



# **Technical College**

## System of Georgia

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# **Outcomes-Based Budgeting During the Pandemic**

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# Overview

- A Reminder About the OAE Waivers (and the requirements that are not waived)
- Answers to Your Burning Questions
- 5 Steps to Outcome-Based Budgeting During the Pandemic
- Revisions to Budget Amendment Process
- Questions?

# A Reminder About the OAE Waivers

Per the March 21, 2020 Guidance, OAE is waiving the following requirements:

- Enrollment and MSG Targets
- Students must attend at least 6 instructional hours per week
- Staffing Requirements
  - Lead teachers must spend between 30% to 75% of their time teaching
  - Full time instructors must teach a minimum of 70% of their workweek
- Classes cannot be closed for more than 2 consecutive weeks without prior approval

# A Reminder About Things You Still Have to Do\*

- Record attendance hours in GALIS
- Maintain programmatic and financial documentation
- Protect student personally identifiable information (PII)
- Spend funds in an allowable, allocable, reasonable and necessary way
- Ensure activities remain within the scope of your adult education grant and that individuals participating are eligible to receive services

*\*Please note: This list is not exhaustive of every federal or state requirement pertaining to AEFLA grant funds.*

# FAQs

- **I will have money leftover in my Professional Development (223) budget because of the travel restrictions. What should I do with it?**
  - You can transfer funds out of your 223 budget into your 231 or 225 budgets.
  - 243 programs can request to “swap” 223 funds for additional 243 funds as long as availability permits.

# FAQs

- **What about cancellation costs, like my COABE airfare or registration?**
  - You must first try to recover nonrefundable costs.
  - If you cannot recover funds, OMB COVID-19 guidance grants federal agencies flexibility to allow recipients to “incur costs related to the cancellation of events, travel, or other activities necessary and reasonable for the performance of the award.”
  - If you received an airline or other credit, please try to use that credit for adult education travel in the future.

# FAQs

- I won't spend all my money this year because of the pandemic. Can I use it next year?
  - **OAE anticipates a significant reduction in state funds for both the remainder of FY20 and FY21.**
  - At this time, OAE can only approve state budget amendments related to salary.
  - If you know you will have leftover state funds, please notify OAE immediately. Another program may need them to cover salary.
  - OAE **will allow** programs to rollover federal funds into FY21.
  - **Therefore, please think wisely about how to utilize your federal funds for the remainder of FY20 as well as FY21.**

# FAQs

- **What about rental costs for outside facilities?**
  - Check the rental contract for any contingencies
  - 2 CFR § 200.446 states:
    - The costs of idle facilities are allowable if they are now idle because of changes in program requirements, efforts to achieve more economical operations, reorganization, termination, or **other causes which could not have been reasonably foreseen.** Under the exception stated in this subsection, costs of idle facilities are allowable for a reasonable period of time, ordinarily not to exceed one year, depending on the initiative taken to use, lease, or dispose of such facilities.



# FAQs

- **Can I repurpose staff to do other things?**
  - Be sure to check with your HR department regarding things like administrative leave, etc.
  - Yes. As long as their duties and responsibilities fall within the scope of the adult education grant and are allocable, reasonable, and necessary to the grant.
    - ✓ Utilizing a paraprofessional to help students set up distance education accounts
    - ✓ Having an instructor develop professional development for the rest of the staff on providing distance education
    - ✗ Having your data manager provide childcare for instructors so they can teach online classes without kids in the background
    - ✗ Having your career services specialist provide career counseling to technical college students

# FAQs

- **Can I enroll new students while the program is closed?**
  - Hopefully! OAE is working on piloting approaches to distance enrollment with a few select programs. Once we determine the outcomes of the pilot, we will develop and share additional details with all programs.

# Outcomes-Based Budgeting

Your budget is a tool to support your programmatic goals and objectives, not a separate part of the grant.

# How it Should Look

1) What are my desired program outcomes?



2) What do I need to do or implement to meet those outcomes?



What do I need to purchase to meet those outcomes?

Program Outcomes

Evidence-Based, Standards Aligned, Rigorous Instruction

Student-Centered Program

Budget

Strategic Partnerships

High Quality Staff and Instructors

# What it Actually Looks Like . . .

What are my program's desired outcomes?

What do I need to do/implement to meet those outcomes?

Program Outcomes

Evidence-Based,  
Standards Aligned,  
Rigorous  
Instruction

Student-Centered  
Program

Strategic  
Partnerships

High Quality  
Staff and  
Instructors

How do I spend down all my money? What stuff can I buy? Maybe some supplies?

Budget

# 5 Steps to an Outcomes-Based Budget

- **Step 1:** Decide Key Programmatic Changes
- **Step 2:** Determine Anticipated Leftover Funds
- **Step 3:** Decide What You Need to Buy To Support Those Programmatic Changes (and what is absolutely essential!)
- **Step 4:** Submit a Budget or Project Amendment as Needed
- **Step 5:** Ready, Set, Implement & Evaluate!

# 5 Steps to an Outcomes-Based Budget

## Step 1: Decide Key Programmatic Changes

- What **programmatic changes** am I making or can I make during this time period to better support my students?
- Knowing that some of the accountability requirements are waived, are there things I would like to try but am normally too scared to?\*

  - Virtual Tutoring?
  - Social Media Learning Challenge?
  - Distance Education Methods?

- **Remember, activities need to stay within the scope of AEFLA and be for individuals eligible to receive AEFLA services.**

# 5 Steps to an Outcomes-Based Budget

## Step 2: Determine Anticipated Leftover Funds

- What activities will **not occur** because of the pandemic or what things will I **not buy**? (ex: professional development funds, extra instructor, etc.)
- Based on those changes, how much money do I anticipate having left over?
- How much money do I want to rollover into FY21 knowing that there will be a reduction in my state funds?
- **Reminder:** *State funds cannot rollover into FY21. In addition, at this time, OAE can only approve state budget amendments related to salary.*



# 5 Steps to an Outcomes-Based Budget

## Step 3: Decide What You Need to Buy To Support Those Programmatic Changes

- What costs will support these programmatic changes?
- Are those costs absolutely essential right now? Is there another way to get them?
- Are these costs an allowable, allocable, reasonable and necessary use of AEFLA funds? How do I know?

*\*Remember, activities need to stay within the scope of AEFLA!*

# 5 Steps to an Outcomes-Based Budget

## Step 4: Revise and Amend Your Budget

- Do these changes require a formal budget or project amendment (moving funds between budgets or moving more than \$1,000 between line items)?
- Is the budget amendment allowable (ex: not trying to move state funds into the federal budget)?
- Do these changes require a project amendment? (when in doubt, email me!)?
- If yes to the above questions, submit the budget or project amendment.

# 5 Steps to an Outcomes-Based Budget

## Step 5: Ready, Set, Implement and Evaluate!

- **Implement:** Once the budget amendment is approved, implement the changes.
- **Evaluate:** Without the NRS-approved assessment, how will you know if your distance education or other initiatives positively impacted students?
- What data or information would you need to feel confident continuing the initiative when all of the accountability requirements are reinstated?
  - Student or staff feedback or survey
  - Informal learning assessment
  - Observation

# Revised Budget Amendment Process

Please note, OAE has revised the budget amendment process:

- **Step 1:** Work with your GPSC to ensure your budget or project amendment makes sense programmatically. **Your GPSC must now sign the form before submitting it to [OAEamend@tcsg.edu](mailto:OAEamend@tcsg.edu).**
- **Step 2:** Submit to [OAEamend@tcsg.edu](mailto:OAEamend@tcsg.edu)
- **Step 3:** OAE's staff (fiscal and accountability) will review the form to ensure the costs are allocable, allowable, and reasonable.
- **Step 4:** Dr. Good will sign the form, and OAE will return the form to the program.

# Tips for Getting Your Budget and Project Amendment Approved Quickly

- Think it through first! Work directly with your GPSC prior to submitting it to [OAEamend@tcsg.edu](mailto:OAEamend@tcsg.edu).
- Make sure you include a **detailed** rationale. For example, list exactly what you will buy, rather than “supplies.”
- If you have an overage in a certain line item or budget, explain why.
- Make sure you complete the amended budget tab correctly.
- Make sure it is signed.
- Send to [OAEamend@tcsg.edu](mailto:OAEamend@tcsg.edu).
- Respond to clarifying questions or requests for additional information quickly.

# Tips for Getting Your Budget and Project Amendment Approved Quickly

[A Real Life Example!](#)

# Questions?