

# **Career and Technical Education Equipment Grant – Guidelines**

**July 2013**

**ROUND - TWO**



**COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF EDUCATION**

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## **Introduction**

### **A. Background**

The Pennsylvania Department of Education (PDE) is focused on improving career and technical education programs by improving the academic and technical proficiency of students.

The technical proficiency goal is to ensure that students are trained on equipment that is found, or will be found, in that industry in the future, and to help students obtain, or be eligible to obtain, an industry credential. Career and technical education programs must align with industry standards and credentials.

The Career and Technical Education Equipment Grant will advance the technical proficiency goal by allowing for the purchase of up-to-date instructional equipment. This is a competitive grant, which focuses on industry relevance and requires a dollar-for-dollar local match of funds.

### **B. Purpose**

The purpose of the Career and Technical Education Equipment Grant program is to purchase equipment for programs that meet industry standards. Grants must be used to purchase equipment for the purpose of training students (i.e., hands-on use of the equipment) in approved career and technical education programs. The career and technical education programs must align with the following Pennsylvania targeted industry cluster areas and the specific high-priority jobs within each cluster area:

- Advanced Materials and Diversified Manufacturing
- Agriculture and Food Production
- Bio-Medical Industry
- Building and Construction
- Business and Financial Services
- Energy Industry
- Health Care
- Information and Communication Services
- Logistics and Transportation
- Lumber Wood and Paper

The 2013 Regional High Priority Occupations, and a complete list of all Standard Occupational Classification and Classification of Instructional Program codes, can be found on the Pennsylvania Workforce Development's website

<http://www.portal.state.pa.us/portal/server.pt?open=514&objID=575079&mode=2>

## C. High Priority Occupations Clarification

In 2005, Pennsylvania’s workforce development system identified high priority occupations based on state and federal labor market data. High priority occupations are specific occupations that are in demand by employers in Pennsylvania, require higher level skills and provide family-sustaining wages. The Pennsylvania Department of Labor and Industry’s statewide high priority occupations are a subset of the occupations listed in the 2004 publication, *Pennsylvania’s Targeted Industry Clusters*.

The statistical analysis that identified statewide high priority occupations could not capture unique regional and local differences in Pennsylvania’s workforce. Therefore, a system was developed for local workforce investment boards to petition annually for occupations to be added to the statewide high priority occupation list. Both the 2013 statewide and regional high priority occupation lists are available on the [Pennsylvania Workforce Development website or http://www.portal.state.pa.us/portal/server.pt?open=514&objID=575079&mode=2](http://www.portal.state.pa.us/portal/server.pt?open=514&objID=575079&mode=2)

All Career and Technical Education Equipment Grant proposals must identify: the Classification of Instructional Programs Code and Classification of Instructional Programs name of each program for which equipment is being requested; the local name of the program; the related Standard Occupational Classification Code, as identified on the official *Classification of Instructional Programs/Standard Occupational Classification crosswalk*; the high priority occupation name; whether the occupation is listed on the statewide or regional high priority occupation list; and the workforce investment area.

### High Priority Occupations Chart

CIP Code	CIP Name	Local Program Name	Related SOC Code	High-Priority Occupation Name	Statewide High-Priority Occupations List (Yes/No)	Regional High-Priority Occupations List (Yes/No)	Workforce Investment Area

## D. Objectives

Prospective applicants must address each of the following objectives:

- 1. High Priority Occupation Alignment and Inclusion of Industry Standards**  
Enhance and update specific career and technical education programs to meet industry standards through update curriculum, professional development and state-of-the-art equipment. The proposal must be linked to one of the identified Pennsylvania targeted industry clusters and a specific high priority occupation.
- 2. Increasing Industry Credentials**  
Improve the quality of career and technical education provided to students, in order to enhance the occupational and academic knowledge and skills required to successfully perform in the industry. Students will gain industry credentials, or be eligible to sit for credentialing exams, which allows for career mobility by enhancing lateral and upward career moves. Prospective applicants must list the projected increase in technical skill attainment and the projected increase in industry certifications of students as a result of all new equipment.
- 3. Curriculum Revisions and Alignment to Pennsylvania Academic Standards**  
Curriculum revisions, which are needed to incorporate the newly purchased equipment, must be completed within the proposed grant year. Revisions must include identification of Pennsylvania academic standards and the development of assessment items related to those academic standards. Prospective applicants must provide a proposal which provides a plan to accomplish the necessary revisions and provide a projection of how this will increase achievement on state assessments.
- 4. Industry Partnerships**  
Career and technical education students benefit greatly from partnerships with business, industry, labor and community groups. Such partnerships ensure industry-focused training which meets the human capital strategy. Therefore, the Workforce Investment Board and the Occupational Advisory Committee must provide input on the proposal **and a letter of support from the Workforce Investment Board must be sent to John Bonchalk** at PDE (contact information on page 21).
- 5. Professional Development**  
The integration of Pennsylvania academic assessment anchors and occupational skills, which meet industry standards, can be enhanced through professional development programs for career and technical education instructors (e.g., participation in PDE's designated professional development activities).

## **E. Action Plan**

Applicants must describe how the objectives of the Career and Technical Education Equipment Grant will be implemented in the action plan by outlining: (a) how the objectives are being met; and (b) how the equipment will lead to increased student technical skill attainment. The action plan must provide detailed descriptions and outline detailed steps in the narrative.

## **F. Definition of Equipment**

An equipment item is an instrument, machine, apparatus or set of articles that meets all of the following criteria:

1. It will be used to teach skills and/or provide information directly to career and technical education students;
2. It costs \$3,000 or more per unit;
3. It retains its original shape, appearance and character with use;
4. It does not lose its identity through fabrication or incorporation into a different, or more complex, unit or substance;
5. It is nonexpendable, which means that if the item is damaged or some of its parts are lost or worn out, it is more feasible to repair the item than to replace it with an entire new unit; and
6. Under normal conditions of use, including reasonable care and maintenance, it can be expected to serve its principal purpose for more than a 12 month fiscal period.

## **Administrative Provisions**

### **A. Entities Eligible for Funding**

1. Area vocational-technical schools and career and technical education centers that operate programs approved by PDE.
2. School districts with eight or more approved career and technical education programs (two of which are trade and industrial programs) or school districts offering approved vocational agriculture education programs.

### **B. Requirements for Funding**

Each competitive grant will be awarded by PDE on a matching basis (one state dollar for every local dollar). The local match can be supported by either local school funds or contributions from business and industry partners. Federal or state funds may not be used in the local match amount, and discounts by a vendor or manufacturer are not an eligible match. The match must be for the equipment being purchased through this proposed grant. In addition, a local match must meet the criteria for equipment and must be approvable for a high priority occupation. Non-monetary donations used as a match must be appraised by a licensed professional and must be notarized. A copy of the notarized appraisal must be sent to John Bonchalk at PDE (contact information on page 21) prior to receiving final grant approval and the appraisal must be available to PDE's staff during site visits.

Equipment purchased must meet industry standards and be associated with industry skills credentialing. For example, the National Automotive Technicians Education Foundation (NATEF) identifies equipment necessary to receive NATEF recommendation as a technician-training program for certification or accreditation by Automotive Service Excellence. The table that follows includes examples of industry recognized certifications. For further information or other examples of industry recognized certifications, refer to the *Industry-Recognized Certifications for Career and Technical Education Programs*, which is available on PDE's website at [www.education.state.pa.us/industryrecognizedcte](http://www.education.state.pa.us/industryrecognizedcte) or contact Beth Marshall, in PDE's Bureau of Career and Technical Education, [betmarshal@pa.gov](mailto:betmarshal@pa.gov).

## C. Partial List of National Certification Providers 2012

Air Conditioning and Refrigeration Institute	Mobile Air Conditioning
American Culinary Federation	National Automotive Technicians Education Foundation
American Design Drafting Association	National Health career Association
American Welding Society	National Institute for Metalworking Skills, Inc.
Equipment and Engine Training Council	National Pork Board
Graphic Arts Education and Research Foundation	National Restaurant Association Educational Foundation
Home Care University	PrintED
Heating Ventilation and Air Conditioning Excellence	The Electronics Technicians Association, International
Microsoft	Certified Web Professional

The 2013 Regional High Priority Occupations and a complete list of all Standard Occupational Classification and Classification of Instructional Program codes can be found at:

[http://www.paworkforce.state.pa.us/portal/server.pt/community/high\\_priority\\_occupations/12910](http://www.paworkforce.state.pa.us/portal/server.pt/community/high_priority_occupations/12910)

## D. Additional Requirements

1. A letter of support from the Workforce Investment Board that indicates the need for the specific equipment.
2. Recipients must participate in Pennsylvania Inspired Leadership (PIL) program and other PDE designed technical assistance activities related to the integration of academics, special education and the use of data to make decisions pertaining to instructional strategies and remedial activities.
3. Completed lessons for career and technical education content areas must follow the lesson plan outline located on PDE's Standard Aligned System (SAS) portal:  
<http://www.pdesas.org/>.

## **E. Allocations**

No eligible institution may be awarded more than \$50,000 or less than \$3,000 per grant award.

Funding is contingent upon availability of funds.

## **F. Rating Form for Equipment Funding**

See next page.

## Rating Form for Equipment Funding

The Pennsylvania Department of Education reviewers WILL USE THE FOLLOWING RATING FORM TO EVALUATE APPLICATIONS. Funding will depend on a composite recommendation of the reviewers as well as availability of funds.

**Refer to the Equipment Grant Scoring Rubric on pages nine and ten for a description of maximum, partial and zero point awards.**

Applicant: \_\_\_\_\_

Reviewer: \_\_\_\_\_

	Maximum Points	Awarded Points
1. <b>High Priority Occupations:</b> The equipment to be purchased is directly related to a high priority occupation listed under one of the identified targeted industry clusters.	15	_____
2. <b>Industry Standards:</b> Equipment purchases are aligned with national industry standards or industry skills credentialing. The proposal provides a clear and succinct description of the connection between the equipment, industry standards and certifications. The proposal provides a projection of a significant increase in industry credentialing and student achievement on technical assessments upon completion of a program.	10	_____
3. <b>Curriculum Revisions:</b> Curriculum revisions which are needed to incorporate the newly purchased equipment must be completed within the proposed grant year. Revisions include identification of Pennsylvania academic standards and the development of assessment items related to those academic standards. The proposal provides a plan to accomplish the revisions and provide a projection of how this will increase achievement on state assessments.	20	_____
4. <b>NOCTI:</b> 2012-13 NOCTI scores increase over 2011-12.	5	_____
5. <b>Industry Credentials:</b> Any increase in the number of students obtaining industry credentials and/or eligible to sit for the credentialing exam.	15	_____
6. <b>Industry Partnerships:</b> Partnerships and linkages are evident by the support and input received toward the equipment purchase and resulting curriculum changes. The Workforce Investment Board has provided a letter of support. The program Occupational Advisory Committee has identified the equipment purchase as necessary.	10	_____
7. <b>Professional Development:</b> The integration of Pennsylvania academic assessment anchors and occupational skills to meet industry standards is enhanced through a professional development program for faculty (e.g., participation in Pennsylvania Department of Education-designated professional development activities).	5	_____
8. <b>Faculty Training:</b> The faculty using the purchased equipment is trained on the use of the new equipment.	10	_____
9. <b>Budget Expenditures:</b> The budget expenditures are related to the grant objectives.	5	_____
10. <b>Comprehensive Plan:</b> The activities demonstrate a comprehensive plan that can accomplish the objectives.	5	_____
<b>TOTAL SCORE:</b>	<b>100</b>	_____

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## Equipment Grant Scoring Rubric

The Pennsylvania Department of Education’s reviewers will use the following rubric to determine points awarded for equipment grants.

Category	Exceptional	Above Average to Below Average	Incomplete Information
<b>1) High Priority Occupations</b>	The equipment requested directly relates to Labor and Industry’s high priority occupation listing and the grant proposal describes this relationship. <b>(15-11)</b>	The equipment requested directly relates to Labor and Industry’s high priority occupation listing, but the relationship is not explained. <b>(10-6)</b>  The equipment requested only indirectly relates to a high priority occupation. <b>(5-1)</b>	The equipment grant proposal does not identify any high priority occupation. <b>(0)</b>
<b>2) Industry Standards</b>	The proposal identifies national industry standards or an industry-recognized certification that aligns with the equipment request, and the grant proposal describes this relationship. <b>(10-6)</b>	The equipment purchase request is only indirectly related to national industry standards or an industry-recognized certification. <b>(5-1)</b>	The equipment grant proposal does not identify national industry standards or an industry-recognized certification. <b>(0)</b>
<b>3) Curriculum Revisions</b>	The grant proposal describes how curriculum revisions integrate Pennsylvania academic standard assessment anchors, technical standards and that the integration will be completed within the proposed grant year. <b>(20-11)</b>	The grant proposal mentions that curriculum revisions will occur over the proposed grant year, but does not describe a plan of action or address integration of Pennsylvania academic standards. <b>(10-1)</b>	The grant proposal does not identify how curriculum revisions will be addressed or completed within the proposed grant year. <b>(0)</b>
<b>4) NOCTI</b>	2011-12 and 2012-13 scores listed – show increase. <b>(5)</b>	No scores listed – only mentions increase. <b>(3)</b>	No scores listed – no mention of increase. <b>(0)</b>
<b>5) Industry Credentials</b>	Specific industry credentials are identified for the program associated with the requested equipment. In a case where no industry-recognized certification exists, a plan is in place to identify a certification. Submitted projected	The industry certification is mentioned, but does not lead to career mobility, which enhances lateral and forward career moves. Mentions increasing credentials, but no projected increase in the number of students who will earn	The grant proposal does not identify a specific industry-recognized credential or describe a plan to identify a relevant certification. <b>(0)</b>

	increase in the number of students who will earn industry credentials. <b>(15-8)</b>	credentials. <b>(7-1)</b>	
<b>6) Industry Partnerships</b>	The grant proposal describes business and industry partnerships in the program associated with the requested equipment purchase. Workforce Investment Board and Occupational Advisory Committee recommendations are provided. <b>(10-6)</b>	The grant proposal mentions business and industry partnerships in the program associated with the requested equipment purchase, but does not provide any detail. <b>(5-1)</b>	The grant proposal does not identify any partnerships for the program associated with the equipment grant. <b>(0)</b>
<b>7) Professional Development</b>	A professional development program that ensures integration of Pennsylvania academic standards assessment anchors and occupational skills are in place, and are fully described in the grant proposal. <b>(5-3)</b>	A professional development program that ensures integration of Pennsylvania academic standards and occupational skills is planned, and mentioned in the grant proposal, but details are not provided. <b>(2-1)</b>	The grant proposal does not mention a professional development plan, or the integration of academic and occupational skills to meet industry standards. <b>(0)</b>
<b>8) Faculty Training</b>	Professional development, which focuses on training faculty to use the purchased equipment, is part of the action plan. <b>(10-6)</b>	Training of faculty to use the purchased equipment is not part of the action plan, but is mentioned in the narrative. <b>(5-1)</b>	Training of faculty on the use of purchased equipment is not planned. <b>(0)</b>
<b>9) Budget Expenditures</b>	The requested equipment is directly related to the grant objectives. The grant proposal meets the requirements for funding and the local match is evident. <b>(5-4)</b>	Use of allotted funds partially meets the requirements for funding, including the local match. <b>(3-1)</b>	The use of the grant award is not related to the requirements for funding and local match is not evident. <b>(0)</b>
<b>10) Comprehensive Plan</b>	Each of the objectives is addressed. Goals are identified for each objective and outcomes are measurable. <b>(5-4)</b>	One objective is addressed. Goals are identified for the objective and outcomes are identified, but not measurable. <b>(3-1)</b>	One objective is addressed. Goals are not identified. Outcomes are not identified. <b>(0)</b>

## **General Information**

### **A. Application Deadline**

Eligible grant recipients must submit their proposal to PDE by 5 p.m. on February 21, 2014.

### **B. How to Apply**

Individuals are required to apply for the competitive Career and Technical Equipment Grant through the online, eGrant system which can be accessed at:

[http://www.education.state.pa.us/portal/server.pt/community/grants\\_and\\_subsidies/7207/egrants/539108](http://www.education.state.pa.us/portal/server.pt/community/grants_and_subsidies/7207/egrants/539108)

### **C. Reasons for Disqualification**

Applications from non-eligible agencies will be disqualified. Eligible agencies that are not developing or operating eligible programs, or offering services to eligible students will also be disqualified.

### **D. Reasons for Failure of Applications to be Funded**

1. Insufficient score (less than 80 points) on the quality review.
2. Failure to have submitted required lesson plan(s) from previous equipment grant awards.
3. Limitations of funding.
4. Contractor is identified as not being responsible due to delinquent tax debt, criminal activity or other conditions specified in the State Contractor Responsibility Program (see Management Directive 215.9, amended Oct. 15, 2010).
5. Failure to submit a properly completed 2012-13 final performance report, which was due July 15, 2013.

### **E. Notification of Application Approval and Formal Contract**

PDE acknowledges an approvable application by sending the eligible recipient a notification via the eGrant messaging system. This notification is the interim approval pending full review and execution of the rider. This notification establishes the beginning date for obligating funds for the project.

When notified via the eGrant messaging system that a project is substantially approvable, a copy of the appropriate contracting document will be available online to print, sign and send to John Bonchalk at PDE (contact information on page 21). The project number, as well as the total amount of funds and the beginning and ending date of the project will appear on the grant

agreement. **NOTE:** The substantial approval date will be the start date on the grant agreement. If the agreement is printed prior to receiving a substantial approval notice, it may not have the correct start date and will be rejected. Additionally, further processing of the application will stop until the correct agreement is received. The contact person's email address must be correct and updated (click on Confirm Project Information on the eGrant main menu screen).

The chief school officer must sign and date the grant agreement or contract document and send the document (in paper form) to John Bonchalk at PDE (contact information on page 21). Individuals authorized to sign contracts or agreements are as follows:

- A career and technical center or area vocational technical school's director, or superintendent of record
- A school district's superintendent

## **F. Justification and Intent to Receive Funding**

All applicants must submit an eGrant application, completing all sections detailing justification for receiving a Career and Technical Education Equipment Grant.

Proposals must include:

1. Regional labor market data that justifies a program in this career field;
2. Evidence that the equipment requested in the proposal is appropriate to the technology currently or prospectively used in this field;
3. Plans to update curriculum to incorporate training with the newly purchased equipment. Curriculum should also be aligned with business and industry standards as well as Pennsylvania academic standards assessment anchors into the career and technical education planned courses;
4. A description of professional development offered to staff that will complement the program at the local level and focus on training them to use the new equipment;
5. A description of the industry-based certification(s) that program participants will be eligible for and evidence that this certification(s) is/are relevant to industry demands. The number of students eligible to take the certification exam at the end of the year should also be included;
6. Latest NOCTI scores; and
7. A letter of support from the Workforce Investment Board.

## **G. Eligible Expenditures**

Only equipment that supports student training in the Pennsylvania targeted industry clusters is eligible. The equipment purchased must be used for hands-on training of students. Equipment

claimed for reimbursement, as well as for match, must meet the definition supplied in these guidelines.

## **H. Ineligible Expenditures**

- Motor vehicles
- Refrigerators
- Freezers
- Coolers
- Ice makers

## **I. Matching Requirements**

As part of the Career and Technical Education Equipment Grant the state will share the cost of purchasing equipment in the Pennsylvania targeted industry clusters by paying for one-half of the cost of such equipment.

The local share of the purchase may be actual cash outlay (from a school's budget) or contributions by local entities in the private sector (business and industry partners, foundations or individuals). The matching share must be available prior to submitting an eGrant application.

Equipment purchased with grant funds must be for purchase orders placed on or after the start date (substantially approval date) and ending no later than April 30, 2014. Donated equipment intended to serve as a local match must be received between July 1, 2013 and June 30, 2014.

It is not necessary to divide each purchase into equal state and local shares. The local education agency (LEA) may purchase several items with state funds and other items may be purchased with local funds, or donated, as long as the matching share is met and the matching share is in an eligible targeted industry cluster. Donated equipment used as a match must be either new equipment or state-of-the-art (as indicated in the Occupational Advisory Committee minutes). Donated equipment is valued at current per unit market value and must be appraised by a licensed professional. A copy of the notarized appraisal must be sent to John Bonchalk at PDE (contact information on page 21) prior to receiving final approval and the appraisal must be available to PDE staff during site visits.

## **J. Record Keeping and Safeguarding of Equipment**

LEAs are required to keep records of equipment purchases, including the equipment description, date of purchase, serial number, the location of the equipment and the purchase price. Equipment should be tagged to identify the source of funds used for the purchase and cross-referenced to the equipment inventory.

PDE manages the allocation and uses of funds related to the Career and Technical Education Equipment Grant. Correspondence concerning this grant should be addressed to John Bonchalk at PDE (contact information on page 21).

## General Administrative Provisions

### A. Contracts, Memoranda of Understanding and Grant Agreements

The term “agreement” used below means any of the previous contract formats.

1. Agreements for funding between the Pennsylvania Department of Education (PDE) and the eligible recipient are in the form of a binding agreement. This grant agreement will be in the form of a standard contract, a memorandum of understanding or a grant agreement, depending on the type of eligible recipient. The appropriate agreement will be made available for printing and signing when an application is received and PDE reviewer assigns the effective start date.

2. Authorized signatures on agreements are:

Type of Eligible Recipient	Authorized Signature
Area Vocational Technical Education School/Career and Technical Center	Director or Superintendent of Record
School Districts	Superintendent

3. Changes to the agreement language are not recommended. Any change will require the review and approval by PDE’s Office of Chief Counsel and will cause delays in approving the agreement.
4. The duration of the project will appear on the agreement when it is printed. The start date is determined by the date that the application was received by PDE in substantially approvable form.
5. After a complete review and approval by PDE and the Pennsylvania Comptroller’s Office, an approved and fully executed agreement will be returned to the eligible recipient.

### B. Classification of Expenditures

Equipment requested must be used to implement the activities described in the project. Each application **must** contain an itemized budget of **all** planned expenditures with dollar amounts. Reimbursable costs are limited to the **eligible expenditures** identified in each function/object.

The itemized budget must be separated into various functions and objects in accordance with the *Pennsylvania School Accounting Manual*. Not all functions/objects are allowable budget categories for career and technical education projects. See individual guidelines for allowable functions/objects. The following is a listing and explanation of the functions and objects:

## **Functions**

Instruction (1000) – Includes all activities dealing directly with the interaction between teachers or support personnel, and students including paraprofessionals, aides or tutors who assist students.

## **Objects**

Equipment - Object 700

Equipment must be necessary to meet project objectives. Eligible recipients must also identify the program and site for which equipment is being purchased.

- a) Purchases of new or replacement instructional equipment are to be listed by cost, number and types of equipment.
- b) An equipment item is any instrument, machine apparatus or set of articles that meet all of the following criteria:
  - It will be used to teach skills or provide information directly to career and technical students;
  - It costs \$3,000 or more per unit;
  - It retains its original shape, appearance and character with use;
  - It does not lose its identity through fabrication or incorporation into a different, or more complex, unit or substance;
  - It is nonexpendable, which means that if the item is damaged or some of its parts are lost or worn out, it is more feasible to repair the item than to replace it with an entirely new unit; and
  - Under normal conditions of use, including reasonable care and maintenance, it can be expected to serve its principal purpose for more than a 12-month fiscal period.

All budget figures must be rounded to the nearest dollar.

## C. Utilization and Control of Funds

1. Period of obligation of funds by eligible recipients—PDE determines the beginning date and period of obligation of each project, relating to the Career and Technical Education Equipment Grant, when the completed application is received in substantially approvable form (a status in Pennsylvania’s eGrants system). PDE acknowledges the completeness of each application through notification on the eGrant system. The period during which funds may be obligated is also included in the agreement. The agreement, printed from an approved eGrant project, will have the beginning and ending dates of the project printed on the document. Obligations shall be in accordance with the following:

<b>If the obligation is for:</b>	<b>The obligation is made:</b>
Acquisition of real or personal property	On the date which the eligible recipient makes a binding written commitment to obtain the property

## D. Funding of Projects

Any competitive funds provided for the Career and Technical Education Equipment Grant shall be paid to the grant recipient in one lump sum, upon final execution of the grant agreement.

## E. Revisions to Approved Projects

1. Requests for approval of revisions to approved projects must be **submitted no later than March 30 of each fiscal year. The eGrant system will not transmit revisions after March 30.**
2. Revisions to approved projects shall be initiated by completing the applicable components of the eGrant application online. No revisions may be made until a project has final approval.
3. A project revision must be submitted if any changes are requested in equipment items (either new, substitutions or quantity changes).

## F. Final Expenditure Reports

1. All grant recipients are required to submit their final expenditure reports electronically using PDE’s eGrant website. If an electronic copy of the report and signed copy of page one are not submitted, the report will be considered delinquent. Instructions for completing the *Career and Technical Education Grant - Final Expenditure Report* are available on PDE’s website:  
[www.education.state.pa.us/finalexpenditurereports](http://www.education.state.pa.us/finalexpenditurereports)

2. The *Career and Technical Education Equipment Grant - Final Expenditure Report* is due no later than May 16, 2014.
3. PDE will conduct a review of the *Career and Technical Education Equipment Grant - Final Expenditure Report* for completeness, accuracy and budget compliance. Approved reports are forwarded to the Comptroller's Office for closure and final payment. Reports found to be incomplete or incorrect are returned to the recipient for further explanation or correction.
4. Costs found to be unallowable will be deducted from the total expenditures claimed and will either be subtracted from the final payment or requested as a refund. The recipient has the right to request a reconsideration of any disallowed costs. Upon receipt (under item #8) of notification of a disallowance, a recipient may write to PDE at the address below and request reconsideration by explaining the reason for the request. Any documentation that will substantiate the recipient's request should accompany the letter. A notification will be sent to the recipient regarding PDE's decision. If the recipient is dissatisfied with the response, a request for further reconsideration may be sent to:

Pennsylvania Department of Education  
Dr. Lee Burket, Director  
Bureau of Career and Technical Education  
333 Market Street, 11<sup>th</sup> Floor  
Harrisburg, PA 17126-0333

5. If circumstances prevent timely submission of the report, approval for an extension of time must be requested in writing to PDE at the address listed above (under item #4).
6. PDE reserves the right to stop any, and all, payments of state and federal funds from any source due to a recipient's failure to submit the *Career and Technical Education Equipment Grant - Final Expenditure Report*. If a recipient fails to submit a *Career and Technical Education Equipment Grant - Final Expenditure Report*, even after notification of delinquency, PDE may require the recipient to return all funds advanced under the project.
7. Any omission in, or corrections to, the initial submission may be made by submitting a revised *Career and Technical Education Equipment Grant - Final Expenditure Report*. A revised *Career and Technical Education Equipment Grant - Final Expenditure Report* must be submitted no later than four months after the original due date.
8. Even though the *Career and Technical Education Equipment Grant - Final Expenditure Report* will be submitted online; print a copy of page one, obtain an original signature from the chief school administrator and mail to:

Pennsylvania Department of Education  
Bureau of Career and Technical Education  
Attn. Janelle Smith  
333 Market Street, 11<sup>th</sup> Floor  
Harrisburg, PA 17126-0333

It is not necessary to send page two to PDE, since it can be printed from the eGrant system.

9. A check for any unused funds must accompany page one and should be made payable to the Commonwealth of Pennsylvania.
10. Questions concerning the completion of the *Career and Technical Education Equipment Grant - Final Expenditure Report* should be directed to Janelle Smith, at PDE, through the contact information above (under item #8) or 717.783.6990 or [janelsmith@pa.gov](mailto:janelsmith@pa.gov).

## **G. Record Keeping**

1. Each eligible recipient must retain records of grant activities for at least six years after completion of the activity for which grant funds were used. Equipment records shall be maintained for six years after the disposition, transfer or replacement of the equipment. In the event of an audit, the six-year record retention may be extended until the final resolution of the audit or until the end of the regular six-year period, whichever is longer. The state records retention regulations are mandated for at least six years and can be found in the Pennsylvania School Code of 1949 (24 PS§5-518).
2. Each eligible recipient is required to maintain adequate records to provide full disclosure of grant expenditures. Such records include purchase orders, invoices, payroll records, time and service function records in support of payroll, bid solicitations, contracts and checks issued.

## H. Equipment – Inventory, Usage and Disposition

State and local governments, secondary and postsecondary institutions, and nonprofit organizations shall adhere to PDE's General Administrative Regulations including:

- Title to equipment vests upon acquisition to the grantee or subgrantee respectively;
- Equipment will be used by the LEA in the program for which it was purchased for as long as it is needed. When no longer needed for the original program, the equipment may be used in other activities currently or previously supported by state funds;
- The LEA shall also make equipment available for use in other programs currently, or previously, supported with state funds as long as such usage does not interfere with the purpose for which it was purchased. Preference should be given to programs funded by the awarding agency;
- Equipment acquired with grant funds may not be used to provide services for a fee to compete unfairly with private companies that provide equivalent services;
- When acquiring replacement equipment, the recipient may use the equipment as trade-in toward the cost of replacement equipment;
- The recipient must maintain inventory reports that include a description of the piece of equipment, manufacturer's serial number, project number, acquisition date, percentage of state participation in cost, location and condition, unit acquisition cost and ultimate disposition information. A physical inventory must be taken every two years;
- A control system must be in place to safeguard the equipment; and
- Disposition: When equipment is no longer needed for the original project or program, or for activities previously or currently supported with state funds, the equipment disposition is made as follows: (a) items with a current per-unit fair market value of less than \$5,000 may be retained, sold or otherwise disposed of with no further obligation to PDE; and (b) items with a current per-unit fair market value in excess of \$5,000 may be retained or sold, and the awarding agency shall have the right to an amount calculated by multiplying the current market value or proceeds of the sale by percentage of the awarding agency's share in the original purchase.

**NOTE:** See sample – next page

## Sample

School Name \_\_\_\_\_

Contact Person \_\_\_\_\_

### Equipment Inventory

<b>Description</b>	<b>I.D. Number</b>	<b>Funding Source</b>	<b>Owner</b>	<b>Date Acquired</b>	<b>Cost</b>	<b>Percentage Federal</b>	<b>Location/Room #</b>	<b>Condition</b>	<b>Disposal</b>
Robotic Arm	12345678	Perkins 380-04-4019	Career Center	8/19/05	\$12,750	100	Transportation	New	
Laser Printer	56789	General Budget	Career Center	1/2/99	\$5,000	100	Drafting	Poor	Parts salvaged / remainder trashed

## Career and Technical Education Equipment Grant – Final Performance Report Instructions

1. **Signature Page (page 22):** Include the title of the project, name of school, amount funded, contact person and signatures, as required.
2. **Executive Summary (maximum one page):** Include best practices, activities that should be considered for replication, number of students/instructors involved, examples of how equipment purchased prepared, or will prepare, students for the workforce or higher education, and outstanding findings or outcomes. Executive summaries will be considered for publication on the Pennsylvania Department of Education’s (PDE) website.
3. **Procedures:** List procedures used to complete the objectives.
4. **Conclusion:** Explain how the program will be reviewed and updated annually and how student achievement is measured. Indicate levels of progress for student achievement.
5. **Documentation of Industry Certification(s):** Describe how this has been accomplished and enclose one copy of each industry certification available.

Attach your report to the signed signature page and return to John Bonchalk at PDE (contact information below).

6. **T-charts and Lessons Plans:** For each program funded, a complete original math T-chart or lesson plan must be electronically submitted by July 15, 2014. For examples of the required T-charts go to the Math Council website: [www.education.state.pa.us/mathcouncil](http://www.education.state.pa.us/mathcouncil)

All program submissions must be sent to:

Pennsylvania Department of Education  
Bureau of Career and Technical Education  
John Bonchalk, Career and Technical Education Advisor  
333 Market Street, 11<sup>th</sup> Floor  
Harrisburg, PA 17126-0333  
(717) 772-4853  
[jbonchalk@pa.gov](mailto:jbonchalk@pa.gov)

**Reports are due no later than July 15, 2014. LEAs not submitting this report by the due date will be unable to complete eGrant applications for any future discretionary grant funding.**

Sample



**pennsylvania**  
DEPARTMENT OF EDUCATION

**Career and Technical Education Equipment Grant -  
Final Performance Report**

**Fiscal Year 2013 – 14**

**Signature Page**

Contact Person \_\_\_\_\_  
Title \_\_\_\_\_  
Phone \_\_\_\_\_  
Fax \_\_\_\_\_

Contract Number \_\_\_\_\_  
Amount \_\_\_\_\_  
Agency \_\_\_\_\_  
Contact Person's Email \_\_\_\_\_

Person Completing Report \_\_\_\_\_  
Signature

Date \_\_\_\_\_

Chief Administrator \_\_\_\_\_  
Signature

Date \_\_\_\_\_

**For PDE Use**

PDE Reviewer \_\_\_\_\_

Date \_\_\_\_\_

PDE Supervising Reviewer \_\_\_\_\_

Date \_\_\_\_\_

The 2014-15 Career and Technical Education Equipment Grant application will not be considered for funding until PDE receives the 2013-14 *Career and Technical Education Equipment Grant - Final Performance Reports* from LEA's who received funds during the 2013-14 fiscal year.