

Date	
Requestor	
Name	
Department / Program Name	
Major Budget Unit (MBU) Approval	
Approver's Name	
Department / College Name	
Divisional Approval	
Approver's Name	
Division Name	
Amount Request	
<p>Complete the Financial Plan Template</p> <p>Completing the template helps ensure your request considers a variety of potential expense areas, provides additional background to support your request and calculates the base and one-time funding information you will need to complete this section.</p>	
Base (Ongoing) Funding Amount	
One Time Funding Amount	
Executive Summary	
<p>A brief description of your proposal, plans and the alignment with GI2025 mission. - 300 word max -</p>	

GI2025 GOALS & OBJECTIVES (50% of overall score)

NOTE: Please review the [Rubric](#) to learn how the proposal is going to be scored and the [FAQ](#) for instructions on how to fill out the sections below.

1. SUPPORTING GI2025 PILLARS
Describe how your request supports one or more of the six GI2025 goals: (1) Academic Preparation, (2) Data-Driven Decision Making, (3) Student Engagement and Wellbeing, (4) Enrollment Management, (5) Financial Support, (6) Removing Academic Barriers. (17% of overall score) - 300 word max -

2. RACIAL EQUITY (Opportunity or Access Gap)
Describe the impact your request will have on reducing or eliminating these gaps. (10% of overall score) - 300 word max -

3. INCOME EQUITY (Opportunity or Access Gap)

Describe the impact your request will have on reducing or eliminating these gaps. (10% of overall score) - 300 word max -

4. COLLECTIVE IMPACT

Describe how your proposal will contribute to or enhance other current or planned initiatives. (13% of overall score) -300 word max-

PROPOSAL DESIGN (40% of overall score)

NOTE: Please review the [Rubric](#) to learn how the proposal is going to be scored and the [FAQ](#) for instructions on how to fill out the sections below.

1. NEEDS ANALYSIS
Provide details of the analysis planned or performed demonstrating the need behind this request. Include any collection of data, planned or actual. (15% of overall score) - 300 word max -

2. OUTCOMES AND OBJECTIVES
Describe the Outcomes and Objectives associated with your request, including the extent to which they have been developed, implemented, assessed and any program changes taken as a result of evidence. (15% of overall score) - 300 word max -

3. ASSESSMENT PLAN
Describe your plans to assess the results of this initiative, connecting results to planned Outcomes and Objectives. Include timeline of assessment plan (3 years, 5 years, etc.) (10% of overall score) - 300 word max -

FUNDING NEED (10% of overall score)

NOTE: Please review the [Rubric](#) to learn how the proposal is going to be scored and the [FAQ](#) for instructions on how to fill out the sections below.

1. FINANCIAL SUSTAINABILITY
Describe the current financial stability of the initiative, absent GI2025 funding. Describe how this request helps sustain the initiative over time. - 300 word max -

TITLE: EOP 2nd & 3rd Year Peer Coaching Program		RESOURCE REQUEST AMOUNT:		
Department: EOP		Base Funding Request	23,520	
Division: Student Affairs		One-Time Funding Request	-	
Version Date: 2/1/19		amounts will auto-populate based on detail provided below		
NEW RESOURCE REQUEST DETAIL (enter data in blue cells):				
Expenditure Request	FTE	Base Budget (Ongoing)	One-Time Expenditures	Total Expenditures
Faculty Salaries/Assigned Time (30 WTU/AY = 1 FTE, ex - 3 WTU in fall only -> 3/30 = .1 FTE)	-	-	-	-
Staff Salaries	-	-	-	-
Administrator Salaries	-	-	-	-
Student Wages (FTE - 20hrs/wk for AY = 1, cost per FTE is ~\$8,500)	4	21,000	-	21,000
Subtotal Salaries & Wages		21,000	-	21,000
Benefits		2,520	-	2,520
Communications (telephone, network, etc.)		-	-	-
Travel		-	-	-
Information Technology Costs (software, computers, etc.)		-	-	-
Equipment (instructional equipment, furniture, etc.)		-	-	-
Misc. Operating Expenses (training, prof. development, hospitality, supplies & services, etc.)		-	-	-
Space Renovations (estimated space related costs needed to support resource request)		-	-	-
Total Request		23,520	-	23,520
Please provide context regarding resource request, including space considerations (location of existing space, description of needed space, etc.) if applicable:				
The request is for student employment wages for four 2nd-year peer coaches @ 12 hours per week for 30 weeks, pay rate of \$13 per hour (\$18,720); and for three 3rd-year peer coaches at 10 hours per week for 30 weeks, pay rate of \$13.50 per hour (\$12,150), for a total of \$30,870 in student wages. This amount is reduced to \$21,000 based on anticipated savings through FWS funding. Benefit estimates of \$2,520 are based on 12% payroll taxes. Supervision costs are provided through existing general fund salaries/positions: 15 percent time on task by Rama Rawal, EOP Advisor (\$6,213) and 5 percent time on task by Dan Saveliff, EOP/SSS Executive Director (\$3,862). Administrative support is provided by existing general fund and TRIO-SSS Grant funded salaries/positions: 2 percent time on task by Elizabeth Silver, EOP (payroll and tech support - \$565) and 2 percent time on task by Pua Faleofa, SSS (reception - \$360). Existing space and equipment is provided by EOP/SSS for shared office space, located in Hadley House #56.				
FOR EXISTING INITIATIVES/PROGRAMS PLEASE ALSO COMPLETE THE FOLLOWING (enter data in yellow cells):				
Existing Sources of Funding		Base Budget (Ongoing Support)	One-Time Funding	Total Existing Funding
State Support		10,640	21,000	31,640
Student Fee Revenue		-	-	-
Donations		-	-	-
Grant Revenue		360	-	360
Other Sources of Revenue		-	-	-
Total Existing Resources		11,000	21,000	32,000
Existing Expenditures	FTE	Base Budget (Ongoing)	One-Time Expenditures	Total Existing Expenditures
Faculty Salaries/Assigned Time (30 WTU/AY = 1 FTE, ex - 3 WTU in fall only -> 3/30 = .1 FTE)	-	-	-	-
Staff Salaries	-	7,138	-	7,138
Administrator Salaries	-	3,862	-	3,862
Student Wages (FTE - 20hrs/wk for AY = 1, cost per FTE is ~\$8,500)	-	-	21,000	21,000
Subtotal Salaries & Wages		11,000	21,000	32,000
Benefits		-	-	-
Communications (telephone, network, etc.)		-	-	-
Travel		-	-	-
Information Technology Costs (software, computers, etc.)		-	-	-
Equipment (instructional equipment, furniture, etc.)		-	-	-
Misc. Operating Expenses (training, prof. development, hospitality, supplies & services, etc.)		-	-	-
Total Expenditures		11,000	21,000	32,000
Please provide context regarding existing sources of funding, salaries & wages, operating costs, and space (current location):				
General funds are calculated based on time-on-task formula for supervision, training, hiring, and coordination of the Peer Coaching effort. Existing office space in Hadley House has already been identified and re-purposed to support the needed shared-office space for peer coaching. Equipment, supplies, and miscellaneous costs are absorbed within overall EOP operating funds. The request is limited to the costs for student employment wages to shift from one-time funding to ongoing base-funding based on the history and success of this initiative. Student wages are pro-rated downward in anticipation of annual FWS savings.				