

**CONNECTICUT STATE DEPARTMENT OF EDUCATION  
Career and Technical Education (CTE)**

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**Carl D. Perkins ED 114 and Budget Narrative  
Secondary and Postsecondary Education  
2014-15**

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Carl D. Perkins Career and Technical Education  
Improvement Act of 2006  
Public Law 109-270

**Due: June 6, 2014**

**Academic Office  
Hartford, Connecticut**

**Carl D. Perkins Grant  
Secondary and Postsecondary  
ED 114 and Budget Narrative**

Each district/community college must complete the ED 114 utilizing the 2013-14 Perkins grant allocation, which will serve as the preliminary grant allocation until the 2013-14 allocations become final. The state will make adjustments to the 2013-14 budgets to reflect the final allocations.

The ED 114 should be entered and certified on the State Prepayment Grant System. Instructions to enter the ED 114 on the grant system can be found on page 13. Two hard copies of the budget narrative and the ED 114 should be mailed to the Connecticut State Department of Education (CSDE) by **Friday, June 6, 2014**, to:

**Secondary:**

June S. Sanford  
Chief, Bureau of Curriculum, Instruction and Assessment  
Connecticut State Department of Education  
Academic Office  
165 Capitol Avenue, Room 215  
Hartford, CT 06106

**Postsecondary:**

Lori Matyjas  
Postsecondary Grant Manager  
Connecticut State Department of Education  
Academic Office  
165 Capitol Avenue, Room 215  
Hartford, CT 06106

<b>GRANTEE NAME:</b>		<b>VENDOR CODE:</b>
<b>GRANT TITLE: CARL D. PERKINS CAREER AND TECHNICAL EDUCATIONAL IMPROVEMENT ACT OF 2006</b>		
<b>PROJECT TITLE: SECONDARY BASIC GRANT</b>		
<b>CORE-CT CLASSIFICATION: FUND: 12060</b>		<b>SPID: 20742 PROGRAM: 84010</b>
<b>BUDGET REFERENCE: 2015</b>		<b>CHARTFIELD1: 170002</b> <b>CHARTFIELD2:</b>
<b>GRANT PERIOD: 7/1/2014 - 6/30/2015</b>		<b>AUTHORIZED AMOUNT: \$</b>
<b>AUTHORIZED AMOUNT by SOURCE:</b>		
<b>LOCAL BALANCE: \$</b>		<b>CARRY-OVER DUE:\$</b>
		<b>CURRENT DUE: \$</b>
<b>CODES</b>	<b>DESCRIPTIONS</b>	<b>BUDGET</b>
111A	ADMINISTRATOR/SUPERVISOR SALARIES	
111B	TEACHERS	
112A	EDUCATION AIDES	
112B	CLERICAL	
119	OTHERS	
200	PERSONAL SERVICES-EMPLOYEE BENEFITS	
321	TUTORS	
322	IN SERVICE	
323	PUPIL SERVICES	
330	OTHER PROFESSIONAL TECHNICAL SERVICES	
510	PUPIL TRANSPORTATION	
580	TRAVEL	
590	OTHER PURCHASED SERVICES	
611	INSTRUCTIONAL SUPPLIES	
641	TEXTBOOKS	
700	PROPERTY	
940	INDIRECT COSTS	
	TOTAL	
XANR	AGRICULTURE AND NATURAL RESOURCES	
XAVC	ARTS, AUDIO VIDEO TECH, AND COMM. SERVICES	
XBAS	BUSINESS AND ADMIN. SERVICES	
XCON	CONSTRUCTION	
XETS	EDUCATION AND TRAINING SERVICES	
XFS	FINANCIAL SERVICES	
XHS	HEALTH SERVICES	
XHSS	HUMAN SERVICES	
XHT	HOSPITALITY & TOURISM	
XITS	INFO. TECH. TELECOM. SERVICES	
XLP	LEGAL AND PROTECTIVE SERVICES	
XMAN	MANUFACTURING	
XPAG	PUBLIC ADMINISTRATION/GOVERNMENT SERVICES	
XSRT	SCIENTIFIC RESEARCH, ENGR. AND TECH SVCS.	
XTDL	TRANSPORTATION, DIST. AND LOGISTICS SVCS.	
XWRS	WHOLESALE/RETAIL SALES AND SERVICES	

\_\_\_\_\_ ORIGINAL REQUEST DATE

\_\_\_\_\_ REVISED REQUEST DATE

\_\_\_\_\_  
STATE DEPARTMENT OF EDUCATION  
PROGRAM MANAGER AUTHORIZATION

\_\_\_\_\_  
DATE OF  
APPROVAL

<b>GRANTEE NAME:</b>		<b>VENDOR CODE:</b>
<b>GRANT TITLE: CARL D. PERKINS CAREER AND TECHNICAL EDUCATIONAL IMPROVEMENT ACT OF 2006</b>		
<b>PROJECT TITLE: POSTSECONDARY BASIC GRANT</b>		
<b>CORE-CT CLASSIFICATION: FUND: 12060</b>		<b>SPID: 20742 PROGRAM: 84011</b>
<b>BUDGET REFERENCE: 2015</b>		<b>CHARTFIELD1: 170002 CHARTFIELD2:</b>
<b>GRANT PERIOD: 7/01/2014- 6/30/2015</b>		<b>AUTHORIZED AMOUNT: \$</b>
<b>AUTHORIZED AMOUNT by SOURCE:</b>		
<b>LOCAL BALANCE: \$</b>		<b>CARRY-OVER DUE:\$ CURRENT DUE: \$</b>
<b>CODES</b>	<b>DESCRIPTIONS</b>	<b>BUDGET</b>
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**ED 114 Budget Form Object Code Descriptions and Budget Narrative**

<b>Code</b>	<b>Object</b>	<b>Amount</b>
111A	<p>Administrator/Supervisor Salaries                      Amounts paid to administrative employees of the grantee not involved in providing direct services to pupils/clients. Include all gross salary payments for these individuals while they are on the grantee payroll, including overtime salaries or salaries paid to employees of a temporary nature.</p>	
111B	<p>Teachers                      Salaries for employees providing direct instruction/counseling to pupils/clients. This category is used for both counselors and teachers. Include all salaries for these individuals while they are <u>on the grantee payroll</u>, including overtime salaries or salaries of temporary employees. Substitute teachers or teachers hired on a temporary basis to perform work in positions of either a temporary or permanent nature are also reported here. Tutors or individuals whose services are acquired through a contract are not included in the category. A general rule of thumb is that a person for whom the grantee is paying employee benefits, and who is on the grantee payroll, is included; a person who is paid a fee with no grantee obligation for benefits is not.</p>	
112A	<p>Education Aides                      Salaries for grantee employees who assist staff in providing classroom instruction. Include all gross salaries for these individuals while they are on the grantee payroll, including overtime salaries or salaries of temporary employees.</p>	
112B	<p>Clerical                      Salaries for grantee employees performing clerical/secretarial services. Include all gross salaries for these individuals while they are on the grantee payroll, including overtime salaries or salaries of temporary employees.</p>	

Code	Object	Amount
119	<p>Other Salaries for any other grantee employee not fitting into objects 111A, 111B, 112A or 112B. Include the gross salaries for these individuals, including overtime salaries or temporary employees. Included in this category can be janitorial personnel costs, grant activity coordinators' salaries and food service personnel.</p>	
200	<p>Personal Services - Employee Benefits Amounts paid by the grantee on behalf of the employees whose salaries are reported in objects 111A, 111B, 112A, 112B or 119. These amounts are not included in the gross salary but are in addition to that amount. Such payments are fringe benefit payments and, while not paid directly to employees, these payments are nevertheless part of the cost of personal services. Included are the employer's cost of group insurance, social security contribution, retirement contribution, tuition reimbursement, unemployment compensation, and workmen's compensation insurance.</p>	
321	<p>Tutors (Instructional Non-Payroll Services) Payments for services performed by qualified persons directly engaged in providing learning experiences for students. Include the services of teachers and teachers' aides <u>who are not on the payroll of the grantee.</u></p>	
322	<p>In-service (Instructional Program Improvement Services) Payments for services performed by persons qualified to assist teachers and supervisors to enhance the quality of the teaching process. This category includes curriculum consultants, in-service training specialists, etc., who are not on the grantee payroll.</p>	

Code	Object	Amount
323	<p>Pupil Services (Non Payroll Services)  Expense for certified or licensed individuals who are not on the grantee payroll and who assist in solving pupils' mental and physical problems. This category includes medical doctors, therapists, audiologists, neurologists, psychologist, psychiatrists, <u>contracted</u> guidance counselors, etc.</p>	
330	<p>Other Professional/Technical Services  Payments for professional or technical services that are not directly related to instructional activities. Included in this category are payments for data processing, management consultants, legal services, etc. Do not include the cost of an independent auditor.</p>	
510	<p>Pupil Transportation  Expenditures for transporting pupils to and from school and other activities. Such items as bus rentals for field trips and payments to drivers for transporting handicapped children are included in this category.</p>	
580	<p>Travel  Expenditures for transportation, meals, hotel and other expenses associated with <u>staff</u> travel; per diem payments to staff in lieu of reimbursement for subsistence (room and board) are also included.</p>	

Code	Object	Amount
590	<p>Other Purchased Services  All other payments for services rendered by organizations or personnel not on the GRANTEE payroll and not detailed in 510 or 580. These include: Insurance Costs (other than employee benefits) - payments for all types of insurance coverage including property, liability and fidelity; Printing and Binding - publication costs; and Advertisement - any expenditures for announcements in professional publications, newspapers or broadcasts over radio or television including personnel recruitment, legal ads and the purchase and sale of property.</p>	
611	<p>Instructional Supplies  Expenditures for consumable items purchased for instructional use.</p>	
641	<p>Textbooks  Expenditures for textbooks, workbooks, textbook binding and repair.</p>	
700	<p>Property  Expenditures for acquiring fixed assets, including land or existing buildings, improvements of grounds, initial equipment, additional equipment and replacement of equipment. For most grants, only equipment such as computers, duplicating machines, furniture and fixtures is allowable, and the line item description on the budget will read Property/Equipment only. Other items which could be included in this category, if allowable under grant legislation, are expenditures for the acquisition <u>but not the rental</u> of buildings and land. Although cost of materials which resulted in a new or vastly improved structure would also be included</p>	

Code	Object	Amount
	<p>here, the expenditures for the contracted construction of buildings, for permanent structural alterations and for the initial or additional installation of heating and ventilating systems, fire protection systems and other service systems in existing buildings are recorded under object 400 - Purchased Property Services.</p> <p>In accordance with the Connecticut State Comptroller's definition of equipment, included in this category are all items of equipment (machinery, tools, furniture, vehicles, apparatus, etc.) with a value of over <u>\$1,000</u> and the useful life of more than one year.</p>	
940	<p>Indirect Costs  Costs incurred by the grantee, which are not directly related to the program but are a result thereof. Beginning Fiscal Year 1998, grantees must submit indirect cost proposals to the SDE to apply for a restricted and unrestricted rate. Only grantees that have received rate approvals are eligible to claim indirect costs. Please note however, that grantees, who receive the majority of their grant funds other than through the SDE, may use the rate approved by another federal agency.</p>	

## Budget Narrative Instructions

The budget narrative should include a complete description of the expenditure for each of the codes being used and the career pathway/area of concentration/cluster and courses to be funded identified. Refer to the Perkins Budget Buddy at ([http://www.sde.ct.gov/sde/lib/sde/PDF/DEPS/Career/budget\\_buddy.pdf](http://www.sde.ct.gov/sde/lib/sde/PDF/DEPS/Career/budget_buddy.pdf)) in preparing the budget narrative. Also, refer to Prepayment Grants ED 114 System instructions located on Page 13 to enter the budget on the system.

1. Each line item in the budget narrative must identify the school(s) that will receive funds.
2. The budget narrative must stipulate the career pathway/area of concentration and/or cluster and the course(s) being funded. Enter the budget amounts by cluster on the lower portion of the ED 114.
3. Each line item in the budget narrative must give a detailed description of the item(s) that will be purchased, including quantity and unit cost. Personnel should show the number of positions, time involved and hourly rate.
4. No more than 5 percent of the grant may be used for administrative purposes, including approved indirect costs. Only school districts and regional educational service centers that have submitted indirect cost proposals for fiscal year 2013-14 may apply indirect costs.

**Note: There should be evidence that the LEA plans to absorb salary-related costs funded by the Perkins grant within a three-year timeframe.**

5. All school districts that sign on to participate in a consortium shall be active participants and the funds must be used for joint activities only. Funds allocated to a consortium shall be used only for purposes and programs that are mutually beneficial to all members of the consortium and can be used only for programs authorized under this title. Such funds may not be reallocated to individual members of the consortium for the purpose of funding programs and/or activities that benefit only those individual members of the consortium. Consolidate funds requested for all consortium members under the jurisdiction of the fiscal agent.
6. A minimum of 5 percent must be used for CSDE approved professional development activities.
7. Compute all expenditures to the **nearest dollar** by line item. **Do not include cents.**

## **Instructions for Equipment Request Form**

Equipment purchases must be part of an overall program improvement proposal for the career and technical education (CTE) program. Equipment requests must be accompanied by a description of curriculum improvement/development within the program area where the equipment will be used.

In the budget narrative, indicate the amount of funds to be expended on equipment. Single items under \$1,000 should not be charged to equipment in this grant unless they are an integral part of a larger piece of equipment, such as a computer system (these items may qualify as instructional supplies).

**COMPUTERS REGARDLESS OF COST ARE CONSIDERED EQUIPMENT.**

### **Complete the Equipment Request Form as follows:**

- A. Complete all grantee information.
- B. Cluster - Submit a *SEPARATE* equipment form for each cluster. Indicate the career pathway(s) for which equipment is being requested under the indicated cluster. Identify where the equipment will be located.
- C. REQUEST FOR EQUIPMENT - The state program area consultant will review the equipment for appropriateness. Freight and installation costs and instructor training are permissible under this section. Leasing of equipment is allowable under Perkins IV. Equipment requiring accessories to become operational is to be grouped and listed as a single unit.
- D. List only one type of equipment on each line; describe the equipment; give the manufacturer's number, model number, quantity, unit cost, freight, installation (if any) and total cost for each item; state the intended location of equipment and indicate the number of such existing items on hand; and give the estimated number of students who will use the equipment per day.
- E. Add the total cost for all line items and enter the total on the Equipment Request Form.

**Equipment Request Form 2014-15 for  
Carl D. Perkins Secondary/Postsecondary Grantees**

1. Prepare a separate equipment form for each cluster.
2. Single items under \$1,000 should not be charged to equipment (with the exception of computers) unless they are an integral part of a larger piece of equipment. These items may qualify as instructional supplies.

Grantee:	Address:	Date Submitted:
Name of Person Completing Forms: Title:		Telephone:

Cluster: \_\_\_\_\_ Career pathway/area of concentration (under each cluster) for which equipment is being requested.

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Accounting<br><input type="checkbox"/> Agriculture Mechanics<br><input type="checkbox"/> Animal Science<br><input type="checkbox"/> Aquaculture and Marine-Related Technologies<br><input type="checkbox"/> Automotive Technology<br><input type="checkbox"/> Business Management<br><input type="checkbox"/> Certified Nursing Assistant (C.N.A.) | <input type="checkbox"/> Computer Aided Drafting and Design<br><input type="checkbox"/> Computer Information Systems<br><input type="checkbox"/> Cooperative Work Education (C.W.E.)<br><input type="checkbox"/> Early Childhood Education and Services<br><input type="checkbox"/> Marketing Education<br><input type="checkbox"/> Medical Careers Education | <input type="checkbox"/> Natural Resources and Environmental<br><input type="checkbox"/> Nutrition, Food Production and Services<br><input type="checkbox"/> Other Career Pathway<br>Specify: _____<br><input type="checkbox"/> Plant Science<br><input type="checkbox"/> Pre-Engineering Technology<br><input type="checkbox"/> Video Production Systems |
|---|---|---|

**REQUEST FOR EQUIPMENT:** Enter only one type of equipment on a line:

Item No.	Description	QTY	Unit Cost	Freight/Install/ Training Charge	Total Cost	Location of Equipment

**Total Equipment Request: \$** \_\_\_\_\_

**Total Equipment Approved: \$** \_\_\_\_\_

\_\_\_\_\_  
Approved by SDE Consultant                      Date

Original Requested Amount: \_\_\_\_\_

Amended Requested Amount: \_\_\_\_\_

**PREPAYMENT GRANTS ED 114 SYSTEM**  
**Budgets and Grant Award Letters**  
(Rev. 3/2010)

**Grantee Access:**

Grantees have access from the same menu that they currently use to file the monthly ED 111 Cash Management Request and the yearly ED 141 Expenditure Reports.

<https://www.csde.state.ct.us/>

You will be required to enter a first set of passwords to get access to the computer server's initial menu; we call them the "Enter Box" logons. If you are a school district, RESC or Charter School, then the School Business Manager will have the User Name and Password for this menu and the certification codes for the application.

If you are not a school district, RESC or Charter School, then use the initial (Enter Box) User Name (cmed111) and Password used to access the monthly ED 111 system.

From the menu, choose ED 114 Prepayment Grant System. Enter your second ("Application" logons) User Name and Password that you use for the monthly ED 111 system.

Once you log on, choose the newest Fiscal Year. There is an *Instruction Manual for Grantees* that can be printed from the HELP link, which is located on the first screen at the bottom of the list on the left side. For an overview of the most common ED 114 tasks, use the link *Guide for Common ED 114 Tasks and ED 111 Payment Requests—WORD Doc, NEW Mar 2010*, which includes screen prints and instructional highlights; it can be found under the section for General Help on the HELP page.

**System Requirements**

ED 114 is an ASP.NET Web Application that will run best on a computer that has, at a minimum, Microsoft Windows XP with Service Pack 2 and Internet Explorer version 6 or greater installed.

**Grantee Roles and System Explanation**

This System automatically processes the budget from one system user to another based on the role that is assigned to the User Name (logon). The SDE Program Manager decides the role for the grantee. There are three possible actions for the grantee: budget data entry, budget certification, and grant award letter receipt.

For most Perkins grants, the preliminary budget will be available for grantee data entry. The final allocation will be available once calculated by the Bureau of Grants Management. For most discretionary or competitive grants, including the Interdistrict Cooperative grant, the budgets will be entered by the SDE program manager or their staff, and not available for data entry by grantees. Budgets that are awaiting grantee data entry and certification will be listed on the first screen (referred to as the Workbox) when the grantee logs onto the system. The Pending Step will be listed as "1.1 Grantee Certification". Select the grant, enter the detail lines, and save the budget. Return to the workbox, check the grant, enter the superintendent sign off code, move the mouse to "Perform following Batch Update on Selected Budget(s)" and choose "Certify Selected Budget(s) for PM Review". When you complete this step, the budget will leave the Grantee Workbox and move to the SDE Program Manager's Workbox for review and approval.

**For programmatic questions, career pathways content specialists are listed below:**

<p><b>Harold Mackin</b>  Agricultural Science  Technology Education  Tel: 860-713-6779  <a href="mailto:harold.mackin@ct.gov">harold.mackin@ct.gov</a></p>	<p><b>Lee Marcoux</b>  Business and Finance  Technology Education  Tel: 860-713-6768  <a href="mailto:lee.marcoux@ct.gov">lee.marcoux@ct.gov</a></p>
<p><b>Lori Matyjas</b>  Family and Consumer Sciences  Medical Careers  College Career Pathways  Postsecondary Perkins Grant Manager  Tel: 860-713-6785  <a href="mailto:lori.matyjas@ct.gov">lori.matyjas@ct.gov</a></p>	<p><b>Dr. Stephen Hoag</b>  Marketing Education  CTE State Assessment System  Tel: 860-713-6764  <a href="mailto:stephen.hoag@ct.gov">stephen.hoag@ct.gov</a></p>
<p><b>June Sanford</b>  Chief, Bureau of Curriculum, Instruction and  Assessment  State Director of CTE  Co-Task Leader Student Success Plans  Tel: 860-713-6765  <a href="mailto:june.sanford@ct.gov">june.sanford@ct.gov</a></p>	
<p><b>Judith Andrews</b>  Cooperative Work Education  Career Development  Work-based Learning  Tel: 860-713-6766  <a href="mailto:judith.andrews@ct.gov">judith.andrews@ct.gov</a></p>	