

# Perkins Online

## Grant Application and Reimbursement



## Maine Department of Education Application Website



Welcome to the Department of Education's Consolidated Application and Grant Reimbursement Website. This is the starting point for applying for federal and state funding and for requesting reimbursement for the programs listed below. Our aim is to make the application and reimbursement process as painless as possible.

### [To Federal Grant Reimbursement System](#)

#### **No Child Left Behind Consolidated Application\***

- [School Year 2013-14 Performance Report](#)
- [FY2015 Application](#)

#### **No Child Left Behind Individual Titles**

- [Title VI Rural Low-Income Application and Performance Report](#)

#### **Special Education Programs under IDEA Part B**

- [FY2014 Local Entitlement Year End Reports](#)
- [FY2016 Local Entitlement Application](#)

#### **Carl D. Perkins Career and Technical Education Act of 2006**

- [FY2015 Performance Report](#)
- [FY2016 Application](#)

### [21<sup>st</sup> Century Community Learning Center RFP Application](#)

### [Maine Adult Education Programs](#)

### [Non-public School Login](#)

*Initially this web site was developed with funding from the U.S. Department of Education, Office of Special Education Programs (OSEP), IDEA General Supervision Enhancement Grant (Contract #H84326 X020020).*

*Any opinions, findings, conclusions, or recommendations expressed are those of the authors and do not necessarily reflect the views of the U.S. Department of Education or any agency of the US Government.*

#### \* Titles included in the Consolidated Application

- Title IA - Basic Disadvantaged
- Title I, Part D, Subpart 1
- Title IIA - Teacher Quality
- Title III - ESL/Bilingual Programs
- Title V - Innovative Education

# [MDOE Application Website](#)

# Login Page



Maine Department of Education  
Application Website



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## Career and Technical Education (CTE) Application

*Please Enter Login and Password to Access your Account:*

Login/Username:

PIN/Password:

Login 

The Login and PIN ARE CASE SENSITIVE.

# Data Entry:



Maine Department of Education  
Consolidated Application  
Career and Technical Education  
Program Year: 2015-2016  
Fiscal Year: 2016



[SUBMISSION](#) [ANNUAL REPORT](#) [PREVIOUS APPLICATIONS](#) [LIBRARY](#) [EMAIL HELP REQUEST](#) [LOG OUT](#)

Your login is: Joe Builderback Sr. , Pine Valley Technology Center

Welcome to the Vocational and Technical Education Application Website. The site is to be used in requesting approval for Assistance Under Title I, Part C of the Carl D. Perkins Career and Technical Education Act of 2006 (P.L. 105-332).

*Our aim is to make the application process as painless as possible.*

## FY2016 CARL D. PERKINS GRANT APPLICATION DATA ENTRY PAGE

### [Instructions for Completing the Perkins Application](#)

[Setup Site Information](#) -- Complete this section first

II. [Program Status](#)

III. Description of Programs

A. [Site Profile](#)

B. [Administration Plan](#)

C. Academic Attainment / Credential, Certificate or Degree

Academic Integration [Questions A - D](#)

Curriculum Development [Questions E & F](#)

D. Placement

Secondary/Postsecondary Articulation [Questions A-C](#)

Secondary/Postsecondary Articulation [Question D](#)

Articulation Agreement Table [Step #1: Select CTE Programs](#)

Articulation Agreement Table [Step #2: Provide Information](#)

Secondary/Postsecondary Articulation [Questions G-I](#)

Placement [Question J](#)

Placement [Question K](#)

Placement [Questions L & M](#)

E. [Services for Special Populations](#)

Each one of the links opens a section of your grant.

# Site Profile

## FY2016 CARL D. PERKINS GRANT APPLICATION DATA ENTRY PAGE

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C. [Academic Attainment / Credential Certificate or Degree](#)

Pine Valley Technology Center Account Maintenance

You have the option of editing the information below to update the account name, email address and to create a new, secure password. Please be sure to write down your new login and password before you return to the main menu.

**Current Account Information**

Account Name	John Jones
Account Login:	pinevalley
Account Password:	nep7Lvy
Account Email:	jjones@pinevalley.org

Create New Login and Password

Use the "Post Update Site Information" button to save site setup information! This button updates your account.

MENU

The first link on the Data page is the site setup. This page contains the name, email, and login information for the grant account which is the school's Director. Be sure to update if your Director changes. This page also allows you to change the login name and request a new computer generated password.

# Data Entry Page

## Academic Attainment / Credential, Certificate or Degree (1S1, 1S2, 2P1)

### ACADEMIC INTEGRATION

The program description and program section will be at the top of each page.

In the text boxes provided below, please provide the following information:

- A. What strategies/activities will be used to ensure learning in the core academic areas? (Section 134-1A&B)

ACADEMIC INTEGRATION - question A

Answer questions by typing into text boxes. Text boxes will expand as needed.

- B. What strategies will be used to encourage career and technical education students to enroll in and complete rigorous challenging core academic subjects?

ACADEMIC INTEGRATION - question B

- C. What strategies/activities will be employed to ensure that students in career and technical education programs are taught to the same coherent and rigorous content aligned with challenging academic standards as all other students? Are all CTE students offered fair opportunities to learn in the same challenging courses as other students.

ACADEMIC INTEGRATION - question C

- D. What is your school doing to increase and improve literacy and numeracy in reading/language arts, math, science and technology? (Such as: mentor training, literacy and numeracy workshops, Promising Practices initiatives and Leadership training.)

ACADEMIC INTEGRATION - question D

Post Update

*(You MUST include a goal and activity for Question D: even if no Perkins funds are used as PPRs are required for accountability purposes.)*

### Academic Attainment Question D: Goals, Activities, and Activity Budgets

Add a goal:

Post New

Goal for Academic Attainment Question D: Goals, Activities, and Activity Budgets

Select Goal

« Back

Menu

Budget Summary

Next »

Use the navigation links as needed.

Don't forget to hit post update!

# Entering a Goal

*(You MUST include a goal and activity for Question D: even if no Perkins funds are used as PPRs are required for accountability purposes.)*

**Academic Attainment Question D: Goal**

Add a goal:

Goal for Academic Integration - D

« [BACK](#) [Post New](#) [Select Goal](#) [NEXT](#) »

Click here to create new goal after entering the goal name

Click here to add activities and budgets to your goal

*(You MUST include a goal and activity for Question D: even if no Perkins funds are used as PPRs are required for accountability purposes.)*

**Edit Question D: Goal**

Goal for Academic Integration - D

Click to edit: [Post Update](#) [Delete](#)

Add a New Activity:

1. This activity's budget includes Minor Equipment 6150 and/or Equipment 7300?  Yes  No

2. Activity description:

[Post New](#)

You will not be able to submit a goal which has no activity.

« [Back](#) [To Academic Integration](#) [Menu](#) [Budget Summary](#) [Next](#) »

This link will return you to the program description

This link will take you to the Budget Summary

# Entering an Activity

**Add a New Activity:**

1. This activity's budget includes Minor Equipment 6150 and/or Equipment 7300?  Yes  No

2. Activity description:

**Post New**

[« Back](#)   [To Academic Integration](#)   [Menu](#)   [Budget Summary](#)   [Next »](#)

You will not be able to submit a goal which has no activity.

(You MUST include a goal and activity for Question D: even if no Perkins funds are used as PPRs are required for accountability purposes.)

## Edit Question D: Goal

Goal for Academic Integration - D

[Click to edit:](#) **Post Update**   [Click to delete goal, activities and activity budgets:](#) **Delete**

## Activity Tracking ID: Aca16

1. This activity's budget includes Minor Equipment 6150 and/or Equipment 7300?  Yes  No

2. Activity description:

Enter budget amounts into corresponding text boxes.   Total will calculate after Post Update

3. Budget: *(Enter whole numbers only; no dollar signs, no commas, no periods.)*

1000 Salaries	2000 Benef	3000 Contracts	5000 Travel	6000 Supp/Books	6150 Minor Equipment	7300 Equipment	8000 Other	Total
12500	500	0	0	0	0	0	0	13000

[Click to edit activity and it's budget:](#) **Post Update**   [Click to delete activity and it's budget:](#) **Delete**

## Add a New Activity:

1. This activity's budget includes Minor Equipment 6150 and/or Equipment 7300?  Yes  No

2. Activity description:

You can add an additional activity for this goal here.

**Post New**

[« Back](#)   [To Academic Integration](#)   [Menu](#)   [Budget Summary](#)   [Next »](#)

# Equipment

(You MUST include a goal and activity for Question D: even if no Perkins funds are used as PPRs are required for accountability purposes.)

## Edit Question D: Goal

Goal for Academic Integration - D

Click to edit:

Post Update

Click to delete goal, activities and activity budgets:

Delete

Activity Tracking ID: Aca16

1. This activity's budget includes Minor Equipment 6150 and/or Equipment 7300?  Yes  No

2. Activity description:

This is a description of the activity for the goal for Academic Integration.

If you click "Yes" you must complete the EQUIPMENT FORM

Click to edit activity and it's budget:

Post Update

Click to delete activity and it's budget:

Delete

**This activity's budget includes equipment purchases. You must complete and submit an equipment form. TO EQUIPMENT FORM**

Add a New Activity:

1. This activity's budget includes Minor Equipment 6150 and/or Equipment 7300?  Yes  No

2. Activity description:

Post New

« Back

[To Academic Integration](#)

[Menu](#)

[Budget Summary](#)

[Next »](#)

# Equipment Form

Your login is: Joe Builderback Sr. , Pine Valley Technology Center

Section: Academic Attainment / Credential, Certificate or Degree

Goal: Goal for Academic Integration - D

Activity: [Aca16 - This is a description of the activity for the goal for Academic Integration.](#) ← Use this link to return to the activity.

Program: 52.1801-Sales, Distribution, and Marketing Operations, General

Details: Purchase of new iPads to assist in marketing operations.

Choose a program name from the drop-down list.  
Add a detailed description of the purchase in the text box.

Budget:

1000 Salaries	2000 Benefits	3000 Contracts	5000 Travel	6000 Supp/Books	6150 Minor Equipment	7300 Equipment	8000 Other	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,400.00	\$0.00	\$2,400.00

## Equipment Purchases (135-4)

Facility Construction or Remodeling	Renovation of the school facility cannot be funded by the Perkins grant. Howev	Equipment is defined as "an article of nonexpendable, tangible personal prop	Equipment Shared with Disciplines other than CTE	Limitation for Certain Students	Installation /Ship
Equipment	allowable.	purchase price limitation of 1,000 or more must be accounted for and controlled in accordance with the provisions of OMB Circular A-87 and A-21. Minor equipment lists should be kept for equipment costing less than \$1,000 with a useful life equal to or longer than one year.	The local school district must inventory any equipment purchased with Perkins funds. (See Perkins IV CAREER AND TECHNICAL EDUCATION EQUIPMENT GUIDELINES on the online grant application and <a href="http://www.schoolsworl.org">www.schoolsworl.org</a> . Equipment is defined above. In addition all equipment must be marked with a permanent marker indicating grant source, year of purchase, school name and program area.	SEC 315. LIMITATION FOR CERTAIN STUDENTS "No funds received under this Act may be used to provide career and technical education programs to students prior to the seventh grade, except that equipment and facilities purchased with funds under this Act may be used by such student"	of shipping and installation in the narrative. If multiple items are included in the shipping or installation cost, please divide each item to be shipped or installed as part of the narrative's breakdown. Installation can not include building renovations or "Equipment" for more details or ask a CTE consultant.
Inventory and Labeling of Perkins Equipment	The primary use of equipment purchased with Perkins funds should be utilized by CTE students who are enrolled in courses from one of the CTE program areas. When the needs of the CTE students are fully met the equipment can be used by non CTE students.				
<p>Budget amounts and Total will appear here after Post/Update</p>					

Choose a Budget Code from the drop-down list (6150 or 7300)

Reviewed	Budget Code	Qty	Item description (make and model)	Manufacturer	Perkins funds used per Unit Price	Unit Price	Physical Location (Blding/Room)	Date purchased	Inventory/ Asset/ Serial number (Voluntary)	Website/Vendor (Voluntary)
<input type="checkbox"/>	7300	4	iPad	Apple	600.00	600.00	MKG 201	9/12/14	55698-89	
<p>There will always be three empty rows. Use these rows to add equipment descriptions. To delete a row, type "Delete" in item description and post update.</p>										
<input type="checkbox"/>	▼									
<input type="checkbox"/>	▼									
<input type="checkbox"/>	▼									

Enter any additional Minor Equipment or Equipment purchases for this activity in these three rows. Once you click Post/Update an additional three blank rows will appear.

The total itemized for Equipment 7300 is \$2,400.00

Post/Update 

# Selecting Assessments

## SKILL ATTAINMENT (251, 1P1)

In the text boxes provided below please describe the program improvement strategies to be used by the recipient to address each of the following

- D. Please list programs that are currently and actively aligned to national and/or state industry-related standards, assessments, and credentials. (see example responses in green. Refer to "Acronym Guide to Industry Standards", "CIPS and CIP Titles", and "Industry-Related Assessments" documents found in Reference Library of Maine Department of Education Consolidated Application, CTE.)

Press and hold the Control Key to select more than one selection for Specific Skill Assessment.

CIP Title and/or Program Name	CIP Code	Industry Standard	Specific Skill Assessment(s) Name Administered at End of Course or End of Program	Is this assessment offered to the student as part of the CTE program? Y/N	Related Industry-Recognized Credentials	Formative Assessment Tools Used for this Program
Culinary Arts/Chef Training	10.0503	abcd	(NOCTI #1137) 21st Century Skills for Workplace Success -21 (NOCTI #3303) Workplace Readiness -23 (OSHA 10-hour exam -24 (OSHA 30-hour exam -32)	Y	none	direct
	15.1301	efg	(NOCTI #1137) 21st Century Skills for Workplace Success -21 (NOCTI #3303) Workplace Readiness -23 (OSHA 10-hour exam -24 (OSHA 30-hour exam -32)	Y		
Child Care Provider / Assistant	15.0708	hij	AED (Automated External Defibrillator exam -418 AED (Automated External Defibrillator -421 AMT (American Medical Technologists) (Medical Assisting -422 AVOC (Ambulance Vehicle Operators Course) -423	Y	gh, hij	l, gh, ghl, l, gh, ghl
			CLP (Certified Logging Professional) Apprentice -1 Commercial Drivers License exam -3 CTECS Diesel Engine Repair -3 CTECS Heavy Equipment Operators -4	Y	h, hij	gh, ghl, gh
			AED (Automated External Defibrillator exam -418 AED (Automated External Defibrillator	Y		

To scroll the list, use the up and down arrows

To select more than one Specific Skill Assessment, hold down the Control (Ctrl) key

# Summary Budget

Activity	1000 Salaries	2000 Benefits	3000 Contracts	5000 Travel	6000 Supp/Books	6150 Minor Equipment	7300 Equipment	8000 Other	Total
Activity for Goal Skill Attain G	<input type="text" value="0"/>								
<b>Total</b>	<b>\$0.00</b>								

Skill Attainment's activity budgets comprise 0.0% of the allocation.

## Local Application Budget: Technology Improvement

Activity	1000 Salaries	2000 Benefits	3000 Contracts	5000 Travel	6000 Supp/Books	6150 Minor Equipment	7300 Equipment	8000 Other	Total
<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

Technology Improvement's activity budgets comprise 0.0% of the allocation.

## Local Application Budget: Professional Development Plan

Activity	1000 Salaries	2000 Benefits	3000 Contracts	5000 Travel	6000 Supp/Books	6150 Minor Equipment	7300 Equipment	8000 Other	Total
Activity for Goal Pro Dev B	<input type="text" value="27700"/>	<input type="text" value="0"/>	<input type="text" value="27700"/>						
<b>Total</b>	<b>\$27,700.00</b>	<b>\$0.00</b>	<b>\$27,700.00</b>						

Professional Development Plan's activity budgets comprise 36.9% of the allocation.

## Local Application Budget: Budget Summary

1000 Salaries	2000 Benefits	3000 Contracts	5000 Travel	6000 Supp/Books	6150 Minor Equipment	7300 Equipment	8000 Other	Total
\$60,200.00	\$1,000.00	\$1,850.00	\$0.00	\$0.00	\$0.00	\$9,600.00	\$0.00	\$73,550.00

THE PERKINS GRANT APPLICATION IS NOT READY FOR SUBMISSION. THE AMOUNT OF THE GRANT NOT YET ALLOCATED TO ACTIVITY BUDGETS IS \$1,450

« [BACK](#)

If your budget does not match the allocation a warning message will appear here

# Submission

SUBMISSION ANNUAL REPORT PREVIOUS APPLICATIONS LIBRARY EMAIL HELP REQUEST LOG OUT

Your login is Joe Builderba

Blue navigation bar

TO DATA ENTRY TO ANNUAL REPORT TO PREVIOUS APPLICATIONS TO REFERENCE LIBRARY LOG OUT

## SUBMISSION MENU for Joe Builderback Sr., Pine Valley Technology Center

To mark each section of the grant complete click on its title, scroll to the bottom, enter your password/pin and click button named "Mark Complete". Once all sections are highlighted as "Completed" the grant can be submitted.

I. <a href="#">Cover Sheet and Signature Page</a>	<input checked="" type="radio"/> Open	<input type="radio"/> Completed 03/03/2014	<input type="radio"/> Approved
II. <a href="#">Program Status</a>	<input checked="" type="radio"/> Open	<input type="radio"/> Completed 03/03/2014	<input type="radio"/> Approved
III. <a href="#">Description of Programs</a>			
A. <a href="#">Site Profile</a>	<input checked="" type="radio"/> Open	<input type="radio"/> Completed 03/03/2014	<input type="radio"/> Approved
B. <a href="#">Administration Plan</a>	<input checked="" type="radio"/> Open	<input type="radio"/> Completed 03/03/2014	<input type="radio"/> Approved
C. <a href="#">Academic Attainment / Credential, Certificate or Degree</a>	<input checked="" type="radio"/> Open	<input type="radio"/> Completed 03/03/2014	<input type="radio"/> Approved
D. <a href="#">Placement</a>	<input checked="" type="radio"/> Open	<input type="radio"/> Completed 03/03/2014	<input type="radio"/> Approved
E. <a href="#">Services for Special Populations</a>	<input checked="" type="radio"/> Open	<input type="radio"/> Completed 03/03/2014	<input type="radio"/> Approved
F. <a href="#">Preparation for Nontraditional Careers</a>	<input checked="" type="radio"/> Open	<input type="radio"/> Completed 03/03/2014	<input type="radio"/> Approved
G. <a href="#">Completion/Graduation/School Retention and Transfer</a>	<input checked="" type="radio"/> Open	<input type="radio"/> Completed 03/03/2014	<input type="radio"/> Approved
H. <a href="#">Collaboration Plan</a>	<input checked="" type="radio"/> Open	<input type="radio"/> Completed 03/03/2014	<input type="radio"/> Approved
I. <a href="#">Evaluation Plan</a>	<input checked="" type="radio"/> Open	<input type="radio"/> Completed 03/03/2014	<input type="radio"/> Approved
J. <a href="#">Skill Attainment</a>	<input checked="" type="radio"/> Open	<input type="radio"/> Completed 03/03/2014	<input type="radio"/> Approved
K. <a href="#">Technology Improvement</a>	<input checked="" type="radio"/> Open	<input type="radio"/> Completed 03/03/2014	<input type="radio"/> Approved
L. <a href="#">Professional Development Plans</a>	<input checked="" type="radio"/> Open	<input type="radio"/> Completed 03/03/2014	<input type="radio"/> Approved
M. <a href="#">Accountability</a>	<input checked="" type="radio"/> Open	<input type="radio"/> Completed 03/03/2014	<input type="radio"/> Approved
N. <a href="#">Equipment Purchases (135-4)</a>	<input checked="" type="radio"/> Open	<input type="radio"/> Completed 03/03/2014	<input type="radio"/> Approved
III. <a href="#">Budget</a>	<input checked="" type="radio"/> Open	<input type="radio"/> Completed 03/03/2014	<input type="radio"/> Approved
IV. <a href="#">Assurances and Certifications</a>	<input checked="" type="radio"/> Open	<input type="radio"/> Completed 03/03/2014	<input type="radio"/> Approved
V. <a href="#">Workforce Education Annual Status Checklist</a>	<input checked="" type="radio"/> Open	<input type="radio"/> Completed 03/03/2014	<input type="radio"/> Approved
<a href="#">Report Formatted For Printing</a>			

All sections are currently open, which means they are still accessible on the Data Entry menu.

Click on section titles to open section so you can mark it complete.

Click here for a Print Formatted version of your application

# Submission Cont.

Enter Application PIN:

This pin is the same password you used to login to the application.

Mark Complete 

[PRINT FORM](#)

[MENU](#)

[NEXT »](#)

[TO DATA ENTRY](#) [TO ANNUAL REPORT](#) [TO PREVIOUS APPLICATIONS](#) [TO REFERENCE LIBRARY](#) [LOG OUT](#)

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<a href="#">Report Formatted For Printing</a>			

Sections will be marked Completed after you enter your PIN and click Mark Complete

# Certifying the Grant

If Superintendent or Superintendent's email changes be sure to notify MDOE.

Reimbursement link to set up permission. Only the authorized official may log in and give permission for a designee.

Grantee must still comply with all state and federal audit requirements. Authorization by Department of Education Grant Manager on invoice does not indicate that these requirements have been met. The Vendor Reimbursement Request is based upon an expenditure list and the supporting documentation. Superintendent must check this box. File with a copy of the Vendor Reimbursement Request at:

By using my PIN to electronically submit this document (electronic signature) I agree to all statements above and conditions listed in the grant approval letter.

Superintendent: Enter the electronic signature that was emailed to you into the box below, then click the button that reads Submit Vocational and Technical Education Application for Review.

Note: Once you submit your signature you will be taken to the submission menu. However, your job of signing off on the document will be complete and you may Log Off by clicking on the Log Out link in the upper right hand corner of the menu.

Enter Electronic Signature:

Submit Application for Review

Request a new copy of the e-mail with the electronic signature be sent to the individual who certifies this application.

Resend Electronic Signature E-mail

Enter Electronic Signature here

Click here to resend the email if needed.

# Reimbursement

## Same Website



## Maine Department of Education Application Website



Welcome to the Department of Education's Consolidated Application and Grant Reimbursement Website. This is the starting point for applying for federal and state funding and for requesting reimbursement for the programs listed below. Our aim is to make the application and reimbursement process as painless as possible.

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#### Special Education Programs under IDEA Part B

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- [FY2014 Local Entitlement Application](#)

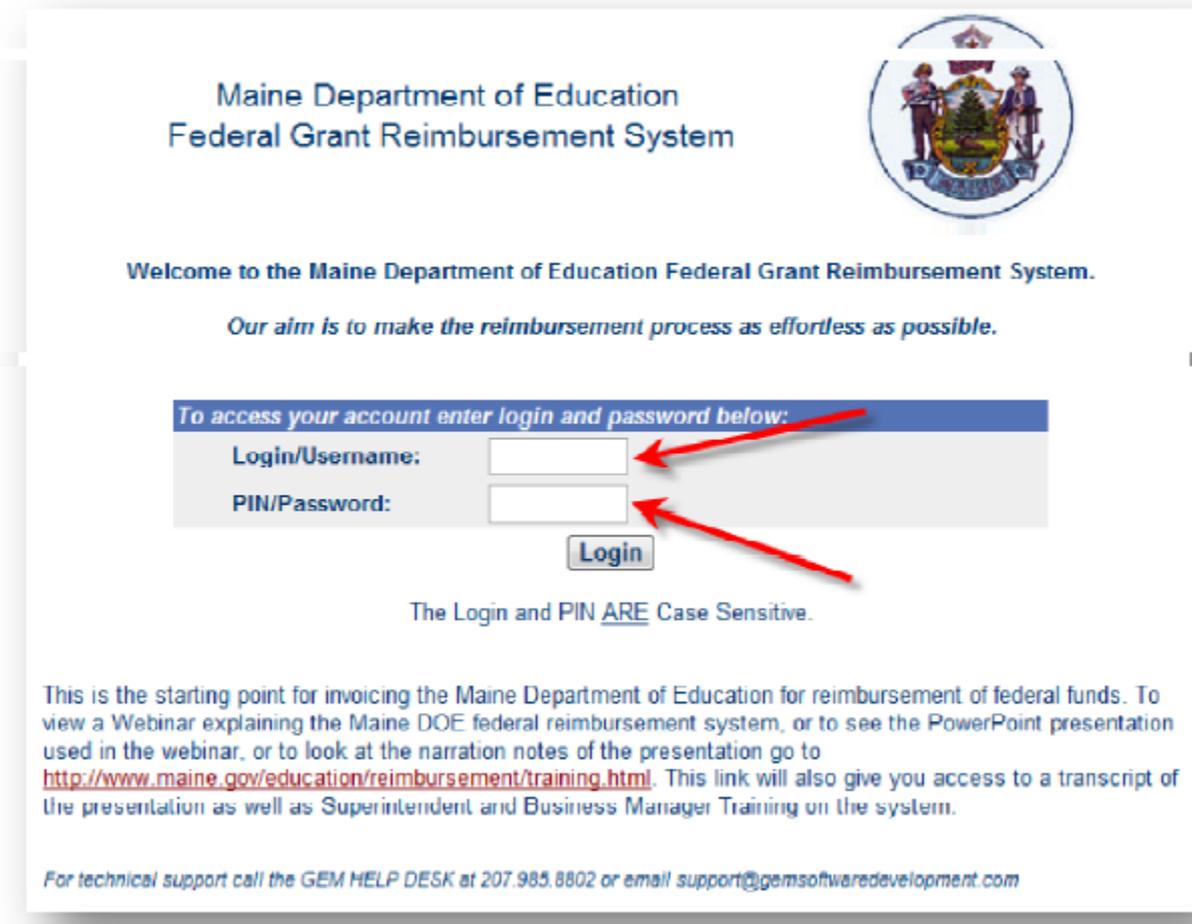
#### Child Development Services (CDS) programs under IDEA Part C.

- [FY2011 Application Review](#)
- [FY2013 Annual Entitlement Application](#)

#### Carl D. Perkins Career and Technical Education Act of 2006

- [FY2013 Performance Report and FY2014 Application](#)

The login and password are the same if you are a Region or will be assigned to the Business Office if you are a Center.



The image shows a screenshot of the login page for the Maine Department of Education Federal Grant Reimbursement System. At the top right is the state seal of Maine. The page title is "Maine Department of Education Federal Grant Reimbursement System". Below the title is a welcome message: "Welcome to the Maine Department of Education Federal Grant Reimbursement System. Our aim is to make the reimbursement process as effortless as possible." A blue banner contains the instruction: "To access your account enter login and password below:". Below this are two input fields: "Login/Username:" and "PIN/Password:". A "Login" button is positioned below the second field. Three red arrows point to the input fields and the button. Below the login area, it states "The Login and PIN ARE Case Sensitive." At the bottom, there is a paragraph of text providing information about invoicing and a link to a training presentation: <http://www.maine.gov/education/reimbursement/training.html>. The footer contains technical support contact information: "For technical support call the GEM HELP DESK at 207.985.8802 or email support@gemsoftwaredevelopment.com".

Maine Department of Education  
Federal Grant Reimbursement System

Welcome to the Maine Department of Education Federal Grant Reimbursement System.  
*Our aim is to make the reimbursement process as effortless as possible.*

To access your account enter login and password below:

Login/Username:

PIN/Password:

Login

The Login and PIN ARE Case Sensitive.

This is the starting point for invoicing the Maine Department of Education for reimbursement of federal funds. To view a Webinar explaining the Maine DOE federal reimbursement system, or to see the PowerPoint presentation used in the webinar, or to look at the narration notes of the presentation go to <http://www.maine.gov/education/reimbursement/training.html>. This link will also give you access to a transcript of the presentation as well as Superintendent and Business Manager Training on the system.

For technical support call the GEM HELP DESK at 207.985.8802 or email [support@gemsoftwaredevelopment.com](mailto:support@gemsoftwaredevelopment.com)

# Select current year... FY16 Invoices

Maine Department of Education  
Federal Grant Reimbursement System



Welcome to the Maine Department of Education Federal Grant Reimbursement System.  
*Our aim is to make the reimbursement process as effortless as possible.*

[HOME](#) [FY16 Invoices](#) [FY13 INVOICES](#) [FY12 INVOICES](#) [FY11 INVOICES](#) [ACCOUNT MAINTENANCE](#) [LOG OUT](#)

*Pine RSU Federal Grant Reimbursement Menu*

Click on the button that says "NEW" to create a new invoice.

Welcome to the Maine Department of Education Federal Grant Reimbursement System.  
Our aim is to make the reimbursement process as effortless as possible.

HOME FY14 INVOICES FY13 INVOICES FY12 INVOICES FY11 INVOICES LOG OUT									
<b>Pine RSU FY2014 Federal Grant Reimbursement Invoice Menu</b>									
-									
Invoice #	Date	Billing Period	Submitted	Approved DOE	Processed DAFS	Amount	Balance	Action	
1	06/25/2013	05/01/2013 to 05/31/2013	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	\$100.00	\$400.00	Open	
Create a new invoice									New 

**Important Note:** When entering dollar amounts, do not use dollar signs "\$" or commas ",".

HOME GRANT INVOICE MENU FY14 INVOICES FY13 INVOICES FY12 INVOICES FY11 INVOICES LOG OUT

**FEDERAL GRANT REIMBURSEMENT INVOICE**

Name of Agency	Pine RSU	Name of Project	Special Education - Preschool Grants
Address	US Route 1A	Billing Date	06/27/2013
City, State, Zip	PValley, ME 123	Billing Period	From [v] [v] [v] To [v] [v] [v]
Phone Number	207-985-8802	AdvantageMe (VC) Number	PRSU1111007
Project Sponsor	Maine Department of Education	Invoice/Statement Number:	2
ATTN: Jan Breton	23 State House Station	Advantage ME GASA#	testPV Preschool
Augusta, Maine 04333-0023		Agreement/Encumbrance Number:	testPV Preschool
		Accounting Number:	13-05A-6241-23-6306-6241SPG
		Agreement Start Date: 7/1/2012	End Date: 9/30/2013

Select type of funds requested  Reimbursement  Other

Enter amount requested below. (Note - No dollar signs "\$" no commas ",")

FY 13 Award \$500.00

	1000-2000 Salaries & Benefits	3000-5000 Purchased Services	6000 Instructional Supplies	7300 Instructional Equipment	TOTAL
Application Budget	500.00	0.00	0.00	0.00	500.00
Previous Invoice Totals	100.00	0.00	0.00	0.00	100.00
Available Funds	400.00	0.00	0.00	0.00	400.00
Funds Invoiced	0	0	0	0	0
Remaining Balance	400.00	0.00	0.00	0.00	400.00

Post Update 

You may be required to document your compliance with federal regulations by uploading a PDF file. If so, you will see the following at the bottom of your invoice:

You are required to document your compliance with federal regulations by attaching a PDF file to this invoice. Provide appropriate documentation\* for each budget category for which reimbursement is being requested. You will not be able to submit this invoice until a PDF file documenting your compliance has been uploaded

[\\*GUIDANCE](#)

#### Upload PDF & Attach to Invoice

File:

---

#### To upload a PDF:

1. Click the **Browse** button to navigate to the document on your computer
2. Click the **Upload File** button
3. **The document must be a PDF file**
4. The document will be renamed automatically
5. To delete a document and start over click the **DELETE** button
6. Click on the document name to view the file

## SUBMIT AN INVOICE

Once you have saved your work by clicking **Post Update**, a **Submit Invoice** button will appear if the form has been properly filled out. If the form is not complete an error message will appear such as the one below.

**Post Update**

This invoice is not ready for submission. Not all required information has been entered:

- A billing period "To" date is required.
- The amount expended is required. It must be a positive number.

**Important Note:** Please use the navigation links and the **Post Update** button while using the Federal Grant Reimbursement System – Do not refresh the web page when first posting your invoice as this can create a duplicate. If you accidentally create a duplicate (two invoices with the same invoice number), please delete the duplicate.

	100, 200 Salaries & Benefits	300-500 Contracts	500 Travel	600 Supp/Books	700 Equipment	780 Capital Equipment	890 Other	Total
Application Budget	80,000.00	0.00	0.00	0.00	0.00	70,000.00	0.00	150,000.00
Funds Invoiced	10000.00	0.00	0.00	0.00	0.00	10000.00	0.00	20000.00
Remaining Balance	70,000.00	0.00	0.00	0.00	0.00	60,000.00	0.00	130,000.00

**Post Update**

Submit this invoice to DOE for payment:

**Submit Invoice**

**Print Formatted Invoice**

# Adjustments

# Grant Data Entry Page



Maine Department of Education  
Consolidated Application  
Career and Technical Education  
Program Year: 2013-2014  
Fiscal Year: 2014



[TO APPLICATION SUBMISSION](#) [TO PREVIOUS APPLICATIONS](#) [TO REFERENCE LIBRARY](#) [LOG OUT](#)

Your login is: Joe Builderback Sr. (VOC App Coordinator acct), Pine Valley Technology Center

Allocation: \$171,400 **ESTIMATE!**

Welcome to the Vocational and Technical Education Application Website. The site is to be used in requesting approval for Assistance Under Title I, Part C of the Carl D. Perkins Career and Technical Education Act of 2006 (P.L. 105-332).

*Our aim is to make the application process as painless as possible.*

## DATA ENTRY PAGE

[Instructions for Completing the Perkins Annual Report and Application](#)

[Instructions for installing ieSpell for Internet Explorer](#) -- Do this first

[Setup Site Information](#) -- Complete this section second

[Annual Progress Report](#) (**\*\*\*For FY2013, Program Year 2012-2013\*\*\***)

[Encumbered Obligations Report](#) (**\*\*\*For FY2013, Program Year 2012-2013\*\*\***)

FY2014 CARL D. PERKINS GRANT

III. Description of Programs

J. Skill Attainment

[Questions A-C](#)

[Question D](#)

[Questions E - G](#)

IV. [Budget Summary](#) (*Activity Budgets must equal the Allocation*)

V. [Equipment Purchases \(135-4\)](#) (*Activities with for 6150 Minor Equipment or 7300 Equipment expenditures*)

VI. [Workforce Education Annual Status Checklist](#)

VII. [Center/Region Advisory Meeting Report \(AMR\) Menu](#)

[REPORT FORMATTED FOR PRINTING](#)

---

[Project/Budget Adjustment Report](#)

[Adjusted Activity Equipment Purchases](#)

[Summary of Adjusted Budgets](#)

---

[Mid Year Progress Report](#)

To do an  
adjustment you  
click on  
Project/Budget  
Adjustment  
Report.

Click on the link for the activity you want to change.



Maine Department of Education  
 Consolidated Application  
 Career and Technical Education  
 Program Year: 2013-2014  
 Fiscal Year: 2014



**Menu**

**MENU FOR ADJUSTING PROJECTS AND CREATING NEW "ADJUSTMENT" PROJECTS**

**CREATE A NEW PROJECT**

*(Click the link below to create a new project for the Project Adjustment Report)*

[Create a New Project for the Project Adjustment Report](#)

**PROJECTS WHICH HAVE BEEN ADJUSTED**

**Amount**

**Adjustments Approved**

*(Click the links in this section to access projects which have been adjusted.)*

#1 | #2 | #3

**Administration Plan**

[Adm58 New Adjustment Activity](#) - Adjustment #1

\$0

Y | N/A | N/A

[Adm57 New Adjustment Activity](#) - Adjustment #2

\$0

Y | N | N/A

Delete

[Adm51 test](#) - Adjustment #1

\$0

N | N/A | N/A

Delete

[Adm1 This is the first test activity](#) - Adjustment #1

\$0

N | N/A | N/A

**Placement**

[Pla1543 New Adjustment Activity](#) - Adjustment #1

\$0

N | N/A | N/A

Delete

[Pla1542 New Adjustment Activity](#) - Adjustment #1

\$0

N | N/A | N/A

Delete

[Pla1347 New Adjustment Activity](#) - Adjustment #1

\$2,000

N | N/A | N/A

Delete

**Services for Special Populations**

[Ser59 New Adjustment Activity](#) - Adjustment #1

\$0

N | N/A | N/A

**PROJECTS WHICH HAVE NOT BEEN ADJUSTED**

*(Click a link in this section to select a project for adjustment.)*

**Administration Plan**

[Adm4 This is a test. This is a test.](#)

[Adm6 This is the second test activity](#)

[Adm1253](#)

Applicant: Pine Valley Technology Center  
 Technology Ave  
 Pine Valley, ME 04556

Project Officer: Joe Builderback Sr. (VOC App Coordinator acct)  
 support@gemsoftwaredevelopment.com  
 207.555.6001 ext 5

Original Approved Activity:  
 This is the second test activity

Date of Project Adjustment:  **fill in date**

Proposed Adjustment:

Instructions: Adjustments are for changes to approved activities only. If you are purchasing a different piece of equipment or are doing a different activity, then you need to cancel the currently approved activity and create a new activity under the Activity Adjustment section.

For an adjustment - explain why you are decreasing or increasing funds (and by how much), remember you need to do an adjustment for each activity you change.

If you are removing all funds then indicate why you are canceling the project.

If you are decreasing funds then explain why the activity cost less than anticipated.

If you are increasing funds then explain why the activity cost more than anticipated.

Finally, be sure to adjust the prices in the equipment form if the adjustment involves equipment and/or minor equipment.

**the reason for the change**

**the budget change**

Category of Expenditures	1000 Salaries	2000 Benefits	3000 Contracts	5000 Travel	6000 Supp/Books	6150 Minor Equipment	7300 Equipment	8000 Other	Total
<b>Approved Budget</b>	\$0	\$100	\$0	\$0	\$0	\$0	\$0	\$0	\$100
<b>Proposed Increase</b>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<b>Proposed Decrease</b>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<b>Amended Budget</b>	<input type="text" value="0"/>	<input type="text" value="100"/>	<input type="text" value="0"/>	<input type="text" value="100"/>					

**Post/Update**

**be sure to hit Post/Update**

If you are adjusting equipment or minor equipment the budget must be changed in the equipment form.

Fiscal Year: 2014

Your login is: Joe Builderback Sr. (VOC App Coordinator acct), Pine Valley Technology Center

Section: Administration Plan

Goal:

Activity: [Adm57 - New Adjustment Activity](#) ← Use this link to return to the activity.

Program:

Details:

Budget:

	1000 Salaries	2000 Benefits	3000 Contracts	5000 Travel	6000 Supp.Books	6150 Minor Equipment	7300 Equipment	8000 Other	Total	Adjusted Budget Approved
Original	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Y
Increase	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Decrease	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Amended	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N

Update equipment form cost per unit with new price.

	Budget Code	Qty	Item description (make and model)	Manufacturer	Perkins funds used per Unit Price	Unit Price	Physical Location	Date purchased	Inventory/ Asset/ Serial number (Voluntary)	Website/Vendor (Voluntary)	Appr
Original	6150	1	ghiyg y	g y yi	100.00	100.00	hgvb gh				Y
Original	7300	1	jioh	uh u	100.00	0.00					Y
Adj 1	6150	1	hu yi	ghui y	100.00	100.00	o houi uo huo	ouh uoh	oh ohuio	oh ouhuo	Y
Adj 1	7300	1	yfg yuy	y uyyi	100.00	100.00	fgvhikv	vfhfgvo	yfotgvo	volgvol	Y
There will always be three empty rows. Use these rows to add equipment descriptions. To delete a row, type "Delete" in the item description and post update.											
Adj 1	<input type="button" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Adj 1	<input type="button" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Adj 1	<input type="button" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

# To create a new activity click Create a New Adjustment Activity.



Maine Department of Education  
Consolidated Application  
Career and Technical Education  
Program Year: 2015-2016  
Fiscal Year: 2016



**Menu**

**MENU FOR ADJUSTING PROJECTS AND CREATING NEW "ADJUSTMENT" PROJECTS**

CREATE A NEW ACTIVITY

New Activity **CREATE A NEW ADJUSTMENT ACTIVITY**

**ADJUSTED ACTIVITIES**

Adj #1 | 03/25/15 | Adm2 - this is a test for setting up the change of dates      \$2,000 | \$2,000 | No Equipment     Open     Submitted     Approved

**Pine Valley Technology Center**      **Project Adjustment Report For 2014**

## Creating a New Project for the Budget/Adjustment Report

1. Select the Program Description: XXXXX

**Pine Valley Technology Center**      **Project Adjustment Report For 2016**

## Creating a New Project for the Budget/Adjustment Report

1. Select the Program Description:

2. SELECT ONE OF YOUR GOALS FOR THIS PROGRAM:

- 
- 2/17/15.
- Goal for Administration plan
- new goals

Select grant area and Post Update

OR CREATE A NEW GOAL:

- Setup a New Goal

*(If setting up a new goal, check the radio button and type goal in textbox)*

3. This activity's budget includes Minor Equipment 6150 and/or Equipment 7300?  Yes  No

Choose yes or no on equipment

4. Activity description:

Enter Activity Description

Post/Update

# Fill in the adjustment report. Fill in equipment form if equipment or minor equipment is purchased.

Pine Valley Technology Center				Project Adjustment Report For 2016					
Applicant:	Pine Valley Technology Center								
	Pine Valley, ME 04556								
Project Officer:	Joe Builderback Sr. testing@gemschoolsoftware.com								
Date:	2011-12-15								
Budget Department:	Administration Plan								
Goal:	Goal for Administration plan								
Amount:	\$0.00								
Original Approved Activity:	test								
<u>Proposed Adjustments:</u>									
Instructions: Adjustments are for changes to approved activities only. If you are purchasing a different piece of equipment or are doing a different activity, then you need to cancel the currently approved activity and create a new activity under the Activity Adjustment section.									
For an adjustment - be sure to explain your budget.									
Finally, be sure to adjust the prices in the equipment form if the adjustment involves equipment and/or minor equipment.									
Category of Expenditures	1000 Salaries	2000 Benefits	3000 Contracts	5000 Travel	6000 Supp/Books	6150 Minor Equipment	7300 Equipment	8000 Other	Total
New Project Budget	0	0	0	0	0	0	0	0	0
Amended Budget	0	0	0	0	0	0	0	0	0
<input type="button" value="Post/Update"/>									
<a href="#">TO EQUIPMENT FORM</a>									

When you are done with all changes be sure the Summary of Adjusted Budgets (the bottom link on the Adjustment page) is balanced.

Total	\$27,700.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$27,700.00
Professional Development Plan's activity budgets comprise 36.9% of the allocation.										
<b>Local Application Budget: Budget Summary</b>										
1000 Salaries	2000 Benefits	3000 Contracts	5000 Travel	6000 Supp/Books	6150 Minor Equipment	7300 Equipment	8000 Other	Total		
\$60,200.00	\$1,000.00	\$1,850.00	\$0.00	\$0.00	\$0.00	\$9,600.00	\$0.00	<b>\$73,550.00</b>		
THE PERKINS GRANT APPLICATION IS NOT READY FOR SUBMISSION. THE AMOUNT OF THE GRANT NOT YET ALLOCATED TO ACTIVITY BUDGETS IS \$1,450										
<a href="#">« BACK</a>			If your budget does not match the allocation a warning message will appear here							

From the main page select Application Submission from the blue bar.

TO DATA ENTRY TO PREVIOUS APPLICATIONS TO REFERENCE LIBRARY LOG OUT

**SUBMISSION MENU for Joe Builderback Sr. (VOC App Coordinator acct), Pine Valley Technology Center**

To mark each section of the grant complete click on its title, scroll to the bottom, enter your password/pin and click button named "Mark Complete". Once all sections are highlighted as "Completed" the grant can be submitted.

<a href="#">FY2013 Annual Progress Report and Consolidated Financial Yearend Report</a>	<input type="radio"/> Open	<input checked="" type="radio"/> Completed 03/22/2013	<input type="radio"/> Approved
<a href="#">FY2013 Annual Progress Report Cover-page</a>	<input type="radio"/> Open	<input checked="" type="radio"/> Completed 03/22/2013	<input type="radio"/> Approved
<a href="#">FY2013 Encumbered Obligations Report</a>	<input type="radio"/> Open	<input checked="" type="radio"/> Completed 00/00/0000	<input type="radio"/> Approved
<hr/>			
<a href="#">I. Cover Sheet and Signature Page</a>	<input type="radio"/> Open	<input checked="" type="radio"/> Completed 10/10/2013	<input type="radio"/> Approved
<a href="#">II. Program Status</a>	<input type="radio"/> Open	<input checked="" type="radio"/> Completed 10/10/2013	<input type="radio"/> Approved
<b>III. Description of Programs</b>			
<a href="#">A. Site Profile</a>	<input type="radio"/> Open	<input checked="" type="radio"/> Completed 10/10/2013	<input type="radio"/> Approved
<a href="#">B. Administration Plan</a>	<input type="radio"/> Open	<input checked="" type="radio"/> Completed 08/28/2013	<input type="radio"/> Approved
<a href="#">C. Academic Attainment / Credential, Certificate or Degree</a>	<input type="radio"/> Open	<input checked="" type="radio"/> Completed 10/10/2013	<input type="radio"/> Approved
<a href="#">D. Placement</a>	<input type="radio"/> Open	<input checked="" type="radio"/> Completed 10/10/2013	<input type="radio"/> Approved
<a href="#">E. Services for Special Populations</a>	<input type="radio"/> Open	<input checked="" type="radio"/> Completed 10/10/2013	<input type="radio"/> Approved
<a href="#">F. Preparation for Nontraditional Careers</a>	<input type="radio"/> Open	<input checked="" type="radio"/> Completed 10/10/2013	<input type="radio"/> Approved
<a href="#">G. Completion/Graduation/School Retention and Transfer</a>	<input type="radio"/> Open	<input checked="" type="radio"/> Completed 10/10/2013	<input type="radio"/> Approved
<a href="#">H. Collaboration Plan</a>	<input type="radio"/> Open	<input checked="" type="radio"/> Completed 10/10/2013	<input type="radio"/> Approved
<a href="#">I. Evaluation Plan</a>	<input type="radio"/> Open	<input checked="" type="radio"/> Completed 10/10/2013	<input type="radio"/> Approved
<a href="#">J. Skill Attainment</a>	<input type="radio"/> Open	<input checked="" type="radio"/> Completed 00/00/0000	<input type="radio"/> Approved
<a href="#">K. Technology Improvement</a>	<input type="radio"/> Open	<input checked="" type="radio"/> Completed 10/10/2013	<input type="radio"/> Approved
<a href="#">L. Professional Development Plans</a>	<input type="radio"/> Open	<input checked="" type="radio"/> Completed 10/10/2013	<input type="radio"/> Approved
<a href="#">M. Accountability</a>	<input type="radio"/> Open	<input checked="" type="radio"/> Completed 10/10/2013	<input type="radio"/> Approved
<a href="#">N. Equipment Purchases (135-4)</a>	<input type="radio"/> Open	<input checked="" type="radio"/> Completed 00/00/0000	<input type="radio"/> Approved
<b>III. Budget</b>			
<a href="#">IV. Assurances and Certifications</a>	<input type="radio"/> Open	<input checked="" type="radio"/> Completed 00/00/0000	<input type="radio"/> Approved
<a href="#">V. Workforce Education Annual Status Checklist</a>	<input type="radio"/> Open	<input checked="" type="radio"/> Completed 00/00/0000	<input type="radio"/> Approved
<a href="#">Report Formatted For Printing</a>	<input type="radio"/> Open	<input checked="" type="radio"/> Completed 00/00/0000	<input type="radio"/> Approved
<hr/>			
<b>FY2014 Project and Budget Adjustment Reports</b>			
<a href="#">Summary of Adjusted Budgets (Must be submitted first)</a>	<input type="radio"/> Open	<input checked="" type="radio"/> Completed 04/15/2013	<input type="radio"/> Approved
<a href="#">Adjusted Activity Equipment Purchases</a>	<input type="radio"/> Open	<input checked="" type="radio"/> Completed 04/15/2013	<input type="radio"/> Approved
<a href="#">Project/Budget Adjustment Report</a>	<input type="radio"/> Open	<input checked="" type="radio"/> Completed 04/15/2013	<input type="radio"/> Approved
<a href="#">Mid Year Progress Report</a>	<input type="radio"/> Open	<input checked="" type="radio"/> Completed 00/00/0000	<input type="radio"/> Approved

You first submit the adjusted budget (blue wording is next to this link).

Then submit the Project/Budget Adjustments.

# Reports

# Mid-year and Annual Progress Report

Welcome to the Department of Education's Consolidated Application and Grant Reimbursement Website. This is the starting point for applying for federal and state funding and for requesting reimbursement for the programs listed below. Our aim is to make the application and reimbursement process as painless as possible.

## [To Federal Grant Reimbursement System](#)

### No Child Left Behind Consolidated Application\*

- [School Year 2014-15 Performance Report](#)
- [FY2016 Application](#)

### No Child Left Behind Individual Titles

- [Title VI Rural Low-Income Application and Performance Report](#)

### Special Education Programs under IDEA Part B

- [FY2015 Local Entitlement Year End Reports](#)
- [FY2016 Local Entitlement Application](#)

### Carl D. Perkins Career and Technical Education Act of 2006

- [FY2015 Performance Report](#)
- [FY2016 Application](#)

From login page select FY2016  
Performance Reports...

...or select Annual Reports from the Grant Data Entry page.



Maine Department of Education  
Consolidated Application  
Career and Technical Education  
Program Year: 2015-2016  
Fiscal Year: 2016



[SUBMISSION](#) [ANNUAL REPORT](#) [PREVIOUS APPLICATIONS](#) [LIBRARY](#) [EMAIL HELP REQUEST](#) [LOG OUT](#)

Your login is: Joe Builderbar Sr., Pine Valley Technology Center

Welcome to the Vocational and Technical Education Application Website. The site is to be used in requesting approval for Assistance Under Title I, Part C of the Carl D. Perkins Career and Technical Education Act of 2006 (P.L. 105-332).

*Our aim is to make the application process as painless as possible.*

To access the activity reports click on Edit.

Every activity has a report to complete.



Maine Department of Education  
Consolidated Application  
Career and Technical Education  
Program Year: 2015-2016  
Fiscal Year: 2016



Menu		LOG OUT
<b>Mid Year Progress Report</b>		
<b>Administration Plan</b>		
Adm1 - Activity for Here is some new information 2/17/15.		<a href="#">Edit</a>
Adm2 - New budget 2/17/15		<a href="#">Edit</a>
Adm3 - Another new budget for Admin 2/17/15		<a href="#">Edit</a>
Adm10 - This is a new activity		<a href="#">Edit</a>
Adm12 - The is the new activity for the admin goal		<a href="#">Edit</a>
Adm1422 - test		<a href="#">Edit</a>
<b>Academic Attainment / Credential, Certificate or Degree</b>		
Aca49 - Description of the new activity for Academic Integration		<a href="#">Edit</a>
<b>Placement</b>		
Pla5 - New Equipment Budget 2/17/15		<a href="#">Edit</a>
Pla6 - Here is some new information 2/17/15.		<a href="#">Edit</a>
Pla11 - New Activity for Placement J		<a href="#">Edit</a>
<b>Services for Special Populations</b>		
<b>Preparation for Nontraditional Careers</b>		
Pre8 - Here is some new information 2/17/15.		<a href="#">Edit</a>
<b>Completion/Graduation/School Retention and Transfer</b>		
Com9 - Here is some new information 2/17/15.		<a href="#">Edit</a>
<b>Collaboration Plan</b>		
Col1148 - New Adjustment Activity; Not from Application		<a href="#">Edit</a>
<b>Evaluation</b>		
<b>Skill Attainment</b>		
<b>Technology Improvement</b>		
<b>Professional Development Plan</b>		
Pro840 - fdaasafaa		<a href="#">Edit</a>
Pro841 - New Adjustment Activity; Not from Application		<a href="#">Edit</a>
Accountability Part D	<a href="#">Click here to Complete Accountability Part D Mid Year Report</a>	
Menu		LOG OUT

Applicant: Pine Valley Technology Center  
 Technology Ave  
 Pine Valley, ME 04556

Budget Department: Professional Development Plan  
 Activity Pro15: Activity for Goal Pro Dev B

Approved Budget: \$9,050.00

Start Date: 11/19/14

Finish Date: 4/28/15

Status:  Completed  Cancelled  Start Over (Use Start Over for making an activity adjustment.)

Progress/Results:

Here is some progress.

Impact/lessons learned:

Here are some lessons learned.

Start Date

Finish Date

Results to date

Lessons learned to date

Category of Expenditures	1000 Salaries	2000 Benefits	3000 Contracts	5000 Travel	6000 Supp/Books	6150 Minor Equipment	7300 Equipment	8000 Other	Total
Approved Budget	\$9,050.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,050.00
Actual Expenditures	9000	0	50	0	0	0	0	0	9050
Encumbered Obligations	0	0	0	0	0	0	0	0	0
Total Commitments	9000	0	50	0	0	0	0	0	9050
Uncommitted Balance	50	0	-50	0	0	0	0	0	0

Expended and encumbered funds.

Post/Update 

On final reports you must complete the encumbered funds form for all funds encumbered.

Category of Expenditures	1000 Salaries	2000 Benefits	3000 Contracts	5000 Travel	6000 Supp/Books	6150 Minor Equipment	7300 Equipment	8000 Other	Total
Approved Budget	\$100	\$200	\$300	\$500	\$600	\$0	\$730	\$800	\$3,230
Actual Expenditures	100	0	0	500	600	0	730	80	2010
Encumbered Obligations	0	200	300	0	0	0	0	0	500
Total Commitments	100	200	300	500	600	0	730	80	2510
Uncommitted Balance	0	0	0	0	0	0	0	720	720

Post/Update

Perkins Obligations

**Encumbrances must be a contract, a formal and binding memorandum of agreement, or a purchase order. For detailed information, see the Encumbrance Guidance in the Reference Library.**

The grantee must obligate or encumber all Perkins funds prior to June 30 of the current grant year. No extensions are allowable beyond that date. Encumbered funds must be liquidated within 3 months of the end of year. Encumbrances must be a contract, a formal and binding memorandum of agreement or a purchase order.

Title 34: Education Subtitle A: Office of the Secretary, Department of Education  
 STATE-ADMINISTERED PROGRAMS  
 Subpart G: What Are the Administrative Responsibilities of the State and Its Subgrantees: General Administrative Responsibilities  
 76.707 - When obligations are made.

The following table shows when a State or a subgrantee makes obligations for various kinds of property and services.

If the obligation is for?	The obligation is made?
(a) Acquisition of real or personal property	On the date on which the State or subgrantee makes a binding written commitment to acquire the property.
(b) Personal services by an employee of the State or subgrantee	When the services are performed.
(c) Personal services by a contractor who is not an employee of the State	On the date on which the State or subgrantee makes a binding written or subgrantee commitment to obtain the services.
(d) Performance of work other than personal services	On the date on which the State or subgrantee makes a binding written commitment to obtain the work.
(e) Public utility services	When the State or subgrantee receives the services.
(f) Travel	When the travel is taken.
(g) Rental of real or personal property	When the State or subgrantee uses the property.
(h) A preagreement cost that was properly approved by the State under the cost principals identified in 34 CFR 74.171 and 80.22.	

Please explain the reason these funds are encumbered:

Post/Update

THE ANNUAL PROGRESS REPORT IS NOT READY FOR SUBMISSION.

[Return to Annual Progress Report Menu](#)

[Menu](#)

[LOG OUT](#)

Your final annual report summary budget **MUST** align with you reimbursement invoices.

SUMMARY FOR ALL PROJECT EXPENDITURES

Category of Expenditures	1000 Salaries	2000 Benefits	3000 Contracts	5000 Travel	6000 Supp/Books	6150 Minor Equipment	7300 Equipment	8000 Other	Total
Budgeted	\$19,175	\$590	\$1,850	\$7,000	\$5,590	\$4,222	\$42,163	\$0	\$75,000
Adjusted Budget	\$18,449	\$855	\$2,195	\$7,000	\$5,780	\$5,691	\$41,471	\$0	\$75,841
Actual Expenditures	\$11,140	\$0	\$325	\$7,000	\$120	\$1,630	\$30,292	\$0	\$50,507
Encumbered Obligations	\$0	\$0	\$0	\$0	\$0	\$0	\$50	\$0	\$50
Total Commitments	\$11,140	\$0	\$325	\$7,000	\$120	\$1,630	\$30,342	\$0	\$50,557
Uncommitted Balance	\$7,309	\$855	\$1,870	\$0	\$5,660	\$4,061	\$11,129	\$0	\$25,284

In the accountability section record the progress made on your improvement plans.



Maine Department of Education  
Annual Progress Report  
Career and Technical Education  
Program Year: 2014-2015  
Fiscal Year: 2015



Accountability (Maine State Performance Measure - Accountability)

ACCOUNTABILITY Section D

D. In your FY2015 application you included an improvement plan for each performance indicator which had not met at the 90% agreed level. In the section below, please explain the progress made for each improvement plan.

3S1

Improvement Plan:

Here are the details. Here are the details.

Progress:

Here is the progress for this improvement plan.

4S1

Improvement Plan:

Here are the details. Here are the details.

Progress:

Here is the progress for this improvement plan.

Post Update

MENU

**Encumbered Obligations Report**Administration PlanAcademic Attainment / Credential, Certificate or DegreePlacementServices for Special PopulationsPreparation for Nontraditional CareersCompletion/Graduation/School Retention and TransferCollaboration Plan

This is a test. Testing.

EvaluationSkill AttainmentTechnology ImprovementProfessional Development Plan

Click on Get Activity to see  
the activities that contain  
Encumbered Obligations

Get Activity

Get Activity

If you encumber funds on activities you will have an encumbered funds report to fill out for each one.

This is done after you have paid out the funds that were encumbered – which **MUST** be done on or before September 30<sup>th</sup>.

# Annual Report Submission

**SUBMISSION** APPLICATION APPLICATIONS LIBRARY EMAIL HELP REQUEST LOG OUT  
Your login:  Joe Builderback Sr. , Pine Valley Technology Center

**DATA ENTRY** APPLICATION APPLICATIONS LIBRARY EMAIL HELP REQUEST LOG OUT  
**SUBMISSION MENU for Joe Builderback Sr. , Pine Valley Technology Center**  
To mark each section of the Annual Progress Report complete click on its title, scroll to the bottom, enter your password/pin and click button named "Mark Complete". Once all sections are highlighted as "Completed" the Annual Progress Report can be submitted.

<a href="#">FY2015 Annual Progress Report and Consolidated Financial Yearend Report</a>	<input checked="" type="radio"/> Open <input type="radio"/> Completed 00/00/0000 <input type="radio"/> Approved
<a href="#">FY2015 Annual Progress Report Cover-page</a>	<input checked="" type="radio"/> Open <input type="radio"/> Completed 00/00/0000 <input type="radio"/> Approved
<a href="#">FY2015 Encumbered Obligations Report</a>	<input checked="" type="radio"/> Open <input type="radio"/> Completed 00/00/0000 <input type="radio"/> Approved

 Click here to open

Submit the progress reports and cover page.  
If funds were encumbered, also submit the encumbered obligations report .

The submission process is then the same as it is for your grant. A certification email will be sent by the system to the Director or Superintendent.

Enter Application PIN:

Use the same PIN/Password you use to log in

Mark Complete

Menu

DATA ENTRY APPLICATION APPLICATIONS LIBRARY EMAIL HELP REQUEST LOG OUT

**SUBMISSION MENU for Joe Builderback Sr., Pine Valley Technology Center**

To mark each section of the Annual Progress Report complete click on its title, scroll to the bottom, enter your password/pin and click button named "Mark Complete". Once all sections are highlighted as "Completed" the Annual Progress Report can be submitted.

The electronic signature to be used to certify the Vocational and Technical Education Midyear and Annual Performance Report has been sent to Dr. William Asley at the following email address: testing@gemschoolsoftware.com. Please confirm that Dr. William Asley received the email with the electronic signature.

MIDYEAR AND ANNUAL PROGRESS REPORT SUBMISSION  
THIS APPLICATION IS LOCKED AT THIS STEP UNTIL SUBMITTED BY ELECTRONIC SIGNATURE

SUPERINTENDENT'S/REGIONAL DIRECTOR'S SIGNATURE PAGE FOR SCHOOL YEAR 2014-2015

The required sections of this Vocational and Technical Education Midyear and Annual Progress Report have been completed and are ready for the superintendent's electronic signature. That signature will automatically submit the Vocational and Technical Education Midyear and Annual Progress Report to the Department of Education for review.

Superintendent: Enter the electronic signature that was emailed to you into the box below, then click the button that reads Submit Midyear and Annual Progress Report for Review.

Note: Once you submit your signature you will be taken to the submission menu. However, your job of signing off on the document will be complete and you may Log Off by clicking on the Log Out link in the upper right hand corner of the menu.

Enter Electronic Signature:

Submit Midyear and Annual Progress Report for Review

Request a new copy of the e-mail with the electronic signature be sent to the individual who certifies this application.

Resend Electronic Signature E-mail

Click here if the Superintendent does not receive the email

# QUESTIONS?



Contact:

Donna Tiner

[Donna.tiner@maine.gov](mailto:Donna.tiner@maine.gov)

207-624-6731