

Career & Technical Education Improvement (CTEI) Grant Instructions

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*****Be sure to SAVE each page before proceeding to other pages or programs in the application. Failure to save each page as it is completed will result in data loss.*****

Career & Technical Education Improvement (CTEI) Grant Instructions

General Navigation

- To complete a page, tab or click into the text area to fill in the requested information. Use the tab key rather than the enter key to navigate through fields on this page.
- Use the mouse to check a check box.
- Dates must be entered in MM/DD/YYYY format.
- Validations have been added to the phone number, fax number, and zip code to ensure they are numeric and the appropriate number of characters. You will receive an error message if your entry is not valid.
- Save the data on each page before clicking the tab for another page. Be sure to save before the session timeout clock (top right and lower left of screen) reaches zero.
- After completing all required information scroll to the bottom of the page and click on the **Add Additional Entries** button to add more information as appropriate.
- Click the **Save Page** button before proceeding to other pages in the application. Usually at the bottom of each page.
- Do NOT use the browser (Internet Explorer or Navigator) forward and back buttons to change pages. Use the page tabs to change pages.
- Do NOT use special characters (e.g., &, <, >, etc.), as these will populate HTML coding text each time a grant is resubmitted. This can cause maximum characters to be reached in a textbox and cut off text at the end of the narrative.

Spell Check

Click on the Spell Check button at the upper right of each page to find suspected spelling errors in any text fields on the page. Each questioned spelling will be brought up in order of appearance on the page on a pop-up screen. **Please note that any pop-up blocking programs should be set to accept these pop-ups.** It is a two-step process to make changes.

When prompted, select the appropriate button to change the spelling or ignore the word. Once all the “not in dictionary” words have been addressed and the “Spell check complete” message displays, you must click on OK to apply the changes. Failure to select OK will result in cancellation of any changes made in the first step.

Overview Page

The overview page includes information and resources to assist with the development and completion of the grant application.

Applicant Information Page

Program Contact Person

- Complete the requested information for the program contact for this Career and Technical Education Improvement (CTEI) application.
- Required fields are marked with an asterisk.

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Area Affected by the Project

- Click on the radio button next to “Multiple areas (listed).”
- In the text box to the right, type the counties and/or school districts covered by this project.

Activity Period

- Check one of the Activity Period radio buttons to indicate whether you will implement projects for the regular grant period (activities completed through June 30), or an extended grant period (activities occurring between project begin date and August 31).
- If an extended grant period is chosen, the Justification for Grant Extension box must be completed to explain the grant activities that will occur during the extended period.
- The radio buttons set the correct end date automatically.
- This page must be re-visited and the correct radio button checked each time the application is re-submitted to ISBE for an amendment is created.

Grant Period

- Grant Period refers only to the main grant; the subgrant application does not include this option.
- The grant period for this CTEI grant is July 1 through June 30. Funds may not be obligated prior to Illinois State Board of Education receipt of a substantially approvable application.

Justification for Grant Extension

- Use this box to record any explanations, responses, or other information you want to communicate to the ISBE staff who will review this application in regard to the extension of the project year. This text area is limited to 7,000 characters and may be used throughout the application and amendment process.

Click the **Save Page** button before proceeding to other pages in the application.

[Amendments Page](#)

Original or Amended Application

- Select the “Original Application” radio button for an original application submission. Select the “Save” button at the bottom of the page.
- Select the “Amended Application” radio button for an amended application and complete the Amendment Number.

Grant Changes

- For Amendments, provide a description of the changes and the affected budget function/object codes.
- Select the “Save” button at the bottom of the page.

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Program Specific Pages

Progress Report Pages

In FY20, the FY19 final grant progress report for the previous fiscal year will be attached and submitted with the final GATA quarterly report on the ISBE-supplied report form. This page will not be included in the grant application.

Performance Indicators Page

For FY20, this page provides the definitions of the indicators of performance required for accountability in Perkins V. State determined levels of performance will be approved with the State Plan that takes effect in FY21. Education for Employment (EFE) baseline data will be provided in a separate communication to inform grant activities. This page is a Read-Only page.

Components Pages

Complete all subgroup pages. Subgroups include Education Community Involvement, Career Development, Student Support Services, Adjusted Level of Performance, Professional Development, Integration of Academic and CTEs, and Programs of Study. Refer to the Components for a Quality CTE System link on the Overview page for additional information.

Subgroup Pages

Required Uses of Funds

All uses of funds must be checked in the application. It is not necessary to have every uses of funds checked in each component. Refer to the link on the Overview page for additional information on the required local uses of funds.

- ✓ Check the uses of funds that are addressed by all activities in the particular component.

Activity Number

A total number of five activities are available for each Component Page.

- ✓ A minimum of one activity is required per component.

Activities

Describe each activity (See GATA Pages – Uniform Grant Agreement – Exhibits for required activities.).

Sample Activity Description:

Facilitate one joint secondary/postsecondary curriculum committee of instructors to align secondary Architectural Drafting I and II courses at High School A with the postsecondary Architectural Drafting courses at the Community College in February.

Expected Outcomes

Describe the Expected Outcomes for each activity in the text area.

Sample Outcome Description:

The Architectural Drafting I and II courses will be aligned between the High School A and the Community College in order to create a Dual Credit Agreement. The activity will improve the secondary placement of the students in Architectural Drafting at the Community College.

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Evaluation

Describe how the activity will be evaluated to improve the performance indicators identified.

Sample Evaluation Description:

Evaluation of the activity will be done by reviewing student data in the next fiscal year to determine the number of students transitioning into the Architecture and Design program.

Additional examples are available on the Overview page under AOE Examples

Anticipated Budget

- Specify the Anticipated Funds allocated for this activity. Specify the amount for Elementary activities if appropriate.

Performance Indicator

- This will not be included for FY20, as this is the transition year to Perkins V.
- Performance indicators will be measured starting in FY21, after State determined levels of performance are approved with the State plan.

Click the **Save Page** button before proceeding to other pages in the application.

[Program Specifics Summary Page](#)

The table on this page summarizes the Required Uses of Funds that were selected to be fulfilled by the activities described on the respective component pages. Use this table to ensure that you have planned at least one activity for each of the Required Uses of Funds. If there is an “R” column that does not have a checkmark, you will need to return to one of the previous component pages to make adjustments. If there is at least one checkmark in each column, then indicate that all required uses of funds are addressed in the Program Specific Pages by placing a checkmark in the “Yes” box and saving the page.

Budget Pages

Complete the budget subtab pages: Allotment, Proposed Expenditure, Budget Detail, Budget Summary, and Payment Schedule. Refer to the Required Local Use of Funds document on the Overview page.

[Allotment Page](#)

Current Year Allotment

The Allotment page provides “view only” access to project information as well as a navigational link between the main grant and any subgrants.

The first section displays the **Current Year Allotment** and any adjustments. The adjustments are not applicable to the Career and Technical Education Improvement (CTEI) grant.

Multi-District: Allotments to Subgrantees

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The green [Q](#) link next to **Transfer In** allows the administrative agent (AA) to make allotments to subgrantees and to navigate to subgrant applications. Clicking this link brings up the Multi-District Member List in a second browser where the AA enters allotment amounts for any subgrantees. This page must be saved after making allotments. Members will not be able to create subgrant applications until the administrative agent has assigned allotments. Regions that do not flow money through to members should not assign allotments. This link is not activated in the member subgrant applications. Note that **Transfer Out** is *not applicable to the CTEI grant*. The RCDT number for the Region is displayed just to the right of **Administrative Agent**.

Navigation between Main Grant and Subgrant

Administrative agents and ISBE reviewers use the Multi-District Member List for navigating between the main grant and the subgrants and to view the current subgrant application status and last approved subgrant budget amount. Once a subgrantee has created and completed a subgrant application, the RCDT code on the left becomes a green underlined link to the subgrant application. The link selected opens to the application select page of the RCDT selected and is displayed in the first browser that is already open. (Internet processing requires that you open each application, including the main grant, as you navigate among the main grant and subgrant applications.) The Multi-District Member List will be in one browser and the currently opened application will be in the other.

Use the blue “Return to Application Select” link in the upper right of the screen to go back to the main grant Application Select page and select the desired application. If you close the browser with the open subgrant application, you will no longer be able to navigate from the Multi-District Member List without going back to IWAS and reopening the main grant. Close the Multi-District Member List window when all subgrant operations are completed.

Navigation between a main grant and subgrants is only possible and necessary if a Region has members. Therefore, a single-district EFE will see a blue link that is inactive.

Reviewing and Accepting 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. The AA should go to the main grant Allotment page and click on the green **Transfer In** link to open the Multi-District Member List. Once the list opens in another browser, the AA should use the active green RCDT link to select a subgrant application with the status Submitted to AA. This will open that member’s Application Select page in the original browser window for the AA to select the appropriate application or amendment. After reviewing this application, the AA should go to the subgrant 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 an amendment.

If an AA makes subgrant allotments, at least one subgrant must be completed and accepted by the AA before the main grant can be submitted for ISBE review.

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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.

Subgrant Amounts Entered on the Main Grant Budget Detail Page

The Administrative Agent should not create expenditure/budget lines for their subgrants since eGMS automatically adds to the Budget Detail page when the Administrative Agent accepts the Subgrant application. Once the Administrative Agent accepts a subgrant application, the total from that subgrantee budget will be entered by the system in a separate 4000/600 row that cannot be changed by the AA. Once the amendment is approved, the changes will be reflected on the main grant budget detail.

ISBE Review of Subgrant Applications

ISBE reviewers will navigate to subgrant applications by clicking on the Allotment page of the main grant application and selecting the green RCDT link for the subgrant to be reviewed. Any revisions of a subgrant required by ISBE must be made by ISBE returning the application to the AA, who in turn will require the subgrantee to amend their subgrant application. 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, it can be amended at any time. 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.

The link to draft guidance on Transferability provided at the bottom of the screen is *not applicable to the CTEI grant*.

Proposed Expenditures Page

Cell Backgrounds

- Blue background indicates a calculated field – data is calculated, not entered by applicant.
- Yellow background indicate data is being pulled from another location – data is for informational purposes, not entered by applicant.
- White background indicates an enterable field.

Expenditure Limits

The system administration allotments and teacher salary cap are provided for your use in planning your CTEI program. Allotments are read only.

Proposed Expenditures

Enter proposed expenditures by category. For stipulations on each category, see Budget Detail Instructions below.

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Work Based Learning, Programs of Study, CTE Courses, and System

Administration – Tab or click into the textbox to fill in the Anticipated Expenditure. The Allotment textbox is read only.

Elementary – Tab or click into the textbox. To fill in the Anticipated Expenditure for “a through g” refer back to the Component pages for anticipated budgets. The Allotment textbox is read only.

Calculate Total

When the anticipated expenditures are complete, move to the bottom of the CTEI Proposed Expenditures categories and click on the **Calculate Total Button**. Review the calculation to verify total anticipated expenditure balances with your allotment.

Justification for Exceeding Allotment(s)

Tab or click in the textbox to indicate the CTEI category for which the anticipated expenditure will exceed the allotment. Explain the need for increasing expenditures in the selected category or categories.

Allotment Calculations

The Career and Technical Education Improvement Grant allocation is derived from the sum of the formulas for five allotment categories. The formula for each category is described below.

Elementary Career Development Allotment

- K-8 enrollment figures as reported by all districts on the previous year Fall Enrollment at the rate of \$1 per student were used to determine this portion of the CTEI Grant.

Work Based Learning Allotment - *This allotment will not be recalculated.*

- Each existing system that had received a WBL grant in FY2004 will receive an allotment of \$15,684 as part of the CTEI Grant.

Programs of Study Allotment - *This allotment will not be recalculated.*

- This portion of the CTEI Grant was determined by three factors. First is a base amount of \$13,793. An additional amount is calculated based on two factors. One is the number of Math, Science, English, Social Studies, Career and Technical Education (and some Special Education) teachers within the system. This determines 75% of the additional amount. The remaining 25% of the additional amount is based on the number of sites within the system.
- Example: $\$13,793 + \text{Number of Teachers (75\%)} + \text{Number of Sites (25\%)} = \text{Allocation}$.

CTE Courses Allotment

- All entities will begin with 90% of the previous year’s CTE Courses allocation. 10% of the funds will be based on the entities’ student course assignments from the previous year:
 - 50% on the number of approved CTE Courses students took; and
 - 50% on the number of credits in approved CTE Courses students received.
- No entity with student course assignments in approved CTE Courses will receive less than 90% and no more than 110% of last year’s allocation.

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System Administration/Coordination/Technical Assistance Allotment - *This allotment will not be recalculated.*

- A base amount and the non-weighted formula career and technical education credits for grades 9-12 establish this portion of the CTEI grant allocation. Up to an additional 10% of the system administration portion of the CTEI grant may be spent on system administration, coordination and technical assistance.
- Administrative costs must be equal to the minimum system administration but not over the maximum system administration listed on this page.

Refer to CTE Activity Expenditure Guidelines by Category document on the Overview page for more details on appropriate expenditures in each of these allotment categories.

Click the **Save Page** button before proceeding to other pages in the application.

Budget Detail Page

At the bottom left of the screen is the **Total Allotment** for the grant you have chosen. This amount should be referenced when completing the budget and is a read-only cell.

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.

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 as follows.

Function/Object Codes

- | | |
|----------|---|
| 1000/100 | (Instruction) Teachers, aides/paraprofessionals, tutors, note-takers, interpreters, temporary/substitute, overtime
<i>Provide teacher/aide/paraprofessional’s name, 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.</i> |
| 1000/200 | (Instruction) Amounts paid by LEA on behalf of employees: TRS, life insurance, FICA, IMRF, medical insurance, Medicare.
<i>Each benefit and dollar amount should be entered separately in the budget detail textbox.</i> |

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- 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
- 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. Must provide: per unit cost, threshold amount, and documentation of adoption by the school board.
- 2120/100 (Career Guidance) Coordinator, secretary, temporary/substitute, overtime
Provide coordinator/secretary's name, 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.
- 2120/200 (Career Guidance) 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, software license, online subscriptions, other purchased services
For out-of-state travel include function attending, 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

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- 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. Must provide: per unit cost, threshold amount, and documentation of adoption by the school board.
- 2210/100 (Improvement of Instruction) Temporary/substitute, overtime, coordinator, substitute costs for teacher trainings, stipends for professional development activities, planning time for staff (curriculum development and enhancement)
Provide coordinator's name, 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.
- 2210/200 (Improvement of Instruction) 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, other purchased services
For out-of-state travel include function attending, 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
- 2230/400 (Assessment and Testing, including credentials and certifications) Software, supplies and materials, equipment < \$500/unit
- 2300/100 (Administration) Education for Employment Regional Delivery System director, secretary.
Provide director/secretary's name, 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.

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- 2300/200 (Administration) 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.
- 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, food related, other purchased services, out-of-state travel (*include function attending, number of travelers, projected cost, date(s) of travel and benefit to project.*)
- 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. Must provide: per unit cost, threshold amount, and documentation of adoption by the school board.
- 2520/100 (Fiscal Services) Bookkeeper, temporary, overtime
Provide bookkeeper's name, 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.
- 2520/200 (Fiscal Services) 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.
- 2520/300 (Fiscal Services) Worker's/Unemployment Compensation, other purchased services
- 2520/400 (Fiscal Services) Software, consumable supplies and materials, office equipment < \$500/unit
- 2540/300 (Operation and Maintenance of Building/Grounds) Repair and maintenance services, rentals, water/sewer services, other purchased services
- 2540/400 (Operation and Maintenance of Building/Grounds) Energy

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- 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/sub-budgets 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

Unallowable CTEI Grant Expenditures

The following activities are not allowable in the CTEI Grant:

1. Food for students or for staff/teacher professional development or meetings that do not meet the guidelines provided in #7 under Stipulations for CTEI Grant Expenditures;
2. Support of any programs, activities, equipment, materials or personnel that do not meet the intent of the grant;
3. Monetary compensation/stipends to students;
4. Out-of-state-travel for students, including but not limited to CTSO events/competitions or field trips (out-of-state = more than 50 miles from the Illinois border);
5. Direct tuition payments for staff or students (*exception* for special population students – see Section 135(b)(5)(S));
6. Administrative functions by local districts;
7. Student transportation to and from home school/serving school, with the *exception* of special population students (see Section 135(b)(5)(S); e.g., local high school to area career center);
8. General classroom furniture, equipment, any physical plant modifications and building repairs (responsibility of the local districts); and
9. Classroom sets of student textbooks (including e-textbooks).

Stipulations for CTEI Grant Expenditures

Expenditures from the CTEI grant must follow the stipulations listed:

1. Area Career Centers (ACC) must receive, at a minimum, the portion of the CTEI grant allocation they generated.

Salaries and Benefits (Excluding Worker’s Comp) for secondary CTE teachers will be allowable up to a maximum of 15% of the total grant allocation (Teacher’s Salary Cap – See Proposed Expenditure page.). Exceptions will be made for salaries and benefits of secondary

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CTE teachers employed in the EFE system with justification provided on the Proposed Expenditure page. ACC and Regional Program teacher's salaries and benefits do not count towards the Teacher's Salary Cap; however, the System should not exceed the approved CTE Courses allotment of the System's CTEI allocation for teacher salaries and benefits, including ACC and Regional Program teachers.

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

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

3. Systems are strongly encouraged to maintain local support for system administration, coordination and technical assistance. First, local contributions may be needed to continue all necessary system-level activities that support a strong, viable regional system. Second, cash flow delays, especially at the start of the fiscal year, can adversely impact salary payments coming from this grant. **Systems need to develop plans for these contingencies.**
4. 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, any physical plant modifications and building repairs are the responsibility of the local districts.
5. Instructional supplies and materials are expendable items used by students to learn and perform the standards and tasks for the occupations making up the CTE quality instructional program. The grant may purchase food as a supply for student technical skill attainment in applicable approved CTE programs (e.g., culinary). Curriculum/supplemental materials, except for classroom sets of student textbooks (including e-textbooks), are allowable and are identified as those that supplement the curriculum.
6. Professional development stipends are allowable in this grant. To maintain consistency in coding of professional development,

“...function code 2210 shall be used to record and report all professional development expenses. In the event a substitute teacher is needed while the

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regular teacher attends a professional development activity, a substitute teacher shall be charged to function 2210. The salary [if charged to the grant] for the regular teacher attending the professional development activity shall remain in the 1000 function (Instruction) while all related costs of the activity (e.g., travel, registration fees, lodging or meal reimbursement, etc.) shall be reflected in function 2210. If a regular 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.”

7. Professional development or meeting food, beverage, or snack guidelines – **It is ISBE’s recommendation to use local funds for any food purchases.** The following conditions must be met:
 - Facing a genuine time constraint
 - Limited to lunch
 - Cost of the lunch must be reasonable.
 - The information presented during the lunch must be an important part of the agenda (working lunch).
 - Prepare carefully documented justification (written) for the working lunch and keep on file for auditing.
 - No snacks or beverages
8. Out-of-state travel related to the purposes of this grant will be allowed with ISBE approval, which should be obtained at least 30 days prior to the travel date. Such travel must be in accordance with written System policy. Travel will be reimbursed at rates defined in this policy. Such travel records must be maintained at the local level for audit purposes. The following out-of-state travel details must be included in the expenditure description and itemization textbox: function attending, number of travelers, projected cost, date(s) of travel and benefit to project.
9. Function code 2230 shall be used to record the cost of all student assessment and testing, including industry-recognized credentials and certifications. The expenditure description must itemize the specific name and total cost of the assessment or testing for each credential or certification paid for by the grant.
10. Programs of study activities are allowable in this grant. Activities are allowable that support the development and implementation of programs of study.
11. Work-Based Learning activities are allowable in this grant. Work-based learning activities are cooperatively developed by education, business, industry, parents, and labor representatives to provide students with high-quality work-based learning experiences which teach or enhance technical and academic skills. At the secondary level, these activities must be a part of a sequential, quality instructional program.

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12. Elementary Career Development Program activities are allowable for support, development and implementation of an organized sequence of career development learning activities for students in kindergarten through eighth grade. These activities encompass self-knowledge, educational and occupational awareness and exploration, as well as career planning. Expenditures for activities below the ninth grade level are limited to those defined in the Elementary Career Development Program. These expenditures must at least equal the elementary portion of this grant allocation.
13. **Federal funds may not be used to supplant state funds. Expenditures previously made with federal funds, which are allowable under that grant, may be included in the budget. However, once those activities are paid out of state or local funds they cannot again be paid for with federal money. That constitutes supplanting which is not allowed.**

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.

When an administrative agent has subgranted funds, the **subgrant budget detail** for each accepted subgrant is entered by the eGMS system in a separate 4000/600 row that cannot be changed by the administrative agent. If a change is required, a subgrantee must submit an amendment to the administrative agent. Once the amendment is accepted, the changes will be reflected on the main grant budget detail page.

If you need additional lines of budget detail, click on the **Create Additional Entries** button located at the bottom of the page. Each time you click this button it will add 5 additional rows of budget detail cells.

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. Indirect cost for this application would be for administrative purposes and will count towards the administrative expenditures. 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 2300, 2520, or 2540 expenditure line, denoting (Indirect Cost) in front of the expenditure description.

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The last section of the screen displays allotment information; **Total Allotment**, **Grand Total** 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.

Budget Summary Page

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.

Two summaries will appear on this page. The top one reflects exactly what is entered on the main grant budget detail; any subgranted funds appear in 4000/600. The bottom summary displays funds from both the administrative agent and member subgrants, summed by function and object as they were entered. No subgrant funds will be displayed in 4000/600 in this bottom summary.

Payment Schedule Page

To enter payment requests, **click** into the first full month of anticipated expenditure and enter the dollar amount requested. Use the **Tab** key to enter amounts in the remaining cells through the last full month of the project. Payments should not be requested before the project begins or after the project ends. **Amounts should be entered in whole dollars only and should not contain decimal points or commas.**

Note: Salaries and fringe benefits are expended in equal intervals; they should be projected in this manner. When teachers are paid on a twelve month salary basis and the project period is for nine months, the three months’ salaries and related fringe benefits paid after the project ends should be included in the last project payment. Equipment, supplies, contracted services, and in-service activities should have the payment requested in the month for which the expenditure is anticipated.

Monthly payment requests are expected if **Salaries/Benefits** are being requested. Lump sum, semi-annual or quarterly payments **are not** appropriate unless a unique expenditure obligation warrants such disbursement. Complete the payment schedule to reflect actual cash needs in order to avoid cash on hand and frozen payments.

When the payment schedule is complete, move to the bottom of the page and **click** on the **Calculate Total** button. Review the calculation and verify that payments have been calculated correctly based on the allotment available. The **Amount Remaining** field should be zero indicating that the Payment Schedule request equals the Budget. Click the **Save Page** button before proceeding to other pages in the application.

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PRA – Programmatic Risk Pages

The Programmatic Risk Assessment (PRA) is required for all recipients of state or federal grant funding. In FY20, the Organizational Risk Assessment will be in a separate IWAS application and will only be completed one time; the ISBE Grant Specific Assessment will be included in each grant application. A combination of the results of these two risk assessments will generate the Programmatic Risk Conditions in each grant.

Completion of the GATA registration and Fiscal and Administrative Risk Assessment via an Internal Controls Questionnaire (ICQ; accessed at <https://grants.illinois.gov/portal/>), as well as the FY20 Organizational Risk Assessment must be completed prior to submission of a FY20 state or federal grants.

GATA Pages

The GATA Pages include the Notice of State Award (NOSA) and Uniform Grant Agreement (UGA) pages. For updated information on GATA, visit www.isbe.net/gata.

Assurances Pages

Three pages are included in the Assurances tab strip: Program Assurances, State Assurances, GATA Assurances, and Assurances.

Near the top or after the text on each of the assurance pages, there is a “check box” that must be checked to agree to the assurances on that page. Place your mouse over the check box and “click” to signify that you agree to the detailed assurance. Once you have agreed, go to the bottom of the page and “click” on the “Save Page” button.

After you have agreed to the assurances on all of the assurance pages, complete the last tab, “Assurances.” The three 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/agency administrator, “click” the first button to automatically insert your name for agreement.

The Assurances can only be completed by the district superintendent/agency administrator or a person with board-certified delegated authority. The assurances must be completed prior to submitting the application.

Submit Page

Consistency Check Button

Once you have completed your entire application you must run a “Consistency Check.”

CAUTION: This check may take a few minutes to run. Your application can not be submitted until this has been successfully run. You must click on the **Consistency Check** button to start the process. Once the check has been completed, a message will be displayed indicating that it completed successfully (no errors were found) or providing a list of errors encountered. After you have corrected any errors, you must run the check again until no errors are detected. If no

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errors are found, the appropriate button will be displayed so that you can submit the application to the next level. You may need to scroll down the page to see the button(s).

Lock Application Button/Unlock Application Button

Anyone with data entry authority within the district/region 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. In order to lock the application click on the **Lock Application** button. 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/region level. Therefore, by locking the application no one can make changes to it. Only the person who locked the application or a person with district/region administrative access (e.g. System Director) can unlock it by clicking the **Unlock Application** button.

Approval Groups

A list of approval groups appears at the bottom of the submit page.

Assurances were agreed to on (mm/dd/yyyy) date will be displayed after the District Superintendent/Agency Administrator or Board Authorized Representative has agreed to all assurances and saved them.

Consistency Check was run on (mm/dd/yyyy) date will be displayed after the “Consistency Check” has been run successfully. If the “Consistency Check” ***DID encounter errors***, the error message will prompt you as to what needs to be corrected. After you have corrected any errors, you must run the check again until no errors are detected. If the “Consistency Check” ***DID NOT encounter any errors***, the application will then be locked until the District Entry person is ready to submit it to the Business Manager or District Superintendent/Agency Administrator ([refer to Lock Application/Unlock Application buttons](#)).

District Data Entry submitted the application on (mm/dd/yyyy). One button will appear after the “Consistency Check” has been run successfully. When the Data Entry person is ready to forward the application to the Business Manager or the District Superintendent, they will click the **Submit for Review** button. The application will then be forwarded to the next appropriate level of approval and the date that it is submitted will then appear.

Business Manager approved the application on (mm/dd/yyyy). **This approval level is only valid if the District Superintendent/Agency Administrator has established the level in the IWAS system for approval.** Once the Data Entry person has submitted for review, it will be forwarded to the Business Manager to approve and they will need to click on the **Approve** or **Disapprove** button. If the application has been “Approved” it will then be forwarded to the District Superintendent/Agency Administrator. If the application is “Disapproved,” it will be returned to the Data Entry person for changes and they will then have to resubmit after changes have been completed.

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District Administrator submitted the application on (mm/dd/yyyy). The District Superintendent/Agency Administrator or Board Authorized personnel are the only two people who can submit the application to ISBE. Click on either the **Submit to ISBE** or the **Disapprove** button. Once the application has been submitted to ISBE, the application will be locked and no changes can be made. If the application is “Disapproved,” it will be returned to the Data Entry person for changes and they will then have to resubmit after changes have been completed.

ISBE Program Administrator approved the application on (mm/dd/yyyy). After the application has been submitted, the ISBE Program Administrator will “Approve” or “Disapprove.” If the application is “Disapproved,” it will be returned to the Data Entry person for changes and they will then have to resubmit after changes have been completed. If the application is “Approved,” IWAS will generate an email informing the District Superintendent that the application was approved and the date of approval.

Application History Page

The Application History page is a read only page that lists all of the steps that occur in the submission and approval of an application or amendment. In the initial stage of entering the application information, this page will display a statement that the application has not been submitted.

The **Status Change** column lists the status of the application from most recent to oldest. Some typical status entries are:

- Submitted to ISBE
- Returned for Changes
- 1st Program Review Complete
- Final Approval

The **UserId** column displays the ID of the person who was responsible for the change in status, e.g., the ISBE reviewer who approved the application.

The **Action Date** column displays the date of the change in status.

This page is useful in tracking the application throughout the submission and approval process. Districts/Regions may use this page at any point in time to determine the approval status of their application.

Page Lock Control page

Goal of Page Locking Process

The goal of the page locking process is to expedite the review of applications and amendments by identifying which pages have been changed by a grant applicant. Reviewers will only need to review those pages that have been unlocked since the previous review.

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What Happens When a Page Is Locked?

When a page is locked during the application review process, the save button is no longer available to the applicant, and a message indicates the page has been locked by the agency review. The applicant must go to the Page Lock Control tab, unlock any pages needing revision, and then save the Page Lock Control page. This will cause save buttons to appear on all of the pages the applicant has unlocked.

When Will Applicants Need to Unlock Pages?

When an applicant creates a *new application* each year, all of the pages will be unlocked because all of the pages will need to be completed. If that initial application is *returned for changes* by an ISBE reviewer, some or all of the pages may be locked. The applicant should read the comments on the review checklist and unlock only those pages that need to be changed. When an *amendment* is created, all pages will be locked. The applicant should use the Page Lock Control tab to unlock only those pages that need to be revised.

Because pages will be locked on all amendments as well as original applications that have been returned for changes, applicants should **make it a habit to make sure a save button is available before completing or revising a page**. Unlocking pages that will not be modified circumvents the purpose of page locking and slows the review process.

Expand All and List of Application Pages

Click the **Expand All** checkbox to see the list of application pages (first column under the Expand All checkbox) that may be locked or unlocked. Any application page with data that users enter or revise will appear in the list. Some application pages will not appear on the list. The overview page and the budget summary page are read-only pages and do not contain data; they will not appear in the list. Other pages, such as the Submit page and the Page Lock Control page, will never be locked because users need access to functions on these pages throughout the application process. These pages will not appear in the list.

The list of application pages will have two or more indented levels. The first item on the list is the name of the grant program. The first indent under the grant program is the list of pages that appear on the main tab strip. The second indent contains pages that appear in a subtab strip. For example, Assurance Pages is on the main tab strip and is in the group indented at the first level. The various assurance pages (Program Assurances, State Assurances, etc.) are indented under Assurance Pages.

Page Status Column

For *applicants*, this column displays the current status of the various pages in the application/amendment. For *ISBE reviewers*, this column reflects the status of the page when the applicant submitted it.

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Terms included in this column are:

<i>Open</i>	Page is unlocked and can be modified and saved by the applicant.
<i>Locked</i>	The page is locked and cannot be modified by the applicant until it is unlocked. There will not be a save button on the page, and a message will appear indicating the page has been locked by the agency review.
<i>Final</i>	The page has been locked and should not be unlocked by the applicant. Only ISBE staff can unlock a page designated “final.”
<i>Unlock Section</i>	Opens a section for modification. A section can be an entire program or all of the subtabs under a main tab. Unlocking pages that will not be changed circumvents the purpose of page locking and slows the review process.

Open Page for Editing Column (Applicant column only)

The applicant should check the appropriate box in this column to unlock a page that requires modification. The Page Lock Control page must be saved after check boxes have been selected.

Review Status of Page Columns (ISBE columns only)

ISBE reviewers will use these columns to unlock pages that require modification or to mark pages final locked. After selecting the appropriate radio buttons, the reviewer must save the page.

The three columns/radio buttons are:

<i>OK</i>	This is the default radio button unless the page was final locked in a previous round. OK indicates that modifications are not required for this page.
<i>Needs Updates</i>	Select this radio button to unlock a page for the applicant and to indicate that modifications are needed for this page. The reviewer will use the review checklist to explain the required modification.
<i>Mark Final</i>	Pages marked final cannot be unlocked by the applicant. Final is only appropriate for pages like assurances that should not be changed after completion. Only ISBE staff can unlock a page marked final.

Unlocking a Page Marked Final

When an applicant determines that a page marked Final must be modified, the applicant must contact ISBE program staff and explain why the page requires modification. Only ISBE program staff can unlock a final locked page. The applicant then places the application in “consulting” status using the appropriate button on the Submit page. ISBE program staff unlocks the page by checking the “Open Page for editing” checkbox on the Page Lock Control page and saves the Page Lock Control page.

Application Print page

The grant application supports a printing option. You may now selectively print pages on the Application Print tab by selecting one or more pages of the grant application to print.

To print individual pages, select the checkbox next to the page or pages that you wish to print. Next, press the “Request Print” button to generate printing of the pages. The pages will be

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generated in a PDF format and will be available on the Application Print page anywhere from several hours to a day after the request, depending on the current demand for PDFs.

For applications prior to FY12, the “Print All” button on the Application Select page will remain available.