



Annual Training Plan (ATP) Reference Guide

Agency Instructions

Updated February 2024



BOARD OF STATE & COMMUNITY CORRECTIONS
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Introduction

The Board of State and Community Corrections (BSCC) manages the allocation of training funds for approximately 151 government agencies (Police Departments, Probation Departments and Sheriff's Offices) that participate in the Standards and Training for Corrections (STC) program. Each participating agency requesting funds must submit an Annual Training Plan (ATP) to the BSCC detailing the total number of eligible budgeted positions that require training. The BSCC provides training funds to agencies based on the number of core and annual positions specified in the ATP. For smaller agencies, those with eleven or fewer positions eligible for funding, there is a minimum allocation amount set.

The ATP process adheres to the following 18-month timeline:

- Participating agencies must submit their annual training plan with the projected number of eligible positions by April 15th. Agencies that miss this date must submit a petition to the board if they wish to participate;
- After the state budget is passed in June, needed modifications to the ATP can be made any time before March 31st.

The purpose of this guide is to assist agencies in accessing and using the online Annual Training Plan System (ATP) developed by the Standards and Training for Corrections (STC) division.

If you need assistance, please contact your assigned Field Representative or send an email to ATP@bscc.ca.gov.

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I. Log In/Register

To access the Annual Training Plan (ATP) System, every user will have an individual User ID and Password.

Should your agency need to add/remove a user or update any contact information, contact your assigned Field Representative with all information. For new users, the temporary password will be set to Bsc@123 and it will be the new user's responsibility to change this password. If the password needs to be reset at any time, please send an email to ATP@bscc.ca.gov.

ATP Website: <https://atp.bscc.ca.gov/login>

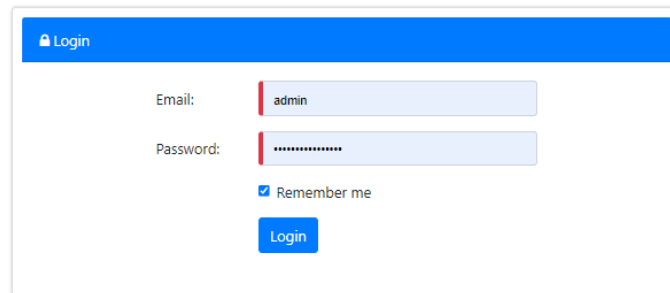
Welcome to the online Annual Training Plan (ATP) system. The ATP is a county or city agency's application to participate in the Standards and Training for Corrections (STC) program.

The ATP is filed online through this system by each agency applying to participate in the STC Program (see Title 15, California Code of Regulations).

If you are unable to access the system, please contact ATP@bscc.ca.gov

To view previous ATPs (20/21 and 21/22), click [here](#).

Welcome messages and link to the old ATP System

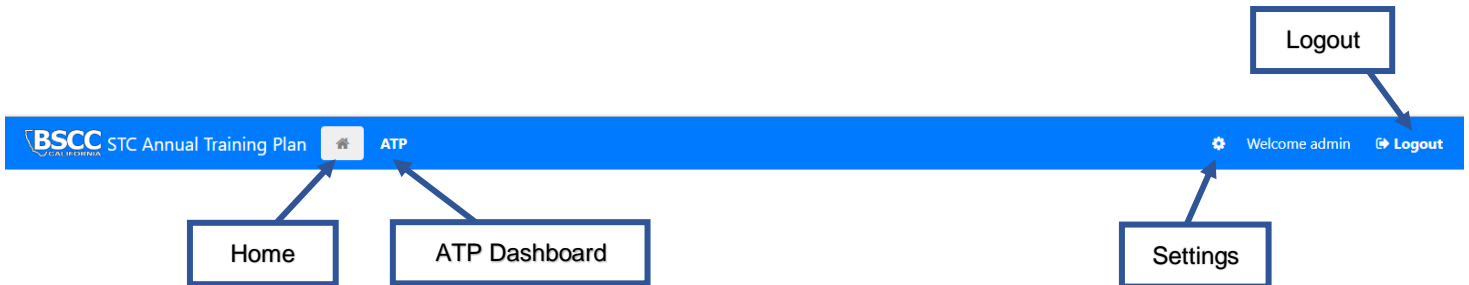


The screenshot shows a login form with a blue header bar containing a lock icon and the word "Login". Below the header, there are two input fields: "Email:" with the text "admin" and "Password:" with a masked password of ten asterisks. A checkbox labeled "Remember me" is checked. At the bottom of the form is a blue "Login" button.

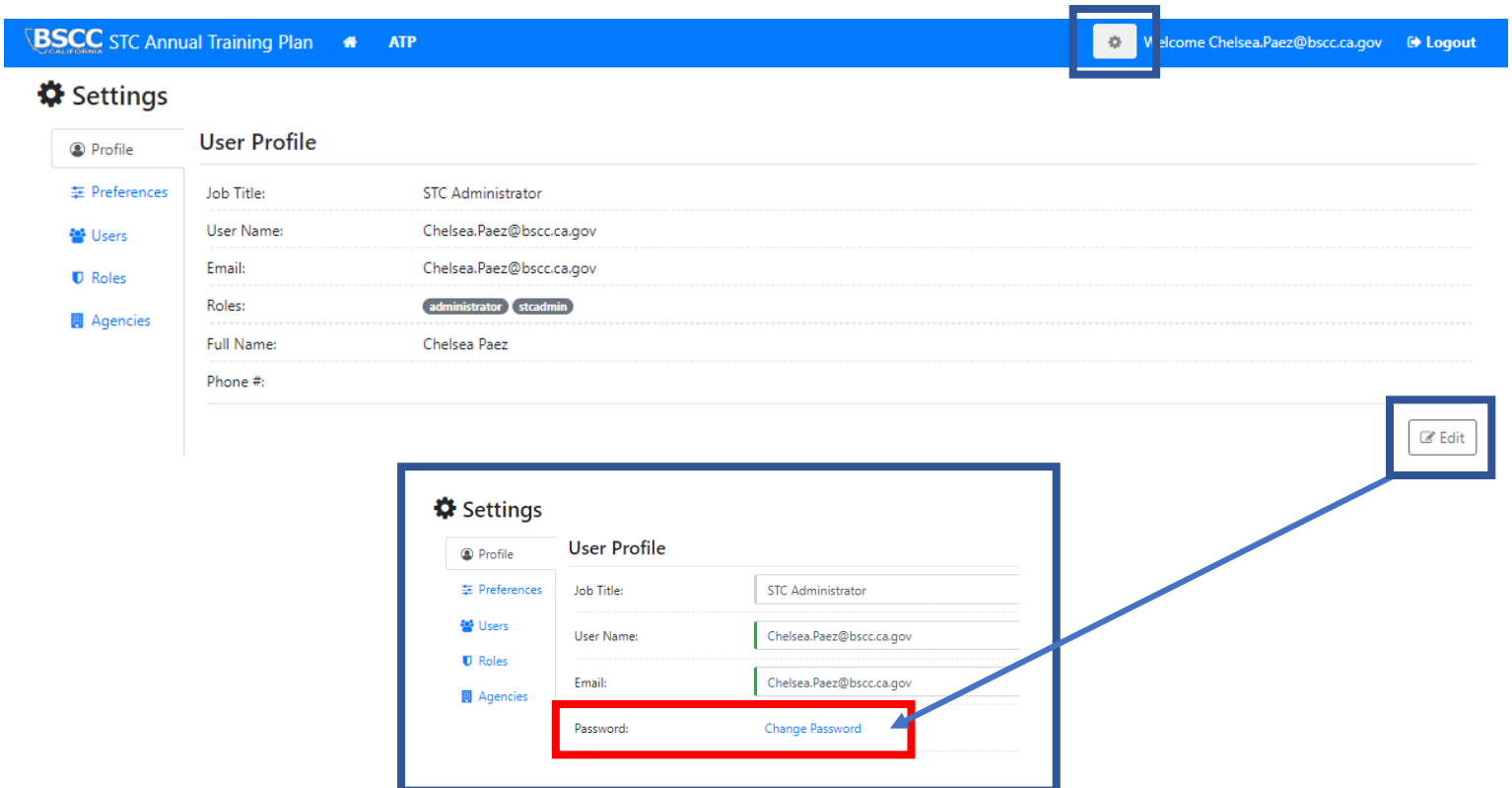
II. Dashboard

After logging in, the first view is the agency's Dashboard. From this screen, the agency will access all features of the Annual Training Plan. This includes the Training Plan, Selection Standards survey and Assurance Statement.

The top ribbon allows users to navigate from any screen to the Home dashboard, ATP dashboard, user preferences or logout.



To change your password, click on the Settings icon. From the “**Profile**” tab, select “**Edit**” to change your password. From the “**Edit**” screen, select “**Change Password**”.



The Dashboard will default to the current Fiscal Year. After the new Fiscal Year is initialized, that year will be available to switch between. On April 15th, the Dashboard will change to show the ATP that was due for the upcoming year. The current year is still available to view.

Dashboard

Please click ATP at the top of the page to get started.

Fiscal Year: 2023-2024

Toggle between available Fiscal Years

Your agency name will populate here.

ATP		AFS	
● STC-Eligible Positions	Approved (9/11/2023)	● Annual Financial Statement	Approved (11/29/2023)
● Title 15 Compliance	Approved (9/11/2023)		
● Assurance Statement	Signed (4/2/2023)		

[+ Show Contacts](#)

Dashboard

Please click ATP at the top of the page to get started.

Fiscal Year: 2024-2025

Your agency name will populate here.

ATP		AFS	
● STC-Eligible Positions	Not Submitted	● Annual Financial Statements	Not Submitted
● Title 15 Compliance	Not Submitted		
● Assurance Statement	(Not Signed)		

[+ Show Contacts](#)

III. Annual Training Plan

Before the beginning of a new fiscal year, each participating agency must submit an Annual Training Plan to the BSCC. In the ATP, the agency must provide estimates of the number of eligible budgeted positions that require training for the year. Upon submission, the agency must complete a Selection Standards survey and the Assurance Statement must be signed by the Agency Administrator. This must be completed by April 15th, per Title 15. The following sections detail how agencies interact with the online ATP application to submit their Annual Training Plan.

Annual Training Plan

To access and start your training plan click on one of the two ATP links. If you ever need to go back to the Home dashboard, click the home icon.

The status of each document will either show as “Not Submitted”, “Incomplete”, “Submitted”, or “Signed and “Not Signed” (only applies to the Assurance Statement).

The screenshot shows a web interface for the Annual Training Plan (ATP). At the top, there is a placeholder text: "Your agency name will populate here." Below this is a section titled "ATP" with three items: "STC-Eligible Positions" (yellow dot), "Title 15 Compliance" (yellow dot), and "Assurance Statement" (green dot). To the right of these items are their respective statuses and dates: "Submitted (03/08/2023)", "Submitted (03/08/2023)", and "Signed (03/08/2023)". Below the ATP section is a blue link with a plus sign: "+ Show Contacts".

Callouts and legend:

- A box on the left says: "To access the Annual Training Plan, click 'ATP' here or in the top ribbon" with an arrow pointing to the "ATP" section.
- A box above the ATP section says: "Your agency name will populate here." with an arrow pointing to the placeholder text.
- A legend box on the right shows three colored circles with corresponding labels: a red circle for "Not Submitted", a yellow circle for "Submitted/Not Signed", and a green circle for "Approved/Signed".

Click “**Show Contacts**” to expand. All contact information is read-only. This will display the contact information for the Agency Training Manager, Agency Administrator, Agency Fiscal Administrator and assigned Field Representative. If any contact information needs to be changed, contact your assigned Field Representative.

Start Annual Training Plan

Once you select ATP, you will be taken to the Annual Training Plan home page, you will show a list of available ATP years. This page includes:

- Annual Training Plans for each fiscal year, starting with 2022-2023.
- The ATP Type.
- The date the ATP was submitted (when submitted).
- The allocation amount (will show as 0 until submitted).
- The status of the ATP.
- Options to Start and Edit the current ATP.
- Options to view previous ATPs that have been completed in this system.

Annual Training Plan

View My Agencies 2023-2024 View Filters Agency: View All Status: View All

Annual Training Plan

Agency	Fiscal Year	ATP Type	Date Submitted	Amount	Status	Actions
Your agency name will populate here.	2023-2024	ATP		0	Not Submitted	Start Plan

"Date Submitted" will show the date the ATP was submitted

"Status" will either show as "Not Submitted", "Submitted", "Returned" or "Approved"

"ATP Type" will either be "ATP" or "Modified ATP". Please note the modification process will be released in the next roll-out phase.

The "Amount" will show the proposed funding estimates based on position numbers entered.

To start the ATP application, click "Start Plan"

To start the submission of your Annual Training Plan, you will select "**Start Plan**". This will take you to the Minimum Selection Standards page.

IV. Title 15 Compliance Requirements/Minimum Selection Standards

The questions below are directly related to the minimum selection and training standards set forth in *STC Title 15 Regulations, Standards and Training of Local Corrections and Probation Officers*.

“Submit” at the top or bottom of the page.

Title 15 Compliance

Fiscal Year:	2023-2024
Agency	Your agency name will populate here.

Submit

Back

Minimum Selection Standards

Title 15, Article 2, sections 130-133 of the California Code of Regulations sets forth seven minimum selection standards for entry level adult corrections officers, juvenile corrections officers and probation officers. Agencies participating in the STC Program are required to comply with these selection standards.

Please respond to the following questions for the 2023-2024 Fiscal Year:

Which STC job classifications pertain to your agency? (select all that apply)

- Adult Corrections Officer (ACO)
- Probation Officer (PO)
- Juvenile Corrections Officer (JCO)

Select all STC job classifications that apply to your agency.

Field is required.

If any box has a red line, it is a required field

Once data is entered into the field, it will turn green.

Written Selection Exam

Here you will specify whether your agency will be using the BSCC written selection exam or an alternative exam, consistent with the BSCC regulations, for each selected classification.

1. Written Examination

For its entry level selection exam(s), the agency will use **(must select one exam type for each classification):**

- The Board of State and Community Corrections' (BSCC) written exam.

The BSCC selection exam will be used for all of the classifications selected above.

- An alternative written selection exam consistent with BSCC regulations.

Select if you are using the BSCC written exam. If you use the BSCC exam for all classifications, continue to the next question.

If you only use the BSCC written exam for one classification, ALSO select "An alternative written exam..." to choose applicable classifications for each exam type.

1. Written Examination

For its entry level selection exam(s), the agency will use **(must select one exam type for each classification):**

- The Board of State and Community Corrections' (BSCC) written exam.

For the following classifications: (select all that apply)

- Probation Officer (PO)
- Juvenile Corrections Officer (JCO)

- An alternative written selection exam consistent with BSCC regulations.

For the following classifications: (select all that apply)

- Probation Officer (PO)
- Juvenile Corrections Officer (JCO)

- An alternative written selection exam consistent with BSCC regulations.

For the following classifications: (select all that apply)

- Probation Officer (PO)

What alternative written selection exam will your agency use?

Please Specify Other Written Exam Type

If you use an alternative written exam for any classification, specify for each.

An alternative written selection exam consistent with BSCC regulations.
For the following classifications: (select all that apply)

Adult Corrections Officer (ACO)

What alternative written selection exam will your agency use?

- POST Entry-Level Law Enforcement Test Battery (PELLETB)
- Other

For Adult Corrections, you will be provided drop down options.

Adult Corrections Officer (ACO)

What alternative written selection exam will your agency use?

What alternative written selection exam will your agency use?

If you select "Other," please specify.

Interview

Select "Yes" or "No"

2. Interview

Does your agency conduct a interview to demonstrate competence in oral communication?

Yes

No

Background Investigation

Select “Yes” or “No”. If you select “Yes”, you must complete the question, “What components does the background investigation include?” Select all that apply.

3. Background Investigation

Does your agency conduct a background investigation?

- Yes
- No

What components does the background investigation include (select all that apply):

- Criminal Records Check
- Personal History Statement
- Citizenship Verification
- Age Verification
- Driving Record Checks (DMV)
- Education Verification
- Employment History Checks
- Relatives/Personal References Checks
- Dissolution of Marriage Check
- Neighborhood Checks
- Military History Check
- Credit Records Check
- Social Media Check

field is required.

Please list any other components your agency includes in the background investigation process, not listed above

remaining characters until limit: 500

Core Training

Select “Yes” or “No”

4. Core Training

Does your agency send entry level candidates to core training pre-service or post-service?

- Pre-Service
- Post-Service

Probationary Period

Enter the probationary period, in months, for all classifications. Only classifications selected at the top of the page will populate here.

5. Probationary Period
What is the length of the probationary period? (please enter "0" if probationary period does not apply)

Probation Officer (in months)

Juvenile Corrections Officer (in months)

Hearing, Vision, and Medical

Specify which hearing, medical and vision exam your agency uses.

6. Hearing, Vision, and Medical

What hearing exam will your agency use?

What medical screening will your agency use?

What vision exam will your agency use?

Age Requirement

Enter the minimum age requirements for all classifications selected at the top of the page. This field only allows number entries.

7. Age Requirement
What is your agency's minimum age requirement for the listed position(s)?

Probation Officer (PO)

Juvenile Corrections Officer (JCO)

Title 15 Training Needs Assessment

Describe the agency process to assess training needs for the upcoming year.

Training Needs Assessment
Title 15, Article 2, section 102(c) of the California Code of Regulations requires that a participating agency's Annual Training Plan include "an assessment of the department's training needs to include the number of eligible staff, the types of courses to be completed, and a training schedule for the 2023-2024 fiscal year."
Briefly describe the process your department undertook to assess its training needs for the 2023-2024 fiscal year.

remaining characters until limit: 2000

Input response here. 2000 character limit.

When ready to submit click "Submit" here or at the top of the page

Make sure to confirm your submission

Confirmation [X]
Are you sure you want to submit these ATP Standards?

When all 10 questions are answered, the Minimum Selection Standards may be submitted.

V. Core and Annual Positions

After submitting the Minimum Selection Standards responses, you will be taken to a page you will enter the number of core and annual positions by job classification. The minimum number of training hours and the total number of hours will auto populate. The position entries listed will populate by agency type (i.e., Probation, Juvenile, Adult, Police).

STC-Eligible Positions

In the table below, identify the number of STC-eligible positions (Annual) and the number of expected new hires and/or promotions (Core) in each category for FY 2023-2024.

	Job Classification	Number of Positions	Minimum Number of Training Hours	Total Training Hours
Administrator				
	Administrator Annual	<input type="text" value="0"/>	24	0
	Administrator Core	<input type="text" value="0"/>	80	0
Manager				
	Manager Annual	<input type="text" value="0"/>	24	0
	Manager Core	<input type="text" value="0"/>	80	0
Supervisor				
	Supervisor Annual	<input type="text" value="0"/>	24	0
	Supervisor Core	<input type="text" value="0"/>	80	0
Adult Corrections Officer				
	Adult Corrections Officer Annual	<input type="text" value="0"/>	24	0
	Adult Corrections Officer Core	<input type="text" value="0"/>	187	0
	Adult Corrections Officer Supplemental Core	<input type="text" value="0"/>	79	0

Input the number of positions you intend to train for the year, for each relevant job classification.

The application will calculate the agency's total number of core and annual positions and the total funding that is estimated to be allocated. The total funds are broken down by core and annual and combined amount.

Please note, these amounts are estimates and are subject to change based on current year funding availability.

Note

Per position dollar amounts listed below are from the prior year. These amounts are subject to change based on current year STC funding and number of STC positions statewide.

Note above reads: Per position dollar amounts listed below are from the prior year. These amounts are subject to change based on current year STC funding and number of STC positions statewide.

The total number of core and annual positions entered.

The amount per position the Number of Positions will be multiplied by

Position Type	Number of Positions	Funds Per Position	Total Funds
Total Core Positions	0	\$785.23	\$0.00
Total Annual Positions	0	\$568.22	\$0.00
Total Positions	0		\$0.00

Click "Submit for Approval"

Submit for Approval

The Total estimated funds to be allocated for the year.

Confirmation

Are you sure you want to submit this ATP?

Cancel Submit

Make sure to confirm your submission.

VI. ATP Assurance Statement

After the Minimum Selection Standards and position amounts are submitted, you will be taken back to the “*Annual Training Plan*” screen.

From the ATP screen, all submitted documents can be viewed. Click “**View Docs**” to view the Assurance Statement or Title 15/Minimum Selection Standards responses. Click “**Edit Plan**” to make any adjustments to the plan.

Annual Training Plan

	Agency	Fiscal Year	ATP Type	Date Submitted	Amount	Status	Actions
+View Docs	Your agency name will populate here.	2023-2024	ATP	3/9/2023	\$52,772.00	Submitted	Edit Plan
	Assurance Statement						
	Title 15 Compliance						

After the Assurance Statement is submitted, any of the documents can be edited at any point, until it is Approved by the BSCC. Changes made to the Plan itself will require a new signature from the Agency Administrator. Changes to the Title 15 questions do not.

After the ATP is submitted, an email will be sent to the Agency Administrator notifying them that the Assurance Statement is ready for their signature. The email will contain a link for the Administrator to access. The Training Manager will receive a notification confirming the Assurance Statement was sent to the Administrator.

The Agency Administrator will check the box to certify agency adherence to the Title 15 standards

I certify that the department will adhere to Title 15, Standards and Training of Local Corrections and Probation Officers as contained in sections 100-358. The department will not use STC subvention funds to pay for the costs of training if funding is received from another state source to pay for the same costs. I further certify that this Annual Training Plan Application has been completed in accordance with the regulations, policies and procedures established by the Board of State and Community Corrections. The original county or city ordinance, stipulating that while receiving state aid the city, county, or city and county will adhere to the standards for selection and training established by the Board, continues to be in full force and effect.

Agency Administrator Electronic Signature

Date:

Type First and Last Name:

Agency Administrator contact info will populate here.

[Sign](#)

They will enter the date, type their full name and click “Sign”.

Once the Assurance Statement is signed by the Agency Administrator, the dashboard will show the Assurance Statement as “Signed”.

ATPs will not be approved until the yearly budget has been signed. Your assigned Field Representative will reach out if your plan requires any changes or has any further questions.

Agency	Fiscal Year	ATP Type	Date Submitted	Amount	Status	Actions
Your agency name will populate here.	2023-2024	ATP	2/7/2023 9:09:55 PM	0	Approved	View Plan

View Assurance Statement & Title 15 Selection Standards

View Plan

VII. Approved Annual Training Plan

When the ATP is approved, after the budget is passed, the agency Training Manager will receive an email informing them of approval. Additionally, the dashboard will update to reflect all forms as “Approved” and the Assurance Statement a “Signed”.

ATP

- STC-Eligible Positions Approved (9/11/2023)
- Title 15 Compliance Approved (9/11/2023)
- Assurance Statement Signed (4/14/2023)

VIII. Returned Annual Training Plan

If the agency submitted the ATP and it is returned by the Field Representative, it can be fixed by clicking “**Edit Plan**”. After resubmitting, the Agency Administrator will be sent an email to re-sign the Assurance Statement.

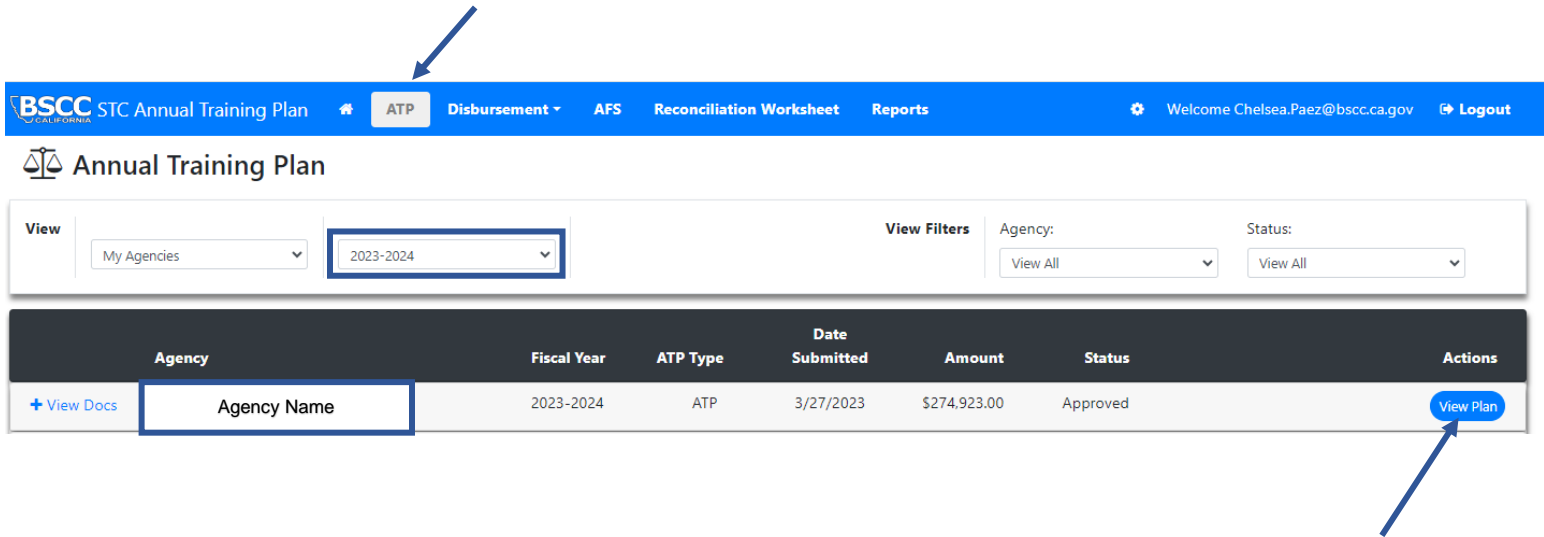
Agency	Fiscal Year	ATP Type	Date Submitted	Amount	Status	Actions
Your agency name will populate here.	2023-2024	ATP	2/7/2023 9:09:55 PM	0	Submitted	Edit Plan

Click “Edit Plan”

IX. Modified Annual Training Plan

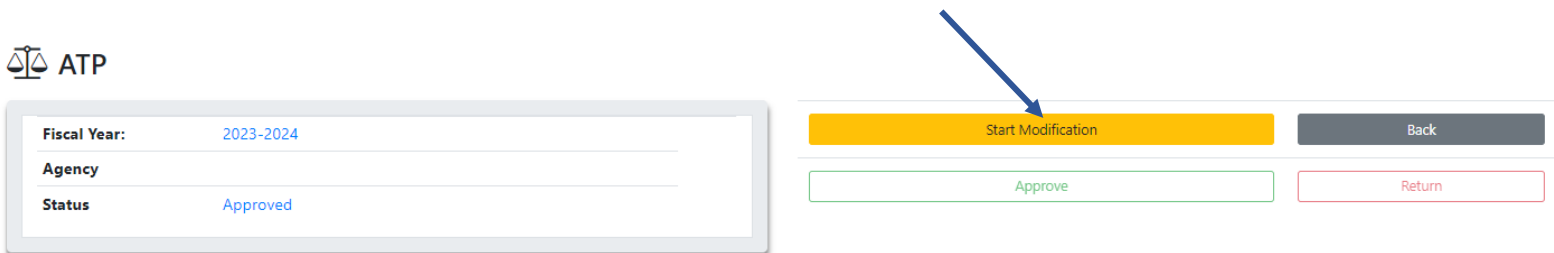
Modifications may be made to your approved Annual Training Plan up to one month before the end of the applicable fiscal year. The BSCC requires agencies to submit the ATP before the fiscal year begins, which requires agencies to enter estimated position amounts. The modification process allows agencies to refine the ATP throughout the year.

To submit a Modified Annual Training Plan, select the “**ATP**” tab from the top ribbon of your ATP account. Click “View Plan” next to the current submitted ATP listed.



The screenshot shows the BSCC Annual Training Plan interface. At the top, there is a blue navigation bar with the BSCC logo and the text "STC Annual Training Plan". To the right of the logo are several tabs: "ATP", "Disbursement", "AFS", "Reconciliation Worksheet", and "Reports". The "ATP" tab is selected and highlighted. To the right of the tabs, there is a user greeting "Welcome Chelsea.Paez@bscc.ca.gov" and a "Logout" button. Below the navigation bar, the page title "Annual Training Plan" is displayed. Underneath the title, there are two dropdown menus: "View" (set to "My Agencies") and "2023-2024". To the right of these are "View Filters" for "Agency" (set to "View All") and "Status" (set to "View All"). Below the filters is a table with the following columns: Agency, Fiscal Year, ATP Type, Date Submitted, Amount, Status, and Actions. The table contains one row with the following data: Agency Name, 2023-2024, ATP, 3/27/2023, \$274,923.00, Approved. A blue arrow points to the "View Plan" button in the Actions column of this row.

After opening the existing approved plan, select “**Start Modification**”. Make sure to “**Submit**” after making any changes. If you submit a modification in error, please contact your assigned field representative.



The screenshot shows the ATP modification interface. On the left, there is a form with the following fields: "Fiscal Year" (set to "2023-2024"), "Agency" (empty), and "Status" (set to "Approved"). On the right, there are four buttons: "Start Modification" (yellow), "Back" (grey), "Approve" (green), and "Return" (red). A blue arrow points to the "Start Modification" button.

X. Annual Financial Statement (AFS)

Select the “**AFS**” tab from the top ribbon. From the Annual Financial Statement screen, you’ll see the current year’s AFS and it’s current status.

Annual Financial Statement

View Filters Agency: Status:

My Agencies 2022-2023 View All View All

Agency	Fiscal Year	Status	Actions
Agency Name	2022-2023	Approved	View Statement

Will show “Not Submitted”, “Submitted”, “Returned”, or “Approved”.

To open/complete the AFS, click “**View Statement**”. Enter all relevant expenditures in the proper fields. Your total expenditures, approved allocation and unexpended funds will show below. Make sure to select “**Submit**” at the top of the page after entering all data.

Annual Financial Statement

Fiscal Year: 2022-2023

Agency

Status

Will show your agency, relevant AFS year and current status

[Submit](#) [Back](#)

Annual Financial Statement

Expenditure Type	Expenditure Amount
Replacement	<input type="text"/>
Travel	<input type="text"/>
Per Diem	<input type="text"/>
Tuition	<input type="text"/>
Total Expenditures	

Enter your STC expenditures into relevant categories. What you enter will total at the bottom.

Additional Expenditure Information

Total Expenditures	\$#####
Approved Allocation	\$#####
Unexpended Funds Subject to Repayment	\$#####

After the Annual Financial Statement is submitted, the Agency Administrator will receive an email with a link to electronically sign the Assurance Statement. The Assurance Statement must be signed before the ATP can be approved.

An example of the automatic email that the Administrator will receive:



Hello [Agency Administrator]

Your agency's Annual Training Plan (ATP) has been submitted by [TM or TS name]. Please click on the link below to view the plan and sign the Assurance Statement certifying that your agency will adhere to Title 15 of the California Code of Regulations, as required for participation in the STC Program.

Please Click [HERE](#) to sign you Assurance Statement.

This link will expire in 30 days. Please have your Training Manager reach out to your assigned STC Field Representative if you need STC to resend this email.

Thank you,
STC

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Your Home landing page will show the current status of all system documents; STC Eligible Positions, Title 15 Compliance, Assurance Statement, Annual Financial Statement, Modified Eligible Positions/Assurance Statement.

Examples:

ATP <ul style="list-style-type: none">● STC-Eligible Positions● Title 15 Compliance● Assurance Statement	Approved (9/11/2023) Approved (9/11/2023) Signed (4/14/2023)	AFS <ul style="list-style-type: none">● Annual Financial Statement	Approved (12/04/2023)
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ATP <ul style="list-style-type: none">● STC-Eligible Positions● Title 15 Compliance● Assurance Statement● Modified Eligible Positions-2● Modified Assurance Statement-	Approved (9/8/2023) Approved (9/8/2023) Signed (4/14/2023) Submitted (9/29/2023) Not Signed (9/29/2023)	AFS <ul style="list-style-type: none">● Annual Financial Statement	Submitted (10/31/2022)
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XI. Disbursement Summary

To view your allocation and disbursement information, select the "**Disbursement**" tab in the top ribbon. From the drop-down, select "**Disbursement Summary**".

Allocation Disbursement Summary

View		View Filters		Fiscal Years:	Back		
My Agencies				2023-2024			

Agency	Status	Fiscal Year	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
+ View Agency Name	Approved	2023-2024	\$41,238.45 Disbursed	\$96,223.05 Disbursed	\$96,223.05 Scheduled	\$41,238.45 Scheduled	\$274,923.00

To view further allocation or disbursement information, select the "**+View**" icon to the left of your agency name. This view will display your allocation, amount currently disbursed, amount remaining for disbursement, each quarter payment amount, and a summary of approved ATP positions. If you have any overpayments, unspent funds or modification overdrafts, those amounts will also show in the disbursement summary as well. Contact your assigned field representative if you have any questions about your disbursement summary.

Allocation Summary				
Original ATP Allocation Amount for 2023-2024				\$274,923.00
Total Allocation				\$274,923.00

Disbursement Summary	
Total Allocation	\$274,923.00
Total Scheduled Disbursement for Current Fiscal Year	\$274,923.00
Total Amount Disbursed	(\$137,461.50)
Total Amount of Allocation Remaining for Current Fiscal Year	\$137,461.50

2023-2024 Disbursement Schedule				
Quarter	1st	2nd	3rd	4th
Disbursement Amount	\$41,238.45 Disbursed	\$96,223.05 Disbursed	\$96,223.05 Scheduled	\$41,238.45 Scheduled

Position Type	Number of Positions	Funds Per Position	Total Funds
Total Core Positions	49	\$951	\$46,599.00
Total Annual Positions	359	\$636	\$228,324.00
Total Amount Currently Disbursed			\$137,461.50
Total Positions	408		\$274,923.00