Tier 2 (2023-2026) Program Plan Revision

Questions and Answers

1. **Are these impacts applicable to the 3-year program overall? What if there is only a change for year one? For example, we couldn't get insurance in place for most of the year for cessation services with a counseling program--we plan to soft launch after spring break.**

   Different from your application which captures three years of your grant, your program plan serves as the implementation guidance for one year. It is thus highly recommended that you review your program plan at the beginning of each year to ensure it is up to date for that fiscal year.

   A program plan revision (if necessary) should be done whenever there is a major change to your program plan. If you are in Year 2 and you know the change applies to Year 3 too, you should make the change in your Year 2 plan. When Year 3 comes, you are given the opportunity to verify it for your Year 3 plan.

   During the program plan open window, you are able to make revisions to any of the services (current year and future years). The goal is to ensure your program plan accurately reflects what you plan to do for the year. We strongly urge you to reach out to your TUPE Regional Consultant if you are unsure whether a program plan revision is necessary.

2. **What is the threshold for reduction? 10%? 20%? I'm sure the enrollment numbers might decrease just a bit due to declining enrollment in CA.**

   There are two types of enrollment reductions. Type I impacts your funding and a revision to Section 2 of your plan is required. Type II does not impact your funding and an update to Section 2 of your plan is highly recommended but not required.

   Type I: If the enrollment drop was identified during the enrollment certification process for the grant initial funding allocation (year 1), this type of reduction must be updated in Section 2 of your program plan as it impacts a grantee's funding.

   If after the initial certification process, a grantee has a school(s) or district(s) withdraw from your Tier 2 grant, you also must contact your TUPE Regional Consultant for guidance. After discussion with the consultant and if the withdrawal is final, you must update Section 2 of your program plan as it will impact your funding.

   Type II: If you are only experiencing general enrollment fluctuations (increase or decrease), this does not impact your funding. It is still recommended to review

Section 2 of your program plan and to update any significant changes in enrollment, as this helps ensure accurate numbers for calculating service reach. If you are uncertain whether an update is necessary, please contact your TUPE Regional Consultant for guidance.

3. **If one of the services (Music Notes) is in the application for each of the three years, and staff did not opt in for this year, as many of them received that last year and felt it might be a bit repetitive. Do we still need to update the plan?**

   Different from your application which captures three years of your grant, your program plan serves as the implementation guidance for one year. It is thus highly recommended that you review your program plan at the beginning of each year to ensure it is up to date for that fiscal year.

   If you are not offering Music Notes (for example) for this year, and you know this early on, a program plan update would be appropriate for this year. The goal is to capture an accurate plan of what you plan to do each year. Moreover, whatever is in your program plan is what you will be required to report on so you want to be sure your program plan is accurate.

4. **If we have program revisions for next year 24-25, when is the deadline for the revision?**

   For Year 2, the deadline is September 30, 2024. If you need to make a revision outside of that period, you can contact your TUPE Regional Consultant.

5. **We recently submitted a budget revision that is still under review. Should we wait until it is approved to submit a program revision?**

   There is no need to wait. You can make your program plan revision changes now. When the open period for Year 2 opens (Jul 1 - Sept 30), we ask that you submit your program plan revision BEFORE your Annual Budget Proposal to ensure your changes are approved and the two (budget and program plan) are aligned.

6. **Is this program plan revision period for year 1 only? If so, when will the year 2 program plan revision be open for year 2?**

   No, the program plan revision window will be open at the start of each fiscal year to enable grantees to make updates for Year 2 and Year 3. The Year 2 Program Plan Open Period is July 1 through September 30, 2024. It aligns with the Annual Budget Proposal period to ensure your program plan and your budget "talk to one another."

7. **Can "Superintendent" be our designee, as authorized by our Superintendent, who signs all our TUPE grant applications, budget revisions, etc.?**

   Yes, however, you will want to ensure you follow the Superintendent designee process outlined in the RFA. You can upload the designee information in Section 11 of the program plan.

8. **To clarify, if we just want to report on Y1 but do not need a plan revision, we do not make a revision. What option do we choose on the GEMS page?**

   That is correct! We ask that you just review your program plan. If it's correct, no action is needed in GEMS.

9. **Did Dr. Wang say that we can have carryover funds into upcoming year now, especially for materials and supplies?**

   Funding carryover is allowable in the 2023-26 Tier 2 grant cycle. If there are unexpected interruptions to the program which leave you very limited time to plan appropriate services changes in the current fiscal year, you do not have to spend down the funding within the fiscal year, especially for materials and supplies. On the contrary, you can finish your planning of the new services this year and use the carryover to fund them next year. With the looming state funding deficit, investing in program capacity building and the provision of additional services might be more impactful to your youth in the long term instead of extra incentives.

   If you are interested in strengthening your program implementation capacity, we recommend a best practice by establishing a TUPE staffing structure down to school site level. Quite a few grantees are or have been implementing this type of staffing structure to ensure service implementation and efficient project monitoring at individual schools.
   Specific practices are documented in the recording of the Creating Effective TUPE Program Implementation Structures webinar. It is a panel discussion where Emily from Contra Consta COE, Marlene from Nevada COE and Vicky from Anaheim School District shared their practices and resources and online toolbox they developed to build their program staffing structure.

   When you serve many school sites, limited county or district staffing makes it difficult to monitor all your schools to ensure service implementation at school sites. To make things worse, every time there is a funding decrease, you face staffing loss. If you are encountering these challenges, you might find these three grantees' approach as a powerful and long-term way to resolve these program capacity issues. They shared in the panel discussion how they established a stable program staffing and supporting system with low school

level staff turnover and their school site staff in turn support their program implementation on campuses. The recording and the resources from this webinar are posted on TUPECA at the CDE Corner.

The staffing structure takes time to establish and is definitely not a short-term effort.

For short-term efforts, if you are interested in providing alternative services to replace canceled services or just providing new services with only very limited planning time, there are outside service providers that might meet your needs. On the TUPECA.org website, under student services, youth development, you will find a list of Partner Organizations Engaging Youth Statewide, such as Friday Night Live, Music Notes, and Royer Studios and others.