COLORADO
Department of Education

School Counselor Corps Grant Program (SCCGP) Budget Description 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?

Budget Workbook Codes and Description Examples for GAINS (Cohorts 14 and 15)

- **Salaries- FTE (0100):** Include staff role and title, license number, FTE amount, and school location.
  - Example: 1.0 FTE for Licensed School Counselor #_____, at Fake School
    - *Link for Colorado Online Licensing Public Search*
- **Salaries- Stipends up to $1,000 (0100):** Include staff role and 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 at $250/night
- **Salaries- Stipends above $1,000 (0100):** Include staff role and 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
  - *The use of stipends must follow local district policies and guidelines, and the hourly rate cannot exceed the employee's approved hourly rate.*
- **Employee Benefits (0200):** Clearly identify which staff member the cost belongs to.
  - Example: Benefit costs for school counselor FTE at CDE High School
  - *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.*
- **Consultant Services and Professional Speakers (0300):** Include who, what, cost per hour or item, and why it is necessary.
  - Example: SCCGP Consultant Name- $10,000 for 10 one day sessions to support data work in year one
- **School Counseling Tuition and Associated Books (0320):** Include name of higher education

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institution and the school site funding the individual working towards licensure.
    - Example: Tuition cost to School Counseling University for grant funded school counselor at CDE School
    - *SCCGP Tuition Assurance Form must be completed and approved.*

- **Employee Training and Professional Development (0350):** Include who, what, when (month and year), and how it relates to school counseling.
    - Example: data on-site training in September 2026; $3,500 for 45 staff members

- **Professional Contracts and Subscription Services (0400):** Include who, what, cost per item, and why it is necessary.
    - Example: ICAP platform annual subscription to support appx. 200 students with interest inventories and college and career exploration
    - Example: Best Printing Co. provides paper and ink for printing all instructional materials and supplies for college fair

- **Travel, Registration, and Entrance (0580):** Include who, what, cost per item, when (month and year) and why it is necessary
    - Example: 2 school counselors to attend the October 2026 school counseling conference to support evidence-based school interventions; $500 registration, $300 per night at the hotel (5 nights); per diem at $42/day (3 days)
    - *Per diem must follow local district policies and guidelines. Higher per diem rates may be flagged for follow up when meals are provided at conferences or training.*

- **Supplies (0600):** Include what, cost per item/hour, and why it is necessary.
    - Example: Lunch for School Counselor training to discuss grant goals- 25 staff at $10 each
    - *Grants Fiscal recommends only including food if it is necessary due to location and time restraints.*
    - *If food is included, add the estimated number of people served and cost per person.*

- **Non-Capitalized Equipment (0735):** Include what, cost per item, and why it is necessary.
    - Example: Laptop for new counselor - Dell - $750

Budget Workbook Codes and Description Examples for Smartsheet (Cohort 13)

Personnel Costs:

- **Salaries- FTE (0100):** Include staff role and title, license number, FTE amount, and school location
    - Example: 1.0 FTE for Licensed School Counselor #_____, at Fake School
        - *Link for Colorado Online Licensing Public Search*

- **Salaries- Stipends up to $1,000 (0100):** Include staff role and 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 at $250/night
- **Salaries- Stipends above $1,000 (0100):** Include staff role and 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
    - *The use of stipends must follow local district policies and guidelines, and the hourly rate*

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cannot exceed the employee's approved hourly rate.

- **Employee Benefits (0200):** Clearly identify which staff member the cost belongs to.
    - Example: Benefit costs for school counselor FTE
    - *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.*

- **Employee Benefits (0200): School Counseling Tuition and Associated Books:** Include name of higher education institution, school site funding the individual working towards licensure.
    - Example: Tuition cost to School Counseling University for grant funded school counselor at CDE School
    - *SCCGP Tuition Assurance Form must be completed and approved.*

- **Purchased Professional and Technical Services (0300)- Consultant Services and Professional Speakers:** Include who, what, cost per hour or item, and why it is necessary.
    - Example: SCCGP Consultant Name- $10,000 for 10 one day sessions to support data work in year one

- **Other Purchased Service (0500)- Purchased Services, Professional Contracts, and Subscription Services:** Include who, what, cost per item, and why it is necessary
    - Example: ICAP platform annual subscription to support appx. 200 students with interest inventories and college and career exploration
    - Example: Best Printing Co. provides paper and ink for printing all instructional materials and supplies for college fair

Supplies and Operating Costs

- **Travel, Registration, and Entrance (0580):** Include who, what, cost per item, when (month and year) and why it is necessary
    - Example: 2 school counselors to attend the October 2026 school counseling conference to support evidence-based school interventions; $500 registration, $300 per night at the hotel (5 nights); per diem at $42/day (3 days).
    - *Per diem must follow local district policies and guidelines. Higher per diem rates may be flagged for conferences or trainings where meals are provided.*

- **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 at $10 each
    - *Grants Fiscal recommends only including food if it is necessary due to location and time restraints.*
    - *If food is included, add the estimated number of people served and cost per person.*

- **Non-Capitalized Equipment (0735):** Include what, cost per item, and why it is necessary.
    - Example: Laptop for new counselor – Dell $750

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