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

Carl D. Perkins ED 114 and Budget Narrative
Postsecondary Education
2018-19

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

Due: June 29, 2018

Connecticut State Department of Education
Academic Office
450 Columbus Boulevard, Suite 603
Hartford, CT 06103-1841

CONNECTICUT STATE DEPARTMENT OF EDUCATION
Academic Office

CSDE
CONNECTICUT STATE
DEPARTMENT OF EDUCATION

CARL D. PERKINS GRANT APPLICATION POSTSECONDARY BASIC GRANT

GRANT PERIOD
July 1, 2018 to June 30, 2019

GRANT COVER PAGE
To Be Completed and Submitted with the Grant Application

Applicant *(Fiscal Agent)*	Contact	Check Program Areas Taught in community college:
Name:	**Name:**	
		☐ Agricultural Education
Address:	**Address:**	☐ Business and Finance Technology
		☐ Cooperative Work Education
		☐ Family and Consumer Sciences
		☐ Marketing Education
Telephone:	**Telephone:**	☐ Medical Careers
		☐ Technology Education
E-mail:	**E-mail:**	

Check if Consortium Application ☐

List Participating Community Colleges:

I, _____, the undersigned authorized community college 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
Chief Administrative Official _____   _____
Name (typed): _____   Date

Community College _____

Carl D. Perkins Grant
Postsecondary
ED 114 and Budget Narrative

Each community college must complete the ED 114 utilizing the 2017-18 Perkins grant allocation, which will serve as the preliminary grant allocation until the 2018-19 allocations become final. The Connecticut State Department of Education (CSDE) will make adjustments to the 2018-19 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 based on the overall, systemic goals for improvement and growth of the Career and Technical Education (CTE) Program; and
- assure that the program is such size, scope and quality to improve the quality of career and technical education.

If the community college 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 a specific improvement plan for each area which indicates steps to be taken.

The CSDE 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; or
- 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 CSDE Prepayment Grant System.

Each community college, including each member of a consortium must submit the Continuous Improvement Plan (CIP) as well as the ED 114 and Budget Narrative, *irrespective of means of transmittal or postmark date,* **by Friday, June 29, 2018.**

Proposals submitted become the property of the CSDE and a part of the public domain. **One original with original signatures, and one copy of the CIP and the ED 114 and Budget Narrative, must be mailed to Suzanne Alicea at the address below. If you have any questions, contact Suzanne.Loud@ct.gov.**

Mailing Address

Suzanne Alicea
Connecticut State Department of Education
Academic Office, Suite 603
P.O. Box 2219
Hartford, CT 06145-2219

BUDGET NARRATIVE INSTRUCTIONS

In preparing the budget narrative, provide a complete description of the expenditure for each of the codes being used. Refer to the Perkins Postsecondary Budget Buddy when completing the budget narrative.

- Program improvement line items in the budget narrative must stipulate the CTE program area and the course(s) being funded.
- Each line item in the budget narrative must give a detailed description of the item(s) that will be purchased, including quantity and unit cost. The personnel costs should be shown by the number of positions, time involved and hourly rate.
- Only institutions that have submitted indirect cost proposals for 2017-18 may apply for indirect costs.
- Compute all expenditures to the **nearest dollar** by line item. **Do not include cents**.

Administrative costs include all non-instructional stipends, salaries and benefits, and all clerical support. Staff travel is considered an administrative cost if the travel is solely related to grant administration. The total combined cost for all duties and expenses that are administrative, including indirect costs, may not exceed 5% of total grant funds.

KEY CHANGES TO THE CARL D. PERKINS GRANT APPLICATION FOR 2018-19

As defined by the Carl D. Perkins Act, funds must be expended only for CTE programs, services and activities. All aspects of use of Perkins funds must be supported by data and the district/college must have the capacity to measure improvement resulting from the use of Perkins funds. For the 2018-19 Perkins Grant, the CSDE is requiring the following:

- A portion of Perkins funds must be used to improve performance levels in any core indicator area that a CTE program has failed to meet minimum levels for the prior academic year;

- Community colleges participating in the 2018-19 College Career Pathways (CCP) programs must allocate a minimum of **$20,000 to support the CCP Program**. Of these funds, community colleges must allocate a minimum of 5% towards professional development for partnering high schools' faculty with the community college faculty;

- Programs must have a **CTE two-course** sequence, with the exception of a course that leads to a certification, in order to fund any expenditures in a career cluster, pathway or program area. Academic courses do not count as part of the two-course sequence. Single course "programs" cannot receive funding, with exception noted above. However, expenses for developing the second course may be funded for curriculum development and faculty collaboration over the course of 2018-19 but cannot include funding equipment, supplies or other related expenditures. The second course must be in place for students in the 2019-20 school year;

- CTE Advisory Boards must be active, meet at least twice a year and include business and industry partners. Evidence of advisory board activity should be provided in the 2018-19 Continuous Improvement Plan (CIP) [i.e., list of members, meeting agendas, actions taken on meetings, committee involvement in program improvements and funding];

- Priority should be given to programs that lead to an industry-recognized credential, certificate or associate degree for high-skill, high-need, high-wage careers;

- Out-of-state travel may be allowed on a case-by-case basis. Grantee must justify alignment of professional development activities to specific CTE program area goals and student subgroups identified as high-priority; and

- Stand-alone expenditures unrelated to the CIP and measurable improvement will not be funded.

ED 114 FISCAL YEAR 2019   **BUDGET FORM**   **FUNDING STATUS:**

GRANTEE NAME:	

GRANT TITLE: CARL D. PERKINS CAREER AND TECHNICAL EDUCATIONAL IMPROVEMENT ACT OF 2006

PROJECT TITLE: POSTSECONDARY BASIC GRANT

CORE-CT CLASSIFICATION: FUND: 12060   SPID: 20742   PROGRAM: 84011

BUDGET REFERENCE: 2019   **CHARTFIELD1: 170002**
                                                           CHARTFIELD2:

GRANT PERIOD: 7/1/2018 - 6/30/2019   AUTHORIZED AMOUNT: $
(Note: Calculate in whole dollars and must equal total below)

CODES	DESCRIPTIONS	
111A	NON-INSTRUCTIONAL	
111B	INSTRUCTIONAL	
200	PERSONAL SERVICES-EMPLOYEE BENEFITS	
320	PROFESSIONAL EDUCATION SERVICES	
322	IN SERVICE	
330	EMPLOYEE TRAINING AND DEVELOPMENT SERVICES	
510	STUDENT TRANSPORTATION SERVICES	
580	TRAVEL	
600	SUPPLIES	
700	PROPERTY	
917	INDIRECT COSTS	
	TOTAL	$

_____   _____   _____
 ORIGINAL REQUEST   **STATE DEPARTMENT OF EDUCATION**   **DATE OF APPROVAL**
      DATE   **PROGRAM MANAGER AUTHORIZATION**

ED 114 Budget Form Object Code Descriptions and Budget Narrative

Code	Object	Amount of Code Line
111A	**Non-Instructional** 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. ***No more than 5% of the total grant may be used for administrative purposes including indirect costs (917). Line item 111A is considered an administrative cost, and administrative expenses in other budget code lines such as 200, 322, and 580 must be calculated into the 5% administrative cap.***	$_____

Check if CCP	Name of Position and Name of Staff Receiving Stipend	Description of Duties	Hourly Rate x Total Hours	How will this improve the CTE program?	Total
	Name of Staff Receiving Stipend: Name of Position:				
	Name of Staff Receiving Stipend: Name of Position:				
	Name of Staff Receiving Stipend: Name of Position:				
	Name of Staff Receiving Stipend: Name of Position:				
	Name of Staff Receiving Stipend: Name of Position:				
	Name of Staff Receiving Stipend: Name of Position:				

Code	Object	Amount of Code Line
111B **Instructional** 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 <u>while they are on the grantee payroll</u> 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. Individuals whose services are acquired through a contract are <u>not included</u> in the category. A person for whom the grantee is paying employee benefits and who is on the grantee payroll is included in this budget code; a person who is paid a fee (such as a private consultant) with no grantee obligation for benefits is not.		$_____

Check if CCP	Name of Staff and Name of Position	Description of Duties	Compensation Formula: Hourly Rate x Total Hours or Set Stipend	How will this improve the CTE program?	Total
	Name of Staff: Name of Position:				
	Name of Staff: Name of Position:				
	Name of Staff: Name of Position:				
	Name of Staff: Name of Position:				
	Name of Staff: Name of Position:				
	Name of Staff: Name of Position:				
	Name of Staff: Name of Position:				
	Name of Staff: Name of Position:				

Code	Object	Amount of Code Line
200 **Personal Services - Employee Benefits** 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 personnel services. The employer's cost of group insurance, social security contribution, retirement contribution, tuition reimbursement, unemployment compensation and workers compensation insurance are included in this budget code.		$_____

Check if CCP	Name of Staff and Name of Position	Career Cluster/ CTE Program Area	Type of Benefits	Compensation Formula	Total
	Name of Staff: Name of Position:				
	Name of Staff: Name of Position:				
	Name of Staff: Name of Position:				
	Name of Staff: Name of Position:				
	Name of Staff: Name of Position:				
	Name of Staff: Name of Position:				

Code	Object	Amount of Code Line
	320 **Professional Education Services** Service supporting the instructional program and its administration. Curriculum improvement services, assessment, counseling and guidance services, library and media support, contracted instructional services and substitute services are included in this budget code.	$_____

Check if CCP	Individual and/or Organization Providing Service	Description of Service	How will this improve the CTE program?	Total Cost
	Individual/Organization Name:			
	Individual/Organization Name:			
	Individual/Organization Name:			
	Individual/Organization Name:			
	Individual/Organization Name:			
	Individual/Organization Name:			
	Individual/Organization Name:			
	Individual/Organization Name:			

Code	Object	Amount of Code Line
322 **In-service (Instructional Program Improvement Services)** 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. **List each contractor separately.**		$_____

Check if CCP	Name of Individual/Organization Providing Service	Who will be receiving training? Include # of Staff	Title of Event, Location and Date	How will this improve the CTE program?	Per Person x Cost=Total
	Name:	Name of Staff: # of Staff:	Title of Event: Date: Location:		
	Name:	Name of Staff: # of Staff:	Title of Event: Date: Location:		
	Name:	Name of Staff: # of Staff:	Title of Event: Date: Location:		
	Name:	Name of Staff: # of Staff:	Title of Event: Date: Location:		
	Name:	Name of Staff: # of Staff:	Title of Event: Date: Location:		
	Name:	Name of Staff: # of Staff:	Title of Event: Date: Location:		

Code	Object	Amount of Code Line
330 **Employee Training and Development Services** Services supporting the professional and technical development of community college personnel, including instructional, administrative, and service employees. 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 are included in this budget code.		$_____

Check if CCP	Name of Individual/Organization Providing Service	Who will be receiving training? Include # of Staff	Title of Event, Location and Date	How will this improve the CTE program?	Per Person x Cost=Total
	Name:	Name of Staff: # of Staff:	Title of Event: Date: Location:		
	Name:	Name of Staff: # of Staff:	Title of Event: Date: Location:		
	Name:	Name of Staff: # of Staff:	Title of Event: Date: Location:		
	Name:	Name of Staff: # of Staff:	Title of Event: Date: Location:		
	Name:	Name of Staff: # of Staff:	Title of Event: Date: Location:		
	Name:	Name of Staff: # of Staff:	Title of Event: Date: Location:		
	Name:	Name of Staff: # of Staff:	Title of Event: Date: Location:		

Code	Object	Amount of Code Line
510 **Student Transportation Services** Expenditures for transporting pupils to and from school and other activities. Items such as bus rentals for field trips and payments to drivers for transporting handicapped children are included in this budget code.		$_____

Check if CCP	Faculty supervisor(s) of student travel	Courses utilizing student transportation Estimated # of students	Title of Event, Date and Location	How will this improve the CTE program?	Transportation Company Cost/per unit =Total
	Name of Staff:	Course Title: # of Students:	Title of Event: Date: Location:		
	Name of Staff:	Course Title: # of Students:	Title of Event: Date: Location:		
	Name of Staff:	Course Title: # of Students:	Title of Event: Date: Location:		
	Name of Staff:	Course Title: # of Students:	Title of Event: Date: Location:		
	Name of Staff:	Course Title: # of Students:	Title of Event: Date: Location:		
	Name of Staff:	Course Title: # of Students:	Title of Event: Date: Location:		

Code	Object	Amount of Code Line
580	**Travel**	
Expenditures for transportation, hotel and other expenses associated with staff travel. • Travel must be for instructional purposes, otherwise it is an administrative cost subject to the 5 percent cap. • Perkins cannot pay for parking, rental cars, boat slips or docking fees. • Meals are not fundable expenses.		$_____

Check if CCP	Name of Staff	Courses to be improved by attendance	Title of Event, Date and Location	How will this improve the CTE program?	Cost per unit- x per person = Total (List all items separately)
	Name of Staff:	Course Title: # of Students:	Title of Event: Date: Location:		
	Name of Staff:	Course Title: # of Students:	Title of Event: Date: Location:		
	Name of Staff:	Course Title: # of Students:	Title of Event: Date: Location:		
	Name of Staff:	Course Title: # of Students:	Title of Event: Date: Location:		
	Name of Staff:	Course Title: # of Students:	Title of Event: Date: Location:		
	Name of Staff:	Course Title: # of Students:	Title of Event: Date: Location:		

Code	Object	Amount of Code Line
600 Expenditures for non-consumable items purchased for instructional use are included in this budget code. <u>List each item separately.</u>	**Supplies**	$_____

Check if CCP	Career Pathway/ CTE Program Area	Name of Course(s)	List each supply item, including description of supply and vendor	How will this improve the CTE program?	Quantity x Cost per Unit = Total
	Pathway/ CTE Program Area:	Name of Course(s):	Supply Item Name: Supply Item Description: Supply Item Price: Supply Item Vendor:		
	Pathway/ CTE Program Area:	Name of Course(s):	Supply Item Name: Supply Item Description: Supply Item Price: Supply Item Vendor:		
	Pathway/ CTE Program Area:	Name of Course(s):	Supply Item Name: Supply Item Description: Supply Item Price: Supply Item Vendor:		
	Pathway/ CTE Program Area:	Name of Course(s):	Supply Item Name: Supply Item Description: Supply Item Price: Supply Item Vendor:		

Code	Object	Amount of Code Line
700 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>$5,000</u>** and the useful life of more than one year. All electronic babies, computers, printers and scanners should be listed in this category. No vehicles or drivable equipment may be purchased with Perkins funds. **Appendix B: Equipment Request Form** must be completed for requested property <u>by Cluster</u>.	**Property**	$_____

Check if CCP	Career Pathway/ CTE Program Area	Name of Course(s)	List each item, including description and vendor	How will this improve the CTE program?	Quantity x Cost per Unit = Total
	Pathway/ CTE Program Area:	Name of Course(s):	Property Item Name: Property Item Description: Property Item Price: Property Item Vendor:		
	Pathway/ CTE Program Area:	Name of Course(s):	Property Item Name: Property Item Description: Property Item Price: Property Item Vendor:		
	Pathway/ CTE Program Area:	Name of Course(s):	Property Item Name: Property Item Description: Property Item Price: Property Item Vendor:		
	Pathway/ CTE Program Area:	Name of Course(s):	Property Item Name: Property Item Description: Property Item Price: Property Item Vendor:		

Appendix A: Size, Scope, and Quality – Postsecondary

Carl D. Perkins funds are awarded to Connecticut community colleges through Perkins Basic formula funds for College Career Pathways (CCP). Funds are intended to improve or develop new CTE courses at the postsecondary level that are relevant, challenging, and lead to employment in high-skill, high-wage, high-demand careers. These are comprehensive CTE Programs of Study rather than stand-alone community college initiatives or individual courses. CTE/CCP programs at each community college must meet both federal and state requirements.

The CCP program promotes greater student achievement, postsecondary preparation, and high accountability. An articulation agreement established between the high school and community college must combine a minimum of two years of secondary education, with a minimum of two years of postsecondary education, in a non-duplicative, sequential course of study or an apprenticeship program of at least two years following secondary instruction.

Size

- A minimum of two (2) courses must be offered within each program area;
- A minimum of two (2) courses per each pathway offered must be articulated;
- A maximum of five (5) pathways may be offered at each community college;
- Articulation agreements, Memoranda of Understanding (MOU) and Memoranda of Agreement (MOA) must require community college level courses in each pathway; and
- Each college must qualify for a minimum allocation of $50,000 or join in a consortium with another eligible community college to meet the minimum allocation requirement.

Scope

- Articulation agreements, MOU and MOA must require community college level courses in each pathway;
- Pathways must relate to high-skill, high-wage, high-demand careers; and
- Programs must consist of career and technical education courses only.

Quality

- All CCP courses must align to the New England Association of Schools and Colleges (NEASC) Policy on dual enrollment programs; and
- All institutions are required to continue working with the partnership/advisory board which serves in an advisory capacity.

Additional Requirements

- CCP programs will be overseen by the Chief Academic Officer at each community college;
- CCP faculty approval is through the community college's Department Chairperson. High schools may appeal to the Chief Academic Officer for reconsideration of a teacher;
- The integrity of the CCP program is determined by the community college; and
- All institutions are required to continue working with the partnership/advisory board which serves in an advisory capacity.

Appendix B: Equipment Request Form
Grant Period 2018-19

1. Prepare a separate Equipment Request Form for each cluster.
2. Single component items under **$5,000** (computers are always considered equipment regardless of cost) should not be coded as equipment unless all the component items comprise a larger piece of equipment and have a useful life of one year or more.
3. Items that do not meet the definition of equipment are to be coded as instructional supplies.

Grantee:	Address:	Date Submitted:
Name of Person Completing Forms:	Title:	Telephone:

Check the Career Cluster for which equipment is being requested. <u>Check one program area only</u>.

☐ Agriculture, Food and Natural Resources   ☐ Engineering and Technology   ☐ Information Technology
☐ Arts, Audio/Video Technology and Communication   ☐ Finance   ☐ Manufacturing
☐ Business, Management and Administration   ☐ Health Sciences   ☐ Marketing, Sales and Service
☐ Architecture and Construction   ☐ Hospitality and Tourism   ☐ Transportation, Distribution and Logistics
☐ Education and Training   ☐ Human Services

REQUEST FOR EQUIPMENT: Enter only one type of equipment on a line.

Item No.	Description	QTY	Unit Cost	Freight/Install/ Training Charge	Total Cost	Location of Equipment (What CTE area/room)

TOTAL EQUIPMENT REQUEST: $_____   TOTAL EQUIPMENT APPROVED: $_____

_____   _____   _____
Approved by CSDE Consultant   Date   Original Requested Amount

_____
Amended Requested Amount