

TIPS & TRAPS FOR COMPLETING FY26 CTE CONSOLIDATED APPLICATION

April 2025

1.	Review goals to make sure they align to data and local work force needs. Adjust any components, goals, activities to align and/or maximize results. If you're getting the same results year after year and haven't adjusted goals and/or strategies, you should rethink your approach and activities. The process directly ties to what subgrantees are requesting in individual budget requests.
2.	Subtract your required amounts that have to be part of either CTEI or Perkins prior to finalizing local allocations. For example, the administrative cap (5% and other indirect costs) that will decrease your amount to allocate to your participating schools.
3.	Think about special populations and your ability to remove barriers. In some instances, your special populations sub-groups allow you to do some activities that are not always allowed. For example, uniforms can be purchased for students with are part of a special population and the uniform is safety related or requirement for industry participation. Be sure to mark in your budget description that you are using the funds for "special populations to remove barrier to participation" or whatever barrier you are removing so your PC can approve in budget (when allowable).
4.	Discuss allocation targets with districts by thinking through some guiding questions: <ol style="list-style-type: none"> a. Are the districts' CTE programs moving the academic/programmatic goals or maintaining status quo for all student groups? b. Do activities and requests align to the EFE system goals? c. Are district budget requests allowable, reasonable, and necessary? d. To make that determination from sub-grantees, you need DETAILS. Budget details are key. This does not mean long, extended budget details that do not provide enough detail to answer those three big questions: <ol style="list-style-type: none"> i. <u>Allowable</u>: Regulations and supporting documentation provided by ISBE and ED found on the Overview page of CTE application ii. <u>Reasonable</u>: Are there enough budget details that allow you to say, yes that is a reasonable request. (For example, 20 packages of seed for \$1000 per package = \$20,000) <ol style="list-style-type: none"> 1. Is this a typo? Follow-up 2. This is not reasonable. Correct, revise request. iii. <u>Necessary</u>: Yes, seeds are necessary for the AG course and are integral to fall and spring planting in horticulture classes.
5.	Check math in budget description and budget summary column as they must match. \$1000 lumber supplies, 4 socket sets \$1000, welding supplies \$1000=\$2,000 (number in last column of budget). The reviewer would send back message that "the budget description's math does not match the budget summary column. You will need to revise."
6.	Check that total Leadership funds match allocation amount provided by ISBE and are in function code 2400 (unless overage occurs.)
7.	HEADINGS are used in budget description. For example, ELEMENTARY, LEADERSHIP, AMENDMENT #1, etc. Example: ELEMENTARY: 2120/100: Elementary career fair supplies: such as pens, notebooks, books, etc. \$1,000. NOTE: ISBE does not need goals aligned to written in budget description, EFE accounting numbers (2210-142) in the budget description, unless flow-through money is being broken down in budget description text box. Keep it simple, detailed, and to the point by checking for the big three: Allowable, Reasonable, and Necessary;
8.	Double check function/object codes before submitting application.
9.	Placeholders are allowed on initial/original budget. For example, "PLACEHOLDER: 1000/500: Equipment for 3 high schools @ \$5000 per school = \$15,000. Details will be provided before the equipment is purchased in an amendment." a. AMEND BEFORE YOU SPEND!!!
10.	Amendments are required when: <ul style="list-style-type: none"> • There is a significant change in program scope (e.g., adding a new component - summer school); or • The grantee intends to budget for more available funds (i.e., federal carryover); or • The expected expenditures exceed the ISBE expenditure variance of 10 percent or \$1,000 per an object total, whichever is greater without going over the total budget; or • The grantee adds a new expenditure item. DUE: No later than 30 days prior to the end of your grant end date.
11.	New this year is the cost sharing page for all eGMS grants. You will simply check the "NO" box on this page as it does not apply to the CTE Consolidated Application but would apply to the METT Continuation grant.

TENTATIVE CTE GRANT RELEASE DATE: Week of June 9, 2025, with PC meetings with EFE Directors scheduling for the week of June 23-27, 2025.

"NEW" MANDATORY EFE DIRECTORS MEETINGS for FY26 grantees: October 7, 2025 @EFE North Host Site TBD and April 8, 2026 @ISBE Springfield in person; quarterly online/in person at IACTE/Connections Conferences with ISBE principal consultants.