

**POLICY GUIDELINES FOR RESTRICTED GRANT
EXPENDITURES AND REPORTING
EFFECTIVE JULY 1, 2004**

Career and Technical Education Program Improvement Grant

Purpose of Grant. The Career and Technical Education Program Improvement Grant recognizes that keeping career and technical programs current and reflective of the highest quality practices in the workplace is necessary to prepare students to be successful in their chosen careers and to provide employers with the well-trained workforce they require. The grant funds are dedicated to enhancing instruction and academic support activities to strengthen and improve career and technical programs and services.

Allowable Expenditures

Personnel – salaries and benefits are allowed for faculty in career and technical programs. This can also include department chairpersons, administrators, and support staff for whom career and technical instruction is an important role.

Instructional Equipment – replacement or addition of instructional equipment to improve the program quality of ICCB approved career and technical programs.

Materials and Supplies – materials and supplies that are necessary to support career and technical instruction.

Curriculum Development – upgrading curriculum to reflect new application and technologies, integrate academic and technical content, develop work-based learning opportunities, or otherwise enhance program quality.

Staff Development – staff development opportunities for college faculty and staff that provide and/or support career and technical instruction, including projects that seek to form partnerships with business and industry or with secondary school systems, and opportunities to upgrade technical competencies.

Other expenditures if approved in writing by the appropriate ICCB staff.

Expenditure Limitations – None

Grant Administrative Standards

Reports of activities and services supported by the Career and Technical Education Program Improvement Grant shall be filed with the ICCB by August 1 following the end of the fiscal year on forms provided by the ICCB.

The grant funds shall be accounted for in a set of self-balancing accounts within the restricted purposes fund.

The grant funds shall be expended or obligated prior to June 30 each year, the last day of the fiscal year. Goods for which funds have been obligated shall be received and paid for prior to August 31 following the end of the fiscal year for which the funds were appropriated. Funds for services, including salaries and benefits, may not be obligated for services rendered after June 30. Unexpended funds totaling \$100 or more shall be returned to the ICCB by October 15 following the end of the fiscal year. Unexpended funds totaling less than \$100 need not be returned to the ICCB provided the funds are spent in the next fiscal year and for the restricted grant purpose.

Grant funds not used in accordance with these criteria regardless of the amount shall be returned to the ICCB by October 15 following the end of the fiscal year. Other identification of improper expenditures subsequently verified by the ICCB shall be returned upon notification by the ICCB.

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Retirees Health Insurance Grant

Purpose of Grant. Retirees Health Insurance Grants are intended to provide health insurance for the district's annuitants. Eligible districts shall be defined as those community college districts not eligible for participation in the retirees health insurance plan administered through the Department of Central Management Services.

Allowable Expenditures

Subsidization of costs for a retiree participating in one of the district's employee group health insurance plans; or

Subsidization of the retiree's health insurance costs for coverage dependent of the district's plan.

Expenditure Limitations

Annuitants receiving a subsidy for health insurance costs for coverage independent of the district's plan shall not be compensated in an amount greater than that offered retirees participating in one of the district's employee group health insurance plans.

Annuitants eligible for Social Security benefits shall be required to enroll in Medicare Part A and Part B Insurance which shall be considered their primary coverage.

Grant Administrative Standards

Retirees Health Insurance Grants shall be accounted for in a set of self-balancing accounts within the restricted purposes fund.

Retirees Health Insurance Grants shall be expended or obligated by June 30 of the fiscal year in which the grant is received. Unexpended funds shall be returned to the ICCB by October 15 following the year for which the appropriation was made.

Grant funds not used in accordance with these criteria regardless of the amount shall be returned to the ICCB by October 15 following the end of the fiscal year. Other identification of improper expenditures subsequently verified by the ICCB shall be returned upon notification by the ICCB.

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***Workforce Development Grant
Business and Industry Services Component***

Purpose of Grant. The Workforce Development Grant-Business and Industry Services Component recognizes the importance of the community college system in assisting local businesses, associations, labor, government and others to develop and enhance a qualified, well trained labor force. The grant funds are dedicated to the operation of a business assistance center and/or involvement with state and local economic development efforts.

Activities in the Workforce Development Grant-Business and Industry Services Component may include any of the following:

1. Conduct customized training programs for new or existing businesses and industry through the following activities:
 - develop and offer customized industrial or commercially sponsored courses
 - establish apprenticeship, internship, or work-based learning programs with area business and industry.

2. Provide the following employment training services for unemployed or underemployed adults to improve their job skills and assist them in seeking employment:
 - establish and/or operate career counseling and testing programs
 - provide job placement assistance
 - conduct courses, workshops, and seminars not claimed for credit hour grant funding.

3. Cooperate with business and industry and economic development entities such as Chambers of Commerce, economic development commissions, and local governments involved in commercial and industrial expansion and/or retention to:
 - provide courses, workshops, seminars, or conferences to area business and industry and economic development entities on such topics as training; financing, starting and operating a business; government contract procurement; export assistance; purchasing and accounting; occupational/workforce training open to the general public, such as continuing professional development; and use of advanced technology equipment, such as computers
 - identify and develop educational programs needed by business and industry for emerging or high growth occupations
 - obtain the use of equipment from business and industry for employment training programs
 - assist with assessments of the area's assets and liabilities in attracting and retaining business and industry
 - assist with retention surveys to assess the need for training or other assistance by area businesses and other organizations

- provide appropriate training assistance or services determined necessary by surveys or assessments
 - help to market the area to prospective business and industry.
4. Cooperate with community colleges, public universities, private colleges, and other organizations to conduct assessments of the need for higher education, to articulate the educational services being provided, and to utilize telecommunications networks for instructional delivery and support.

Allowable Expenditures

Personnel – salaries and benefits are allowed for the following personnel based on the percentage of time they spend on business and industry/economic development activities:

- administrative and support staff of the business assistance centers or economic development offices
- counselors that provide employment and educational counseling to unemployed or underemployed individuals
- instructional personnel who teach courses not claimed for credit hour grant funding to unemployed or underemployed persons or who teach customized courses not eligible for credit hour grant funding for business and industry.

Promotional Materials – brochures, newsletters, slide presentations, films, and advertisements used to market the districts' business and industry/economic development services.

Staff development – seminars, courses, and conferences related to workforce development or economic development for administrative staff that spend 51 percent or more of their time working in the business assistance center and/or economic development office.

Instructional Equipment - lease or purchase of demonstrators, models, trainers, or other equipment for use as instructional aids for unemployed and underemployed individuals or persons receiving customized training designed for business and industry.

Conference and Meeting Expenses – expenses for conducting conferences and meetings related to business assistance center/economic development grant activities as specified in the activities listed above.

Travel – travel expenses related to business assistance center/economic development activities for staff that spend 51 percent or more of their time working in the business assistance center/economic development office.

Office Operating Costs – operating costs related to operating a business assistance center/economic development office including, but not limited to, office equipment, utilities and telephone, consumable supplies, duplicating, and facility rental.

Contractual Services – expenditures for professional services that are determined by the college district to be more appropriately or efficiently provided by other public or private entities to complete specific programmatic work.

Instructional Materials – books, films, and testing/evaluation materials for use in courses taught to unemployed and underemployed individuals or persons receiving customized training designed for area businesses or other organizations.

Other expenditures if approved in writing by the appropriate ICCB staff.

Expenditure Limitations

No more than 25 percent of each community college district's grant funds may be used for expenditures for office or instructional equipment.

Funds can not be used for courses that are claimed for credit hour reimbursement.

Grant Administrative Standards

Those courses eligible to be claimed on the ICCB S3 instructional credit hour claim, but are funded by this grant, must be reported as nonreimbursable on the ICCB S3 instructional credit hour claim.

Reports of activities and services supported by the Workforce Development Grant-Business and Industry Services Component shall be filed with the ICCB by August 1 following the end of the fiscal year on forms provided by the ICCB.

The grant funds shall be accounted for in a set of self-balancing accounts within the restricted purposes fund.

The grant funds shall be expended or obligated prior to June 30 each year, the last day of the fiscal year. Goods for which funds have been obligated shall be received and paid for prior to August 31 following the end of the fiscal year for which the funds were appropriated. Funds for services, including salaries and benefits, may not be obligated for services rendered after June 30. Unexpended funds totaling \$100 or more shall be returned to the ICCB by October 15 following the end of the fiscal year. Unexpended funds totaling less than \$100 need not be returned to the ICCB provided the funds are spent in the next fiscal year and for the restricted grant purpose.

Grant funds not used in accordance with these criteria regardless of the amount shall be returned to the ICCB by October 15 following the end of the fiscal year. Other identification of improper expenditures subsequently verified by the ICCB shall be returned upon notification by the ICCB.

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P-16 Initiative Grant

Purpose of Grant. P-16 Initiative Grant funding is intended to allow community colleges to address the need to strengthen student preparation within the P-16 education spectrum in two ways:

1. expand their service to high school students desiring to take college-level classes prior to receiving their high school diploma to accelerate their college coursework (formerly known as the Accelerated College Enrollment Grant). Funds are to be used primarily to support in-district high school students. In instances where students from outside the college district are being served, a written agreement must be in place between the community college providing the instruction and the student's home community college;
2. implement and/or expand programs and services that relate to teacher preparation (certification) and professional development (recertification). The intent is to allow colleges to enhance or expand current activities. Funds used for this purpose must **supplement, not supplant**, funds currently being directed to teacher preparation and/or professional development programs and services for K-12 teachers and for college faculty involved in delivering instruction directly related to teacher preparation or recertification.

Allowable Expenditures

Tuition and Fees for Dual Credit/Dual Enrollment - the expense of course tuition and universal fees associated with the coursework of the high school student participating in dual credit or dual enrollment opportunities. The student must be enrolled as of the midterm to receive the funding (i.e., eligible for credit hour grant funding). Funds are to be used primarily to support in-district high school students. In instances where students from outside the college district are being served, a written agreement must be in place between the community college providing the instruction and the student's home community college.

College districts will receive credit for eligible midterm student enrollments at local in-district tuition and universal fee rates, up to the total amount allocated to the district. The college may use these funds for full or partial coverage of the high school student's tuition and universal fees for courses generating ICCB reimbursable credit hours during a semester in the current fiscal year.

Teacher Preparation and Professional Development - the expenses associated with:

1. the development and/or implementation of new professional education courses, including related professional development for faculty
2. partnerships with teacher preparation programs at senior institutions for the purpose of increasing articulation opportunities or developing new models of teacher preparation curricula
3. development and/or implementation of professional development opportunities for current teachers, particularly related to recertification requirements
4. partnerships with K-12 schools, districts, or regional offices of education to enhance professional development opportunities for current teachers.

Expenditure Limitations

Dual Credit/Dual Enrollment - All allowable expenditures must be directly associated with high school students involved in dual credit/dual enrollment opportunities. The student must be taking college-level courses offered during a semester in the current fiscal year. Funds may not be used for coursework in Adult Basic or Secondary Education (ABE/ASE), English as a Second Language (ESL), General Educational Development (GED), or Remedial/Developmental (i.e., the courses must be approved by the ICCB as funding category: Baccalaureate, Business, Technical, or Health).

Teacher Preparation and Professional Development: The intent of this category of expenditures is to allow colleges to enhance or expand current activities. All allowable expenditures must **supplement, not supplant**, funds currently being directed to teacher preparation and/or professional development programs and services for K-12 teachers and for college faculty involved in delivering instruction directly related to teacher preparation or recertification.

Grant Administrative Standards

Report of activities supported by the P-16 Initiative Grant shall be filed with the ICCB by August 1 following the end of the fiscal year on forms provided by the ICCB.

The grant funds shall be accounted for in a set of self-balancing accounts within the restricted purposes fund and verified in the audit of the college district.

The grant funds shall be expended or obligated prior to June 30 each year, the last day of the fiscal year. Grant funds should be accounted for in the same period as in the credit hour claiming process. Unexpended funds totaling \$100 or more shall be returned to the ICCB by October 15 following the end of the fiscal year. Unexpended funds totaling less than \$100 need not be returned to the ICCB provided the funds are spent in the next fiscal year and for the restricted grant purpose.

Grant funds not used in accordance with these criteria regardless of the amount shall be returned to the ICCB by October 15 following the end of the fiscal year. Other identification of improper expenditures subsequently verified by the ICCB shall be returned upon notification by the ICCB.