

Local College Access Networks



Allowable Expenditures

Match

The following allowable expenditure can be included as Match under the LCAN Grant series. If there are questions about what can be claimed as match please discuss with your Community Engagement Consultant.

Salaries and Wages

It is recommended that LCANs hire a Coordinator with their grant funding. The Coordinator's role is to provide organization and coordination to the LCAN. The Coordinator reports directly to the LCAN. There are also several instances when LCANs have hired Researchers to gather data and build asset maps, and Evaluators to measure their success. Individuals who are not employees should be itemized under Consultants and Contracts.

*Forms required for Claims: Time & Effort Report, Payroll Report

Employee Benefits

Grant funds may be used to supplement employee benefits such as FICA, health insurance, retirement benefits and life insurance. The percentage claimed for benefits cannot exceed the salary percentage claimed.

*Forms required for Claims: Time & Effort Report, Payroll Report

In-State Travel

Iowa College Aid will hold at least one in-person meeting a grant cycle to provide training and updates to grantees and/or coordinators. In addition to ICA meeting, LCANs have found it helpful to meet with or attend trainings held by other LCANs or communities. LCANs are encouraged to allocate a portion of their funds for travel around Iowa.

*Forms required for Claims: Receipt, Proof of Payment

**Submit a Preauthorization Travel Form for travel requiring an overnight stay

Out-of-State Travel

There are several conference/training opportunities for LCANs to engage in. All LCANs are **required** to send at least one LCAN member to Maritime Academy each grant cycle (assuming MCAN has room for us). It is crucial to the success of your LCAN that the Leadership Team fully understands the Collective Impact process. In addition to Maritime Academy, the Collective Impact Forum, NCAN, Strive and Lumina hold annual conferences LCANs should consider attending. These are great opportunities to learn about best practices and talk to others

around the country about how they are using collective impact to combat social issues. LCANs should follow their Fiscal Agents travel policy for allowable expenditures.

*Forms required for Claims: Receipt, Proof of Payment, flight itinerary

**Submit a Preauthorization Travel Form for travel requiring an overnight stay

Materials and Supplies

Iowa College Aid has developed a Course to College program which includes Early Awareness, College Application Day, FAFSA Completion Initiative, College Decision Day and Summer Transition. LCANs may use a small portion of their grants (\$1500.00) to support students' as they prepare for life after high school. In addition to these funds, LCANs may also use these funds meeting expenses.

*Forms required for Claims: Receipt, Proof of Payment

Consultants and Contracts

A variety of items fall under this heading; if a contract is used to secure a person or item it is submitted here. This includes contracts for consultants' researchers, evaluators, use of conference rooms (when there is a fee) food service/event catering, marketing, websites and volunteers (match only). Any consultants or contracted individuals not receiving pay for their work with the LCAN may be used for match. Consultants and Contractual items also include the following:

- Iowa Go Alliance Academy (IGAA), a series of online, facilitated modules delivering curriculum on college and career advisement. LCANs may allocate grant funds or match to send school counselors and other college access professionals through IGAA.
- LCANs hosting AmeriCorps Members can use the items they are offering as a benefit to the member as match only. This includes housing, meal plans and use of a vehicle.
- Leadership Team members who are using their expertise on an LCAN can use this time for match purposes. Using expertise is different than Leadership Team members who are volunteering their time and attending meetings. For example, a Leadership Team member who is designing marketing materials for the LCAN is perfect for match purposes.

*Forms required for Claims: Invoice or Receipt, Proof of Payment, Time & Effort Report for Volunteers

Indirect Costs

LCANs may budget up to 8% of indirect costs. Indirect costs generally include things like accounting and IT services and other operating Costs for the LCAN such as occupancy, printing, materials and supplies. These funds can also be used to supplement match or a combination of the two.

*Forms required for Claims: No form required

Appendix A: Iowa Go Alliance Training Academy

Iowa Go Alliance Training Academy is a one-of-a-kind opportunity for secondary school educators to deepen their knowledge about college and career advisement. Iowa College Aid is piloting an opportunity for partner schools to complete the three-course training program (GAA 101, 102, and 103) as a team, as part of the comprehensive school model. As a team, schools will work together through modules and activities to develop school-wide plans. Individuals completing the courses will receive designation from Iowa College Aid as a Certified College Access Professional. Schools who complete as a team will receive a school-level designation.

Who will participate: LCANS that participate in Go Alliance Training Academy must enroll a team of at least three staff members that would include a building administrator, school counselor, and a teacher-lead (School Improvement leader, GEAR UP Iowa Coach/Advisor or other designee).

What is the commitment: Courses are offered online through AEA PD Online. The time commitment is flexible and work is individual, with an average commitment of one to four hours per week, for six-eight weeks, for each course. Schools must complete the full sequence in the year. Course content and planning utilized in the course will be leveraged in School Planning Team meetings and in the development of year 5 plans.

What is the cost: LCANS are encouraged to budget the cost of participation for licensure renewal. The license renewal course rate is \$35 per credit; most courses are three credits. Graduate credit is available through Drake University, Morningside College, and Viterbo University (add the individual's cost).

Courses and Sequence

- Fall 2017 - GAA 101: Building a College-Going Culture for All Students (participants must start with this course)
- Spring 2018 - GAA 102: College, Career and Academic Planning
- Summer 2018 - GAA 103: Financial Aid and College Applications

Current Instructors

- David Ford, Mississippi Bend AEA
- Jacki Gray, AEA 267
- Linda Linn, Prairie Lakes AEA
- Susen Schirmer, Heartland AEA

Learn more about Iowa Go Alliance Training Academy on the Iowa College Aid website under Community Engagement.

Appendix B: Course to College Program

EARLY COLLEGE AWARENESS

Early College Awareness programming is intended to supplement a school's existing college and career exploration and readiness efforts, including organized and individual college visits, ACT/SAT completion and participation in college fit and match programs and events. As early college awareness spans all years of high school, schools may choose activities that best suit particular grade levels, such as administering ACT Aspire, or customize activities to supplement current college access efforts. Iowa College Aid's *Your Course to College* student guide is an excellent resource to use when advising students, developing interventions and planning college access events.

Early College Awareness Toolkit – *coming Fall 2017*

COLLEGE APPLICATION CAMPAIGN

Iowa College Application Campaign is part of a national effort to engage and inform Iowa students about the college application process. The primary purpose is to help high school seniors, especially those from underserved populations, navigate the college admission process and ensure they apply to at least one college.

Support for participating schools includes:

- Site Coordinator Planning Guide and training
- Free promotional posters and materials to use during events
- Assistance with press releases and working with the media
- End-of-campaign reports

FAFSA COMPLETION INITIATIVE

Through a partnership with the U.S. Department of Education, Iowa College Aid can help high schools identify seniors who have not completed a FAFSA so they can provide follow up assistance and ensure that all students complete this crucial step in the college enrollment process.

To participate, schools must complete the FAFSA Completion Data Share Agreement. Schools will have access to ICAPS, Iowa College Aid's online processing system, where they will upload a student roster and download FAFSA Completion Files. Schools are encouraged to use student-level FAFSA completion information to provide targeted FAFSA assistance and to plan FAFSA completion workshops and events.

Support for participating schools includes:

- FAFSA Completion Initiative toolkit and training
- FAFSA Completion website: <https://fafsa.iowa.gov>
- Training resources for volunteers providing FAFSA assistance (*coming 2018*)
- Free promotional posters and materials to use during events

COLLEGE DECISION DAY

The goal of College Decision Day is to recognize high school seniors for their college plans and encourage the college aspirations of underclassmen. College Decision Day is held on or around May 1 to coincide with the date most seniors must inform a college of their plans to enroll. School events recognize all students for their postsecondary plans, but can also serve as an opportunity to assist students who may not have completed necessary steps to enroll in college, such as completion college applications or FAFSA, taking a placement test or registering for orientation. Schools are encouraged to host events that include the entire community, including the nonprofit and business sectors and students from lower grades who may only be exploring careers and college for the first time.

Support for participating schools includes:

- College Decision Day toolkit, training and suggestions for hosting successful events
- Design assistance and materials to use during events
- Assistance with press releases and working with the media

SUMMER TRANSITION

Some college-intending students, even after signaling their intention to enroll and completing necessary steps, fail to enroll anywhere in the fall after high school graduation. This phenomenon is often referred to as “Summer Melt”. Summer melt rates are higher among students who come from low-income families, have lower academic achievement and who intend to enroll at community colleges. Schools with high percentage of students qualifying for free and reduced lunch tend to have greater rates of summer melt. Iowa College Aid’s Summer Transition program provides a framework for schools to mitigate summer melt and ensure that students who intend to attend college take the necessary steps during the summer months and enroll in the fall after graduation.

Support for participating schools includes:

- Summer Transition Program toolkit and training
- Assistance with data analysis and determining the rate of “summer melt” in your district/building
- Assistance with creating interventions based on resources and student needs

Supporting Course to College with LCAN Grants

LCANs may budget up to \$1,500 of their total grant budget to support Course to College programming. Selected activities should be data-driven and clearly support the LCAN’s common agenda and identified priority areas. Proposed activities should not supplant existing college access activities in the school district or in the community.

Selected schools will also receive assistance from VISTA and AmeriCorps members with capacity-building and direct service to students and families with each of the components of Course to College program.