Career Counseling Grants

2015-16

Effective August 1, 2015

commonwealth of pennsylvania
DEPARTMENT OF EDUCATION
333 Market Street
Harrisburg, PA 17126-0333
www.education.pa.gov
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Harrisburg, PA 17126-0333
Voice Telephone: (717) 787-4417
Fax: (717) 783-9348
Text Telephone TTY: (717) 783-8445

For Inquiries Concerning Nondiscrimination in All Other Pennsylvania Department of Education Programs and Activities:
Pennsylvania Department of Education
School Services Unit Director
333 Market Street, 5th Floor
Harrisburg, PA 17126-0333
Voice Telephone: (717) 783-3750
Fax: (717) 783-6802
Text Telephone TTY: (717) 783-8445

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

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Voice: (717) 787-5530
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Career Counseling

Introduction

A. Purpose

The grant supports eligible local education agencies to provide career exploration, information, guidance, advising, and mentoring relating to career and occupational choices beginning in middle school.

The purpose of the grant is to offer college and career information and counseling to students in grades 6 to 12 and their parents to consider opportunities in career and technical education (CTE) programs and to help develop pathways for students to gain skills and experiences that are aligned with high-demand, high-wage careers.

Each grant application must describe how the LEA will provide college and career information and counseling to students in grades 6 to 12 and their parents and how they will develop pathways for students to pursue high-skill, high-demand careers. In particular, applicants must detail how counselors and other staff will develop and implement recruitment and retention plans for CTE programs to effectively engage students and parents.

B. Scope

Applicants may seek grants up to a maximum of $100,000. Grant awards are contingent upon availability of funds, August 1, 2015.

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

In addition, a Performance Report for previous year grants must be submitted online via the eGrants system prior to PDE granting “Final Approval” to disburse funds to the LEA. Complete the signature page template, print to obtain appropriate signatures and mail to: John Bonchalk, Bureau of Career and Technical Education, 333 Market Street, 11th Floor, Harrisburg, PA 17126-0333.
C. Objectives

Prospective applicants must address each of the following objectives:

1. Create Dedicated Guidance and/or Career Counselor Role

   Applicant will create a position that is dedicated to leading efforts related to career exploration, information, guidance, advising, and mentoring for students. The career counseling services provided by the position addresses the educational and career needs of middle school and high school students in school districts and career and technical centers. Development and establishment of services must include updating curriculum and providing professional development to district staff regarding their role in the provision of the services. The position provides a comprehensive and ongoing service that engages all students and parents in academic and career planning.

   The services include instructional supports and interventions that are used with students at risk of dropping out as well as those transitioning to postsecondary opportunities.

2. Provide Student and Parent Advisement

   The created position will advise students and their parents of the available program opportunities and value of available Pennsylvania Department of Education approved secondary career and technical education programs of study.

3. Recruit and Retain Students in Pennsylvania Department of Education Approved Secondary Career and Technical Education Programs of Study.

   The created position will coordinate services among middle school, high school and career and technical center. The coordinated services are focused on recruiting students for enrollment in Pennsylvania Department of Education secondary career and technical education programs of study. The created position is also responsible for assisting LEAs with approved CTE programs of study to retain students in the approved CTE programs of study.

D. Eligibility

School districts and career and technical centers are the eligible entities.

Priority will be given to CTE Innovation Grant recipients as well as to LEAs that have completed or are developing Chapter 339 college and career counseling plans or are participating in such plans.
E. Eligible Expenditures

Grant funds must be used to

1. Hire school and/or career counselors;

2. Identify regional workforce trends and postsecondary options available in the region;

3. Establish, improve, and/or coordinate student recruitment opportunities for students enrolling in Pennsylvania Department of Education approved secondary career and technical education programs of study;

4. Develop career information for use in student recruitment and retention in career and technical education programs, and

5. Establish, improve, and/or coordinate student retention in Pennsylvania Department of Education approved secondary career and technical education programs of study.

F. Application Procedures

An applicant must complete an eGrant application for the Career Counseling Grant. The website for submitting the application is found at http://www.egrants.pa.gov/.

Applicants who receive Career Counseling Grant funding are required to submit a final performance report on or before July 15, 2016 and submit data in the Pennsylvania Information Management System (PIMS).
G. Rating Form for Career Counseling Funding

The Pennsylvania Department of Education’s reviewers WILL USE THE SIMILAR RATING FORMAT IN EGRANTS TO EVALUATE APPLICATIONS. Funding will depend on a composite recommendation of the reviewers as well as availability of funds.

Refer to the Career Counseling Grant Scoring Rubric on page five and for a description of maximum, partial and zero point awards.

Applicant: ____________________________________________

Reviewer: ____________________________________________

<table>
<thead>
<tr>
<th>Points</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Create a dedicated guidance and/or career counselor role</td>
<td>40</td>
</tr>
<tr>
<td>2. Student and parent advisement provided</td>
<td>15</td>
</tr>
<tr>
<td>3. Recruit and retain students in PDE approved secondary CTE programs of study</td>
<td>15</td>
</tr>
<tr>
<td>4. Relate budget expenditures to grant objectives</td>
<td>10</td>
</tr>
<tr>
<td>5. Inclusion of each objective in the action plan</td>
<td>10</td>
</tr>
<tr>
<td>6. Priority given to CTE Innovation applicants</td>
<td>5</td>
</tr>
<tr>
<td>7. To LEAs that have completed or are developing Chapter 339 college and career counseling plans or are participating in such plans</td>
<td>5</td>
</tr>
</tbody>
</table>

**Total Score**  
____
H. Career Counseling Grant Scoring Rubric

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

<table>
<thead>
<tr>
<th>Category</th>
<th>Exceptional</th>
<th>Above Average to Below Average</th>
<th>Incomplete Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create a dedicated guidance and/or career counselor role</td>
<td>The narrative and action plan clearly identifies steps the applicant will follow to create a dedicated guidance and/or counselor role. (40-20)</td>
<td>The applicant has provided minimal explanation that demonstrates a dedicated guidance and/or counselor role will be created. (19-1)</td>
<td>The applicant has not provided any details of how it will create a dedicated guidance and/or career counselor role. (0)</td>
</tr>
<tr>
<td>Student and parent advisement provided</td>
<td>The grant proposal describes how the applicant will provide advisement to student and parents. (15-10)</td>
<td>The grant proposal mentions that students and parents will be advised on CTE opportunities, but does not describe how the advisement will be provided or how advisement is focused on PDE-approved secondary CTE programs of study. (9-1)</td>
<td>The grant proposal does not identify how advisement on PDE-approved CTE programs of study will be provided to students and parents. (0)</td>
</tr>
<tr>
<td>Recruit and retain students in PDE-approved secondary CTE programs of study</td>
<td>The narrative and action plan outline details of how the created dedicated guidance and/or career counselor role will recruit and retain students in PDE-approved secondary CTE programs of study. (15-10)</td>
<td>The narrative and action plan mentions recruitment and retention of students in PDE-approved secondary CTE programs of study but do not provide details on how the created dedicated guidance and/or career counselor role will accomplish this. (9-1)</td>
<td>The grant proposal does not mention recruitment and retention of students in PDE-approved secondary CTE programs of study. (0)</td>
</tr>
<tr>
<td>Action Plan</td>
<td>Each of the objectives is addressed. Goals are identified for each objective and outcomes are measurable. (10-6)</td>
<td>One objective is addressed. Goals are identified for the objective and outcomes are identified, but not measurable. (5-1)</td>
<td>One objective is addressed. Goals are not identified. Outcomes are not identified. (0)</td>
</tr>
<tr>
<td><strong>Budget expenditures</strong></td>
<td>The requested funds are directly related to the grant objectives. The budget items meet the requirements for funding. (10-6)</td>
<td>Use of allotted funds partially meets the requirements for funding. (5-1)</td>
<td>The use of the grant award is not related to the requirements for funding. (0)</td>
</tr>
<tr>
<td><strong>Priority given to CTE Innovation applicants</strong></td>
<td>Applicant has been notified of the awarding of a CTE Innovation Grant. (5)</td>
<td></td>
<td>Applicant has not applied for a CTE Innovation Grant. (0)</td>
</tr>
<tr>
<td><strong>Priority given to LEAs that have completed or are developing Chapter 339 college and career counseling plans or are participating in such plans.</strong></td>
<td>Applicant has demonstrated involvement with 339 college and career plan. (5)</td>
<td></td>
<td>Applicant has not demonstrated involvement with 339 college and career plan. (0)</td>
</tr>
</tbody>
</table>
General Information

A. Application Deadline

Eligible grant recipients must submit a proposal to the Pennsylvania Department of Education by 5 p.m. on June 30, 2015.

B. How to Apply

Individuals wishing to apply for CTE Counseling Grant funding are required to apply for funding through the online, internet-based eGrant system found at http://www.egrants.pa.gov/.

C. Reason for Disqualification

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

D. Reasons for Failure of Application to be Funded

1. Failure to have submitted a required final performance report from previous CTE grant award.

2. Insufficient score (less than 80 points) on the quality review.

3. Limitations of funding.

4. Contractor is identified as not being responsible due to delinquent tax debt, bankruptcy, criminal activity or other conditions specified in the State Contractor Responsibility Program (see Management Directive 215.9, 04/16/1999).

The Pennsylvania Department of Education’s Bureau of Career and Technical Education manages this state-funded program. Correspondence concerning this funding program should be addressed to:

John Bonchalk  
Career and Technical Education  
Pennsylvania Department of Education  
333 Market Street, 11th Floor  
Harrisburg, PA 17126-0333  
(717) 772-4853  
Email: jbonchalk@pa.gov
Budget Provisions

A. Classification of Expenditures

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

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

1. Functions

   - Instruction (1000) – Includes all activities dealing directly with the interaction between teachers or support personnel and students, including paraprofessionals, aides or tutors who assist students. Also includes other approved media such as teleconferencing or distance learning.

   - Pupil Support Services (2100) – Activities associated with counseling students and parents, evaluating student abilities, career counseling, referral and placement assistance and support personnel providing assistance with these activities.

   - Staff Support Services (2200) – Activities associated with assisting, supporting and advising the instructional staff with, or on, the content and process of providing learning experiences for students. Staff in-service and curriculum development activities are listed here.

   - Other Financing Use – Operational Cost (5000) (state)

     Grantees may budget and claim up to the state operational rate (6%) of their direct costs for operational costs. The maximum direct costs should be the product of the amount of direct costs and the state operational rate. Direct costs equal allowable expenses in Objects and Functions.

     For operational cost, the e-Grant system will calculate your allowable operational costs; however, you must enter the amount of allowable cost that is budgeted. The e-Grant system will give an error if the operational cost entered exceeds the allowable cost and/or if the total project amount is over the allocated amount.
If an Indirect Cost Rate is desired, the request must be submitted as part of the Annual Financial Report, PDE-2057.

i. School districts and AVTS/CTCs must use an approved restricted indirect cost rate established by the Comptroller’s Office. 
   (Total Budgeted Amount – Function Code 700) x Applicant Indirect Cost Rate = Maximum Allowed Indirect Cost Amount.

ii. Indirect cost is calculated on direct costs, excluding equipment.

All budget figures must be rounded to the nearest dollar.

2. Objects

- Salaries – Object Code 100 – Salaries are budgeted within the function for which they are employed. Show as full-time, percentage of full-time or for hourly rate times, the number of hours, as applicable.

  i. Instruction – Function 1000
     - substitute teachers who interact with students
     - paraprofessionals, aides and tutors assisting instructional personnel
     - drivers for instructional field trips
     - clerical and secretarial staff to support project-funded personnel

  ii. Pupil Support Services – Function 2100
     - guidance personnel (adhere to supplanting rules)
     - clerical and secretarial staff to support project-funded personnel
     - drivers for career-related field trips

  iii. Staff Support Services – Function 2200
     - personnel assigned to curriculum development
     - personnel assigned to participate in staff development and in-service
     - clerical and secretarial staff to support project-funded personnel
3. Benefits – Object Code 200 – Benefits are charged to the same function as the salaries to which they are applicable. Benefits must be charged at the same percent as salaries, e.g., a teacher paid for 50% of his/her time would have benefits charged at 50% or less as well. The amount charged must be the net of offsetting revenue received from the Commonwealth. Benefits do not need to be itemized – a composite rate may be used.

4. Purchased Professional and Technical Services – Object 300

These costs are assigned to the function served. Rate (hourly, daily, etc. and number of hours/days) should be shown as part of the calculation. Copies of sub-contracts may be requested by PDE.

Honoraria for Consultants/Resource Persons

- If contracted consultant is to provide instruction to students, the costs would appear in the Instruction Function (1000).

- If contracted consultant is to provide guidance, counseling or career exploration, the costs would appear under the Pupil Support Services Function (2100).

- If contracted consultant is to provide support to instructional staff in the form of in-service/professional development or curriculum development, the costs would appear under the Staff Support Services Function (2200).

5. Other Purchased Services – Object 500

- Student transportation – This object is used for services of a contracted carrier. For instructional field trips, use Function 1000. For career guidance field trips, use Function 2100.

- Travel – Limited to travel within the Commonwealth for staff providing instructional or supplementary services. Justification for travel must be directly tied to specific objectives and activities in the application. Costs should be on the same basis as other employees of the educational agency. Show miles and rate per mile or other calculation for total costs. If the rate per mile exceeds $0.50, a board resolution is required, if not part of a Grant Agreement that references a higher rate.

- Communication costs – The costs for telephone and postage are allowable for project activities only. Telephone and postage costs must be specifically accounted for and documented.

- Printing and Advertising – List anticipated item cost and total cost. Show under function for which the cost is applicable. Only advertising related to recruiting of personnel, procurement of goods or services and public relation costs for notifying the community of the activities of the program are allowable. Promotional and memorabilia or give away items are not allowable.
6. Restricted Indirect Cost – Object 900

   See information under Functions Other Financing Use – Operational Cost (5000) (state)

B. Action Plan

   Applicants must describe how the objectives of the Career Counseling Grant will be implemented in the action plan by outlining how the objectives are being met. The action plan must provide detailed descriptions and outline detailed steps in the Narrative as well as the Action Plan sections of the eGrant.

   Each grant application must demonstrate the following in the Action Plan:

1. Create Dedicated Guidance and/or Career Counselor Role

2. Provide Student and Parent Advisement

3. Recruit and Retain Students in Pennsylvania Department of Education Approved Secondary Career and Technical Education Programs of Study.

C. Outcomes

   Required outcomes include:

1. Increase in parent and student awareness of the value of career and technical education programs, especially those leading to high-value credentials and college credits;

2. Increase in the number of eighth grade students planning to enroll in CTE programs;

3. Analysis of gaps in current college and career ready efforts and development of strategy to address those needs through partnerships with key stakeholders and CTE programs;

4. Development of instructional materials and resources to help students in middle and high school explore career options;

5. Increased familiarity of parents, guardians and caretakers with and understanding of the value of career and technical education;

6. Increased numbers of students participating in work-based experiences;

7. Increased number and percentage of students who graduate from high school ready for postsecondary education and/or the workforce;

8. Increased numbers of secondary CTE students earning college credit for secondary technical coursework; and

9. Increased retention of students in secondary CTE programs of study.
D. Accountability

Successful applicants will need to report annually on metrics as available, including participation in career exploration activities such as workplace and college visits, internships, mentoring, and job shadowing; enrollment in CTE programs; high school graduation; post-secondary enrollment; college credit awarded; job placement; and other metrics to be determined.

E. Oversight

PDE will administer the grant program. A cross agency collaborative consisting of the Pennsylvania Department of Labor and Industry, the Department of Community and Economic Development and the Governor’s Office will review the grant applications, monitor the programs and provide guidance and oversight to the initiative.
F. Utilization and Control of Funds

Period of Obligation of Funds by Eligible Recipients – PDE’s Bureau of Career and Technical Education determines the beginning date and period of obligation of each project. PDE acknowledges the completeness of each application via notification on the eGrant system. The period during which funds may be obligated is also included in the agreement. The agreement may be printed from an approved eGrant project and will have the beginning and ending dates of the project printed on the document. Obligations shall be in accordance with the following:

<table>
<thead>
<tr>
<th>If the obligation is for:</th>
<th>The obligation is made:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acquisition of real or personal property</td>
<td>On the date on which the eligible recipient makes a binding written commitment to obtain the property</td>
</tr>
<tr>
<td>Personal services by an employee of the eligible recipient</td>
<td>When the services are performed</td>
</tr>
<tr>
<td>Personal services by a person who is not an employee of the eligible recipient</td>
<td>On the date on which eligible recipient makes a binding written commitment to obtain the services</td>
</tr>
<tr>
<td>Performance of work other than personal services</td>
<td>On the date on which the eligible recipient makes a binding written commitment to obtain the work</td>
</tr>
<tr>
<td>Public utility services</td>
<td>When the eligible recipient receives the services</td>
</tr>
<tr>
<td>Travel</td>
<td>When the travel is taken</td>
</tr>
<tr>
<td>Rental of real or personal property</td>
<td>When the eligible recipient uses the property</td>
</tr>
</tbody>
</table>
G. Funding of Projects

All projects are placed on a system of scheduled payments to provide operating funds during the period of the project. Monthly payments are determined by dividing the project amount by the number of months that the project operates. The Pennsylvania Comptroller’s office will initiate payments upon approval of the project. In the event the start of payments is delayed, the Comptroller’s office will include back payments in the initial project payment up to a maximum of four monthly payments. No scheduled payments will be issued after the end of the project period or June 30, 2016.

H. Reconciliation of Cash on Hand Quarterly Reports (PDE-2030)

The Reconciliation of Cash on Hand Quarterly Reports are due on the 10th working day after each quarter (10th working day of October, January, April and July). All grant recipients are required to submit their quarterly reports electronically using the Financial Accounting Information (FAI) website. Paper copies will not be accepted and will not be returned. Such reports will be considered delinquent. In order to use the FAI system, you will first need to register to use the ePDE web portal. This can be accessed through the Pennsylvania Department of Education website at www.education.pa.gov. Click on “Register” to complete the online form. Once the registration is complete: access the web portal at www.education.pa.gov, login, click on the “My PDE Applications” dropdown box, choose FAI, then click “Go”.

Technical questions relating to the ePDE web portal should be directed to the PDE Information Technology Help Desk at 717-506-2317 or 888-498-8129, or use the “On-Line-eGrants Support” link at the bottom of the left column (blue column) on the eGrants home page.

For payment related questions or assistance in completion of the quarterly report, call Comptroller Operations at 717-425-6797.

1. The quarterly reporting will begin with the first quarter in which payments are received. For example, if the first payment is received in November, the first quarterly report is due in January. Quarters end September 30, December 31, March 31 and June 30. If all payments are received by June 30, there is no need to submit a report for this quarter.

2. Failure to submit the quarterly report on time or electronically will result in suspension of scheduled payments until the report is received.

3. Quarterly reports can also be used to request an acceleration of payments because of unusual cash needs, such as a large purchase. Use the Comments section of the report to explain the need for an accelerated payment.
I. Revisions to Approved Projects

The request for revisions must follow the procedures on the eGrants application. This feature will be available only after the original application is approved.

A revision to an approved project may be submitted in eGrants from January 15 through March 31. By March 31, the Grantee should have an estimate of expenditures.

Requests for approval of revisions must be submitted no later than March 31 of each fiscal year. The eGrants system will not transmit revisions after March 31.

Revisions to approved projects shall be initiated by completing the applicable components of the eGrants application online.

Finally, no revisions may be made until a project has final approval.

No edits are permitted to the narrative sections when completing a Budget Revision. Changing narrative responses will not be approved, and will delay the approval of your Budget Revision.

Once Revisions have been closed in eGrants, any changes in a previously unbudgeted function or object code(s) will not be permitted. The Final Expenditure Report will be adjusted and or the LEA will need to return funding to the state.

A project revision must be submitted under any of the following conditions:

1. Costs need to be budgeted in a previously unbudgeted function or object.

2. Changes are requested in equipment items (either new, substitutions or quantity changes).

3. A budget revision is required to transfer funds from one or more budget function or object categories to other function or object categories when there is a variance in any major category of expenditure that exceeds 10 percent of the category amount in the approved budget.

4. For example, the Grantee’s approved budget for Object 100 – Salaries - is $115,785.00, with a 10 percent variance allowed of $11,578.50. The Grantee has spent or encumbered $153,431.13 in Object 100. The Grantee has exceeded the approved budget amount by $37,646.13 or 33 percent and is over the 10 percent variance by $26,067.63.

Programmatic changes (changes that involve or alter the objective of the project) need prior approval, even if within the approved parameters.
J. Final Expenditure Reports (PDE – 2011)

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

1. The final expenditure report is due no later than 60 days after the close of the project (August 30). Final Expenditure Reports may be submitted only after completion of project activities and payment of all obligations. However, recipients should submit the Final Expenditure Report as soon as all project obligations are paid.

2. PDE’s Bureau of Career and Technical Education will conduct a review of the Final Expenditure Report for completeness, accuracy and budget compliance. Approved reports are forwarded to the Comptroller’s office for closure and final payment. Reports found to be incomplete or incorrect are returned to the recipient for further explanation or correction.

3. Prohibited costs will be deducted from the total expenditures claimed and will either be subtracted from the final payment or requested as a refund. Upon receipt of notification of a disallowance, a recipient may write to Attention: Janelle Smith at the address below and request reconsideration by explaining the reason for the request. Any documentation that will substantiate the recipient’s request should accompany the letter. A notification will be sent to the recipient regarding the Bureau’s decision. If the recipient is dissatisfied with the response, a request for further reconsideration may be sent to Lee Burket, Director of the Bureau of Career and Technical Education, at the address below.

4. If circumstances prevent timely submission of the report, Approval for an extension of time must be requested by writing to Attention: Alka Bal at the address below, or emailing abal@pa.gov, at the Bureau of Career and Technical Education.

5. PDE reserves the right to stop any and all payments of state and federal funds from any source due to a recipient for failure to submit the final expenditures report within 60 days after the close of the project. If a recipient fails to submit a Final Expenditure Report, even after notification of delinquency, PDE may require the recipient to return all funds advanced under the project.

6. Any omissions in, or corrections to, the initial submission may be made by submitting a revised Final Expenditure Report. Revised Final Expenditure Reports must be submitted no later than four months after the original due date.
7. A check for any unused funds must be sent to the Department of Education along with an electronically signed copy of page one. The check should be made payable to the Commonwealth of Pennsylvania, and be mailed to Attention: Janelle Smith at the address below.

Department of Education
Bureau of Career and Technical Education
333 Market Street, 11th floor
Harrisburg, PA  17126-033

8. Questions concerning the completion of the Final Expenditure Report should be directed to Janelle Smith, PA Department of Education, Bureau of Career and Technical Education at 717-783-6990 or janelsmith@pa.gov.

K. Record Keeping

Each eligible recipient shall retain records of grant activities for at least six years after completion of the activity for which grant funds were used. Equipment records shall be maintained for six years after the disposition, transfer or replacement of the equipment. In the event of an audit, the six-year records retention may be extended until the final resolution of the audit or until the end of the regular six-year period, whichever is later. The state records retention regulations are for at least six years and are found in the Pennsylvania School Code (24 P.S. §5-518).

1. Each eligible recipient is required to maintain adequate records to provide full disclosure of grant expenditures. Such records include purchase orders, invoices, payroll records, time and service function records in support of payroll, bid solicitations, contracts and checks issued.
Career Counseling Grant - Final Performance Report Instructions

Prepare a final performance report, including a one-page summary, to address the following:

1. Signature Page (following): Include the project number, name of school, amount funded, contact person’s information and signatures, as required.

2. Executive Summary (maximum one page): Provide an overview of the creation of the dedicated guidance and/or career counselor role, student and parent advisement activities and student recruitment and retention efforts.

3. Procedures: List procedures used to provide career exploration, career information, career guidance, advising and recruitment and retention services relating to career and occupational choices mentioned in this grant.

4. Conclusion: Explain how the reform efforts will be reviewed and revised annually.

5. Provide the following data:
   a. Increase in parent and student awareness of the value of career and technical education programs, especially those leading to high-value credentials and college credits;
   b. Increase in the number of eighth grade students planning to enroll in CTE programs;
   c. Analysis of gaps in current college and career ready efforts and development of strategy to address those needs through partnerships with key stakeholders and CTE programs; and
   d. Development of instructional materials and resources to help students in middle and high school explore career options.
   e. Parent, guardian and caretaker familiarity with and understanding of the value of career and technical education will grow.
   f. Increased numbers of students are participating to work-based experiences.
   g. Increased the number and percentage of students who graduate from high school who are ready for postsecondary education and/or the workforce.
   h. Increased numbers of secondary CTE students existing with college credit for secondary technical coursework.
   i. Increased retention of students in secondary CTE programs of study.

In addition, a Performance Report must be submitted online via the eGrants system prior to PDE granting “Final Approval” to disburse funds to the LEA. Complete the signature page template, print to obtain appropriate signatures and mail to: John Bonchalt, Bureau of Career and Technical Education, 333 Market Street, 11th Floor, Harrisburg, PA 17126-0333.

Reports are due no later than July 15, 2016. Local education agencies not submitting this report by the due date will be unable to complete eGrant applications for any future funding.

May 2015
2016-17 applications will not be considered for funding until the Pennsylvania Department of Education receives the 2015-16 final performance reports from local education agencies who received funds during the 2015-16 fiscal year.