CTE Consolidated Application
Subgrant Instructions and Technical Assistance

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CTE Consolidated Application
Subgrant Instructions and Technical Assistance

Application located in IWAS – System Listings – CTE Consolidated Application

Question	Instructions	Assistance/Examples
Helpful Tips Throughout the Application	• ***Save changes*** on each page before moving to the next page. • Avoid using special characters (e.g., &, >)! • Required fields are marked with an asterisk. • To navigate between the sections of the grant, use the dropdown menu in the upper right. • Refer to the approved Illinois' State Plan for Perkins V and the Perkins V Definitions for additional information.	• You will lose all changes if you do not. • Adds html text with every amendment and causes issues with max character count, cutting off text at the end of the text box. • A red error message will appear at the top of the page after saving the page; ***must complete and save this change before moving to the next page OR you will lose ALL information.*** • Sections: CTE Consolidated Plan, CTEI, Perkins, and Perkins-State Institutions (SI) • Only enter information and "Save Pages" if the entity has an allocation in that grant (e.g., CTEI, Perkins). • The Internet browser you use can impact the functionality of the grant; eGMS usually function best in Internet Explorer of Microsoft Edge.
Application Select Page		
	• Click the "Create Subgrant" button. • When returning to a created application/amendment, click the radio button next to the application/amendment and then click "Open Application." • To create an amendment, click the radio button next to the application and then click Create Amendment.	• Active only when the entity has an allotment.

Question	Instructions	Assistance/Examples
CTE Consolidated Plan Overview Page		
	• View Only – No action needed	• Access program purpose, legislation, reporting requirements, application and amendment due dates, grant period, funding, guidance documents, and grant instructions • Includes GATA and fiscal legislation and policies/procedures
Vision, Mission, and Goals Page		
	• View Only – No action needed	• Includes Illinois' CTE vision, mission, foundational tent, and goals from the approved State Plan for Perkins V
Allotment Page		
Current Year Allotments	• The Allotment page provides "view only" access to project information. • Provides the subgrantee their allotments from their EFEs in CTEI and/or Perkins.	• CTEIc-3220 = CTEI • PerkinsCons-4745 = Perkins (Secondary) • *(N/A for Subgrants)* PerkSI-4740 = Perkins-State Institutions (SI)
Reallotted Funds, Released Funds, Carryover, and PrePayment	• Does not apply CTEI or Perkins	
Multi-District Transfer In	• Not active for Subgrants	
AA Review and Acceptance of Subgrants	• Once a member district has completed a subgrant application, the administrative agent (AA) will review it and either accept it or return it for changes. • After reviewing this application, the AA will go to the Submit page where the AA can Accept or Return the application to the subgrantee. • A textbox is provided on the subgrant Submit page for the AA to use in explaining what needs to be corrected on a returned subgrant application.	• Once a subgrant application is accepted by the AA, the member district will not be able to change it except by submitting another amendment. • Once the AA grant is approved by ISBE, amendments made in the subgrant applications require creation of an AA amendment and acceptance of subgrant changes. This AA amendment must then be submitted to ISBE for approval.

Question	Instructions	Assistance/Examples
ISBE Review of Subgrant Applications	• Any revisions of a subgrant required by ISBE must be made by ISBE returning the application to the AA, which in turn will require the subgrantee to create another subgrant amendment. • After accepting the revised subgrant application, the AA will resubmit the main grant application to ISBE.	
Timing of Subgrant Amendments	• Once a subgrant application has been accepted by the AA, each subgrantee can amend at any time. Follow the instructions on creating an amendment in the Application Select Page section of the CTE Consolidated Application Subgrant Instructions.	• However, if the AA has submitted the main grant application for ISBE review, the subgrant amendment cannot be accepted until the main grant is either approved or returned by ISBE. • The subgrant amendment may be returned for changes at any time, regardless of the status of the main grant.
Administrative Agent	• RCDT number for the grantee displays in the cells to the right.	
Multi-District Transfer Out	• Does not apply to CTEI or Perkins	
Transfer Funds	• Does not apply to CTEI or Perkins	• In Chrome browser, the Transfer Funds may appear active. No action should be taken.
Assurances Pages		
Program Assurances for Subgrants	• Near the top, there is a checkbox that must be checked to agree to the assurance. • Place your mouse over the checkbox and click to signify that you agree to the detailed assurance. • Go to the bottom of the page and click on the “Save Page” button.	• Includes the items the grantee is agreeing to accomplish for both CTEI and Perkins funding. • Includes items that may be checked in the ISBE’s programmatic monitoring of EFEs and EFE’s monitoring of subgrants. • Assurance instructions are linked in the right corner of the page heading.
State Assurances	• Near the top, there is a checkbox that must be checked to agree to the assurance. • Place your mouse over the checkbox and click to signify that you agree to the detailed assurance.	• Required assurances to receive state grant funds (CTEI)

	• Go to the bottom of the page and click on the "Save Page" button.	
Question	**Instructions**	**Assistance/Examples**
Debarment, Suspension, Ineligibility, and Voluntary Exclusion Assurances	• Near the top, there is a checkbox that must be checked to agree to the assurance. • Place your mouse over the checkbox and click to signify that you agree to the detailed assurance. • Go to the bottom of the page and click on the "Save Page" button.	• Required assurances to receive federal grant funds (Perkins)
Lobbying Assurance	• Near the top, there is a checkbox that must be checked to agree to the assurance. • Place your mouse over the checkbox and click to signify that you agree to the detailed assurance. • Go to the bottom of the page and click on the "Save Page" button.	• Required assurances to receive federal grant funds (Perkins)
GEPA 442 Assurances	• Near the top, there is a checkbox that must be checked to agree to the assurance. • Place your mouse over the checkbox and click to signify that you agree to the detailed assurance. • Go to the bottom of the page and click on the "Save Page" button.	• Required assurances to receive federal grant funds (Perkins)
Assurances Summary	• After you have agreed to the assurances on all of the assurance pages, complete the last page, *Assurances*. • The five assurance checkboxes on the last page will automatically populate with a check signifying you have agreed to all assurances because you have checked and saved your agreement for each of the other assurance pages. • At the bottom of the *Assurances* page, if you are the district superintendent/area career center (ACC) director, "click" the first	• The *Assurances* summary page can only be completed by the district superintendent/area career center (ACC) director or a person with board-certified delegated authority. • The assurances must be completed prior to submitting the application.

	button to automatically insert your name for agreement.	
Question	**Instructions**	**Assistance/Examples**
Submit Page		
Consistency Check Button	• Once you have completed your entire application, you must run a "Consistency Check." • Click on the "Consistency Check" button to start the process. • Once the check is complete, a message will be displayed indicating that it completed successfully (no errors were found) or providing a list of errors encountered. • Correct errors and save those pages again. • Run the check again until no errors are detected. • If no errors are found, the appropriate button will display so that you can submit the application to the next level.	***CAUTION:*** *This check may take a few minutes to run.* • Your application can not be submitted until this has been successfully run. • You may need to scroll down the page to see the button(s). • A successful "Consistency Check" will lock the application.
Lock Application & Unlock Application Buttons	• In order to lock the application, click on the "Lock Application" button. • No one can make changes to the application once locked. • Only the person who locked the application or a person with district administrative access (e.g., superintendent or ACC director) can unlock it by clicking the "Unlock Application" button.	• Anyone with data entry authority within the district has the ability to freeze the entire application so that no more changes can be made to it prior to submitting or amending an application. • This might be appropriate if, for example, there had been some concern about multiple people updating an application when in fact that was undesired at the district or ACC.
Approval Groups	• Dates displayed for when the: ○ *Application was created on* ○ *Assurances were agreed to on* ○ *Consistency Check was run on*	• When the District Admin (e.g., superintendent/ACC director or Board Authorized Representative agreed to all assurances • Appears when "Consistency Check" successfully run (no errors)

	○ *District Data Entry* ○ *Business Manager* ○ *District Administrator* ○ *ISBE Program Administrator*	• When Data Entry "Submits to Administrator" • When Business Manager "Submits to Administrator" ○ Only valid if District Admin establishes this level ○ Will "Submit to Administrator" or "Disapprove" and return to Data Entry • When District Admin "Submits to ISBE" ○ Will "Submit to ISBE" or "Disapprove" for changes by Data Entry or Business Manager • When approved by ISBE ○ Will "Approve" or "Disapprove ○ If disapproved, the application is returned for changes; pages may need to be unlocked. See *Page Lock Control.*
Question	**Instructions**	**Assistance/Examples**
Application History Page		
	• <u>View Only</u> – Lists all of the steps that occur in the submission and approval of an application or amendment. Columns: ○ *Status Change* – status from most recent to oldest (e.g., Submitted to ISBE, Returned for Changes, Final Approved) ○ *UserId* – displays the Login Name of the person responsible for the status change (e.g., ISBE reviewer) ○ *Action Date* – Date of status change	• In the initial stage of entering the application information, this page will display a statement that the application has not been submitted. • Useful in tracking the application throughout the submission and approval process. • Districts/ACCs may use this page at any point in time to determine the approval status of their application.

Continue to Next Page for CTEI and Perkins Sections' Instructions

CTEI and Perkins Sections

Application located in IWAS – System Listings – CTE Consolidated Application

Question	Instructions	Assistance/Examples
CTEI and Perkins – Helpful Tips Throughout the Application	• ***Save changes*** on each page before moving to the next page. • Avoid using special characters (e.g., &, >)! • Required fields are marked with an asterisk. • To navigate between the sections of the grant, use the dropdown menu in the upper right. • Refer to the approved Illinois' State Plan for Perkins V and the Perkins V Definitions for additional information.	• You will lose all changes if you do not. • Adds html text with every amendment and causes issues with max character count, cutting off text at the end of the text box. • A red error message will appear at the top of the page after saving the page; ***must complete and save this change before moving to the next page OR you will lose ALL information.*** • Sections: CTE Consolidated Plan, CTEI, Perkins, and Perkins-State Institutions (SI) • Only enter information and "Save Pages" if the entity has an allocation in that grant (e.g., CTEI, Perkins). • The Internet browser you use can impact the functionality of the grant; eGMS usually function best in Internet Explorer of Microsoft Edge.
CTEI and Perkins Overview Pages		
	• View Only – No action needed • To enter other grant sections, use the dropdown box in the upper right-hand corner of the page. Click on the arrow to expand the section selections (e.g., CTE Consolidated Plan, CTEI, Perkins).	• Access program purpose, legislation, reporting requirements, application and amendment due dates, grant period, funding, guidance documents, and CTEI and Perkins grant instructions • Includes GATA and fiscal legislation and policies/procedures
CTEI and Perkins Applicant Information Page		
Program Contact Person	• Complete the requested information for the applicable grant section, either CTEI or Perkins program, and budget contact (if different than program contact).	• Can be the same person. There will be an opportunity to include different program or budget contacts in the other application sections (e.g., Perkins, CTEI).

Question	Instructions	Assistance/Examples
Applicant Comments	• Use this box to record any explanations, responses, or other information you want to communicate to your EFE and ISBE who both will review this application.	• This text area is limited to 3,000 characters. • May be used throughout the application and amendment process to communicate other pertinent information not captured on other pages.
CTEI and Perkins Budget Pages		

Budget Detail	• At the bottom left of the screen is the **Total Allotment** for CTEI or Perkins. This amount should be referenced when completing the budget and is a read-only cell.
	• **Function Codes and Object Codes** are the first two columns on the left. Each column contains function and object codes allowable for a specific grant. To access the available codes, **click** on the drop-down arrow and select the appropriate code for the expenditure.
	• Tab or Click into the **Expenditure Description and Itemization** textbox. Enter the appropriate level of detailed information for each function/object code selected. Appropriate items for function/object code are in the next section Function/Object Code Examples. Also, see allowable uses of funds info in the Assistance/Examples column.
	• Tab or Click into the text field for grant **Funds.** Enter the total amount requested for each function/object code. Expenditure amounts should be in whole dollar amounts only, no decimal points or commas.
	• At the end of each line is a **Delete Row** check box. If you have entered a line of detail and need to remove it, click on the check box in the far-right column. Then click on the **Save Page** button.
		• A hyperlink, **"Description of Function Codes and Object Codes**" provides descriptions of all function and object codes recognized within the Requirements for Accounting, Budgeting, Financial Reporting, and Auditing.
		• For **Allowable Uses of Funds**, refer to:
		  ○ ISBE's current State and Federal Grant Administration Policy, Fiscal Requirements, and Procedures
		  ○ EFEs – Perkins V Section 135 – Local Uses of Funds
		  ○ *DRAFT* – FY 2021 CTE Grants Expenditure Guidance
		• For budget guidance, see slides 42 thru 45 of the CTE Consolidated Application webinar presentation.
		• Each time you click this button it will add 5 additional rows of budget detail cells.

- If you need additional lines of budget detail**,** click on the **Create Additional Entries** button located at the bottom of the page.
- Once you have completed the detailed budget information**,** click on the **Calculate Totals** button at the bottom of the page. *(Clicking on Calculate Totals does not save the information)* Please verify that all data you have entered is correct and that you have utilized the appropriate funds for each line of expenditure.
- The next section on the right of the screen is a calculation of the **Maximum Indirect Cost.** This will automatically be loaded by ISBE. After the Maximum Indirect Cost is loaded, the appropriate **Indirect Cost** can be entered in the field below it. Until that time, the indirect cost can be put in an appropriate placeholder expenditure line, denoting (Indirect Cost) in front of the expenditure description.
- The last section of the screen displays allotment information; **Total Allotment**, **Grand Tota**l of the budget and **Allotment Remaining**. These are calculated fields and can only be changed when detail information is changed and saved.
- Click the **Save Page** button before proceeding to other pages in the application.

- For more information on indirect cost, see:
  - ISBE's Indirect Cost Rate Plan webpage
  - Administrative Costs in the *DRAFT* – FY 2021 CTE Grants Expenditure Guidance
  - Indirect Cost section of ISBE's current State and Federal Grant Administration Policy, Fiscal Requirements, and Procedures
- Answers to common questions CTE staff receive on allowable expenditures can be found in ISBE's current State and Federal Grant Administration Policy, Fiscal Requirements, and Procedures, especially:
  - Equipment (pages 14-17)
  - Budgets/Amendments/Payment Schedules/Expenditure Reports (pages 23-29)
  - Obligations (pages 42-43)
  - Supporting Documentation for Salaries and Wages (page 63)
  - Time and Effort Reporting (pages 64-65)

Function/Object Code Examples

- For a full list of Function and Object code descriptors, see that hyperlink **"Description of Function Codes and Object Codes**" on the Budget Detail page. This provides descriptions of all function and object codes recognized within the Requirements for Accounting, Budgeting, Financial Reporting, and Auditing found within ISBE's current State and Federal Grant Administration Policy, Fiscal Requirements, and Procedures.

1000/100	(Instruction) Salary for teachers, aides/paraprofessionals, tutors, note-takers, interpreters, temporary/substitute, overtime *Provide teacher/aide/paraprofessional's title, percent of time paid from the grant and rate of pay (base salary) – e.g., Welding Technology Instructor, 25% of $50,000 (expenditure total $12,500). Each salary component and corresponding dollar amount should be entered separately in the budget detail textbox.*
1000/200	(Instruction) Benefit amounts paid by LEA on behalf of employees: TRS, life insurance, FICA, IMRF, medical insurance, Medicare. *Each benefit and dollar amount should be entered separately in the budget detail textbox.*
1000/300	(Instruction) Worker's/Unemployment Compensation, equipment repair & maintenance, in-district travel, other transportation services, equipment rentals, software license, online subscriptions, other purchased services transportation for special populations students enrolled in an approved CTE program, including dual or concurrent enrollment programs or early college high school programs
1000/400	(Instruction) Software, consumable supplies, curriculum/supplemental materials, student supplies/materials for special populations, equipment <$500/unit housed in classroom for student instruction
1000/500	(Instruction) Equipment > $500/unit, housed in classroom for student instruction, special adapted equipment/devices *Provide the approved program and what equipment will be purchased.*
1000/600	***Perkins Only*** (Instruction) Student Tuition and Lab Fees—support the cost of special population students enrolled in approved CTE programs offered through an entity that is not another district or governmental unit, including dual or concurrent enrollment programs or early college high school programs
1000/700	(Instruction) Non-Capitalized Equipment – items that would be classified as capital assets except that they cost less than the capitalization threshold, but more than the $500 minimum value established for purposes of calculating per capita costs. *Provide the approved programs and what equipment will be purchased.* ***Include the adopted capitalization threshold amount and the date of adoption by the purchasing entity*** *(e.g., EFE, area career center, or school board). Keep evidence on file of the capitalization threshold adoption.*
2120/100	(Career Guidance) Salary for school counselor (career guidance portion of position), coordinator, secretary, temporary/substitute, overtime *Provide coordinator/secretary's title, percent of time paid from the grant and rate of pay (base salary) – e.g., School Counselor, 33% of $50,000 (expenditure total $16,500). Each salary component and corresponding dollar amount should be entered separately in the budget detail textbox.*
2120/200	(Career Guidance) Benefit amounts paid by LEA on behalf of employees: TRS, life insurance, FICA, IMRF, medical insurance, Medicare. *Each benefit and dollar amount should be entered separately in the budget detail textbox.*

2120/300	(Career Guidance) Professional and technical services, consultants, repairs and maintenance services, rentals, travel, communication/telephone, postage, printing, Worker's/Unemployment Compensation, photocopying, other transportation services, food related (must follow expenditure guidance conditions), software license, online subscriptions, other purchased services (e.g., online career exploration/guidance software, purchased services to develop program of study materials, hands-on or virtual career focused events) *For out-of-state travel, include function attending, location, number of travelers, projected cost, date(s) of travel, and benefit to project.*
2120/400	(Career Guidance) Software, consumable supplies and materials, equipment <$500
2120/500	(Career Guidance) Office equipment > $500/unit
2120/700	(Career Guidance) Non-Capitalized Equipment – items that would be classified as capital assets except that they cost less than the capitalization threshold, but more than the $500 minimum value established for purposes of calculating per capita costs. ***Include the adopted capitalization threshold amount and the date of adoption by the purchasing entity*** *(e.g., EFE, area career center, or school board). Keep evidence on file of the capitalization threshold adoption.*
2210/100	(Improvement of Instruction) Salary for temporary/substitute, overtime, coordinator, substitute costs for teacher trainings, stipends for professional learning activities, planning time for staff (curriculum development and enhancement) *Provide title (e.g., Work-Based Learning Coordinator), percent of time paid from the grant and rate of pay (base salary). Include amount rate of pay for substitutes and CTE teacher stipends for professional learning or curriculum development/enhancement. Each salary component and corresponding dollar amount should be entered separately in the budget detail textbox.*
2210/200	(Improvement of Instruction) Benefit amounts paid by LEA on behalf of employees: TRS, life insurance, FICA, IMRF, medical insurance, Medicare, for substitutes and stipends *Each benefit and dollar amount should be entered separately in the budget detail textbox.*
2210/300	(Improvement of Instruction) Professional and technical services, consultants, repairs and maintenance services, rentals, travel, communication/telephone, postage, printing, Worker's/Unemployment Compensation, photocopying, other transportation services, food related (must follow expenditure guidance conditions), other purchased services *For out-of-state travel, include function attending, location, number of travelers, projected cost, date(s) of travel and benefit to project.*
2210/400	(Improvement of Instruction) Consumable supplies and materials, and equipment < $500
2230/300	(Assessment and Testing, including credentials and certifications) Professional and technical services, software license, online subscriptions and other purchased services *The expenditure description must itemize the specific name and total cost of the assessment or testing for each credential, certification, or license paid for by the grant.*

2230/400	(Assessment and Testing, including credentials and certifications) Software, supplies and materials, equipment < $500/unit *The expenditure description must itemize the specific name and total cost of the assessment or testing for each credential, certification, or license paid for by the grant.*
	*****Function Codes 2300, 2520, and 2540 should only be utilized by the EFE System Office Administration Costs*****
2300/100	(Administration) Salary for Education for Employment (EFE) System director, secretary.
2300/200	(Administration) Benefit amounts paid by LEA on behalf of employees: TRS, life insurance, FICA, IMRF, medical insurance, Medicare.
2300/300	(Administration) Audit, legal, data processing, professional and technical services, software license, online subscription, consultants, repairs and maintenance services, rentals, travel, communication/telephone, postage, printing, Worker's/Unemployment Compensation, photocopying, other transportation services, other purchased services, out-of-state travel
2300/400	(Administration) Software, consumable supplies and materials, office equipment < $500
2300/500	(Administration) Equipment > $500/unit
2300/700	(Administration) Non-Capitalized Equipment – items that would be classified as capital assets except that they cost less than the capitalization threshold, but more than the $500 minimum value established for purposes of calculating per capita costs.
	*****Function Codes 2300, 2520, and 2540 should only be utilized by the EFE System Office Administration Costs*****
2520/100	***CTEI Only*** (Fiscal Services) Bookkeeper, temporary, overtime
2520/200	***CTEI Only*** (Fiscal Services) Amounts paid by LEA on behalf of employees: TRS, life insurance, FICA, IMRF, medical insurance, Medicare.
2520/300	***CTEI Only*** (Fiscal Services) Worker's/Unemployment Compensation, other purchased services
2520/400	***CTEI Only*** (Fiscal Services) Software, consumable supplies and materials, office equipment < $500/unit
	*****Function Codes 2300, 2520, and 2540 should only be utilized by the EFE System Office Administration Costs*****
2540/300	***CTEI Only*** (Operation and Maintenance of Building/Grounds) Repair and maintenance services, rentals, water/sewer services, other purchased services
2540/400	***CTEI Only*** (Operation and Maintenance of Building/Grounds) Energy

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2620/100	(Planning, Research, Development, and Evaluation Services) Salary for activities associated with conducting and managing programs of planning, research, development, and evaluation for a system-wide basis related to Perkins V (e.g., CLNA and program improvement plans). *Provide director/secretary's title, percent of time paid from the grant and rate of pay. Each salary component and corresponding dollar amount should be entered separately in the budget detail textbox.*
2620/200	(Planning, Research, Development, and Evaluation Services) Benefit amounts paid by LEA on behalf of employees: TRS, life insurance, FICA, IMRF, medical insurance, Medicare. *Each benefit and dollar amount should be entered separately in the budget detail textbox.*
2620/300	(Planning, Research, Development, and Evaluation Services) Purchased services for activities associated with conducting and managing programs of planning, research, development, and evaluation for a system-wide basis related to Perkins V (e.g., professional and technical services, travel, Worker's/Unemployment Compensation, software license fee) *For out-of-state travel, include function attending, location, number of travelers, projected cost, date(s) of travel and benefit to project.*
2620/400	(Planning, Research, Development, and Evaluation Services) Software, consumable supplies and materials, office equipment < $500 for activities associated with conducting and managing programs of planning, research, development, and evaluation for a system-wide basis related to Perkins V
	*****Function Code 2900 should only be utilized by the EFE System Office*****
2900/100	(Direct Support to Districts that is not professional learning, career guidance, or instruction) Salary for EFE System director or secretary *Provide director/secretary's title, percent of time paid from the grant and rate of pay. Each salary component and corresponding dollar amount should be entered separately in the budget detail textbox.*
2900/200	(Direct Support to Districts that is not professional learning, career guidance, or instruction) Benefit amounts paid by LEA on behalf of employees: TRS, life insurance, FICA, IMRF, medical insurance, Medicare. *Each benefit and dollar amount should be entered separately in the budget detail textbox.*
2900/300	(Direct Support to Districts that is not professional learning, career guidance, or instruction) Purchased services (e.g., professional and technical services, travel, Worker's/Unemployment Compensation, software license fee) *For out-of-state travel, include function attending, location, number of travelers, projected cost, date(s) of travel and benefit to project.*
2900/400	(Direct Support to Districts that is not professional learning, career guidance, or instruction) Software, consumable supplies and materials, office equipment < $500
	**********

3000/300	Dependent child care through a community service for special populations students enrolled in an approved CTE program, including dual or concurrent enrollment programs or early college high school programs (Use community resources first.)
4000/300	(Payments to Other Districts and Governmental Units) Consultants, professional and technical services, audit, data, dependent child care through another governmental unit for special populations enrolled in an approved CTE Secondary program (Use community resources first.), and other professional services
4000/600	Transfers to Other Districts and Governmental Units and Student Tuition and Lab Fees—support the cost of special population students enrolled in approved CTE programs offered through another district or governmental unit, including dual or concurrent enrollment programs or early college high school programs

Stipulations for CTEI and Perkins Grant Expenditures

- See the *DRAFT* – FY 2021 CTE Grants Expenditure Guidance. This guidance covers maximum EFE System Office administration costs, required CTEI Allotment, required CTEI Work-Based Learning Allotment, expenditures that are not allowable, and many other common allowable questions.
- **For CTEI:** Area Career Centers (ACC) must receive, at a minimum, the portion of the CTEI grant allocation they generated.
- Perkins funding "shall be allocated to the area career and technical education school, the educational service agency, and the local education agency based on each school, agency or entity's relative share of students who are attending CTE programs (based, if practicable, on the average enrollment for the past 3 years)." (Perkins V Section 131(e)(2))
- All equipment with a cost equal to or greater than $500 must be recorded and inventoried by the EFE office with support from school districts and area career centers; all technology with a useful life of more than one year should be inventoried regardless of cost. See page 14 of ISBE's current State and Federal Grant Administration Policy, Fiscal Requirements, and Procedures for the definition of equipment.
- *REMINDER:* In Perkins, both the 2300 function code and indirect costs count toward the 5% administrative cap. ***Subgrants should not use either.***

Question	Instructions	Assistance/Examples
Budget Summary	• This is a "Read-Only" page that displays a summary of all the detail entered on the Budget Detail page. • To change these numbers return to the Budget Detail tab, make changes, and save the page.	• The table reflects exactly what is entered on the budget detail.