

ALLOWABLE/NON-ALLOWABLE ACTIVITIES AND COSTS UNDER CCPT GRANT

The CCPT Grant Contract does not permit charges for indirect expenses to PERALTA for the performance of CCPT Grant services.

In addition, as stated on pages 11 through 13 of the CA Career Pathways Trust's (CCPT) Request for Applications (RFA), the descriptions of allowable and non-allowable activities and costs are as follows:

A. "Allowable Activities and Costs

Budgets for the use of grant funds will be reviewed and scored as part of the application process. Items deemed non-allowable, excessive, or inappropriate will be eliminated and the budget adjusted accordingly. Budgets that include non-allowable, excessive, or inappropriate items will receive a lower score. Generally, all expenditures must contribute to student success in the career pathways program. Allowable expenditures may include, but are not limited to, the following:

- Service contracts between members of the consortium or external service providers and technical assistants;
- Costs to extend or create a new non-profit intermediary organization to link employers and educational institutions with a primary purpose of aggregating and making available work opportunities for students. Such an entity could convene and lead stakeholders, research labor market needs and align supply and demand for work-based learning, and communicate the purpose and goal of the career pathways initiative within the region;
- Fund career specialists to convene, connect, measure, or broker efforts to establish or enhance locally defined career pathways programs, and to support the provision of workplace learning opportunities for all participating students;
- Purchase evidence-based and/or standards-based curriculum or instructional materials that focus on a career pathway;
- Development of curriculum or instructional materials that emphasizes rigorous content within a career pathway;
- Professional development to enhance teaching and learning, including collaborative secondary and postsecondary development of aligned curriculum and instruction;
- Purchase of equipment needed to upgrade existing programs or new equipment to start a career pathways program;
- Training and planning meetings between consortium personnel, including counselors, parents, college faculty, and business leaders, to support program sustainability and build awareness in the regions on the benefits for having such programs; and
- Postsecondary curriculum development that facilitates alignment and articulation with secondary programs leading to college degrees and/or other industry- recognized credentials that meet the needs of employers.

B. Non-allowable Activities and Costs

Funds provided under this grant may not be used to:

- Supplant existing funding or efforts, including costs otherwise necessary to operate a school or program without this grant;
- Provide sub-grants to members of the partnership or other agencies. This includes mini-grants, which are different than purchase service contracts;
- Acquire equipment for administrative or personal use;
- Purchase furniture (e.g., bookcases, chairs, desks, file cabinets, tables) unless it is an integral part of an equipment workstation or to provide reasonable accommodations to students with disabilities;
- Purchase food services/refreshments/banquets/meals;
- Purchase facilities;
- Remodel facilities not directly related to accessibility to career pathways instruction or services;
- Purchase promotional favors, such as bumper stickers, pencils, pens, or T-shirts;
- Purchase subscriptions to journals or magazines;
- Travel outside of the United States;
- Provide activities or services for students not enrolled in a career pathways program”

In addition, the following non-allowable costs also apply:

Per the CDE’s e-mail dated October 8, 2015 to the Fiscal Agents:

“CCPT funds should not be used, either directly or indirectly, to pay students a stipend, wage or scholarship for the work performed at internships and other work experience opportunities.”

Per the CCPT MOU Agreement, Section 3.2, page 11 & Exhibit E, page 41:

“Out-of-State Travel and Out-of-Country Travel are not allowed.”

Per the CDE’s e- mail response to Peralta inquiries:

- 1/27/16, Dual Enrollment: “CCPT funds cannot be used to cover student tuition and health fees”. Also, concurrent enrollment tuition and fees are not allowable costs under CCPT.
- 3/11/16, Leave Benefits: “Any funds used for this grant need to be directly related to the pathways, regardless of personnel contractual agreements” (e.g. leave benefits). Therefore, CCPT funds may not be used to pay for employee leave time.
- 9/29/16, Membership Dues: Individual membership dues are not allowed.

As stated on the CDE website and Exhibit E, page 40 of the CCPT MOU under conditions of travel:

- “Reimbursement shall not be made for meal and lodging expenses incurred within 50 miles of home or headquarters. The CDE may approve meals and/or lodging for employees *on travel status* away from, but within 50 miles of home or headquarters. Delegation does not extend to the approval of meals or lodging at either the home or headquarters location”.