



Illinois State Board of Education

Career and Technical Student Organization Grant Guidelines

FY2005

Career Development Division
Illinois State Board of Education
100 North First Street (E240)
Springfield IL 62777

Fiscal Year 2005 Career and Technical Student Organization (CTSO) Grant Application

The State Board of Education will allocate funds to secondary career and technical education student organizations to support activities which are an integral part of the secondary and postsecondary career and technical education instructional program. Allowable expenditures include, but are not limited to, administrative salaries and travel expenses, materials and supplies, transportation, and supportive services. The following information is provided to assist the career and technical education student organization in completing the FY2005 grant application.

SUPPLEMENTAL MATERIALS

Supplemental materials to assist in the submission of this grant application are located in the Appendices.

- Appendix A – CIP Codes by Career and Technical Program
- Appendix B – Definitions
- Appendix C – Policy Statement
- Appendix D – Deadlines
- Appendix E – Grant Approval and Budget Amendments
- Appendix F – Illinois Administrative Code-subtitle A (CH.1,S.254) subchapter g, Subpart Q: Activities of Vocational Student Organizations
- Appendix G – Workforce Preparation Grant (WPG) Software Instructions

CAREER AND TECHNICAL STUDENT ORGANIZATIONS

The term "vocational (or career) and technical student organization" mean those organizations for individuals enrolled in career and technical programs that engage in activities as an integral part of the instructional program. Excerpt from The Carl D. Perkins Vocational and Technical Education Act of 1998.

The Perkins Act calls for increased accountability, higher academic standards and improved student achievement. Throughout their existence, CTSOs have had a profound effect on helping students integrate contextual and academic learning. By addressing the new Perkins requirements into CTSO activities, each CTSO can help facilitate the implementation of the new law and the state plan for Career and Technical Education in Illinois. CTSOs are important for many reasons. Among them are:

1. CTSOs provide students the opportunity to learn more about and develop skills in their respective career areas as an integral part of the career and technological education program of instruction.
2. Affiliation with a CTSO allows student to participate in local, state and national career development activities. This provides opportunities for leadership and career skill development, service learning, and individual learning directly related to classroom instruction.
3. The individual CTSOs provide an excellent way for students to attain challenging state-established academic proficiencies (Illinois Learning Standards), career and technical skill proficiencies (Illinois Occupational Skill Standards) or other nationally-recognized standards, and workplace skills through their chosen area of study.
4. Each CTSO provides professional development opportunities for instructors in the corresponding career and technical area.

Each of the CTSOs recognized by the Illinois State Board of Education is affiliated with a national career and technical education student organization. Each organization has adopted a national program of work aligned with career and technical education which provides direction for the development of classroom materials and educational projects as an integral part of the instructional program.

The following secondary CTSOs are recognized by ISBE and the career program area they represent are:

Agriculture	Illinois Association FFA (FFA)
Business, Marketing and Management	Business Professionals of America (BPA) Future Business Leaders of America (FBLA) Illinois Association of DECA (DECA)
Family and Consumer Sciences	Family, Careers and Community Leaders of America (FCCLA)
Health Occupations	Health Occupations Students of America (HOSA)
Industrial Technology	Technology Students Association (TSA) Skills USA-VICA

PURPOSE OF THE GRANT

The purpose of this grant is to provide the local chapter and state associations of each CTSO with resources to support the organization with staff leadership; provide materials relating to the career and technical education program area and activities of the organization; and coordinate the total association program of work. **The Quality Indicators which drive activities that constitute the program of work are:**

1. Strengthening academic (Illinois Learning Standards) and technical skills (Illinois Occupational Skill Standards or nationally-recognized standards) of students in the respective CTSO career area;
2. Providing students with experiences and understanding of all aspects of the industry in the CTSO career area;
3. Providing professional development (CPDUs) to teachers, counselors and administrators on implementing career and technical priorities within the CTSO career area,
4. Promoting the CTSO's role in preparing students for success in program area careers.
5. Coordinating secondary CTSOs programs and activities with ISBE performance standards or aligning postsecondary CTSOs materials which directly relate programs and activities to the Illinois Occupational Skill Standards and Workplace Skills.
6. Improving reporting to ISBE.

FINAL REPORT INFORMATION

The final report provides ISBE with valuable information about the work of each CTSO. The final report will consist of completion of column 5 – Outcomes on the Planning and Reporting form (Attachment #2).

FISCAL INFORMATION

Grants will be awarded to Career and Technical Student Organizations based on the number of members listed in chapters that are:

1. enrolled in courses in the approved reimbursable career and technical education programs served by the respective CTSO,
2. advised by employee(s) of the LEA who are qualified in the occupational area which the student organization represents, and
3. verified by the school or institution administrator.

See Appendix A for alignment of CTSOs and CTE program by CIP Code. Allowable expenses are limited to the items listed below. The financial support for the administration of the CTSOs is limited to an amount not to exceed 60% of the total ISBE contract. Funds must be used to achieve the purpose of this grant.

ALLOWABLE EXPENDITURES FOR CTSO GRANTS

Administrative Salaries

- 110 Salaries - Executive Secretary/Director
- 113 Salaries - Secretary

***No more than 60% of the total ISBE Grant may be expended to compensate the executive secretary/director for the administration of the CTSO.**

Employee Benefits

- 200 Employee Benefits

Purchased Services

- 314 Professional Services - Consultant, Guest Speaker, Photographer
- 317 Audit Services
- 325 Rentals - Meeting Room, Office Equipment, Office Space
- 332 Travel
- 340 Communication - Telephone, Postage
- 360 Printing and Binding
- 380 Workers' and Unemployment Compensation, Liability

Supplies and Materials

- 400 Supplies and Materials - Materials Production including Educational Newsletters

BUDGET AND BUDGET SUMMARY INFORMATION

Workforce Preparation Grant (WPG) software is provided to complete the budget forms. Instructions for loading the software is included in Appendix G. The grant budget forms also can be accessed at www.isbe.net/wpp but cannot be submitted electronically. Acrobat Reader is required to access these forms and can be downloaded on this website. Paper copies must be submitted as directed. Note that calculations are built in for subtotals and totals, Budget Information page subtotals transfer to Budget Summary and Payment Schedule, and an error message is built into the print button to generate an error message if the Requested Annual Budget, Total Grant Budget and Payment Schedule totals do not match.

MEMBERSHIP DETERMINATION AND RECORDS TO BE MAINTAINED

1. The state career and technical student organization shall keep on file, at its official address, properly verified local chapter and class membership lists. One factor used in determining the CTSO Grant Application allocation is the total number of members enrolled in classes in approved reimbursable career and technical education programs (refer to Appendix A).
2. Each local membership list shall include:
 - a. name of the student in each eligible chapter;
 - b. the career and technical/vocational course (and/or Illinois Community College Board occupational area specific transfer course) in an approved program for the career area in which he or she was enrolled during the 2003-0004 school year; and
 - c. the signature of the chief school administrator (may be principal of local high school).

DETERMINATION OF FUNDING ALLOCATIONS

For FY2005, the allocations will be generated using FY2003 membership numbers. Allocations are based on the following:

- ◆ Base amount of \$12,000
- ◆ Secondary student membership in respective CTSO CIP code program
 - \$2.00 per student for the first 5,000 members
 - \$1.50 per student for the additional members from 5,001 - 10,000
 - \$1.00 per student for membership in excess of 10,000 members
- ◆ Supplemental funding when available

APPLICATION FORMAT

1. **Cover page** (Attachment 1)

This page must be signed by the adult executive officer and the student president. During the funding period, any changes of names and addresses appearing on the agreement shall be submitted in writing to CTSO State Advisor, Illinois State Board of Education. The adult executive officer responsible for the student organization shall submit these changes.
2. **Planning and Reporting Form** (Attachment 2)

The program of work represents the organization's plan for making the CTSO activities an integral part of the instructional program, and addresses career and technical education priorities. The program of work is submitted using the Planning and Reporting Form. For each of the six CTSO grant Quality Indicators (see Purpose of the Grant, page 2) list the Priority, Activity, Expected Outcomes, and Anticipated Expenditure in the appropriate column. The final column, Outcomes will constitute the final report.
3. **Membership Information Worksheet** (Attachment 3)

Provide information about the CTSO membership qualifications, the total number of students claimed for reimbursement and information on the total number of students that are members but cannot be counted in the ISBE funding allocation. The purpose of this is to determine the total number of students served directly by CTSOs. These numbers from school year 2003-2004 will determine the CTSO grant allocation for FY2006.

4. **Membership Application**

Provide the membership application received by the CTSO for membership or information on accessing the form electronically. Include any information regarding the operating system to submit the membership electronically.

5. **Budget Information** (Attachment 4)

Include descriptions of anticipated expenditures, as described under Fiscal Information, page 5 of this application. The object code subtotals must match the requests on the Budget Summary and Payment Schedule.

6. **Budget Summary and Payment Schedule** (Attachment 5)

This must be submitted on the form provided and signed by the adult executive officer responsible for fiscal matters. Note that calculations are built in for subtotals and totals. The Budget Information page subtotals transfer to the Budget Summary and Payment Schedule. An error message is built into the print button to generate an error message if Requested Annual Budget, Total Grant Budget and Payment Schedule totals do not match.

7. **Certifications** (Attachments 6, 7 and 8)

Each applicant is required to submit the forms listed below. These must be signed by the adult executive officer authorized to submit the proposal and to bind the applicant to its contents.

- ◆ Career and Technical Student Organization Assurances (Attachment 6)
- ◆ Certification for Application and Award (Attachment 7)
- ◆ Drug Free Workplace Certification (Attachment 8)

CRITERIA FOR REVIEW AND APPROVAL OF GRANT APPLICATIONS

Each application will be reviewed for the CTSO's ability to implement the guidelines of the grant application.

1. **Cover Page** (Attachment 1) - The cover page has the required information and signatures.
2. **CTSO Planning and Reporting Form** (Attachment 2) - The program of work adequately addresses the integration or correlation of the CTSO activities to the career area instructional program.
3. **Membership Information Worksheet** (Attachment 3) - The information provided is complete and accurate.
4. **Budget Justification and Budget Summary and Payment Schedule** (Attachments 4, 5) - The proposed budget is complete, clearly explained and cost-effective in relation to the scope of the work to be accomplished. The Budget Summary and Payment Schedule is supported by the Budget Justification.
5. **Assurances** (Attachments 6, 7, 8) - The CTSO assures ISBE that its policies, procedures and bylaws are in compliance with these assurances. By checking the appropriate item and signing the assurance the CTSO indicates compliance.
 - ◆ Attachment 6 - The CTSO assurance is properly checked and signed.
 - ◆ Attachment 7 - The Certification for Application and Award is properly completed and signed.
 - ◆ Attachment 8 - The Drug Free Workplace Certification is properly completed and signed.

TERMS OF THE GRANT

1. Applicants may be asked to clarify certain aspects of their proposals. A negotiated and finalized proposal returned to the applicant, with an authorized signature affixed to the cover page, will constitute an approved agreement with the Illinois State Board of Education.
2. Orders for payment will be submitted to the Office of the Comptroller according to a negotiated payment schedule. A final expenditure report will be required.
3. An approved budget may be amended by
 - a. submitting a letter explaining the request
 - b. completing the Budget Summary and Payment Schedule form to show the new amounts required; and
 - c. attaching the budget justification amendment pages to support the changes.

A budget amendment must be submitted for agency approval whenever any individual cell on the budget summary and payment page changes by more than \$1,000 or 20%, whichever is larger. Budget amendments will be approved if the proposed distribution of resources or activities would have been approved within the original application.

4. All grant funds shall be subject to the Illinois Grant Funds Recovery Act (30 ILCS 705). Funds granted for the operation of this program must be used exclusively for the purposes stated in the approved grant application, and must be expended in accordance with the approved budget and the grantee's policies and procedures related to such expenditures. Funds may only be expended for activities occurring during the grant period.
5. Subcontracting – The applicant may operate its own program or enter into a subcontract. However, all program responsibilities are to be retained by the applicant to ensure compliance with the terms and conditions of the grant. All subcontracting must be documented and must have the prior approval of ISBE. Approval of subcontracts shall be subject to the same criteria as are applied to the original proposal. The following information is required if any subcontracting is to be utilized:
 - ◆ Name(s) and address(es) of subcontractor(s);
 - ◆ Need and purpose for subcontracting;
 - ◆ Measurable and time-specific services to be provided;
 - ◆ Associated costs, i.e., amounts to be paid under subcontracts;
6. Materials and Products Developed – One copy of all materials developed and disseminated with these grant funds must be provided to ISBE.
7. Reporting - The grantee will submit a final report documenting achievement of the objectives of the grant. The report will consist of completing column 5 Outcomes on the Planning and Reporting Form.

Deadlines - A summary of deadlines for this grant is found in Appendix D.

ILLINOIS STATE BOARD OF EDUCATION

Career Development Division
100 North First Street
Springfield, Illinois 62777-0001

FY2005
CAREER AND TECHNICAL STUDENT ORGANIZATION
Funding Agreement

This funding agreement is between the Illinois State Board of Education and the following career and technical student organization.

Form with fields for: CAREER AND TECHNICAL STUDENT ORGANIZATION, STARTING DATE, ENDING DATE, NAME OF STUDENT PRESIDENT, HOME ADDRESS, TELEPHONE, FAX, SCHOOL NAME, SCHOOL ADDRESS, NAME OF ADULT EXECUTIVE OFFICER, ADDRESS, E-MAIL, NAME OF FISCAL EXECUTIVE OFFICER, ADDRESS, E-MAIL.

REQUEST

REQUESTED ANNUAL BUDGET \$ LOCAL + \$ ISBE = \$ TOTAL

State and/or Federal funds are requested to provide financial support for the activities as described in this agreement. This project shall meet State of Illinois and Federal legal requirements, where applicable.

Date Signature of Adult Executive Officer/Project Director

Date Signature of Student President

APPROVAL

State and/or federal funds are obligated in the amount of \$ for items approved in the budget. Adjustments and/or modifications are subject to written approval by both parties of this funding agreement.

Project Number

Date Signature of State Board Official

FY2005
CAREER AND TECHNICAL STUDENT ORGANIZATION
Planning and Reporting Form

CAREER AND TECHNICAL STUDENT ORGANIZATION NAME	EXECUTIVE OFFICER SUBMITTING FORM
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QUALITY COMPONENTS OF A CAREER AND TECHNICAL STUDENT ORGANIZATION

- | | | |
|---|---|--------------------------------|
| 1. Strengthen academic and technical skills | 3. Provides professional development | 5. Coordinating with standards |
| 2. Experiences in all aspects of the industry | 4. Preparing student for career success | 6. Improving reporting to ISBE |

PLANNING FORM DUE MAY 28, 2004

Complete this form as a part of the FY05 Career & Technical Student Organization grant application. Use this form to record the activities planned by the CTSO for FY05 which will address improvement of each of the six Quality Components. All Quality Components identified above must be addressed. On the form below, include the following information.

- Column 1** Enter the number(s) of the Quality Components that are being addressed by each activity listed in column 2.
- Column 2** List FY05 Activities to be conducted for improvement of the CTSO.
- Column 3** Describe the Expected Outcomes for each of the activities in column 2.
- Column 4** Anticipated Budget/Fund Sources that the CTSO expects to use to support the activities, (grant or local funds).

Submit form to ISBE with the CTSO grant.

OUTCOMES DUE JULY 31, 2005

- Column 5** At the end of the fiscal year, complete the Outcomes column of the Planning and Reporting form. Include as much quantifiable information as possible related to number and type of individuals involved in the activity, specific products developed, and any measurable outcomes. **Return to ISBE 7/31/05.**

COMPONENT(S) # (Column 1)	ACTIVITY (Column 2)	EXPECTED OUTCOMES (Column 3)	ANTICIPATED BUDGET/ FUND SOURCES (Column 4)	OUTCOMES (Column 5)

CAREER AND TECHNICAL STUDENT ORGANIZATION NAME

EXECUTIVE OFFICER SUBMITTING FORM

COMPONENT(S) # (Column 1)	ACTIVITY (Column 2)	EXPECTED OUTCOMES (Column 3)	ANTICIPATED BUDGET/ FUND SOURCES (Column 4)	OUTCOMES (Column 5)

FY2005
CAREER AND TECHNICAL STUDENT ORGANIZATION
Membership Worksheet

MEMBERSHIP INFORMATION - To be used in calculating FY2006 Grant

1. How many chapters were affiliated in the 2003-2004 School Year? _____
Secondary
2. How many CTSO members in the 2003-2004 School Year met the ISBE funding criteria: _____
Secondary
- enrolled in class in an ISBE-approved career/occupational program
 - chapter was supervised by a LEA/staff in the CTSO career/occupational area
 - membership form, signed by LEA Administrator
3. How many members in the 2003-2004 School Year belonged to the state and national CTSO but did not meet the ISBE funding criteria? ***Check the appropriate reasons for the CTSO member not meeting the funding criteria.*** _____
Members
- graduated seniors
 - junior high/middle level school members
 - elementary level members
 - chapters not advised by appropriate CTSO career area instructor
 - student members not enrolled in the respective CTSO career and technical education program
 - national organization or school chapter did not submit the required membership information
 - school administrator did not sign the class lists as required by ISBE
 - other, ***please identify:***

Initial Application
Amendment

ILLINOIS STATE BOARD OF EDUCATION
Career Development and Preparation
100 North First Street
Springfield, Illinois 62777-0001

PROJECT NUMBER 05-32700-
CAREER AND TECHNICAL STUDENT ORGANIZATION NAME

LEA SUBMISSION DATE

FY2005
CAREER AND TECHNICAL STUDENT ORGANIZATION
Budget Information

FUNCTION AND OBJECT CODES	BUDGET	OTHER INFORMATION
2300 GENERAL ADMINISTRATION		Please use this space to further explain any of the following items:
SALARIES		Describe out-of-state travel requests including function attending, date of travel, benefit to the project, number of travelers, and projected cost.
110 Salaries - Executive Secretary/Director	\$	If salaries are budgeted, provide the staff person's name, title, percent of time paid from the grant, and salary rate.
113 Salaries - Secretary	\$	Provide a description of each proposed expenditure. (See Illinois Program Accounting Manual for Local Education Agencies.)
Subtotal	\$	
EMPLOYEE BENEFITS		
200 Employee Benefits	\$	
Subtotal	\$	
PURCHASED SERVICES		
314 Professional Services - Consultants, Guest Speaker, Photographer	\$	
317 Audit Services	\$	
325 Rentals - Meeting Room, Equipment, Office Space	\$	
332 Travel	\$	
340 Communication - Telephone, Postage	\$	
360 Printing and Binding	\$	
380 Workers' and Unemployment Compensation, Liability	\$	
Subtotal	\$	
SUPPLIES AND MATERIALS		
400 Supplies and Materials	\$	
470 Software	\$	
Subtotal	\$	
CAPITAL OUTLAY		
540 Equipment	\$	
Subtotal	\$	
OTHER (specify by object code)		
_____	\$	
TOTAL GRANT BUDGET	\$	

Please attach additional pages if necessary.

B

- Initial Budget
- Amendment

ILLINOIS STATE BOARD OF EDUCATION
 Career Development and Preparation
 100 North First Street
 Springfield, Illinois 62777

FY2005
CAREER AND TECHNICAL STUDENT ORGANIZATION
Budget Summary and Payment Schedule

LEA SUBMISSION DATE

ISBE USE ONLY

ISBE APPROVAL DATE	
BEGIN	END

Use whole dollars only.
OMIT DECIMAL PLACES, e.g., \$2536.

FISCAL YEAR		SOURCE OF FUNDS CODE		REGION, COUNTY, DISTRICT, TYPE CODE					PAYMENT SCHEDULE
05		327000							
AGENCY NAME				CONTACT PERSON		TELEPHONE NUMBER			
						()			1 July-August (81)
LINE	Function Number 1	EXPENDITURE ACCOUNT 2	SALARIES 3	EMPLOYEE BENEFITS 4	PURCHASED SERVICES 5	SUPPLIES & MATERIALS 6	CAPITAL OUTLAY 7	TOTAL 11	2 September (82)
			(Obj. 100's)	(Obj. 200's)	(Obj. 300's)	(Obj. 400's)	(Obj. 500's)		3 October (83)
10	2300	General Administration							4 November (84)
28	Total Direct Costs								5 December (85)
30	TOTAL BUDGET								6 January (86)
									7 February (87)
									8 March (88)
									9 April (89)
									10 May (90)
									11 June (91)
									12 July-August (92)
									TOTAL
									\$

PROJECT NUMBER	05-327000-64-108-	-51
CAREER AND TECHNICAL STUDENT ORGANIZATION NAME		

FY2005
CAREER AND TECHNICAL STUDENT ORGANIZATION
Assurances for Career and Technical Student Associations

Checking each item assures ISBE the CTSO is operating according to the Rules and Regulations for the Administration of Vocational Education (Illinois Administrative Code—Subtitle A (Ch.1, S.254) subchapter g, Subpart Q; Activities of Vocational Student Organizations), ISBE Financial requirements and will implement the provisions of this grant.

ISBE Staff

- The state advisor shall carry out advisory functions as part of his/her official assignment. To eliminate a possible conflict of interest, staff members shall not be involved in the receipt, solicitation, or accounting of funds of student organizations. Staff members may be a member of related foundations, but may not serve as an officer nor be involved with the collecting and accounting of funds for such a foundation.
- The career and technical student organization charter and the annual report of the corporation filed with the Secretary of State shall not include members of the staff of the Illinois State Board of Education nor the Illinois State Board itself.
- The constitution of the State-approved career and technical student organization shall not make provision for any Illinois State Board staff member to serve in any capacity except as advisor.

ISBE Financial Support

- The Illinois State Board of Education will provide financial support through a Grant Application with each state career and technical student organization. The financial support will be limited to administrative salaries, employee benefits, purchased services, and supplies and materials.

Membership

- The amount will be determined according to a formula based on student membership in career and technical student organizations that are an integral part of an approved reimbursable career and technical/vocational course/program. Only those students enrolled in approved reimbursable career and technical/vocational courses in the career program area will be counted in the formula.

Minutes of the CTSO

- The minutes of the state career and technical student organization governing board shall include actions taken by the student officers and sustained (supported or agreed with) by the adult board members related to the following:
 - approval of the funding agreement and amendments
 - designation of the of the adult executive officer responsible for actions taken on behalf of the organization
 - employment of required staff
 - approval of a budget
 - approval of contracts for items and services supported under the funding agreement
 - payment of all bills supported under the funding agreement.
 - approval of financial statements
 - approval of claims for reimbursement of expenditures

Reimbursement

- The Illinois State Board of Education, will reimburse the CTSO according to the attached budget upon receiving a proper certified claim that the conditions of this agreement and attached policies and reimbursements have been met and that expenditures have been made according to the approved budget attached.

ILLINOIS STATE BOARD OF EDUCATION

CERTIFICATION AND ASSURANCES FOR APPLICATION AND AWARD

(Insert Applicant's Name Here)

the applicant/award recipient (hereinafter the term applicant includes award recipient as the context requires), hereby certifies and assures the Illinois State Board of Education that:

1. Applicant is a(n): *(Check one)*

- Individual Corporation Partnership Unincorporated association Government entity

2. The applicant has the necessary legal authority to apply for and to receive the proposed award. The filing of this application has been authorized by the governing body of the applicant, and the undersigned representative has been duly authorized to file this application for and in behalf of said applicant, and otherwise to act as the authorized representative of the applicant in connection with this application and any award in relation thereto.
3. The activities and services for which assistance is sought under this program will be administered by or under the supervision of the applicant and in accordance with the laws and regulations applicable to the contract. No subcontractors will be used except as stated in the application.
4. In planning the program proposed in the application, there has been, and in establishing and carrying out the program, there will be (to the extent applicable to the program), participation of persons broadly representative of the cultural and educational resources of the area to be served, including persons representative of the interests of potential beneficiaries.
5. All funds provided shall be used for the purposes stated in the approved proposal.
6. The applicant understands that payment for approved services and expenses will be made on a reimbursement-of-claims basis, and that payment will be made in accordance with applicable statutes, regulations and standards after an application for payment is submitted to the State Board of Education.
7. The applicant will maintain records on program and fiscal activities related to each award for a period of three (3) years following the end of each award period for either a state-funded or federally funded program. Such records shall include a fiscal accounting for all monies in accordance with generally accepted governmental accounting principles. The State Board of Education shall have the right to inspect the applicant's records for auditing and monitoring purposes. If there are outstanding audit exceptions, records will be retained on file until such exceptions are closed out to the satisfaction of the State Board of Education.
8. All rights, including copyright, to data, information and/or other materials developed pursuant to an award are retained by the State Board of Education, unless otherwise agreed in writing by the State Board of Education. All such work products produced by the applicant through work pursuant to the award shall be made available to the State Board of Education upon request.
9. The applicant will obey all laws, regulations, and executive orders prohibiting discrimination on the basis of race, color, national origin, sex, age, or handicap, and all other laws, regulations, and executive orders applicable to its activities, including but not limited to the School Code (105 ILCS 5/1-1 et seq.), Title IX of the Amendments of 1972 (20 U.S.C. 1681 et seq.), the Illinois Human Rights Act (775 ILCS 5/1-101 et seq.), the Individuals with Disabilities Education Act (20 U.S.C. 1400 et seq.), the Age Discrimination in Employment Act of 1967 (29 U.S.C. 621 et seq.), Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq., 2000e et seq.), the Public Works Employment Discrimination Act (775 ILCS 10/0.01 et seq.), and the Americans with Disabilities Act of 1990 (42 U.S.C.A. 12101 et seq.).
10. The applicant is not barred from entering into this contract by Section 33E-3 and 33E-4 of the Criminal Code of 1961 (720 ILCS 5/33E-3, 33E-4). Sections 33E-3 and 33E-4 prohibit the receipt of a state contract by a contractor who has been convicted of bid-rigging or bid-rotating.
11. If the applicant is an individual, the applicant is not in default on an educational loan as provided in 5 ILCS 385/3.

Name of Applicant

By:

_____ *Date*

_____ *Signature of Authorized Official*

_____ *Title*

ILLINOIS STATE BOARD OF EDUCATION

DRUG-FREE WORKPLACE CERTIFICATION

This certification is required by the Drug-Free Workplace Act (30 ILCS 580/1). The Drug-Free Workplace Act, effective January 1, 1992, requires that no grantee or contractor shall receive a grant or be considered for the purposes of being awarded a contract for the procurement of any property or services from the State unless that grantee or contractor has certified to the State that the grantee or contractor will provide a drug-free workplace. False certification or violation of the certification may result in sanctions including, but not limited to, suspension of contract or grant payments, termination of the contract or grant and debarment of contracting or grant opportunities with the State for at least one (1) year but not more than five (5) years.

For the purpose of this certification, "grantee" or "contractor" means a corporation, partnership, or other entity with twenty-five (25) or more employees at the time of issuing the grant, or a department, division, or other unit thereof, directly responsible for the specific performance under a contract or grant of \$5,000 or more from the State.

The contractor/grantee certifies and agrees that it will provide a drug-free workplace by:

- (a) Publishing a statement:
 - (1) Notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, including cannabis, is prohibited in the grantee's or contractor's workplace.
 - (2) Specifying the actions that will be taken against employees for violations of such prohibition.
 - (3) Notifying the employee that, as a condition of employment on such contract or grant, the employee will:
 - (A) abide by the terms of the statement; and
 - (B) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
- (b) Establishing a drug-free awareness program to inform employees about:
 - (1) the dangers of drug abuse in the workplace;
 - (2) the grantee's or contractor's policy of maintaining a drug-free workplace;
 - (3) any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) the penalties that may be imposed upon an employee for drug violations.
- (c) Providing a copy of the statement required by subsection (a) to each employee engaged in the performance of the contract or grant and posting the statement in a prominent place in the workplace.
- (d) Notifying the contracting or granting agency within ten (10) days after receiving notice under part (B) of paragraph (3) of subsection (a) above from an employee or otherwise receiving actual notice of such conviction.
- (e) Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by, any employee who is so convicted, as required by section 5 of the Drug-Free Workplace Act.
- (f) Assisting employees in selecting a course of action in the event drug counseling, treatment, and rehabilitation are required and indicating that a trained referral team is in place.
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of the Drug-Free Workplace Act.

The undersigned affirms, under penalties of perjury, that he or she is authorized to execute this certification on behalf of the designated organization.

Name of Contractor

Printed Name and Title of Contractor's Authorized Representative

Date

Signature of Authorized Representative

APPENDICES

Appendix A – CIP Codes by Career and Technical Program

Appendix B – Definitions

Appendix C – Policy Statement

Appendix D – Deadlines

Appendix E – Grant Approval and Budget Amendments

Appendix F – Illinois Administrative Code – Subtitle A (CH.1,S.254)
Subchapter g, Subpart Q: Activities of Vocational
Student Organizations

Appendix G – Workforce Preparation Grant Software Instructions

CLASSIFICATION OF SECONDARY INSTRUCTIONAL PROGRAM (CIP) CODES

Agriculture

- 01.0100 Agricultural Business and Management Cluster
- 01.0200 Agricultural Mechanics and Technology
- 01.0600 Horticulture Services Operations and Management Cluster
- 02.0100 Agricultural Sciences
- 03.0100 Natural Resources Conservation Cluster

Business, Marketing and Management Occupations

- | | |
|---|--|
| 08.0200 Business and Personal Services Marketing Operations Cluster | 52.0402 Executive Assistant/Secretary |
| 08.0700 Product Marketing Operations Cluster | 52.0403 Legal Administrative Assistant/Secretary |
| 08.0709 Transportation Marketing Operations Cluster | 52.0404 Medical Administrative Assistant/Secretary |
| 08.0900 Hospitality and Recreation Marketing Operations Cluster | 52.0700 Enterprise Management and Operations Cluster |
| 08.1100 Travel Services Marketing Operations Cluster | 52.0800 Banking and Financial Support Services Cluster |
| 09.0401 Journalism | 52.1200 Computer Operation and Programming Cluster |
| 52.0200 Business Administration and Management Cluster | 52.1202 Business Computer Programming/Programmer |
| 52.0300 Accounting/Bookkeeping Cluster | 52.1204 Business Systems Networking and Telecommunications |
| 52.0400 Information Processing Cluster | 52.1205 Business Computer Facilities Operator (Mainframe) |
| 52.0401 Administrative Assistant/Secretarial Science, General | 52.1501 Real Estate |

Family and Consumer Sciences Occupations

- | | |
|--|--|
| 08.0102 Fashion Merchandising | 20.0309 Drycleaner and Launderer (Commercial) |
| 12.0400 Cosmetic Services Cluster | 20.0400 Food Service and Management Services Cluster |
| 12.0402 Barber/Hairstylist | 20.0404 Dietitian Assistant |
| 12.0403 Cosmetologist | 20.0405 Food Caterer |
| 12.0407 Esthetician | 20.0410 Food and Nutrition Technologist |
| 12.0408 Nail Technologist | 20.0500 Interior and Furnishings Services Cluster |
| 12.0501 Baker/Pastry Chef | 20.0501 Home Furnishings Consultant |
| 12.0503 Culinary Arts/Chef Training | 20.0600 Community and Facility Management Services Cluster |
| 12.0504 Food and Beverage/Restaurant Operations Manager | 20.0602 Elder Care Provider/Companion |
| 12.0505 Kitchen Personnel/Cook and Assistant Training | 20.0604 Custodian/Caretaker |
| 12.0506 Meatcutter | 20.0605 Executive Housekeeper |
| 12.0507 Waiter/Waitress and Dining Room Manager | 20.0606 Homemaker's Aide |
| 12.0599 Culinary Arts and Related Services, Other | 20.0607 Community Services, Social Service Aide |
| 13.1501 Teacher Assistant/Aide | 20.0700 Hospitality and Management Services Cluster |
| 20.0101 Family and Career Studies (Occupation of Homemaking) | 20.0701 Hospitality Management |
| 20.0200 Child, Day Care and Education Services Cluster | 20.0702 Lodging Services |
| 20.0202 Child Care Provider/Assistant | 20.0703 Travel Services |
| 20.0300 Clothing, Fashion and Apparel Services Cluster | 20.0704 Recreation Services |
| 20.0305 Custom Tailor | 44.0700 Social Work Cluster |
| 20.0306 Fashion and Fabric Consultant | 50.0407 Fashion Designer and Illustrator |
| 20.0307 Apparel and Textile Merchandising | 51.0205 Sign Language Interpreter |

Health Occupations

12.0301	Funeral Services	51.0924	Diagnostic and Treatment Services
51.0601	Dental Assistant	51.1502	Psychiatric/Mental Health Services Technician
51.0604	Dental Laboratory Aide	51.1600	Nursing Cluster
51.0700	Medical Records Technology/Technician Cluster	51.1613	Practical Nurse (L.P.N.)
51.0703	Health Unit Clerk	51.1614	Nursing Assistant/Aide
51.0800	Medical Assistant Cluster	51.1615	Home Health Aide
51.0803	Occupational Therapy Aide/Assistant	51.1800	Ophthalmic Services Cluster
51.0805	Pharmacy Technician/Assistant	51.1801	Opticianry/Dispensing Optician
51.0806	Physical Therapy Aide/Assistant	51.1802	Optical Technician/Assistant
51.0809	Pharmacy Clerk	51.1803	Ophthalmic Medical Technologist
51.0810	Podiatric Assistant	51.2300	Rehabilitation/Therapeutic Services Cluster
51.0811	Chiropractic Assistant	51.2602	Medical Laboratory Aide/Phlebotomist
51.0904	Emergency Medical Technology/Technician	51.2603	Geriatric Aide
51.0920	Respiratory Therapy Aide	51.2604	Therapeutic Recreation Aide/Assistant
51.0921	Radiologic Aide	51.2607	Rehabilitation Aide
51.0922	Surgical Aide	51.2608	Activity Aide
51.0923	Central Supply Aide	51.9994	Health Occupations Multi-cluster

Industrial Occupations

10.0104	Radio and Television Broadcasting Technology/ Technician	47.0302	Heavy Equipment Maintenance and Repairer
15.0401	Biomedical Engineering-Related Technology/ Technician	47.0303	Industrial Machinery Maintenance and Repairer
15.0405	Robotics Technology/Technician	47.0401	Instrument Calibration and Repairer
15.0411	Automated Manufacturing Technology	47.0405	Audio-Visual Equipment Maintenance and Repairer
15.0510	Environmental Control Technology	47.0408	Watch, Clock and Jewelry Repairer
15.0603	Industrial/Manufacturing Technology/Technician	47.0501	Stationary Energy Sources Installer and Operator
15.0607	Plastics Technology/Technician	47.0600	Vehicle and Mobile Equipment Mechanics and Repairers Cluster
15.0611	Metallurgical Technology/Technician	47.0603	Auto/Automotive Body Repairer
15.0702	Quality Control Technology/Technician	47.0604	Auto/Automotive Mechanic/Technician
15.1100	Technical Preparation - Engineering-Related Technologies Cluster	47.0605	Diesel Engine Mechanic and Repairer
43.0100	Criminal Justice and Corrections Cluster	47.0606	Small Engine Mechanic and Repairer
43.0107	Law Enforcement/Police Science	47.0609	Aviation Systems and Avionics Maintenance Technologist/Technician
43.0109	Security and Loss Prevention Services	48.0101	Drafting, General
43.0201	Fire Protection and Safety Technology/Technician	48.0102	Architectural Drafting
43.0203	Fire Science/Firefighting	48.0105	Mechanical Drafting
43.1000	Social/Public Service Occupations	48.0200	Graphic and Printing Equipment Operator Cluster
46.0101	Mason and Tile Setter	48.0201	Graphic and Printing Equipment Operator, General
46.0201	Carpenter	48.0206	Lithographer and Platemaker
46.0301	Electrical and Power Transmission Installer	48.0208	Printing Press Operator
46.0302	Electrician	48.0209	Silk Screen Making and Printing
46.0303	Lineworker	48.0303	Upholsterer
46.0401	Building/Property Maintenance and Manager Occupations	48.0500	Precision Metal Workers Cluster
46.0404	Drywall Installation	48.0501	Machinist/Machine Technologist
46.0408	Painter and Wall Coverer	48.0503	Machine Shop Assistant
46.0501	Plumber and Pipefitter	48.0506	Sheet Metal Worker
46.1000	Construction Occupations (Integrated)	48.0507	Tool and Die Maker/Technologist
47.0100	Electrical and Electronics Equipment Installer and Repairer Cluster	48.0508	Welder/Welding Technologist
47.0101	Electrical and Electronics Equipment Installer and Repairer	48.0703	Cabinet Maker and Millworker
47.0102	Business Machine Repairer	49.0101	Aviation and Airway Science
47.0103	Communication Systems Installer and Repairer	49.0102	Aircraft Pilot and Navigator (Professional)
47.0104	Computer Installer and Repairer	49.0200	Vehicle & Equipment Operators Cluster
47.0105	Industrial Electronics Installer and Repairer	49.0203	Materials Handling
47.0106	Major Appliance Installer and Repairer	49.0204	Mining Equipment Operation
47.0201	Heating, Air Conditioning and Refrigeration Mechanic and Repairer	49.0205	Truck, Bus and Other Commercial Vehicles
		50.0402	Graphic Design, Commercial Art and Illustration
		50.0406	Commercial Photography

Definitions

Illinois Learning Standards

Illinois Learning Standards have been developed to communicate clearly what students are expected to learn as they progress through the educational system. The Illinois Learning Standards create opportunities to link academic and career and technical skills. They can be accessed on the ISBE homepage at <http://www.isbe.net> or by request.

Illinois Performance Standards

Performance standards are being developed to identify the knowledge and skills that students are to perform at various stages of educational development (*performance descriptors*) and the performance expectations (*performance levels and assessment tasks*) for student work (*performance exemplars*) at each of the stages." Examples can be accessed on the ISBE homepage at <http://www.isbe.net/curriculum/CTE/cte.html> or by request.

Illinois Occupational Skill Standards

The Illinois Occupational Skill Standards Credentialing Council has worked with industry subcouncils to develop skill standards for high demand occupations. These are the basis for curriculum development for career and technical education programs. They can be accessed at Illinois Office of Educational Services (IOES) homepage at http://www.ioes.org/cte_curr/oss/index.html or by request.

Illinois Workplace Skills

These skills have been identified as the essential employment skills related to seeking/obtaining/keeping and advancing in any job. They can be found in any of the documents listed above.

All Aspects of the Industry

Career and Technical Education classroom and work-based learning experiences are designed to ensure that students have experience in and an understanding of all aspects of the industry that students are preparing to enter. These include management, planning, finance, technical and production skills, underlying principles of technology, labor issues and health and safety.

Carl D. Perkins Vocational and Technical Education Act of 1998 (Public Law 105-332)

This is the legislation that provides federal support and direction for Career and Technical Education in Illinois. The Perkins Act calls for increased accountability, higher academic standards and improved student achievement. Illinois has developed a plan for Career and Technical Education that identifies Perkins quality indicators.

Career and Technical, Occupational and Vocational

These are all terms used to describe courses and programs that meet ISBE program approval criteria for Career and Technical Education.

**Policy Statement on the Relationship
of the Illinois State Board of Education
and Approved Career and Technical Student Organizations**

1. The Illinois State Board of Education will establish and maintain advisory relationship with approved State career and technical student organizations, but the State Board will not direct nor administer the activities of such organizations. The State Board will provide the services of a staff member from the respective occupational/career and technical area to serve as an advisor to the approved career and technical student organizations. Each organization shall submit with the CTSO Grant Application a written request for a state advisor in the respective the career program area to Sandra Dunkel, Division Administrator, Career Development Division, Illinois State Board of Education.
2. The state advisor shall monitor the Career and Technical Student Organization Grant Application (contract) as part of his or her official assignment.

Deadline Dates

The following information is provided to help you plan for the submission of information related to the Grant Application between the state career and technical student organization and the Illinois State Board of Education.

1. **Activities Related to Grant Application for FY 2004 (July 1, 2003 thru June 30, 2004)**

<p>Completion of current funding obligations - July 30, 2004</p>	<p>Submit final (if no outstanding obligations) electronic expenditure report. Submit to CTSO State Advisor, Illinois State Board of Education: (1) one copy of the year's financial statement (no prescribed format), (2) one copy of the expenditure report (use the Budget Information form to support expenditures), and (3) a narrative report of activities which supported the FY 2004 grant objectives.</p>
<p>September 30, 2004</p>	<p>Submit final electronic expenditure report if July 31 report reflected outstanding obligations.</p>

2. **Activities Related to Grant Application for FY2005 (July 1, 2004 thru June 30, 2005)**
 - a. May 28, 2004

Submit to CTSO State Advisor, Illinois State Board of Education, Grant Application for FY2005 (three copies with original signatures). Include a written request addressed to Sandra Dunkel, Division Administrator, Career Development Division, for appointment of a state advisor from the respective career and technical education program area.
 - b. July 28, 2004

Attend Executive Director/Contract Administrator meeting to be held during Illinois Coordinating Council for Career and Technical Student Organizations (ICCCTSO) annual leadership seminar.
 - c. May 31, 2005

Deadline for submitting final amendments.
 - d. July 29, 2005

Submit final (if no outstanding obligations) electronic expenditure report. Submit to CTSO State Advisor, Illinois State Board of Education: (1) one copy of the year's financial statement (no prescribed format), (2) one copy of the expenditure report (use the Budget Information form to support expenditures), and (3) a narrative report of activities which supported the FY 2005 grant objectives.
 - e. September 30, 2005

Submit final electronic expenditure report if July 31 report reflected outstanding obligations.

Grant Approval and Budget Information

GRANT APPROVAL

Each grant application is reviewed and approved by State Board staff. Further information may be requested prior to final approval or approval may be contingent on the receipt of specific items of clarification.

The beginning and ending dates for each grant are critical. The beginning date of a grant cannot occur prior to the State Board approval date. This approval date corresponds to the date the grant is signed and approved. **No obligations or expenditures may occur prior to the official start date and no obligations may occur after the ending date of the grant.**

Each approved grant has a total dollar amount that cannot be exceeded. Expenditures that are greater than the approved budget will not be paid. The opportunity exists to amend each budget during the grant period.

PROGRAM AND BUDGET AMENDMENTS

The State Board of Education reserves the right to approve program, budget and staff changes made to originally approved applications. Changes will be considered for approval if the proposed distribution of resources or activities would have been approvable within the original application.

Requesting an Amendment

If an amendment is required, the applicant should submit a copy of all pages of the original application or the application as previously amended that are being changed. All amendments should be submitted 30 days in advance of the activity or expenditure to assure sufficient time for the required approval by State Board staff. The activity or expenditure is not authorized until this approval has been made and dated. A cover letter describing the nature of the proposed amendment and justification (rationale) for the change should accompany the application pages. This letter of request must be signed by the person officially designated with signature authority for the grant.

Amendment Due Date

All required amendments represent proposed changes and must be submitted and approved prior to the expenditure occurring. The amended activity or expenditure must occur after the approval date by State Board staff. The last budget amendments for a grant must be received in the State Board no later than 30 days prior to the ending date of the grant.

Program Amendments

An amendment is required when the activities of the approved application have changed to the extent that the scope of the approved program has been altered. Both the addition and deletion of program-related activities may alter the scope of the grant and require a request for amendment.

Budget Amendments

Changes in data cells on the Budget Summary and Payment Schedule form will, in most instances, determine the need for a budget amendment. A cell is defined as any object code category (100, 200, 300, etc.) within a function code. **A budget amendment is required when any one of the following conditions are met:**

1. A previously budgeted cell is **increased** by at least \$1,000 **or** 20%, whichever is larger.
2. A previously budgeted cell is **decreased** by at least \$1,000 **or** 20%, whichever is larger.
3. A previously budgeted cell is zeroed out by transferring all of the budgeted funds to other cells.
4. A new cell, not previously funded, is created by transferring funds from other cells.

23 Illinois Administrative Code - Subtitle A (CH. I, S. 254) Subchapter g

SUBPART Q: ACTIVITIES OF VOCATIONAL STUDENT ORGANIZATIONS

Section 254.1710 Allocation of Funds

- a) Vocational education funds allocated by the State Board of Education for the support of activities of vocational student organizations will be allocated only for support of such activities which are an integral part of the secondary and postsecondary vocational instruction program.
- b) The State Board of Education will allocate such funds only to state vocational student organizations which are affiliated with a national parent organization with an established plan of work at the national and state levels and which is recognized by the U.S. Department of Education. Vocational education funds will be allocated only to such state organizations which have a minimum of five local chapters with a total membership of 150 students enrolled in approved vocational education programs in the fiscal year for which such funds are allocated.
- c) Financial support for each approved state vocational student organization will be limited in each fiscal year to a base amount plus an additional amount per student member determined by the number of student members, as such amounts may be established by the State Board of Education based on available funds.
- d) Financial support for activities of vocational student organizations shall include, but not be limited to the following expenditures:
 - 1) administrative salaries and travel expenses,
 - 2) materials and supplies,
 - 3) transportation, and
 - 4) supportive services.

(Source: Amended at 12 Ill. Reg. 2282, effective January 15, 1988)

Section 254.1720 Applications for Approval and Funding

- a) Applications for approval and funding of vocational student organization activities shall be submitted to the State Board of Education in the form of a proposed funding agreement, incorporating a specific proposal which shall include the following:
 - 1) a rationale for the proposed agreement setting forth the purposes to be served;
 - 2) objectives of the proposed agreement;
 - 3) procedures for implementation of the proposed agreement setting forth the activities for which funding is requested and provisions for staffing;
 - 4) assurance that an outline of activities and records of the organization will be made available for evaluation and audit;
 - 5) assurance that program activities will be in accordance with state and federal laws and regulations governing vocational education and this Part; and

- 6) an estimated budget setting forth--
 - A) the estimated reimbursement for which the organization is eligible,
 - B) the estimated expenditures as allowed by this Subpart, and
 - C) any proposed subcontract for expenditures.
- b) The proposed funding agreement shall include the official name and address of the organization as well as the names of the student president and secretary and the adult executive officer. If different from that of the organization, the proposed agreement shall include the address of the person having custody of membership and financial records. Changes in names and addresses which occur during the period of the funding agreement shall be reported in writing to the State Board of Education.
- c) Funding agreements proposed for the ensuing fiscal year shall be submitted prior to July 1, the beginning of the fiscal year. Requests for amendments to the agreement shall be submitted no later than 30 days prior to the end of the fiscal year for which the amendment is to be effective.

(Source: Amended at 12 Ill. Reg. 2282, effective January 15, 1988)

Section 254.1730 Administration

- a) Activities of vocational student organizations supported with vocational education funds shall be administered by such student organizations as shall have made application to the State Board of Education for approval and funding of student organization activities.
- b) The State Board of Education will establish and maintain an advisory relationship with approved state student organizations but will not direct nor administer the activities of such organizations. The State Board of Education will provide, upon written request, a staff member to serve as an advisor to approved student organizations to provide guidance and assistance, but staff members shall act only to provide such guidance and assistance and shall not direct, administer, or determine policies of such student organizations. Staff members shall not be involved in the solicitation, receipt, or accounting of funds of student organizations or of foundations related to such organizations, or serve as an officer in such foundations.
- c) The constitution of the student organization shall make no provision for any staff member of the State Board of Education to serve in any capacity other than as an advisor; neither the student organization charter nor the annual report of the corporation filed with the Secretary of State shall include the State Board of Education.

Section 254.1740 Supervision

Activities of vocational student organizations which are supported with vocational education funds and which are an integral part of the vocational instruction offered by a local educational agency shall be supervised by vocational education personnel employed by such educational agency who are qualified in the occupational area which the student organization represents.

Section 254.1750 Nondiscrimination in Student Organization Membership

Vocational student organizations supported with vocational education funds shall not deny membership in such organization nor deny access to or participation in the activities of such organization to any person on the basis of sex, race, national origin, ethnic background, religious affiliation, or physical or mental handicap.

Section 254.1760 Availability of Vocational Student Organization Activities

Activities of vocational student organizations which are supported with vocational education funds as part of an instructional program in vocational education shall be made equally available to all students in the instructional program without regard to membership in such organization.

Section 254.1770 Formal Action

- a) Action taken by student organizations relative to the completion of a funding agreement with the State Board of Education and the conduct of activities supported with funds made available under the terms of such funding agreement shall be actions taken by student officers of the organization upon formal authorization by motion properly made and passed and duly recorded in minutes of the meetings at which such actions were authorized.
- b) Formal action shall be taken relative to the following matters:
 - 1) approval of the funding agreement and amendments thereto;
 - 2) designation of the adult executive officer responsible for actions taken on behalf of the organization;
 - 3) approval of a budget;
 - 4) employment of any required staff;
 - 5) approval of contracts for items and services supported under the funding agreement;
 - 6) payment of all bills for items and services supported under the funding agreement;
 - 7) approval of financial statements; and
 - 8) approval of claims for reimbursement of expenditures.

Section 254.1780 Maintenance of Records

Vocational student organizations conducting activities supported with vocational education funds shall maintain adequate records to support expenditures and claims for reimbursement. Such records shall be made available for evaluation, verification, and audit and shall include the following:

- a) minutes of organization meetings at which formal action is taken relative to the completion and implementation of the funding agreement;
- b) a listing of local chapter members of the student organization certified (signed) by the chief school administrator and organized according to the specific vocational program in which student members are enrolled;

- c) a copy of each subcontract for items and services entered into by the student organization, indicating specific approval of such subcontract by the State Board of Education;
- d) an outline of the program of activities of the student organization;
- e) a budget for approved expenditures;
- f) a financial statement of the state organization;
- g) vouchers indicating payment of bills for expenses incurred under terms of the funding agreement; and
- h) a copy of the approved funding agreement.

Workforce Preparation Grant (WPG) Software Instructions

The WPG Software is provided to assist users in completing the FY 2005 CTSO Grant. The following steps are necessary for installation of the software.

- Step 1:** Insert the CD in the appropriate drive (usually "D" drive).
- Step 2:** Click **Start** and then the **Run** command.
- Step 3:** When the **Run** dialog box appears, enter the correct CD drive and setup (example: D:setup). Select **OK** to begin WPG 2004 update installation.
- Step 4:** You will be prompted by the computer screen with step-by-step instructions to complete the installation.
- Step 5:** Close the icon window and click **OK** on **Update Successful**.
- Step 6:** Open WPG. The program will run the update and indicate **Update Successful**.