GRANT MANAGEMENT AND BUDGET MANAGEMENT

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## Logic Model/Management Plan CAMP

<table>
<thead>
<tr>
<th>Inputs</th>
<th>Logic Model CAMP</th>
<th>Outputs</th>
<th>Timetable</th>
</tr>
</thead>
<tbody>
<tr>
<td>EPCC Expertise with HEP for 15 Years.</td>
<td><strong>Objectives</strong></td>
<td><strong>Milestones</strong></td>
<td></td>
</tr>
<tr>
<td>Theoretical Foundation, Dewey, Freire, Greene, Five Step Model, STEP Model.</td>
<td>Conduct recruitment</td>
<td>No less than 40 qualifying participants are identified</td>
<td>June-August 2016</td>
</tr>
<tr>
<td>Funding from US Department of Education</td>
<td>Provide orientation and transition</td>
<td>No less than 40 participants complete a 40 hour orientation and transition course and enroll in college</td>
<td>June-August 2016</td>
</tr>
<tr>
<td>In-kind Contribution from EPCC</td>
<td>Provide computer training</td>
<td>No less than 40 participants receive 55 hours of computer instruction</td>
<td>Ongoing</td>
</tr>
<tr>
<td></td>
<td>Provide tutoring</td>
<td>Participants receive, at least 4 hours of tutoring weekly</td>
<td>Ongoing</td>
</tr>
<tr>
<td></td>
<td>Provide support services</td>
<td>Student barriers are identified and students receive assistance with counseling, transportation, health care, day care, housing, legal, domestic trauma as needed</td>
<td>Ongoing</td>
</tr>
<tr>
<td></td>
<td>Provide financial support</td>
<td>No less than 40 students receive financial aid</td>
<td>June-August 2016</td>
</tr>
<tr>
<td></td>
<td>Offer academic and cultural enrichment</td>
<td>10 hours of creative writing instruction are offered and students publish a creative writing journal</td>
<td>Ongoing, published by May 2017</td>
</tr>
<tr>
<td></td>
<td>Offer career counseling</td>
<td>40 students complete a career assessment and identify a potential career</td>
<td>Aug-Dec 2016</td>
</tr>
</tbody>
</table>
# Logic Model/Management Plan HEP

## Logic Model HEP

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<thead>
<tr>
<th>Inputs</th>
<th>Objectives</th>
<th>Persons responsible</th>
<th>Milestones</th>
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<td>EPCC Expertise with HEP for 15 Years.</td>
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</table>

### Conduct recruitment
- Principal Investigator (PI), Partners, Recruiters, Educational Promotoras, EPCC Testing Center
- No less than 100 qualifying participants are identified
- Ongoing

### Provide instruction
- PI, Instructional Manager, Educators, EPCC Testing Center
- No less than 100 participants receive 150 hours of instruction and 80% earn a GED certificate
- Instruction ongoing
  - June 2017, 80% earn GED

### Transition to college or employment
- Educators, EPCC, Career Center, Workforce Board
- No less than 80% of GED recipients transition to college or upgrade employment
- June 2017

### Provide support services
- Recruiters, Educational Promotoras, EPCC Counselors, Partners, Health Educator
- Student barriers are identified and students receive assistance with counseling, transportation, health care, day care, housing, legal, domestic trauma as needed
- Ongoing

### Offer science based health education
- Health Educator
- 10 hours of health education w/ an emphasis in science and math are offered to 100 participants
- Ongoing

### Offer academic enrichment
- Creative writing Instructor
- 10 hours of creative writing instruction are offered and students published a creative writing journal
- Ongoing
  - June 2017, journal is published
Budget Allowable Activities

- Direct services (ideally, 70% or more)
  - Instruction
  - Counseling
  - Recruitment
  - Instructional supplies
  - Testing fees
  - Student Stipends
  - Student transportation
  - Student day care

- Indirect services (30% or less)
  - Administration
  - Office supplies
  - Travel
  - Indirect cost
  - Association and other memberships
  - Hospitality
  - Office equipment
**Budget Restrictions**

- **Student Training stipends**
  - The amount allocated for students stipends cannot be reduced without prior approval, but can be increased.

- **Indirect cost**
  - This amount cannot exceed 8% of the total budget and is determined by your institution’s rate agreement.
  - Your institution may decide to keep less than 8% for indirect cost, but no more.
  - The less indirect cost that your institution keeps, the more funding that you will have for your program services.
PROGRAM’S EXPANDED AUTHORITY

- A program has “Expanded Authority” to move funds among budget categories without approval from OME. However, the money must be used to accomplish proposed objectives.
  - A program may move $1,000 in the travel category to the instructional supplies category to buy more books for the students. Later a program may move $5,000 from the equipment category to salaries to pay for another teacher.

- A program cannot move money out of the student stipend allocation without prior authorization from the OME, but can add funds to the stipend category.
SAMPLE CIRCUMSTANCES IN WHICH IT MAY BE APPROPRIATE TO MOVE MONEY INTO A BUDGET CATEGORY

- Hire another teacher to meet student demands
- Hire another recruiter because of low recruitment
- Take staff to conference so that they can be better prepared
- Increase in stipends because of cost of living increases
- Purchase more books for students
- Purchase more computers
- Purchase additional instructional supplies
- Purchase additional office supplies
  - Remember your institution has Expanded Authority to move up to funds among categories to accomplish the proposed objectives
# Examining an Imaginary Budget

<table>
<thead>
<tr>
<th>Category</th>
<th>Annual Allocation</th>
<th>Monthly expenditure March 2008</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Personnel</td>
<td>$213,000</td>
<td>$17,750</td>
</tr>
<tr>
<td>2. Fringe Benefits</td>
<td>40,000</td>
<td>$3,333</td>
</tr>
<tr>
<td>3. Travel</td>
<td>$15,000</td>
<td>$1,600</td>
</tr>
<tr>
<td>4. Equipment</td>
<td>$10,000</td>
<td>$850</td>
</tr>
<tr>
<td>5. Supplies</td>
<td>$20,000</td>
<td>$883</td>
</tr>
<tr>
<td>6. Contractual</td>
<td>$2,000</td>
<td>$2,000</td>
</tr>
<tr>
<td>7. Construction</td>
<td>Not allowed</td>
<td>Not allowed</td>
</tr>
<tr>
<td>8. Other (testing/graduation)</td>
<td>$20,000</td>
<td>$2,000</td>
</tr>
<tr>
<td>9. Total Direct Costs (lines 1-8)</td>
<td>$320,000</td>
<td>$28,416</td>
</tr>
<tr>
<td>10. Indirect Costs*</td>
<td>$25,600</td>
<td>$2,133</td>
</tr>
<tr>
<td>11. Training Stipends</td>
<td>$50,000</td>
<td>$2,000</td>
</tr>
<tr>
<td>12. Total Costs (lines 9-11)</td>
<td>$395,600</td>
<td>$32,549</td>
</tr>
</tbody>
</table>
THINGS TO CONSIDER

- Budgets will look different from institution to institution, but will ultimately contain the same essential elements.
- Someone in your institution is the assigned accountant for your HEP/CAMP budget, you need to be in close contact and in good terms with that person.
- That person will withdraw money from the USDE ideally on an as need basis.
- You should always know the reason money is being spent out of your budget.
REASONS FOR SPENDING MORE ON A GIVEN MONTH

- You know that you will spend less on other months
- You are taking staff to a conference
- All your students are testing at once
- You are buying your instructional equipment and supplies for the year
- You get billed in a lump sum for expenditures from previous months (this should not happen)
REASONS TO SPEND LESS ON A GIVEN MONTH

- It is a holiday season and there are no classes
- It is summer and many of your students are away on vacation, at the pizca, in Mexico, etc
- Some expenditures have not hit the books yet
- Your college has not charged the Indirect Cost to the account
- You spent more on previous months or you will spend more in future months
WHAT IF YOU ARE OVERSPENDING?

- You need to figure the category where you are spending more and curtail those expenditures, or allocate more funds into that category.
WHAT IF YOU ARE UNDERSpending?

- You need to figure where you are spending less money and increase the expenditure
  - Are you recruiting enough students?
  - Are they doing well in the classes?
  - Are your teachers well prepared?
  - Do your students have enough school supplies?
  - Do they have access to computers?
  - Do you need to go to a conference to stay up with the field?
  
- All these are good reasons to consider to spend additional money if you are underspending. Remember that if a category has money that you are not spending and you need money in a different category your institution can move funds among categories.
A few final comments

- If you spend over your budget your institution will not like it and the OME won’t give you more money.
- If you spend under your budget you may create problems for a lot of people:
  - You will have to write memos and letters explaining.
  - You may get less money the following year.
  - People in OME and above will have extra work justifying why you didn’t spend all your money.
  - The Secretary may decide to give less money to OME since programs are not spending it.
  - So spend all your money accomplishing your objectives.
    - But remember, you cannot spend money on things that are not related to your objectives.
  - If you are uncertain about your expenditures please call your program officer or another HEP/CAMP director for assistance and advise.