

# CAREERS

Career Acceleration, Readiness Experiences & Employment for Regional Students



# Welcome

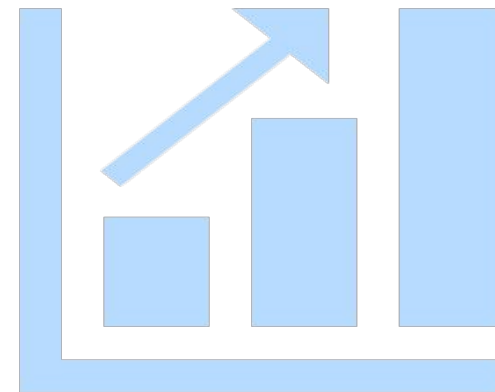


Appalachian  
Regional  
Commission

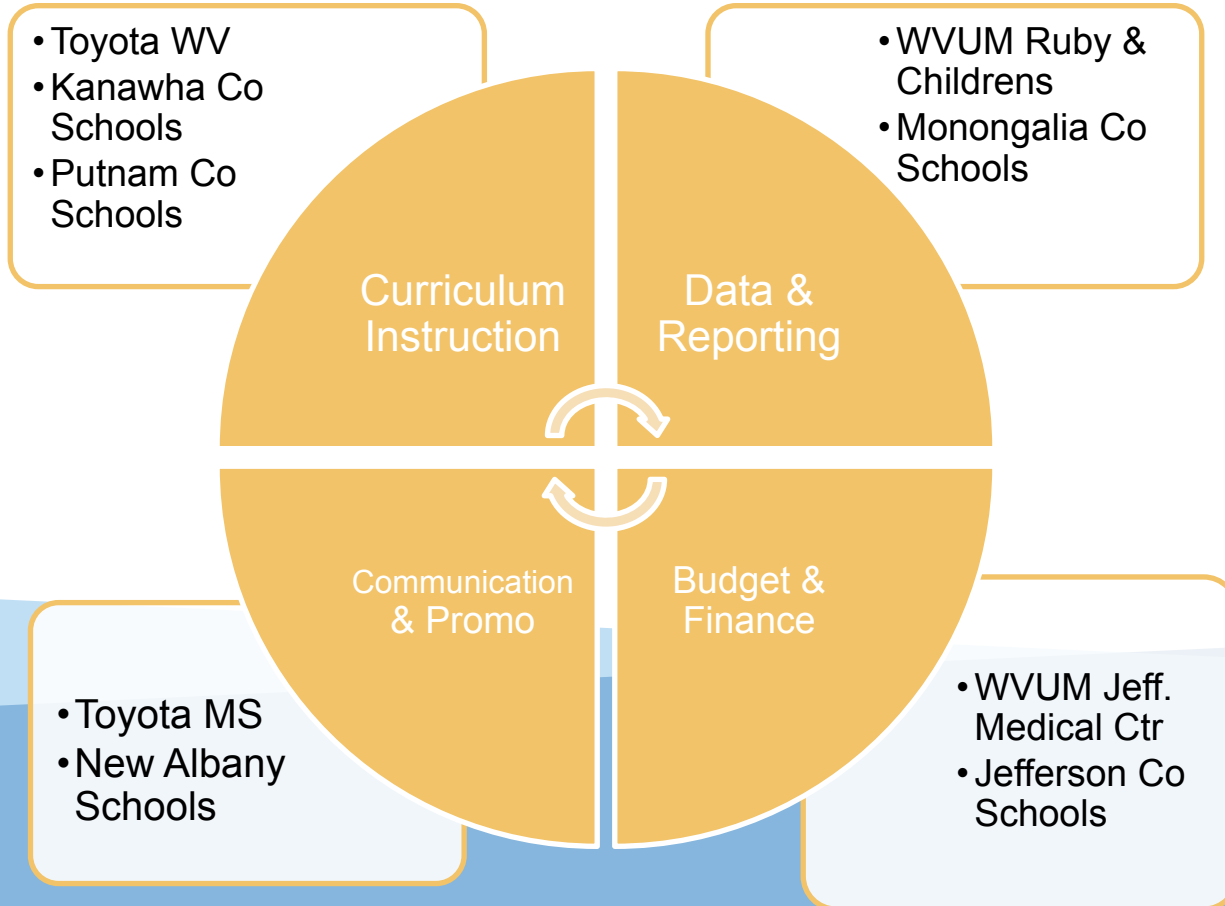
- **Collaboration & Scaling**



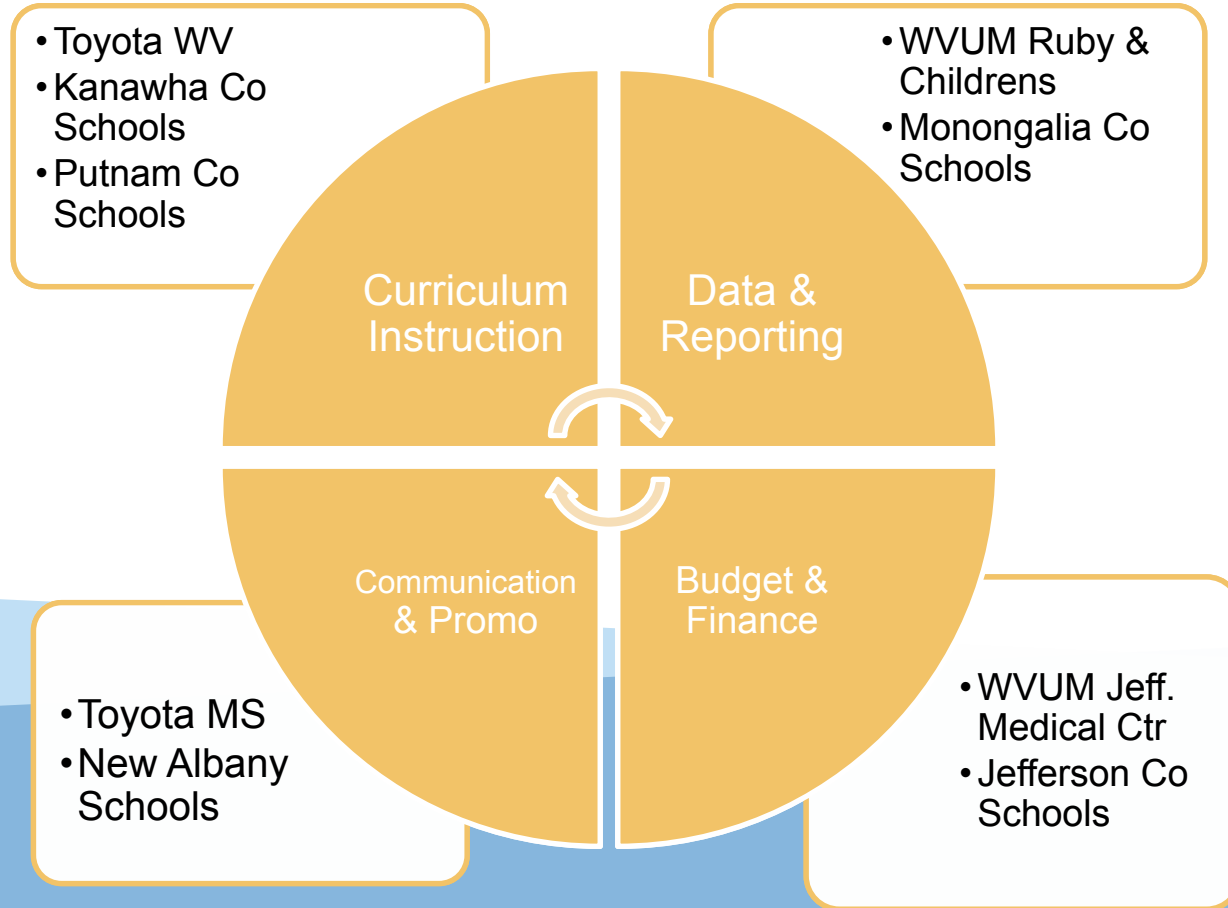
- **Acceleration & Sustaining**



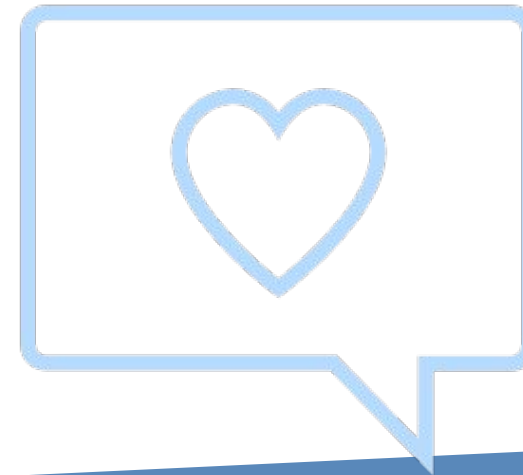
# Collaboration & Scaling



# Collaboration & Scaling



Intro & what about CAREERS excites you? (5 min)



# Welcome

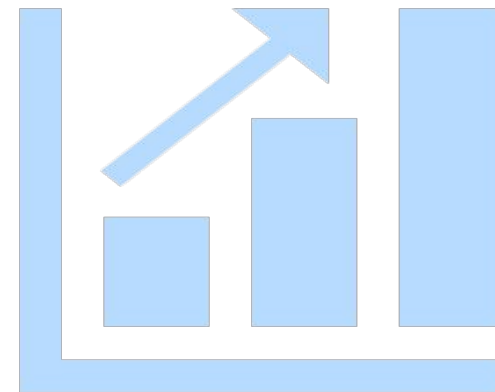


Appalachian  
Regional  
Commission

- Collaboration & Scaling



- **Resources for Acceleration**



# \$4.7M Budget (3 year)

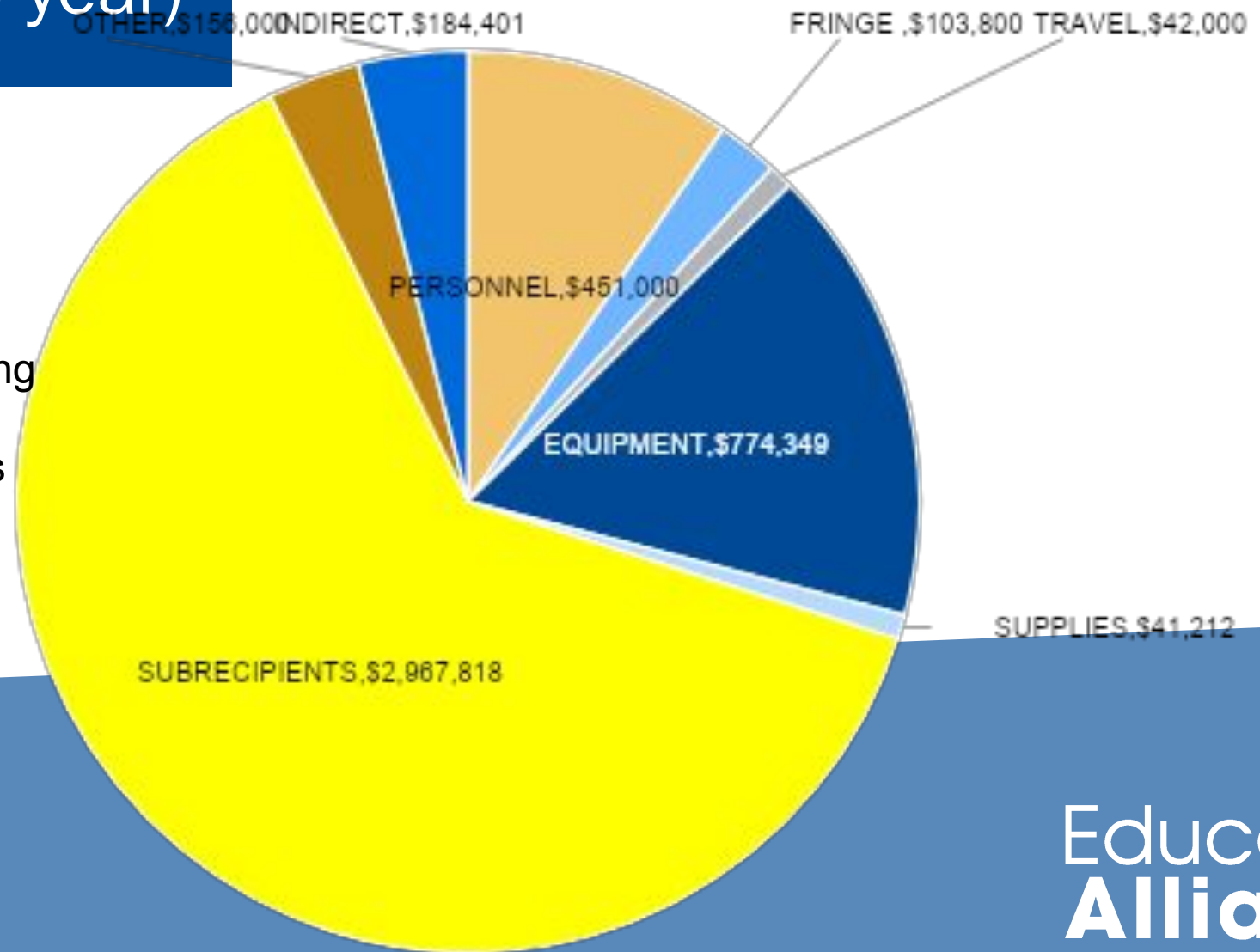
63% Subawards  
18% Equip & Supplies

**80%**

4% Training, Travel, Marketing

12% Personnel + Consultants

4% Indirect

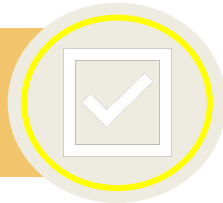


# Today's Meeting

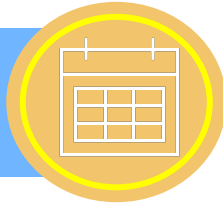
**Budget**



**Performance Measures**



**Work Plan**



**Prep for 9/19 Meeting**



# 4T Mission

## Mission

Provide students an innovative education experience that couples hands-on learning with on-the-job training while preparing for a successful and rewarding career



# MedEd

Provide students with innovative career opportunities through community partnerships to build skills, receive hands-on training, and gain mentoring experiences to sustain West Virginia community healthcare



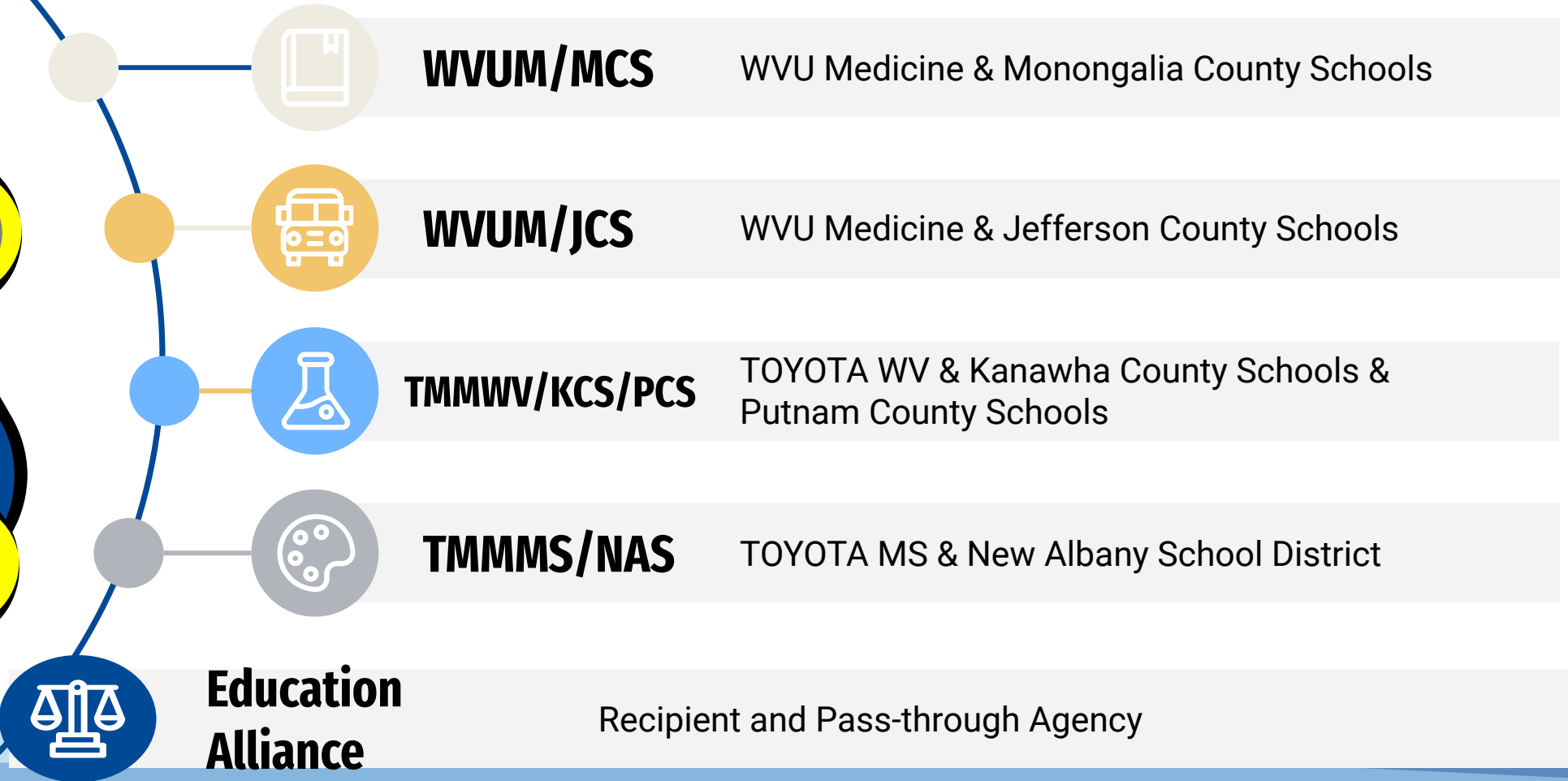




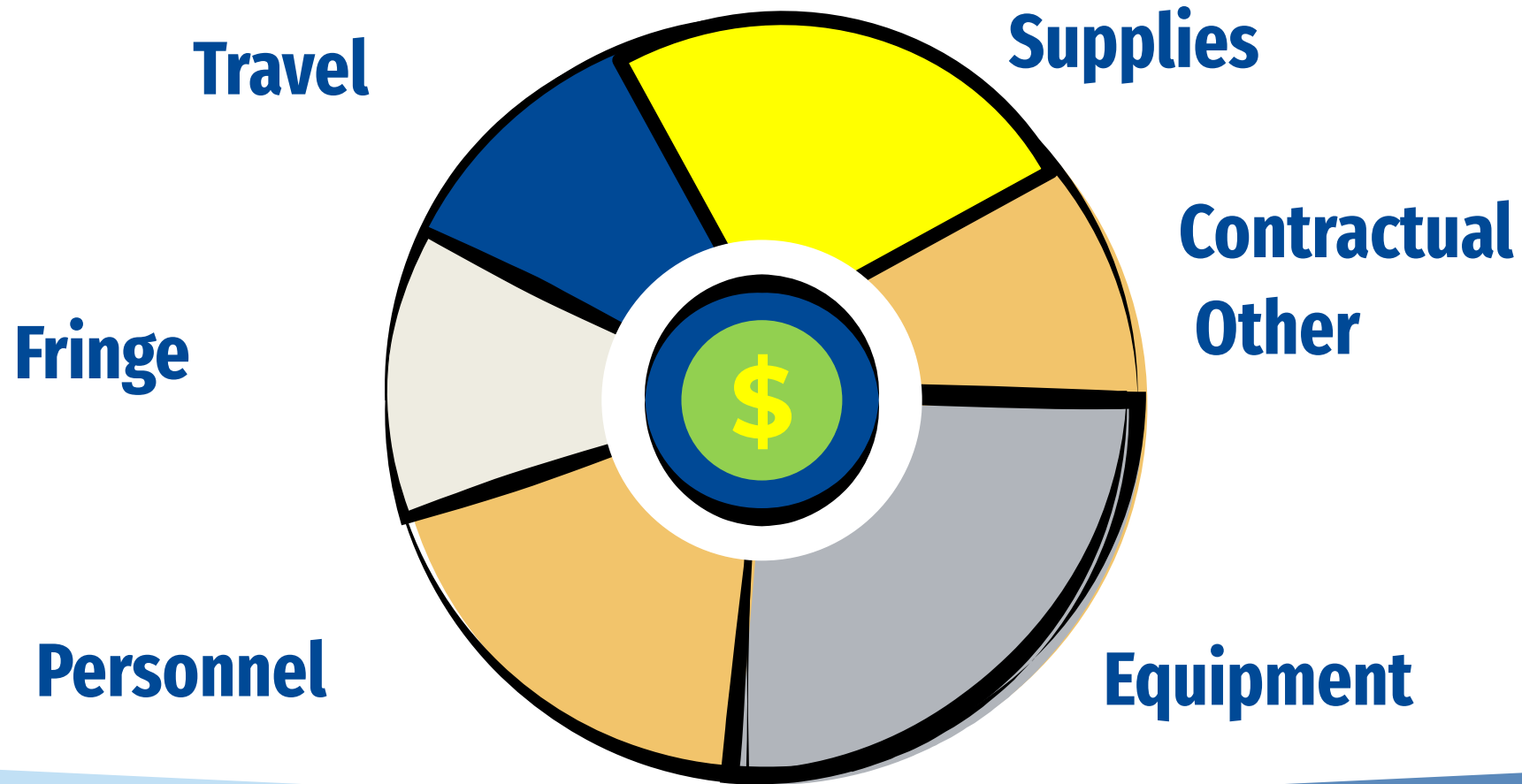
# Today's Meeting



# ARC ARISE CAREERS GRANT



# CAREERS Subrecipient Budget Categories



# Subrecipient Grant Award

PDF Grant Award – Issued Annually for 3 Years



Amount of Funding for Period and Total Funding – Copy of Budget



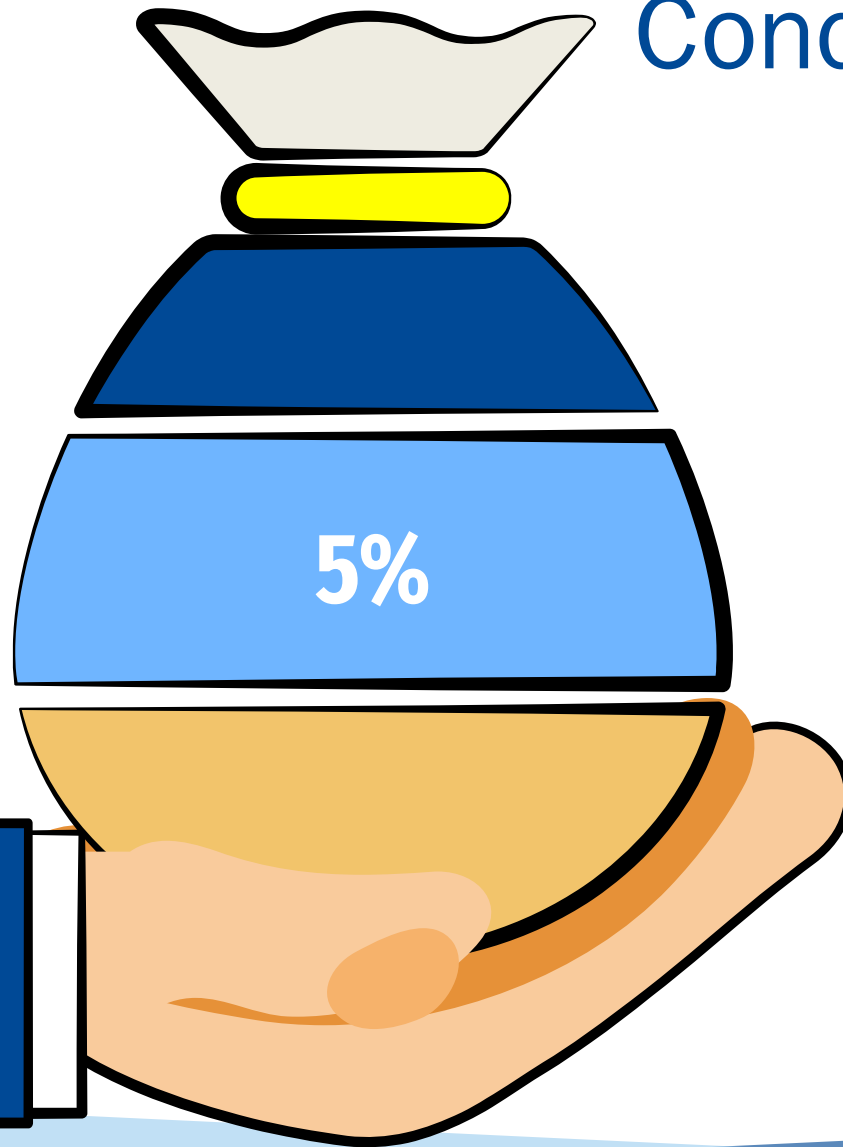
Conditions (e.g., Reimbursement and Match)



Federal Provisions: 2 CFR and Appalachian Development Act of 1965



# Conditions: Reimbursement



## Reimbursement

Expend funds in accordance to project scope, submitted budget and categories.



## Budget Modification

Receive approval for reallocation of funding between budget categories as long as it does not exceed 5% of total annual subrecipient award.



## Requesting/Reporting – Online

Expense Detail, Receipts (Equal amount of requested payment)

# Budget Modification 5% of Award: Subrecipient Budget Categories

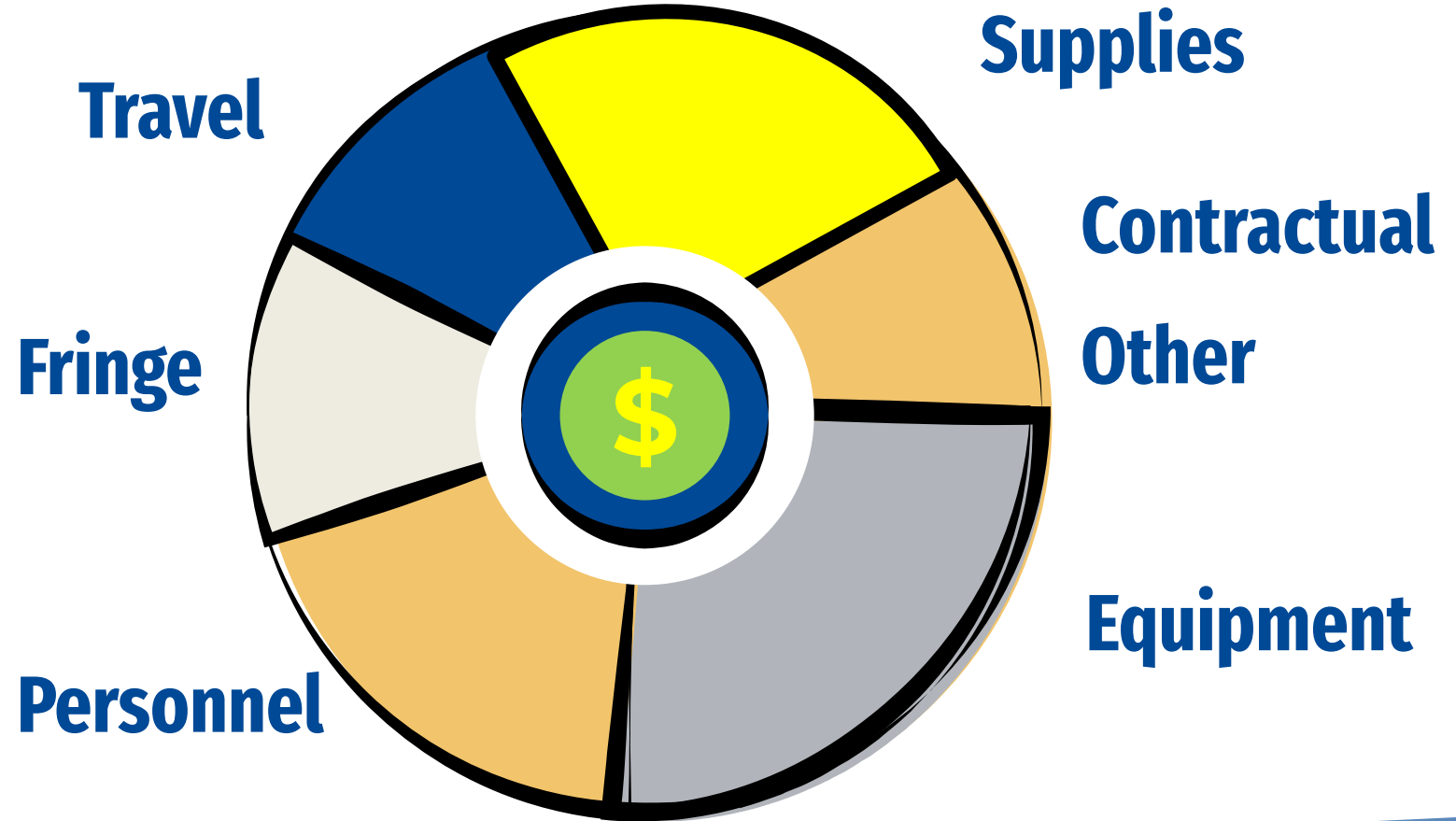
## Scenario 1:

Subrecipient Budget  
Total Year 1:  
\$100,000.00

*Supplies* Original Budget:  
Rolling Stretcher -  
\$1,300.00

Reallocate -\$1,300 within  
*Supplies* – 2 AED  
Trainers sets (\$650  
each)

Is this allowable?



# Budget Modification: Subrecipient Budget Categories

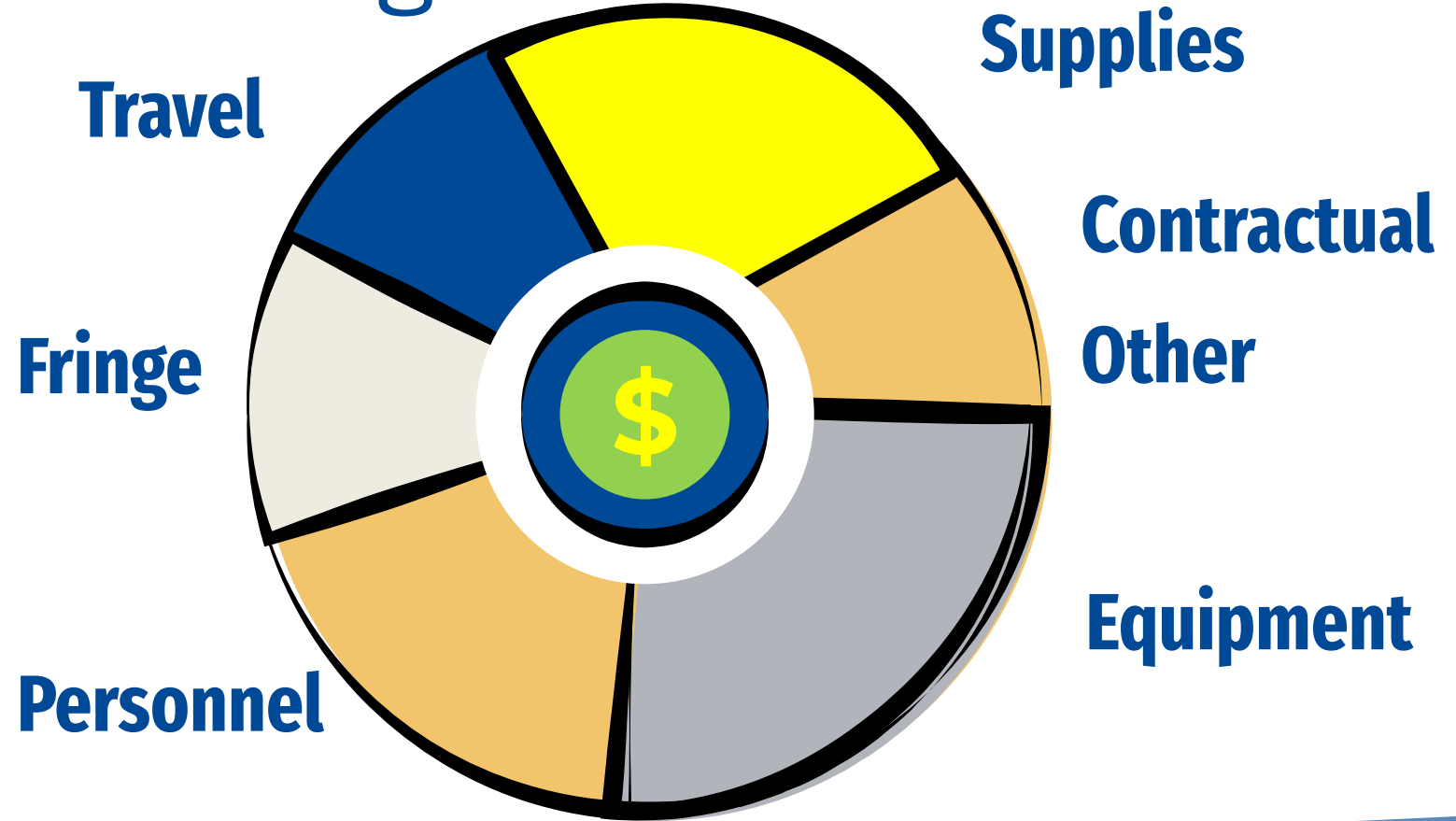
## Scenario 2:

Subrecipient Budget  
Total Year 1:  
\$100,000.00

*Equipment* Original  
Budget: Manufacturing  
Robot - \$6,200.00

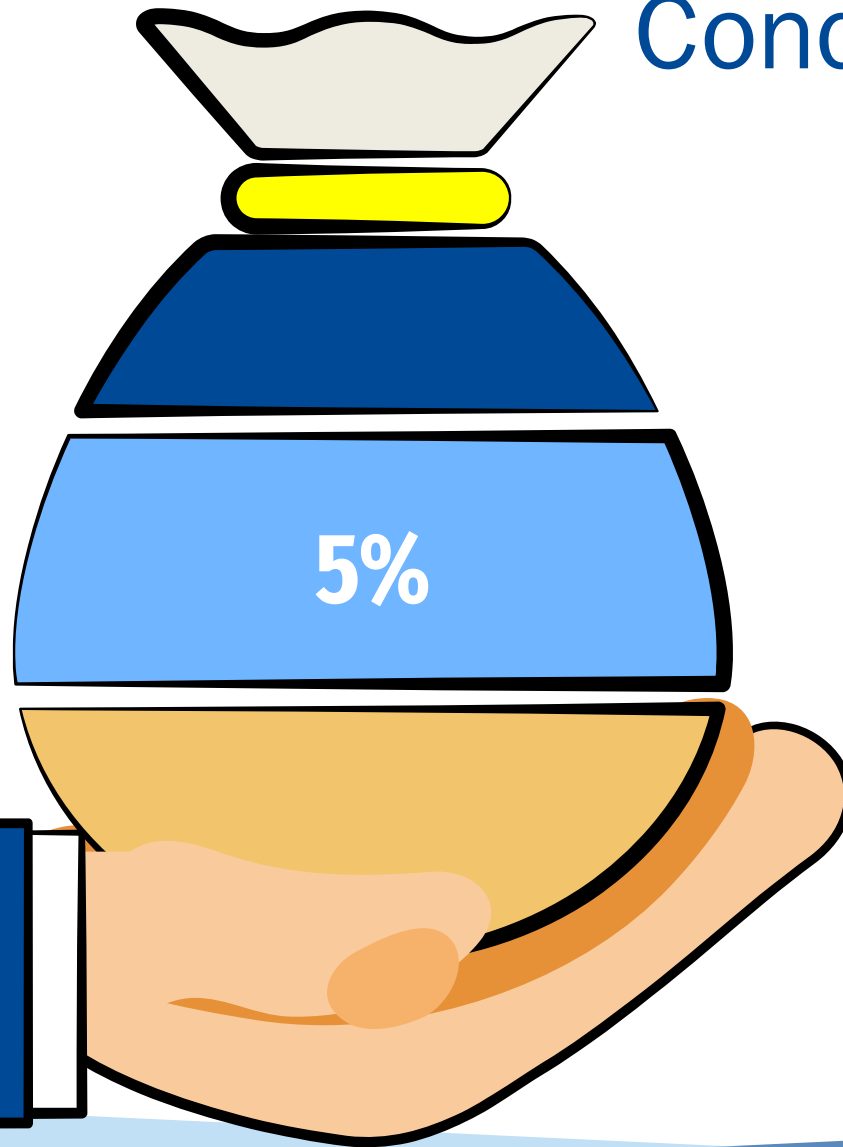
Reallocate -\$6,200 to  
*Supplies* – 2 Classroom  
Manufacturing Tool sets  
(\$3,100 each)

Is this allowable?





# Conditions: Reimbursement



## Reimbursement

Expend funds in accordance to project scope, submitted budget and categories.



## Budget Modification

Receive approval for reallocation of funding between budget categories that is greater than 5% of total subrecipient award.



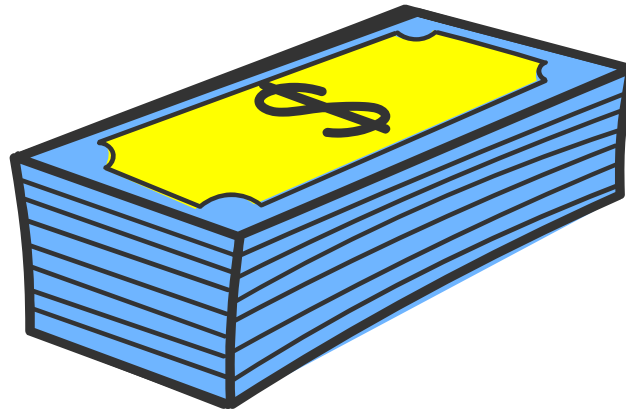
## Requesting/Reporting – Online

Expense Detail, Receipts (Equal amount of requested payment)

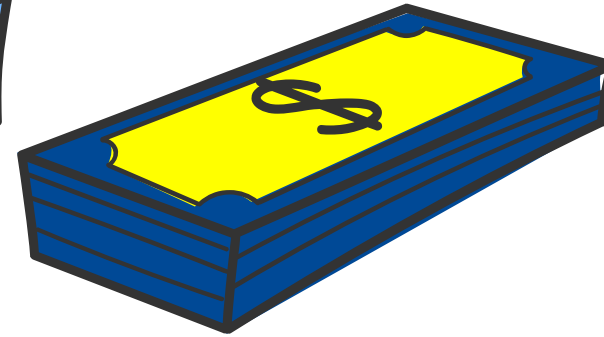
# Conditions: Matching



**\$10,611,933**  
**Total Grant**



**\$5,891,353**  
**Partnership Matching**



**\$4,720,580**  
**Federal Allocation**

Document subrecipient matching in monthly financial report.  
At end of grant will match amount committed through MOU.

# Conditions: Matching



Document subrecipient matching in monthly financial report.  
At end of grant will match amount committed through MOU.

# Conditions: Procurement



## 2 CFR Part 215

Ensure that expenditures are allowable.

**\*When in doubt ask!\***



## Bidding Process

Any expense over the threshold of **\$10,000** must undergo a Bidding Process



## Purchasing Process

Follow standard purchasing process and secure appropriate approval and documentation.

# Conditions: Financial Requests/Reporting

## Quickbooks

Reporting portal for submitting invoices, receipts, and explanations.



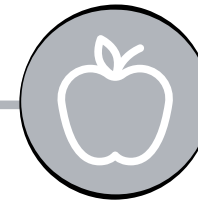
## 15<sup>th</sup> of each month

Submit on the 15<sup>th</sup> of each month for expenses from the previous month (no expenses –report 0)



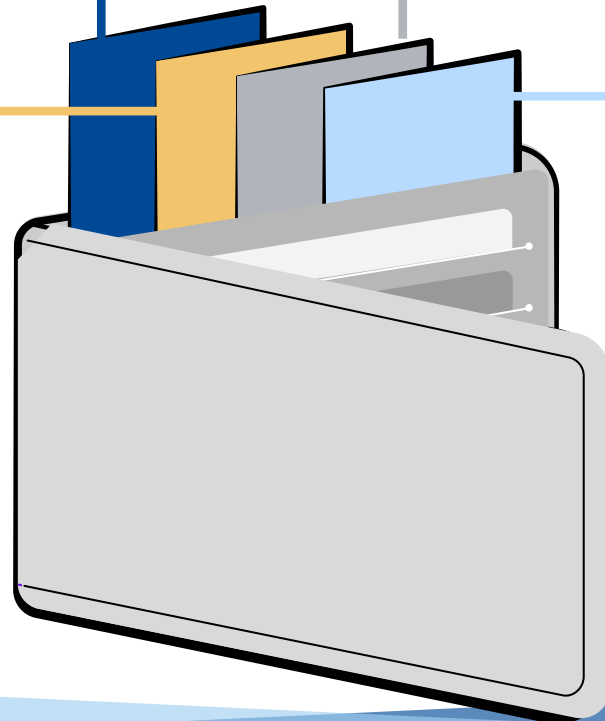
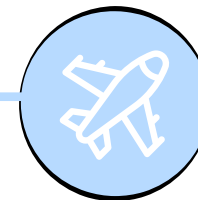
## Matching

Document monthly/quarterly grant matching.



## Documentation

Receipts and documentation that matches the total of requested amount



# Next Steps



## Representative

Identify individual to serve as fiscal representative and on Budget Committee on form.



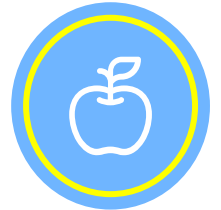
## Confirm Indirect Rate

Confirm Indirect Cost Rate from Budget by **August 11, 2023** to [grants@educationalliance.org](mailto:grants@educationalliance.org)



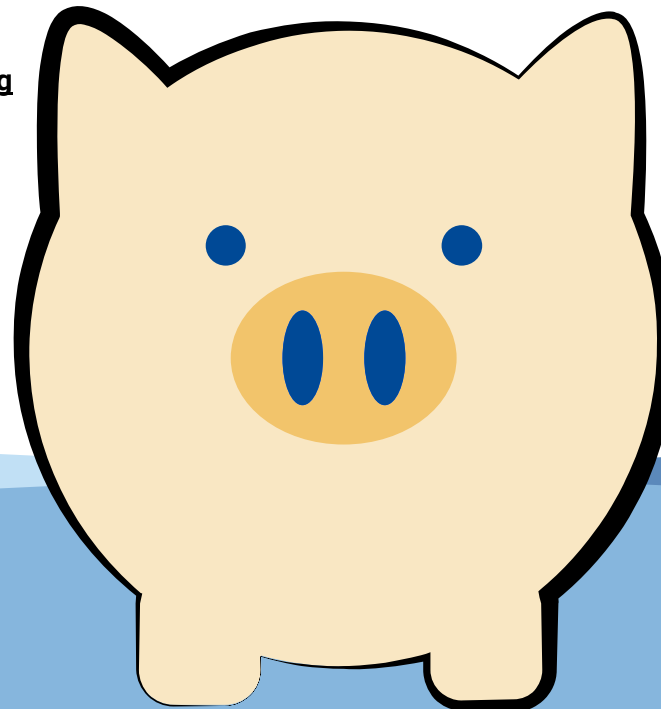
## Determine Need

Identify initial amount of funding needed for 1<sup>st</sup> year by quarter using online spreadsheet by **August 21, 2023**.



## Subrecipient Award

Receive and sign subrecipient grant award by **August 31, 2023**



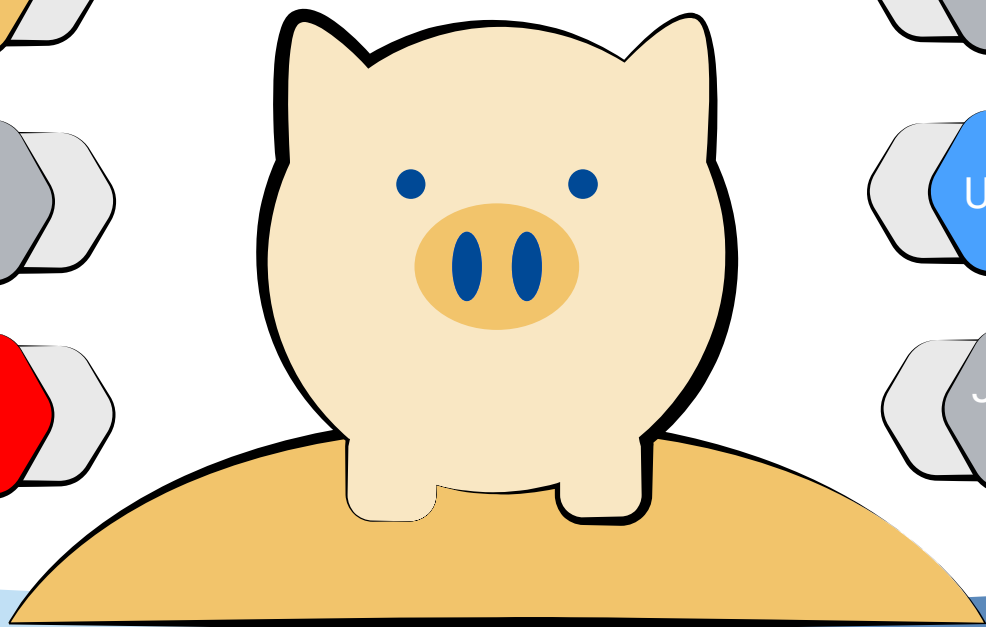
# Subrecipient Grant Awards

**MCS** Monongalia County Schools

**WVUM** West Virginia University Health (Monongalia)

**NAS** New Albany School District

**NAS** TOYOTA Manufacturing MS/WV



Putnam County Schools **PCS**

Kanawha County Schools **KCS**

West Virginia University Health (Jefferson) **WVUM**

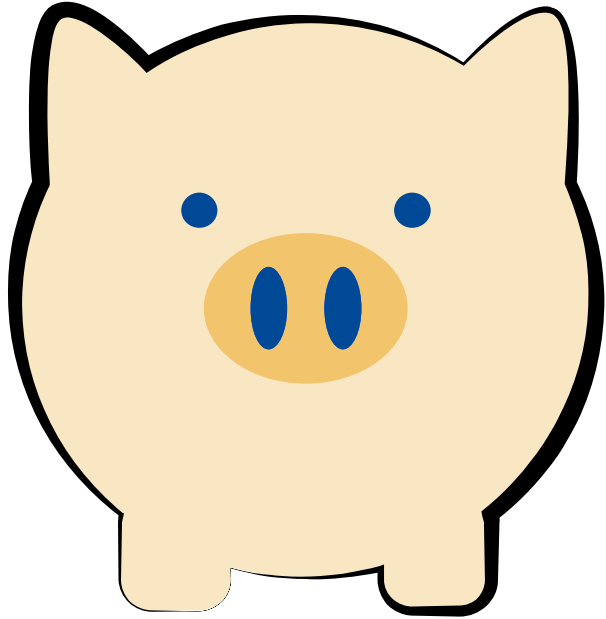
Jefferson County Schools **JCS**

	A	B	C	D	E	F	G	H	I	J
1										
2	Subrecipient:	Sample								
3										
4	NOTE - You may change Q2, Q3, and Q4 at a later date not to exceed the Year 1 total request									
5		Approved 3 Year Budget	Quarter 1 (JUL-SEP)	Quarter 2 (OCT-DEC)	Quarter 3 (JAN-MAR)	Quarter 4 (APR-JUN)	Year 1 Total	Remaining Balance		
6	Personnel	\$70,000.00	\$5,000	\$10,000	\$10,000	\$10,000	\$35,000	\$35,000		
7	Fringe	\$0.00					\$0.00	\$0.00		
8	Travel	\$60,000.00				\$30,000	\$30,000	\$30,000		
9	Equipment	\$146,732.00					\$0.00	\$146,732.00		
10	Supplies	\$246,763.00					\$0.00	\$246,763.00		
11	Contractual	\$4,996.00					\$0.00	\$4,996.00		
12	Other	\$1,250.00					\$0.00	\$1,250.00		
13	Indirect	\$4,916.23					\$0.00	\$4,916.23		
14	<b>Total</b>	\$534,657.23	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$534,657.23		

TEMPLATE PROJECT BUDGET NARRATIVE FOR ARC ARISE APPLICATIONS			
Sample School District and Sample Industry		<i>*Note: the below template was developed for the INSPIRE initiative, but could be used for an ARISE budget narrative as well.</i>	
Below are operational activities, based on the required line items found in the SF424A - Please delete and provide details pertaining to your project		break out costs by ARC & matching columns	
COST CATEGORY	ARC	DST-SHARE (matchings fund)	TOTAL (ARC + Match = X)
<b>PERSONNEL</b>			
Sample CAREERS Instructor (1 position): SSD			
100% FTE/PTE CAREERS Instructor per year ( \$52,500 annual salary) - TBH responsible for supporting the program with curriculum creation and execution, fundamental skills set-up, classroom layout and components, overall methodology for teaching/training, class schedules, student engagement and teaching, student evaluations, safety training, mentoring, activities, etc..for CAREERS at the manufacturing site. Yearly contribution (\$35,000) x 2 years = \$70,000 (ARC) and (\$22,500) x 2 years = \$45,000 Matching cost share	\$70,000.00	\$45,000.00	\$115,000.00
<b>Personnel Total</b>	<b>\$70,000.00</b>	<b>\$45,000.00</b>	<b>\$115,000.00</b>
<b>Travel</b>			
CAREERS Competition: SSD			
Cost for students to travel to participate in competition with CAREERS students from other states. \$30,000 annually for 2 years. ARC Funding.	\$60,000.00		\$60,000.00
<b>Travel Total</b>	<b>\$60,000.00</b>	<b>\$0.00</b>	<b>\$60,000.00</b>
<b>Equipment</b>			
Moving Line Conveyor 10 ft.:			
Moving Line Conveyor 10ft for use by CAREERS students at school site. 1 @ \$30,000 ARC Funding	\$30,000.00		\$30,000.00
<b>Moving Line Assessorics:</b>			
Moving Line Assessorics for use by CAREERS students at school site. 1 @ \$7,000 ARC Funding	\$7,000.00		\$7,000.00



# Subrecipient Request Form



## Request Process

EA will send the Request Form to your organization's Budget liaison. They will consider these questions to complete the form:

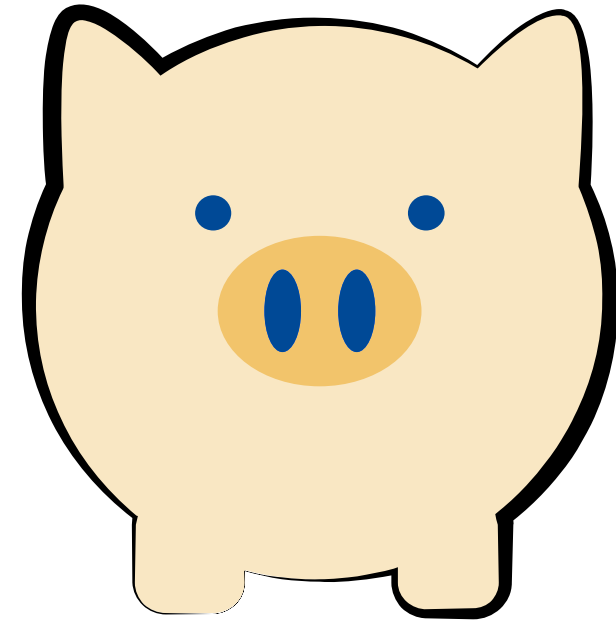
- How much funding is needed to carry out Quarter 1 activities?
- How much funding will be needed in the other three quarters?
- What funds should be reserved for years 2 -3?

Send the completed form back to EA.

# Breakout Tasks

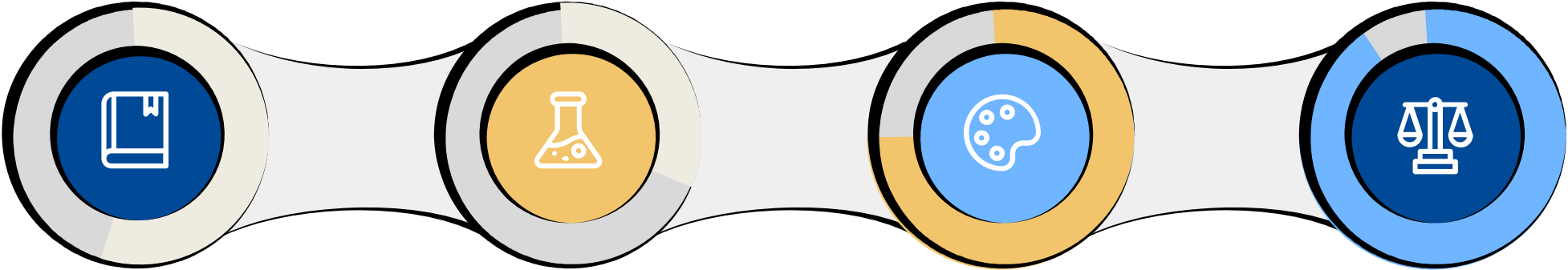
## Partnership Budget Review (7 Minutes)

- **Year 1 Flow** - Take a moment to discuss the 4 quarters of the current year as a group - Do you plan to purchase most of your equipment immediately (1st or 2nd quarter) or later in the year?
- **Form Completion** - EA will send your Year 1 Subrecipient Request form to your Budget liaison. It is due August 21 to EA. What process will your group use to ensure there is alignment between the budgeted items and the overall vision and goals of the proposed project activities?
- **Questions** - What questions do you have about submitting your Request Form or the budget process?



# Conditions: Inventory/Property

\$5,000



## Inventory

Protect property purchased through grant

## Disposition

Receive instructions for disposition of any property greater than \$5,000

## Usage of Materials

EA right to include materials produced/purchase through grant in publication

## Monitoring

EA retains right to conduct monitoring of materials purchased through grant

# Performance Measures Process



Who? Five Communities of Practice (COP)



What? Project Performance Measures



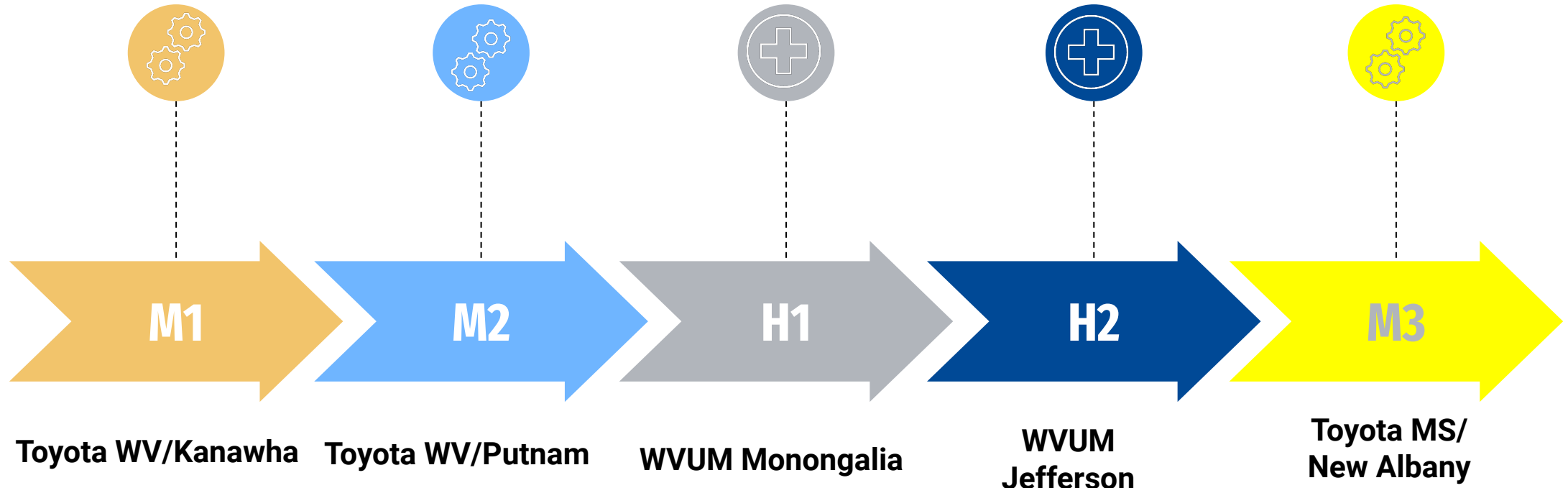
How? - Collected using SheetGo



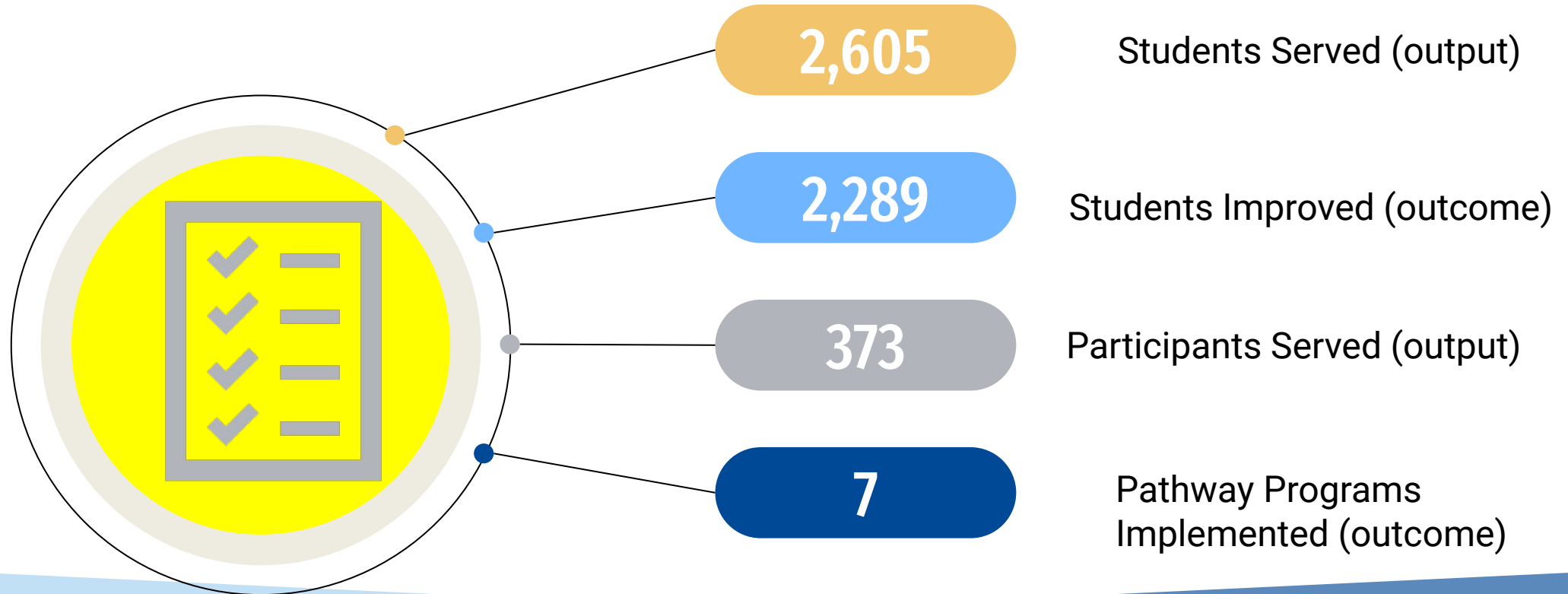
When? Annual vs. quarterly



# Who: 5 Communities of Practice



# What: Project Performance Measures

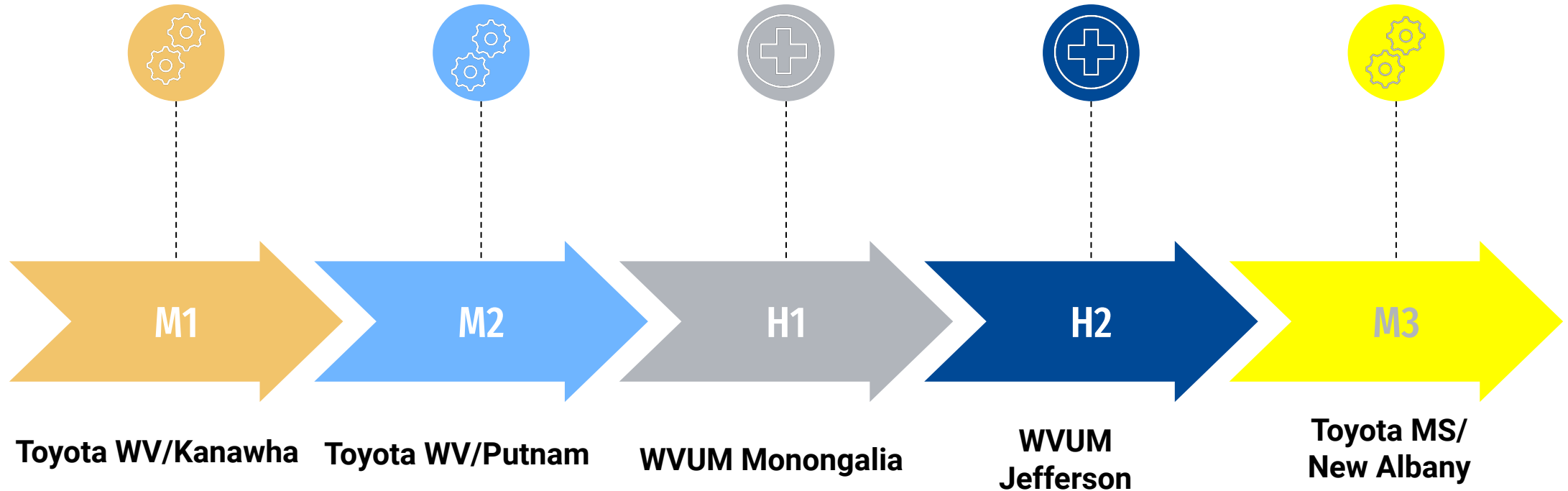


	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	
1		M1 Toyota Kanawha				M2 Toyota Putnam				M3 Toyota Ms				g SUBTOT	H1 Mon WVUM				H1 Jefferson WVUM				h care su	TOTAL					
2	Year	2023-24	24-25	25-26	Total	2023-24	24-25	25-26	Total	2023-24	24-25	25-26	Total		2023-24	24-25	25-26	Total	2023-24	24-25	25-26	Total			23-24	24-25	25-26	Total	
3	# of Students in 11-12 grade cohort	19	20	20		20	20	20		0	12	20	32		25	22	22		15	30	40				79	104	122	305	
4	# of Students in 9-10 grade recruiting pool	100	115	130		100	115	130		50	115	130	295		100	100	115		200	400	400				550	845	905	2300	
5	Goal 1: Accelerate Career Pathways Codeveloped/Codelivered in HS																												
6	Students served in pathway progression onsite with industry (9-12 grade)	119	135	150	404	120	135	150	405	50	127	150	327		125	122	137	384	215	430	440	1085			629	949	1027	2605	
7	Designing and implementing X# Innovative career pathways that serve # high school students	1	0	0	1	1	0	0	1	0	1	0	1	3	2	0	0	2	2	0	0	2	4			7	0	0	7
8	Goal 2: Accelerate Equity & Access for Underserved Students																												
9	# underserved students receiving transportation to industry site	10	10	10	30	10	10	10	30	0	6	10	16	76	12.5	11	11	34.5	7.5	15	20	42.5	77			40	52	61	153
10	# family members served in program activities	28.5	40	40	108.5	30	30	30	90	0	18	30	48	246.5	37.5	33	33	103.5	22.5	45	60	127.5	231			118.5	156	183	457.5
11	Assist # of families demonstrating increased awareness of workforce opportunities	21.375	30	30	81.375	22.5	22.5	22.5	67.5	0	13.5	22.5	36	184.875	28.125	24.75	24.75	77.625	16.875	33.75	45	95.625	173.25			88.875	124.5	144.75	358.125
12	Accelerating # of underserved high school students receiving stackable credential and/or dual credit	4.75	10	10	24.75	10	10	10	30	0	6	10	16	70.75	12.5	11	11	34.5	7.5	15	20	42.5	77			34.75	52	61	147.75
13	Goal 3: Accelerated Onsite Work-based Learning and Mentoring																												
14	# 9-10 grade student hours onsite	300	345	390	1035	300	345	390	1035	150	345	390	885	2955	300	300	345	945	600	1200	1200	3000	3945			1650	2535	2715	6900
15	# 11-12 student hours working with simulated client/product	2052	2160	2160	6372	2160	2160	2160	6480	0	1296	2160	3456	16308	2700	2376	2376	7452	1620	3240	4320	9180	16632			8532	11232	13176	32940
16	# 12 grade student hours paid internship	2052	2160	2160	6372	2160	2160	2160	6480	0	1296	2160	3456	16308	0	2376	2376	4752	0	3240	4320	7560	12312			4212	11232	13176	28620
17	increasing community capacity by adding # of trained and qualified workforce-ready graduates	8.55	9	9	26.55	8.55	9	9	26.55	0	5.4	9	14.4	67.5	11.25	9.9	9.9	31.05	6.75	13.5	18	38.25	69.3			35.1	46.8	54.9	136.8
18	Goal 4: Accelerated Employment																												
19	# students impacted by paid internships prior to high school graduation	9.5	10	10	29.5	10	10	10	30	0	6	10	16	75.5	12.5	11	11	34.5	7.5	15	20	42.5	77			39.5	52	61	152.5

	M1 Toyota Kanawha				M2 Toyota Putnam				M3 Toyota MS				H1 Mon WVUM				H1 Jefferson WVUM				3 YR
Year	23-24	24-25	25-26	Total	23-24	24-25	25-26	Total	23-24	24-25	25-26	Total	23-24	24-25	25-26	Total	23-24	24-25	25-26	Total	Total
11-12 grade	19	20	20	59	20	20	20	60	0	12	20	32	22	22	25	69	15	30	40	85	305
9-10 grade	100	115	130	345	100	115	130	345	50	115	130	295	100	100	115	315	200	400	400	1000	2300
90% 11-12 completer				53				54				29				62				77	275
90% 9-10 improved				311				311				266				284				900	2070
family served	23	24	24	72	24	24	24	73	0	15	24	39	31	27	27	84	18	37	49	104	373



# When: Annual data + Quarterly data



# When: Annual + Quarterly

## 11-12 Grade Students Served

- Annually accepted #

## 9-10 Grade Students Served & Improved

- Real-time surveys
- Reported Quarterly



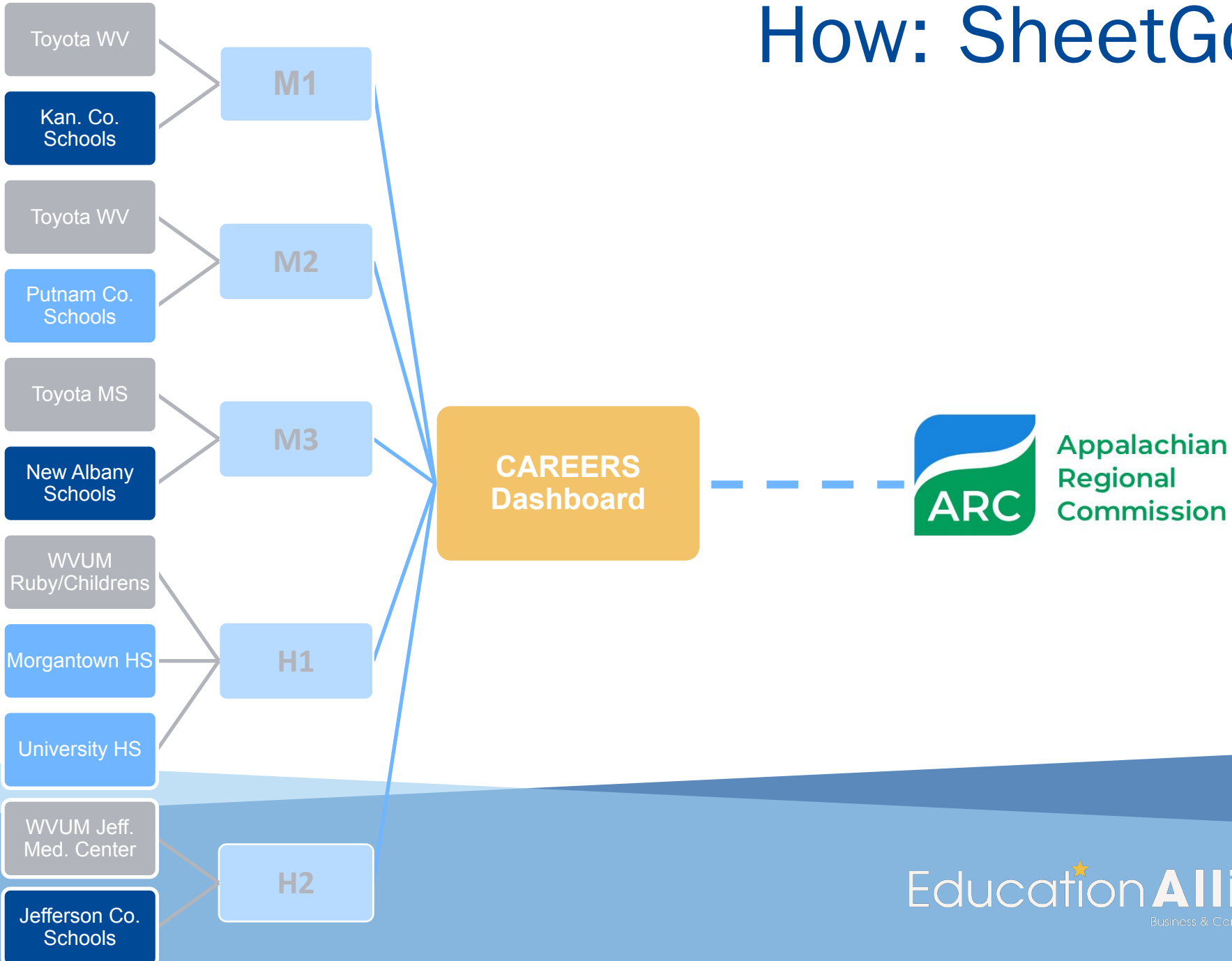
## 11-12 Grade Students Improved

- Receive “stackable credential”
- Annual Graduates 4T/MedEd

## Families

- Real-time surveys
- Reported Quarterly

# How: SheetGo



# Performance Measures Process



Who? Five Communities of Practice (COP)



What? Project Performance Measures



How? - Collected using SheetGo system



When?

- Annual vs. Quarterly



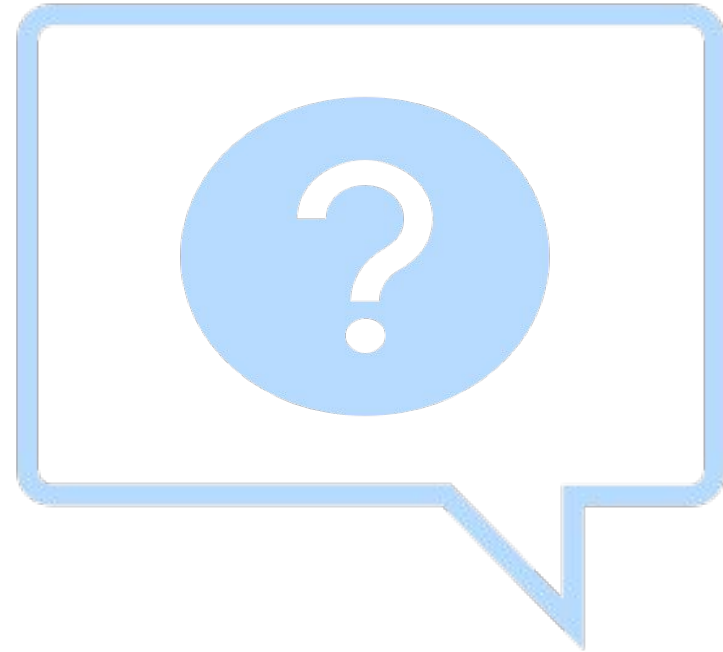
# Breakout Groups: 5 Mins



Review Who, What,  
When and How



Jot down questions  
about performance  
measures and  
reporting?



# Workplan

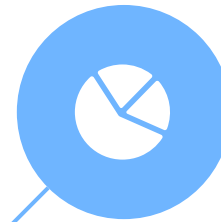
## Goal 1

career pathways,  
co-designed &  
co-delivered



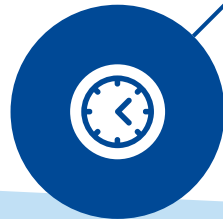
## Goal 2

equity in **UNDERSERVED**  
students' & families'



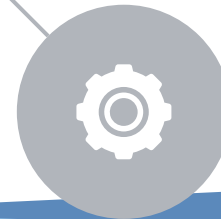
## Goal 3

increasing work-based  
learning & mentoring

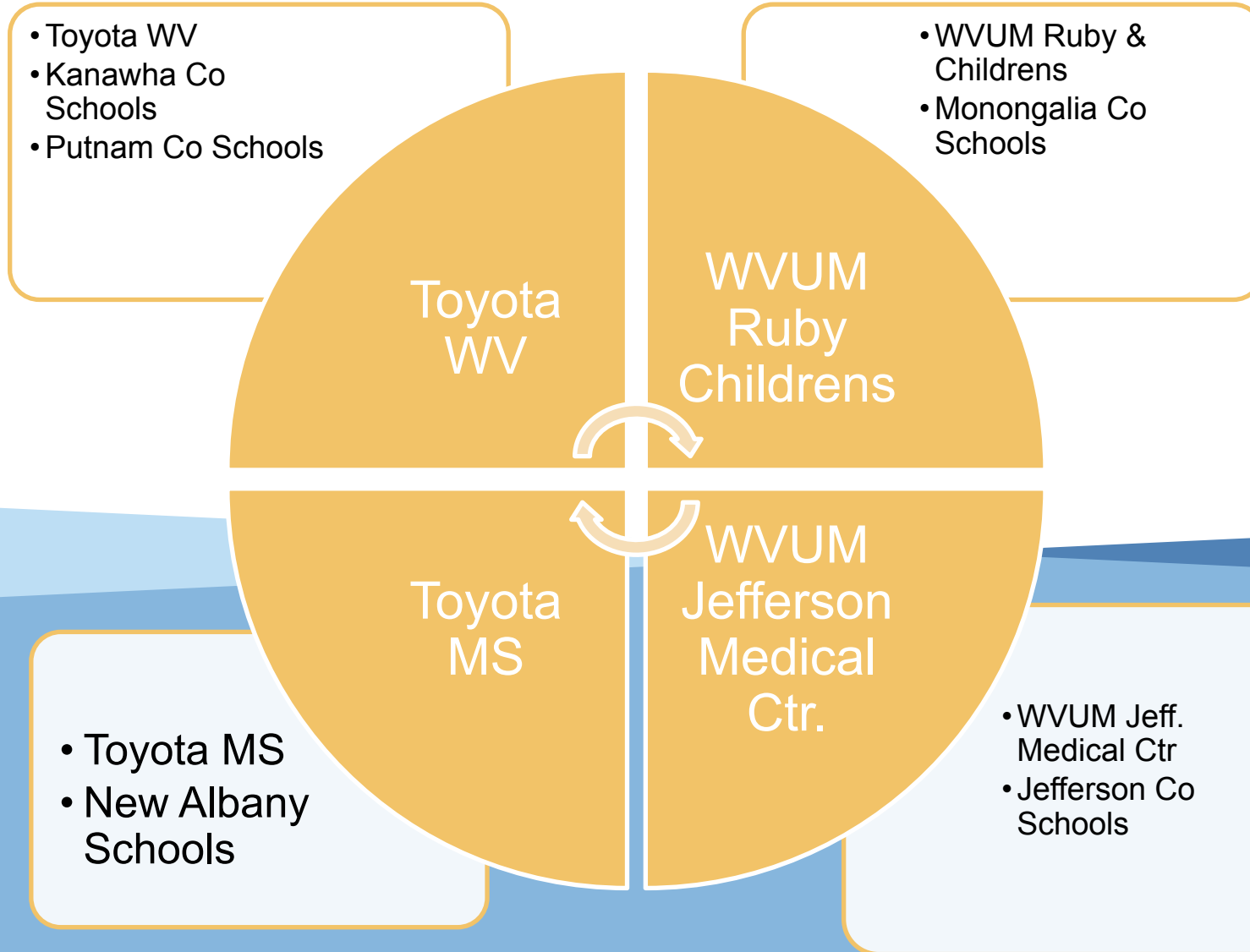


## Goal 4

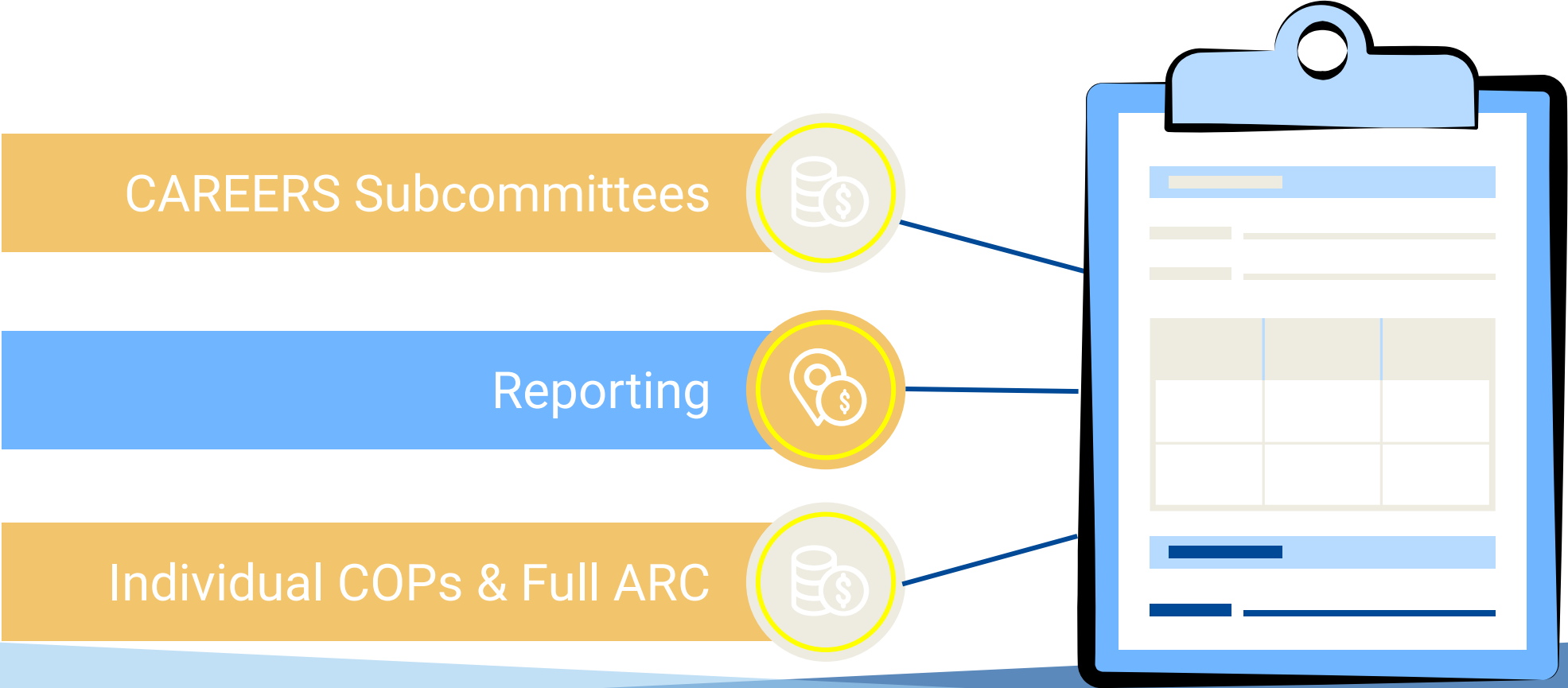
Paid high school internships  
that lead to employment



# Industry Partner Update



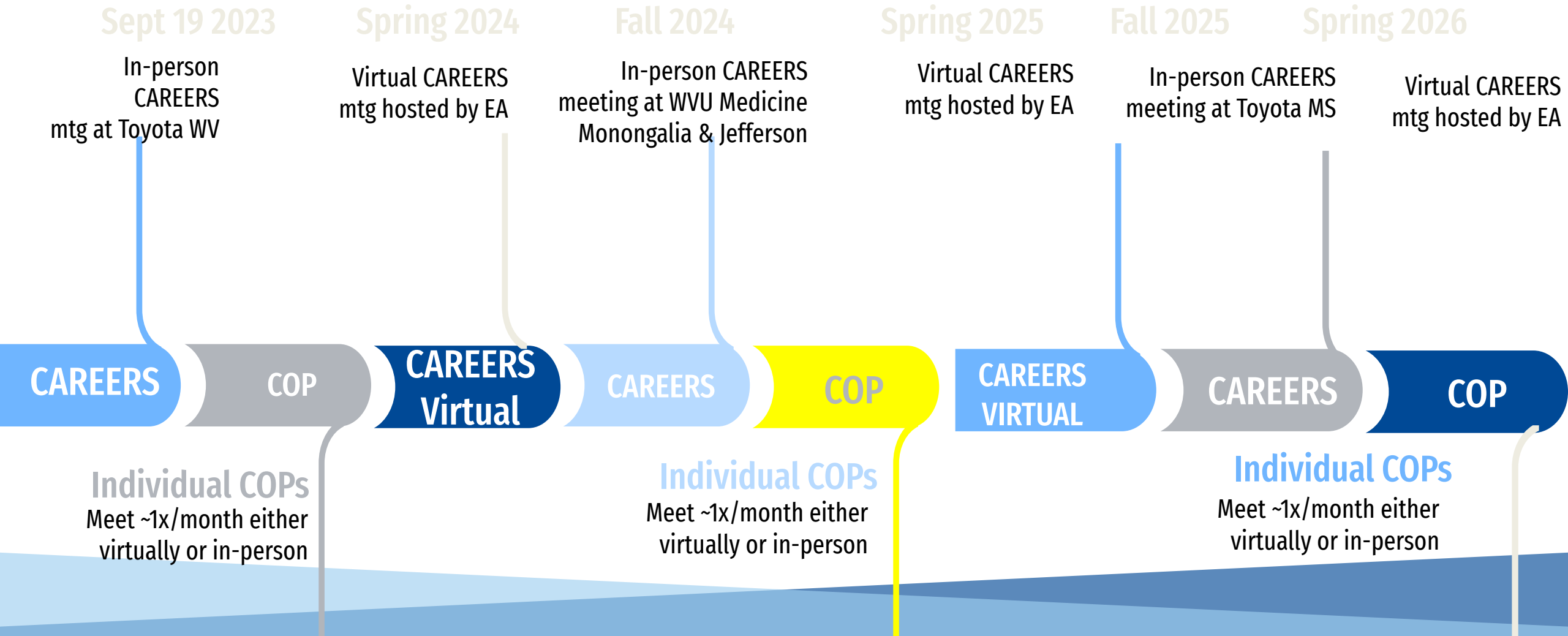
# Workplan Actions



**ACTION:** Determine lead person for subcommittees & reporting lead. EA will send spreadsheet out for sign-up.



# Meeting Schedule



# Action Items

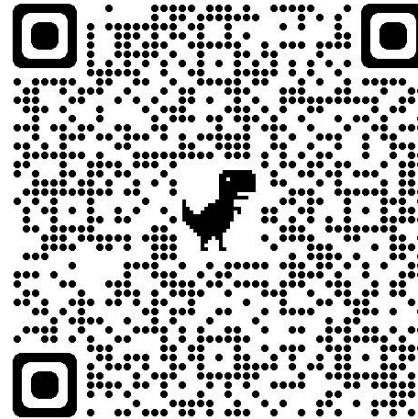


## Identify 4 Committee Reps

- Budget/Finance
- Curriculum Instruction
- Finance/Budget
- Comms/Promo
- Data & Reporting

**Due by August 21**

1 Person can serve in 2 roles  
EA will pay for 4 people to attend CAREERS mtgs



## Set COPs calendars

Set individual COPs meeting dates from now until May 2024 by

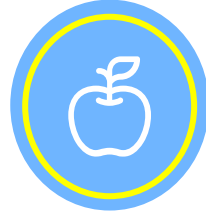
**September 1, 2023**

# Success Story

## 4T Academy Kanawha



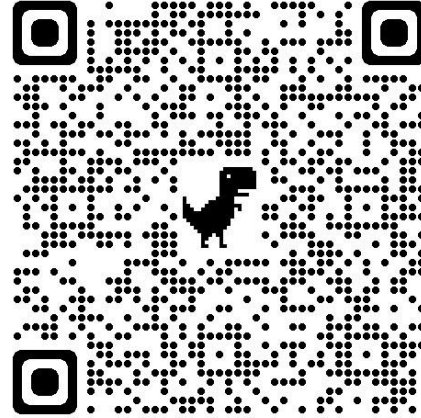
# Thank you!



## Identify 4 Committee Reps

**Due by August 21**

1 Person can serve in 2 roles  
EA will pay for 4 people to  
attend CAREERS mtgs



## Set COPs calendars

Set individual COPs  
meeting dates from now  
until May 2024 by  
**September 1, 2023**

Next meeting: IN-PERSON  
Sept. 19th from 9:00 AM – 2:00 PM  
Toyota WV Plant – Buffalo, WV