

**CONNECTICUT STATE DEPARTMENT OF EDUCATION
Academic Office**



CARL D. PERKINS GRANT APPLICATION SECONDARY/POSTSECONDARY BASIC GRANT

GRANT PERIOD
July 1, 2016 to June 30, 2017

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

<p><u>Applicant</u> <i>(Fiscal Agent)</i> <i>(Name, Address, Telephone, Fax, E-Mail)</i></p>	<p><u>Program Funding Dates</u> From July 1, 2016 to June 30, 2017</p> <p><u>Preliminary Funding Amount: \$</u> _____</p> <p>Check Program Areas Funding Under this Grant Proposal:</p> <ul style="list-style-type: none"> <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
<p><u>Contact Person</u> <i>(Name, Address, Telephone, Fax, E-Mail)</i></p>	<p><u>Check if Consortium Application</u></p> <p>Participating Districts: <i>(list districts)</i></p>

FOR DISTRICTS: Indicate if your district has a College Career Pathways (CCP) program with a CT community college:

- Yes, which community college? _____
- No, our district does not participate in CCP.

I, _____, the undersigned authorized district/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 _____

College/Agency: _____

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

**Carl D. Perkins ED 114 and Budget Narrative
Secondary and Postsecondary Education
2016-17**

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



Due: June 30, 2016

**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 2015-16 Perkins grant allocation, which will serve as the preliminary grant allocation until the 2016-17 allocations become final. The state will make adjustments to the 2016-17 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; and
- 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.

Each district/community college, including each member of a consortium must submit the ED 114 and budget narrative, ***irrespective of means of transmittal or postmark date, by 4:30 p.m. on Thursday, June 30, 2016.*** 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 or delivered to Lori Matyjas to the address below.**

<u>Mailing Address</u>	<u>Delivery Address</u>
Lori Matyjas, Program Manager Connecticut State Department of Education Academic Office P.O. Box 2219 Hartford, CT 06145	Lori Matyjas, Program Manager Connecticut State Department of Education Academic Office 165 Capitol Avenue, Room 215 Hartford, CT 06106

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](#) 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 2015-16 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 2016-17

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 2016-17 Perkins Grant, the Connecticut Department of Education 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 2016-17 but cannot include funding equipment, supplies or other related expenditures. The second course must be in place for students in the 2017-18 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 2016-17 Continuous Improvement Plan (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;
- Stand-alone expenditures unrelated to the CIP and measurable improvement will not be funded; and
- No out-of-state travel for postsecondary programs, including CCP, will be funded.

PROJECT TITLE: SECONDARY BASIC GRANT			
CORE-CT CLASSIFICATION: FUND: 12060		SPID: 20742	PROGRAM: 84010
BUDGET REFERENCE: 2017		CHARTFIELD1: 170002	
		CHARTFIELD2:	
GRANT PERIOD: 7/1/2016 - 6/30/2017		AUTHORIZED AMOUNT: \$	
AUTHORIZED AMOUNT by SOURCE:			
LOCAL BALANCE: \$		CARRY-OVER DUE:\$	CURRENT DUE: \$
CODES	DESCRIPTIONS	BUDGET	
111A	NON-INSTRUCTIONAL		
111B	INSTRUCTIONAL		
200	PERSONAL SERVICES-EMPLOYEE BENEFITS		
322	IN SERVICE		
330	EMPLOYEE TRAINING AND DEVELOPMENT SERVICES		
510	STUDENT TRANSPORTATION SERVICES		
580	TRAVEL		
600	SUPPLIES		
700	PROPERTY		
917	INDIRECT COSTS		
	TOTAL		
	CAREER CLUSTER	AREA OF CONCENTRATION	\$
XANR	AGRICULTURE AND NATURAL RESOURCES	AGRICULTURE MECHANICS ANIMAL SCIENCE AQUACULTURE NATURAL RESOURCES AND ENVIRONMENTAL PLANT SCIENCE	
XAVC	ARTS, AUDIO VIDEO TECH, AND COMM. SERVICES	DIGITAL VIDEO PRODUCTION	
XBAS	BUSINESS AND ADMIN. SERVICES	BUSINESS MANAGEMENT	
XCON	CONSTRUCTION	COMPUTER AIDED DRAFTING WOOD TECHNOLOGY	
XETS	EDUCATION AND TRAINING SERVICES	EARLY CHILDHOOD EDUCATION (OR UNDER HUMAN SERVICES)	
XFS	FINANCE	ACCOUNTING PERSONAL FINANCE	
XHS	HEALTH SERVICES	MEDICAL CAREERS	
XHSS	HUMAN SERVICES	EARLY CHILDHOOD EDUCATION (OR UNDER EDUCATION AND TRAINING)	
XHT	HOSPITALITY & TOURISM	CULINARY AND FOOD PRODUCTION NUTRITION, FOOD PRODUCTION & SERVICES	
XITS	INFORMATION TECHNOLOGY	COMPUTER INFORMATION SYSTEMS	
XMAN	MANUFACTURING	ENGINEERING TECHNOLOGY	
XTDL	TRANSPORTATION, DIST. AND LOGISTICS SVCS.	AUTOMOTIVE TECHNOLOGY	
XWRS	WHOLESALE/RETAIL SALES AND SERVICES	COOPERATIVE WORK EDUCATION MARKETING EDUCATION TEXTILES AND DESIGN	

ORIGINAL REQUEST DATE

STATE DEPARTMENT OF EDUCATION
PROGRAM MANAGER AUTHORIZATION

DATE OF APPROVAL

GRANTEE NAME:		VENDOR CODE:
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: 2017	CHARTFIELD1: 170002	CHARTFIELD2:
GRANT PERIOD: 7/01/2016 - 6/30/2017		AUTHORIZED AMOUNT: \$
AUTHORIZED AMOUNT by SOURCE:		
LOCAL BALANCE: \$	CARRY-OVER DUE:\$	CURRENT DUE: \$
CODES	DESCRIPTIONS	BUDGET
111A	NON-INSTRUCTIONAL	
111B	INSTRUCTIONAL	
200	PERSONAL SERVICES EMPLOYEE BENEFITS	
322	IN SERVICE	
323	PUPIL SERVICES	
330	EMPLOYEE TRAINING AND DEVELOPMENT SERVICES	
510	STUDENT TRANSPORTATION SERVICES	
580	TRAVEL	
600	SUPPLIES	
700	PROPERTY	
	TOTAL	
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

STATE DEPARTMENT OF EDUCATION
PROGRAM MANAGER AUTHORIZATION

DATE OF
APPROVAL

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>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.</p>					
	Name of Position	Description of Duties	Hourly Rate x Total Hours	What is the Measurable Improvement to be gained from this?	Total

Code	Object				Amount of Code Line
111B	Instructional				
<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>					
	Name of Position and Career Cluster/ CTE Program Area	Description of Duties	Compensation Formula	What is the Measurable Improvement to be gained from this?	Total

Code	Object				Amount of Code Line
200	Personal Services - Employee Benefits				
<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 workmen's compensation insurance. Benefits may not exceed 25% of the total salary/stipend paid.</p>					
	Name of Position	Career Cluster/ CTE Program Area	Type of Benefits	Compensation Formula	Total

Code	Object				Amount of Code Line
322	In-service (Instructional Program Improvement Services)				
<p>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.</p>					
	Individual/Organization Providing Service	Who will be Receiving Training? Include # of Staff	Title of Event Location Date	What is the Measurable Improvement to be gained from this?	Per Person x Cost=Total

Code	Object				Amount of Code Line
330	Employee Training and Development Services				
<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. Expenses related to Out-of-State Travel for Postsecondary programs is not an eligible expense for 2016-17.</p>					
	Individual/Organization Providing Service	Who will be Receiving Training? Include # of Staff	Title of Event Location Date	What is the Measurable Improvement to be gained from this?	Per Person x Cost=Total

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.					
Expenses related to Out-of-State Travel for <u>Postsecondary</u> programs are not eligible to be funded for 2016-17.					
	Faculty supervisor(s) of student travel	Courses utilizing student transportation Estimated # of students	Title of Event Date Location	What is the Measurable Improvement to be gained from this activity?	Transportation Company Cost/per unit =Total

Code	Object				Amount of Code Line
580	Travel				
Expenditures for transportation, hotel and other expenses associated with staff travel.					
<ul style="list-style-type: none"> • Travel must be for instructional purposes, otherwise it is an administrative cost subject to the 5% 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. 					
Expenses related to Out-of-State Travel for <u>Postsecondary</u> programs are not eligible to be funded for 2016-17.					
	School district/ college position (CTE teacher, CCP coordinator, etc.)	Courses to be improved by attendance	Title of Event Date Location	What is the Measurable Improvement to be gained from this?	Cost per unit- (list hotel, transportation, shuttles, etc.) x pp =Total

Code	Object				Amount of Code Line
600	Supplies				
Expenditures for non-consumable items purchased for instructional use. <u>List each item separately</u>					
	Career Pathway/ CTE Program Area	Name of Course supplies are requested for	List each supply item, description of supply and vendor	What is the Measurable Improvement to be gained from this?	Quantity x Cost per Unit = Total

Code	Object				Amount of Code Line
700	Property				
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. All electronic babies, computers and peripherals (regardless of unit cost) should be listed in this category. No vehicles or drive-able equipment may be purchased with Perkins funds.					
An Equipment Request Form must be completed for requested property <u>by Cluster</u> . Instructions for completing the form, and a copy of the form is found in Appendix C .					
	Career Pathway/ CTE Program Area	Name of course equipment is requested for	List each item, description and vendor	What is the Measurable Improvement to be gained from this?	Quantity x Cost per Unit = Total

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: **Size, Scope and Quality – Post-Secondary**

Carl D. Perkins funds are awarded to Connecticut Community Colleges through formula funds for Perkins Basic and reserve funds for College Career Pathways (CCP). Funds are intended to improve or develop new career and technical education 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 college initiatives or individual courses. CTE/CCP programs at each college must meet both federal and state requirements.

The College Career Pathways 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) pathways 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 college;
- Articulation agreements (MOU, MOA) must require 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 college to meet the minimum allocation requirement**.

Scope

- Articulation agreements (MOU, MOA) must require 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 NEASC's [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 college;
- CCP faculty approval is through the college's Department Chairperson. High schools may appeal to the Chief Academic Officer for reconsideration of a teacher; and
- The integrity of the CCP program is determined by the college.

* Applies to CCP only

**Applies to Postsecondary Basic Grant only

**Appendix C: Equipment Request Form
Grant Period 2016-17**

1. Prepare a separate Equipment Request Form for each cluster.
2. Single component items under \$1,000 (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. 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"/> Ag and Nat. Resources
<input type="checkbox"/> Arts, Audio Video, Comm.
<input type="checkbox"/> Business and Admin. Services
<input type="checkbox"/> Construction
<input type="checkbox"/> Education and Training Services | <input type="checkbox"/> Engineering/Technical Services
<input type="checkbox"/> Financial Services
<input type="checkbox"/> Health Services
<input type="checkbox"/> Hospitality and Tourism
<input type="checkbox"/> Human Services | <input type="checkbox"/> Information Tech. Services
<input type="checkbox"/> Manufacturing
<input type="checkbox"/> Trans. Dist. and Log. Services
<input type="checkbox"/> Wholesale, Retail Sales |
|---|---|--|

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

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

Approved by SDE Consultant

Date

Original Requested Amount

Amended Requested Amount