

CONNECTICUT STATE DEPARTMENT OF EDUCATION
Academic Office



CARL D. PERKINS GRANT APPLICATION POSTSECONDARY BASIC GRANT

GRANT PERIOD

July 1, 2017, to June 30, 2018

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, 2017, to June 30, 2018</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> <input type="checkbox"/></p> <p>List Participating Community Colleges:</p>

I, _____, the undersigned authorized community college chief administrative official, submit this proposal on behalf of the applicant agency, attest to the appropriateness and accuracy of the information contained herein, and certify that this proposal, if funded, will comply with all relevant requirements of the state and federal laws and regulations.

In addition, funds obtained through this source will be used solely to support the purpose, goals and objectives as stated herein.

**Signature of
Authorized Chief
Administrative Official**

Name (typed): _____ Date _____

Community College: _____

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

**Carl D. Perkins ED 114 and Budget Narrative
Postsecondary Education
2017-18**

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



Due: June 1, 2017

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

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

Each community college must complete the ED 114 utilizing the 2016-17 Perkins grant allocation, which will serve as the preliminary grant allocation until the 2017-18 allocations become final. The state will make adjustments to the 2017-18 budgets to reflect the final allocations.

Local plans will be evaluated based upon core indicator performance levels. Plans must target funds to:

- address specific strategies for improvement based on the overall, systemic goals for improvement and growth of the Career and Technical Education (CTE) Program; and
- assure that the program is such size, scope and quality to improve the quality of career and technical education.

If the 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) State Prepayment Grant System.

Each community college, 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 4:30 p.m. on Thursday, June 1, 2017.***

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 2016-17](#) 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 2016-17 may apply for indirect costs; and
- 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 POSTSECONDARY GRANT APPLICATION FOR 2017-18

As defined by the Carl D. Perkins Act, funds must be expended only for CTE programs, services and activities. All aspects of use of Perkins funds must be supported by data and the community 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.
- Community colleges participating in the 2017-18 College Career Pathways (CCP) program must allocate a minimum of \$20,000 to support the existing CCP Program. Those community colleges that do **not** have a CCP program in the 2016-17 school year must use at least \$10,000 to establish a CCP program that will be put in place and begin running for the 2018-19 grant year. Of these funds, community colleges must allocate a minimum of 5% towards professional development for the partnering high schools' faculty with the community college faculty. Please highlight all CCP items in the Budget Narrative.
- 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 2017-18 but cannot include funding equipment, supplies or other related expenditures. The second course must be in place for students in the 2018-19 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 2017-18 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, or high-wage careers.
- Stand-alone expenditures unrelated to the CIP and measurable improvement will not be funded.
- No out-of-state travel will be funded.

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: 2018	CHARTFIELD1: 170002 CHARTFIELD2:
GRANT PERIOD: 7/01/2017 - 6/30/2018	AUTHORIZED AMOUNT: \$

AUTHORIZED AMOUNT BY SOURCE:

LOCAL BALANCE: \$	CARRY-OVER DUE:\$	CURRENT DUE: \$
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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	
	TOTAL	\$

_____ ORIGINAL REQUEST DATE	_____ STATE DEPARTMENT OF EDUCATION PROGRAM MANAGER AUTHORIZATION	_____ 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>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 instructors. Include all salaries for these individuals <u>while they are on the grantee payroll</u> including overtime salaries or salaries of temporary employees. Substitute instructors or instructors 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				
	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 percent of the total salary/stipend paid.				
	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)				
	Payments for services performed by persons qualified to assist instructors 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.				
	Individual/Organization Providing Service	Who will be receiving training? Include # of Staff	Title of Event, Location and 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				
	Services supporting the professional and technical development of community college 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 community college 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 are not eligible expenses for 2017-18.				
	Individual/Organization Providing Service	Who will be receiving training? Include # of Staff	Title of Event, Location and 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 high school and community college students to and from the community college 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 2017-18.					
	Faculty supervisor(s) of student travel	Courses utilizing student transportation Estimated # of students	Title of Event, Date and 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 percent cap. • 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 2017-18.					
	Community college position (CTE teacher, CCP coordinator, etc.)	Courses to be improved by attendance	Title of Event, Date and Location	What is the Measurable Improvement to be gained from this?	Cost per unit-x per person =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	List each supply item, including 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 \$1,000 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.					
Appendix B: Equipment Request Form must be completed for requested property <u>by Cluster</u> .					
	Career Pathway/ CTE Program Area	Name of Course	List each item, including 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 – Postsecondary

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

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

Size

- A minimum of two (2) 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 community college;
- Articulation agreements (MOU, MOA) must require community college level courses in each pathway; and
- Each college must qualify for a minimum allocation of \$50,000 or join in a consortium with another eligible community college to meet the minimum allocation requirement.

Scope

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

Quality

- All CCP courses must align to 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 community college;
- CCP faculty approval is through the community college's Department Chairperson. High schools may appeal to the Chief Academic Officer for reconsideration of a teacher; and
- The integrity of the CCP program is determined by the community college.

**Appendix B: Equipment Request Form
Grant Period 2017-18**

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"/> 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