



# Illinois State Board of Education

## Career and Technical Education Improvement Grant

### Guidelines

**Fiscal Year 2004**



Submit in Section 3  
of the  
Secondary Career and Technical Education  
Regional Plan Update

Due April 30, 2003

# FY2004 Career & Technical Education Improvement Grant Guidelines

## **Introduction**

For FY2004, the Career & Technical Education Improvement Grant (CTEI) will be composed of funds previously distributed through the Revised Program Improvement Grant, Administrative Grant, State Tech Prep Grant, Work-Based Learning Grant, and the Elementary Career Development Grant. This consolidation was designed to increase local programmatic flexibility and reduce paperwork. This change was implemented to support Career and Technical Education (CTE) quality instructional program-related activities that improve CTE student achievement as well as promote the expansion of career development for all students. This grant provides the financial support to assist systems in supporting these programs and related activities.

This grant is the beginning of a multi-phase funding revision process that will continue over the next couple of years. *With the approval and subsequent implementation of the Illinois State Board of Education's (ISBE) proposed Career Development Policy and its plan for implementation, the parameters of this grant are subject to change in FY2005 and beyond. These changes depend on the availability of additional funding and other resources to support expansion of career development to K-12. Every effort will be made to adhere to the regional planning cycle when implementing these changes.*

Explanations below will assist with planning for, and completion of, the revised budget forms. Please direct your questions to your secondary program coordinator at 217/782-4620.

## **Preface**

The Illinois State Board of Education's vision states "Illinois public schools will enable all students to succeed in postsecondary education *and* career opportunities, to be effective lifelong learners, and to participate actively in our democracy." To fulfill this vision, career and technical education goals are set to:

- ◆ Help students meet Illinois Learning Standards and close the achievement gap;
- ◆ Support local districts to ensure student success;
- ◆ Provide adequate and equitable funding; and
- ◆ Support continuous improvement of Illinois education.

Each effort or initiative pursued by ISBE will continually focus on this vision to assure alignment of all efforts. The connecting thread for all ISBE activities is the Illinois Learning Standards. During their development, the need to link them to preparation for work was acknowledged.

Workplace preparation is an important purpose of schooling. The Illinois Learning Standards incorporate knowledge and skills that will help enable students to be successful in the career of

their choice, as well as in their roles as citizens, family members, and participants in our society. The Illinois Learning Standards also create opportunities to integrate the academics and career skills and learning opportunities to enhance students' ability to see the connections between what is learned and direct applications of that learning. (Philosophy behind the Illinois Learning Standards, *Illinois Learning Standards, July 1997.*)

The Secondary CTE Plan and Career & Technical Education Improvement Grant will continue to support that philosophy and the Board's vision and goals through strengthened, expanded and aligned CTE quality instructional programs and related initiatives, as well as through the anticipated implementation of a comprehensive Career Development Policy.

### **CTEI Grant Purpose**

The purpose of this grant is improved student achievement leading to success in postsecondary education and career opportunities. The systems' ability to improve CTE student achievement will be enhanced through support of approved career and technical education programs, courses and activities, as well as expansion of the systems' purpose to include career development for all students.

For FY2004, this grant will be limited to support of activities related to staff development; curriculum materials improvement; and instructional equipment acquisition for the system's approved CTE programs, and related initiatives. This grant will also provide limited support for system administration, coordination and technical assistance, and for K-8 career awareness. Specific parameters designed to support accountability at the state, regional and local levels are defined in these guidelines. Within these guidelines, the manner of distributing these funds will be determined by the EFE System's local Board policy.

### **Grant Allocation**

The formula used to calculate the FY2004 allocation, while complex, will help stabilize the system's allocation fluctuations resulting from consolidation of various funding sources. The grant formula is expected to change for FY2005 when research and study of formula options can be completed and finalized, and as various formula factors are updated with current figures. Any addition of new funds will also alter the formula. Allocation detail information will accompany the official allocation letter to the system. Refer to Appendix A.

### **Grant Activities**

*Flexibility and local decision-making are promoted in this grant by combining previously independent grants. Appendices B & C includes examples of activities that are appropriate for each of the programs and initiatives covered under this grant—CTE quality instructional programs and program improvement, Tech Prep, Work-Based Learning, Elementary Career Awareness, and EFE system administration, coordination and technical assistance.*

***The following activities are not allowable in the CTEI Grant:***

1. Support of any programs, activities, equipment, materials or personnel that do not meet the intent of the grant.
2. Monetary compensation/stipends to students.
3. Direct tuition payments for staff or students.
4. More than six persons per event traveling out of state from this grant

**The Career & Technical Education Improvement Planning and Reporting form** has been developed to assist with comprehensive, system-wide planning and reporting of activities conducted under this grant. This form is a critical part of the grant and Regional Plan development as well as end-of-year accountability.

Complete the FY2004 CTEI Planning and Reporting form by listing FY2004 system activities, the quality components they address, their expected outcomes, and the anticipated budget and fund sources. Submit this information along with the CTEI Grant budget in Section 3 of the Secondary Plan Update which is due April 30, 2003. By July 31, 2004, but no later than September 30, 2004, complete the Outcomes column and submit to ISBE. The Planning and Reporting form and list of Quality Components of CTE Systems are in Appendix B.

**Grant Expenditures**

Function and object codes included in the FY2004 CTEI Grant budget will allow for appropriate regional and local expenditures necessary to accomplish the activities supporting grant purposes and student improvement measures identified in the CTE Regional Plan.

*Expenditures from this grant must follow the stipulations listed below. Specific information pertaining to grant activities and expenditures, along with the appropriate function and object codes, are included in the appendix.*

1. This grant supports improvement in CTE quality instructional programs approved through the Secondary CTE Regional Plan, Tech Prep, Work-Based Learning, Elementary Career Awareness, and EFE System Administration. Grant expenditures are allowed for these purposes only. See Appendix C for more details.
2. Area Career Centers must receive, at a minimum, the portion of the FY2004 CTEI Grant allocation they generated.
3. Salaries for secondary CTE teachers will be allowable up to a maximum of 15% of this total grant allocation for FY2004 only. Exceptions will be made for salaries of secondary CTE teachers employed by an area career center or EFE system. *Salaries for those teachers will not be included in the cap on teacher salaries.* **With the exception of teachers employed by the area career center or EFE system, teacher salaries will not be allowed in FY2005.**
4. The system administration, coordination, and technical assistance portion of the allocation has been designed to facilitate administration, coordination, and technical assistance for the

activities associated with all CTE-related functions of the regional delivery system. This portion of the grant is provided to assist in financing the salary of the system director and support functions related to this position. Function codes 2300, 2520, and 2540 are included in this budget to account for these expenses. Total expenditures in these three function codes must reflect, at a minimum, the administrative portion of this grant's allocation.

Supporting CTE grants and quality instructional programs are responsibilities of the System. All partners should participate fully in bringing their collective resources and services to bear in meeting this obligation.

Additional money from the total grant allocation may be spent on system administration, coordination, and technical assistance up to a maximum of 10% of the administration, coordination, and technical assistance portion of this grant. **If, however, the original administration, coordination, and technical assistance portion of the grant is not expended for these purposes, it cannot be used for other grant activities, and the grant allocation will be reduced accordingly.**

5. Systems are strongly encouraged to maintain local support for system administration, coordination, and technical assistance with local contributions for these purposes. Grant funds do not always flow in a timely manner at the start of the fiscal year. This delay will impact salaries paid out of this grant. Systems need to develop contingency plans to cover these salaries. **While “local match” is no longer a requirement, systems are strongly encouraged to maintain local contributions in order to 1) cover cash flow delays, especially at the beginning of the fiscal year, and 2) continue all necessary system-level activities that support a strong, viable regional system.**
6. Instructional equipment is defined as equipment used by students to learn and meet standards and tasks for the occupations making up the CTE quality instructional program. General classroom furniture, equipment and any physical plant modifications are the responsibility of the local districts. See Section 4 of the Financial Management Handbook for details.
7. Instructional supplies and materials are expendable items used by students to learn and perform the standards and tasks for the occupations making up the CTE quality instructional program. Curriculum/supplemental materials, except for classroom sets of student textbooks, are allowable and are identified as those that supplement the curriculum.
8. CTE/career development-related professional development stipends are allowable in this grant. To maintain consistency in coding of professional development,

“function code 2210 shall be used to record and report all professional development expenses. In the event a substitute teacher is needed while the regular [secondary CTE] teacher attends a [CTE] professional development activity, a substitute teacher shall be charged to function 2210. The salary [if charged to the grant] for the regular [CTE] teacher attending the professional development activity shall remain in the 1000 function (Instruction) while all related costs of the activity (i.e., travel,

registration fees, etc.) shall be reflected in function 2210. If a regular [CTE] teacher conducts a professional development class above and beyond his or her everyday responsibilities, the stipend paid to that teacher shall be recorded in 2210.” [Professional Development memo from Charles Schmitt, School Financial Management Services, May 24, 2000.]

9. Out-of-state travel related to the purposes of this grant will be allowed for a maximum of six persons per event. Such travel must be in accordance with written System policy. Travel will be reimbursed at rates defined in this policy. Such travel records must be maintained at the local level for audit purposes. *While prior ISBE approval for out-of-state travel is not required, documentation including the following information must be kept locally for audit purposes:*
  - a. Traveler’s name
  - b. Position
  - c. Function attending
  - d. Date(s) attending
  - e. Benefit to the grant
  - f. Projected/actual cost
10. Tech Prep activities are allowable in this grant. Tech Prep Required Elements support a program of study which begins in high school, continues at a postsecondary institution, and culminates in an associate of applied science degree, two-year certificate, or two-year apprenticeship in one of the Career Interest Areas. See Appendix C for details.
11. Work-Based Learning activities are allowable in this grant. Work-based learning activities are cooperatively developed by education, business, industry, parents, and labor representatives to provide students with high-quality work-based learning experiences which teach or enhance technical and academic skills. At the secondary level, these activities must be a part of a sequential, quality instructional program. See Appendix C for details.
12. Elementary Career Development Program activities are allowable for support, development and implementation of an organized sequence of career development learning activities for students in kindergarten through eighth grade. These activities encompass self-knowledge, educational and occupational awareness and exploration, as well as career planning. Expenditures for activities below the ninth grade level are limited to those defined in the Elementary Career Development Program. **For FY2004, these expenditures must equal the elementary portion of this grant allocation**. See Appendix C for details.
13. **Federal funds may not be used to supplant state funds. Expenditures previously made with federal funds, which are allowable under this grant, may be included in the budget. However, once those activities are paid out of state or local funds they cannot again be paid for with federal money. That constitutes supplanting which is not allowed.**

**All grant guidelines are subject to change in FY2005 and beyond.**

**Any requests for a variance from the FY2004 Career & Technical Education Improvement Grant guidelines should be submitted in writing to your secondary coordinator.**

### **Grant Forms Completion**

**This grant is provided to support CTE quality instructional programs and activities that improve CTE student performance and promote the expansion of career development opportunities for all students as described in the Secondary CTE Regional Plan. All grant expenditures must be directly related to fulfilling these goals.**

Workforce Preparation Grant (WPG) software will be provided to Systems for use in completing the required budget forms for this grant. To apply for grant funds, complete and submit one copy of the forms for the planned activities. Working copies of the grant forms are included in Appendix D. Also included in Appendix D is the CTEI Grant Verification form which requires the signature of the Board of Control. Descriptions of function and object codes for this grant are included in Appendix E.

*Based on the system allocation, complete and return the following forms included in this booklet:*

- a) Career & Technical Education Improvement Planning and Reporting form
- b) Budget Summary & Payment Schedule
- c) Budget Function & Object Summary
- d) Budget Information for system allocation, and
- e) Budget Information for site budgets (as necessary) based on system budget entries in function code 4100 and object code 720.

*Additional information required on budget forms includes:*

1. Any personnel expenditure (salary, contract, etc.) in the grant must be recorded on the site budget for the employing entity. Personnel expenditures must all be accompanied by the following information:
  - a) Name
  - b) Position title
  - c) Percent of time employed by the grant
  - d) Salary rate
2. Expenditures budgeted in function/object codes not included in the budget forms and/or listed as "other" must be accompanied by the following information:
  - a) Function/object code number
  - b) Function/object code name
  - c) Description of expected purpose

**To ensure an uninterrupted flow of funds, payments requested on the budget payment schedule must be distributed across the fiscal year according to how the expenditures are expected to be made. Expenditure reports showing cash on hand will cause future payments to be frozen.**

## **Submission, Review and Approval**

All budget forms are to be submitted in Section 3 of the Secondary CTE Plan Update by **April 30, 2003**. This due date must be met to ensure timely approval of the budget.

The grant will be approved based on a review of the budget forms in relation to the Plan Update. Expenditures against the grant may not begin before receipt of grant approval and the official start date of the grant.

Mid-year, third and fourth quarters, and final expenditure reports are required to be filed with ISBE. These forms are available electronically. They can be accessed, completed and filed through the ISBE web site at [www.isbe.net/finance](http://www.isbe.net/finance).

*Contact your secondary coordinator at 217/782-4620 with any questions or requests for a variance to these guidelines.*

## **Accountability**

The System must maintain records to identify the source and use of funds provided through this grant. It must account for all cash, property and other assets acquired with grant funds. All equipment over \$500 per item must be recorded and inventoried. For additional information on grant management and accountability, refer to the State and Federal Grant Administration Policy and Fiscal Requirements and Procedures book. It is available from the ISBE's Funding and Disbursements Division or via the web at [www.isbe.net](http://www.isbe.net).

Equal and fair consideration, regardless of race, color, national origin, age, sex, or handicap, must be given in the selection of personnel, advisory and steering committee members, and in the selection of personnel for other activities of this grant. Additionally, all products developed from this grant source must be free of sex-biased language and graphics.

# **APPENDICES**

Appendix A: Allocation Calculations

Appendix B: Career & Technical Education Improvement  
Planning and Reporting Form

Quality Components of CTE Systems

Appendix C: CTE Activity/Initiative Categories

Appendix D: Grant Budget Pages

CTEI Grant Verification

Appendix E: Function and Object Codes