



Perkins & State Priority 2023 Grant Application & CLNA Training Secondary LEAs

March 7, 2022



Grant Specialist Team

Shelley Baudean – Grants Program Specialist

Audrey Dieken – Grants Program Specialist

Don Dolin – Grants Program Specialist

Mark McManus – Grants Program Specialist

John Jones – OCR Special Populations Program Specialist

Mary Medina – CTE Grants Supervisor

GME Home Page

GME Home

Announcements

FY22 02.23.22 | March 2022 Grants Management Monthly Review (2/23/2022)

March

Reminder:

- **FY23 Funding Applications (FAs):** The majority of FY23 FAs are **opening 3/1/2022**. Please see individual communications from your program areas announcing the opening date and deadlines for specific applications.
- **Indirect Cost (IDC):** The ability to request Indirect Cost in GME for FY23 is open. Submit your IDC request by 6/1/2022 to receive the FY23 rate by 7/1/2022.
- **Reimbursement Requests (RRs):** RRs for **FY22 grants** that have received *SEA Director Approval* are available and should be submitted regularly. RRs for **FY21 grants** with a future project end date are available until the project end date (e.g. ESSER).
- **Fiscal Quarterly Reports:** These reports are available for your review in your LEA Document Library, found in the main GME menu. For more information, click [here](#).

Important Due Dates:

- **Self-Assessment & General Statement of Assurances (GSA):** Both requirements for FY23 are due

Training Schedule

Training Opportunities and Resources (1/26/2022)

Introducing Evening Office Hours for Reimbursement Requests

Wednesday, 3/16/22 4:00pm – 6:00pm – This open session is for LEAs needing support with reimbursement request submission. Attendees should be the person in your LEA who has the LEA Business Manager Role in GME.

Webinar Schedule

February

Tuesday, 2/1/22 (12:00 pm - 12:30 pm) - Self Assessment and GSA Lunch & Learn

Tuesday, 2/8/22 (12:00 pm - 12:30 pm) - Risk Assessment Lunch & Learn

Thursday, 2/17/22 (1:30 pm - 2:30 pm) - GME Navigation Basics

Thursday, 2/24/22 (2:00 pm - 3:00 pm) - Funding Application (Overview)

Sections Page:

History Log
History Log
Create Comment
Allocations
Allocations
Funding Disclaimer
Funding Disclaimer
FFATA & GSA Verification
FFATA & GSA Verification
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CTE Federal Perkins Contacts
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Assurances
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CTE Federal Perkins
Budget
Budget Overview
Budget Overview Plus/Minus
Evaluation & Accountability
Career Exploration/Career Development
Professional Development
Skill Development
Academic Integration
Increase Student Achievement
State Determined Levels of Performance (SDLP)
Performance Measures Improvement Plan(s)
Capital Outlay Worksheet
Related Documents
Substantially Approved Dates
Substantially Approved Dates
CTE Federal Perkins Checklist

FFATA & GSA Verification

- Click “yes” for Boxes 1 and 2, if applicable.
- Type a description of your district’s Perkins-funded CTE programs into Box 3.
- **MUST** include a list of all programs that will be funded by Perkins V. Please ensure Coherent Sequence is complete prior to grant submission.

FFATA & GSA Verification

Arizona Department of Education (000111000) Test District - FY 2021 - Global Hold(s): (2019, 2020, 2021) - CTE Federal Perkins - Rev 0 - FFATA & GSA Verification

Go To

1. The district/organization has submitted OR will be submitting the annual General Statement of Assurance

☐ * Yes

2. The district/organization understands that if ADE is not updated with the organization's SAM.gov information, including CCR expiration, that funding for the organization can be placed on hold.

☐ * Yes

* 3. Please provide a short description of your project in one to two paragraphs:

General Statement of Assurance

- **MUST** be approved by Grants Management prior to grant review (check with Business Manager)
- See below for where to locate GSA approval status

GME Home	Entity Information	
Administer	Arizona Department of Education (000111000) Test District - FY 2021 - Global Hold(s): (2019, 2020, 2021)	
Search		
Reports		
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Entity Information		
Planning		
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Project Summary		
LEA Document Library		
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Grants Management Resource Library		
Help		
GME Sign Out		
Baudean, Shelley		
Production		
Session Timeout 00:59:19		
Resolving host...		

Entity Information	
Organization Name	Arizona Department of Education
CTDS	000111000
Entity ID	79275
Organization Type	Test District
Organization Status	OPEN
Indirect Cost Rate	0.00%
Authorized Representative(s)	
Legal Name	Arizona Department of Education
Address	1535 WEST JEFFERSON ST., BIN 2
City	PHOENIX
State	AZ
Zip Code	85007
Congressional District	Unspecified
DUNS Number	804746097
SAM.gov Expiration	6/16/2018
Risk Designation	
General Statement of Assurance Upload Date	
Funding Applications	Funding Applications
Reimbursement Requests	Reimbursement Requests
Entity History	Entity History
Entity Hold Administration	Entity Hold Administration
Interest Administration	Interest Administration
General Statement of Assurances	General Statement of Assurances
Indirect Cost	Indirect Cost
Self-Assessment	Self-Assessment
	Project Summary

GSA Verification

Confirmation of Supplements

Supplements

Community Colleges - Mohave County (080601000) Public Agency - FY 2022 - **Medium Risk** - Global Hold(s): (2023)

2022 ▾ Active ▾

LEA Supplement	Revision	Status	Status Date
<u>ESSER Reporting - Non-Title I LEAs</u>	0	LEA ESSER Reporting - Non-Title I LEAs Not Started	3/06/2022
<u>ESSER Reporting - Title I LEAs</u>	0	LEA ESSER Reporting - Title I LEAs Not Started	3/06/2022
<u>General Statement of Assurances</u>	0	SEA General Statement of Assurance Accepted	2/18/2021
<u>Indirect Cost</u>	0	Indirect Cost Request Not Started	12/15/2020
<u>Self Assessment</u>	0	Self Assessment Submitted	2/17/2021
<u>Title I Maintenance of Effort</u>	0	Not Started	3/06/2022

Contacts

- Fill out with most up-to-date information
- Update throughout the year if this information changes

CTE Federal Perkins Contacts

Arizona Department of Education (000111000) Test District

Go To 

* CTE Director Name:

* CTE Director Email Address:

* Business Manager Name:

* Business Manager Email Address:

* CTE Data Reporter Name:

* CTE Data Reporter Email Address:

* Student Information System (SIS) Reporter Name:

* Student Information System (SIS) Reporter Email:

Assurances

- Answer 'yes' or 'no' as applicable to all questions
- Fill in boxes with dates/names where requested
- Can work with Business Manager to fill these out

Assurances
<u>Programmatic, Fiscal, and Accountability Assurances</u>
<u>Desk Monitoring - Fiscal Assurances</u>
<u>Federal Perkins Requirements</u>

Comprehensive Local Needs Assessment (CLNA)



- Year Two of Biennial cycle
- Upload completed CLNA into Related Documents as shown in screenshot below
- Use last year's document, color code updates

Related Documents

Unified District (Public District - FY 2021 - Medium Risk - CTE Federal Perkins - Rev 1 - CTE Federal Perkins

Go To ▶

ALL INFORMATION SUBMITTED TO ADE IS PUBLIC INFORMATION. Organizations uploading documents to GME must ensure that the information contained in the document **does not** include numbers, or any other information that could constitute a FERPA violation. Submission of such documents will result in delay of approval or other action in GME until the document is removed.

Optional Documents		
Type	Document Template	Document/Link
Job Description (LEAs own document)	N/A	
Purchased Services Contracts (LEAs own documents)	N/A	
CTE Comprehensive Local Needs Assessment	 Comprehensive Local Needs Assessment	 CTE Comprehensive Local Needs Assessment
Other	N/A	

Adding Updates to FY22 CLNA for Year 2 of Biennial Cycle (FY23)

- CLNA review must reflect current meeting dates
- Change rating, if applicable
- Color-code updates in each box

Comprehensive Needs Assessment Leadership Team (please complete each section)



Representative	Name	Position	Signature	Date
	*Members may change from year to year		*If in person, or indicate if virtual	

	Rating	Briefly list strengths and/or areas of focus for improvement. Indicate evidence reviewed.
Provides PD for CTE teachers, faculty, school leaders, administrators, specialized instructional support personnel, career guidance paraprofessionals.	<input checked="" type="checkbox"/> 1 This is a strength <input type="checkbox"/> 2 This is satisfactory <input type="checkbox"/> 3 This is an area we need to improve <input type="checkbox"/> 4 This area needs major improvement	<p>CTE faculty, campus and district CTE administrators, and counselors have continuously been provided support for professional development opportunities. Examples include ACTEAZ Summer Conference, AACC Workforce Development Institute, Arizona Occupational Administrator Council, Hispanic Association of Colleges, Universities Workforce Development Conference, CC Futures Assembly, NSF Impact Technology Conference, and Bioindustry Conference, among others that directly relate to integrating career and technical educational programs into the curriculum. We plan to continue providing support for professional development to our administrators, faculty and staff to ensure cutting edge performance. Due to the recent situation regarding COVID-19, [REDACTED] has adjusted travel and provided resources for webinars and other online professional development opportunities for faculty, specialized instructional support, administration and career guidance individuals. [REDACTED] advocates for professional development of the CTE faculty and staff by providing national educators the opportunity to present locally at conferences and other events.</p>



Preparation Materials for CLNA Leadership Planning Meeting

- Last year's CLNA
- Program of Study (POS) review summaries
- Objective pages from FY2022 grant application
- Budget
- Program of Study (POS) accomplishments
- List of areas/items to be addressed
- Evidence/data:
<https://documentcloud.adobe.com/link/review?uri=urn:aaid:scds:US:b50b36b2-bf77-31b4-87e4-d28153d39b7d>

CLNA Activity

INCREASE STUDENT ACHIEVEMENT–“Provides participants with access to industry-recognized certification examinations or other assessments leading toward a recognized post-secondary credential.”

Evidence Reviewed

- **Documentation of certifications purchased and pass rates**
- **Number of students tested/passed**
- **Reports from testing vendors**
- **TSA data**
- **Performance measure results**

CLNA Drives the Plan

Each section of the CLNA...

Evaluation & Accountability

Criteria	Rating	Briefly list strengths and/or areas of focus for improvement	Indicate evidence reviewed
Develops and implements evaluations of the career and technical education programs carried out with funds under this title, including an assessment of how the needs of special populations are being met.	<input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	Implementing the process review student needs by using the CLNA Evaluation form.	CLNA (this is the current document we are working on, sample document provided in link)
Monitors career and technical education program/programs of study for effectiveness and compliance and collects student data and evaluations and submits required reports in a timely manner.	<input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	Post graduation connections with students to collect data on students as members of the workforce and use of skills and their success. Tracking through major clarity, student interest, graduation, scholarships, career interests and post-secondary education.	Program Monitoring Compliance and Quality Plan (in development, working draft provided in link)
Periodically reviews the results of relevant career and technical education evaluation activities and makes adjustments to plans as needed.	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4	Process of collecting data in place. Response to data outcomes to make adjustments to programming is an area of improvement.	District Level of Performance Report Certification-Dual Enrollment-TSA Report Perkins Grant Improvement Plan Performance Measure 3 year comparison

Corresponds with one section of the grant...

Evaluation & Accountability

Each entity receiving funding shall develop and implement evaluations of the activities carried out with Perkins funds, including evaluations necessary to complete the comprehensive local needs assessment and provide required local data to ADE [§135(b)(6)].

The Local Needs Assessment must be completed on a biennial basis with a review of progress during the odd year. The assessment (or review) must be completed prior to completion of the grant application. The most recent Local Needs Assessment must be uploaded into the Related Documents area of the grant application before grant approval will be given.

* Please indicate the completion date of the most recent Local Needs Assessment.

05/08/2020

Measurable Objectives

- Pull from CLNA—
areas of need
- Top section is a
summary of CLNA
- **At least one MO per
each of six categories**
- **Box 1: SMART goal**
- **Box 2: Justifications**

CTE Federal Perkins

[Budget](#)

[Budget Overview](#)

[Budget Overview Plus/Minus](#)

[Evaluation & Accountability](#)

[Career Exploration/Career Development](#)

[Professional Development](#)

[Skill Development](#)

[Academic Integration](#)

[Increase Student Achievement](#)

[State Determined Levels of Performance \(SDLP\)](#)

[Performance Measures Improvement Plan\(s\)](#)

[Capital Outlay Worksheet](#)

[Related Documents](#)

1) Provide a measurable objective describing how you will implement an evaluation of activities carried out with Perkins funds. The objective must include all SMART components: Specific, Measurable, Attainable, Results-Oriented and Timely.

2) Provide a justification for your choice of objective and how it will address your identified need.

***Box 3 “Progress Summary/Final Narrative” not due until Sept 15th 2023 (but can be completed earlier)...NO Midyear Narrative!**

Objectives for Year 2 of Biennial Cycle (FY23)

If you are on track to achieve FY22 objective(s):

- Start fresh with new objective(s) for FY23
- Pick a different area of focus to improve for FY23 & write goal(s)

If you are NOT on track to achieve FY22 objective(s):

- You may continue with the same objective, or slightly tweak for FY23
- In Box 2—Justification, explain why you are continuing with same
- Example below:

Measurable Objective One (Required)

* 1) Provide a measurable objective regarding how the entity will provide/support/coordinate career and technical education professional development with Perkins funds this year. The objective must include all SMART components. By June 2022, all CTE Instructors will have attended one professional development session for technical reading strategies and one session for vocabulary strategies.

* 2) Provide a justification for your choice of objective and how it will address your identified need.

THIS GOAL WAS NOT REACHED IN THE PREVIOUS YEAR DUE TO COVID

This is a goal that pertains to our whole CTE staff, not just one program area. It is important to continue to provide all teachers with relevant and applicable professional development regardless of their experience. This goal is important to this goal.

SMART Goals

What are SMART Goals?

S*trategic & Specific* – Based on an analysis of data and deemed a priority by the LEA and indicates specific groups of students, content areas, and behaviors.

M*easurable* – Uses specific instruments or tools to measure impact, progress, and success.

A*ttainable* – Targeted objectives are doable and realistic without being uninspiring.

R*esults Based* – Describes a specific outcome in terms of student learning/achievement results.

T*ime Bound* – Specifies when the goal will be accomplished or measured to determine impact.



WRITE
OBJECTIVES

that get

»» **results**

THE SMART WAY

SMART Goal Activity

In the chat box: How can each of these statements be turned into a SMART goal?

1. Review data.
2. Host a career event.
3. Increase certifications/credentials.

Answers...

1. By June 30, 2022, district testing data will be reviewed and compared to previous years data to establish areas of improvement.
2. Host a career day at XXX High School with the SUSD foundation in Spring 2022.
3. By end of SY 2023, LEA will increase certifications/credentials for all CTE programs by 20% from SY 2022.

Budget

- Budget entire allocation, leave none remaining—can revise later
- Dictated by CLNA/MO's
- Perkins Allowable Chart Quick Reference Guide
- USFR Chart of Accounts
- Equipment lists:
<https://www.azed.gov/cte/programs>
- Computers—check with your Grants Specialist

Object Code

6100 - Salaries
6200 - Employee Benefits
6300 - Purchased Professional Services
6400 - Services
6500 - Other Purchased Services
6600 - Supplies
6731 - Supplies (Under \$5,000)
6732 - Supplies (Under \$5,000)
6734 - Supplies (Under \$5,000)
6735 - Supplies (Under \$5,000)
6737 - Supplies (Under \$5,000)
6738 - Supplies (Under \$5,000)
6733 - Capital (\$5,000 or Above)
6736 - Capital (\$5,000 or Above)
6739 - Capital (\$5,000 or Above)
6800 - Other Expenses
6910 - Indirect Cost Recovery
0190 - Capital Outlay

Function Code

1000 - Instruction
2100,2200,2600,2700 - Support Services (Students
2300,2400,2500,2900 - Support Services (General,

CTE Perkins V

CTE Perkins V

NOTICE: New LEAs or Charters wishing to apply for the Federal Perkins grant must complete the [Intent to Become a Perkins V Eligible Entity form](#) - Process for First Time Perkins V (Strengthening Career and Technical Education for the 21st Century Act) Grant Applicants, and submit the completed form to the [CTE Perkins V Team](#) by 5:00 p.m. on August 1, 2021 to be considered for a Federal grant. (Open PDF in Adobe Acrobat to fill out form - Get Adobe Reader here - <https://get.adobe.com/reader/>)

- [Arizona Perkins V State Plan](#)
- [2021 Grant Funding - PowerPoint](#)
- CTE Equipment Guidelines - [PDF](#)
- [2021-2022 Comprehensive Local Needs Assessment \(CLNA\)](#)
- [Grant Assignments by Grant Program Specialists](#)
- [Perkins V Allowable and Unallowable Expenditures](#)
- [Chart of Accounts and Expense Classifications](#)
- [CTE Quick Reference Guide - Updated 4/29/21](#)
- [Intent to Become a Perkins V Eligible Entity form](#) - Process for First Time Perkins V (Strengthening Career and Technical Education for the 21st Century Act) Grant Applicants (Open PDF in Adobe Acrobat to fill out form - Get Adobe Reader here - <https://get.adobe.com/reader/>)

[AZ CTE Home Page](#)

[CTE Programs and Standards](#) ▼

[CTED - Career & Technical Education District](#)

[CTE Postsecondary](#)

[CTE Industry Credentials](#)

[CTE Technical Skills Assessments \(TSAs\)](#)

[CTE Grants](#) ▼

[CTE Accountability](#) ▼

[Arizona School Counselors](#)

[CTE Administrator Resources](#)

PERKINS V ALLOWABLE AND UNALLOWABLE EXPENDITURES

This is not a complete list of allowable/unallowable costs as it relates to Perkins. The allowability of a particular expenditure should be determined by considering the CTE identified need and requirements of the Perkins V, and any pertinent Federal and State cost guidelines. All costs must be directly tied to the CTE program as approved in the local Perkins application plan. When in doubt, ASK!

ALLOWABLE EXPENDITURES

- | | |
|---|--|
| <ul style="list-style-type: none">• Administrative Costs<ul style="list-style-type: none">◦ Administrative Costs/Indirect costs (up to 5%)• Audit costs in accordance with the Single Audit Act (OMB Circular A 133)• Bonding costs | <ul style="list-style-type: none">• Memberships and subscriptions in business, professional, technical groups/associations<ul style="list-style-type: none">◦ Membership must be for the position/agency, not the person• Professional development costs• Professional service costs (consultants) |
|---|--|

UNALLOWABLE EXPENDITURES

- | | |
|--|--|
| <ul style="list-style-type: none">• Administrative or supervisory salaries<ul style="list-style-type: none">◦ May be charged as an indirect up to 5% of award• Advertising and public relations designed to solely promote the LEA (not tied directly and exclusively to CTE)• Advisory councils | <ul style="list-style-type: none">• Expenditures for CTE courses prior to the middle grades (any grades 5 through 8)• Expenditures for non-approved CTE programs• Expenditures that supplant• Fines and penalties |
|--|--|

CTE Quick Reference Guide FY21-22

Disclaimer: List includes most common expenditures/coding for CTE grants, however, not an exhaustive list. Each business office is responsible for ensuring object/function codes abide by the Uniform System of Financial Records for Arizona School Districts.

Expenditure Items	Perkins	Priority	Capital	Instruction (1000)							Support Services (2100, 2200, 2600, 2700)							Support Services Admin (2300, 2400, 2500, 2900)						
			6701	6100	6200	6300	6400	6500	6600	6800	6100	6200	6300	6400	6500	6600	6800	6100	6200	6300	6400	6500	6600	6800
Stipend: CTSO Advisor	Y	Y		X							X													
Stipend: Chaperone for CTSO	Y	Y									X													
Salary: CTE Instructional Classroom Aide	Y	Y		X																				

CHART OF ACCOUNTS AND EXPENSE CLASSIFICATIONS (General Information Only)

OBJECT CODE	OBJECT NAME	INSTRUCTION 1000	SUPPORT SERVICES 2100, 2200, 2600, 2700	SUPPORT SERVICES ADMINISTRATION 2300, 2400, 2500, 2900
6100	Salaries	Teacher/Project Director, Teachers, Coaches, Tutors, Substitute Teachers, P. E. Teachers, Speech Teachers, Teacher's Aides, Reading Specialists Classroom Paraprofessional (Para Pros) Substitute teacher to replace teacher during regular instructional day	Librarians Counselors Audiovisual, Curriculum Consultants, Program Evaluators, Audiologists, Psychologists, Social Workers, Nurses, Attendance Personnel, Record Clerks, Bus Drivers, Maintenance Workers, Security, Speech Pathologists, Instructional Staff Trainers, Janitors, Custodians, Printers/Publishers, Tutors, Stipends, (for teachers above & beyond teaching) Monitors Bus. * 2213 : Providing substitute teachers in the classroom (while regular teachers attend training)	Researchers, Public Relations, Superintendent, Principals, Project Directors, Clerical, Purchasers, Personnel, Governing Board, Accounting, Human Resources, Printers/Publishers, Budgeting, Lobbyists Warehousing, Staff Trainers, Data Processing

CTE Programs and Standards

CTE Program Lists and Information:

► Elements of an Approved CTE Program

► Approved CTE Program Lists

Below is an alphabetical list of all programs that includes program descriptions, industry credentials, coherent sequences, technical standards, blueprints, equipment lists, and more.

▼ A-B

- [Accounting](#)
- [AgriScience](#)

[AZ CTE Home Page](#)

[CTE Programs and Standards](#) ▲

[Program Standards](#)

[Approved Program List](#)

[ADE Quality and Compliance
Monitoring Form](#)

[Local Occupational Programs](#)

[Embedded Academic Credit](#)

[CTED - Career & Technical Education
District](#)

Accounting - 52.0301.00

- Program Description/Industry Credentials/Coherent Sequence/Teacher
- Technical Standards 2022 - [Word](#) ~ [PDF](#)
 - Blueprint for Instruction and Assessment - Not Available
 - Instructional Framework - Not Available
 - Instructional Terminology - Not Available
- Technical Standards 2014 - [Word](#) ~ [PDF](#)
 - [Blueprint for Instruction and Assessment](#)
 - Instructional Framework - Not Available
 - Instructional Terminology - Not Available
- [Equipment List - Excel](#) ~ [PDF](#)
- [Professional Skills Standards and Rubrics](#)
- [ADE CTE Program Specialist Contact Information](#)
- [CTE Professional Development Events Calendar - All Programs](#)
- [CTE Educator Information](#)

Coding: Common Expenses

- 6100: CTE Salaries (1000) and Stipends (2100)
- 6200: Benefits for above
- 6300: CTE staff professional development costs/
conference registration (2100), testing (1000)
- 6400: CTE equipment repair/maintenance (2100)
- 6500: CTE staff travel/hotel/food (2100)
- 6600: Instructional supplies—consumables (1000),
career guidance materials (2100)
- 6731/6732 (under \$5000)/6733 (over \$5000):
Furniture & Equipment (must be specialized!)
- 6737/6738 (under \$5000)/6739 (over \$5000):
Technology equipment
- 6800: CTSO fees, student travel, etc. (2100)

From Perkins Checklist

1. All expenditures must support one or more objectives.
2. Salaries must be listed under Object Code 6100. If positions involve face-to-face with students, use Instruction 1000- 6100; if positions are Support Services use 2100-6100. Narrative includes job title and FTE (ex. Instructional Aide-Culinary, .5 FTE). New positions should be indicated as such. Job description must be uploaded into Related Documents section for each position.
3. Stipends indicate extra duty or extended contract pay (most will be coded under Support Services). Narrative must include #hours X \$/hour X #people = total stipend. Stipends for district employees are charged to Salaries. Narrative must include activities to be performed. CTSO Advisor stipends are allowable and should be coded as 2100-6100.
4. Benefits must be listed in object code 6200.
5. Substitutes are paid only when CTE teachers attend training and professional development (including CTSO activities). Perkins does not pay teachers for sick leave. Substitute salary should be coded under Support Services. Narrative must indicate # sub days X \$/day = total substitute pay.
6. Consumable Supplies is coded under Object Code 6600. Consumable Instructional Supplies (1000-6600) must include the program area, a list of supplies and the dollar amount in the narrative to be considered for approval. If multi-site district, include site. Instructional software must list specific software, dollar amount and program. Remember that consumable means "items that are consumed, worn out or deteriorate through use; or items that lose their identity through fabrication or incorporation into different or more complex units or substances."
7. Equipment Supplies under \$5,000 (Object Codes 6731, 6732, 6734, 6735, 6737 and 6738) and Capital Equipment (Object Codes 6733, 6736 and 6739) must be included on the Capital Outlay Worksheet and include CTE Program Name, School Name, Quantity, Cost Per Unit, Tax/Shipping/Handling, Object Code and an Item Description.
8. Purchased Professional Services (Object Code 6300) is used for registrations for district employees to attend CTE professional development and training activities including CTSO conferences.
9. Other Purchased Services (Object Code 6500) is used for travel and per diem for district employees to attend CTE professional development and training activities, including CTSO conferences. NOTE: For both Object Codes 6300 and 6500 professional development and training activities, supporting documentation should be available upon request.
10. All expenditures should be identified in the budget under the appropriate Function Code and Object Code according to the Uniform System of Financial Records for Arizona School Districts (USFR) as listed in the Chart of Accounts.
11. The total grant allocation must be budgeted before grant approval can be given.
12. Refer to Federal Perkins Grant Budget Guidelines for allowable CTSO expenditures.
13. Grant expenditures for administration must be coded under Support Services Administration.
14. The Federal Perkins Grant may not exceed the 5% cap for administrative costs (which includes Indirect + Support Services Administration expenditures). This is automatically tallied by the grant and the application may not be submitted if this is exceeded.

Narrative Descriptions

Object Code	Function Code
6100 - Salaries	1000 - Instruction

Narrative Description

June 17, 2020 - Nurse Clinical supervision

HS - Supervision of students at a facility after contract hours during the students' clinical requirement.

Teacher 1 \$25/ hour X 84 hours. = 2100 (all year)

Teacher 2 - 46.5 hours X \$25 hr. (Fall) = 1162.50

- 103.5 hours X \$25 hr. (Spring) = 2587.50

HS -

Teacher 1 - \$25/hr X 84 hours = 2100 (all year)

Teacher 2 - \$25/hr X 50 hours = 1250 (part time)C

November 11, 2020

Clinical Coordinator - \$25/hr X 40 hours - \$1000 Reviews AZ Board of Nursing requirements with instructors. Ensures both programs following requirements.

Instructors proctor CNA testing - 2 instructors X 24 hours @ \$20 hour - \$960

*** Dating and/or
Color-coding
your Revisions is
appreciated!**

Object Code	Function Code
6100 - Salaries	2100,2200,2600,2700 - Support Services (Students, Instr., Operation, Transport.)

Narrative Description

June 17, 2020 - CTE dept. salaries - Total 3.5 FTE - see CTE job descriptions

Object Code	Function Code
6600 - Supplies	1000 - Instruction

November 6, 2020

Agriscience - Chicken Coop, drill press, pruning shears, beaker set

Bioscience - biological supplies such as; proteins, fungus, DNA fingerprinting, bacteria, restriction digest

67XX Codes

EXPENDITURE OBJECT CODES

Cost Less than \$5,000*	Cost \$5,000 or More*	Equipment Categories	*Cost is per item, not total cost!
6731 and/or 6732	6733	Furniture and Equipment (see examples below)	
6734 and/or 6735	6736	Vehicles (Buses, cars, trucks, vans, etc.)	
6737 and/or 6738	6739	Technology-related Hardware and Software (see examples below)	

Furniture and Equipment Examples (Object codes 6731-6733)

Athletic Equipment <ul style="list-style-type: none"> • Blocking Sleds • Chalk line dispensers • Fitness Machines • Goal posts (movable) • Helmets/Pads • Hurdles • Mats • Nets (Tennis/Volleyball) • Tackling dummies • Weights 	Furniture/Furnishings <ul style="list-style-type: none"> • Bookcases • Chairs • Desks • Filing Cabinets • Large area rugs • Tables Component Parts <ul style="list-style-type: none"> • A/C compressors • Automotive engines • Automotive transmissions 	Fixtures <ul style="list-style-type: none"> • Bleachers (indoor) • Ceiling fans • Chalkboards/Whiteboards • Drinking fountains • Hot water heaters • HVAC units • Light fixtures • Sinks • Toilets • Wall mirrors
Other Equipment* <ul style="list-style-type: none"> • Appliances (kitchen) • Battery chargers • Copiers (off-network) • Key cutters • Leaf blowers • Paint sprayers • Sewing machines • TVs • Washers/Dryers 	<ul style="list-style-type: none"> • Auto Diagnostic machines • Cameras (photo & video) • DVD/Blu-ray players • Kilns • Microwaves • Power tools • SPED assistance equipment • Two-way radios • Welders 	<ul style="list-style-type: none"> • Bar code scanners • Cash registers • Floor jacks • Laminators • Musical Instruments • Satellite dishes • Telephones • Vacuums
* Items may be coded to Technology-related Hardware and Software if connected to a computer network.		

Technology-related Hardware & Software Examples (Object codes 6737-6739)

• Computers (tablets, laptops, etc.)	• Network equipment	• Scanners
• Computer monitors	• Projectors	• Smart Boards
• Copiers (on-network)	• Printers	• Software (Non-instructional)

Capital Outlay Worksheet

- Typically has a useful life of more than one year.
- Typically repaired rather than replaced when worn or damaged.
- Totals must match amounts in the budget.

***Please use
Program of
Study name
vs. class title**

Subtotals by Object Code

Object Code	Subtotal
6731	\$ 0.00
6732	\$ 0.00
6733	\$ 0.00
6734	\$ 0.00
6735	\$ 0.00
6736	\$ 0.00
6737	\$ 0.00
6738	\$ 0.00
6739	\$ 0.00
0190	\$ 0.00
Total	\$ 0.00

***CHARTERS:
everything
coded 6600
unless Capital
over \$5000
(0190)...no
67XXs!**

Capital Outlay Worksheet

School Name	CTE Program	Quantity	Cost per Unit	Tax, Shipping & Handling	Object Code	Item Description	Purpose	Total
			\$	\$	Please select...			\$ 0.00
								Grand Total \$ 0.00

Capital Outlay Example

- Be specific in “Item Description”, not vague—include brand, size, etc. when possible.
- Purpose can include reasons such as “part of equipment list”, “to meet standards”, etc.
- Use full school names, not abbreviation.

Capital Outlay Worksheet

School Name	CTE Program	Quantity	Cost per Unit	Tax, Shipping & Handling	Object Code	Item Description	Purpose	Total
[REDACTED] High School	AgriScience	5	\$ 403.75	\$ 274.55	6731	Microscope CI Adv. Boreal	Meet CTE Standards and Enhance Skill Development	\$ 2,293.30
[REDACTED] High School	AgriScience	1	\$ 535.50	\$ 72.83	6731	Lazer clipper blade sharpener	Meet CTE Standards and Enhance Skill Development	\$ 608.33
[REDACTED] High School	AgriScience	3	\$ 552.00	\$ 225.22	6731	Builders Level Transit Package	Meet CTE Standards and Enhance Skill Development	\$ 1,881.22
[REDACTED] High School	AgriScience	1	\$ 700.00	\$ 95.20	6731	Nova Mist Controler/24hr Timer	Meet CTE Standards and Enhance Skill Development	\$ 795.20
[REDACTED] High School	Digital Photography	1	\$ 1,596.95	\$ 217.19	6731	Nikon AF-S NIKKOR 85mm f/1.4G Lens	Meet CTE Standards and Enhance Skill Development	\$ 1,814.14

Tips for Budget and Capital Outlay

- Tax/Shipping is not broken out in the Budget like it is in Capital Outlay Worksheet
- Put total amount on “Line Item Total”
- Can put “See Capital Outlay” OR list all items in the Narrative Description
- In past grants, this was not always the case
- Do NOT group items in Capital Outlay, unless part of a kit purchased altogether

6731 - Supplies (Under \$5,000) - \$130,020.36 ▼

Object Code	Function Code	Project Time (FTE)	Quantity	Salary, Rental, or Unit Cost	Line Item Total
6731 - Supplies (Under \$5,000)	1000 - Instruction ▼		1	\$130,020.36	\$130,020.36
Narrative Description					
See capital outlay worksheet					

- It is very helpful if you add a note in Narrative Description for added capital each revision:

Object Code	Function Code	Narrative Description
6731 - Supplies (Under \$5,000)	1000 - Instruction	<p>See Capital Outlay Worksheet</p> <p>Revision 1: Updated actual costs of items already purchased Added for Construction, Culinary, Film & TV, Sports Med</p> <p>Revision 2: Added 2 Reach in Refrigerators for Culinary labs to cover aging equipment needs (\$6,533.94) Updated price of [REDACTED] Culinary garbage disposal (actual price \$3,325.39) Added [REDACTED] Film & TV ikan LED Light Kit (\$1,650.82) Updated additional items to reflect actual expense</p> <p>Revision 3: Updated prices to reflect actual expenses Added Wet/Dry Vac for [REDACTED] Construction (\$263.33) Added Bulletin Boards for [REDACTED] ECE (\$823.85) Added Theragun for [REDACTED] Sports Med (\$644.33)</p> <p>Revision 4: Updated prices to reflect actual expenses Removed [REDACTED] Culinary Meat Grinder (\$212.36), [REDACTED] Culinary Worktable (\$1176.27), [REDACTED] Culinary Blender (\$142.77), [REDACTED] Culinary Mixer (\$778.78), [REDACTED] Nursing Vit Added [REDACTED] Construction Miter Saw (\$401.13) - [REDACTED] Culinary Robot Food Processor (\$19,560.19), [REDACTED] Construction Band saw (\$2059.10), Miter saw Wheelbarrow (\$235.95)</p>

Budget Activity

In the chat box: Which codes do each of the following belong in (Object AND Function Code)...

1. CTE program supplies
2. CTSO student travel
3. Teacher desks

Answers...

1. 6600/1000
2. 6800/2100 (Priority ONLY)
3. Not allowable

Business Manager Coding Preferences

If your Business Manager has a different coding preference than the norm, please indicate this in the Narrative Description of the Budget.

6100 - Salaries - \$627,868.07 ▼

Object Code	Function Code	Project Time (FTE)	Quantity	Salary, Rental, or Unit Cost	Line Item Total
6100 - Salaries	1000 - Instruction ▼		1	\$175,500.00	\$175,500.00
Narrative Description					
<u>CTE Instructor Supplemental Salary.</u>					
Duties performed while instructors are off contact time at a rate of 80 CTE teachers at \$2,200 per teacher. See Supplemental Salary Rubric in Related Documents.					
Per CFO, work is with students after contract work day so function code is Instruction.					

Indirect Costs

Indirect Cost	
Total Allocation	\$85,568.11
Budgeted Amount (Contributing to Indirect Cost)	\$67,320.67
Excludable Costs	\$15,898.00
Indirect Cost Rate	3.50%
Max Indirect Cost based on Budgeted Amount	\$2,355.99
Max Indirect Cost based on Total Allocation	\$2,355.99

- Indirect rate is negotiated with Grants Management for ALL grants
- HOWEVER, cannot exceed 5% for Perkins (also includes Administrative Costs)
- If not including indirect costs, please make a note in History Log with explanation

Improvement Plans

Not required yet, leave it blank for now please. You will be reminded of the due date in the grant cycle.

***Reminder: 22 grant plans due March 1st, 2022.**

***Midyear narratives will be due on June 30th, 2022.**

Performance Measures Improvement Plan(s)

Unified District (Public District - FY 2021 - Low Risk - CTE Federal Perkins - Rev 2 - CTE Federal Perkins

Go To ▶

Eligible recipients will complete a separate Performance Measures Improvement Plan for **each** performance measure not meeting 90% of the State Determined Level of Performance (SDLP). Recipients must use this form for performance measures not met for at least one but not more than two consecutive years. Recipients must identify and address any disparities or gaps in performance among population subgroups as a part of their improvement plan(s) [§134(b)(9)]. If you have not met a CTE performance measure for three consecutive years or more, please contact your Grant Program Specialist for further instructions/assistance. Due: November 30th


Performance Measure Improvement Plan #1:

1	Performance Measure not meeting 90% of the State Determined Level of Performance (1S1, 2S1 etc...).	
2	District Level of Performance Achieved	
3	State Determined Level of Performance for this performance measure.	
4	90% of the State Determined Level of Performance for this performance measure.	
5	Number of consecutive years this measure has not been met.	

History Log Notes

Whenever computing devices are included/added in an Initial Submission or Revision, please put a note in History Log indicating amount as well as which programs they are for.

*Example: “Revision 1—5 Dells added for Accounting program student use.”

Description (View Sections Only View All Pages)	
	All
	History Log
	History Log
	Create Comment

State Priority 2023

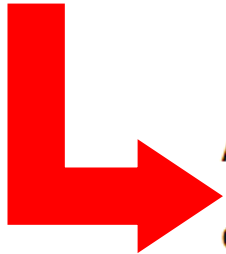
- Need to complete the four highlighted sections (Capital Outlay only if using any 6700 funds).
- Commonly utilized for CTSO expenditures, as students are directly benefiting (but not limited to this only).
- Example: student membership fees, travel, etc.

<input type="checkbox"/>	History Log
	History Log
	Create Comment
<input type="checkbox"/>	Allocations
	Allocations
<input type="checkbox"/>	Funding Disclaimer
	Funding Disclaimer
<input type="checkbox"/>	FFATA & GSA Verification
	FFATA & GSA Verification
<input type="checkbox"/>	Information/Instruction
	Information/Instruction
<input type="checkbox"/>	Contacts
	Contacts
<input type="checkbox"/>	Assurances
	Assurances
<input type="checkbox"/>	CTE State Priority
	Budget
	Budget Overview
	Budget Overview Plus/Minus
	Capital Outlay Worksheet
	Related Documents
<input type="checkbox"/>	CTE State Priority Checklist
	CTE State Priority Checklist

Steps to Submitting a Grant

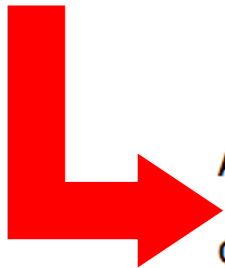
Application Status: SEA CTE State Priority Director Approved

Change Status To: Revision Started
or
CR Draft Started



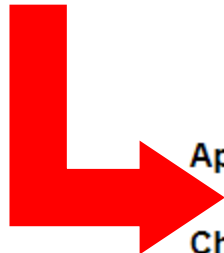
Application Status: Revision Started

Change Status To: Revision Completed



Application Status: Revision Completed

Change Status To: LEA Business Manager Approved
or
LEA Business Manager Returned Not Approved



Application Status: LEA Business Manager Approved

Change Status To: LEA Authorized Representative Approved
or
LEA Authorized Representative Returned Not Approved



QUESTIONS?

Contact your GPS if you have any follow up questions or need further training.

Please submit grants by 5/2/22 due date.

For questions specific to GME (reimbursement requests, indirect costs, system issues, etc.), contact (602) 542-3901 or <https://helpdeskexternal.azed.gov>



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Mary Medina

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Other Helpful Resources/Contacts

Scroll to bottom of pages for contact information:

- **Accountability:** <https://www.azed.gov/cte/cte-data-portal-information>
- **CTSO's:** <https://www.azed.gov/cte/ctso>
- **Technical Skills Assessments:**
<https://www.azed.gov/cte/assessments>
- **ACOVA (Association):** <https://acova.org/>
- **ACTE (Association):** <https://www.acteaz.org/>
- **Premiere Series (Professional Development):**
<https://www.acteaz.org/cte-leads-2/teacher-series/>