Submission of an Intent to Apply is not a promise or obligation to submit a proposal, nor does a lack of an Intent to Apply disqualify or preclude an applicant from submitting a proposal in response to this RFP.

How to Submit Written Questions about this RFP

Applicants who have questions about information contained in this RFP may submit questions via email with 'Center RFP' in the subject line **by September 23, 2016** to contracts@ctc.ca.gov.

Responses to written questions submitted by the deadline will be distributed to those who have submitted the Intent to Apply form and will also be posted on the Commission's website.

Section II: How to Respond to this RFP

Components to be Addressed in the Applicant's Response

LEAs interested in developing and operating the Center must provide a narrative response to this Request for Proposals. Responses must include all of the components described below. The response by each applicant will be evaluated based on the criteria provided below. Responses to this RFP must reach the Commission according to the submission information provided in Section III: Application Submission and Process for Application Review no later than 5 p.m. (PST) on **October 28, 2016**. The proposal receiving the highest score as calculated using the selection criteria summarized at the end of this section of the RFP will be recommended to the Executive Director of the Commission on Teacher Credentialing for funding.

The following information provides guidance to applicants for organizing a complete response to this RFP.

Responses will include a cover page (Appendix C) that identifies a contact person at the applicant entity, along with contact information by telephone, fax, and email, and an authorized signature of the superintendent/CEO or designee at the applicant entity.

Following the cover page, applicants should provide a table of contents indicating where in the application each of the required responses can be found.

1. Provide an overview of the proposed Center on Teaching Careers (Center) (5 points)

The Center will coordinate statewide recruitment efforts in California, a state large in both geographic size and population. These recruitment efforts must reach existing credential holders as well as individuals interested in becoming credentialed teachers, including but not limited to actual and potential credential candidates, high school and middle school students. While the Center will be housed in an LEA, it is expected that the Center will have a significant online presence and use technology since the center must provide services across the state. Applicants should explain the proposed vision of a statewide Center that will (a) organize and implement a statewide recruitment strategy that addresses the legislative intent of recruitment for the designated priority areas of single subject mathematics and science teachers, bilingual education teachers and special education teachers, (b) focus on schools where 85 percent of the student body is eligible for free or reduced price meals, (c) use technology effectively to support statewide recruitment activities, (d) may also address other identified local/regional needs, and (e) provide a web-based presence accessible by interested individuals, including credential holders.

2. Explain the applicant's current and/or prior experience with teacher recruitment and hiring on a local, regional, and/or statewide basis (Competitive Preference Priority: 15 points)

Applicants should describe current and/or prior experience with teacher recruitment efforts on a local, regional, and/or statewide basis. Include information related to the applicant's current partnerships and other collaborative relationships that support teacher recruitment and preparation. Applicants should also include information related to experience with effective hiring practices, including connections to existing databases and recruitment efforts that can be applied statewide so as to maximize the effective use of state funding. If the applicant's prior experience has been at the local or regional level, the applicant should explain how this experience would be translated or expanded to work at a statewide level. Finally, applicants should describe any experience with recruitment outside of California and/or at the national level.

3. Demonstrate an understanding of the current and future recruitment needs of California's diverse regions (5 points)

The Center must provide service to all regions of California, from urban to rural, to assist in filling teaching vacancies. Applicants should explain their understanding of California's current and future teacher recruitment needs, including information available through the Commission's supply and demand data dashboards (<http://www.ctc.ca.gov/reports/data/edu-supl-landing.htm>). Applicants should also explain how they will obtain and contribute information on an ongoing basis to the Commission's supply and demand database as well as to local education agencies served by the Center regarding current supply and demand, statewide needs for targeted recruitment, and anticipated hires by geographic region and subject area. Applicants should explain how the proposed Center will recruit in priority areas, including both of the following: (a) Teachers possessing, or candidates interested in possessing, education specialist credentials, single subject teaching credentials in science or mathematics, or teaching in the area of bilingual education; and (b) candidates into schools in which over 85 percent of the student body is eligible for free or reduced price meals.

4. Describe collaboration and coordination with other entities to support and advance the work of the Center (10 points)

Applicants should describe how, in conducting its duties and activities, the Center would coordinate and work collaboratively with the Education Job Opportunities Information Network (EDJOIN), existing teacher recruitment centers, school districts, county offices of education, and teacher preparation programs as well as identifying and collaborating with other appropriate organizations or agencies at the state and local levels.

5. Describe the approach to accomplishing the following Center tasks and activities specified in the authorizing legislation with attention to the ways in which technology will be used to support each activity (55 points total)

A. Outreach Strategies (10 points)

Explain the plan to:

- 1) Develop and distribute statewide public service announcements relating to teacher recruitment.
- 2) Develop, modify, and distribute effective recruitment publications.

- 3) Conduct recruitment efforts with multiple potential sources of current and future teachers, including but not limited to middle and high school pupils as well as college students, and to teachers, to address teacher shortage areas.
- 4) Target recruitment efforts to specific populations to help ensure diversity in the race, gender, and ethnicity of California's teaching workforce.
- 5) Identify and potentially leverage, and assist others to leverage, additional potential funding sources to support the outreach activities of the Center.

B. Development and Distribution of Informational and Other Resources (10 points)

Explain the plan to:

- 1) Provide information to prospective teachers regarding requirements for obtaining a teaching credential.
- 2) Provide specific information to prospective teachers regarding admission to and enrollment into conventional and alternative teacher preparation programs, including identification of public and private postsecondary educational institutions that provide an integrated four-year preparation program, and those that have developed transfer agreements with community colleges.
- 3) Provide specific information to prospective teachers regarding financial aid and loan assistance programs.
- 4) Identify and potentially leverage, and assist others to leverage, additional + funding sources to assist in providing financial support to candidates enrolled in teacher preparation programs.

C. Referral Strategies and Services (10 points)

Explain the plan to:

Create or expand a referral database for qualified teachers seeking employment in the public schools, including coordinating and working collaboratively with EDJOIN, existing teacher recruitment centers, school districts, county offices of education, and other teachers' clubs and organizations.

D. Periodic Reassessment of Recruitment Activities and Products (5 points)

Explain the plan to:

- 1) Periodically reassess the Center's recruitment activities aimed at individuals from different populations or target audiences for effectiveness and efficiencies in light of the state's teacher workforce, changing market conditions, changes to state and federal law, and any other evolving circumstances.
- 2) Periodically review all products and communication tools for accuracy, quality, ease of use, and effectiveness.

E. Mandatory Data Collection and Reporting Requirement (10 points)

Describe the plan to collect, analyze and report the following data to the Commission *annually*, in a format and a time frame to be determined by the Commission:

- 1) A description of the statewide recruitment publications and public service announcements engaged in, the audience of Californians targeted, the motivations for these efforts, and the outcomes of these recruitment strategies.
- 2) Survey data from a random, representative sample of new teachers to assess all of the following:
 - a. What motivated the individual to enter or return to the teaching profession?
 - b. Which recruitment activities had the greatest impact on their decision to enter or return to the workforce, if any?
 - c. Whether the teacher was contacted by entities, other than the Center, seeking to recruit teachers.
 - d. Whether, prior to being contacted by the Center, the teacher had any of the following:
 - i. A teaching credential, and whether this teaching credential was obtained in California or in another state.
 - ii. Prior experience working as a teacher, and whether this experience occurred within California or in another state.
- 3) Assessment data from employers as well as from candidates assisted by the Center.
- 4) Data regarding services provided, including the number of employers and individuals who received services from the Center by category of employer, credentialed teacher and current/prospective teacher candidate.
- 5) Success rate, including the number of individuals who received services from the Center who were placed in jobs and/or enrolled in a teacher preparation program.
- 6) Retention data from employers or preparation program providers, as applicable, for recruits and/or hiring placements.
- 7) Demographic data for employers and for individuals assisted by the Center.
- 8) Expenditures for the Center by type of activity and type of shortage area.

F. Identify Key Center Staff (5 points)

Provide a chart that identifies the key Center staff positions, including position title, roles and responsibilities, the qualifications required for each position, and the time commitment of each position. Identify which staff will be responsible for the overall management of the Center, for the fiscal management of the Center, and for providing the required Center data indicated above. In addition, explain the relationship and governance of the Center within the applicant agency in terms of internal oversight, management, and reporting.

G. Provide an Implementation Task Timeline (5 points)

The timeline should identify all significant activities and events by quarter by year for each of the three program years, including intended completion dates. (Note: Applicants may propose a planning period resulting in initial program operations in spring 2017 with full implementation by fall 2017).

6. Provide a three-year budget and budget narrative (10 points)

Provide a budget for each year of the program, using the budget form provided in Appendix D. Appendix E, Budget Definitions, has been included for the line items provided within the budget form to explain allowable expenses for the budget narrative. Space provided on the budget form permits adding additional cost categories as needed. For any additional cost categories, provide a budget narrative defining the purpose of the added category. Applicants should be aware that the cost effectiveness of the applicant's plan to use the available funding will be a factor in the review of the response to this RFP. Cost effectiveness factors may include attention to the most efficient use of time, fiscal resources, material resources, and the expertise and preparation of those involved in implementing the program. Applicants should note that indirect costs are not allowed for this grant program but that the budget provides a line item for administrative costs, if any are to be charged to the grant.

Applicants must provide an itemized multi-year budget with narrative. The budget and budget narrative should reflect all required expenditures to implement the program described in the proposal.

Summary Review of Selection Criteria

Proposal Component	Points
1. Center Overview	5
2. Current/Prior Experience with Recruitment	15
3. Understanding of Recruitment Needs	5
4. Collaboration and Coordination	10
5. Center Tasks and Activities (55 points total)	
a. Outreach Strategies	10
b. Informational and Other Resources	10
c. Referral Strategies and Services	10
d. Periodic Reassessment	5
e. Mandatory Data Collection and Reporting	10
f. Key Center Staff	5
g. Implementation Task Timeline	5
6. Budget and Budget Narrative	10
7. Overall thoroughness and clarity of the responses to criteria 1-6 above	10
Total Points Possible	110

Section III: Application Submission and Process for Application Review

How to Submit the Application

Applicants who wish to compete for funding for the Center must submit an electronic copy plus four paper copies of the proposal to the Commission. **Proposals must reach the Commission office by 5:00 p.m. on Friday, October 28, 2016.** Proposals received after this time will not be evaluated.

Email the electronic application copy to: contracts@ctc.ca.gov

Mail or Deliver the four paper copies to:

Adrienne Trapnell
Fiscal and Business Services
Commission on Teacher Credentialing
1900 Capitol Avenue
Sacramento, CA 95811

Format and Length of the Proposal

Proposals should be formatted to an 8 ½ x 11 page, with one inch margins on all sides, using a font of not less than 12 point. Pages may be double or single spaced. The suggested maximum length of a proposal is not more than 50 double spaced or 25 single spaced pages.

Application Review and Award Processes

Applications received by the submission deadline will be reviewed first for technical compliance with the application instructions and completeness of the application in responding to all required information. Applications that meet the initial technical compliance screening will then be read by a team of Commission staff members and rated according to the scoring criteria provided in this RFP.

A recommendation for awarding the grant will be made to the Executive Director and will result in a grant award letter from the Commission and grant acceptance conditions to be signed and returned by the grantee. Further information about the grant process will be provided to the successful grantee following the awarding of the grant.

Funding Considerations

The grantee will be expected to make appropriate yearly progress in implementing the Center according to the plan provided in the funded application.

The Grantee may use funds for Center administration purposes. No additional funds will be allocated or made available for program administration purposes beyond the grant award. The Grantee may not apply an indirect cost rate to the grant funds.

Payment will be based on actual costs invoiced biannually. Startup costs should be detailed within both the budget form and the budget narrative. If it is determined that the funds need to be reallocated between categories or years, the Commission will allow a ten percent (10%) budget adjustment. If more than ten percent (10%) adjustment is needed a request for reallocation would need to be submitted to the Commission for approval.

Appendix A

Legislation

California Center on Teaching Careers

(a) For the 2016–17 fiscal year, the sum of five million dollars (\$5,000,000) is hereby appropriated from the General Fund to the Commission on Teacher Credentialing for allocation to a local educational agency to establish the California Center on Teaching Careers in the manner, and for the purposes, set forth in this section.

(b) The California Center on Teaching Careers is hereby established for the purpose of recruiting qualified and capable individuals into the teaching profession. From funds appropriated for that purpose, the Commission on Teacher Credentialing shall provide a multiyear award to a local educational agency through a competitive grant process to establish and administer the center. The priorities, goals, and general objectives of the duties of the California Center on Teaching Careers shall be developed in consultation with representatives of the Superintendent of Public Instruction, the University of California, the California State University, the Chancellor's Office of the California Community Colleges, and independent institutions of higher education, as defined in subdivision (b) of Section 66010 of the Education Code.

(c) The activities of the California Center on Teaching Careers shall be implemented with the active involvement of local educational agencies whenever appropriate.

(d) (1) The California Center on Teaching Careers shall prioritize its efforts to recruit both of the following:

(A) Teachers possessing, or candidates interested in possessing, education specialist credentials, single subject teaching credentials in the areas of science or mathematics, or teaching in the area of bilingual education.

(B) Candidates into schools in which over 85 percent of the student body is eligible for free or reduced-price meals.

(2) Upon determination that the areas described in paragraph (1) no longer have shortages, the Commission on Teacher Credentialing, in consultation with the State Department of Education, may identify other shortage areas to prioritize.

(e) The duties of the California Center on Teaching Careers include, but are not limited to, all of the following:

(1) Developing and distributing statewide public service announcements relating to teacher recruitment.

(2) Developing, modifying, and distributing effective recruitment publications.

(3) Providing information to prospective teachers regarding requirements for obtaining a teaching credential.

(4) Providing specific information to prospective teachers regarding admission to and enrollment into conventional and alternative teacher preparation programs, including identification of public and private postsecondary educational institutions that provide an integrated four-year preparation program.

(5) Providing specific information to prospective teachers regarding financial aid and loan assistance programs.

(6) Creating or expanding a referral database for qualified teachers seeking employment in the public schools.

(7) Developing and conducting outreach activities to high school pupils as well as to college students.

(8) Developing and conducting outreach activities to teachers to fill existing teacher shortage areas.

(f) The California Center on Teaching Careers, in conducting its duties, shall coordinate and work collaboratively with the Education Job Opportunities Information Network, existing teacher recruitment centers, school districts, county offices of education, and other teachers' clubs and organizations.

(g) The California Center on Teaching Careers shall periodically reassess its recruitment activities aimed at individuals from different populations or target audiences for effectiveness and efficiencies in light of the state's teacher workforce, changing market conditions, changes to state and federal law, and any other evolving circumstances.

(h) The California Center on Teaching Careers shall periodically review all products and communication tools for accuracy, quality, ease of use, and effectiveness.

(i) On or before January 1, 2020, the Commission on Teacher Credentialing shall conduct an evaluation of, and report to the Department of Finance, relevant policy and fiscal committees of the Legislature, and the Legislative Analyst's Office on, the outcomes of the California Center on Teaching Careers, including, but not limited to, all of the following:

(1) Expenditures for the California Center on Teaching Careers by type of activity and type of shortage area.

(2) A description of the statewide recruitment publications and public service announcements engaged in, the audience of Californians targeted, the motivations for these efforts, and the outcomes of these recruitment strategies.

(3) Survey data from a random, representative sample of new teachers to assess all of the following:

(A) What motivated the individual to enter or return to the teaching profession.

(B) Which recruitment activities had the greatest impact on their decision to enter or return to the workforce, if any.

(C) Whether the teacher was contacted by other entities, other than the California Center on Teaching Careers, seeking to recruit teachers.

(D) Whether, prior to being contacted by the California Center on Teaching Careers, the teacher had any of the following:

(i) A teaching credential, and whether this teaching credential was obtained within California or in another state.

(ii) Prior experience working as a teacher, and whether this experience occurred within California or in another state.

(j) The California Center on Teaching Careers shall supply any information required to complete the report, described in subdivision (i), to the Commission on Teacher Credentialing upon its request.

(k) For the purposes of making the computations required by Section 8 of Article XVI of the California Constitution, the appropriations made by subdivision (a) shall be deemed to be "General Fund revenues appropriated for school districts," as defined in subdivision (c) of Section 41202 of the Education Code, for the 2014–15 fiscal year, and included within the "total allocations to school districts and community college districts from General Fund proceeds of taxes appropriated pursuant to Article XIII B," as defined in subdivision (e) of Section 41202 of the Education Code, for the 2014–15 fiscal year.

Appendix B

Intent to Apply for the California Center on Teaching Careers

As indicated by the signature of the designee below, it is the intent of the local education agency identified below to apply for a three-year grant to operate the California Center on Teaching Careers. The applicant understands that this Intent to Apply must be received by the Commission **by September 23, 2016** and that submission of this form does not require or otherwise obligate the LEA to submit a proposal to the Commission. A scanned copy of the signed Intent to Apply form may be emailed to contracts@ctc.ca.gov or sent by postal mail to:

Commission on Teacher Credentialing
Attn: Contracts
1900 Capitol Ave.
Sacramento, CA 95811-4213

LEA	
Address	
Signature of Superintendent or designee	
Print Name	
Title	
Date	

Appendix C

California Center on Teaching Careers

Application Cover Page

Each proposal should include one copy of this form from the applicant school district, county office of education, or charter school.

This form should be the cover page to the application submitted to the Commission.

1. Name of Applicant for the Center:

Mailing Address:

Contact Person:

Telephone:

Fax:

E-mail:

2. Fiscal Agent for the Center:

Name:

Agency:

Mailing Address:

Telephone:

Fax:

Email:

3. Administrative Approval from Applicant LEA:

Name:

Position:

LEA:

Signature:

Date:

Appendix D Budget Form

Directions: Complete the following budget form as applicable. If additional categories are necessary that are not included, list in spaces provided below.

All categories must be detailed in the budget narrative. Note that payment shall be based on actual costs invoiced biannually.

Startup costs should be detailed within both the budget and the budget narrative.

If it is determined that the funds need to be reallocated between categories or years, the Commission will allow a ten percent (10%) budget adjustment. If more than ten percent (10%) adjustment is needed a request for reallocation would need to be submitted to the Commission for approval.

Category	Startup Costs^{\1}	2016-17^{\2}	2017-18^{\2}	2018-19^{\2}	Total Cost
Personnel					
Benefits					
Travel					
Facility Costs					
Conferences					
Administration					
Consultant fees					
Communications					
Other (specify)					
Grand Total					

^{\1}Funds to be distributed after signing the Grant Acceptance Conditions

^{\2}Annually invoice the Commission in October and April

Appendix E

Budget Definitions

Directions: For each of the line item budget categories on the Budget Form, provide the details of how the yearly total was calculated. Below are clarifications of what type of information should be included for each line item.

Personnel: Use this line item if a portion of an employee's salary will be paid by the grant funds. Indicate the position(s) and the percent of time to be paid by the grant funds.

Benefits: Use this line item to indicate the amount of benefits for personnel whose salary will be paid in full or in part by the grant funds.

Administration: Use this line item to indicate any administrative costs not included other line items.

Travel: Use this line item to indicate any travel expenses necessary for to accomplish the activities of this grant. Note that all travel expenses must comply with the state per diem guidelines provided at: <http://www.calhr.ca.gov/employees/pages/travel-reimbursements.aspx>.

Facility Costs: Use this line item to indicate costs involving rent of the facility and related utilities (i.e., electricity, water, and telephone). Also include here costs relating to technology and IT costs for the Center.

Conferences: Use this line item to indicate any expenses relating to the organization and implementation of a conference as well as the room rental, and travel for participants (which must be in accordance with the allowable travel expenses as referenced above).

Consultant fees: Use this line item to indicate costs associated with consultant services, If it is determined that consultant services are necessary to accomplish the activities of the grant.

Communications: Use this line item to indicate costs for advertisements, media coverage, and development of communications materials.

Other: Add any additional line items with associated expenditures. For any added category, provide a narrative explanation of the category and how the related costs were determined.