

K12 SWP Round 3 Contracting Process

This [spreadsheet confirms the funds to be awarded](#) for each application. The expenditure period for these grants begins January 1, 2021 and concludes June 30, 2023.

Overview of Next Steps

1. [Provide BACCC with information and documents necessary for the contract](#)
 - a. Complete contact information spreadsheet
 - b. Submit W-9 and New Vendor Form, if applicable
2. [Update proposal to accommodate reductions in funding](#)
 - a. Adjust objectives, workplan, outcomes
 - b. Reduce budget and match
 - c. Complete budget narrative
 - d. Confirm indirect
 - e. Submit change form
 - f. Do not click "Submit"; Email BACCC when plan is complete
3. [BACCC reviews plan and contracts with Grantee](#)
 - a. BACCC reviews revisions and verifies match and indirect
 - b. BACCC provides contract for Grantee to sign
 - c. Grantee returns signed contract
 - d. BACCC provides completed contract, blanket purchase order, and advance payment
4. [Enter into MOU with CalPASS-Plus](#)
 - a. Verify RD1 data upload if repeat grantees

Additional Resources

- [Allowable Expenses FAQ](#)
- [Contract Readiness Checklist](#)
- [Timeline](#)
- [Get Help](#)

Step 1: Provide information and documents necessary for the contract

The [contract template](#) can be previewed at any time. You may find it helpful to send this to those at your institution who need to review it so that when the actual contract is provided, it can move swiftly through your processes.

A: Complete contact information spreadsheet

In order to populate our contract we need the Authorized Signer, Fiscal Reporting and Primary Contact information, including addresses. The authorized signer is usually the head of the business department, the superintendent, or other administrative officer. Contacts can be entered in the [K12 SWP Contacts Master](#) spreadsheet. See the FAQ tab in the spreadsheet for additional instructions.

B: Submit W-9 and New Vendor Form

If this is the first time your agency is receiving a K12 SWP grant, you will need to provide the BACCC fiscal agent, Cabrillo College, with a completed W-9 and New Vendor Information Form. These can be emailed to k12contracts@baccc.net.

- [Form W-9](#)
- [New Vendor Information Form](#)

Step 2: Update proposal to accommodate reductions in funding

Many grant awards were funded with less than the amounts requested in the original applications. In addition to reducing your budgets, we expect that most grantees will need to scale back from what was proposed in the work plan. This may be done by some combination of reducing the objectives, reducing activities or shortening the timeline and scaling back the outcomes.

Guidance on Budget/Scope of Work Reductions to Accommodate Reduced Budgets

We have received requests for guidance about whether there are parameters for how grantees go about reducing their projects. Grantees may take any one or a hybrid of the following possible approaches to accommodating the proposed work plan to a reduced budget. This list is not intended to exclude other possibilities.

- Fully fund a subset of the proposed activities
- Partially fund all of the proposed activities with scaled back outcomes
- Fully fund all activities for less than the full 30 months

Grantees are in the best position to determine which combination of strategies will deliver the best outcomes. BACCC asks that you consider how to optimize across the following goals:

- Deliver the best immediate value to students in terms of setting them on a pathway to work that pays livable wages

- Build the long-term capacity of the participating agencies to provide more students with better pathways to employment that pays better wages
- Be able to demonstrate to funders and stakeholders that these investments produced the intended results. (It is better to invest in a project with reduced scope that is adequately funded to deliver the results, than underinvest in a project and risk not being able to produce the intended outcomes.)

Grantees must generally adhere to what was in the submitted proposal, rather than going in a direction different than what was reviewed and approved by the Selection Committee.

A: Adjust objectives, workplan, outcomes

The grant projects in NOVA were uploaded directly from the grant applications. You should find all your partners and work plans as you originally submitted them. You may make adjustments based on your final award amount.

Partners

Please update your application to reflect your current plans for working with partners. If your application stated your intent to share funding with partners and you are no longer planning to do so, please update the application to reflect the level of engagement you now plan.

Recommendation Regarding Outcomes

It is important to keep in mind the K-12 SWP metrics, the draft leading indicators, and the requirement that performance on past grants be a consideration for grantees seeking new grants when reviewing your work plan outcomes. Please [reference our FAQ](#) for guidance on revision of your workplan outcomes.

B: Reduce budget and match

Grantees who were awarded less than 100% of their requested amount will need to adjust their budget downwards to meet the granted allocation. Currently NOVA does not accurately reflect the award amounts sent in the Grant Award Notification (GAN) letter on 1/15/21. Grantees should adjust their budget to the amount listed in the GAN. **NOVA will highlight this in red as an error, but BACCC is reviewing the grants manually so this won't be an issue.**

Below is an example of a grantee that has adjusted their budget correctly to the amount listed in their GAN.

Workflow	
Pathway Identification Completed	Budget & Match Summary Allocation Amount: \$250,985 Total Match Funds: \$504,174 Grant Funds Budgeted: \$252,085 (Exceeds allocation amount by \$1,100) Financial Match Funds: \$504,174
Lead & Partner Agencies Completed	
Higher Ed. & Collaborative Partners Completed	Budget & Match

If you have questions regarding the permissibility of a proposed expenditure, please reference our [Allowable Expenses FAQ](#).

Match

We encourage you to reduce match to what is required for your level of funding. If you are overmatched after the budget adjustments, you may wish to reduce your match to what is required. This would have two advantages:

- It would reserve match for future grant applications.
- It would reduce the reporting burden.

To adjust match, return to the application in NOVA, and go to the *Budget & Match* tab, scroll past the budget section and change the amounts listed for each partner's match.

Higher Ed. & Collaborative Partners Completed	Chabot College: Match		
Problem Statement & Project Objectives Completed	Financial Match Funds		
Industry Sectors & Pathways Completed	Expenditure type	Financial Match	Source of Match Funds
Work Plan Completed	1000 - Certificated Salaries	\$	
Budget & Match Incomplete	2000 - Classified Salaries	\$109,414	Community College Strong Workforce Funds
Supporting Documents Completed	3000 - Employee Benefits	\$42,584	Community College Strong Workforce Funds
Preview & Submit	4000 - Books and Supplies	\$	
	5000 - Services and Other Expenditures	\$	
	6000 - Capital Outlay	\$	
	7000 - Indirect Costs	\$	
	Total Financial Match	\$151,998	
	In-Kind Match Funds		

C: Complete budget narrative

Your budget narratives from the grant application have been imported into the grant plan. These will need to be adjusted to correspond with the revised budgets completed in part B.

Narrative guidance

Specify title of salaried personnel and program served according to workplan.

Multiple items in an object code should be listed on separate lines.

List separately all items over \$5,000.

Example

- 1000 - CTE Automotive Instructor (.25 FTE) - \$25,000
- 2000 - WBL Classified coordinator (.5 FTE) - \$34,000
- 3000 - Benefits CTE Instructor and WBL Classified coordinator - \$18,000
- 4000 -
 - Textbooks - \$2,000
 - Automotive shop tools and supplies - \$5,000
- 5000 -
 - State FFA Leadership Conference 3 faculty - \$6,000
 - Summer Career Exploration Program Contract- \$12,000
 - Earn & Learn contract - \$18,000
- 6000 - Automotive diagnostic system - \$8,000

D: Confirm indirect amounts

Indirect is not to exceed 4% of the grant award. Please confirm that all the indirect budgeted (object code 7000) in NOVA does not exceed this amount.

E: Submit change form

Please utilize this form k12change.baccc.net to provide us with a brief summary of the changes you have made to your proposal to accommodate the reduced award.

F: Do not click “Submit”; email BACCC when plan is complete

Do not click “Submit” in NOVA. Email BACCC at K12contracts@baccc.net to let us know you have completed A-E listed above. We do not want you to click Submit for two reasons:

1. If changes are required as a result of our review, the application will have to be “rejected” and automatic notifications of the rejections will be emailed to all project participants.
2. If you received less than the full amount applied for, NOVA has not been updated with the revised award. If you balanced your budget correctly, NOVA will mark the project “Incomplete” and not allow you to submit. This is good. We will review your plan manually.

Step 3: BACCC reviews plan and contracts with Grantee

A: BACCC reviews revisions and verifies match and indirect

Pathway Coordinators will review your revised proposal, making sure that we understand it and the revisions you have made, that it remains consistent, though perhaps at a smaller scale if your award was less than requested, with what the Selection Committee approved and confirm that you have met the match requirements.

If the plan is approved, BACCC will submit and certify the plan. If not, we will reach out to you with questions and or additional revision requests. We will submit and certify after those questions have been resolved. A certification notification will be sent to the project lead.

Timing: BACCC will begin reviews as soon as we receive your email advising us it is ready for review.

B: BACCC provides contract for LEA to sign

After certification we will provide you with a contract ready for electronic signatures by those authorized to sign contracts. You will need to review the Master Agreement and Exhibits and notify BACCC by email if there are any errors. The contract language may not be changed.

Timing: After revisions have been submitted and approved, contracts will generally be available for signature within a week.

C. Grantee returns signed contract

If the lead agency requires approval from its board, the contract should be placed on the agenda of an upcoming board meeting. Once approved, the Authorized Signer will sign and date the contract. Due to COVID-19, all contracts will be returned via email to BACCC at k12contracts@baccc.net.

**** Please note that first time K12 SWP Grantees must provide compliant Certificates of Insurance with the signed contract. The contract will not become fully executed without a current and compliant Certificate.**

D: BACCC provides signed contract, blanket purchase order and advance payment

Once we have received the signed contract, we will prepare and send you the fully executed contract and a Blanket Purchase Order to be used for invoicing us when your expenditures exceed the advanced amount.

Timing: The Advance payment will be issued approximately 45 days after the contract becomes fully executed.

Step 4 Enter into MOU with CalPASS-Plus

This is not part of the contracting process, but it is a requirement of the contract. We will provide instructions on how to do this. We include the task here as a reminder to put this on your list of future tasks to carry out.

Checklist

[Contract Readiness Checklist](#)

Timeline

- Feb 1st - W9 and New Vendor Information Forms due for first time grantees
- Feb 15th (or sooner) - Revised NOVA plan submission deadline
- March 1st - BACCC review of revised plans
- March 5th - Contracts sent to LEAs
- April 1st - Advance payment (70% of grant award) will be issued after fully executed contract is provided to LEA

Help

Biweekly K14 Pathway Regional Engagement Calls

Biweekly calls are held to advance the important work of building K-14 pathways to livable wage employment. Grantees are encouraged to attend! These calls share successful practices, develop and evolve regional strategies, provide important updates, and answer questions as they arise. K12, community college and other K-14 pathway stakeholders are welcome to participate.

Every Other Wednesday, Noon - 1:00 PM (followed by 30 minutes of “office hours” to field individual questions / further discussion as desired). Link to running [Meeting Agenda](#)

To register for the call, click on the event on our homepage calendar at baccc.net. This will allow you to register and add the event to your own calendar. Previous calls are recorded and those recordings are linked from the calendar as well.

How to obtain help

To receive the quickest response to questions not answered here, please email k12contracts@baccc.net. This inbox is monitored by our whole team and the most appropriate person will be assigned to provide you assistance.