

Review Grant Overview

Beginning July 1, 2019, Maine DOE will use State level Perkins Grant Leadership funds to cover partial costs of CTE school reviews aligned with PERKINS –Sections 121-a.1 and 135-6. Schools scheduled for a school review may submit a grant application, at least 1 month prior to scheduled review, to cover the costs outlined below. Expenses must be covered by the school and then submitted for reimbursement using the School Review Invoice form provided by the Maine DOE Review Coordinator. Associated receipts for approved expenses will also be required upon submittal of the invoice and may be subject to a reimbursement audit. A grant application must be completed and submitted to danielle.r.despins@maine.gov, one month prior to the disbursement of funds. The grant application must be authorized by both the CTE Director and the schools Fiscal Agent prior to Maine DOE beginning the grant applications approval process.

- **Food Expenses:**
 - **Maine DOE CSR-** 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 \$14 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 \$14 per day, per Maine CTE Review Team Member only.
- **Substitute Teacher Salaries:**
 - Salary expenses for up to 2 substitutes per day not to exceed local district allowed substitute teacher costs is 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 all Maine CTE visiting team members attending a Maine DOE led Comprehensive School Review including those from partnering schools. No cost should be incurred by the CTE being reviewed.
 - **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, millage 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.
 - **All Maine CTE Review Team Members-** who choose not to stay at the hotel with the visiting team may receive daily travel expenses up to the total cost of the nightly hotel rate.

Applicable Definitions

Maine DOE CSR (Comprehensive School Review)

The CSR is a peer-review process 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 review to ensure accessibility to 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-a.1 and 135-6.

GSA Federal Per Diem rates for October 1, 2022 to September 30, 2023

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

Lodging

| Primary Destination | County | 2023 Oct | Nov | Dec | 2024 Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep |
|-------------------------------|---|----------|-------|-------|----------|-------|-------|-------|-------|-------|-------|-------|-------|
| Standard Rate | Applies for all locations without specified rates | \$107 | \$107 | \$107 | \$107 | \$107 | \$107 | \$107 | \$107 | \$107 | \$107 | \$107 | \$107 |
| Bar Harbor / Rockport | Hancock / Knox | \$254 | \$164 | \$164 | \$164 | \$164 | \$164 | \$164 | \$164 | \$164 | \$326 | \$326 | \$254 |
| Kennebunk / Kittery / Sanford | York | \$50 | \$115 | \$115 | \$115 | \$115 | \$115 | \$115 | \$115 | \$115 | \$206 | \$206 | \$150 |
| Portland | Cumberland / Sagadahoc | \$198 | \$133 | \$133 | \$133 | \$133 | \$133 | \$133 | \$133 | \$133 | \$229 | \$229 | \$198 |

Meals and Incidentals

| Primary Destination | County | M&IE Total | Breakfast | Lunch | Dinner | Incidental Expenses |
|-------------------------------|---|------------|-----------|-------|--------|---------------------|
| Standard Rate | Applies for all locations without specified rates | \$59 | \$13 | \$15 | \$26 | \$5 |
| Bar Harbor / Rockport | Hancock / Knox | \$74 | \$17 | \$18 | \$34 | \$5 |
| Kennebunk / Kittery / Sanford | York | \$69 | \$16 | \$17 | \$31 | \$5 |
| Portland | Cumberland / Sagadahoc | \$64 | \$14 | \$16 | \$29 | \$5 |



School Review Grant Application

As part of the Strengthening Career and Technical Education For The 21st Century Act (P. L. 115-224), the Maine Department of Education – CTE, with approval from the State Board of Education CTE subcommittee, is awarding targeted grants to assist schools with partial costs of school reviews aligned with the EVALUATION PERKINS – Section 134-7 and 135-6 accountability measures.

Grant awards will not exceed \$700 for mid-term reviews or MOA reviews, and \$2000 for full reviews. Grants must be submitted and approved prior to the school review to receive funding. Costs are limited to review expenditures directly incurred by Maine CTE Review Team Members only. All approved expenses will only be reimbursed if the provided invoice form is used and supporting materials are submitted with the request.

Submit grant application to the CTE Review Coordinator, Danielle Despins, one month prior to scheduled review. All invoices, expense vouchers and receipts must be submitted within two weeks of the site visit.

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| Maine CTE School: |
| Requested Amount: |

GENERAL ASSURANCE: I hereby certify that the funds in this Skill Attainment incentive grant will be used in accordance with the signed assurances and debarment of my Strengthening Career and Technical Education For The 21st Century Act (P. L. 115-224) including, but not limited to:

- I hereby certify that, to the best of my knowledge, the information contained in this incentive grant request is correct; and that the school board or cooperative board has authorized me, as its representative, to provide this general assurance.
- I assure the Maine Department of Education that the Grantee will comply with all assurances and certifications listed in this Grant Request, Grant Request Guidance sections and applicable state and federal laws including all applicable Education Department General Administrative Regulations (EDGAR) and Codes of Federal Regulations (CFR) including 34 CFR parts 74, 77, 79, 80, 81, 82, 84, 85, 86, 97, 98, 99 and 2 CFR Part 200.
- I also certify that the grant funds will be expended as stated in the allowable use of funds of this grant.
- I also certify that the Grantee has complied with certification or sub-grantee debarment, suspension and other responsible matters. (Forms are included in the Basic Grant Application on State of Maine Consolidated Grant Request website, www.4pcamaine.org)

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| CTE Director: (Printed) | Fiscal Agent: (Printed) |
| Signature: | Signature: |
| Date: | Date: |