Commonwealth of Pennsylvania  
Tom Wolf, Governor  

Department of Education  
Pedro A. Rivera, Secretary of Education  

Office of Elementary and Secondary Education  
Matthew S. Stem, Deputy Secretary  

Bureau of Career and Technical Education  
Lee Burket, Director  

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Pennsylvania Department of Education  
Equal Employment Opportunity Representative  
Bureau of Human Resources  
333 Market Street, 11th Floor, Harrisburg, PA 17126-0333  
Voice Telephone: (717) 787-4417, Fax: (717) 783-9348

For Inquiries Concerning Nondiscrimination in All Other Pennsylvania Department of Education Programs and Activities:  
Pennsylvania Department of Education  
School Services Unit Director  
333 Market Street, 5th Floor, Harrisburg, PA 17126-0333  
Voice Telephone: (717) 783-3750, Fax: (717) 783-6802

If you have any questions about this publication or for additional copies, contact:  

Pennsylvania Department of Education  
Bureau of Career and Technical Education  
333 Market Street, 11th Floor, Harrisburg, PA 17126-0333  
Voice: (717) 772.4853, Fax: (717) 783-6672  
www.education.pa.gov

All Media Requests/Inquiries: Contact the Office of Press & Communications at (717) 783-9802
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Introduction

Background

The Equipment Grant will support school districts with 8 or more Pennsylvania Department of Education (PDE) approved career and technical education programs, and career and technical centers in updating or purchasing new equipment used in the training of students.

This is a competitive application process.

Purpose

The purpose of the grant is to purchase equipment aligned with the needs of employers for:

1. Use in PDE-approved career and technical education (CTE) programs; and
2. Training students (i.e., hands-on use of the equipment) in CTE programs.

Scope

Applicants may seek a grant up to $50,000. Grant awards are contingent upon availability of funds.

A completed application is accomplished by following the menu on the eGrants system. All sections will need to be completed before school districts and CTCs will be able to “submit” the grant application to PDE. Once the grant application is submitted, peer reviewed and grant awarded, the application will be returned to the LEA for a Timeline revision. The applicant will be notified via email of the award. We will be using electronic signatures (e-signatures) for entities applying for funding. The authorized officers will affix e-signatures and submit e-signed grant agreements to the department through the eGrants system. No paper agreements will be required.

In addition, a Performance Report for previous year grants must be submitted online via the eGrants system prior to PDE granting “Final Approval” to disburse funds to the LEA.
Objectives

Prospective applicants must address each of the following objectives:

1. Alignment to National and/or State Industry Standards

   Enhance specific CTE programs to include industry standards by updating curriculum, providing professional development on the new equipment and related credentialing exam, and purchasing equipment that students will use to learn the new skills. The proposal must be linked to one of the identified Pennsylvania high-growth or high-demand career areas.

2. Increasing Industry Credentials

   Improve the quality of CTE provided to students in order to enhance the occupational and academic knowledge and skills required to successfully perform in the industry. The purchased equipment will enable students to gain industry credentials, or be eligible to sit for credentialing exams associated with the program/career field. Credentialing exams increase students’ career mobility by enhancing lateral and upward career moves. The applicant must list the program specific industry credential and provide verification that local business including the Occupational Advisory Committee (OAC) business representatives, and WDB recognize the value of the selected industry certificate, credential, or college credit or degree.

3. Curriculum Revisions and Alignment to Pennsylvania Standards

   Revise the CTE program curriculum to incorporate the newly purchased equipment, and provide a crosswalk of the CTE content to the Pennsylvania Core Standards. The program area will develop assessment items related to the Pennsylvania Core Standards.

4. Industry Partnerships

   Engage local employers, as defined in the CTE Innovation Grants, in the decision regarding the equipment purchase, curriculum revisions and grant application, including whether the program will provide work-based learning opportunities (including apprenticeships) to students. The local WIB and OAC must also support the equipment purchases and curriculum revisions. A letter of support from the local WDB and minutes of the OAC will be provided as part of the grant application.
Eligibility

School districts with 8 or more PDE approved CTE programs, and career and technical centers.

Eligible Expenditures

1. Equipment requirements

   Each grant applicant must purchase equipment that:

   a. Supports student hands-on training in approved career and technical education programs that lead to high growth or high demand careers;

   b. Meets industry standards;

   c. Costs $3,000 or more per unit;

   d. Is recommended by the Occupational Advisory Committee;

   e. Retains its original shape, appearance and character with use;

   f. Does not lose its identity through fabrication or incorporation into a different, or more complex, unit or substance;

   g. 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

   h. Can be expected to serve its principal purpose for more than a 12 month fiscal period, under normal conditions of use, including reasonable care and maintenance.

All budget figures must be rounded to the nearest dollar.
Administrative Provisions

Match Requirement

As part of the Equipment Grant, the state will share the cost of purchasing equipment in support of training for Pennsylvania high-growth or high-demand careers by paying for one-half of the cost of such equipment.

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

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 (employers, employer umbrella organizations or labor organizations). 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 approved date) and ending no later than April 30, 2017. Donated equipment intended to serve as a local match must be received between July 1, 2016 and June 30, 2017.

It is not necessary to divide each purchase into equal state and local shares. The LEA may purchase several items with state funds and other items may be purchased with an in-kind match as long as the matching share is met and the matching share is in an eligible high-growth or high-demand industry.

Donated equipment used as a match must be either new equipment or state-of-the-art (as indicated in the OAC minutes and supported by the local WDB). Donated equipment is valued at current per unit market value and must be appraised by a licensed professional.

Ineligible Expenditures

1. Motor vehicles, including tractors
2. Refrigerators
3. Freezers
4. Coolers
5. Ice makers
6. Computers
Action Plan

Describe how the objectives of the Equipment Grant will be implemented by outlining how the objectives are being met. Provide detailed descriptions and action steps in the Narrative as well as the Action Plan section of the eGrant.

Each grant applicant must demonstrate in the action plan:

1. How the equipment purchase supports the inclusion of industry standards in the CTE curriculum;

2. How the purchased equipment will enable students to gain industry credentials, or be eligible to sit for credentialing exams associated with the program/career field;

3. How the program curriculum will be revised to incorporate the skills associated with the purchased equipment; and

4. Engagement of OAC and local WDB, in the decision regarding the equipment purchase, curriculum revisions and grant application, including whether the program will provide robust, meaningful, and engaging work-based learning opportunities (including apprenticeships) to students.

End Products

Required end products include:

1. Curriculum crosswalk that includes industry standards and Pennsylvania Core Standards;

2. Math and/or English T-charts

Definition of Industry Standards

Standards established by State or National trade or professional organizations or State or Federal regulatory bodies accepted by PDE that describe what learners should know and be able to do and describe how well learners should know or be able to perform a task in a specific occupation.

Additional Requirements

1. A letter of support from the Workforce Development Board that indicates the need for the specific equipment.

2. Completed Math or English T-charts.

3. Applicants who receive CTE Equipment Grant funding are required to submit a final performance report on or before July 15, 2017 and provide relevant data in the Pennsylvania Information Management System (PIMS).
Rating Form

The Pennsylvania Department of Education’s reviewers will use a similar rating format in eGrants to evaluate applications. Funding will depend on a composite recommendation of the reviewers as well as availability of funds.

Refer to the Scoring Rubric for a description of maximum, partial and zero point awards.

Applicant:

Reviewer:

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>Points</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Use of equipment is in CTE programs that lead to employment in high growth or high skill occupations.</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Connection of each piece of equipment to National and/or State Industry Standards.</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Connection of each piece of equipment to high-value industry certificates, credentials, and/or college credit or degrees. This includes apprenticeship credentials.</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Revision of curriculum to align to the industry standards and to Pennsylvania Core Standards.</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Engage the local WDB and businesses including business representatives on the OAC in the decision regarding the equipment purchase, curriculum revisions and grant application.</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Provision of professional development for CTE teachers to use the equipment and incorporate into the CTE program of study.</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Relate budget expenditures to grant objectives.</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Inclusion of each objective in the action plan.</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>Comprehensive Plan: Activities demonstrate a comprehensive plan that can accomplish the objectives.</td>
<td>10</td>
<td></td>
</tr>
</tbody>
</table>

**Total Score**
**Scoring Rubric**

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

<table>
<thead>
<tr>
<th>Category</th>
<th>Exceptional</th>
<th>Above Average to Below Average</th>
<th>Incomplete Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>High growth or high skill occupations</td>
<td>The equipment requested directly relates to regional and local workforce data that demonstrates the CTE program and equipment support high growth or high skill occupations. The grant proposal describes this relationship. (5-3)</td>
<td>The applicant has provided minimal explanation and minimal regional and local workforce data that demonstrates the CTE program and equipment support high growth or high skill occupations. (2-1)</td>
<td>The applicant has not provided regional or local workforce data that demonstrates the CTE program and equipment support high growth or high skill occupations. (0)</td>
</tr>
<tr>
<td>National and/or State Industry Standards</td>
<td>The proposal identifies national industry standards that align with the equipment request, and the grant proposal describes this relationship. (15-10)</td>
<td>The equipment purchase request is only indirectly related to national industry standards and the description of the alignment is vague. (9-1)</td>
<td>The equipment grant proposal does not identify national industry standards or provide a connection of the program to standards. (0)</td>
</tr>
<tr>
<td>High-value industry certificates, credentials, and/or college credit or degrees</td>
<td>The proposal identifies national industry-recognized certification, credential, and/or college credit or degree that aligns with the equipment request, and the grant proposal describes this relationship. (15-8)</td>
<td>The equipment purchase request is only indirectly related to national industry-recognized certification, credential, and/or college credit/degree. (7-1)</td>
<td>The equipment grant proposal does not identify national industry-recognized certification, credential, or college credit/degree. (0)</td>
</tr>
<tr>
<td>Category</td>
<td>Exceptional</td>
<td>Above Average to Below Average</td>
<td>Incomplete Information</td>
</tr>
<tr>
<td>-----------------------------------------------</td>
<td>----------------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Revise curriculum to align to the standards</td>
<td>The grant proposal describes how curriculum revisions integrate industry standards and Pennsylvania Core Standards. The action plan clearly demonstrates that the integration will be completed within the proposed grant year. (10-6)</td>
<td>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 industry standards or Pennsylvania Core Standards. (5-1)</td>
<td>The grant proposal does not identify how curriculum revisions will be addressed or completed within the proposed grant year. (0)</td>
</tr>
<tr>
<td>Engage the local WDB and the OAC</td>
<td>The grant proposal describes in detail the engagement of business and industry partners in the program associated with the requested equipment purchase. Workforce Development Board and Occupational Advisory Committee recommendations are provided. (10-8)</td>
<td>The grant proposal mentions business and industry partnerships in the program associated with the requested equipment purchase, but does not provide any detail. The OAC and WDB are mentioned but how they support the program(s) and equipment is not described. (7-1)</td>
<td>The grant proposal does not identify any partnerships for the program associated with the equipment grant. The OAC and WIB are not mentioned. (0)</td>
</tr>
<tr>
<td>Professional development for CTE teachers</td>
<td>Professional development, which focuses on training teacher(s) to use the purchased equipment, is part of the action plan. (10-6)</td>
<td>Training of teacher(s) to use the purchased equipment is not part of the action plan, but is mentioned in the narrative. (5-1)</td>
<td>Training of teacher on the use of purchased equipment is not planned or mentioned in the application. (0)</td>
</tr>
<tr>
<td>Budget expenditures</td>
<td>The requested equipment is directly related to the grant objectives. The budget items meet the requirements for funding and the local match is evident. (10-6)</td>
<td>Use of allotted funds partially meets the requirements for funding, including the local match. (5-1)</td>
<td>The use of the grant award is not related to the requirements for funding and local match is not evident. (0)</td>
</tr>
<tr>
<td>Category</td>
<td>Exceptional</td>
<td>Above Average to Below Average</td>
<td>Incomplete Information</td>
</tr>
<tr>
<td>---------------------</td>
<td>----------------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Action plan</td>
<td>Each of the objectives is addressed. Goals are identified for each objective and outcomes are measurable.(15-8)</td>
<td>One objective is addressed. Goals are identified for the objective and outcomes are identified, but not measurable.(7-1)</td>
<td>One objective is addressed. Goals are not identified. Outcomes are not identified.(0)</td>
</tr>
<tr>
<td>Comprehensive Plan</td>
<td>Each of the objectives is addressed. Goals are identified for each objective and outcomes are measurable.(10-8)</td>
<td>One objective is addressed. Goals are identified for the objective and outcomes are identified, but not measurable.(7-1)</td>
<td>Only one objective addressed. Goals are not identified. Outcomes are not identified.(0)</td>
</tr>
</tbody>
</table>
General Information

Application Deadline

Eligible grant recipients must submit a proposal to the Pennsylvania Department of Education by 5:00 p.m. on October 11, 2016.

How to Apply

Individuals wishing to apply for CTE Equipment Grant funding are required to apply for funding through the online, Internet-based eGrant system.

Risk Assessment

There is a new “Risk Assessment” requirement. The State must evaluate the risk level of an applicant during the pre-award process, and may assign specific conditions. Several risk factors to consider: previously non-compliant; any major issues; were findings corrected; new personnel; substantially changed system (grant accounting system); new grant recipient; results of any federal monitoring with specific conditions required.

The following questions will assist with the evaluation of the applicant’s risk level for any future pre-award process.

1. Is the Director new? If so, provide contact information for Director.

2. Is the Business Manager new? If so, provide contact information for Business Manager.

3. Is the Project Administrator new? If so, provide contact information for Project Administrator. Indicate number months or years as the Project Administrator.

4. Were there any corrective actions since 2006-2007? If so, provide documentation that all corrections identified in previous On-Site Compliance Reports have been completely satisfied and fully implemented. If corrections haven’t been completed, provide a detailed explanation. If you have not received an on-site visit within the last five years simply put N/A.

5. Were there any Single Audit findings since 2006-2007? If so, have the findings and corrective actions corrected? If not, please explain. Note: Please include the finding and the year.
Reason for Disqualification

Applicants that are not eligible agencies and/or are not proposing to develop or operate eligible programs or services to serve eligible students will be disqualified.

Reasons for Failure of Application to be Funded

1. Failure to have submitted a required final performance report from previous CTE grant award.
2. Insufficient score (less than 80 points) on the quality review.
3. Failure to have submitted the required T-chart(s) from previous equipment grant awards.
4. Limitations of funding.
5. Contractor is identified as not being responsible due to delinquent tax debt, bankruptcy, criminal activity or other conditions specified in the State Contractor Responsibility Program (see Management Directive 215.9, 04/16/1999).

The Pennsylvania Department of Education’s Bureau of Career and Technical Education manages this state-funded program. Correspondence concerning this funding program should be addressed to John Bonchalk at jbonchalk@pa.gov or Pennsylvania Department of Education, 333 Market Street, 11th Floor, Harrisburg, PA 17126-0333, 717-772-4853.
Budget Provisions

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:

<table>
<thead>
<tr>
<th>Type of Eligible Recipient</th>
<th>Authorized Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area Vocational Technical Education School/Career and Technical Center</td>
<td>Director or Superintendent of Record</td>
</tr>
<tr>
<td>School Districts</td>
<td>Superintendent</td>
</tr>
</tbody>
</table>

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.

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:
1. 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.

2. Objects

Equipment (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. For the definition of Equipment, see Introduction.

Utilization and Control of Funds

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:

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

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.
Final Expenditure Reports

1. All grant recipients are required to submit their final expenditure reports electronically using PDE’s eGrants website. Paper copies will not be accepted and will not be returned. If an electronic copy of the report with an electronic signature on page one is not submitted in eGrants, the report will be considered delinquent. Instructions for completing the Final Expenditure Report are available on the PDE website.

2. The Final Expenditure Report is due no later than May 15, 2017.

3. All obligations must be encumbered by April 30, 2017.

4. PDE’s Bureau of Career and Technical Education will conduct a review of the 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.

5. 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. Upon receipt of notification of a disallowance, a recipient may write to Janelle Smith 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 the Bureau’s decision. If the recipient is dissatisfied with the response, a request for further reconsideration may be sent to Lee Burket, Director, Bureau of Career and Technical Education, 333 Market Street, 11th Floor, Harrisburg, PA 17126-0333.

6. If circumstances prevent timely submission of the report, approval for an extension of time must be requested by writing to Alka Bal at abal@pa.gov Pennsylvania Department of Education, Bureau of Career and Technical Education, 333 Market Street, 11th Floor, Harrisburg, PA 17126-0333.

PDE reserves the right to stop any, and all, payments of state and federal funds from any source due to a recipient for failure to submit the Final Expenditure Report by May 15. If a recipient fails to submit a 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 Final Expenditure Report. A revised Final Expenditure Report must be submitted no later than four months after the original due date.

8. A check for any unused funds must be sent to the Department of Education, along with an electronically signed copy of page one. The check should be made payable to the Commonwealth of Pennsylvania and be mailed to Janelle Smith, Pennsylvania Department of Education, Bureau of Career and Technical Education, 333 Market Street, 11th floor, Harrisburg, PA 17126-0333.
9. Questions concerning the completion of the Final Expenditure Report should be directed to Janelle Smith, PA Department of Education, Bureau of Career and Technical Education, at 717-783-6990 or janelsmith@pa.gov.
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.

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:

1. Title to equipment vests upon acquisition to the grantee or sub grantee respectively;

2. 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;

3. 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;

4. 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;

5. When acquiring replacement equipment, the recipient may use the equipment as trade-in toward the cost of replacement equipment;

6. 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 federal participation in cost, location and condition, unit acquisition cost and ultimate disposition information. A physical inventory must be taken every two years;
7. A control system must be in place to safeguard the equipment;

8. 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 Equipment Inventory Sample on the next page.
## Equipment Inventory Sample

<table>
<thead>
<tr>
<th>Description</th>
<th>I.D. Number</th>
<th>Funding Source</th>
<th>Owner</th>
<th>Date Acquired</th>
<th>Cost</th>
<th>Percentage Federal</th>
<th>Location/ Room #</th>
<th>Condition</th>
<th>Disposal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Robotic Arm</td>
<td>12345678</td>
<td>Equipment 122-14-0019</td>
<td>Career Center</td>
<td>11/09/14</td>
<td>$12,750</td>
<td>100</td>
<td>Transportation</td>
<td>New</td>
<td></td>
</tr>
<tr>
<td>Laser Printer</td>
<td>56789</td>
<td>General Budget</td>
<td>Career Center</td>
<td>01/02/99</td>
<td>$5,000</td>
<td>100</td>
<td>Drafting</td>
<td>Poor</td>
<td>Parts salvaged/ remainder trashed</td>
</tr>
</tbody>
</table>
Final Performance Report Instructions

An annual Final Performance Report is required to demonstrate that a self-evaluation has taken place to track progress toward achieving goals. Progress is tracked through documentation of Assurances, Expenditures and Narrative Report.

The Final Performance Report must be submitted online via the eGrant system prior to final approval of a new contract. Paper copies will not be accepted and will not be returned. If an electronic copy of the report is not submitted, the report will be considered delinquent.

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

Documentation of Industry Certification(s): Describe how this has been accomplished and electronically submit copies of all industry certifications available for each program funded.

T-charts: For each program funded, a complete original Math or English T-chart must be electronically submitted by July 15. Sample T-charts can be found on the Math Council website.

For information and guidance on the Final Performance Report, contact:

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