

District Name _____

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

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



CARL D. PERKINS GRANT APPLICATION SECONDARY BASIC GRANT

GRANT PERIOD
July 1, 2018, to June 30, 2019

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

<u>Applicant</u> (<i>Fiscal Agent</i>) Name: Address: Telephone: E-mail:	<u>Contact</u> Name: Address: Telephone: E-mail:	Check Program Areas Taught in School District: <input type="checkbox"/> Agricultural Education <input type="checkbox"/> Business and Finance Technology <input type="checkbox"/> Cooperative Work Education <input type="checkbox"/> Family and Consumer Sciences <input type="checkbox"/> Marketing Education <input type="checkbox"/> Medical Careers <input type="checkbox"/> Technology Education
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<p>Check if Consortium Application <input type="checkbox"/></p> <p>List Participating Districts:</p>
<p>Check if your district has a College Career Pathways (CCP) program with a Connecticut community college:</p> <p><input type="checkbox"/> Yes, which community college? _____</p> <p><input type="checkbox"/> No, our district does not participate in CCP.</p>

I, _____, the undersigned authorized district 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 _____ **Date** _____

Name (typed): _____

Agency: _____

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

Each district 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 state 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 CTE Program; and
- 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 a specific improvement plan for each area which indicates steps to be taken.

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; 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 Connecticut State Department of Education (CSDE) Prepayment Grant System.

Each district, including each member of a consortium must submit the Continuous Improvement Plan (CIP), 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 all sections of the grant including the ED 114 and budget narrative, must be mailed to Suzanne Alicea at the address below.**

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 Budget Buddy 2017-18](#) 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%.

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 career and technical education 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 2017-18 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. For example, if the district has low performance in technical skill attainment in marketing education programs, they must use the funds to improve marketing education and funds could be allocated to align the marketing curriculum to the 2015 CTE Performance Standards and Competencies;
- Secondary schools with College Career Pathways (CCP) programs must allocate a minimum of **5% to carry out the CCP Program**, preferably towards professional development for high school faculty with the affiliated 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; and
- Stand-alone expenditures unrelated to the CIP and measurable improvement will not be funded.

GRANTEE NAME:		TOWN CODE:			
GRANT TITLE: CARL D. PERKINS CAREER AND TECHNICAL EDUCATIONAL IMPROVEMENT ACT OF 2006					
PROJECT TITLE: SECONDARY BASIC GRANT					
CORE-CT CLASSIFICATION:	FUND: 12060	SPID: 20742 PROGRAM: 84010			
BUDGET REFERENCE: 2019		CHARTFIELD1: 170002 CHARTFIELD2:			
GRANT PERIOD: 7/1/2018 - 6/30/2019		AUTHORIZED AMOUNT: \$ <i>(Note: Calculate in whole dollars and must equal total below)</i>			
CODES	DESCRIPTIONS	BUDGET <i>(Note: Calculate Code Totals in whole dollars)</i>			
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	\$			
<table style="width:100%; border: none;"> <tr> <td style="width:33%; border: none;"> <hr style="border: none; border-top: 1px solid black;"/> ORIGINAL REQUEST DATE </td> <td style="width:33%; border: none; text-align: center;"> <hr style="border: none; border-top: 1px solid black;"/> STATE DEPARTMENT OF EDUCATION PROGRAM MANAGER AUTHORIZATION </td> <td style="width:33%; border: none; text-align: right;"> <hr style="border: none; border-top: 1px solid black;"/> DATE OF APPROVAL </td> </tr> </table>			<hr style="border: none; border-top: 1px solid black;"/> ORIGINAL REQUEST DATE	<hr style="border: none; border-top: 1px solid black;"/> STATE DEPARTMENT OF EDUCATION PROGRAM MANAGER AUTHORIZATION	<hr style="border: none; border-top: 1px solid black;"/> DATE OF APPROVAL
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ED 114 Budget Form Object Code Descriptions and Budget Narrative

Code	Object				Amount of Code Line
111A	Non-Instructional				\$ _____
<p>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> <p><i>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.</i></p>					
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:				
	Name of Staff Receiving Stipend: Name of Position:				

Code	Object				Amount of Code Line
111B	<p align="center">Instructional</p> <p>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.</p>				\$ _____
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:				
	Name of Staff: Name of Position:				

Code	Object				Amount of Code Line
200	<p align="center">Personal Services - Employee Benefits</p> <p>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. Included are the employer's cost of group insurance, social security contribution, retirement contribution, tuition reimbursement, unemployment compensation and workers compensation insurance. Benefits may not exceed 25 percent of the total salary/stipend paid.</p>				\$ _____
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. Included are curriculum improvement services, assessment, counseling and guidance services, library and media support, contracted instructional services and substitute services.			\$ _____
Check if CCP	Individual and/or Organization Providing Service	Description of Service	How will this improve the CTE program?	Total Cost
	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 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.				\$ _____
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
330	<p align="center">Employee Training and Development Services</p> <p>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.</p>				\$ _____
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
510	Student Transportation Services 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.				\$ _____
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	<p align="center">Travel</p> <p>Expenditures for transportation, hotel and other expenses associated with staff travel.</p> <ul style="list-style-type: none"> • Travel must be for instructional purposes, otherwise it is an administrative cost subject to the 5 percent cap. • Travel for CTSO advisors to National CTSO Conferences cannot utilize Perkins funds. • 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- (list hotel, transportation, shuttles, etc.) x pp =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
600	Supplies Expenditures for non-consumable items purchased for instructional use. <u>List each item separately.</u>				\$ _____
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 drive-able 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 – Secondary

The Carl D. Perkins Career and Technical Education Act of 2006 (Perkins) provides funding for Career and Technical Education (CTE) in secondary schools. Perkins Grant funding is intended to improve or develop new CTE programs at the secondary level that are relevant and challenging. Perkins supports career and technical education that prepares students for post-secondary education resulting in an industry certification, an associate or baccalaureate degree, and leads to employment in high-skill, high-wage, high-demand careers. Carl D. Perkins Grants are not entitlements. To be eligible for funding of their CTE programs, Connecticut high schools must meet both federal and state requirements under the law.

Connecticut has defined the **size, scope and quality** of Connecticut Secondary CTE programs that must be met each year in order to be eligible for Perkins funding:

Size

- Each comprehensive high school within a district or consortium must offer at least three of the seven recognized state CTE programs, and one area must be an assessed area:

Agriculture Education	Marketing Education
Cooperative Work Education	Medical Careers
Business and Finance Technology Education	Technology Education
Family and Consumer Sciences	
- A minimum of two (2) courses must be offered within each program area (with the exception of a course that leads to a certification) in order to be considered a Pathway.
- Each district, including charter and magnet schools, must qualify for a minimum allocation of \$15,000 or join in a consortium with another eligible district(s) to meet the minimum allocation requirement.

Scope

- Each district high school/college must implement its existing career pathway as found in the Connecticut Career Cluster Chart and add at least one additional career pathway/program of study.
- All secondary districts must offer at least one Career and Technical Student Organization (CTSO) and show progress in establishing new CTOS in other CTE program areas.
- A consortium shall operate only **joint projects** that serve all the secondary districts or colleges participating in the consortium. Funds allocated to a consortium shall be used only for purposes and **programs that are mutually beneficial to all members** of the consortium and can be used only for programs authorized under this title. Such funds may **not** be reallocated to individual members of the consortium for the purpose of funding programs and/or activities that benefit only those individual members of the consortium. All members of the consortium must meet the eligibility requirements.
- Each secondary district must offer the minimum number of courses and assessments in at least one area.

Quality

- Eligible programs must be taught by certified CTE teachers or interdisciplinary/team curriculum projects involving both CTE and academic staff.
- All grantees are required to continue working with the partnership/advisory committee to serve in an advisory capacity. One or more committees may be established to provide support to all seven program areas.

**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 (with the exception of computers) 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. Check one program area only.

- | | | |
|--|--|---|
| <input type="checkbox"/> Agriculture, Food and Natural Resources
<input type="checkbox"/> Arts, Audio/Video Technology and Communication
<input type="checkbox"/> Business, Management and Administration
<input type="checkbox"/> Architecture and Construction
<input type="checkbox"/> Education and Training | <input type="checkbox"/> Engineering and Technology
<input type="checkbox"/> Finance
<input type="checkbox"/> Health Sciences
<input type="checkbox"/> Hospitality and Tourism
<input type="checkbox"/> Human Services | <input type="checkbox"/> Information Technology
<input type="checkbox"/> Manufacturing
<input type="checkbox"/> Marketing, Sales and Service
<input type="checkbox"/> Transportation, Distribution and Logistics |
|--|--|---|

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 SDE Consultant

Date

Original Requested Amount

Amended Requested Amount