

Good Afternoon,

The FY24 distribution amount \$500,000, is based on the amount allocated by the legislature and the MDOE. That allocation was divided equally among the 21 CTE schools that indicated their intent to apply for the MS-CTE grant funds. Each recipient will receive \$23,809.52 for FY2024. The allocation table is below. This year will be the application only. The following years there will be a yearend report due as well.

The grant application is located on the Grants4Me platform. It is within the 2024 CTE State Funds funding application. You will find the application at the bottom of that section.

MS-CTE FY 2024 grants

Bath Regional CTE	\$ 23,809.52
Biddeford Regional Center of Technology	\$ 23,809.52
Capital Area Technical Center	\$ 23,809.52
Caribou Technology Center	\$ 23,809.52
Coastal Washington County Institute of Technology	\$ 23,809.52
Foster Technology Center	\$ 23,809.52
Hancock County Technical Center	\$ 23,809.52
Lake Region Vocational Center	\$ 23,809.52
Lewiston Regional Technical Center	\$ 23,809.52
Mid-Maine Technical Center	\$ 23,809.52
Presque Isle Regional Career & Technical Center	\$ 23,809.52
Region 10, Technical High School	\$ 23,809.52
Region 3, Northern Penobscot Technical Center	\$ 23,809.52
Region 4, United Technologies Center	\$ 23,809.52
Region 8, Mid-Coast School of Technology	\$ 23,809.52
Region 9, School of Applied Technology	\$ 23,809.52
Saint John Valley Technology Center	\$ 23,809.52
Sanford Regional Technical Center	\$ 23,809.52
Somerset Career & Technical Center	\$ 23,809.60
Tri-County Technical Center	\$ 23,809.52
Van Buren/M.S.A.D. #24	\$ 23,809.52

MS-CTE calendar

7/11/2024	Grants4ME system opens for FY24 application
8/1/2023-7/31/2024	MS-CTE Grant year
7/31/2024	All FY2024 funds that you are using for FY2024 activities must be encumbered
September 30 th	ALL FY24 encumbered funds must be expended

Additional Information

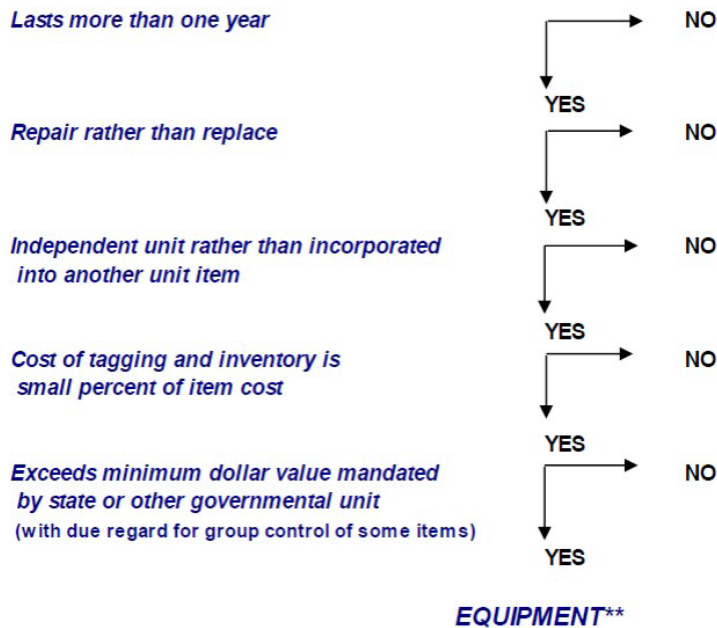
- When budgeting be sure to assign the appropriate object and function codes, see table below. **You should work with your business managers to ensure the correct coding is used.**
- Function codes 2210, 2212, 2213, and 2238 are for professional development. The majority of funding will use function code 1000 – Regular Instruction.
- **Equipment 7300 – is only to be used for items valuing \$5,000 and above per item.** These are the items that will be required to be tagged. Equipment items less than that amount will not require a tag, but will need

to be tracked in an inventory system as a Perkins expenditure and will need to be used in the program for which they were purchased. Perkins monitoring will continue to look at both equipment and minor equipment purchases.

- It is important that you use the chart below to **determine if an item is equipment or supplies**. Supplies still need to be tracked to program and used for the approved activities, but do not have to be tracked as thoroughly as equipment and minor equipment.
- For CTE 6150 is a special supply code for minor equipment. This is for walkable items of value that will last more than a year and must be tracked, but do not meet the \$5,000 threshold. (laptops, cameras, electric or battery hand tools, etc.)
- Grant approval workflow – Director changes status to Draft Completed – Fiscal Representative approves – Superintendent (or Region Director) approves – DOE CTE approves
- All funds must be spent on MS-CTE activities and serve only middle school CTE activities.
- Budget adjustment must be approved before the expenditure is made
- You may pay for transportation but purchasing a vehicle is not allowed.

CRITERIA FOR DISTINGUISHING SUPPLY ITEMS FROM EQUIPMENT ITEMS

At first "no", item is determined to be a supply, not equipment



** An equipment item is any instrument, machine, apparatus or set of articles that meets all of the following criteria:

- 1) It retains its original shape, appearance and character with use.
- 2) It does not lose its identity through fabrication or incorporation into a different or more complex unit or substance.
- 3) It is nonexpendable; that is, if the item is damaged or some of its parts are lost or worn out, it is more feasible to repair the item than to replace it with an entirely new unit.
- 4) Under normal conditions of use, including reasonable care and maintenance, it can be expected to serve its principal purpose for at least one year.

Budget Account Number (Object Code)

1000	Salaries	
2000	Benefits	Salaries paid with Perkins funding must also include benefits for paid positions.
3000	Professional and Technical Services	Professional Development, contracted services, etc.
4000	Property Services (equipment repairs)	Equipment repair, equipment lease/rentals, technology rentals
5000	Other Services	Travel, student transportation, insurance,
6000	Supplies	Use chart to determine if an item is equipment, supplies, or minor equipment
6150	CTE Minor Equipment	Equipment under \$5,000 - must be tracked with internal controls
7300	Equipment	\$5,000 and over - MUST BE TAGGED
8000	Dues and Fees	Organizational memberships

Budget Account Number (Function Code)

1000	Regular Instruction	All services for instruction of students - teacher salaries, supplies, equipment, etc.,
2120	Student Guidance Services	Non iep services - career guidance
2210	Improvement of Instruction	- staff training
2212	Instruction and Curriculum Development	- curriculum development, instruction techniques
2213	Instructional Staff Training	- professional development - workshops, conferences, etc.
2238	Instruction-Related technology	- professional Development for Instruction-Focused Technology Personnel
2240	Student Assessments	costs for student assessments (with aligned program code)
2400	School Administration	costs for administrative responsibility for a school - MACTE dues, Director supports
2640	Care and Upkeep of Equipment	Repairing program equipment
2700	Transportation	- to and from school, field trips, etc.
2760	Transportation for Career and Technical Education Students	- regular program instruction transportation - program worksites, clinicals, etc.