

# DASB Budget Request 2021-2022

## For All Programs Excluding Athletics

Budget Request due to the Office of College Life by 4:00 pm Monday, November 9, 2020

Applications and attachments must be typed and submitted via email to Dennis Shannakian at [ShannakianDennis@fhda.edu](mailto:ShannakianDennis@fhda.edu).

Please also copy the Administrator on the email.

Applications must be submitted as Word documents or searchable text PDFs (not scans; signatures are not required)

The Subject must be in the following format: "DASB Budget Request - DASB Account/Program Name - DASB Account Number"

For Example: "DASB Budget Request - DASB Budget Committee - 41-51140"

Everything submitted will be publicly available online.

Delete the Object Codes and lines within Object Codes you do not need.

1. Program (Account) Name: **CalWORKs Program Occupational Training Institute (OTI)**
2. Is this a new DASB account? Yes  No  DASB Account Number: **41-56825**
3. Amount requested for 2020-2021 **\$ 6,500**
4. Total amount allocated for 2020-2021 **\$ 2,000**
5. How long has this program existed? **44 years**
6. Number of students directly served in this program: **30**

*Please ACCURATELY and THOROUGHLY complete numbers 7 – 10 and use additional sheets if necessary.*

7. List ALL other accounts and/or sources of income (list ALL **Account Numbers, Account Names, Account Balances,** and **Account Purposes/Restrictions**) also list ALL Co-Sponsorships for the Program; include anticipated future sources and co-sponsorships. Accounts and amounts will be verified.

**Failure to disclose ANY and ALL non-DASB Funding Sources will result in the immediate disqualification of your request and/or the freezing of your DASB Account if already approved.**

B Budget Accounts: **See attached list of accounts**

Trust Accounts: **See attached list of accounts**

Fund 15 Accounts: **See attached list of accounts**

FHDA Foundation Accounts: **See attached list of accounts**

Grant Funded Accounts: **See attached list of accounts**

Other District Accounts: **See attached list of accounts**

Off-Campus/Off-District Accounts: **See attached lists of accounts**

On-Campus Co-Sponsorships: **See attached list of accounts**

Off-Campus Co-Sponsorships: **See attached list of accounts**

8. How have you been meeting or how do you plan to meet the budget stipulation of requiring that all students benefiting from DASB funds allocated to you have paid the \$10 DA Student Body Fee and are DASB Members (DASB Budget Stipulation # 1)? **With the exception of enrollment fees (tuition), Santa Clara County Social Services Agency (SCCSSA) will reimburse or pay basic fees, which includes the \$10 DASB membership fee. The SCCSSA ensures CalWORKs students will not incur expenses that will not cause additional financial hardships while they are De Anza students.**
9. What would be the impact if DASB did not completely fund this request? **If this fund request is not approved, CalWORKs students will need to wait for the SCCSSA to approve book vouchers which is usually after classes begin. When students do have books prior to or on the first day of classes, they run the risk of falling behind, withdrawing from classes, failing classes, or dropping out completely. The consequences of the CalWORKs program not having these funds to help one of the most vulnerable populations on this campus will result in students and their families not being able to take advantage of this bridge out of poverty.**

10. Total amount being requested for 2021-2022 (from page 3) **\$ 2,000**

Delete the Object Codes and lines within Object Codes you do not need.

## Student Payroll (2310)

MUST ALSO COMPLETE THE BENEFITS (3200) SECTION

	Job Title	# of emp. x \$ Per hr x # hrs/wk x # of wks	Cost
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
		TOTAL:	\$ _____

## Benefits (3200)

MUST ALSO BE COMPLETED WHEN REQUESTING PAYROLL

Benefits rates can change each year. Please check rates before requesting the same amount as last year.

(1.52 % for Student Employees, 10.4 % for Casual Employees)

	Job Title	Total \$ x Percentage	Cost
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
		TOTAL:	\$ _____

## Supplies (4010)

(Non-capital as specified; NO general office supplies)

	Item	Intended Use	Cost
1.	<u>Required Text books and course supplies</u>	<u>CalWORKs Students</u>	<u>\$1,700</u>
2.	<u>Paper</u>	<u>Printing for Students</u>	<u>300</u>
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
		TOTAL:	<u>\$ 2,000</u>

**Total amount requested (also complete line 10 at bottom of first page) \$2,000**

Delete the Object Codes and lines within Object Codes you do not need.

## Request For Information (RFI)

	Question / Inquiry	Program Response
1.	Please provide a <b>thorough</b> description of your program (250 words max)	The California Work Opportunity & Responsibility to Kids (CalWORKs) is a state funded that provides basic needs to low income families with children (under 19 years of age). This program helps them meet their most basic needs and provides an education as a way to help families get good paying jobs and become self-sufficient.
2.	Please provide how many students are <b>actively engaged</b> in your program. Backing it up with data will help.	Currently, we have 20 students with an expected increase due to the county continually referring students and the increase in unemployment claims.
3.	Why is your program <b>important</b> and what is the <b>rationale</b> behind having this program on campus? (250 words max)	Education should not be only for the privileged but also for those who have the desire to become better but lack the resources. CalWORKs gives opportunity to those who lack the resources to attend college, the opportunity to have a career that offers an above living wage, and way for our students to become productive members of their communities. Education is the path to a better life for everyone but for CalWORKs' students it's also a way to break the generational cycle of poverty. Our program also illustrates that De Anza is an equity focused institution, offering an education to all regardless of race, gender, age, socio-economic status, and other characteristics.
4.	How will your program expand students' perspectives and positively impact their lives and the community? (250 words max)	Attending college is about getting an education not only in the classroom but also in life. Our students are exposed to a variety of subjects, perspectives, diverse people, and diverse cultures. Also, our students are allowed to bring their children to campus when necessary which normalizes "school" for the whole family and introduces children to higher education at an early age. College makes students better people for themselves, their families, and their communities.
5.	How is your program working to improve itself every year? Do you receive student feedback? Implementing a student survey and sharing the results with DASB will be beneficial for our review process.	At the end of every school year we have our students complete a survey to help us improve upon our services and processes. We are in the process of completing a new survey and will gladly share the results.
6.	What are <b>all</b> your sources of funding? Please include funding from the college, any sources of income, any grants, and any other source. Has your program taken the initiative to search for other sources? (list ALL Account Numbers, Account Names, Account Balances, and Account Purposes/Restrictions)	OTI is a self-funded department and is dependent on contracts with various outside agencies to mainly help special populations get an education. Those organizations include Santa Clara Social Services, NOVA, Work2Future, and CompTechS - our department internship program. See attached list of our accounts. Please let me know if you have any questions.

	<b>Question / Inquiry</b>	<b>Program Response</b>
7.	Go through the most recent DASB Budget Goals/DASB Budget Guiding Principles and explain how your program fits each of them or as many as possible. (250 words max) The DASB Budget Goals/DASB Budget Guiding Principles are available at <a href="http://www.deanza.edu/dasb/budget">www.deanza.edu/dasb/budget</a>	With approved DASB funding CalWORKs students will be able to : 1-Begin their academic careers properly prepared with books and other resources ensuring retention, achieving and maintaining satisfactory progress, and ultimately earning a certificate/degree. 2- Become accomplished and self-confident students who are able to learn, develop necessary skills, overcome barriers, and become members of a diverse and empowering student body. 3- Overcome the challenge of not having to worry about all of their basic needs and basic tools necessary to attend college and allowing them to focus and work toward their goals of earning a certificate, degree, or transferring to university.
8.	Explain how your program is unique. Are there any programs on campus that are similar or is there any duplication of services? (250 words max)	Our program is unique in that it serves student parents who received cash aid and other basic needs (welfare benefits) from the county. In addition to the traditional student responsibilities, our students have responsibilities to the social service agency which include monthly attendance sheets, income eligibility and program restrictions, time and course limitations. The only other program similar to CalWORKs is the CARE program in that they serve student parents with children up to age 14 but that program is not as comprehensive as CalWORKs in the benefits provided.
9.	Explain how your program advertises and promotes itself to all students. Has your program made extra effort to market and reach underserved students? If so, describe how. If not, describe what challenges your program faces in trying to do so. Provide a clear plan for the current academic year as well as any marketing material you will or have used. (250 words max)	OTI hosts tabling events at Student Services and Welcoming Days to inform students about the CalWORKs program and referring them to the Social Services Agency as they determine eligibility. We also share our program information with other Student Service programs that may have students eligible for our program.
10.	Explain how your program promotes equity on campus. (250 words max)	Being a partner with the Social Services Agency we have access to a wide variety of services and resources, not specifically for CalWORKs students, but for Santa Clara County residents. Such services and resources might include information about food pantry, housing programs, medical services, etc.
11.	Please indicate which object codes are critical for DASB to fund this year.	Supplies (4010). As the cost of textbooks continue to increase, textbooks are the most crucial supplies for our students.

	<b>Question / Inquiry</b>	<b>Program Response</b>
12.	How has your program adapted to providing its services online? Alternatively, please provide a clear plan for how your program would provide online services if needed in the future.	The CalWORKs program has always been one of strict compliance and in a surprising way as limited our challenges to being able to service students as we only had to worry about getting forms signed and books delivered. We've been able to get most of our forms signed using AdobeSign and DocuSign via the county. We've had to meet safely with students to deliver books as the county has pressured us to get signatures on their vouchers.

**Signatures are not Required for this Application**

Signatures are not required for this application; however, the Administrator should still review and approve the application and should be copied on the email submitting the application. **The Budgeter and Administrator cannot be the same person.** Applications must be typed and submitted via email along with any attachments; applications must be submitted as Word documents or searchable text PDFs (not scans).

**Signatures that are Required for Utilizing Funds**

All future financial documents, forms, requests, requisitions require the signature of the budgeter(s) and the administrator responsible for the program of the account. The budgeter and administrator responsible for the program of the account shall sign designating this is an appropriate expenditure of DASB funds and in the best interest of the student body. Administrators are responsible for any expenditures exceeding budget allocations. **The Budgeter and Administrator cannot be the same person.**

**Budgeter and Administrator Information**

Budgeter’s Name:	<b><u>Carlita Alamban</u></b>
Phone Number:	<b><u>408-864-8457</u></b>
Email:	<b><u>alambancarlita@fhda.edu</u></b>
Relationship to Project:	<b><u>Process book vouchers and tracks budget</u></b>
Position on Campus:	<b><u>Administrative Assistant II</u></b>
Administrator’s Name:	<b><u>Sabrina Stewart</u></b>
Phone Number:	<b><u>408-864-8360</u></b>
Email:	<b><u>stewartsabrina@fhda.edu</u></b>
Relationship to Project:	<b><u>CalWORKs Supervisor</u></b>
Position on Campus:	<b><u>OTI Program Supervisor</u></b>

Approved by DASB Chair of Finance

(Produced by the Office of College Life - 10/27/2020)