



Budget-Work Plan Crosswalk



Tip Sheet

- ◆ Create a spreadsheet with budget line items listed down the left column and Work Plan strategies listed across the top rows.
- ◆ Use the Work Plan your college created during the grant writing and/or modification process. You should only assign budget numbers to strategies in which your college participates!
- ◆ If you don't have an individual college Work Plan, you will need to create one. Start with the consortium Work Plan (pages 27—33 of the MoManufacturingWINS Technical Proposal; and pages 32—36 of the MoSTEMWINS Technical Proposal) and pick out the Strategies and Implementation Measures that list your college as Implementers.
- ◆ Next, begin to breakdown your budget by Strategy, Year, and Budget Line Item. **This work must be done in collaboration with your program staff AND fiscal staff.**
- ◆ Round 4 Grantees will have two separate crosswalks—one for MoSTEM and one for the Cap-Breaker Data Project

Why is this process necessary and important?

- ◆ The instructions within the SGA required Work Plans to identify the costs associated with each Strategy.
- ◆ Therefore, DOL expects grantees to track funds spent per Strategy.
- ◆ Forming a cross-walk document early in the grant process will better enable you to understand the connection between your Budget and your Work Plan. It will also help the MCC/MCCA Grant Team to be able to monitor and track this information.
- ◆ This process will assist you in connecting financial expenditures to outcomes and deliverables in your Quarterly Narrative Progress Reports.
- ◆ You will be required to submit a cross-walk based on actuals at closeout.

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