

CONNECTICUT STATE DEPARTMENT OF EDUCATION  
Academic Office



CARL D. PERKINS GRANT APPLICATION SECONDARY BASIC GRANT

GRANT PERIOD

July 1, 2015 to June 30, 2016

GRANT COVER PAGE

To Be Completed and Submitted with the Grant Application

<p><b><u>Applicant</u></b> (<i>Fiscal Agent</i>) (<i>Name, Address, Telephone, Fax, E-Mail</i>)</p>	<p><b><u>Program Funding Dates</u></b> From July 1, 2015 to June 30, 2016</p> <p><b><u>Preliminary Funding Amount: \$</u></b> _____</p> <p><b>Check Program Areas Funding Under this Grant Proposal:</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Agricultural Education</li><li><input type="checkbox"/> Business and Finance Technology</li><li><input type="checkbox"/> Cooperative Work Education</li><li><input type="checkbox"/> Family and Consumer Sciences</li><li><input type="checkbox"/> Marketing Education</li><li><input type="checkbox"/> Medical Careers</li><li><input type="checkbox"/> Technology Education</li></ul>
<p><b><u>Contact Person</u></b> (<i>Name, Address, Telephone, Fax, E-Mail</i>)</p>	<p><b><u>Check if Consortium Application</u></b></p> <p><b>Participating Districts:</b> (<i>list districts</i>)</p>

I, \_\_\_\_\_, the undersigned authorized chief administrative official, submit this proposal on behalf of the applicant agency, attest to the appropriateness and accuracy of the information contained herein, and certify that this proposal, if funded, will comply with all relevant requirements of the state and federal laws and regulations.

In addition, funds obtained through this source will be used solely to support the purpose, goals and objectives as stated herein.

**Signature of Authorized Administrative Official**

Name (typed): \_\_\_\_\_

\_\_\_\_\_ Date

College/Agency: \_\_\_\_\_

**CONNECTICUT STATE DEPARTMENT OF EDUCATION  
Career and Technical Education (CTE)**

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**Carl D. Perkins ED 114 and Budget Narrative  
Secondary and Postsecondary Education  
2015-16**

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Carl D. Perkins Career and Technical Education  
Improvement Act of 2006  
Public Law 109-270

**Due: May 15, 2015**

**Academic Office  
Hartford, Connecticut**

**Carl D. Perkins Grant  
Secondary and Postsecondary  
ED 114 and Budget Narrative**

Each district/community college must complete the ED 114 utilizing the 2014-15 Perkins grant allocation, which will serve as the preliminary grant allocation until the 2015-16 allocations become final. The state will make adjustments to the 2015-16 budgets to reflect the final allocations.

Local plans will be evaluated based upon core indicator performance levels. Plans must target funds to:

- address specific strategies for improvement
- assure that the program is such size, scope and quality to improve the quality of career and technical education.

If the local recipient fails to meet at least 90 percent of an agreed upon performance level for any of the indicators of performance, it will have to develop and implement an improvement plan.

The State may, after an opportunity for a hearing, withhold all or part of a local recipient’s funding if the local meets any one of the three criteria below:

- Fails to implement the required improvement plan.
- Makes no improvement within one year of implementing the improvement plan.
- Fails to meet at least 90 percent of a performance for the same performance indicator three years in a row.

The ED 114 should be entered and certified on the State Prepayment Grant System. Instructions to enter the ED 114 on the grant system can be found on page 13.

Each district/community college must submit the ED 114 and budget narrative, *irrespective of means of transmittal or postmark date*, by **4:30 p.m. on Friday, May 15, 2015**. Proposals submitted become the property of the CSDE and a part of the public domain. **One original and one copy of all sections of the grant with original signatures, including the ED 114 and budget narrative, must be mailed or delivered to Lori Matyjas to the address below.**

<p><b><u>Mailing Address</u></b> Lori Matyjas, Program Manager Connecticut State Department of Education Academic Office P.O. Box 2219 Hartford, CT 06145</p>	<p><b><u>Delivery Address</u></b> Lori Matyjas, Program Manager Connecticut State Department of Education Academic Office 165 Capitol Avenue, Room #215 Hartford, CT 06106</p>
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<b>GRANTEE NAME:</b>		<b>VENDOR CODE:</b>
<b>GRANT TITLE: CARL D. PERKINS CAREER AND TECHNICAL EDUCATIONAL IMPROVEMENT ACT OF 2006</b>		
<b>PROJECT TITLE: SECONDARY BASIC GRANT</b>		
<b>CORE-CT CLASSIFICATION: FUND: 12060</b>		<b>SPID: 20742 PROGRAM: 84010</b>
<b>BUDGET REFERENCE: 2016</b>		<b>CHARTFIELD1: 170002</b> <b>CHARTFIELD2:</b>
<b>GRANT PERIOD: 7/1/2015 - 6/30/2016</b>		<b>AUTHORIZED AMOUNT: \$</b>
<b>AUTHORIZED AMOUNT by SOURCE:</b>		
<b>LOCAL BALANCE: \$</b>		<b>CARRY-OVER DUE:\$</b> <b>CURRENT DUE: \$</b>
<b>CODES</b>	<b>DESCRIPTIONS</b>	<b>BUDGET</b>
111A	NON-INSTRUCTIONAL	
111B	INSTRUCTIONAL	
200	PERSONAL SERVICES-EMPLOYEE BENEFITS	
321	TUTORS	
322	IN SERVICE	
330	EMPLOYEE TRAINING AND DEVELOPMENT SERVICES	
510	STUDENT TRANSPORTATION SERVICES	
580	TRAVEL	
600	SUPPLIES	
700	PROPERTY	
917	INDIRECT COSTS	
	<b>TOTAL</b>	
XANR	AGRICULTURE AND NATURAL RESOURCES	
XAVC	ARTS, AUDIO VIDEO TECH, AND COMM. SERVICES	
XBAS	BUSINESS AND ADMIN. SERVICES	
XCON	CONSTRUCTION	
XETS	EDUCATION AND TRAINING SERVICES	
XFS	FINANCIAL SERVICES	
XHS	HEALTH SERVICES	
XHSS	HUMAN SERVICES	
XHT	HOSPITALITY & TOURISM	
XITS	INFO. TECH. TELECOM. SERVICES	
XLP	LEGAL AND PROTECTIVE SERVICES	
XMAN	MANUFACTURING	
XPAG	PUBLIC ADMINISTRATION/GOVERNMENT SERVICES	
XSRT	SCIENTIFIC RESEARCH, ENGR. AND TECH SVCS.	
XTDL	TRANSPORTATION, DIST. AND LOGISTICS SVCS.	
XWRS	WHOLESALE/RETAIL SALES AND SERVICES	

\_\_\_\_\_ ORIGINAL REQUEST DATE

\_\_\_\_\_ REVISED REQUEST DATE

STATE DEPARTMENT OF EDUCATION  
PROGRAM MANAGER AUTHORIZATION

DATE OF  
APPROVAL



**ED 114 Budget Form Object Code Descriptions and Budget Narrative**

<b>Code</b>	<b>Object</b>				<b>Amount</b>
111A	<p><b>Non-Instructional</b>                      Amounts paid to administrative employees of the grantee not involved in providing direct services to pupils/clients. Include all gross salary payments for these individuals while they are on the grantee payroll including overtime salaries or salaries paid to employees of a temporary nature.</p>				
	<b>Name of Position</b>	<b>Career Cluster/Area of Concentration</b>	<b>Description of Duties</b>	<b>Compensation Formula/Total</b>	<b>Amount</b>
111B	<p><b>Instructional</b>                      Salaries for employees providing direct instruction/counseling to pupils/clients. This category is used for both counselors and teachers. Include all salaries for these individuals while they are on the grantee payroll including overtime salaries or salaries of temporary employees. Substitute teachers or teachers hired on a temporary basis to perform work in positions of either a temporary or permanent nature are also reported here. Tutors or individuals whose services are acquired through a contract are not included in the category. A general rule of thumb is that a person for whom the grantee is paying employee benefits and who is on the grantee payroll is included; a person who is paid a fee (such as a private consultant) with no grantee obligation for benefits is not.</p>				
	<b>Name of Position</b>	<b>Career Cluster/Area of Concentration</b>	<b>Description of Duties</b>	<b>Compensation Formula/Total</b>	<b>Amount</b>
200	<p><b>Personal Services - Employee Benefits</b>                      Amounts paid by the grantee on behalf of the employees whose salaries are reported in objects 111A and 111B. These amounts are not included in the gross salary but are in addition to that amount. Such payments are fringe benefit payments and, while not paid directly to employees, these payments are nevertheless part of the cost of personal services. Included are the employer's cost of group insurance, social security contribution, retirement contribution, tuition reimbursement, unemployment compensation, and workmen's compensation insurance.</p>				
	<b>Name of Position</b>	<b>Career Cluster/Area of Concentration</b>	<b>Description of Duties</b>	<b>Compensation Formula/Total</b>	<b>Amount</b>

<b>Code</b>	<b>Object</b>				<b>Amount</b>
322	<b>In-service (Instructional Program Improvement Services)</b> Payments for services performed by persons qualified to assist teachers and supervisors to enhance the quality of the teaching process. This category includes curriculum consultants, in-service training specialists, etc., who are not on the grantee payroll.				
	<b>Individual/Organization providing in-service</b>	<b>Who will be receiving this service? Include # staff</b>	<b>Title of event, date, location</b>	<b>Detail student or teacher measured outcomes in either improved instruction or measured learning outcomes</b>	<b>Amount</b>
330	<b>Employee Training and Development Services</b> Services supporting the professional and technical development of school district personnel, including instructional, administrative, and service employees. Included are course registration fees (that are not tuition reimbursement), charges from external vendors to conduct training courses (at either school district facilities or off-site), and other expenditures associated with training or professional development by third-party vendors.				
	<b>Individual/Organization providing in-service</b>	<b>Who will be receiving this service? Include # staff</b>	<b>Title of event, date, location</b>	<b>Detail student or teacher measured outcomes in either improved instruction or measured learning outcomes</b>	<b>Amount</b>
510	<b>Student Transportation Services</b> Expenditures for transporting pupils to and from school and other activities. Included are such items as bus rentals for field trips and payments to drivers for transporting handicapped children.				
	<b>Faculty member(s) identified as supervisor of student travel</b>	<b>Course(s) utilizing student transportation</b>  <b>Estimate # of students to be transported</b>	<b>Title of event, date, location, transportation company</b>	<b>Quantity/Cost per unit</b>	<b>Amount</b>
580	<b>Travel</b> Expenditures for transportation, hotel and other expenses associated with <u>staff</u> travel.				

<b>Code</b>		<b>Object</b>			<b>Amount</b>
	<b>School/district position (CTE teacher, principal, etc.)</b>	<b>Courses to be improved by attendance</b>	<b>Title of event, date, location</b>	<b>Itemization of costs</b>	<b>Amount</b>
600	<b>Supplies</b> Expenditures for non-consumable items purchased for instructional use. Examples include software, DVDs, calculators, etc.				
	<b>Career Cluster/ Area of Concentration</b>	<b>Name of course supplies are requested for</b>	<b>List each supply item, description and vendor</b>	<b>Quantity and cost per unit</b>	<b>Amount</b>
700	Property Expenditures for initial, additional, and replacement (if original was Perkins funded) items of equipment such machinery, tools, etc.  In accordance with the Connecticut State Comptroller's definition of equipment, included in this category are all items of equipment with a value of over <u>\$1,000</u> and the useful life of more than one year.				
	<b>Career Cluster/ Area of Concentration</b>	<b>Name of course equipment is requested for</b>	<b>List each item, description and vendor</b>	<b>Quantity and cost per unit</b>	<b>Amount</b>
917	<b>Indirect Costs</b> Costs incurred by the grantee, which are not directly related to the program but are a result thereof. Grantees must submit indirect cost proposals to the SDE to apply for a restricted and unrestricted rate. Only grantees that have received rate approvals are eligible to claim indirect costs. Please note however, that grantees, who receive the majority of their grant funds other than through the SDE, may use the rate approved by another federal agency.				
					<b>Total</b>