

### **Review Grant Overview**

Beginning July 1, 2019, Maine DOE will use Perkins Leadership grant funds to cover partial costs of CTE school reviews aligned with Perkins –Sections 121, and Methods of Administration (MOA) reviews aligned to 34 CFR, Part 100, Appendix B. Schools scheduled for a school review have been allocated funds within the Grant4ME system to cover expenses associated with the school review process. Expenses must be covered by the school and then submitted for reimbursement within the Grants4ME system. Associated receipts for approved expenses will also be required upon submittal of the invoice and may be subject to a reimbursement audit. Grant awards will not exceed \$700 for mid-cycle reviews or MOA reviews, and \$2000 for full-cycle reviews. Costs are limited to review expenditures directly incurred by Maine CTEs and Maine CTE Review Team Members only. Covered expenses associated with the Comprehensive School Review (CSR), MOA or a school review conducted by an outside vender to comply with Perkins requirements, are as follows:

- **Food Expenses:**
  - **Maine DOE CSR/MOA-** Schools are required to provide lunch for the review team while on site, (typically 11-13 people). In addition, regular refills of water and coffee throughout the day is appreciated. Food cost is reimbursable for up to \$19 per person, per day- which can include lunches, beverages and any snacks the school has catered, or is provided by the school's culinary program.
  - **Outside Vender Review-** Schools providing review team lunch may receive reimbursement of up to \$19 per day, per Maine CTE Review Team Members only.
- **Substitute Teacher Salaries:**
  - Salary expenses for up to 2 substitutes per day, not to exceed local district allowed substitute teacher costs, are reimbursable. (School personnel whose normal working hours fall inside the scheduled review, are not eligible for compensation or reimbursement from these grant funds during their contracted work schedule.)
- **Miscellaneous Office Supplies:** Cost associated with office supplies such as photocopies and binders are reimbursable up to \$100 with itemized receipt.
- **Hotel Reservations for Visiting Team:**
  - **Maine DOE CSR-** Maine DOE will reserve and pay up front costs for internal Maine CTE visiting team members attending a Maine DOE led Comprehensive School Review. Visiting team member lodging expenses from partnering schools must initially be covered by the CTE being reviewed. However, this is a reimbursable expense with a hotel invoice/receipt.
  - **Outside Vender Review-** CTE's who hire an outside vender to perform their review may invoice Maine DOE for the cost of the Maine CTE Review Team Members only at the GSA federal per diem rate for their area.
- **Team Member Travel Expenses:**
  - **Maine DOE CSR-** travel expenses will be paid directly to Maine CTE Review Team Members at the GSA federal per diem lodging rates as authorized by Maine DOE. Allowable expenses include meals and incidentals, mileage and tolls. All team members qualifying for reimbursement by Maine DOE is required to complete a vendor authorization form prior to reimbursement processing. Schools will not be allocated funds for this expense directly.
  - **Outside Vender Review-** prior to reimbursement all individual travel expenses must first be paid by the vender/school to the qualifying team member. Reimbursement will then be submitted to the school for team member expenses at the GSA federal per diem rates as authorized by Maine DOE. CTE Schools being reviewed will be required to provide a detailed expense voucher for each qualifying team member with the final invoice. You may contact the Maine DOE CTE Review Coordinator for a copy of the expense voucher.

- **All Maine CTE Review Team Members-** who choose not to stay at the hotel with the visiting team may receive daily travel expenses including millage and food expenses if in overnight status.

### **Review Grant Definitions**

#### **Comprehensive School Review (CSR)**

The CSR is a peer-review process led by the Maine DOE designed to serve two interrelated but distinct functions: public accountability and institutional improvement:

- School review provides a measure of accountability by demonstrating for its key stakeholders— including legislators, state and federal agencies, sending schools, community members, students, and parents—that the institution has clearly defined the appropriate educational objectives, appears to be accomplishing them substantially, and is so organized, staffed, and supported that it can be expected to continue to do so.
- School review promotes institutional improvement by leading the staff through a critical and extensive self-examination of the school’s goals, operations and results. It also provides an informed analysis and review by peers external to the institution.

#### **Maine CTE Review Team Members**

A review team member providing technical assistance during the review process and is employed by one of Maine’s twenty-seven secondary CTE schools.

#### **Methods of Administration**

This is a federally mandated civil rights-based review designed to ensure accessibility for all students. Applicable expenses are reimbursable through this grant.

#### **Outside Vender Review**

A peer-review process conducted by a vender other than Maine DOE with the expressed purpose of complying with Perkins – Sections 121.

#### **GSA Federal Per Diem rates for October 2024 to September 2025**

<https://www.gsa.gov/travel/plan-book/per-diem-rates#perdiem-footnotes-5>

#### **Lodging**

Primary Destination	County	2024 Oct	Nov	Dec	2025 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Standard Rate	Applies to all locations without specified rates	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110
Bar Harbor / Rockport	Hancock / Knox	\$264	\$128	\$128	\$128	\$128	\$128	\$128	\$209	\$209	\$304	\$304	\$264
Kennebunk / Kittery / Sanford	York	\$153	\$119	\$119	\$119	\$119	\$119	\$119	\$119	\$119	\$201	\$201	\$153
Portland	Cumberland / Sagadahoc	\$199	\$114	\$114	\$114	\$114	\$114	\$114	\$114	\$211	\$211	\$211	\$199

#### **Meals and Incidentals**

Primary Destination	County	M&IE Total	Breakfast	Lunch	Dinner	Incidental Expenses
Standard Rate	Applies to all locations without specified rates	\$98	\$16	\$19	\$28	\$5
Bar Harbor / Rockport	Hancock / Knox	\$92	\$23	\$26	\$38	\$5
Kennebunk / Kittery / Sanford	York	\$86	\$22	\$23	\$36	\$5
Portland	Cumberland / Sagadahoc	\$80	\$20	\$22	\$33	\$5

## Grant Invoicing Process

Step 1) Login to Grants4ME

Step 2) Select “Invoices” from the lefthand side bar



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**Funding Applications**  
RSU 01 - LKRSU (1438) Regional School Unit - FY 2025

2025 ▼ All Active Applications ▼

Entitlement Funding Application	Due Date	Revision	Status	Status Date
CTE Perkins Reserve & Leadership		0	Not Started	9/5/2024
CTE Perkins Secondary		2	Revision Started	9/18/2024
Search Invoices		0	MDOE CTE State Funds Director Returned Not Approved	9/24/2024
Preventing Student Homelessness		0	MDOE ESEA Consolidated Regional Program Manager Approved	8/26/2024
Special Education	6/1/2024 9:00:00 AM	0	MDOE Preventing Student Homelessness Consultant Approved	9/4/2024
		0	MDOE Special Education Consultant Approved	7/29/2024

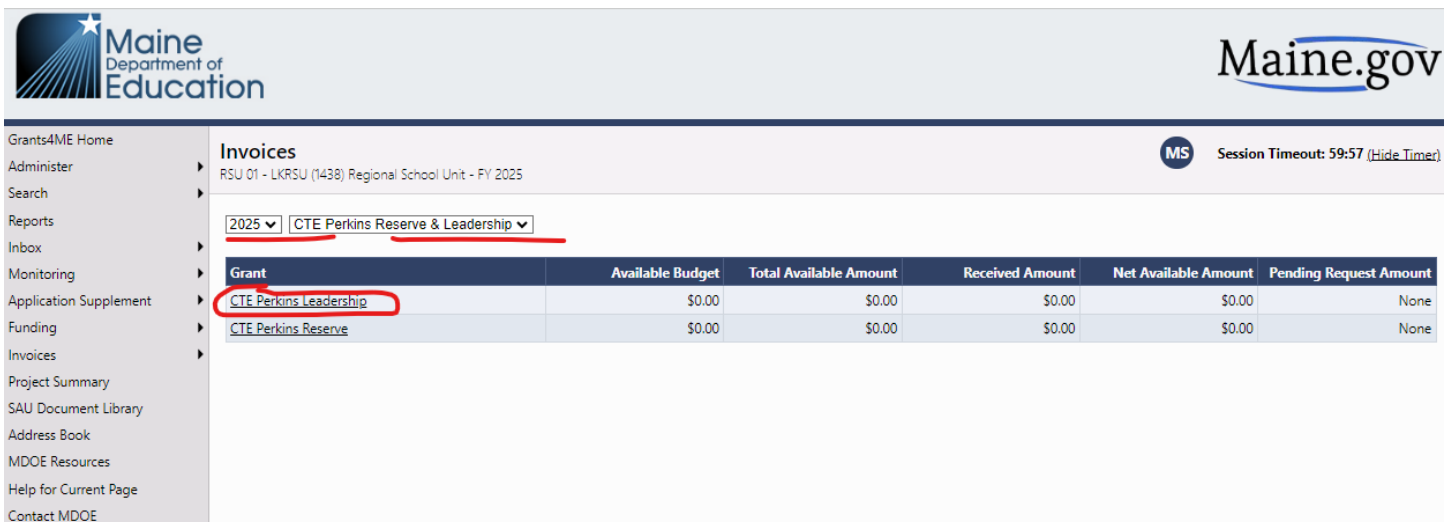
**Competitive Funding Application**

There are no matching Competitive applications for this fiscal year.

MS Session Timeout: 59:44 (Hide Timer)

Step 3) Select “School Year” and “Perkins Leadership & Reserve” from the drop downs.

Step 4) Select your “Perkins Leadership” grant.



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**Invoices**  
RSU 01 - LKRSU (1438) Regional School Unit - FY 2025

2025 ▼ CTE Perkins Reserve & Leadership ▼

Grant	Available Budget	Total Available Amount	Received Amount	Net Available Amount	Pending Request Amount
CTE Perkins Leadership	\$0.00	\$0.00	\$0.00	\$0.00	None
CTE Perkins Reserve	\$0.00	\$0.00	\$0.00	\$0.00	None

MS Session Timeout: 59:57 (Hide Timer)

Step 5) Select “Create new adjustment” to start a new invoice submission

**Project Summary**  
 RSU 01 - LKRSU (1438) - FY 2025 - CTE Perkins Leadership

MS Session Timeout: 59:43 ([Hide Timer](#))

[Return to Invoices](#)

Project Information	
C.F.D.A. Number	
Initial Substantially Approved Date	Not Yet Substantially Approved
Project Begin Date	7/1/2024
Project End Date	9/30/2025
Allocation	\$0.00
Available Budget	\$0.00
Allow Carryover	False
Project Status	Normal ( <a href="#">Hold</a> ) ( <a href="#">History</a> )

Invoices					
#	Amount	Service Period	Status	Status Date	Voucher #
There are no matching Invoices for this grant.					

[Create New Adjustment](#)

Adjustments			
Amount	Type	Creator	Date

Step 6) Fill out the invoice submission module. Remember to include back-up documentation (invoices, receipts, salaries). This may be completed by the Business Manager.

Step 7) Once complete, click “Save” and submit your invoice.

**Miscellaneous Adjustment**  
 RSU 01 - LKRSU (1438) - FY 2025 - CTE Perkins Leadership

MS Session Timeout: 59:49 ([Hide Timer](#))

**This is the Grants4ME TEST site. Please be sure to complete your work in the LIVE site. Test Database refreshed Oct 14 2024 7:51AM.**

[Save](#) [Cancel](#)

**Miscellaneous Adjustment**  
 Adjustment Type:   
 Description:   
[Check Spelling](#)  
 0 of 1000 characters

Payment Summary	
Total Specified:	\$0.00

CTE Perkins Leadership		
Eligible Allocation	Already Paid	Amount Remaining
\$0.00	\$0.00	\$0.00

Sources		Total
Allocation		\$0.00
Amount Paid to Date		\$0.00
Pending Payment(s)		\$0.00
Remaining		\$0.00
Percent Funded		N/A
Available to Pay		\$0.00
Amount to Pay		\$0.00
Amount Remaining		\$0.00

[Save](#) [Cancel](#)