

## History Log

### New Fairfield School District (091-000) Public School District - FY 2020 - Perkins - Rev 0 - History Log

| Attention Needed | Date                        | User                  | Status (S)/Comment (C)                   | S/C |
|------------------|-----------------------------|-----------------------|------------------------------------------|-----|
|                  | 10/11/2019<br>8:57:50<br>AM | Richard<br>Sanzo      | Status changed to 'Application Started'. | S   |
|                  | 10/11/2019<br>7:36:02<br>AM | eGMS<br>Administrator | Status changed to 'Not Started'.         | S   |

Allocations

New Fairfield School District (091-000) Public School District - FY 2020 - Perkins - Rev 0 - Allocations

|            | (1) | Perkins Secondary | (2) | Perk Postsecondary | Total       |
|------------|-----|-------------------|-----|--------------------|-------------|
| LEA        |     | \$26,195.00       |     | \$0.00             | \$26,195.00 |
| Consortium |     | \$0.00            |     | \$0.00             | \$0.00      |
| Total      |     | \$26,195.00       |     | \$0.00             | \$26,195.00 |

Contacts

**New Fairfield School District (091-000) Public School District - FY 2020 - Perkins - Rev 0 - Contacts**

| Required Contacts                                    |                                                                      |
|------------------------------------------------------|----------------------------------------------------------------------|
| Type                                                 | Contact(s)                                                           |
| Perkins Grant Contact [Select at least 1 contact(s)] | <u>Richard Sanzo</u><br><u>James D'Amico</u><br><u>Jay Greenberg</u> |

Perkins Consortium Intent to Participate

**New Fairfield School District (091-000) Public School District - FY 2020 - Perkins - Rev 0 - Perkins Consortia Intent to Participate**

**\* Perkins Budget Options**

- ☒ 1. My district/college is NOT participating in a consortium.
- ☐ 2. My district/college is the lead for a consortium and will act as the fiscal agent for the members.
- ☐ 3. My district/college is a member of a consortium but is not the lead.

**If you selected 3, indicating that you are a member of a consortium, enter the name of the lead organization that will act as your fiscal agent. If you selected Option 1 or 2, leave this field blank.**

Program Instruction and Guidance

**New Fairfield School District (091-000) Public School District - FY 2020 - Perkins - Rev 0 - Perkins Secondary Grant**

Perkins V Transition Year Improvement Plan General Information

Perkins V Object Codes and Descriptions

Perkins V Size, Scope and Quality- Secondary

Perkins V Size, Scope and Quality- Post-Secondary

General Education Provision Act (GEPA) 427 Form (OMB Control No. 1894-0005)

Connecticut Standard Assurances

Budget Buddy (Career and Technical Education web page)

|                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|
| Secondary Program Details                                                                                                                                                                                                                                                                                                                                                          |                                                                                                          |
| New Fairfield School District (091-000) Public School District - FY 2020 - Perkins - Rev 0 - Perkins Secondary Grant                                                                                                                                                                                                                                                               |                                                                                                          |
| Per Perkins V, districts and community colleges applying for Perkins V funds are labeled "eligible recipients." In the spaces below, answer each of the questions to describe how your district will utilize the 2019-20 Perkins V allocation to meet the requirements of Perkins V in the 2019-20 Transition Year.                                                                |                                                                                                          |
| <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                           | Check if your district has a College Career Pathways (CCP) program with a Connecticut community college. |
| * Which community college? <div></div>                                                                                                                                                                                                                                                                                                                                             |                                                                                                          |
| 1. Eligible recipients must offer at least three of the 12 Perkins V funded Connecticut CTE Career Clusters. Perkins V encourages eligible secondary recipients to build sustainable relationships among education, business and industry, and other community stakeholders to carry out elements that support the implementation of CTE clusters, programs and programs of study. |                                                                                                          |
| a. For the 2019-20 transition year, which Connecticut CTE Career Clusters (a minimum of three) will be supported or developed in your district to prepare students for high skill, high wage, and/or in-demand industry sectors and occupations?                                                                                                                                   |                                                                                                          |
| <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                           | Agriculture, Food and Natural Resources                                                                  |
| <input checked="" type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                | Architecture and Construction                                                                            |
| <input checked="" type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                | Business Management and Administration                                                                   |
| <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                           | Education and Training                                                                                   |
| <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                           | Finance                                                                                                  |
| <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                           | Health Science                                                                                           |

☐ Hospitality and Tourism

☒ Information Technology

☒ Manufacturing

☒ Marketing

☐ Science, Technology, Engineering and Mathematics

☐ Transportation, Distribution and Logistics

\* b. Describe the process your district utilized to select the Connecticut Career Clusters for the transition year (e.g., Connecticut Department of Labor data, local Workforce Development Board data). Remember that for 2020-21, the Connecticut Career Clusters offered will be identified through the eligible recipient's comprehensive needs assessment process.

Our district based our decisions on local enrollment information, and viability of currently offered programs. Moving forward, we are planning on utilizing more workplace data, alumni tracking, college partnerships, and conducting a CTE cluster gap analysis to make program decisions.

\* c. Describe how the Perkins V funds shall be used to support CTE programs that are of sufficient size, scope and quality to be effective as defined in Size, Scope and Quality-Secondary\_(Click link to download)

Perkins fund are to be used to provide opportunities for students both within the school day and for extension activities to increase the scope of our program. We are also developing curriculum to make CTE programs more appealing to students, and foster growth, specifically within the STEM areas.

2. Perkins V focuses on equal access to high-quality CTE courses for all students and increasing employment opportunities for chronically unemployed or underemployed populations. In Perkins V, these populations are entitled "special populations" and include the following:

- individuals with disabilities;
- individuals from economically disadvantaged families, including low-income youth and adults;
- individuals preparing for non-traditional fields;
- single parents, including single pregnant women;
- out-of-workforce individuals;

• English learners;

• homeless individuals;

• youth who are in, or have aged out of, the foster care system; and

• youth with a parent who is a member of the armed forces and is on active duty.

\* a. Describe how your district will expand opportunities for special populations to access both challenging academic courses and quality career and technical programs. Specify ways in which your district will provide special populations opportunities to learn about CTE course offerings, pathways, and programs of study.

Our district is working through our guidance department, district level curriculum review, and with students to increase access to high quality programs. We have had professional learning concerning the expansion of ECE opportunities in a broad range of areas, not just in traditionally academic areas. We are working through the design process of our new building to make the physical space of all programs accessible to all students who have an interest in CTE areas as well. Our Perkins funding requests also represent our goal of making all experiences in CTE accessible to all students regardless of their family's ability to pay.

\* b. The Federal government highlights six types of barriers that can impede equitable access of participation: gender, race, national origin, color, disability, or age. Describe the steps your district will take to overcome these barriers and ensure equitable access to, and participation in, the Perkins V funded CTE program for students, teachers, and other program beneficiaries with special needs. Refer to General Education Provisions Act (GEPA) 427 Form (OMB Control No. 1894-0005) for some examples of how an applicant might satisfy this Federal requirement.

We are working in particular to overcome barriers with proactive outreach to underrepresented groups in our school to participate in these programs. This includes collaboration between CTE teachers and teachers in traditionally academic departments to coordinate events, invite students to participate in offerings, etc. We will also be hosting an evening STEM night this year at a time that is convenient to working families so highlight career paths and all programs that we offer to give all students access to high quality curriculum and extracurricular programs.

\* 3. Perkins V requires each eligible secondary recipient to evaluate the performance of CTE students. Describe the process you will use to assess all CTE students to ensure that they are prepared for high-skill, high-wage and/or in-demand industry sectors, or occupations.

We will survey all CTE students at the end of the year to evaluate their satisfaction with the program, and to gauge what they think is missing from the program that makes it highly relevant to them. We will also explore with them "pathways" that combine traditional academic offerings and CTE courses that are of high interest and value to them and to their families.

Middle Grades (Grades 6-8) CTE Program(s)

**New Fairfield School District (091-000) Public School District - FY 2020 - Perkins - Rev 0 - Perkins Secondary Grant**

Districts may use a maximum of 10% of their Perkins V grant or \$3,000, whichever is higher to support career exploration in the middle grades. Specific Connecticut CTE Career Clusters must be aligned to Connecticut CTE Career Clusters offered at the district high school(s)

☐ My program will include a Middle Grades CTE Program.

| School | Instructor Name(s) and Certificates | Name of Career Exploration Course | Name of CTE Career Cluster Course and CTE Career Cluster | How will these middle grade level courses improve the overall CTE program according to Section 134(b) Perkins V? |
|--------|-------------------------------------|-----------------------------------|----------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|
| *      | *                                   | *                                 | *                                                        | *                                                                                                                |

## CTE Advisory Board Information Chart

### New Fairfield School District (091-000) Public School District - FY 2020 - Perkins - Rev 0 - Perkins Secondary Grant

In the 2019-20 Transition Year, Perkins V eligible recipients must conduct a comprehensive needs assessment to inform the 2020-21 Perkins V application. Per Section 134(d), eligible recipients must involve a diverse body of stakeholders (e.g., CTE programs representatives, local workforce development boards and other local workforce agency representatives, parents and students, special populations representatives, representatives of agencies serving out-of-school youth, homeless children and youth, and at-risk youth, and representatives of Indian Tribes and Tribal organizations in the State where applicable).

During the 2019-20 Transition Year, eligible recipients should review current CTE Advisory Board membership and ensure reflection of multiple stakeholder groups in order to take advantage of any opportunity afforded to eligible recipients in the development of the establishment, operation, and evaluation of the CTE programming. A diverse group of educators, both secondary and postsecondary, students and their families, representatives from business and industry, and community partners will ensure a robust CTE Advisory Board that can be leveraged by the eligible recipient in order to improve learner outcomes and build strong pathways.

| Name of Advisory Board   | Advisory Committee Member Name | Organization/Agency Member Represents - *Indicate if parent or student | Career and Technical Area Represented by this Member |
|--------------------------|--------------------------------|------------------------------------------------------------------------|------------------------------------------------------|
| * CTE Advisory Committee | * Mr. James D'Amico            | * New Fairfield High School                                            | * Administration                                     |
| * CTE Advisory Committee | * Mr. Joseph Gargano           | * New Fairfield High School                                            | * Finance                                            |

|                          |                      |                                      |                                                      |
|--------------------------|----------------------|--------------------------------------|------------------------------------------------------|
| * CTE Advisory Committee | * Ms. Karyn Randlett | * New Fairfield High School          | * Textiles and Design, Culinary, Early Childhood Edu |
| * CTE Advisory Committee | * Mr. Jay Greenberg  | * New Fairfield High School          | * CAD, Engineering, Information Technology           |
| * CTE Advisory Committee | * Mr. Thomas Scherf  | * New Fairfield High School          | * Marketing                                          |
| * CTE Advisory Committee | * Mr. Paul Gouveia   | * New Fairfield Board of Education   | * Instructional Technology                           |
| * CTE Advisory Committee | * Mrs. Karen Fildes  | * New Fairfield Board of Education   | * Administration/ Instructional Technology           |
| * CTE Advisory Committee | * Mrs. Julie Luby    | * New Fairfield Board of Education   | * Administration/ Assistant Superintendent           |
| * CTE Advisory Committee | * Daniel Milano      | * Student- New Fairfield High School | * Technology Education                               |
| * CTE Advisory Committee | * Angela Cupo        | * Student- New Fairfield High School | * Marketing                                          |

## 2018 - 2019 Advisory Board Meetings

| Name of Advisory Board | Meeting Date | Meeting Focus/Topics |
|------------------------|--------------|----------------------|
|------------------------|--------------|----------------------|

|                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                  |                                                                                                                                                 |                                                                                   |   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|---|
| * CTE Advisory Committee                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                  | *                                                                                                                                               |  | * |
| Scheduled 2019 - 2020 Advisory Board Meetings                                                                                                                                                                                                                                                                                                                                                               |                                                                                                  |                                                                                                                                                 |                                                                                   |   |
| Name of Advisory Board                                                                                                                                                                                                                                                                                                                                                                                      | Scheduled Meeting Date                                                                           | Focus/Topics                                                                                                                                    |                                                                                   |   |
| * CTE Advisory Committee                                                                                                                                                                                                                                                                                                                                                                                    | * 12/05/2019  | * Review of grant opportunities from past years, planning for future digital media production opportunities                                     |                                                                                   |   |
| * CTE Advisory Committee                                                                                                                                                                                                                                                                                                                                                                                    | * 02/01/2020  | * Review of course of studies, analysis of use of funding, planning for future college and career pathways to be brought to Board of Education. |                                                                                   |   |
| * CTE Advisory Committee                                                                                                                                                                                                                                                                                                                                                                                    | * 06/01/2020  | * Evaluation of the year's programs, planning for future grant funding opportunities.                                                           |                                                                                   |   |
| * How does/do your advisory board(s) assist in the establishment, operation, and evaluation of your CTE programs?                                                                                                                                                                                                                                                                                           |                                                                                                  |                                                                                                                                                 |                                                                                   |   |
| The advisory board assists us in ensuring all goals for our programs are reviewed and supported as necessary for ongoing improvement. This year, we have identified the areas of digital media and robotics as areas that we need to expand to meet the needs of our students and the goals of the Board of Education. We will continue that development work in this first year with a new administration. |                                                                                                  |                                                                                                                                                 |                                                                                   |   |

# CTE Course Information Chart

## New Fairfield School District (091-000) Public School District - FY 2020 - Perkins - Rev 0 - Perkins Secondary Grant

1. Please list all CTE courses that fall within the 12 approved Perkins V Connecticut CTE Career Clusters

2. Enrollment should be a total of all students enrolled in all sections of the course. For example, you have 10 sections of the same course and each section has 20 students. The total enrollment of this course equals 200 students.

Courses should not be combined if they are separate titles (i.e., CAD1 and CAD2 should not be listed simply as "CAD").

| Name of Secondary School    | Check if New Program of Study | Perkins V Connecticut CTE Career Cluster           | Perkins V Connecticut CTE Pathway | Perkins V Connecticut Program of Study | Title of CTE Course                  | 2018-19 Total Course Enrollment |
|-----------------------------|-------------------------------|----------------------------------------------------|-----------------------------------|----------------------------------------|--------------------------------------|---------------------------------|
| * New Fairfield High School | <input type="checkbox"/>      | * Marketing                                        | * Marketing                       | * Marketing                            | * Marketing 1                        | * 79                            |
| * New Fairfield High School | <input type="checkbox"/>      | * Finance                                          | * Finance                         | * Finance                              | * Personal Finance                   | * 289                           |
| * New Fairfield High School | <input type="checkbox"/>      | * Science, Technology, Engineering and Mathematics | * Engineering Technology          | * Engineering Technology               | * Technology Engineering & Design I  | * 27                            |
| * New Fairfield High School | <input type="checkbox"/>      | * Science, Technology, Engineering and Mathematics | * Engineering Technology          | * Engineering Technology               | * Technology Engineering & Design II | * 3                             |
| * New Fairfield High School | <input type="checkbox"/>      | * Marketing                                        | * Marketing                       | * Marketing                            | * Marketing II                       | * 27                            |

|                             |                          |                                                      |                                      |                                      |                            |   |                                 |
|-----------------------------|--------------------------|------------------------------------------------------|--------------------------------------|--------------------------------------|----------------------------|---|---------------------------------|
| * New Fairfield High School | <input type="checkbox"/> | * Science, Technology, Engineering and Mathematics ▼ | * Computer Aided Drafting and Design | * Computer Aided Drafting and Design | * CAD II                   | * | <input type="text" value="10"/> |
| * New Fairfield High School | <input type="checkbox"/> | * Science, Technology, Engineering and Mathematics ▼ | * Computer Aided Drafting and Design | * Computer Aided Drafting and Design | * CAD III                  | * | <input type="text" value="12"/> |
| * New Fairfield High School | <input type="checkbox"/> | * Science, Technology, Engineering and Mathematics ▼ | * Computer Information Systems       | * Computer Information Systems       | * CAD IV                   | * | <input type="text" value="3"/>  |
| * New Fairfield High School | <input type="checkbox"/> | * Business Management and Administration ▼           | * Business Management                | * Business Management                | * Business Communications  | * | <input type="text" value="0"/>  |
| * New Fairfield High School | <input type="checkbox"/> | * Business Management and Administration ▼           | * Business Management                | * Business Management                | * Introduction to Business | * | <input type="text" value="26"/> |
| * New Fairfield High School | <input type="checkbox"/> | * Business Management and Administration ▼           | * Business Management                | * Business Management                | * Business Law             | * | <input type="text" value="0"/>  |
| * New Fairfield High School | <input type="checkbox"/> | * Business Management and Administration ▼           | * Business Management                | * Business Management                | * International Business   | * | <input type="text" value="0"/>  |
| * New Fairfield High School | <input type="checkbox"/> | * Business Management and Administration ▼           | * Business Management                | * Business Management                | * College Accounting       | * | <input type="text" value="0"/>  |
| * New Fairfield High School | <input type="checkbox"/> | * Science, Technology, Engineering and Mathematics ▼ | * Computer Programming               | * Computer Programming               | * Computer Applications    | * | <input type="text" value="0"/>  |

|                             |                          |                                                    |   |                                          |                                          |                            |       |
|-----------------------------|--------------------------|----------------------------------------------------|---|------------------------------------------|------------------------------------------|----------------------------|-------|
| * New Fairfield High School | <input type="checkbox"/> | * Agriculture, Food and Natural Resources          | ▼ | * Nutrition, Food Production             | * Nutrition, Food Production             | * Foods and Nutrition I    | * 138 |
| * New Fairfield High School | <input type="checkbox"/> | * Agriculture, Food and Natural Resources          | ▼ | * Nutrition, Food Production             | * Nutrition, Food Production             | * Foods and Nutrition II   | * 95  |
| * New Fairfield High School | <input type="checkbox"/> | * Health Science                                   | ▼ | * Early Childhood Education and Services | * Early Childhood Education and Services | * Child Development        | * 85  |
| * New Fairfield High School | <input type="checkbox"/> | * Health Science                                   | ▼ | * Early Childhood Education and Services | * Early Childhood Education and Services | * Early Childhood Workshop | * 53  |
| * New Fairfield High School | <input type="checkbox"/> | * Health Science                                   | ▼ | * Early Childhood Education and Services | * Early Childhood Education and Services | * Personal Growth          | * 21  |
| * New Fairfield High School | <input type="checkbox"/> | * Health Science                                   | ▼ | * Nutrition, Food Production             | * Nutrition, Food Production             | * Sports Nutrition         | * 49  |
| * New Fairfield High School | <input type="checkbox"/> | * Manufacturing                                    | ▼ | * Textiles and Design                    | * Textiles and Design                    | * Clothing I               | * 85  |
| * New Fairfield High School | <input type="checkbox"/> | * Manufacturing                                    | ▼ | * Textiles and Design                    | * Textiles and Design                    | * Clothing II              | * 50  |
| * New Fairfield High School | <input type="checkbox"/> | * Science, Technology, Engineering and Mathematics | ▼ | * Computer Information Systems           | * Computer Information Systems           | * Desktop Publishing       | * 56  |

|                             |                          |                                                      |                                |                                |                           |      |
|-----------------------------|--------------------------|------------------------------------------------------|--------------------------------|--------------------------------|---------------------------|------|
| * New Fairfield High School | <input type="checkbox"/> | * Science, Technology, Engineering and Mathematics ▼ | * Computer Information Systems | * Computer Information Systems | * Web Design Fundamentals | * 1  |
| * New Fairfield High School | <input type="checkbox"/> | * Architecture and Construction ▼                    | * Wood Technology              | * Wood Technology              | * Woodworking I           | * 80 |
| * New Fairfield High School | <input type="checkbox"/> | * Architecture and Construction ▼                    | * Wood Technology              | * Wood Technology              | * Woodworking II          | * 40 |
| * New Fairfield High School | <input type="checkbox"/> | * Architecture and Construction ▼                    | * Wood Technology              | * Wood Technology              | * Woodworking III         | * 15 |
| * New Fairfield High School | <input type="checkbox"/> | * Architecture and Construction ▼                    | * Wood Technology              | * Wood Technology              | * Wood Construction IV    | * 10 |
| * New Fairfield High School | <input type="checkbox"/> | * Science, Technology, Engineering and Mathematics ▼ | * Robotics                     | * Robotics                     | * Robotics I              | * 15 |
| * New Fairfield High School | <input type="checkbox"/> | * Science, Technology, Engineering and Mathematics ▼ | * Robotics                     | * Robotics                     | * Robotics II             | * 3  |

## CTE Teachers and Certification Information Chart

### New Fairfield School District (091-000) Public School District - FY 2020 - Perkins - Rev 0 - Perkins Secondary Grant

Please list all CTE teachers for all CTE courses offered in your school district by school. Include each CTE teacher's certification endorsement code and E-mail address.

| Name of Secondary School    | Name of CTE Teacher | CT Certification Endorsement code(s) - (Secondary schools only) | CTE Courses Taught                     | Teacher E-mail                          |
|-----------------------------|---------------------|-----------------------------------------------------------------|----------------------------------------|-----------------------------------------|
| * New Fairfield High School | * Jay Greenberg     | * 047                                                           | * Desktop Publishing, Wood Shop        | * greenberg.jay@newfairfieldschools.org |
| * New Fairfield High School | * George Drew       | * 047                                                           | * Wood Shop                            | * drew.george@newfairfieldschools.org   |
| * New Fairfield High School | * Dan Meyer         | * 047                                                           | * Mechanical Drawing & CAD, Wood Shop  | * Meyer.daniel@newfairfieldschools.org  |
| * New Fairfield High School | * Thomas Lutka      | * 047                                                           | * Robotics, Engineering, Digital Media | * lutka.thomas@newfairfieldschools.org  |

|                             |                      |            |                                      |                                              |
|-----------------------------|----------------------|------------|--------------------------------------|----------------------------------------------|
| * New Fairfield High School | * Thomas Scherf      | * 010, 089 | * Marketing, Business                | * scherf.thomas@newfairfieldschools.org      |
| * New Fairfield High School | * Joseph Gargano     | * 010      | * Personal Finance, Business         | * gargano.joseph@newfairfieldschools.org     |
| * New Fairfield High School | * Karyn Randlett     | * 045      | * Fashion, Clothing, Interior Design | * randlett.karyn@newfairfieldschools.org     |
| * New Fairfield High School | * Andrea Barkley     | * 098      | * Culinary                           | * barkley.andrea@newfairfieldschools.org     |
| * New Fairfield High School | * Jennifer Jurgensen | * 045      | * Child Development, Personal Growth | * jurgensen.jennifer@newfairfieldschools.org |

## Career & Technical Student Organizations (CTSOs) Information Chart

### New Fairfield School District (091-000) Public School District - FY 2020 - Perkins - Rev 0 - Perkins Secondary Grant

#### Overview:

(DECA, FBLA, FCCLA, FFA, HOSA, Skills USA, TSA) Eligible Secondary Recipients Only

In order to receive Perkins funding, a secondary school must have a functioning chapter of at least one (1) of the seven (7) national CTSO's listed above. It is required that a school have national organization documentation that national and/or state dues were paid during the 2018-2019 school year. A CTSO is not considered valid unless a minimum of 10 members are paid members of the associated national organization.

If a school is starting a new chapter of a CTSO for the 2019-20 school year, a separate commitment letter on school letterhead must be uploaded below. The letter must state the name of the CTSO and advisor(s), the date by which the minimum of ten (10) national student dues will be paid and a schedule of activities for the 2019-20 school year.

**Perkins funds cannot be approved for any school that does not have at least one (1) CTSO consisting of at least 10 paid national members.**

The Perkins funds allocated to the payment of a stipend to each CTSO chapter advisor is not to exceed \$1,500 per organization. Districts may use their own funds to allocate addition payments to each CTSO chapter advisors.

| Name of Secondary School    | Name of CTSO | Number of 2018-19 paid state/national student memberships | Number of 2018-19 paid CTSO members who attended the annual CTSO state conference. | Name(s) of Chapter Advisors |
|-----------------------------|--------------|-----------------------------------------------------------|------------------------------------------------------------------------------------|-----------------------------|
| * New Fairfield High School | * DECA       | * 120                                                     | * 95                                                                               | * Thomas Scherf             |

|                             |         |                                   |                                   |                  |
|-----------------------------|---------|-----------------------------------|-----------------------------------|------------------|
| * New Fairfield High School | * FBLA  | * <input type="text" value="50"/> | * <input type="text" value="0"/>  | * Joseph Gargano |
| * New Fairfield High School | * FCCLA | * <input type="text" value="30"/> | * <input type="text" value="10"/> | * Karyn Randlett |

| Type                            | Document Template | Document/Link |
|---------------------------------|-------------------|---------------|
| Perkins Commitment for New CTSO | N/A               |               |

## Budget Narrative Pages Guidance

### New Fairfield School District (091-000) Public School District - FY 2020 - Perkins - Rev 0 - Perkins Secondary Grant

#### Budget Narrative Instructions

In preparing the budget narrative, provide a complete description of the expenditure for each of the codes being used.

Refer to the Perkins Budget Buddy 2019-20 ( Secondary Budget Buddy, Postsecondary Budget Buddy) when completing the budget narrative.

- Program improvement line items in the budget narrative must stipulate the CTE program area and the course(s) being funded.
- 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. The personnel costs should be shown by the number of positions, time involved, and hourly rate.
- Only institutions that have submitted indirect cost proposals for 2019-20 may apply for indirect costs. Community colleges cannot charge indirect costs.
- Compute all expenditures to the nearest dollar by line item. Do not include cents.

Administrative costs include all non-instructional stipends, salaries and benefits, and all clerical support. Staff travel is considered an administrative cost if the travel is solely related to grant administration. The total combined cost for all duties and expenses that are administrative, including indirect costs, may not exceed 5%.  
A minimum of 5% of total grants funds must be spent on the College Careers Pathway (CCP) program if a district participates.  
A minimum of 5% of total grants funds must be spent on Professional Development.

#### Budget Pages Line Item Totals

Totals for each object code page must be entered in the Secondary Grant Budget.

Budget pages 111A and 111B automatically calculate total for each line item.

For all other budget pages, enter the method for arriving at the total, (e.g 3 staff\* \$25 each, 3 sessions \* \$250 per sessions, 3 nights \* \$112 per night, etc.) in the Calculation Formula field and enter total \$ in the Total field.

- |                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• Eligible recipients at the secondary and postsecondary levels must ensure proper funding alignment to CSDE object codes (e.g., 111A, 111B, 200, 320, 322, 330, 510, 580, 600, 700).</li></ul>                                                                                                                                                                                                      |
| <ul style="list-style-type: none"><li>• Eligible recipients must confirm total of all administrative costs do not exceed the five percent cap.</li></ul>                                                                                                                                                                                                                                                                                   |
| <ul style="list-style-type: none"><li>• Eligible recipients shall not sub-award Perkins grant funds to other grantees (e.g., It is not allowed for community colleges to sub-award CCP funds to high schools).</li></ul>                                                                                                                                                                                                                   |
| <ul style="list-style-type: none"><li>• All purchases for goods and services for CCP programs on behalf of a cooperating school shall be conducted following the community college's goods and services procurement policies.</li></ul>                                                                                                                                                                                                    |
| <ul style="list-style-type: none"><li>• Only those goods and services that are allowable expenditures as approved by both Federal and State policy and guidelines are eligible for Perkins funding.</li></ul>                                                                                                                                                                                                                              |
| <ul style="list-style-type: none"><li>• Fiscal control and accounting procedures shall be used by the community college to ensure proper accounting of all CCP expenditures on behalf of cooperating CCP schools.</li></ul>                                                                                                                                                                                                                |
| <ul style="list-style-type: none"><li>• Property as defined by the Connecticut State Comptroller's definition of equipment, includes all items of equipment with a value of over \$5,000 and the useful life of more than one year; including computers and peripheral, (regardless of cost), purchased for use by a CCP cooperating school title remains with the community college regardless of where the property is housed.</li></ul> |
| <ul style="list-style-type: none"><li>• All expenditures by the community college on behalf of a cooperating CCP school shall be used to supplement not supplant non-federal funds.</li></ul>                                                                                                                                                                                                                                              |
| <ul style="list-style-type: none"><li>• All CCP funds shall be used to provide each student, including members of special populations as defined by Section 3(48) of the Perkins V law, in CCP with high quality career and technical education programs, pathways and programs of study that lead to high skill, high wage and/or in-demand industry sectors and occupations.</li></ul>                                                   |

 **\* I have read the guidance above and agree to adhere to the included requirements.**

111A Non-Instructional

**New Fairfield School District (091-000) Public School District - FY 2020 - Perkins - Rev 0 - Perkins Secondary Grant**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                             |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|
| <b>111A Non-Instructional</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <div> <div>\$</div> <div>0.00</div> <div><b>Total All 111A</b></div> </div> |
| <p>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> <p>Line item 111A is considered an administrative cost, and administrative expenses in other budget code lines such as 200, 322, and 580 must be calculated into the 5% administrative cap.</p> <p>Eligible secondary recipients only: No more than 5% of the total grant may be used for administrative purposes including indirect costs (917).</p> |                                                                             |

☐ Check if you are going to add items for this code.

| Check if CCP | Name of Staff Receiving Salary/Stipend | Name of Position | Description of Duties | Hrly Rate/Stipend | Total Hrs - enter 1 for stipend | How will this improve the overall CTE program according to Section 134(b) Perkins V? | Total |
|--------------|----------------------------------------|------------------|-----------------------|-------------------|---------------------------------|--------------------------------------------------------------------------------------|-------|
|              |                                        |                  |                       |                   |                                 |                                                                                      |       |

|                          |   |  |   |  |   |    |                      |   |                      |   |  |    |                      |      |
|--------------------------|---|--|---|--|---|----|----------------------|---|----------------------|---|--|----|----------------------|------|
| <input type="checkbox"/> | * |  | * |  | * | \$ | <input type="text"/> | * | <input type="text"/> | * |  | \$ | <input type="text"/> | 0.00 |
|--------------------------|---|--|---|--|---|----|----------------------|---|----------------------|---|--|----|----------------------|------|

111B Instructional

**New Fairfield School District (091-000) Public School District - FY 2020 - Perkins - Rev 0 - Perkins Secondary Grant**

**111B Instructional**

\$ **1,500.00** **Total All 111B**

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 on the grantee payroll 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. Individuals whose services are acquired through a contract are not included in the category. A person for whom the grantee is paying employee benefits and who is on the grantee payroll is included in this budget code; a person who is paid a fee (such as a private consultant) with no grantee obligation for benefits is not included.

☒ **Check if you are going to add items for this code.**

| Check if CCP | Name of Staff | Name of Position | Detailed Description of Duties Including Percent of Time Providing Direct Instruction/Counseling to Students and Number of Students Served | Hrly Rate/Stipend | Total Hrs - enter 1 for stipend | How will this improve the overall CTE program according to Section 134(b) Perkins V? | Total |
|--------------|---------------|------------------|--------------------------------------------------------------------------------------------------------------------------------------------|-------------------|---------------------------------|--------------------------------------------------------------------------------------|-------|
|              |               |                  |                                                                                                                                            |                   |                                 |                                                                                      |       |

|                          |                   |                  |                                                                                                                                                                                                                     |             |      |                                                                                                                                                                    |               |
|--------------------------|-------------------|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| <input type="checkbox"/> | * Thomas<br>Lutka | * TSA<br>Advisor | * To start a TSA<br>Chapter at New<br>Fairfield High School.<br>The position is to<br>create the chapter,<br>hold periodic club<br>meetings after school<br>and participate in state<br>and national TSA<br>events. | \$ 1,500.00 | 1.00 | * This club<br>will give<br>students an<br>opportunity<br>to<br>participate<br>in an<br>organization<br>related to<br>their<br>Technology<br>Education<br>classes. | * \$ 1,500.00 |
|--------------------------|-------------------|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|

## 200 Personal Services - Employee Benefit

### New Fairfield School District (091-000) Public School District - FY 2020 - Perkins - Rev 0 - Perkins Secondary Grant

| 200 | Personal Services - Employee Benefits | \$ 0.00 | Total All 200 |
|-----|---------------------------------------|---------|---------------|
|-----|---------------------------------------|---------|---------------|

Amounts paid by the grantee on behalf of the employees whose salaries are reported in objects 111A and 111B. 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 personnel services. Included are the employer's cost of group insurance, social security contribution, retirement contribution, tuition reimbursement, unemployment compensation, and workers compensation insurance.

Secondary: Benefits may not exceed 25% of the total salary/stipend paid.

☐ Check if you are going to add items for this code.

| Check if CCP             | Name of Staff | Name of Position | Perkins V Connecticut CTE Career Cluster(s)/CTE Program Area(s) | Type of Benefits | Compensation Formula | Total                     |
|--------------------------|---------------|------------------|-----------------------------------------------------------------|------------------|----------------------|---------------------------|
| <input type="checkbox"/> | *             | *                | *                                                               | *                | *                    | * \$ <input type="text"/> |

## 320 Professional Education Services

### New Fairfield School District (091-000) Public School District - FY 2020 - Perkins - Rev 0 - Perkins Secondary Grant

|                                                                                                                                                                                                                                                                                 |                                                           |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|
| <b>320 Professional Education Services</b>                                                                                                                                                                                                                                      | \$ <input type="text" value="0.00"/> <b>Total All 320</b> |
| Service supporting the instructional program and its administration. Included are curriculum improvement services, assessment, counseling, and guidance services, library and media support, contracted instructional services, and substitute services (e.g., Kelly Services). |                                                           |

☐ Check if you are going to add items for this code.

| Check if CCP             | Individual and/or Organization Providing Service | Description of Service | How will this improve the overall CTE program according to Section 134(b) Perkins V? | Total                     |
|--------------------------|--------------------------------------------------|------------------------|--------------------------------------------------------------------------------------|---------------------------|
| <input type="checkbox"/> | *                                                | *                      | *                                                                                    | * \$ <input type="text"/> |

# 322 In-service (Instructional Program Improvement Services)

## New Fairfield School District (091-000) Public School District - FY 2020 - Perkins - Rev 0 - Perkins Secondary Grant

|                                                                                                                                                                                                                                                                                                    |                                                                |             |                      |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|-------------|----------------------|
| <b>322</b>                                                                                                                                                                                                                                                                                         | <b>In-service (Instructional Program Improvement Services)</b> | \$ 1,550.00 | <b>Total All 322</b> |
| 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. List each contractor separately. |                                                                |             |                      |

☒ Check if you are going to add items for this code.

| Check if CCP | Name of Individual/Organization Providing Service | Who will be receiving training? Include # of Staff | Title of Event, Location and Date | How will this improve the overall CTE program according to Section 134(b) Perkins V? | Calculation Formula | Total |
|--------------|---------------------------------------------------|----------------------------------------------------|-----------------------------------|--------------------------------------------------------------------------------------|---------------------|-------|
|              |                                                   |                                                    |                                   |                                                                                      |                     |       |

|                          |                              |                                                                      |                                                                                                            |                                                                                                                                                 |                             |             |
|--------------------------|------------------------------|----------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|-------------|
| <input type="checkbox"/> | * CTEEA                      | * Jay Greenberg<br>George Drew Dan Meyer<br>Thomas Lutka             | CT Technology Education & Engineering Association Annual Conference November 5, 2019, Masuk HS, Monroe, CT | * Participants will have opportunity to see new and innovative lessons and project opportunities to help improve the school's Tech Ed Curricula | * 4 @ \$200 per participant | * \$ 800.00 |
| <input type="checkbox"/> | * Capital Region Ed. Council | * Jay Greenberg<br>Thomas Scherf<br>Karyn Randlett<br>Andrea Barkley | Career & Technical Education Annual State Conference, November 19, 2019, Red Lion Hotel, Cromwell CT.      | * Participants will have opportunity to see new and innovative lessons and project opportunities to help improve the school's CTE Curricula     | * 4 @ \$125                 | * \$ 500.00 |

|                          |         |                   |                                                                                              |                                                                                                                                                                  |             |                                          |
|--------------------------|---------|-------------------|----------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|------------------------------------------|
| <input type="checkbox"/> | * CTEEA | * Thomas<br>Lutka | SeaPerch<br>Build<br>Workshop -<br>Groton Sub<br>Base,<br>Groton, CT,<br>10/10 &<br>10/11/19 | * Workshop<br>will afford<br>instructor the<br>information<br>needed to<br>incorporate<br>SeaPerch<br>Robotic<br>Submarine<br>into the<br>Robotics<br>curriculum | * 1 @ \$250 | * \$ <input type="text" value="250.00"/> |
|--------------------------|---------|-------------------|----------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|------------------------------------------|

### 330 Employee Training and Development Services

#### New Fairfield School District (091-000) Public School District - FY 2020 - Perkins - Rev 0 - Perkins Secondary Grant

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                   |                                      |                      |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|--------------------------------------|----------------------|
| <b>330</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>Employee Training and Development Services</b> | \$ <input type="text" value="0.00"/> | <b>Total All 330</b> |
| <p>Services supporting the professional and technical development of school district personnel, including instructional, administrative, and service employees. Included are course registration fees (that are not tuition reimbursement), charges from external vendors to conduct training courses (at either school district facilities or off-site), and other expenditures associated with training or professional development by third-party vendors.</p> |                                                   |                                      |                      |

☐ Check if you are going to add items for this code.

| Check if CCP             | Name of Individual/Organization Providing Service | Who will be receiving training? Include # of Staff | Title of Event, Date and Location | How will this improve the overall CTE program according to Section 134(b) Perkins V? | Calculation Formula | Total                     |
|--------------------------|---------------------------------------------------|----------------------------------------------------|-----------------------------------|--------------------------------------------------------------------------------------|---------------------|---------------------------|
| <input type="checkbox"/> | *                                                 | *                                                  | *                                 | *                                                                                    | *                   | * \$ <input type="text"/> |

510 Student Transportation Services

**New Fairfield School District (091-000) Public School District - FY 2020 - Perkins - Rev 0 - Perkins Secondary Grant**

**510 Student Transportation Services**

\$ 7,550.00 **Total All 510**

Expenditures for transporting pupils to and from school and other activities. Included are such items as bus rentals for field trips and payments to drivers for transporting handicapped children.

☒ Check if you are going to add items for this code.

| Check if CCP | Faculty Supervisor(s) of Student Travel | Courses Utilizing Student Transportation/Estimated # of Students | Title of Event, Date and Location | How will this improve the overall CTE program according to Section 134(b) Perkins V? | Calculation Formula | Total |
|--------------|-----------------------------------------|------------------------------------------------------------------|-----------------------------------|--------------------------------------------------------------------------------------|---------------------|-------|
|              |                                         |                                                                  |                                   |                                                                                      |                     |       |

|                          |                  |                              |                                                                                          |                                                                                                                                                                                                                                                                                                     |                           |               |
|--------------------------|------------------|------------------------------|------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|---------------|
| <input type="checkbox"/> | * Thomas Scherf  | * Marketing I & Marketing II | * Marketing Class trip to New York City - 12/14/19, Madison Square Garden, Times Square, | * Students will get the opportunity to learn how a facility such as, Madison Square Garden is marketed to attract events other than sporting events to the facility. Students will have an opportunity view window displays from Times Square merchants to gain ideas for their marketing projects. | * 1 coach bus @ \$1200.00 | * \$ 1,200.00 |
| <input type="checkbox"/> | * Karyn Randlett | * Interior Design class.     | * Newport, RI, 12/19/19                                                                  | * The purpose of this trip is to further post secondary student opportunity within the interior design field. Students will learn about apprenticeships, career opportunities, and internships in preservation corporations.                                                                        | * 1 @ coach \$1550        | * \$ 1,550.00 |

|                          |                  |                                                                 |                                                                                 |                                                                                                          |                          |               |
|--------------------------|------------------|-----------------------------------------------------------------|---------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|--------------------------|---------------|
| <input type="checkbox"/> | * Thomas Scherf  | * Market I & Marketing II                                       | * DECA Career Development Conference - March 4, 2020, Aquaturf, Southington, CT | * Students will be exposed to the many aspects of Business Education and Marketing                       | * 2 school buses @ \$600 | * \$ 1,200.00 |
| <input type="checkbox"/> | * Joseph Gargano | * Marketing I & Marketing II Personal Finance Intro to Business | * Federal Reserve Bank, Boston, MA, 5/4/20                                      | * Students will learn about the purpose of the Federal Reserve and its role in our economy and finances. | * 1 Coach bus @ \$2100   | * \$ 2,100.00 |
| <input type="checkbox"/> | * Karyn Randlett | * Fashion Design                                                | * Manhattan Garment District, New York City, 5/7/2020                           |                                                                                                          | * 1 coach Bus @ \$1500   | * \$ 1,500.00 |

\* The Manhattan Garment District Trip helps students to gain an awareness of roles and functions of individuals engaged in textiles, fashion, and apparel careers. The students will analyze opportunities for employment and entrepreneurial endeavors as well as education and training requirements and opportunities for career paths in textiles, fashion, and apparel industries.

# 580 Travel

## New Fairfield School District (091-000) Public School District - FY 2020 - Perkins - Rev 0 - Perkins Secondary Grant

|                   |                                                           |
|-------------------|-----------------------------------------------------------|
| <b>580 Travel</b> | \$ <input type="text" value="0.00"/> <b>Total All 580</b> |
|-------------------|-----------------------------------------------------------|

Expenditures for transportation, hotel and other expenses associated with staff travel.

- Travel must be for instructional purposes, otherwise it is an administrative cost subject to the 5% cap.
- Travel for CTSO advisors to National CTSO Conferences cannot utilize Perkins funds.
- Perkins cannot pay for parking, rental cars, boat slips, or docking fees.
- Meals are not fundable expenses.

☐ Check if you are going to add items for this code.

| Check if CCP             | Name of Staff | Courses to be Improved by Attendance | Title of Event, Date and Location | How will this improve the overall CTE program according to Section 134(b) Perkins V? | Calculation Formula | Total                     |
|--------------------------|---------------|--------------------------------------|-----------------------------------|--------------------------------------------------------------------------------------|---------------------|---------------------------|
| <input type="checkbox"/> | *             | *                                    | *                                 | *                                                                                    | *                   | * \$ <input type="text"/> |

## 600 Supplies

### New Fairfield School District (091-000) Public School District - FY 2020 - Perkins - Rev 0 - Perkins Secondary Grant

**600 Supplies** **\$** 15,595.00 **Total All 600**

Expenditures for non-consumable items purchased for instructional use or for items that are worn out, or deteriorated through use.  
List each item separately.

☒ Check if you are going to add items for this code.

| Check if CCP             | Career Pathway/Perkins V CT CTE Cluster | List Each Supply Item, Including Description of Supply, Price and Vendor   | How will this improve the overall CTE program according to Section 134(b) Perkins V?                                     | Calculation Formula | Total       |
|--------------------------|-----------------------------------------|----------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|---------------------|-------------|
| <input type="checkbox"/> | * Culinary                              | * Vendor - Webstaurant Item - Solwave 1000W Stackable Commercial Microwave | * This tool is necessary for executing recipes and is also an every day appliance that students need to know how to use. | * 1 @ \$325         | * \$ 325.00 |

|                          |                     |                                                                         |                                                                                                                                                                                                                                                                                                                            |                          |               |
|--------------------------|---------------------|-------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|---------------|
| <input type="checkbox"/> | * Robotics          | * Vendor - Vex Item - V5 Classroom Super Kit                            | * The V5 Classroom Super Kit engages students by bringing math, engineering, and computer science classes to life. Through hands-on building and programming, students can explore these subjects while moving at their own pace through our STEM Labs, or the hardware can be easily integrated into existing curriculum. | * 2 @ \$1350 each        | * \$ 2,700.00 |
| <input type="checkbox"/> | * Wood Technology   | * Vendor - Penn State Industries Item - Advanced Pen Making Starter Set | * The Pen making starter set will give our students an opportunity to understand and preform the wood turning process. This machine will allow them to learn the techniques of the wood turning process on a smaller scale then the traditional wood turning process.                                                      | * 2 @ \$900 each         | * \$ 1,800.00 |
| <input type="checkbox"/> | * Child Development | * Vendor - Reality Works Item - Pregnancy Simulator                     | * Students would be able to actually feel (for a brief period of time!) the side physical effects of pregnancy. This simulator has a tool that recreates fetal movement, in addition to the added weight, which will give the students a real feel as to what an women goes through when pregnant.                         | * 2 pair @ \$1400 a pair | * \$ 2,800.00 |

|                          |                  |                                                                                                   |                                                                                                                                                                          |               |               |
|--------------------------|------------------|---------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|---------------|
| <input type="checkbox"/> | * Robotics       | * Vendor - Sea Perch Item - Sea Perch ROV Kit - Underwater robot.                                 | * Expands Robotic program to show students robots can operate underwater. Teaches students engineering principles and gives students hands -on manufacturing techniques. | * 10 @ 179.00 | * \$ 1,790.00 |
| <input type="checkbox"/> | * Robotics       | * Vendor - Sea Perch Item - Sea Perch ROV Tool Kit - Needed for Sea Perch ROV Kit                 | * Expands Robotic program to show students robots can operate underwater. Teaches students engineering principles and gives students hands -on manufacturing techniques. | * 1 @ 249     | * \$ 249.00   |
| <input type="checkbox"/> | * Communications | * Vendor - Adorama Item - Sling Studio Mobile production Kit                                      | * Needed to expand and improve our multi media visual communications program and replace all of the out dated equipment.                                                 | * 1 @ 1745.00 | * \$ 1,745.00 |
| <input type="checkbox"/> | * Communications | * Vendor - Apple Computers Item -12.9 iPad Pro - works in conjunction with Mobile Production Kit. | * Needed to expand and improve our multi media visual communications program and replace all of the out dated equipment.                                                 | * 1 @ 1000.00 | * \$ 1,000.00 |

|                          |                  |                                                                                       |                                                                                                                          |               |               |
|--------------------------|------------------|---------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|---------------|---------------|
| <input type="checkbox"/> | * Communications | * Vendor - Adorama Item - Canon XA40 4KHD Pro Camcorder with premium accessory Bundle | * Needed to expand and improve our multi media visual communications program and replace all of the out dated equipment. | * 1 @ 1549.00 | * \$ 1,549.00 |
| <input type="checkbox"/> | * Communications | * Vendor - Adorama Item - Nikon D500 DSLR Camera                                      | * Needed to expand and improve our multi media visual communications program and replace all of the out dated equipment. | * 1 @ 1497.00 | * \$ 1,497.00 |
| <input type="checkbox"/> | * Communications | * Vendor - Adorama Item - Nikon D500 Multi Power Batter Grip                          | * Needed to expand and improve our multi media visual communications program and replace all of the out dated equipment. | * 1 @ 36.00   | * \$ 36.00    |
| <input type="checkbox"/> | * Communications | * Vendor - Adorama Item - Savage 43" 9in1 Reflector Kit                               | * Needed to expand and improve our multi media visual communications program and replace all of the out dated equipment  | * 1 @ 104.00  | * \$ 104.00   |

# 700 Property

## New Fairfield School District (091-000) Public School District - FY 2020 - Perkins - Rev 0 - Perkins Secondary Grant

**700 Property**

\$ 0.00 **Total All 700**

In accordance with the Connecticut State Comptroller's definition of equipment, included in this category are all items of equipment (machinery, tools, apparatus, etc.) with a value of over \$5,000 and the useful life of more than one year and computers (desktop, laptop, tablets, etc.), and computer peripherals (printers, scanners, etc.). No vehicles or drive-able equipment may be purchased with Perkins funds.

☐ Check if you are going to add items for this code.

| Check if CCP             | Career Pathway/Perkins V CT CTE Cluster | Name of Course(s) | List Each Supply Item, Including Description of Supply, Price and Vendor | How will this improve the overall CTE program according to Section 134(b) Perkins V? | Calculation Formula | Total |
|--------------------------|-----------------------------------------|-------------------|--------------------------------------------------------------------------|--------------------------------------------------------------------------------------|---------------------|-------|
| <input type="checkbox"/> | *                                       | *                 | *                                                                        | *                                                                                    |                     | \$    |

917 Indirect Cost

New Fairfield School District (091-000) Public School District - FY 2020 - Perkins - Rev 0 - Perkins Secondary Grant

|                                                                                                                                                                                                                                                                                                                                                       |               |    |      |               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|----|------|---------------|
| 917                                                                                                                                                                                                                                                                                                                                                   | Indirect Cost | \$ | 0.00 | Total All 917 |
| Costs incurred by the grantee, which are not directly related to the program but are a result thereof. Grantees must submit indirect cost proposals to the Connecticut State Department of Education to apply for a restricted and unrestricted rate.<br><b>Only grantees that have received rate approvals are eligible to claim indirect costs.</b> |               |    |      |               |

|                     |       |
|---------------------|-------|
| Calculation Formula | Total |
|                     | \$    |

Secondary Grant Budget

**New Fairfield School District (091-000) Public School District - FY 2020 - Perkins - Rev 0 - Perkins Secondary Grant**

| <b>Object</b>                                 | <b>Total</b>       |
|-----------------------------------------------|--------------------|
| 111A - Non-Instructional Salaries             | \$0.00             |
| 111B - Instructional Salaries                 | \$0.00             |
| 200 - Personal Services > Employee Benefits   | \$0.00             |
| 320 - Professional Education Services         | \$0.00             |
| 322 - In Service                              | \$0.00             |
| 330 - Employee Training (Non-Direct Services) | \$0.00             |
| 510 - Student Transportation Services         | \$0.00             |
| 580 - Travel                                  | \$0.00             |
| 600 - Supplies                                | \$0.00             |
| 700 - Property                                | \$0.00             |
| 917 - Indirect Costs                          | \$0.00             |
| <b>Total</b>                                  | <b>\$0.00</b>      |
| <b>Allocation</b>                             | <b>\$26,195.00</b> |
| <b>Remaining</b>                              | <b>\$26,195.00</b> |

Secondary Grant Budget Overview

New Fairfield School District (091-000) Public School District - FY 2020 - Perkins - Rev 0 - Perkins Secondary Grant

Filter by Location: All - \$0.00 ▼

| Purpose    |  | Total     |
|------------|--|-----------|
| Object     |  |           |
| Total      |  | 0.00      |
| Allocation |  | 26,195.00 |
| Remaining  |  | 26,195.00 |

Secondary Grant Assurance

**New Fairfield School District (091-000) Public School District - FY 2020 - Perkins - Rev 0 - Perkins Secondary Grant**

Institutions may refer to the Perkins V Tier Two: Monitoring Protocol document as guidance.

- ☐ \* My district has completed a self-assessment of its implementation of Perkins V Federal statutory requirements and compliance with State and Federal expectations. The results of the self-assessment will be used to help ensure compliance with the district's federal program responsibilities and to identify areas of needed improvement.

Related Documents

**New Fairfield School District (091-000) Public School District - FY 2020 - Perkins - Rev 0 - Perkins Secondary Grant**

| Optional Documents              |                   |               |
|---------------------------------|-------------------|---------------|
| Type                            | Document Template | Document/Link |
| Perkins Commitment for New CTSO | N/A               |               |
| Other Perkins Documentation     | N/A               |               |

Assurances

**New Fairfield School District (091-000) Public School District - FY 2020 - Perkins - Rev 0 - Assurances**

☐ \* The Local Educational Agency (LEA)/Agency/Organization hereby assures the State Educational Agency (SEA) that the LEA/Agency/Organization follows all regulations applicable for CSDE, including those outlined below.

|           |                                                                                                                                                                                                                                                                                                                                   |
|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>A.</b> | The applicant has the necessary legal authority to apply for and receive the proposed grant;                                                                                                                                                                                                                                      |
| <b>B.</b> | The filing of this application has been authorized by the applicant's governing body, and the undersigned official has been duly authorized to file this application for and on behalf of said applicant, and otherwise to act as the authorized representative of the applicant in connection with this application;             |
| <b>C.</b> | The activities and services for which assistance is sought under this grant will be administered by or under the supervision and control of the applicant                                                                                                                                                                         |
| <b>D.</b> | The project will be operated in compliance with all applicable state and federal laws and in compliance with regulations and other policies and administrative directives of the State Board of Education and the Connecticut State Department of Education;                                                                      |
| <b>E.</b> | Grant funds shall not be used to supplant funds normally budgeted by the agency;                                                                                                                                                                                                                                                  |
| <b>F.</b> | Fiscal control and accounting procedures will be used to ensure proper disbursement of all funds awarded;                                                                                                                                                                                                                         |
| <b>G.</b> | The applicant will submit a final project report (within 60 days of the project completion) and such other reports, as specified, to the Connecticut State Department of Education, including information relating to the project records and access thereto as the Connecticut State Department of Education may find necessary; |
| <b>H.</b> | The Connecticut State Department of Education reserves the exclusive right to use and grant the right to use and/or publish any part or parts of any summary, abstract, reports, publications, records and materials resulting from this project and this grant;                                                                  |

|           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>I.</b> | If the project achieves the specified objectives, every reasonable effort will be made to continue the project and/or implement the results after the termination of state/federal funding;                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>J.</b> | The applicant will protect and save harmless the State Board of Education from financial loss and expense, including legal fees and costs, if any, arising out of any breach of the duties, in whole or part, described in the application for the grant;                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>K.</b> | At the conclusion of each grant period, the applicant will provide for an independent audit report acceptable to the grantor in accordance with Sections 7-394a and 7-396a of the Connecticut General Statutes, and the applicant shall return to the Connecticut State Department of Education any moneys not expended in accordance with the approved program/operation budget as determined by the audit;                                                                                                                                                                                                                                                                  |
| <b>L.</b> | <b>REQUIRED LANGUAGE (NON-DISCRIMINATION)</b> References in this section to "contract" shall mean this grant agreement and to "contractor" shall mean the Grantee.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|           | (a) For purposes of this Section, the following terms are defined as follows:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|           | (1) "Commission" means the Commission on Human Rights and Opportunities;                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|           | (2) "Contract" and "contract" include any extension or modification of the Contract or contract;                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|           | (3) "Contractor" and "contractor" include any successors or assigns of the Contractor or contractor;                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|           | (4) "Gender identity or expression" means a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person's core identity or not being asserted for an improper purpose. |
|           | (5) "good faith" means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations;                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|           | (6) "good faith efforts" shall include, but not be limited to, those reasonable initial efforts necessary to comply with statutory or regulatory requirements and additional or substituted efforts when it is determined that such initial efforts will not be sufficient to comply with such requirements;                                                                                                                                                                                                                                                                                                                                                                  |

|      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (7)  | "marital status" means being single, married as recognized by the state of Connecticut, widowed, separated or divorced;                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| (8)  | "mental disability" means one or more mental disorders, as defined in the most recent edition of the American Psychiatric Association's "Diagnostic and Statistical Manual of Mental Disorders", or a record of or regarding a person as having one or more such disorders;                                                                                                                                                                                                                                                                                                                                                                        |
| (9)  | "minority business enterprise" means any small contractor or supplier of materials fifty-one percent or more of the capital stock, if any, or assets of which is owned by a person or persons:                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|      | (I) who are active in the daily affairs of the enterprise,                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|      | (II) who have the power to direct the management and policies of the enterprise, and                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|      | (III) who are members of a minority, as such term is defined in subsection (a) of Connecticut General Statutes § 32-9n; and                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| (10) | "public works contract" means any agreement between any individual, firm or corporation and the State or any political subdivision of the State other than a municipality for construction, rehabilitation, conversion, extension, demolition or repair of a public building, highway or other changes or improvements in real property, or which is financed in whole or in part by the State, including, but not limited to, matching expenditures, grants, loans, insurance or guarantees.                                                                                                                                                      |
|      | For purposes of this Section, the terms "Contract" and "contract" do not include a contract where each contractor is (1) a political subdivision of the state, including, but not limited to, a municipality, (2) a quasi-public agency, as defined in Conn. Gen. Stat. Section 1-120, (3) any other state, including but not limited to any federally recognized Indian tribal governments, as defined in Conn. Gen. Stat. Section 1-267, (4) the federal government, (5) a foreign government, or (6) an agency of a subdivision, agency, state or government described in the immediately preceding enumerated items (1), (2), (3), (4) or (5). |
| (b)  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

|  |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|--|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | (1) | The Contractor agrees and warrants that in the performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by such Contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the State of Connecticut; and the Contractor further agrees to take affirmative action to insure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by the Contractor that such disability prevents performance of the work involved; |
|  | (2) | the Contractor agrees, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, to state that it is an "affirmative action-equal opportunity employer" in accordance with regulations adopted by the Commission;                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|  | (3) | the Contractor agrees to provide each labor union or representative of workers with which the Contractor has a collective bargaining agreement or other contract or understanding and each vendor with which the Contractor has a contract or understanding, a notice to be provided by the Commission, advising the labor union or workers' representative of the Contractor's commitments under this section and to post copies of the notice in conspicuous places available to employees and applicants for employment;                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|  | (4) | the Contractor agrees to comply with each provision of this Section and Connecticut General Statutes §§ 46a-68e and 46a-68f and with each regulation or relevant order issued by said Commission pursuant to Connecticut General Statutes §§ 46a-56, 46a-68e and 46a-68f; and                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|  | (5) | the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor as relate to the provisions of this Section and Connecticut General Statutes § 46a-56. If the contract is a public works contract, the Contractor agrees and warrants that he will make good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials on such public works projects.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

|     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (c) | Determination of the Contractor's good faith efforts shall include, but shall not be limited to, the following factors: The Contractor's employment and subcontracting policies, patterns and practices; affirmative advertising, recruitment and training; technical assistance activities and such other reasonable activities or efforts as the Commission may prescribe that are designed to ensure the participation of minority business enterprises in public works projects.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| (d) | The Contractor shall develop and maintain adequate documentation, in a manner prescribed by the Commission, of its good faith efforts                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| (e) | The Contractor shall include the provisions of subsection (b) of this Section in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with Connecticut General Statutes §46a-56; provided if such Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter. |
| (f) | The Contractor agrees to comply with the regulations referred to in this Section as they exist on the date of this Contract and as they may be adopted or amended from time to time during the term of this Contract and any amendments thereto.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| (g) |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| (1) | The Contractor agrees and warrants that in the performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or the State of Connecticut, and that employees are treated when employed without regard to their sexual orientation;                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

|           |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-----------|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|           | (2) | the Contractor agrees to provide each labor union or representative of workers with which such Contractor has a collective bargaining agreement or other contract or understanding and each vendor with which such Contractor has a contract or understanding, a notice to be provided by the Commission on Human Rights and Opportunities advising the labor union or workers' representative of the Contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment                                                                                                                                                                                                                                                                                                                                                                                                    |
|           | (3) | the Contractor agrees to comply with each provision of this section and with each regulation or relevant order issued by said Commission pursuant to Connecticut General Statutes § 46a-56; and                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|           | (4) | the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor which relate to the provisions of this Section and Connecticut General Statutes § 46a-56.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|           | (h) | The Contractor shall include the provisions of the foregoing paragraph in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with Connecticut General Statutes § 46a-56; provided, if such Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter. |
| <b>M.</b> |     | The grant award is subject to approval of the Connecticut State Department of Education and availability of state or federal funds.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>N.</b> |     | The applicant agrees and warrants that Sections 4-190 to 4-197, inclusive, of the Connecticut General Statutes concerning the Personal Data Act and Sections 10-4-8 to 10-4-10, inclusive, of the Regulations of Connecticut State Agencies promulgated there under are hereby incorporated by reference.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

## Equal Opportunity Affirmative Action Statement

### **New Fairfield School District (091-000) Public School District - FY 2020 - Perkins - Rev 0 - Assurances**

The Connecticut State Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Connecticut State Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Connecticut State Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction. Inquiries regarding the Connecticut State Department of Education's nondiscrimination policies should be directed to:

Levy Gillespie  
Equal Employment Opportunity Director/Americans with Disabilities Act Coordinator  
Connecticut State Department of Education  
450 Columbus Boulevard, Suite 607  
Hartford, CT 06103  
860-807-2071  
Levy.Gillespie@ct.gov

## CSDE Application Review Status Checklist

### New Fairfield School District (091-000) Public School District - FY 2020 - Perkins - Rev 0 - CSDE Application Review Status Checklist

This checklist is a means of communication between the CSDE and LEAs regarding the allowability and allocability of the items submitted in the funding application. Please follow the steps below to ensure that the funding application contains items that are in compliance with program requirements.

- After the LEA submits the application, the CSDE will review the application and mark each section as 'OK' or 'Attention Needed'.
- If the application is marked as 'Attention Needed', it will be returned to the LEA with a status of 'Returned - Revisions Needed' and will require modifications. The LEA will review the checklist for specific written feedback, explanations, and comments that identify areas that need to be addressed in order to move the application to Approved status.
- Once the LEA has made the necessary adjustments, the LEA will resubmit the application for approval. If the CSDE determines that the item has been corrected, 'Attention Needed' will be changed to 'OK' by the CSDE Reviewer. If the items needing attention still have not been corrected, the application will be returned again to the LEA with a status of 'Returned - Revisions Needed'.
- An application will move to Approved status once all comments and concerns in the application have been addressed.

#### Checklist Description [\(Collapse All\)](#) [Expand All](#)

##### 1. Program Details Not Reviewed ▼

1. Valid Community College added for CCP program, if applicable.
2. Question 1b- Responses provided are clear and concise. Addresses all required areas. Provides details supported by goals , objective, and /or activities.
3. Question 1c- Responses provided are clear and concise. Addresses all required areas. Provides details supported by goals , objective, and /or activities.
4. Question 2a - Responses provided are clear and concise. Addresses all required areas. Provides details supported by goals , objective, and /or activities.
5. Question 2c - Responses provided are clear and concise. Addresses all required areas. Provides details supported by goals , objective, and /or activities.
6. Question 3 - Responses provided are clear and concise. Addresses all required areas. Provides details supported by goals , objective, and /or activities.

##### 2. Middle Grade CTE Programs (Secondary Only) Not Reviewed ▼

1. Addressed all required areas
2. Responses provided are clear and concise
3. Instructor's full name(s) listed
4. Response indicates with specificity how program improvement will occur
5. Maximum of 10% of Perkins V grant funds or \$3000, whichever is higher used to support career exploration in the middle grades
6. Middle School CTE Career Clusters are aligned to programs offered at the high school

##### 3. CTE Advisory Board Information Chart Page Not Reviewed ▼

1. Addressed all required areas
2. Responses provided are clear and concise
3. Response indicates with specificity how the advisory board will assist in the establishment, operation, and evaluation of CTE programs

##### 4. CTE Course Information Chart Not Reviewed ▼

1. Addressed all required areas correctly.
2. Each CTE course listed aligns with Perkins V CTE Career Clusters

|  |                                                                                                                                                                      |                |
|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
|  | <b>5. CTE Teachers and Certification Information Chart</b>                                                                                                           | Not Reviewed ▼ |
|  | 1. Addressed all required areas correctly.                                                                                                                           |                |
|  | 2. Full name of CTE Teacher listed                                                                                                                                   |                |
|  | <b>6. Career &amp; Technical Student Organization Chart</b>                                                                                                          | Not Reviewed ▼ |
|  | 1. Addressed all required areas correctly                                                                                                                            |                |
|  | 2. 1 of the 7 national CTSO's are listed                                                                                                                             |                |
|  | 3. Minimum 10 paid national members                                                                                                                                  |                |
|  | 4. If a new CTSO is being started a commitment letter on school letterhead must be received                                                                          |                |
|  | <b>7. 111A Non-Instructional</b>                                                                                                                                     | Not Reviewed ▼ |
|  | 1. Addressed all required areas correctly                                                                                                                            |                |
|  | 2. Responses provided are clear and concise                                                                                                                          |                |
|  | 3. Full name of staff receiving salary/stipend listed                                                                                                                |                |
|  | 4. Response indicated with specificity how goals, objectives, and/or activities will improve the overall CTE program                                                 |                |
|  | 5. Does not exceed the 5% administrative cap                                                                                                                         |                |
|  | 6. Only lists allowable expenses                                                                                                                                     |                |
|  | <b>8. 111B Instructional</b>                                                                                                                                         | Not Reviewed ▼ |
|  | 1. Addressed all required areas correctly                                                                                                                            |                |
|  | 2. Responses provided are clear and concise                                                                                                                          |                |
|  | 3. Full name of staff receiving salary/stipend listed                                                                                                                |                |
|  | 4. Detailed description of duties including percent of time providing direct instruction/counseling and number of students served                                    |                |
|  | 5. Response indicated with specificity how a goals, objectives, and/or activities will improve the overall CTE program                                               |                |
|  | 6. Only lists allowable expenses                                                                                                                                     |                |
|  | <b>9. 200 Personal Services-Employee Benefit</b>                                                                                                                     | Not Reviewed ▼ |
|  | 1. Addressed all required areas correctly                                                                                                                            |                |
|  | 2. Responses provided are clear and concise                                                                                                                          |                |
|  | 3. Full name of staff receiving benefits listed                                                                                                                      |                |
|  | 4. Staff receiving benefits must also be listed on 111A and/or 111B                                                                                                  |                |
|  | 5. For Secondary grant, does not exceed the 25% of the total salary/stipend paid; for Postsecondary grant, does not exceed the 100% of the total salary/stipend paid |                |
|  | 6. Only lists allowable expenses                                                                                                                                     |                |
|  | <b>10. 320 Professional Education Services</b>                                                                                                                       | Not Reviewed ▼ |
|  | 1. Addressed all required areas correctly                                                                                                                            |                |
|  | 2. Responses provided are clear and concise                                                                                                                          |                |
|  | 3. Individual and/or organization providing service is listed                                                                                                        |                |
|  | 4. Detailed description of service is adequate and aligns to activities listed throughout the grant                                                                  |                |

|                                                                                                                        |                |
|------------------------------------------------------------------------------------------------------------------------|----------------|
| 5. Response indicated with specificity how goals, objectives, and/or activities will improve the overall CTE program   |                |
| 6. Only lists allowable expenses                                                                                       |                |
| <b>11. 322 In-service</b>                                                                                              | Not Reviewed ▼ |
| 1. Addressed all required areas correctly                                                                              |                |
| 2. Responses provided are clear and concise                                                                            |                |
| 3. Individual and/or organization providing service is listed                                                          |                |
| 4. Indicates who will receive training and amount of staff attending                                                   |                |
| 5. Title of event, location, and date provided                                                                         |                |
| 6. Response indicated with specificity how a goals, objectives, and/or activities will improve the overall CTE program |                |
| 7. Only lists allowable expenses                                                                                       |                |
| <b>12. 330 Employee Training and Development Services</b>                                                              | Not Reviewed ▼ |
| 1. Addressed all required areas correctly                                                                              |                |
| 2. Responses provided are clear and concise                                                                            |                |
| 3. Individual and/or organization providing service is listed                                                          |                |
| 4. Indicates who will receive training and amount of staff attending                                                   |                |
| 5. Title of event, location, and date provided                                                                         |                |
| 6. Response indicated with specificity how a goals, objectives, and/or activities will improve the overall CTE program |                |
| 7. Only lists allowable expenses                                                                                       |                |
| <b>13. 510 Student Transportation Services</b>                                                                         | Not Reviewed ▼ |
| 1. Addressed all required areas correctly                                                                              |                |
| 2. Responses provided are clear and concise                                                                            |                |
| 3. Full name of faculty supervisor listed                                                                              |                |
| 4. Courses utilizing student transportation represented and estimated number of students included                      |                |
| 5. Title of event, location, and date provided                                                                         |                |
| 6. Response indicated with specificity how goals, objectives, and/or activities will improve the overall CTE program   |                |
| 7. Only lists allowable expenses                                                                                       |                |
| <b>14. 580 Travel</b>                                                                                                  | Not Reviewed ▼ |
| 1. Addressed all required areas correctly                                                                              |                |
| 2. Response is clear and concise                                                                                       |                |
| 3. Full Name of staff provided                                                                                         |                |
| 4. Courses listed with specificity that will be improved by attendance                                                 |                |
| 5. Title of event, location, and date provided                                                                         |                |
| 6. Response indicated with specificity how goals, objectives, and/or activities will improve the overall CTE program   |                |
| 7. Only lists allowable expenses                                                                                       |                |

|                          |                                                                                                                      |                |
|--------------------------|----------------------------------------------------------------------------------------------------------------------|----------------|
| <input type="checkbox"/> | <b>15. 600 supplies</b>                                                                                              | Not Reviewed ▼ |
|                          | 1. Addressed all required areas correctly                                                                            |                |
|                          | 2. Responses provided are clear and concise                                                                          |                |
|                          | 3. Each item is listed including a description of supply, price, and vendor                                          |                |
|                          | 4. Response indicated with specificity how goals, objectives, and/or activities will improve the overall CTE program |                |
|                          | 5. Only lists allowable expenses                                                                                     |                |
| <input type="checkbox"/> | <b>16. 700 Property</b>                                                                                              | Not Reviewed ▼ |
|                          | 1. Addressed all required areas correctly                                                                            |                |
|                          | 2. Responses provided are clear and concise                                                                          |                |
|                          | 3. Each item is listed including a description of supply, price, and vendor                                          |                |
|                          | 4. Response indicated with specificity how goals, objectives and/or activities will improve the overall CTE program  |                |
|                          | 5. Only lists allowable expenses                                                                                     |                |
| <input type="checkbox"/> | <b>17. 917 Indirect Cost</b>                                                                                         | Not Reviewed ▼ |
|                          | 1. Proposal has been agreed upon by the CSDE                                                                         |                |
| <input type="checkbox"/> | <b>18. Grant Budget Page</b>                                                                                         | Not Reviewed ▼ |
|                          | 1. Responses are true and accurate when compared to budget code pages                                                |                |
|                          | 2. Total amount of grant is expended                                                                                 |                |