# **School Counselor Corps Grant (SCCG)**

# **Budget Reminders**

**Cost Principles:** **Before adding items to the budget workbook, confirm that each item follows the three cost principles stated below.**

**Necessary:**

Is the cost NECESSARY for the grant's performance and your organization's operations?

Did you comply with your organization's policies in incurring the cost or charge?

**Reasonable:**

Is the associated dollar amount prudent?

Is the associated dollar amount consistent with other costs, grants, organizations?

**Allocable:**

Is the cost DIRECTLY ALLOCABLE to the grant?

## **Allowable Use of Funds:** Ultimately, all funds must relate to the goals of the SCCG program and supplement programming/positions. Funds are approved by the SCCG team after budget documents are submitted.

* **Allowable activities include:**

### Licensed school counselor salaries and benefits for site-base, districtwide, or BOCES-wide positions.

### Grant Year One: School counselor salaries and benefits are an optional use of funds to support grant work in year one only.

### Grant Years Two-Four: 1.0 School counselor FTE salaries and benefits are required per funded site.

### Grant related travel to in-person required training and professional development.

### Career awareness and postsecondary preparatory services.

### Professional development.

### Events, supplies, and technology related to comprehensive school counseling program development and implementation, and school counseling program development and implementation.

### Consulting services.

#### **Funds may not be used for the following (including, but not limited to):**

#### Capital equipment [(i.e. single item with unit cost of $5,000+)](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E/subject-group-ECFRed1f39f9b3d4e72/section-200.439)

#### Building improvements, construction, or maintenance;

#### Indirect costs, or incentives for students and or staff; or

#### FTE related to non-school counseling positions (i.e., school psychologists, social workers, clinical counselors).

## **Budget Workbook Descriptions:** Include all budget details to expedite approval of budget workbook. Details and examples are listed below.

### **Personnel Costs:**

#### **Salaries- FTE (0100):**

##### Include: staff role/title, FTE allocation, and school location.

##### Example: 1.0 FTE for Licensed School Counselor at Fake School

#### **Salaries- Stipends up to $1,000 (0100):**

##### Include: staff role/title, job description, and how the stipend aligns with the goals of the grant.

##### Example: 2 school counselors for planning, prep, and attendance for 4 parent and student FASA training nights @ $250/night

#### **Salaries- Stipends above $1,000 (0100):**

##### Include: staff role/title, job description, hourly rate, and how the stipend aligns with the goals of the grant.

##### Example: Stipends for summer school counseling development meetings to create scope and sequence- 5 school counselors X 32 per hour X 10 hours School Counselors Counseling program development for year one process-7 sessions X 4 hours X $50 per hour X 5 counselors

#### **Employee Benefits (0200):** *When reviewing budgets, benefits rates above 40% will be flagged for follow-up. While it's not unallowable, we will need to verify that you have calculated the cost of benefits rather than making an estimation of the cost.*

##### Include: staff title/role and school location if multiple

##### Example: Benefits cost for school counselor 1.0 FTE

#### **Purchased Professional and Technical Services (0300):**

##### Include: Who, what cost per hour/item, and why it is necessary.

##### Example: SCCG Consultant $10,000 to support data work in year one

#### **Other Purchased Services (0400):**

##### Include: Who, what cost per item, and why it is necessary

##### Example: Best Printing Co. provides paper and ink for printing all instructional materials & supplies for college fair; $2,000 for 5 FAFSA events

### **Other Purchases Services:**

#### **Travel, Registration, and Entrance (0580):**

##### Important Fiscal Notice: If you are attending summer PD, all expenditures MUST be spent before June 30th, 2024.

##### Include: Who, what cost per item, and why it is necessary.

##### Example: $500 for registration to 2023 CSCA conference to support evidence-based school interventions; $300 per night at the hotel (5 nights); per diem @ $42/day (5 days);

#### **Supplies (0600):**

##### Include: What, cost per item/hour, and why it is necessary.

##### Example: Lunch for School Counselor PD to discuss grant goals- 25 staff @ $10 each

#### **Non-Capitalized Equipment (0735):**

##### Include: What, cost per item, and why it is necessary.

##### Example: Laptop for new counselor - Dell - $750