

FY16 CTE State Priority Grant Application Checklist

Grant submission will require ongoing communication between ADE (GPS) and the Local Educational Agency (LEA) for the timely processing of the FY16 CTE State Priority grant application. The grant process includes the following steps:

- **Step 1-** CTE Grants Program Specialists (GPS) will review the applications and revisions and mark each section as **“OK” or “Not Applicable”** before Approval.
- **Step 2-** If the line is marked **“Attention Needed”** this indicates the application **needs revisions** in the stated areas.
- **Step 3-** If the application is returned as **“Not Approved”**, the **LEA will review and address items marked as “Attention Needed”** as well as any **comments noted in the Messages** section of the GME application.
- **Step 4-** After items are **revised** by the LEA, **resubmitted** for approval and will be approved and/or, “Attention Needed” will be changed to “OK” by the assigned CTE Grants Program Specialist, and the **application status will be changed to Reviewed.**

DUE DATES: THE FY16 CTE STATE PRIORITY APPLICATION IS DUE JUNE 14, 2015. ALL PROJECTS WILL HAVE FINAL APPROVAL BY OCTOBER 1, 2015.

Checklist Description

1. Budget

- ✓ The total allocation must be budgeted.
- ✓ All expenditures are listed in the appropriate function code and object code using CTE resources and USFR Chart of Accounts.
- ✓ Salaries must be listed in object code 6100. If positions involve face-to-face with students, use 1000-6100; if positions are support use 2000-6100.
 - Narrative includes job title and FTE. (i.e., Instructional Aide-Culinary, .5 FTE) If new position, include “new”.
- ✓ Benefits must be listed in object code 6200.
- ✓ Stipends indicate extra duty or extended contract pay (most will be in support services).
 - Narrative must include number of stipends and purpose.
 - Stipends for district employees should be paid out of salaries object code 6100.
 - Substitutes are an allowable expenditure.
 - Use 2200-6100 for all substitutes.
- ✓ Supplies include only program-specific instructional consumable supplies and not any general supplies.
- ✓ Instructional supplies (1000-6600) must state “Instructional Supplies for approved CTE programs” in narrative.
- ✓ Purchased Professional Services (6300)-Use for registrations for district employees to attend CTE professional development and training activities.
- ✓ Other Purchased Services (6500)-Use for travel and per diem for district employees to attend CTE professional development and training activities.
- ✓ Capital Outlay: Must be CTE program-specific equipment.
- ✓ Must include quantity, cost, description, purpose (includes CTE program name and site if a multi-site district).

2. CTSO –See State Priority Grant Coding Chart for allowable CTSO expenditures

- ✓ Examples of allowable expenditures include: Student Food and Hotel Costs 1000-6800; CTSO Advisor or Teacher Chaperone Stipend 1000-6100; Program Affiliation Fees 1000-6800; Student Registrations 1000-6800; Student Transportation 2000-6500.