



# Illinois State Board of Education

## Carl D. Perkins Vocational and Applied Technology Act of 1998

### Grant Guidelines

**Fiscal Year 2005**



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

Due April 30, 2004

# FISCAL YEAR 2005

## CARL D. PERKINS VOCATIONAL AND APPLIED TECHNOLOGY ACT OF 1998 GRANT

**Special Note:** Due to the anticipated one year extension of Perkins III by the federal government, the current CTE Regional Plan will also be extended one more year with no substantial changes anticipated. A complete new CTE Regional Plan submission is anticipated for FY2006. Regional system reporting requirements may be altered as a result of the State's negotiations for this one year Perkins III extension. Those changes will be communicated as soon as they are identified.

### **PREFACE**

The Illinois State Board of Education adopted a Leadership Reform Agenda to which it will give particular emphasis over the next few years. Each of the Board's strategic commitments builds toward the Board's vision of "Standards-Based Excellence for Every Learner." Within that agenda, various commitments address

- ◆ Learning standards for educational excellence;
- ◆ State assessments and promotion of local assessment practices;
- ◆ Improved local and state accountability;
- ◆ Ongoing professional development for instructional staff;
- ◆ Improved achievement of all students, including those at risk of academic failure; and
- ◆ Integrated educational opportunities linking K-16 school experiences to future career goals.

Each effort or initiative pursued by ISBE will continually focus on that vision to assure alignment of all efforts. *The connecting thread for all 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 workplace 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 workplace knowledge and skills, and learning opportunities to enhance students' ability to see connections between what is learned and practical applications of that learning." (Philosophy behind the Illinois Learning Standards, *Illinois Learning Standards*, July 1997.)

Perkins funds are distributed to all unit and high school districts through the Education for Employment Regional Delivery Systems. While the new legislation directs a greater portion of total funds to local districts, it also requires that each district provide valid and reliable information about student participation in career and technical education. This information will be related to the four performance indicators identified by Congress. The level of funding that Illinois and individual districts will receive in the future depends on our ability to meet Illinois' performance targets. As a result, **each district must submit its performance information completely and correctly to ISBE to remain eligible to receive Perkins and other career and technical education funds.**

## **GRANT PURPOSE**

Federal regulation prohibits the expenditure of Perkins III funds to **supplant** current expenditures, except in limited situations of services to students with disabilities. The intent of federal funds is to **supplement** existing state and local expenditures.

The primary purpose of this grant is to support career and technical education programs that:

- 1) strengthen academic and technical skills of students in these programs;
- 2) provide students with strong experience and understanding of all aspects of an industry;
- 3) develop, improve or expand the use of technology in career and technical education programs;
- 4) provide professional development to teachers, counselors and administrators;
- 5) develop and implement program evaluation;
- 6) initiate, improve, expand and modernize programs;
- 7) provide services and activities that are of sufficient size, scope and quality to be effective; and
- 8) link secondary and postsecondary career and technical education.

Decisions to support individual programs with state funds and Perkins funds should be based on where improvement is most needed. Expenditures should focus on activities that can impact the greatest number of students and/or provide the greatest overall improvement. Targeting the expenditure of Perkins funds to programs that have high incidents of special populations students is no longer required. However, providing services to those students most at risk is an excellent way of showing substantial increases in student performance. (Note: the definition of "special populations" has changed from the previous Perkins Act.)

## **GRANT ALLOCATION**

The Perkins Grant allocation is calculated from federal census data with 30% of the total based on the 5-17 year old population and 70% based on the 5-17 year old population below the poverty level unless otherwise instructed by the United States Department of Education. Systems may establish flow through arrangements only with those member districts generating \$15,000 or more in the allocation process. *A maximum of 5% of the total Perkins Grant allocation (or 5% of the final, actual grant expenditures) may be used for administrative costs associated with the administration of activities of this grant.*

## **GRANT FORMS COMPLETION**

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. The "Initial Application" box will be checked on each budget page. When approval from the State Board of Education is received, the "Budget" and "Other" must be approved in WPG. Amendments are required when:

- ◆ the scope of the program is expected to change,
- ◆ changes in other information, i.e. out-of-state travel, staff information,
- ◆ changes in data cells on the Budget Summary and Payment Schedule are increased or decreased by \$1,000 or 20% (whichever is greater),
- ◆ change in payment schedule cells,

- ◆ a budget cell is eliminated,
- ◆ a new budget cell is opened, or
- ◆ extension of the ending date is needed to complete activities.

All amendment requests must be accompanied by a memo from the system director requesting and explaining reasons for the changes. Chapter 9 – Project and Grant Amendments from the WPG Manual is included as a resource in Appendix A.

Working copies of the grant forms are included in Appendix B. Descriptions of function and object codes for this grant are included in Appendix C.

*Based on the System allocation, complete and return the following forms:*

- a) Budget Summary and Payment Schedule,
- b) Budget Function and Object Summary,
- c) Budget Information for system allocation, and
- d) Budget Information for site budgets based on system budget entries in function code 4100 and object code 720 for those districts meeting the \$15,000 minimum provisional as required in Perkins legislation.
- e) Summary of Purchased Services if function code 4100 and object codes 311, 314, 319 or 392 are used.

*Additional information required on budget forms includes:*

1. Any salary expenditure (object code 100s & 300s) 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 (function/object code)
  - 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 expedite the review of salary information and other expenditures, include the function and object code numbers in the description in the Other Information column (see examples below).

|                                |                       |                                    |   |
|--------------------------------|-----------------------|------------------------------------|---|
| <b>Name:</b>                   | Jane Doe 2120-116     | <b>Object Code:</b>                | 339                                     |
| <b>Title:</b>                  | Placement Coordinator | <b>Object Desc.</b>                | Other Transportation Services           |
| <b>Pct of Time from Grant:</b> | 100%                  | <b>Amount Budgeted:</b>            | \$1,300                                 |
| <b>Salary Rate:</b>            | \$10,980              | <b>Description of Expenditure:</b> | 1000-339 Career development field-trip. |

## BUDGET CLARIFICATION

### 1. District Budgets

A local district must have generated a minimum of \$15,000 through the grant formula to be eligible to have funds transferred from the system budget. The amount of transfer must be equal to or greater than \$15,000. If the regional system transfers all or a portion of the grant to member districts (according to the \$15,000 minimum provision), a set of budget forms applicable to that district must also be completed and submitted. *All grant guidelines and fiscal accountability requirements apply to transit budgets, as well as to the system budget.*

### 2. Salaried Staff

The following information must be provided if salaries (object code 100s or 300s) are used:

- |                                |                    |
|--------------------------------|--------------------|
| a. Name (function/object code) | c. Percent of Time |
| b. Position Title              | d. Salary Rate     |

### 3. Travel

The funded agency will be reimbursed at the rate established by local board policy. Prior approval for out-of-state travel is required at least 30 days in advance of the travel date when more than one person is requested to attend the same out-of-state function. Prior approval is **NOT** required when one person is attending the function through a specific funding source. The following information is requested for each individual when multiple attendance is requested:

- |                       |                        |
|-----------------------|------------------------|
| a. Traveler's Name    | d. Date(s) of Function |
| b. Position           | e. Benefit to Grant    |
| c. Function Attending | f. Projected Cost      |

### 4. Equipment

All equipment over \$500 per item must be recorded and inventoried. 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 and should be recorded on the budget in Function 1000 - Instruction. General classroom furniture, equipment and any physical plant modifications are the responsibility of the local districts. For budgeting purposes only, the following object codes will be used to differentiate on the budget forms between equipment costing more or less than \$500: object codes 541, 542, or 543 will be used for equipment costing \$500 or more; object code 400 (supplies and materials) will be used for equipment costing less than \$500. See Section 4 of the Financial Management Handbook for details.

### 5. Payment Guidelines

The Illinois State Board of Education operates on a current funding basis. Funds forwarded to the system are based on an estimation of expenses during the specified payment period. **Payment requests for this grant must be identified in monthly increments.** *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. Salaries and fringe benefits are expended in equal intervals; they should be projected in this manner. Equipment, supplies, contracted services and inservice activities should have the payment requested in the month for which the expenditure is anticipated. Expenditure*

*reports showing cash on hand will cause subsequent payments to be frozen.* Four quarterly expenditure reports are required to maintain the payment schedule.

**6. Other Expenditures**

The following information must be provided if expenditure object codes other than those listed on the Budget Information forms are added to the grant application budget:

Function/Object Code Number  
Function/Object Code Name  
Description of Proposed Expenditure

**SUBMISSION, REVIEW AND APPROVAL**

All budget forms are to be submitted in Section 3 of the Secondary CTE Plan Update due **April 30, 2004**. This due date must be met to ensure timely approval of the budget by July 1.

A checklist is included in Appendix D to assist System Directors in their final review of new grants, and subsequent amendments, prior to submission to ISBE. Following the checklist will help reduce review and approval time at ISBE by ensuring that all grant and amendment submissions are complete and accurate. The checklist is for local use only and need not be included with the grant or amendment submission.

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.

Quarterly electronic expenditure reports are required to be filed with ISBE. They are completed and filed through the ISBE Web Application Security (IWAS) system.

*Contact your secondary program coordinator at 217/782-4620 with any questions or requests.*

**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 booklet. It is available from the State Board's Funding and Disbursements Division or via the web at [www.isbe.net/funding/pdf/fiscal\\_procedure\\_handbk.pdf](http://www.isbe.net/funding/pdf/fiscal_procedure_handbk.pdf).

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: WPG Chapter 9: Project and Grant Amendments

Appendix B: Grant Budget Pages

Appendix C: Function and Object Codes

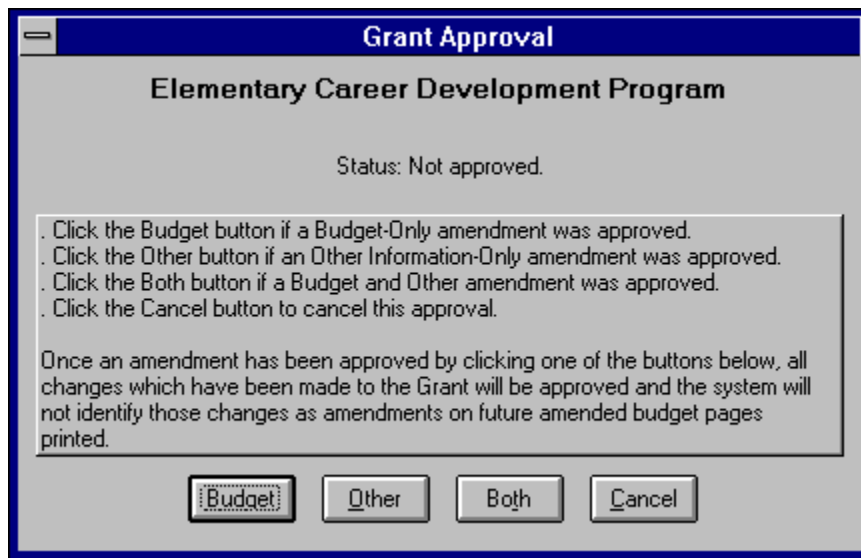
Appendix D: Perkins Grant Review Checklist

## Chapter 9: Project and Grant Amendments

The WPG software facilitates amendments to Grants. The **APPROVE** button in the upper right corner of the main Grant form is used to control the amendment process.

The **APPROVE** button is critical to make the amendment process work properly. When State Board approved Grants are returned they must be reviewed for any changes that may have been made during the approval process. All changes should be made to the Grant. After the changes have been made, click on the **APPROVE** button. The **APPROVE** button should not be used on any Grant which has not been approved by the State Board.

When the **APPROVE** button is clicked the following screen appears that allows approvals to be recorded:



The screenshot shows a dialog box titled "Grant Approval" with a subtitle "Elementary Career Development Program". The status is "Not approved." Below this, there are four instructions: "Click the Budget button if a Budget-Only amendment was approved.", "Click the Other button if an Other Information-Only amendment was approved.", "Click the Both button if a Budget and Other amendment was approved.", and "Click the Cancel button to cancel this approval." A note states: "Once an amendment has been approved by clicking one of the buttons below, all changes which have been made to the Grant will be approved and the system will not identify those changes as amendments on future amended budget pages printed." At the bottom, there are four buttons: "Budget", "Other", "Both", and "Cancel".

Clicking the **BUDGET** button records all budget information as approved. Clicking the **OTHER** button records all other information as approved. Clicking the **BOTH** button records both at the same time. The **CANCEL** button is used to exit this screen without taking any action. A change to a payment schedule amount is considered a "Budget" type amendment.

The **BOTH** button should be used when the approved Grant is received from the State Board. As stated above, this allows all future transactions to be assessed to determine if an amendment is required. This process will return the user to the main Grant form.

The process described above must be followed for each transit budget that has been developed by secondary regional systems. Each transit entity is treated as a separate budget.

When proposed budget changes are made the software assesses the magnitude of the change compared to what has last been approved. A budget amendment is required when any cell on the Budget Summary and Payment schedule is altered by 10% of the approved amount and the change is at least \$500.00. This applies to both increases and decreases in any cell. A cell is defined as any object code category (100, 200, 300, etc.) within a function code. A budget amendment is also required if any payment schedule amount is changed.

Any change made to "Other Information" (out-of-state travel, other staff information, etc.) requires an amendment.

The pages that have been changed should be printed and forwarded to the proper State Board contract administrator for review and approval. Submit all budget pages when changes are made. The "Other Information" is included with budget information on detail budget pages. The full page is submitted even though only "Other Information" has been amended. All changes requiring an amendment on each form are noted with an "a" or are printed in bold typeface for easy identification by the reviewer.

A new feature of the software for last year is the instant notification if an amendment is required. The Grant status is always displayed underneath the Grant name while working on a particular Grant. The Grant status will change immediately if changes require an amendment outlined by the above rules. If an amendment is required (budget, other or both), the Grant status will be displayed in bold red indicating what type of amendment is required.

The seven possible statuses for a Grant are listed below:

**Not approved**

This Grant has not yet been approved.

**Budget information approved on date/time**

Budget information only has been approved for this Grant.

**Other information approved on date/time**

Other information only has been approved for this Grant.

**Budget and other information approved on date/time**

Both budget and other information has been approved for this Grant.

**Amendment required for budget**

Changes to budget amounts and/or the payment schedule require an amended form be filed to the State Board.

**Amendment required for other information**

Changes made to other information (out-of-state travel, other staff information) require an amended form be filed to the State Board.

**Amendment required for budget and other information**

Changes to budget amounts and/or the payment schedule and changes made to other information (out-of-state travel, other staff information) require an amended form be filed to the State Board.

As stated above, all required amendments should be printed and only those forms that are changed should be submitted to the State Board for review and approval. As with all proposed "Other Information" changes the proposed budget changes are also noted with an "a" or are printed in bold typeface for easy identification. No further changes should be made to a specific project or Grant until the submitted proposed amendment has been returned from the State Board.

The same steps are again performed as described above with the original budget. First the forms should be reviewed for any changes by State Board staff. Those changes should be made first. Then click on the "Approve" button. This will "start the clock" again. All future changes will be judged against the most recent approved amendment.

Please also note that all forms that are amended are automatically dated in the upper left corner of each page. This will not happen until the "Approve" button is clicked when the original submittal is recorded. This assists both the user and the State Board to determine the most recent amended forms.

**Secondary**

- Initial Application
- Amendment

LEA SUBMISSION DATE

ILLINOIS STATE BOARD OF EDUCATION  
 Career Development  
 100 North First Street  
 Springfield, Illinois 62777-0001

**PERKINS III GRANT  
 Budget Information**

|                |
|----------------|
| PROJECT NUMBER |
| AGENCY NAME    |
| EFE NUMBER     |

| FUNCTION AND OBJECT CODES                          | BUDGET | OTHER INFORMATION   |
|--|--------|---|
| <b>1000 INSTRUCTION</b>                            |        | Please use this space to further explain any of the following items:<br><br>If salaries are budgeted, provide the staff person's name (including function/object code), title, % of time paid from the grant and salary rate.<br><br>Describe out-of-state travel requests including function attending, date of travel, benefit to the project, number of travelers, and projected cost.<br><br>If "Other" expenditures are budgeted, provide a description of the proposed expenditure, including function/object code. |
| <b>SALARIES</b>                                    |        |   |
| 114 Salaries - Interpreters .....                  | \$     |   |
| 115 Salaries - Tutors, Notetakers, etc. ....       | \$     |   |
| 117 Salaries - Teacher Aide/Paraprofessional ..... | \$     |   |
| 120 Temporary Salaries .....                       | \$     |   |
| Other (specify by object)                          | \$     |   |
| _____  | \$     |   |
| <b>Subtotal</b>                                    | \$     |   |
| <b>EMPLOYEE BENEFITS</b>                           |        |   |
| 200 Employee Benefits .....                        | \$     |   |
| Other (specify by object)                          | \$     |   |
| _____  | \$     |   |
| <b>Subtotal</b>                                    | \$     |   |
| <b>PURCHASED SERVICES</b>                          |        |   |
| 323 Repairs and Maintenance Services .....         | \$     |   |
| 332 Travel .....                                   | \$     |   |
| 339 Other Transportation Serv. ....                | \$     |   |
| 380 Workers' and Unemployment Compensation .....   | \$     |   |
| Other (specify by object)                          | \$     |   |
| _____  | \$     |   |
| <b>Subtotal</b>                                    | \$     |   |
| <b>SUPPLIES AND MATERIALS</b>                      |        |   |
| 400 Supplies and Materials .....                   | \$     |   |
| 413 Student Supplies and Lab Fees .....            | \$     |   |
| 414 Supplemental Inst. Materials .....             | \$     |   |
| 470 Software .....                                 | \$     |   |
| Other (specify by object)                          | \$     |   |
| _____  | \$     |   |
| <b>Subtotal</b>                                    | \$     |   |
| <b>CAPITAL OUTLAY</b>                              |        |   |
| 541 Instructional Equipment .....                  | \$     |   |
| 542 Special Adapted Equip/Devices .....            | \$     |   |
| Other (specify by object)                          | \$     |   |
| _____  | \$     |   |
| <b>Subtotal</b>                                    | \$     |   |
| <b>1000 TOTAL</b>                                  | \$     |   |

*Please attach additional pages if necessary.*

**Secondary**

- Initial Application
- Amendment

LEA SUBMISSION DATE

ILLINOIS STATE BOARD OF EDUCATION  
 Career Development  
 100 North First Street  
 Springfield, Illinois 62777-0001

**PERKINS III GRANT  
 Budget Information**

|                |
|----------------|
| PROJECT NUMBER |
| AGENCY NAME    |
| EFE NUMBER     |

| FUNCTION AND OBJECT CODES                        | BUDGET | OTHER INFORMATION   |
|--|--------|---|
| <b>2120 GUIDANCE SERVICES</b>                    |        | Please use this space to further explain any of the following items:<br><br>If salaries are budgeted, provide the staff person's name (including function/object code), title, % of time paid from the grant and salary rate.<br><br>Describe out-of-state travel requests including function attending, date of travel, benefit to the project, number of travelers, and projected cost.<br><br>If "Other" expenditures are budgeted, provide a description of the proposed expenditure, including function/object code. |
| <b>SALARIES</b>                                  |        |   |
| 113 Salaries - Secretary .....                   | \$     |   |
| 116 Salaries - Placement Coord. ....             | \$     |   |
| Other (specify by object)                        | \$     |   |
| _____  | \$     |   |
| <b>Subtotal</b>                                  | \$     |   |
| <b>EMPLOYEE BENEFITS</b>                         |        |   |
| 200 Employee Benefits .....                      | \$     |   |
| Other (specify by object)                        | \$     |   |
| _____  | \$     |   |
| <b>Subtotal</b>                                  | \$     |   |
| <b>PURCHASED SERVICES</b>                        |        |   |
| 323 Repairs and Maintenance Services .....       | \$     |   |
| 325 Rentals .....                                | \$     |   |
| 332 Travel .....                                 | \$     |   |
| 333 Food-Related Expenditures .....              | \$     |   |
| 340 Communication - Telephone, Postage .....     | \$     |   |
| 350 Advertising .....                            | \$     |   |
| 360 Printing and Binding .....                   | \$     |   |
| 380 Workers' and Unemployment Compensation ..... | \$     |   |
| 391 Photocopying .....                           | \$     |   |
| Other (specify by object)                        | \$     |   |
| _____  | \$     |   |
| <b>Subtotal</b>                                  | \$     |   |
| <b>SUPPLIES AND MATERIALS</b>                    |        |   |
| 400 Supplies and Materials .....                 | \$     |   |
| 470 Software .....                               | \$     |   |
| Other (specify by object)                        | \$     |   |
| _____  | \$     |   |
| <b>Subtotal</b>                                  | \$     |   |
| <b>CAPITAL OUTLAY</b>                            |        |   |
| 543 Other Equipment .....                        | \$     |   |
| Other (specify by object)                        | \$     |   |
| _____  | \$     |   |
| <b>Subtotal</b>                                  | \$     |   |
| <b>2120 TOTAL</b>                                | \$     |   |

*Please attach additional pages if necessary.*

**Secondary**

- Initial Application
- Amendment

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ILLINOIS STATE BOARD OF EDUCATION  
 Career Development  
 100 North First Street  
 Springfield, Illinois 62777-0001

**PERKINS III GRANT  
 Budget Information**

|                |
|----------------|
| PROJECT NUMBER |
| AGENCY NAME    |
| EFE NUMBER     |

| FUNCTION AND OBJECT CODES                        | BUDGET | OTHER INFORMATION   |
|--|--------|---|
| <b>2210 IMPROVEMENT OF INSTRUCTION SERVICES</b>  |        | Please use this space to further explain any of the following items:<br><br>If salaries are budgeted, provide the staff person's name (including function/object code), title, % of time paid from the grant and salary rate.<br><br>Describe out-of-state travel requests including function attending, date of travel, benefit to the project, number of travelers, and projected cost.<br><br>If "Other" expenditures are budgeted, provide a description of the proposed expenditure, including function/object code. |
| <b>SALARIES</b>                                  |        |   |
| 112 Salaries - Spec. Pops Coord. ....            | \$     |   |
| 113 Salaries - Secretary .....                   | \$     |   |
| 120 Salaries - Temporary .....                   | \$     |   |
| 130 Overtime Salaries .....                      | \$     |   |
| Other (specify by object)                        | \$     |   |
| _____  | \$     |   |
| <b>Subtotal</b>                                  | \$     |   |
| <b>EMPLOYEE BENEFITS</b>                         |        |   |
| 200 Employee Benefits .....                      | \$     |   |
| Other (specify by object)                        | \$     |   |
| _____  | \$     |   |
| <b>Subtotal</b>                                  | \$     |   |
| <b>PURCHASED SERVICES</b>                        |        |   |
| 314 Prof. Services - Consultants .....           | \$     |   |
| 319 Other Prof. and Tech Services .....          | \$     |   |
| 323 Repairs and Maintenance Services .....       | \$     |   |
| 325 Rentals .....                                | \$     |   |
| 332 Travel .....                                 | \$     |   |
| 333 Food-Related Expenditures .....              | \$     |   |
| 340 Communication - Telephone, Postage .....     | \$     |   |
| 360 Printing and Binding .....                   | \$     |   |
| 380 Workers' and Unemployment Compensation ..... | \$     |   |
| 391 Photocopying .....                           | \$     |   |
| Other (specify by object)                        | \$     |   |
| _____  | \$     |   |
| <b>Subtotal</b>                                  | \$     |   |
| <b>SUPPLIES AND MATERIALS</b>                    |        |   |
| 400 Supplies and Materials .....                 | \$     |   |
| 415 Assessment Materials .....                   | \$     |   |
| Other (specify by object)                        | \$     |   |
| _____  | \$     |   |
| <b>Subtotal</b>                                  | \$     |   |
| <b>CAPITAL OUTLAY</b>                            |        |   |
| 543 Other Equipment .....                        | \$     |   |

*Please attach additional pages if necessary.*

**Secondary**

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ILLINOIS STATE BOARD OF EDUCATION  
 Career Development  
 100 North First Street  
 Springfield, Illinois 62777-0001

**PERKINS III GRANT  
 Budget Information**

|                |
|----------------|
| PROJECT NUMBER |
| AGENCY NAME    |
| EFE NUMBER     |

| FUNCTION AND OBJECT CODES                        | BUDGET | OTHER INFORMATION   |
|--|--------|---|
| Other (specify by object)                        |        | Please use this space to further explain any of the following items:<br><br>If salaries are budgeted, provide the staff person's name (including function/object code), title, % of time paid from the grant and salary rate.<br><br>Describe out-of-state travel requests including function attending, date of travel, benefit to the project, number of travelers, and projected cost.<br><br>If "Other" expenditures are budgeted, provide a description of the proposed expenditure, including function/object code. |
| <b>Subtotal</b>                                  | \$     |   |
| <b>2210 TOTAL</b>                                | \$     |   |
| <b>2300 GENERAL ADMINISTRATION</b>               |        |   |
| <b>SALARIES</b>                                  |        |   |
| 111 Salaries - Admin. ....                       | \$     |   |
| 113 Salaries - Secretary .....                   | \$     |   |
| Other (specify by object)                        |        |   |
| <b>Subtotal</b>                                  | \$     |   |
| <b>EMPLOYEE BENEFITS</b>                         |        |   |
| 200 Employee Benefits .....                      | \$     |   |
| Other (specify by object)                        |        |   |
| <b>Subtotal</b>                                  | \$     |   |
| <b>PURCHASED SERVICES</b>                        |        |   |
| 323 Repairs and Maintenance Services .....       | \$     |   |
| 325 Rentals .....                                | \$     |   |
| 332 Travel .....                                 | \$     |   |
| 333 Food-Related Expenditures .....              | \$     |   |
| 340 Communication - Telephone, Postage .....     | \$     |   |
| 350 Advertising .....                            | \$     |   |
| 360 Printing and Binding .....                   | \$     |   |
| 380 Workers' and Unemployment Compensation ..... | \$     |   |
| 391 Photocopying .....                           | \$     |   |
| Other (specify by object)                        |        |   |
| <b>Subtotal</b>                                  | \$     |   |
| <b>SUPPLIES AND MATERIALS</b>                    |        |   |
| 400 Supplies and Materials .....                 | \$     |   |
| 470 Software .....                               | \$     |   |
| Other (specify by object)                        |        |   |
| <b>Subtotal</b>                                  | \$     |   |

Please attach additional pages if necessary.

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- Amendment

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**ILLINOIS STATE BOARD OF EDUCATION**  
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**PERKINS III GRANT  
 Budget Information**

|                |
|----------------|
| PROJECT NUMBER |
| AGENCY NAME    |
| EFE NUMBER     |

| FUNCTION AND OBJECT CODES                        | BUDGET | OTHER INFORMATION   |
|--|--------|---|
| <b>CAPITAL OUTLAY</b>                            |        | Please use this space to further explain any of the following items:<br><br>If salaries are budgeted, provide the staff person's name (including function/object code), title, % of time paid from the grant and salary rate.<br><br>Describe out-of-state travel requests including function attending, date of travel, benefit to the project, number of travelers, and projected cost.<br><br>If "Other" expenditures are budgeted, provide a description of the proposed expenditure, including function/object code. |
| 543 Other Equipment .....                        | \$     |   |
| Other (specify by object)                        | \$     |   |
| _____  | \$     |   |
| <b>Subtotal</b>                                  | \$     |   |
| <b>2300 TOTAL</b>                                | \$     |   |
| <b>3000 COMMUNITY SERVICES</b>                   |        |   |
| <b>PURCHASED SERVICES</b>                        |        |   |
| 392 Child care .....                             | \$     |   |
| Other (specify by object)                        | \$     |   |
| _____  | \$     |   |
| <b>Subtotal</b>                                  | \$     |   |
| <b>TUITION</b>                                   |        |   |
| 800 Tuition .....                                | \$     |   |
| Other (specify by object)                        | \$     |   |
| _____  | \$     |   |
| <b>Subtotal</b>                                  | \$     |   |
| <b>3000 TOTAL</b>                                | \$     |   |
| <b>4100 PAYMENTS TO OTHER GOVERNMENTAL UNITS</b> |        |   |
| <b>PURCHASED SERVICES</b>                        |        |   |
| 311 Prof. Services Admin.* .....                 | \$     |   |
| 314 Prof. Services - Instructional* .....        | \$     |   |
| 319 Other Prof. and Tech Services* .....         | \$     |   |
| 392 Child care .....                             | \$     |   |
| Other (specify by object)                        | \$     |   |
| _____  | \$     |   |
| <b>Subtotal</b>                                  | \$     |   |
| <b>TRANSFERS</b>                                 |        |   |
| 720 Transits .....                               | \$     |   |
| Other (specify by object)                        | \$     |   |
| _____  | \$     |   |
| <b>Subtotal</b>                                  | \$     |   |
| <b>4100 TOTAL</b>                                | \$     |   |
| <b>TOTAL</b>                                     | \$     |   |

*Please attach additional pages if necessary.*

**Secondary**

- Initial Application
- Amendment

LEA SUBMISSION DATE

**ILLINOIS STATE BOARD OF EDUCATION**  
 Career Development  
 100 North First Street  
 Springfield, Illinois 62777-0001

|                |
|----------------|
| PROJECT NUMBER |
| AGENCY NAME    |
| EFE NUMBER     |

**PERKINS III GRANT**  
**Summary of Purchased Services**

| DISTRICT NAME | 311<br>CONTRACTED<br>ADMINISTRATOR<br>SERVICES | 319<br>CONTRACTED<br>SPECIAL POP.<br>COORDINATOR | 314<br>CONTRACTED<br>INTERPRETERS | 314<br>CONTRACTED<br>CURRICULUM<br>SERVICES | 314<br>CONTRACTED<br>TUTORS/<br>NOTETAKERS | 314<br>CONTRACTED<br>TEACHER AIDE<br>PARAPROFES-<br>SIONAL | 319<br>CONTRACTED<br>GUIDANCE AND<br>PLACEMENT<br>SERVICES | 319<br>CONTRACTED<br>SECRETARIAL<br>SERVICES | 392<br>CONTRACTED<br>CHILD<br>CARE | DISTRICT<br>TOTAL |
|---------------|--|--|-----------------------------------|---|--|--|--|--|------------------------------------|-------------------|
|               |  |  |                                   |   |  |  |  |  |                                    |                   |
|               |  |  |                                   |   |  |  |  |  |                                    |                   |
|               |  |  |                                   |   |  |  |  |  |                                    |                   |
|               |  |  |                                   |   |  |  |  |  |                                    |                   |
|               |  |  |                                   |   |  |  |  |  |                                    |                   |
|               |  |  |                                   |   |  |  |  |  |                                    |                   |
|               |  |  |                                   |   |  |  |  |  |                                    |                   |
|               |  |  |                                   |   |  |  |  |  |                                    |                   |
|               |  |  |                                   |   |  |  |  |  |                                    |                   |
|               |  |  |                                   |   |  |  |  |  |                                    |                   |
|               |  |  |                                   |   |  |  |  |  |                                    |                   |
|               |  |  |                                   |   |  |  |  |  |                                    |                   |
|               |  |  |                                   |   |  |  |  |  |                                    |                   |
|               |  |  |                                   |   |  |  |  |  |                                    |                   |
|               |  |  |                                   |   |  |  |  |  |                                    |                   |
|               |  |  |                                   |   |  |  |  |  |                                    |                   |
|               |  |  |                                   |   |  |  |  |  |                                    |                   |
|               |  |  |                                   |   |  |  |  |  |                                    |                   |
|               |  |  |                                   |   |  |  |  |  |                                    |                   |
|               |  |  |                                   |   |  |  |  |  |                                    |                   |
|               |  |  |                                   |   |  |  |  |  |                                    |                   |
|               |  |  |                                   |   |  |  |  |  |                                    |                   |
| <b>TOTAL</b>  |  |  |                                   |   |  |  |  |  |                                    |                   |

**B****Secondary**

ILLINOIS STATE BOARD OF EDUCATION  
 Career Development  
 100 North First Street  
 Springfield, Illinois 62777-0001

**ISBE USE ONLY**

|                    |     |
|--------------------|-----|
| ISBE APPROVAL DATE |     |
| BEGIN              | END |

- Initial Budget  
 Amendment

LEA SUBMISSION DATE

**PERKINS III GRANT**  
**Budget Summary and Payment Schedule**

Use whole dollars only.  
 OMIT DECIMAL PLACES, e.g., \$2536.

| FISCAL YEAR |  | SOURCE OF FUNDS CODE                  |              | REGION, COUNTY, DISTRICT, TYPE CODE |                      |                        |                    |              |              |          | PAYMENT SCHEDULE    |
|-------------|--|---------------------------------------|--------------|-------------------------------------|----------------------|------------------------|--------------------|--------------|--------------|----------|---------------------|
| <b>05</b>   |  | <b>474500</b>                         |              |                                     |                      |                        |                    |              |              |          |                     |
| AGENCY NAME |  |                                       |              | CONTACT PERSON                      |                      |                        | TELEPHONE NUMBER   |              |              |          |                     |
|             |  |                                       |              |                                     |                      |                        | ( )                |              |              |          |                     |
| LINE        | Function Number 1                        | EXPENDITURE ACCOUNT 2                 | SALARIES 3   | EMPLOYEE BENEFITS 4                 | PURCHASED SERVICES 5 | SUPPLIES & MATERIALS 6 | CAPITAL OUTLAY** 7 | TRANSFERS 9  | TUITION 10   | TOTAL 11 |                     |
|             |  |                                       | (Obj. 100's) | (Obj. 200's)                        | (Obj. 300's)         | (Obj. 400's)           | (Obj. 500's)       | (Obj. 700's) | (Obj. 800's) |          |                     |
| 1           | 1000                                     | Instruction                           |              |                                     |                      |                        |                    |              |              |          | 1 July-August (81)  |
| 3           | 2120                                     | Guidance Services                     |              |                                     |                      |                        |                    |              |              |          | 2 September (82)    |
| 7           | 2210                                     | Improvement of Instruction Services   |              |                                     |                      |                        |                    |              |              |          | 3 October (83)      |
| 10          | 2300                                     | General Administration                |              |                                     |                      |                        |                    |              |              |          | 4 November (84)     |
| 13          | 2520                                     | Fiscal Services*                      |              |                                     |                      |                        |                    |              |              |          | 5 December (85)     |
| 15          | 2540                                     | Operation & Maintenance of Plant Ser. |              |                                     |                      |                        |                    |              |              |          | 6 January (86)      |
| 25          | 3000                                     | Community Services                    |              |                                     |                      |                        |                    |              |              |          | 7 February (87)     |
| 26          | 4100                                     | Payments to Other Govt. Units         |              |                                     |                      |                        |                    |              |              |          | 8 March (88)        |
| 28          | <b>Total Direct Costs</b>                |                                       |              |                                     |                      |                        |                    |              |              |          | 9 April (89)        |
| 29          | <b>Approved Indirect Costs X</b> _____ % |                                       |              |                                     |                      |                        |                    |              |              |          | 10 May (90)         |
| 30          | <b>TOTAL BUDGET</b>                      |                                       |              |                                     |                      |                        |                    |              |              |          | 11 June (91)        |
|             |  |                                       |              |                                     |                      |                        |                    |              |              |          | 12 July-August (92) |
|             |  |                                       |              |                                     |                      |                        |                    |              |              |          | <b>TOTAL</b>        |
|             |  |                                       |              |                                     |                      |                        |                    |              |              |          | \$                  |

\* If expenditures are shown, the indirect cost rate cannot be used.

\*\* Not applicable to all grants, and in no instances can Capital Outlay or Facilities Acquisition & Construction Services be included in the indirect cost application.

## FUNCTION AND OBJECT CODES

The Workforce Preparation Grant (WPG) software will be provided for use in development and management of this grant. Hard copies of budget forms are included for use as worksheets in budget development. All proposed expenditures are categorized by function and object codes as specified in the *Illinois Program Accounting Manual*. The WPG software contains function and object codes generally applicable for this grant. It will allow entries to be added in categories titled "other", if the choices listed do not fit a proposed expenditure. All budget entries coded as "other" must be fully explained and are subject to consultant review and approval.

### FUNCTION CODES

Six broad function codes are used to classify all expenditures associated with the Perkins III Grant.

**1000 "Instruction"** - Instruction provided to develop the knowledge, skills, and attitudes needed for employment in an occupational area. This function includes activities of aides and assistants (i.e., tutors, notetakers, interpreters, etc.) to the instructional process. Salaries of staff associated with credit-generating activities are generally not allowable expenditures.

**2120 "Guidance Services"** - The salary of a placement coordinator and related placement expenses such as travel, office supplies, telephone, and postage. The provision of guidance counselors and typical guidance activities are local responsibilities and are not supported with Perkins III funds.

**2210 "Improvement of Instruction Services"** - Activities that are designed primarily for assisting instructional staff in planning, developing, and evaluating the instructional process. 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.]

**2300 "General Administration"** - Activities concerned with establishing and administering policy in connection with operating the LEA; specifically, those activities concerned with the supervisory responsibilities for the Title II, Part C grant.

**3000 "Community Services"** - Support services reimbursed by the funding agency for participants.

**4100 "Payments to Other Governmental Units"** - Payments to LEAs for programs and services provided by that LEA.

### **OBJECT AND SUB-OBJECT CODES**

Object codes from the State Board of Education's *Illinois Program Accounting Manual* are provided below and on the budget pages. Any proposed expenditure not covered by this list should be identified by the appropriate object code as listed in the *Illinois Program Accounting Manual* and added where appropriate to the budget.

**100 "Salaries"** - Amounts paid to permanent, temporary, or substitute employees on the payroll of the LEA. This includes gross salary for personal services rendered while on the payroll of the LEA.

**111 "Salaries - Administrator/Director"** - Payment for administrator/director who supervises the program and is an employee of the LEA.

**112 "Salaries - Special Populations Coordinator"** - Payment for coordinator who is an employee of the LEA.

**113 "Salaries - Secretary"** - Payment for secretary who works with the administrator, special populations coordinator, or placement coordinator and is an employee of the LEA.

**114 "Salaries - Interpreters"** - Payment for interpreters who are employees of the LEA.

**115 "Salaries - Tutors and Notetakers"** - Payment for tutors and notetakers who are employees of the LEA.

**116 "Salaries - Placement Coordinator"** - Payment for a placement coordinator who is an employee of the LEA.

**117 "Salaries - Teacher Aide/Paraprofessional"** - Payment for a teacher aide/paraprofessional who is an employee of the LEA.

**120 "Temporary Salaries"** - Full-time, part-time, and prorated portions of the costs for work performed by employees of the LEA who are hired on a temporary or substitute basis to perform work in temporary positions.

**130 "Overtime Salaries"** - Amounts paid to employees of the LEA in permanent or temporary positions for work performed in addition to the normal work period for which the employee is compensated under Regular Salaries or Temporary Salaries above.

**200 "Employee Benefits"** - Amounts paid by the LEA on behalf of employees; these amounts are not included in the gross salary, but are over and above. Such payments are fringe benefits, and while not paid directly to the employees, nevertheless are a part of the cost (to the applicable functional areas). These costs apply to the same function

number as the cost of the applicable salary. Included are employee benefits such as payments for TRS, IMRF, FICA, Medicare, life insurance, and medical insurance.

- 300 **"Purchased Services"** - Amounts paid for personal services rendered by personnel who are not on the payroll of the LEA, and other services that the LEA may purchase. While a product may or may not result from the transaction, the primary reason for the purchase is the service provided to assist in obtaining desired results.
- 311 **"Professional Services-Administrative"** - Services provided in support of various policy-making and managerial activities of the LEA. Included would be management consulting activities oriented to general governance and business and financial management of the LEA.
- 314 **"Professional Services-Curriculum/Instructional"** - Services (2210/314) provided in support of instructional programs or activities. Included would be interpreters, tutors, notetakers, teacher aides, paraprofessionals, curriculum improvement services; any other contracted services such as consultants related to the enhancement of the teaching or instructional process; or (4100/314) teacher stipends and substitutes for improvement of instruction.
- 319 **"Other Professional and Technical Services"** - Services that are professional and technical in nature and that have not been classified above such as special populations coordinator, placement coordinator, secretary, and public relations services.
- 323 **"Repairs and Maintenance Services"** - Expenditures for repairs and maintenance services not provided directly by LEA personnel. These include contracts and agreements covering the upkeep of instructional equipment.
- 325 **"Rentals"** - Expenditures for meeting rooms and leasing or renting equipment for both temporary and long-range use of the LEA. These include lease-purchase arrangements and similar rental agreements.
- 332 **"Travel"** - Expenditures for transportation, meals, hotel, and other expenses associated with traveling or business for the LEA. Payments for "per diem" in lieu of reimbursement for subsistence (room and board) also are charged here.
- 333 **"Food-Related Expenditures"** - Expenditures for food-related expenses related to staff development, curriculum development and business and industry advisory functions, whose outcomes directly impact programs and services supported with Perkins III grant funds.
- 339 **"Other Transportation Services"** - Transportation of students in order to facilitate access to special services such as assessment and testing.
- 340 **"Communication"** - Services provided by persons or businesses to assist in transmitting and receiving messages or information. This category includes telephone and telegraph services as well as postage machine rental and postage.

- 350 "Advertising"** - Expenditures for printed or broadcasted announcements in professional periodicals and newspapers or on radio and television networks related to the operation of grant projects. Costs for professional fees for advertising or public relations services are not recorded here but are charged to professional services.
- 360 "Printing and Binding"** - Expenditures for job printing and binding, usually according to specifications of the LEA. This includes the design and printing of forms and posters as well as printing and binding of LEA publications. Preprinted standard forms are not charged here but are recorded under Supplies and Materials.
- 380 "Workers' and Unemployment Compensation"** - Expenditures for workers' compensation insurance and unemployment compensation insurance. (Payments for insurance such as health, life, and dental are employee benefits and charged under the "200" Objects - Employee Benefits).
- 391 "Photocopying"** - Expenditures for duplicating materials directly related to grant projects.
- 392 "Child Care"** - Payments to support child care costs of single parent students while participating in approved secondary CTE programs. This object code should be used only when other community resources are not available, and only for the time necessary for participation in the secondary CTE programs.
- 400 "Supplies and Materials"** - Amounts paid for material items of an expendable nature that are consumed, worn out, or deteriorated in use or items that lose their identity through fabrication or incorporation into different or more complex units or substances. Equipment with an acquisition cost less than \$500 is recorded here.
- 413 "Student Supplies"** - Expenditures made for the purchase of student supplies for economically disadvantaged students.
- 414 "Curriculum/Supplemental Instructional Materials"** - Expenditures for materials that supplement the curriculum. Software is included in object 470 below.
- 415 "Assessment Materials"** - Expenditures for the purchase of student assessment materials.
- 470 "Software"** - Expenditures for the purchase of computer software.
- 500 "Capital Outlay"** - Expenditures for the acquisition of fixed assets or additions to fixed assets. Included are expenditures for initial equipment, additional equipment, and replacement of equipment.
- 541 "Instructional Equipment"** - Tangible, nonexpendable, property (equipment) of a more or less permanent nature which is useful in carrying on the operation of the program or project with a unit cost of \$500 or more. Instructional equipment is that which is used by students to learn and meet standards and tasks for the occupations making up the CTE instructional program. General classroom

furniture, equipment and any physical plant modifications are the responsibility of the local district. Equipment with an acquisition cost less than \$500 is recorded under 400 Supplies and Materials.

- 542 "Special Adapted Equipment/Devices"** - Tangible, nonexpendable, property (special equipment or devices) of a more or less permanent nature which assists disabled students to succeed in their program of study with a unit cost of \$500 or more. Equipment with an acquisition cost less than \$500 is recorded under 400 Supplies and Materials.
- 543 "Other Equipment"** - Tangible, nonexpendable, property of a more or less permanent nature used to support administrative services with a unit cost of \$500 or more. Equipment with an acquisition cost less than \$500 is under 400 Supplies and Materials.
- 700 "Transfers"** - This object category does not represent a purchase; rather, it shows that funds have been transferred in some manner. Included here are transactions for moving money from one fund to another and for transmitting flow-through funds to another LEA.
- 720 "Transits"** - Regional systems may opt to transfer funds to a member district to facilitate fiscal accountability and management. Each such transfer requires that a local budget be submitted as part of the grant application. All activities and expenditures at the local level must coincide with the regional planning decisions. The district, as a condition of receiving a transfer, agrees to comply with regional decisions and to submit all required information in a timely manner in order to ascertain progress towards the regional and state goals. Failure to meet these conditions would jeopardize future transfers.
- 800 "Tuition"** - Expenditures to support the cost of providing CTE educational programs to single parent students. For secondary students in approved CTE instructional programs, the student's school district is required to cover tuition and transportation costs (see 105 ILCS 5/10-22.22).

## PERKINS GRANT REVIEW CHECKLIST

This checklist is being provided to assist System Directors in their final review of new grants, and subsequent amendments, prior to submission to ISBE. Following the checklist will help reduce review and approval time at ISBE by ensuring that all grant and amendment submissions are complete and accurate. The checklist is for local use only and need not be included with the grant or amendment submission. Be sure to follow the steps outlined in the grant booklets and WPG software directions for recording approval of initial applications and amendments in the WPG.

- System budget summary & payment schedule complete
- System budget function & object summary complete
- System budget information pages complete
- District budget information pages complete (if 4100-700 used)
- Summary of Purchased Services complete (if 4100-311, 314, 319 or 392 used)
- Check that allocation matches budget, payment schedule, and budget function and object summary
- Check project number for accuracy
- Review System budget for appropriateness
- Verify eligibility of transit budgets (did they generate \$15,000+ and budget totals at least \$15,000)
- Review District budget(s) for appropriateness
- Check administrative expenditures vs. 5% admin cap
- Review payment schedule for appropriateness
- Include for salary information (100's and 300's)
  - staff person's name (including function and object code)
  - job title
  - % of time
  - salary rate
- Include explanation of "Other" expenditures
  - Function/object code number
  - Function/object code name
  - Description of expected purpose