

Career and Technical Education Competitive Equipment Grant Guidelines

August 30, 2018



**COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF EDUCATION**

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Harrisburg, PA 17126-0333
www.education.pa.gov



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Pennsylvania Department of Education
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333 Market Street, 5th Floor, Harrisburg, PA 17126-0333
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Competitive Equipment Grant

Introduction

A. Background

The Equipment Grant will support school districts with eight or more Pennsylvania Department of Education (PDE) approved Career and Technical Education Programs, and Career and Technical Centers (CTC) in updating or purchasing new equipment used in the training of students.

This is a competitive application process.

B. 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., student hands-on use of the equipment) in CTE programs.

C. 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 and peer reviewed, and the grant is awarded, the application will be returned to the school district or CTC for a timeline revision. Authorized officers at the school district or CTC will affix electronic signatures and submit e-signed grant agreements to PDE through the eGrants system.

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 school district or CTC.

D. Definitions

CIP Codes – Classification of Instructional Programs – A numerical coding of instructional programs developed by the United States Department of Education used to identify vocational programs.

In Demand Occupations – Identify careers that have the greatest demand across the commonwealth. “In-demand” jobs offer a large number of job openings or an above-average growth rate without already having an over-supply of existing workers.

Industry standards – Standards established by State or National trade or professional organizations or State or Federal regulatory bodies accepted by the Department 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.

Program of Study– state developed educational plan that articulates the secondary career and technical programs to postsecondary degree or diploma or certificate programs.

E. Objectives

Prospective applicants must address each of the following objectives:

1. Alignment to In Demand Occupations

The proposal must be linked to one of the identified Pennsylvania high-growth or high-demand career areas.

2. Alignment to National or State Industry Standards

The applicant must show how specific CTE programs will be enhanced 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.

3. Alignment to Industry Credentials

The applicant must list the program-specific industry credentials and provide verification that local businesses, including the Occupational Advisory Committee (OAC) business representatives from the PDE-approved CTE program and Workforce Development Board (WDB); recognize the value of the selected industry certificate, credential, or college credit or degree.

4. Alignment of CTE Curriculum to PA Core Standards

The applicant must show that the CTE program curriculum will be revised to incorporate the skills associated with 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.

5. Occupational Advisory Committee

The OAC must support the equipment purchases and curriculum revisions. The OAC minutes must demonstrate OAC **discussion** of the equipment and **why or how** the equipment is used in industry. OAC meetings with only teachers in attendance are not considered.

6. Engagement of Business and Workforce

The applicant must show that local employers were **engaged** in the decision regarding the equipment purchase, curriculum revisions, and grant application; including whether the program will provide work-based learning opportunities to students. The local WDB must provide a letter of support that includes the program by CIP, requested equipment and PA IDOL SOC.

F. Eligibility

School districts with eight or more PDE-approved CTE programs, and Career and Technical Centers are eligible to apply.

G. Eligible Expenditures

Equipment used by students enrolled in PDE-approved CTE programs. Equipment criteria:

- Supports student hands-on training in approved CTE programs that lead to high-growth or high-demand occupations;
- Meets industry standards based on OAC recommendations;
- Costs \$3,000 or more per unit;
- Is discussed and recommended by the OAC;
- Retains its original shape, appearance and character with use;
- Does not lose its identity through fabrication or incorporation into a different, or more complex, unit or substance, or when unbundling the unit as described in the grant;
- 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
- 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

A. 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, 2019. Donated equipment intended to serve as a local match must be received between July 1, 2018 and June 30, 2019.

It is not necessary to divide each purchase into equal state and local shares. The school district or CTC 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.

B. Ineligible Expenditures

1. Bundled items that are combined to reach the \$3,000 minimum per unit;
2. Motor vehicles, tractors, skid loader, front loader;
3. Vehicle attachments;
4. Software, certification exams;
5. Computers, computer upgrades;
6. Refrigerators, freezers, ice makers, coolers;
7. Kits, packages, sets;
8. Compressors, generators;
9. Infrastructure, greenhouses, coops, pens;
10. Furniture, shelving systems, cabinets;
11. Dust collection systems, exhaust systems, or dehumidification systems.

C. End Products

Required end products include:

1. Curriculum crosswalk that includes industry standards and Pennsylvania Core Standards; and
2. Math or English Language Arts T-charts or lesson plan.

D. 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 describe how well learners should be able to perform a task in a specific occupation.

E. Additional Requirements

1. The local WDB must provide a letter of support that includes the program by CIP, requested equipment and PA IDOL SOC;
2. The OAC must support the equipment purchases and curriculum revisions. The OAC minutes must demonstrate OAC discussion of the equipment and why or how the equipment is used in industry;

3. Completed Math or English Language Arts T-charts or lesson plan; and
4. Applicants who receive CTE Equipment Grant funding are required to submit an Interim Report (final performance report) on or before July 15, 2019 and provide relevant data in the Pennsylvania Information Management System (PIMS).

F. Rating Format for Equipment Funding

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

The Budget section will not be score, though peer reviewers will review to ensure that the Budget and Narrative sections align.

Applicant: _____

Reviewer: _____

Description	Points	Score
1. Specific In Demand occupations are listed and are aligned to the PDE approved CTE program.	15	
2. Specific industry standards and organization or regulatory board are listed for the PDE-approved CTE program.	20	
3. Industry credentials are listed and are aligned to the PDE approved CTE program.	15	
4. CTE tasks are listed as well as the PA Core Standards aligned to the PDE approved program.	20	
5. OAC meeting date is listed and minutes noting committee discussion and recommendation to purchase equipment is uploaded in eGrants. If the OAC is comprised solely of teachers, the grant cannot be funded.	15	
6. A letter from the local Workforce Development Board supporting the specific equipment purchase is provided. The letter of support must include the program by CIP, requested equipment by CIP, and PA IDOL SOC by CIP	15	
Total Score		

G. Equipment Grant Scoring Rubric

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

Category	Information is Complete	Partial Information is Provided	Section is Blank
High-Growth and High - Demand Occupations Aligned to the PDE CTE Approved Program	The list of careers is found on the PA Labor and Industry In-Demand Occupations list and are aligned to the PDE approved CTE program for which the equipment will be used. (15)	In Demand occupations are not listed or those listed do not align to the PDE approved CTE program. (10)	The applicant has not provided any information for this section. (0)
Industry Standards and Organization or Regulatory Board	The equipment requested directly relates to the industry standards and organization or regulatory that have been listed. (20)	Industry standards have been listed but not the organization or regulatory board. (10) The organization or regulatory board has been listed but not the industry standards. (10)	The applicant has not provided any information for this section. (0)
Industry credentials Aligned to the PDE CTE Approved Program	The industry credentials are listed and are aligned to the PDE CTE approved program for which the equipment will be used. (15)	The industry credentials are not listed or those listed do not align to the PDE approved CTE program. (10)	The applicant has not provided any information for this section. (0)
CTE Tasks and PA Core Standards Aligned to the PDE CTE Approved Program	The CTE tasks and PA Core Standards are listed and are aligned to the PDE CTE approved program for which the equipment will be used. (20)	The CTE tasks are listed but the PA Core Standards are not listed. The PA Core Standards are listed but the CTE tasks are not listed. The CTE tasks and the PA Core Standards do not align to the PDE approved CTE program. (10)	The applicant has not provided any information for this section. (0)
Occupational Advisory Committee	The date and copy of the Occupational Advisory Committee meeting date and minutes where the equipment is discussed and recommended is made is provided. (15)	The date of the Occupational Advisory Committee is provided but the minutes are not provided. Or the minutes are provided but only teachers are in attendance. Or the minutes are provided and the OAC has not discussed the equipment purchase. (10)	The applicant has not provided any information for this section. (0)
Local Workforce Development Board	A letter from the Local Workforce Development Board has been uploaded into the eGrant application and includes the CIP, specific equipment and related SOC's. (15)	A letter from the Local Workforce Development Board has been promised but has not been uploaded into the eGrant application. Or the letter is provided but does not include the specific equipment. Or the letter is provided but does not include the CIP. (10)	The applicant has not provided a letter from the Local Workforce Development Board. (0)

General Information

A. Application Deadline

Eligible grant recipients must submit a proposal to the Pennsylvania Department of Education by 5 pm on October 9, 2018.

B. 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](#).

C. 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/Superintendent new for the current fiscal year? If so, provide contact information for Director/Superintendent. Indicate number months or years as the Director/Superintendent.
2. Is the Business Manager new for the current fiscal year? If so, provide contact information for Business Manager. Indicate number months or years as the 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, enter Not Applicable (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.

D. Reason for Disqualification

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

E. 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; or
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:

Monique Burton
Career and Technical Education
Pennsylvania Department of Education
333 Market Street, 11th Floor
Harrisburg, PA 17126-0333
(717) 736-7652
Email: moburton@pa.gov

Budget 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 signing when an application is approved 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 or object.

The itemized budget must be separated into various functions and objects in accordance with the *Pennsylvania School Accounting Manual*. Not all functions or objects are allowable budget categories for career and technical education projects. See individual guidelines for allowable functions or 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 – 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.

Purchases of new or replacement instructional equipment are to be listed by cost, number and types of equipment.

For the definition of Equipment see Introduction, Section F.

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:

If the obligation is for:	The obligation is made:
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. 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, 2019.
3. All obligations must be encumbered by April 30, 2019.

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 via USPS at the address provided on page 13 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 mailed to Lee Burket, Director, Bureau of Career and Technical Education, via USPS at the address provided on page 13.
6. If circumstances prevent timely submission of the report, approval for an extension of time must be requested in writing to Janelle Smith at the address below or emailing janellesmith@pa.gov at the Bureau of Career and Technical Education.

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, 2019**. 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 at the address below.
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 janellesmith@pa.gov.

Pennsylvania Department of Education
Bureau of Career and Technical Education
333 Market Street, 11th Floor
Harrisburg, PA 17126-0333

F. 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.

G. 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 school district or CTC 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 school district or CTC 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; and
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 Form, next page

Equipment Inventory Sample Form

School Name _____ Contact Person _____

Description	I.D. Number	Funding Source	Owner	Date Acquired	Cost	Percentage Federal	Location/ Room #	Condition	Disposal
Robotic Arm	12345678	Perkins 380-04-4019	Career Center	08/19/18	\$12,750	100	Transportation	New	
Laser Printer	56789	General Budget	Career Center	01/02/17	\$5,000	100	Drafting	Poor	Parts salvaged / remainder trashed

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 2017-2018 Final Performance Report must be submitted online via the eGrant system prior to final approval of a new contract for the 2018-2019 fiscal year. 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.

The 2017-2018 Final Performance Report must be submitted on/or before July 16, 2019 for an agency to be eligible for continued funding.

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

Monique Burton, moburton@pa.gov or 717-346-3188
Career and Technical Education Manager
Pennsylvania Department of Education
333 Market Street, 11th Floor
Harrisburg, PA 17126-0333