

Good afternoon,

The FY25 distribution amount of \$500,000, is based on the amount allocated by the legislature and the MDOE. That allocation was divided equally among the 19 CTE schools that indicated their intent to apply for the full MS-CTE grant funds. One recipient requested a lesser amount of \$12,004. Each full allocation recipient will receive \$25,684 for FY2025. The allocation table is below.

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

MS-CTE FY 2025 grants

| | |
|---|----------|
| Bath Regional CTE | \$25,684 |
| Biddeford Regional Center of Technology | \$25,684 |
| Capital Area Technical Center | \$25,684 |
| Caribou Technology Center | \$25,684 |
| Coastal Washington County Institute of Technology | \$25,684 |
| Foster Technology Center | \$25,684 |
| Hancock County Technical Center | \$25,684 |
| Lake Region Vocational Center | \$25,684 |
| Lewiston Regional Technical Center | \$25,684 |
| Mid-Maine Technical Center | \$25,684 |
| Presque Isle Regional Career & Technical Center | \$25,684 |
| Region 3 | \$25,684 |
| Region 4 | \$12,004 |
| Region 8 | \$25,684 |
| Region 9 | \$25,684 |
| Saint John Valley Technology Center | \$25,684 |
| Sanford Regional Technical Center | \$25,684 |
| Somerset Career & Technical Center | \$25,684 |
| Region 2 | \$25,684 |
| Van Buren/M.S.A.D. #24 \$ 23 | \$25,684 |

MS-CTE calendar

| | |
|---------------------|--|
| 8/1/2025 | Grants4ME system opens for FY 2025 application |
| 8/1/2024-7/31/2025 | MS-CTE Grant year |
| 7/31/2025 | All FY2025 funds that you are using for FY2025 activities must be encumbered |
| September 30th 2025 | ALL FY25 encumbered funds must be expended |

Additional Information

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

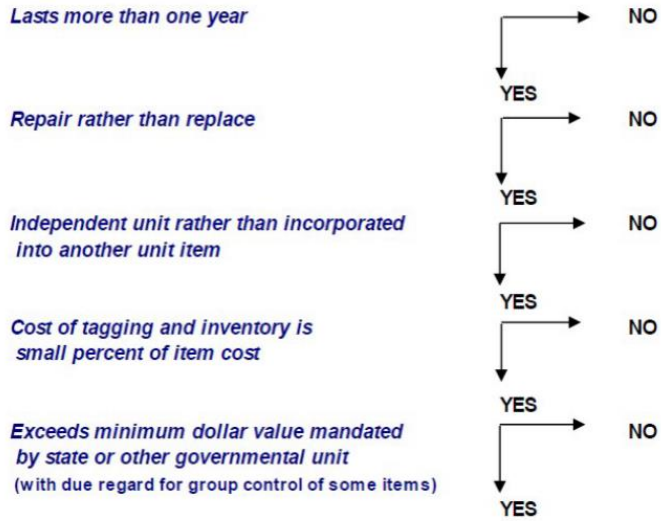
an inventory system as a MS-CTE expenditure and will need to be used in the program for which they were purchased. MS-CTE monitoring will continue to look at both equipment and minor equipment purchases.

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

| Budget Account Number (Object Code) | | |
|---------------------------------------|--|---|
| 1000 | Salaries | |
| 2000 | Benefits | Salaries paid with Perkins funding must also include benefits for paid positions. |
| 3000 | Professional and Technical Services | Professional Development, contracted services, etc. |
| 4000 | Property Services (equipment repairs) | Equipment repair, equipment lease/rentals, technology rentals |
| 5000 | Other Services | Travel, student transportation, insurance, |
| 6000 | Supplies | Use chart to determine if an item is equipment, supplies, or minor equipment |
| 6150 | CTE Minor Equipment | Equipment under \$5,000 - must be tracked with internal controls |
| 7300 | Equipment | \$5,000 and over - MUST BE TAGGED |
| 8000 | Dues and Fees | Organizational memberships |
| Budget Account Number (Function Code) | | |
| 1000 | Regular Instruction | All services for instruction of students - teacher salaries, supplies, equipment, etc., |
| 2120 | Student Guidance Services | Non iep services - career guidance |
| 2210 | Improvement of Instruction | - staff training |
| 2212 | Instruction and Curriculum Development | - curriculum development, instruction techniques |
| 2213 | Instructional Staff Training | - professional development - workshops, conferences, etc. |
| 2238 | Instruction-Related technology | - professional Development for Instruction-Focused Technology Personnel |
| 2240 | Student Assessments | costs for student assessments (with aligned program code) |
| 2400 | School Administration | costs for administrative responsibility for a school - MACTE dues, Director supports |
| 2640 | Care and Upkeep of Equipment | Repairing program equipment |
| 2700 | Transportation | - to and from school, field trips, etc. |
| 2760 | Transportation for Career and Technical Education Students | - regular program instruction transportation - program worksites, clinicals, etc. |

CRITERIA FOR DISTINGUISHING SUPPLY ITEMS FROM EQUIPMENT ITEMS

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



EQUIPMENT**

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

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