
Name

(Include region number if applicable)

GUIDELINES

**FOR USE OF FUNDS ALLOCATED UNDER THE
CARL D. PERKINS VOCATIONAL AND APPLIED TECHNOLOGY EDUCATION ACT OF
1998**

**For the period of FY 2003
(July 1, 2002 through June 30, 2003)**

Due: JUNE 21, 2002

(CFDA 84.048)

INDIANA COMMISSION FOR HIGHER EDUCATION

TABLE OF CONTENTS

INSTRUCTIONS 1

TRANSMITTAL FORM..... 2

SECTION I: ASSURANCES, COMPLAINT PROCEDURES AND EDGAR CERTIFICATIONS 3

 A. Assurances..... 3

 B. Complaint Procedures..... 4

 C. EDGAR Certifications..... 5

 D. Certification Forms..... 6

SECTION II: BASIC GRANT P/S/A BUDGET(S) FOR FY2003 BY CATEGORY 12

SECTION III: SUMMARY OF BASIC GRANT BUDGET(S) FOR FY2002 BY CATEGORY 13

APPENDICES: TABLE I--Required Uses of Perkins Funds 14

 TABLE II--Permissive Uses of Perkins Funds 15

 TABLE III--Professional Development Programs 16

 TABLE IV-- Postsecondary Measurement Definitions and Performance Levels 17

INSTRUCTIONS FOR FY2003 PERKINS PROGRAM

Use the FY2000 Comprehensive Local Plan (CLP) p/s/a categories as the basis for FY2003 activities. All activities undertaken with FY2003 funds should fall into the p/s/a categories listed in the original CLP. Exceptions for new p/s/a categories will be entertained only in unusual circumstances. Note, however, as customary in the past, an institution may request an amendment to existing p/s/a categories. Given a reduction in funds, an institution may choose to undertake all p/s/a categories outlined in the original CLP or may choose to focus on fewer. If p/s/a categories are dropped, please provide a brief explanation for such a decision.

Document Content and Format

1. Submit new Transmittal Form, Assurances and Certifications Forms and Disclosure of Lobbying Activities with updated signatures and dates.
2. For all p/s/a categories that will be continued under the FY2003 program year, submit a copy of the original p/s/a write-up **and** any subsequent amendments approved in FY2002. In addition, if your institution chooses to discontinue any p/s/a, please provide a brief explanation for this decision.

If you are submitting amendments to current p/s/a categories, attach the amendment to the back of the original p/s/a (including any FY2002 amendments if applicable) and mark at the top of the page, **FY2003 Amendment**. The amendment should be a brief written narrative outlining the changes and justifying the applicability of such changes to the current p/s/a. An amendment must include an assurance that the activities will benefit students, including special population students, in appropriate vocational programs.

3. For all p/s/a categories that will be continued in FY2003, submit a budget, using the enclosed budget page. In addition, you must submit a summary budget.
4. Revise the Memorandum of Understanding (MOU) between the institution and its local Workforce Investment Board to reflect any programmatic changes and updated signatures and dates. Regardless of any changes to the MOU, updated signatures and dates are required.
5. **Most importantly**, submit a cover letter that fully explains the document. Include in the cover letter:
 - A list of p/s/a activities that will be undertaken;
 - Note whether the proposal includes all p/s/a categories approved in the original CLP or whether certain p/s/a categories have been discontinued;
 - List which p/s/a activities have been discontinued (if applicable);
 - Note each p/s/a that will be continued whether or not it will be carried out under the same narrative guidelines used in FY2000;
 - List each p/s/a that contains an FY2003 amendment; and
 - List any other information that is needed to explain the contents of the document.
6. Please attach all documents in the following manner:
 - a. Cover letter
 - b. Transmittal Form
 - c. Assurances, Certification and Disclosure of Lobbying Activities pages with updated signatures and dates
 - d. P/S/A information
 - e. FY2003 budget pages including a budget for each p/s/a and a summary budget
 - f. Memorandum of Understanding with local Workforce Investment Board with updated signatures and dates.

All documentation must be received by the Commission for Higher Education no later than 5:00 p.m. on Friday, June 21, 2002.

TRANSMITTAL FORM

The five-year period of the Local Basic Grant Application began July 1, 1999 and extends through June 30, 2004. The documentation submitted in accordance with these guidelines covers the time period under the Local Basic Grant Application for FY 2003 (July 1, 2002 to June 30, 2003).

During the above time period, the eligible recipient will act in accordance with the submitted Local Basic Grant Application, including the assurances and certifications. The recipient shall abide by all state and federal regulations. The Local Basic Grant Application is effective when signed and dated by the recipient and approved by the Indiana Commission on Vocational and Technical Education. It may be modified by mutual agreement. The eligible recipient hereby assures, certifies and agrees to operate and perform the programs in the Local Basic Grant Application in accordance with all the terms and conditions of this Application and criteria affecting such programs. The signature of the authorized administrator of the eligible recipient on this form assures and certifies that specific information detailed in the Local Basic Grant Application and attachments are current, accurate, and complete.

Name of Eligible Recipient: The Trustees of Indiana University

Federal ID #: (EIN) 35-6001673

Mailing Address: P. O. Box 1847, Bloomington, IN 47402-1847

Contact Person: Teresa Miller Title: Director of Sponsored Program Administration

Telephone: (812) 855-0516 FAX: (812) 855-9943

E-mail Address: teremill@indiana.edu

Name of Program Director: David E. Ogden, M. Ed.

Signature of Program Director: _____

Name of Chief Administrator: George E. Walker Title: Vice President of Research

Signature of Chief Administrator: _____

Date: _____

Approved by ICVTE _____
(date)

Terry R. Fields
State Director of Vocational and Technical Education
Commission on Vocational and Technical Education
Indiana Department of Workforce Development

SECTION I: ASSURANCES, COMPLAINT PROCEDURES AND EDGAR CERTIFICATION

A. Assurances

The eligible recipient assures:

1. that it will comply with the privacy protections afforded parents and students under section 444 of the General Education Rights and Privacy Act of 1974 (section 513 of Public Law 93-380; 88 Stat. 571). [Sec. 5]
2. that it will not transfer or utilize funds under this Act to provide funding under the School-to-Work Opportunities Act of 1994 or to carry out, through programs funded under this Act, activities that were funded under the School-to-Work Opportunities Act of 1994, unless the programs under this Act serve only those participants eligible to participate in the programs under this Act. [Sec. 6]
3. that the vocational and technical education programs required under section 135(b) will be carried out with funds received under Title I. [Sec. 134(b)(1)]
4. that it will meet the State adjusted levels of performance established under section 113. [Sec. 134(b)(3)]
5. that it will ensure that students who participate in such vocational and technical education programs are taught to the same challenging academic proficiencies as are taught for all other students. [Section 134(b)(3)(C)]
6. that parents, students, teachers, representatives of business and industry, labor organizations, representatives of special populations, and other interested individuals are involved in the development, implementation and evaluation of vocational and technical education programs assisted under Title I. [Sec. 134(b)(4)]
7. that it will provide a vocational and technical education program that is of such size, scope, and quality to bring about improvement in the quality of vocational and technical education programs. [Sec. 134(b)(5)]
8. that it will provide programs that are designed to enable the special populations to meet the State adjusted levels of performance. [Sec. 134(b)(7)(B)]
9. that it will not discriminate against individuals who are members of special populations on the basis of their status as members of the special populations. [Sec. 134(b)(8)]
10. that comprehensive professional development (including initial teacher preparation) for vocational and technical, academic, guidance, and administrative personnel will be provided. [Sec. 134(b)(10)]
11. that funds made available under this Act shall supplement and shall not supplant non-Federal funds expended to carry out vocational and technical education activities and tech prep activities. [Sec. 311(a)]
12. that it will provide maintenance of fiscal effort on either a per student or aggregate expenditure basis. [Sec. 311(b)(1)(A)]
13. that no funds shall be used to require any secondary school student to choose or pursue a specific career path or major. [Sec. 314(1)]
14. that it will not use funds made available under this Act to mandate that any individual participate in a vocational and technical education program, including a vocational and technical education program that requires the attainment of a federally funded skill level, standard, or certificate of mastery. [Sec. 314(2)]
15. that will not use funds received under this Act to provide vocational and technical education programs to students prior to the seventh grade. [Sec. 315]
16. that it will not discriminate on the basis of race, color, sex, national origin, age, or disability in the provision of services under this Act. [Sec. 316]

Postsecondary Application

17. that it will permit vocational and technical education teachers, administrators, and other personnel in nonprofit private schools offering vocational and technical education programs located in the geographical area served by the eligible recipient, to participate in inservice and preservice vocational and technical education professional development programs provided under this Act. [Sec.318]
18. that it will not use funds for the purpose of directly providing incentives or inducements to an employer to relocate a business enterprise from one State to another State if such relocation will result in a reduction in the number of jobs available in the State where the business enterprise is located before such incentives or inducements are offered. [Sec. 322]
19. the portion of any student financial assistance received under this Act that is made available for attendance costs described in subsection (b) shall not be considered as income or resources in determining eligibility for assistance under any other program funded in whole or in part with Federal funds. [Sec. 325(a)]
20. that it will use funds made available under this Act to pay for costs of vocational and technical education services required in an individualized education plan developed pursuant to section 614(d) of the Individuals with Disabilities Education Act and services necessary to the requirements of section 504 of the Rehabilitation Act of 1973 with respect to ensuring equal access to vocational and technical education. [Sec. 325(c)]
21. that it will not use more than five (5) percent (%) of funds received under Title I as a result of this grant application for administrative costs. [State Requirement]
22. that when issuing statements, press releases, requests for proposals, bid solicitation, and other documents describing this project, the recipient shall clearly state: (1) the dollar amount of Federal funds for the project; and (2) the percentages of the total cost of the project that will be financed with Federal funds. [Stevens Amendment to Department of Defense Appropriations Act, Sec. 8136]
23. ensure coordination and avoid duplication among programs, by working with the one-stop delivery system and the respective Workforce Investment Board(s) under a Memorandum of Understanding. [WIA – 112(b)(8)(A)(iii); 134(d)(2) and Perkins III – Sec. 122(c)(21)]

B. Complaint Procedures

The following procedures are applicable for any complaint that a state agency or a subgrantee is violating Public Law 105-332 (Carl D. Perkins Vocational and Applied Technology Education Act of 1998), or regulation pertaining thereto.

1. Written and signed complaints may be filed with the Indiana Commission on Vocational and Technical Education (hereinafter called the Commission), by a subgrantee, organization, or an individual (hereinafter called the complainant).
2. The complaint must include: (a) a statement that a subgrantee or a state agency has violated a requirement of Public Law 105-332 or regulations that apply to the program; and, (b) the facts on which the statement is based.
3. As part of the complaint resolution process, the Commissioner or the Commission staff, if necessary, will carry out an independent on-site investigation.
4. Complaint investigation will be completed within sixty (60) calendar days after the Commission received the complaint; except that, if exceptional circumstances to a particular complaint exist, the Commission may extend the time limit.
5. If the Complainant is dissatisfied with the final action of the Commission with respect to the alleged violation, such complainant may, after such final action or notice thereto, file a petition for review of that action with the Secretary, U.S. Department of Education. If the complainant or the Commission disagrees with the decision of the Secretary of the U.S. Department of Education, either may appeal to a civil court with jurisdiction.

Postsecondary Application

C. EDGAR Certifications

The eligible recipient certifies and agrees:

1. The assurances and that the information provided in this Local Application are accurate and complete to the best of my knowledge.
2. Under penalties of perjury, that he or she is authorized to execute the certification required on behalf of the designated area vocational district.
3. By submission of this Application, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. Where the prospective participant shall attach an explanation to this Application [Education Department General Administrative Regulation, 34 CRF, Part 85, Subpart C,D,E, 1990]

By acceptance of this grant, it is understood that the Grantee has agreed to the terms and conditions of the award as set forth here and included in Federal and State laws and regulations.

Furthermore, documentation related to the assurances and certifications will be maintained at the local level.

Name of Eligible Recipient: The Trustees of Indiana University_____.

Name of Chief Administrator: George E. Walker, Vice President for Research_____.

Signature of Chief Administrator: _____

Date: _____

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 34 CFR Part 82, "New Restrictions for Lobbying," and 34 CFR Part 85, Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Education determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 34 CFR Part 82, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 34 CFR Part 82, Sections 82.105 and 82.110, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

As required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR Part 85, for prospective participants in primary covered transactions, as defined at 34 CFR Part 85, Sections 85.105 and 85.110--A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transaction (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610 -

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about-

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

Postsecondary Application

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will-

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, Grants Policy and Oversight Staff, U.S. Department of Education, 600 Independence Avenue, S.W. (Room 3652, GSA Regional Office Building No. 3), Washington, DC 20202-4248. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted-

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as Check [] if there are workplaces on file that are not identified here.

amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f)

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

4. DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85-605 and 85.610-

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Director, Grants Policy and Oversight Staff, Department of Education, 600 Independence Avenue, S.W. (Room 3652, GSA Regional Office Building No. 3), Washington D.C. 20202-4248. Notice shall include the identification number(s) of each affected grant.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

NAME OF APPLICANT The Trustees of Indiana University	PR/AWARD NUMBER AND/OR PROJECT NAME
PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE George E. Walker, Vice President for Research	
SIGNATURE	DATE

ED 80-0013

**Certification Regarding Debarment, Suspension, Ineligibility and
Voluntary Exclusion - Lower Tier Covered Transactions**

This certification is required by the Department of Education regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, for all lower tier transactions meeting the threshold and tier requirements stated at Section 85.110.

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion-Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Postsecondary Application

Certification

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

NAME OF APPLICANT	PR/AWARD NUMBER AND/OR PROJECT NAME
The Trustees of Indiana University	
PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE	
George E. Walker, Vice President for Research	
SIGNATURE	DATE

DISCLOSURE OF LOBBYING ACTIVITIES

Approved by OMB 0348-0046

Complete this form to disclose lobbying activities pursuant to 31 U.S.C 1352

1. Type of Federal Action: a. contract b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	2. Status of Federal Action: a. bid/offer/application b. initial award c. post-award	3. Report Type: a. initial finding b. material change For Material Change Only: year quarter date of last report
Subawardee Tier _____ if known: 4. Name and Address of Report Entity: Prime Congressional District if known:		5. If Reporting Entity in No. 4 is Subawardee. Enter Name and Address of Prime: Congressional District if known:
6. Federal Department/Agency	7. Federal Program Name/Description: CFDA Number, if applicable: _____	
8. Federal Action Number, if known:	9. Award Amount, if known: \$	
10. a. Name and Address of Lobbying Registrant (if individual, last name first name, MI):	b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI):	
11. Information request through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: _____ Print Name: _____ Title: _____ Telephone: _____ Date: _____	
Federal Use Only	Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)	

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitations for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Included prefixes, e.g., "RFP-DE-90-OOI."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal 11" action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.

SECTION II: BASIC GRANT P/S/A BUDGET FOR FY2003 BY CATEGORY

Postsecondary Application

Provide budget detail for each p/s/a which will be funded with Perkins dollars. Duplicate this page so that a budget is submitted for each p/s/a.

New Requirements:

Required Uses of Local Funds: (Indicate use #(s) from Table I): (1), (2), (3), (4), (5), (6)

Permissive Uses of Local Funds: (Indicate use #(s) from Table II): (3), (4), (6), (7), (8), (12), (13), (14), (15)

<u>CATEGORIES</u>	<u>FEDERAL FUNDS</u>
1. Personnel	
Special Populations Coordinator	\$26,650
Assistant Supervisor, student worker. [(28 wks. x 10 hrs/wk x \$9.00/hr.) + (8 hrs training in fall x \$9.00/hr)]	\$2,592
Computer Lab Assistants, student workers (23 wks x 16 hrs/wk x \$6.25/hr.)	\$2,300
Individual Tutors, student workers [(4 tutors x 10 hr/sem. x \$7.00/hr) + (4 tutors x 2 hrs training in fall x \$7.00/hr.)]	\$616
Supplemental Instructors, student workers [(8SI's x \$8.25/hr. x 8.5 hrs/wk x \$28 wks.) + (8SI's x \$8.25/hr. x 4 hrs training in fall and spring)]	\$16,236
Writing Center Tutors (4) [(24 wks x 10 hrs/wk x \$6.75/hr) + (4 hrs training x \$6.75 hr/wk.)]	\$1,728
2. Fringe Benefits	
Special Populations Coordinator (@30.7%)	\$8,182
3. Staff travel	\$1,438
4. Contractual Services	
[(Telephone line @ \$26.29/month x 12 months) + (Data line @ \$8.57/month x 12 months)]	\$418
5. Equipment	\$0
6. Materials, Supplies, Communications	
Book Fees	\$1,235
Copier Costs	\$600
Bulk Mailings	\$150
7. One-Stop delivery system	\$0
8. Other, please specify	\$0
Total:	\$62,145

Note: A 10% cumulative budget modification is allowed. All modifications must be reported to CHE. Modifications totaling more than 10% of the total budget will require prior approval.

SECTION III: SUMMARY OF BASIC GRANT BUDGET FOR FY2003 BY CATEGORY

Provide a budget summary by category compiled from each p/s/a.

<u>CATEGORIES</u>	<u>FEDERAL FUNDS</u>
1. Personnel	
Special Populations Coordinator	\$26,650
Assistant Supervisor, student worker. [(28 wks. x 10 hrs/wk x \$9.00/hr.) + (8 hrs training in fall x \$9.00/hr)]	\$2,592
Computer Lab Assistants, student workers (23 wks x 16 hrs/wk x \$6.25/hr.)	\$2,300
Individual Tutors, student workers [(4 tutors x 10 hr/sem x \$7/hr) + (4 tutors x 2 hrs training in fall x \$7/hr.)]	\$616
Supplemental Instructors, student workers [(8SI's x \$8.25/hr. x 8.5 hrs/wk x 28 wks.) + (8SI's x \$8.25/hr. x 4 hrs training in fall and spring)]	\$16,236
Writing Center Tutors (4) [(24 wks x 10 hrs/wk x \$6.75/hr) + (4 hrs training x \$6.75 hr/wk.)]	\$1,728
2. Fringe Benefits	
Special Populations Coordinator (@30.7%)	\$8,182
3. Staff travel	\$1,438
4. Contractual Services	
[(Telephone line @ \$26.29/month x 12 months) + (Data line @ \$8.57/month x 12 months)]	\$418
5. Equipment	\$0
6. Materials, Supplies, Communications	
Book Fees	\$1,235
Copier Costs	\$600
Bulk Mailings	\$150
7. One-Stop delivery system	\$0
8. Other, please specify	\$0
Total:	\$62,145

Note: A 10% cumulative budget modification is allowed. All modifications must be reported to CHE. Modifications totaling more than 10% of the total budget will require prior approval.

APPENDICES

- Table I: Required Uses of Perkins Funds [Sec. 135(b)]**--Funds made available to eligible recipients under this part shall be used to support vocational and technical education programs leading towards high skill, high demand career pathways that--
- (1) strengthen the academic, and vocational and technical, skills of students participating in vocational and technical education programs by strengthening the academic, and vocational and technical, components of such programs through the integration of academics with vocational and technical education programs through a coherent sequence of courses to ensure learning in the core academic, and vocational and technical, subjects;
 - (2) provide students with strong experience in and understanding of all aspects of an industry ;
 - (3) develop, improve, or expand the use of technology in vocational and technical education programs, which may include—
 - (A) training of vocational and technical education personnel to use state-of-the-art technology, which may include distance learning;
 - (B) providing vocational and technical education students with the academic, and vocational and technical, skills that lead to entry into the high technology and telecommunications fields; or
 - (C) encouraging institutions to work with high technology industries to offer voluntary internships and mentoring programs;
 - (4) provide professional development programs to educators, advisors, and administrators, including-
 - (A) inservice and preservice training in state-of-the-art vocational and technical education programs and techniques, in effective teaching skills based on research, and in effective practices to improve parental and community involvement;
 - (B) support of education programs for educators of vocational and technical education in public institutions and other personnel who are involved in the direct delivery of educational services to vocational and technical education students, to ensure that such educators and personnel stay current with all aspects of an industry;
 - (C) internship programs that provide business experience to educators; and
 - (D) programs designed to train educators specifically in the use and application of technology;
 - (5) develop and implement evaluations of the vocational and technical education programs carried out with funds under this title, including an assessment of how the needs of special populations are being met;
 - (6) initiate, improve, expand, and modernize quality vocational and technical education programs;
 - (7) provide services and activities that are of sufficient size, scope, and quality to be effective;
 - (8) link secondary vocational and technical education and postsecondary vocational and technical education, including implementing tech-prep programs.

Postsecondary Application

Table II: Permissive Uses of Perkins Funds [Sec. 135(c)]--Funds made available to an eligible recipient under this title may be used in preparation for high skill, high demand career pathways--

- (1) to involve parents, businesses, and labor organizations in the design, implementation, and evaluation of vocational and technical education;
- (2) to provide career guidance and academic counseling for students participating in vocational and technical education programs;
- (3) to provide work-related experience, such as internships, cooperative education, school-based enterprises, entrepreneurship, apprenticeships and job shadowing that lead toward high demand, high skill, high wage, career path occupations;
- (4) to provide programs for special populations;
- (5) to expand local education and business partnerships;
- (6) to assist vocational and technical student organizations to utilize state-recognized skill standards and other approved systems of certification through VSOs Skills Standards events;
- (7) to provide mentoring and support services;
- (8) to provide for leasing, purchasing, upgrading or adapting equipment, including instructional aides to be used for programs that lead towards high skill, high demand career pathways;
- (9) to provide teacher education programs in vocational and technical education;
- (10) to improve or develop vocational and technical education courses that lead toward high skill, high demand career pathways;
- (11) to provide for family and consumer sciences programs. [For any Five Year Local Plan that uses funds for Family and Consumer Sciences programs, the programs must lead toward high skill, high demand career pathways and Family and Consumer Sciences students must meet the Core Indicators of Performance.]
- (12) to provide vocational and technical education programs for adults and school dropouts;
- (13) to provide assistance to students who have participated in vocational and technical education programs in finding an appropriate job and continuing their education;
- (14) to support nontraditional training and employment activities that lead toward high skill, high demand career pathways; and
- (15) to support other vocational and technical education activities that are consistent with the purposes of Perkins III.

Table III: Professional Development Programs-

Describe how each of the following types of comprehensive professional development will be provided for each group of staff persons.

1. Inservice and preservice training in state-of-the-art vocational and technical education programs and techniques, in effective teaching skills based on research, and in effective practices to improve parental and community involvement [Sec. 135(b)(4)(A)]
 - educators
 - advisors
 - administrators

2. Support of education programs for instructors of vocational and technical education in public institutions and other personnel who are involved in the direct delivery of educational services to vocational and technical education students, to ensure that such educators and personnel stay current with all aspects of an industry [Sec. 135(b)(4)(B)]
 - educators
 - paraprofessionals/instructional assistants

3. Internship programs that provide business experience to educators [Sec. 135(b)(4)(C)]
 - educators

4. Programs designed to train educators specifically in the use and application of technology [Sec.(b)(4)(D)]
 - educators

Table IV: Postsecondary Measurement Definitions and Performance Levels

Core Indicator	Measurement Definition	Final Agreed Upon Baseline	Final Performance Level FY2000	Final Performance Level FY2001	Performance Level FY2002*
Attainment					
<u>1P1</u>	<p>Numerator: the number of postsecondary students who complete occupationally specific programs and have a cumulative grade point average of at least 2.5 on a 4.0 grading system.</p> <p>Denominator: the number of postsecondary students who complete occupationally specific programs.</p>	87.24%	87.49%	87.74%	
<u>1P2</u>	<p>Numerator: The number of postsecondary students who complete occupationally specific programs and who have met program-defined, and industry validated career and technical skill standards and have stopped program participation in the reporting year.</p> <p>Denominator: The number of postsecondary students who complete occupationally specific programs and who have stopped program participation in the reporting year.</p>	45.07%	46.07%	47.07%	
Completion					
<u>2P1</u>	<p>Numerator: the number of full-time beginning first year postsecondary students who enroll in occupationally specific programs as degree seeking students and attain a postsecondary degree or credential within three years.</p> <p>Denominator: the number of full-time beginning first year postsecondary students who enroll in occupationally specific programs as degree seeking students.</p>	26.45%	26.5%	26.55%	

* Performance Levels for FY2002 have not been established and are currently under negotiations between the Indiana Department of Workforce Development and the U.S. Office of Vocational and Adult Education.

Postsecondary Application

Placement					
3P1	<p>Numerator: the number of postsecondary students who complete occupationally specific programs and are placed in further education or employment within Indiana, or National military service.</p> <p>Denominator: the number of postsecondary students who complete occupationally specific programs.</p>	84.62%	85.62%	86.62%	
Retention					
3P2	<p>Numerator: the number of postsecondary students who completed a postsecondary program and were placed in further postsecondary education or advanced training, employment and/or military service in the reporting year and were retained in one or more of these types of placement.</p> <p>Denominator: the number of postsecondary students who completed a postsecondary program and were placed further postsecondary education or advanced training, employment and/or military service in the reporting year.</p>		90.31%	90.31%	
Equity					
4P1	<p>Numerator: the number of postsecondary students enrolled in occupationally specific programs that are nontraditional for their gender.</p> <p>Denominator: the number of postsecondary students enrolled in occupationally specific programs.</p>	6.09%	6.34%	6.59%	
4P2	<p>Numerator: the number of postsecondary students completing occupationally specific programs who are nontraditional for their gender.</p> <p>Denominator: the number of postsecondary students completing occupationally specific programs.</p>	5.89%	6.14%	6.39%	

As approved by the U.S. Office of Vocational and Adult Education, 2001.