**Guidelines for Allowable Uses of CTEA Title I-C Funds**

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| **Required Uses** | **Permissive Uses** |
| 1. Strengthen academic and career technical skills of students through integration 2. Link CTE secondary and postsecondary programs of study 3. Provide students with strong experience and understanding in all aspects of an industry (Work-Based Learning (WBL)) 4. Develop, improve or expand use of technology 5. Professional development 6. Evaluate programs with emphasis on special populations 7. Initiate, improve, expand, and modernize quality programs 8. Provide activities as well as services and be of sufficient, size, scope and quality 9. Prepare special populations for high skill, high wage, or high demand occupations | 1. Involve parents and business/labor in planning and operation 2. Career guidance and academic counseling 3. Business Partnerships: work-related experience for students and faculty 4. Programs for special populations 5. CTE student organizations 6. Mentoring & support services 7. Upgrading equipment 8. Teacher preparation programs 9. Improving or developing new CTE courses, including distance education 10. Assist transition to bachelor’s degree programs 11. Support entrepreneurship education 12. Initiatives for secondary students to obtain postsecondary credit to count towards an AA/AS degree 13. Support small CTE learning communities 14. Family & consumer sciences 15. Adult CTE programs 16. Job placement programs 17. Support “nontraditional” activities 18. Automotive technologies 19. Pooling funds for teacher preparation, data and accountability, assessments 20. Support other CTE programs |

Expenditures may **NOT** be used for **general purposes** and may **NOT** be used to **maintain** existing programs

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| **Allowable Costs** | **Unallowable Costs** |
| * Administrative costs (5%) * Personnel services (time & effort reports)   If able to address the RFP:   * Operating expenses (for program improvement) * Stipends * Consultants * Instructional materials and supplies * Travel * Instructional equipment | * Student expenses or direct assistance to students * Entertainment * Awards and memorabilia * Individual memberships * Membership with organizations that lobby * College tuition, fees, and books * Fines and penalties * Insurance/Self-insurance * **Expenses that supplant\*** * Audits, except single audit * Contributions and donations * Contingencies * Facilities and furniture * General advertising * Alcohol * Fund raising * General administration |

***\** Supplanting** – Federal funds cannot be used to pay for services, staff, programs, or materials that would otherwise be paid with State or Local funds.

To determine if funds would supplement or supplant, ask the following questions:

1. Would the service have been provided if federal dollars were not available? (If yes, supplanting can be presumed.)
2. Is the grantee required to provide the service under federal, state, or local law? (If yes, supplanting can be presumed.)
3. Did non-federal funds pay for this last year? (If yes, supplanting can be presumed.)