Career and Technical Education

Professional Development Grants (94): 2025-2026

April 2025

Commonwealth of Pennsylvania
Josh Shapiro, Governor

Department of Education
Dr. Carrie Rowe, Acting Secretary

Office of Elementary and Secondary Education
Amy Lena, Acting Deputy Secretary

Bureau of Career and Technical Education
Judd Pittman, Bureau Director

Division of Data Analysis, Assessment & Contracts
Monique Burton, CTE Division Chief Manager

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I. Introduction

A. Background

The Pennsylvania Department of Education (PDE) is focused on improving secondary career and technical education (CTE). PDE continues to focus on four areas of improvement to CTE programs: increased academic rigor, increased industry relevance, enhanced postsecondary transition, and strengthened state leadership.

B. Purpose and Objectives

The purpose of this competitive grant is to provide financial assistance in developing the kinds of professional development that will meet the needs of CTE teachers as they prepare secondary students for the commonwealth's workforce development system.

Projects supported by the Professional Development Grant will address one or more of the objectives listed below:

1. Develop and implement research-based practices into the career and technical education classroom. Support pre-service and in-service needs of practicing CTE teachers where costs are above those normally associated with CTE teacher training and already supported by state funds.

2. Provide multiple opportunities for feedback and continuous improvement and assist CTE teachers and CTE administrators to focus on CTE curriculum changes.

3. Align current practices with existing state academic and industry skills-based standards/certifications; and

4. Support one or more of the 3 approved CTE professional development centers responsible for services unique to the preparation of CTE teachers and CTE administrators.

C. Eligible Applicants

An eligible provider is any education nonprofit organization or educational entity that has at least **three years** (within the past five years) of demonstrated effectiveness developing CTE professional development practices, advancing CTE best practices aligned to training secondary CTE students for the emerging workforce, and addressing barriers for underserved populations in PDE-approved secondary CTE programs.

Entities that are not able to provide the data needed (e.g., three years within the past five years) for demonstrated effectiveness are not eligible providers and will not be able to receive grant funds.

D. Application Procedures

1. An applicant must complete an eGrants application for the professional development funding initiative at the [eGrants website](#).

2. The applicant will use the standard narrative format found in the next section of these guidelines.

3. Applicants who receive professional development funding are required to submit a final performance report at the end of the fiscal year. This report, found at the end of these guidelines, is due July 14.

II. Standard Narrative Content

In the application, provide text descriptions for each of the following:

A. Statement of Needs/Funding Justification

Provide a narrative that states the chosen objective(s) from above; explain why the objective(s) was/were chosen and how the proposed activities will support the purpose of the funding.

B. Performance Measures and Evaluation Procedures

Describe the performance standard for each objective and the evaluation procedures you will use to measure the achievement level of each objective. This is a specific value (usually numerical) representing an acceptable level of achievement.

C. Personnel

List by name and title all persons projected to be employed to work on this project. Provide the area of certification or credential for each of these individuals. List the personnel responsible for carrying out activities, and the number of hours that each staff person will be assigned to work on this project must be included.

D. Facilities

Identify, by address, the physical location where the grant funds will be used.

E. Equity

Describe how gender bias and stereotyping will be eliminated, and nontraditional enrollment/employment will be encouraged in PDE-approved secondary CTE programs.

F. Coordination with Other Programs/Initiatives

Provide specific examples of coordinated CTE activities in which your agency is involved. Examples might include such programs as Perkins V, approved career and technical education programs, Cooperative Education, etc.

G. Action Plan Describing Objectives and Activities

1. **Objective** – State the objective(s) as listed above in the Performance Measure and Evaluation Methods, and Procedures section.

2. **Activities** – List the specific activities for which funding is being requested and will accomplish the chosen objective(s). Include where the activity will take place and the timeline.

3. **Products** – List the specific statewide products that will be available due to this grant and describe how the products will be disseminated.

4. **Funds** – Identify the funds that will be used to complete each activity. Note: The total dollar amount in the Action Plan must equal the total dollar amount in the budget, minus any indirect costs.

III. General Information

A. Application Deadlines

All applications must be received by 5:00 PM, Monday, May 19, 2025.

B. How to Apply

Individuals wishing to apply for Professional Development Grant funding are required to apply for funding through the online, internet-based eGrants system found at the [eGrants website](#).

The PDE Bureau of Career and Technical Education manages this state-funded program. Send correspondence concerning this funding program to:

Lynn Aul
Career and Technical Education Advisor
Phone: (717) 772-2499
Email: lyaul@pa.gov

C. Risk Assessment

The state must evaluate the risk level of an applicant during the pre-award process and may assign specific conditions. Risk factors to consider include previous non-compliance, were any major issues corrected, are there new personnel, substantial changes in the system, new grant recipient, and results of any federal monitoring with specific conditions required.

The following questions will assist with the evaluation of the applicant's risk level for any future pre-award process:

1. Is the Director new? If so, provide contact information for Director.

2. Is the Business Manager new? If so, provide contact information for Business Manager.

3. Is the Project Administrator new? If so, provide contact information for Project Administrator. Indicate number of months or years as the Project Administrator.

4. Were there any corrective actions in the last two years? If so, provide documentation that all corrections identified in previous On-Site Compliance Reports have been completely satisfied and fully implemented. If corrections haven't been completed, provide a detailed explanation. If you have not received an on-site visit within the last five years, enter N/A.

5. Were there any Single Audit findings in the last two years? If so, have the findings and corrective actions corrected? If not, please explain. Note: Please include the finding and the year.

D. Reason for Disqualification

The applicant is not an eligible recipient.

E. Reasons for the Failure of Applications to be Funded

1. Applications with a score of less than 80 points out of 100 total points will not be funded regardless of availability of funds.

2. Failure to submit the required final performance report from previous CTE grant award.

3. Applicant is identified as not being responsible because of delinquent tax debt, bankruptcy, criminal activity, or other conditions specified in the State Contractor Responsibility Program (see Management Directive 215.9 10/25/2010).

4. All grant awards are contingent upon available funding.

F. Application Review Process

Grant applications will be reviewed and scored by teams of no fewer than three individuals comprised of staff from PDE, other commonwealth agencies, and/or peer reviewers. Reviewers will use the rating format below to evaluate applications. Funding will depend upon a composite recommendation of reviewers as well as availability of funds.

Description	Points	Score
Statement of Need and Funding Justification	10	
Performance Measures and Evaluation Procedures	20	
Personnel	10	
Facilities	10	
Equity	15	
Coordination with Other Programs/Initiatives	15	
Action Plan Describing Objectives and Activities	20	
Total Score	**100**	

Reviewers will use the following rubric to determine points awarded for grant applications:

Category	Information is Complete	Partial Information is Provided	Section is Blank
Statement of Need and Funding Justification	Specific, detailed, and comprehensive. Well-conceived and thoroughly developed. **(10)**	Vague and non-specific. Limited information is provided. Lacks focus and detail. **(5)**	The applicant has not provided any information for this section. **(0)**
Performance Measures and Evaluation Procedures	Specific, detailed, and comprehensive. Well-conceived and thoroughly developed. **(20)**	Vague and non-specific. Limited information is provided. Lacks focus and detail. **(10)**	The applicant has not provided any information for this section. **(0)**
Personnel	Specific, detailed, and comprehensive. Well-conceived and thoroughly developed. **(10)**	Vague and non-specific. Limited information is provided. Lacks focus and detail. **(5)**	The applicant has not provided any information for this section. **(0)**
Facilities	Specific, detailed, and comprehensive. Well-conceived and thoroughly developed. **(10)**	Vague and non-specific. Limited information is provided. Lacks focus and detail. **(5)**	The applicant has not provided any information for this section. **(0)**
Equity	Specific, detailed, and comprehensive. Well-conceived and thoroughly developed. **(15)**	Vague and non-specific. Limited information is provided. Lacks focus and detail. **(7.5)**	The applicant has not provided any information for this section. **(0)**
Coordination with Other Programs/ Initiatives	Specific, detailed, and comprehensive. Well-conceived and thoroughly developed. **(15)**	Vague and non-specific. Limited information is provided. Lacks focus and detail. **(7.5)**	The applicant has not provided any information for this section. **(0)**

Category	Information is Complete	Partial Information is Provided	Section is Blank
Action Plan Describing Objectives and Activities	Specific, detailed, and comprehensive. Well-conceived and thoroughly developed. **(20)**	Vague and non-specific. Limited information is provided. Lacks focus and detail. **(10)**	The applicant has not provided any information for this section. **(0)**

G. Notification of Application Approval and Formal Contract

PDE acknowledges an approvable application by sending the eligible recipient a notification via the eGrants messaging system. This notification is the interim approval pending full review and execution of the grant agreement. This notification establishes the beginning date for obligating funds for the project.

When notified via the eGrants messaging system that a project is substantially approvable, a copy of the appropriate contracting document will be available online to print and sign. The project number, as well as the total amount of funds and the beginning and ending date of the project, will appear on the grant agreement. Note: If applicable, follow the directions for electronic signature, available when your application is complete.

Otherwise, the chief school officer must sign and date the grant agreement and send it (in paper form) to PDE. Individuals authorized to sign grant agreements are as follows:

1. Career technology center (CTC)/area vocational technical school (AVTS) – Director or superintendent of record

2. School district – Superintendent

3. Charter school – Chief School Administrator

4. Intermediate unit – Executive Director

5. Postsecondary Institution, university, or community college – President and other signatures required on PASSHE Grant.

6. Any other entity – President or Vice President, and the Secretary or Treasurer of the Board

H. Budget Categories for Eligible Expenditures

Items requested are those required to implement the activities described in the project. Each application **must** contain an itemized budget of **all** planned expenditures with dollar amounts. Reimbursable costs are limited to the **eligible expenditures** identified in each function/object.

The budget is separated into various functions and objects in accordance with the Pennsylvania School Accounting Manual. Not all functions/objects are allowable budget categories for career and technical education projects. See individual guidelines for allowable functions/objects. Below is a listing and explanation of the functions and objects for this grant.

Functions

1. **Instruction (1000) –** Includes all activities dealing directly with the interaction between teachers or support personnel and students. It may also be provided through some other approved medium such as television, radio, computers, correspondence, or telephone.

2. **Student Support Services (2100)** – Activities include, but are not limited to, counseling with students and parents, evaluating student abilities, career counseling, referral, and placement assistance.

3. **Staff Support Services (2200)** – Activities associated with assisting, supporting, and advising the instructional staff with, or on the content and process of, providing learning experiences for students. Staff in-service and curriculum development activities are listed.

4. **Transportation (2700**) – Supplemental transportation services necessary to accommodate special populations students must be in addition to regular pupil transportation services. Educational field trips should be charged to function 1000.

5. **Other Financing Uses – Indirect Cost/Operational Cost Rate (5000)** – Used in conjunction with Object Code 900. An operational rate of 6 percent of the total budget (excluding equipment) is allowable.

   The maximum indirect costs should be the product of the amount of direct costs (excluding equipment) and the state operational rate. (Direct costs – Object 700) X 0.0600 = maximum allowed indirect cost amount.

   a. Direct costs equal the sum of all allowable expenses in Objects and Functions.

   b. Indirect cost is calculated on direct costs, excluding equipment.

   c. All budget figures must be rounded to the nearest dollar.

Objects

1. **Salaries – Object Code 100 –** Show position and number of hours assigned to the project and dollar amount.

2. **Benefits – Object Code 200** – Charge as the same percent as applicable salaries. May be budgeted as a composite rate. Under the description, show the composite rate. The amount charged must be the net of offsetting revenue received from the commonwealth.

3. **Purchased Professional and Technical Services – Object Code 300** – Show name of contractor (if known), purpose of contracted service, number of days, and rate of pay. Copies of subcontracts may be requested by PDE. The eGrants system allows 50 spaces for description. Be as descriptive as possible.

4. **Other Purchased Services – Object Code 500** – Include costs associated with employee travel limited to within the commonwealth. Reimbursement must be at or below state rates of daily subsistence and government rates for lodging, if available.

   Higher rates may be charged if it is the policy of the grantee and is so indicated in the Master Agreement with PDE or in an official policy statement of the grantee. Other costs include contracted transportation of students for field trips, telephone, postage, printing, and advertising. Note: Unnecessary costs to complete the program will not be funded. The eGrants system provides a dropdown box to choose the various categories of costs. Conference expenses are to be recorded separately from daily travel reimbursements.

5. **Supplies and Materials – Object Code 600** – Includes educational materials, supplies, software, hand tools, books and equipment items costing less than $1,500 per item/unit. Provide a brief description. Note: Unnecessary costs to complete the program will not be funded.

6. **Property (Equipment) – Object Code 700** – Purchases of new or replacement instructional equipment are to be listed by description, unit cost, number, and location. Equipment must be necessary to meet project objectives. Vehicle purchases are not allowed. Equipment must be tagged with the source of funding and the year purchased. An inventory record must also be maintained. An equipment item is any instrument, machine, apparatus, or set of articles that costs $1,500 or more per item/unit and meets all the following criteria:

   a. It retains its original shape, appearance, and character with use.

   b. It does not lose its identity through fabrication or incorporation into a different or more complex unit or substance.

   c. 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. Under normal conditions of use, including reasonable care and maintenance, it can be expected to serve its principal purpose for more than one 12-month fiscal period.

   d. Computer equipment, such as monitors, disk drives, keyboards, printers, cables, etc., that are purchased as a unit (system) should be listed and priced as a "system." Such purchases should not be broken down into components to achieve costs of less than $1,500.

7. **Indirect Cost/Operational Cost Rate – Object Code 900**

   See information under Functions, **Other Financing Uses – Indirect Cost/Operational Cost Rate (5000)**.

IV. General Administrative Provisions

A. Period for Obligation of Funds by Recipients

1. The PDE Bureau of Career and Technical Education determines the beginning date and period of obligation of each project when the total application is received in substantially approvable form. The Bureau acknowledges the completeness of each application via notification on the eGrants system. The period during which funds may be obligated is also indicated in the Standard Contract submitted as part of the complete application packet. The contract document is printed from an approved eGrants project and will have the beginning and ending dates of the project printed on the document.

2. Determination of Obligations – The following table shows when a grantee of the state makes obligations for various kinds of property and services. This is not a list of approvable expenditures.

If the obligation is for:	The obligation is made:
Acquisition of real or personal property	On the date that the eligible recipient makes a binding written commitment to obtain the property
Personal services by an employee of the eligible recipient	When the services are performed
Personal services by a person who is not an employee of the eligible recipient	On the date that eligible recipient makes a binding written commitment to obtain the services
Performance of work other than personal services	On the date that the eligible recipient makes a binding written commitment to obtain the work
Public utility services	When the eligible recipient receives the services
Travel	When the travel is taken
Rental of real or personal property	When the eligible recipient uses the property

B. Time Records

Time records must be maintained for all salaried staff spending less than 100 percent time on the project (this includes full-time educational agency staff who are working on more than one project). Time records must be reported for 100 percent of staff's time, even though only a portion is charged to the project. Failure to maintain time and effort records will result in audit citations and/or contract termination.

V. Contracts, PA State System of Higher Education (PASSHE) Grants, and Subgrant Agreements

Agreements for funding between PDE and the grant recipient are in the form of a binding agreement. This agreement will be in the form of a standard contract, a PASSHE grant, or a subgrant agreement depending on the type of entity receiving the award. The eGrants

system will print the appropriate document. All school districts, career and technology centers/area vocational technical schools, Intermediate Units, and most postsecondary institutions now utilize a standard contract.

A. Funding of Projects

All projects are placed on a system of scheduled payments to provide operating funds during the period of the project. Monthly payments are determined by dividing the project amount by the number of months that the contract operates. The Comptroller's Office will initiate payments upon approval of the project. In the event the start of payments is delayed, the Comptroller's Office will include back payments in the initial project payment, up to a maximum of four monthly payments. No scheduled payments will be issued after the end of the project period.

B. Reconciliation of Cash on Hand Quarterly Reports (PDE-2030)

The Reconciliation of Cash on Hand Quarterly Reports are due on the 10th working day after each quarter (10th working day of October, January, April, and July). All grant recipients are required to submit quarterly reports electronically using the FAI (Financial Accounting Information) website. Paper copies will not be accepted and will not be returned; such reports will be considered delinquent. In order to use the FAI system, you need to first register for security clearance to use the ePDE web portal at www.education.pa.gov. Click on "MyPDESuite" in the taskbar (middle of the webpage), click on "Visit the MyPDESuite login page" under the Login heading, enter your username and password, click "Log In", then click on the FAI hyperlink.

Technical questions relating to the ePDE web portal should be directed to the PDE Information Technology Help Desk at (717) 783-1087 or use the "Contact Us" link in the top right corner of the login page of the eGrants website.

Technical questions relating to eGrants should be directed to the PDE Information Technology Help Desk at (717) 783-1087 or use the "Contact Us" link in the top right corner of the Login page of the eGrants website.

For payment related questions or assistance in completion of the quarterly report, contact Comptroller Operations at ra-FAIECS@pa.gov.

1. The quarterly reporting will begin with the first quarter in which payments are received. For example, if the first payment is received in November, the first quarterly report is due in January. Quarters end September 30, December 31, March 31, and June 30. If all payments are received by June 30, there is no need to submit a report for this quarter.

2. Failure to submit the quarterly report on time or electronically will result in suspension of scheduled payments until the report is received.

3. Quarterly reports can also be used to request an acceleration of payments because of unusual cash needs, such as a large purchase. Use the Comments section of the report to explain the need for an accelerated payment.

C. Revisions to Approved Contracts

All revisions must follow the same procedures as your eGrants application, and no revision will be accepted until the original application is in "final approved" status.

If a revision is necessary, it must be submitted from January 15 through March 31 of each fiscal year. The eGrants system will not accept any revisions after March 31.

Edits to any Narrative Section are not permitted and will not be approved when completing a Budget Revision. After March 31, revisions for any costs in a previously unbudgeted-function or object code(s) must be entered in the Final Expenditure Report or the LEA must return funding to the State.

Once Revisions have been closed in eGrants, any costs in a previously unbudgeted function or object code(s) will not be permitted. The Final Expenditure Report will be adjusted and/or the LEA will need to return funding to the State.

A project revision must be submitted under any of the following conditions:

1. Costs need to be budgeted in a previously unbudgeted function or object.

2. Changes are requested in equipment items (either new, substitutions or quantity changes).

3. A budget revision is required to transfer funds from one or more budget function or object categories to other function or object categories when there is a variance in any major category of expenditure that exceeds 10 percent of the category amount in the approved budget.

For example, the grantee's approved budget for Object 100 – Salaries is $115,785.00, with a 10 percent variance allowed of $11,578.50. The grantee has spent or encumbered $153,431.13 in Object 100. The grantee has exceeded the approved budget amount by $37,646.13, or 33 percent, and is over the 10 percent variance by $26,067.63.

Programmatic changes that involve or alter the objective of the project need prior approval, even if within the approved parameters.

D. Final Expenditure Report

All grant recipients are required to submit their Final Expenditure Reports (FER) electronically using the PDE eGrants website. Paper copies will not be accepted and will not be returned. If an electronic copy of the report with an electronic signature on page one of the FER is not submitted, the report will be considered delinquent. Instructions for completing the FER are available on PDE's website.

1. The FER is due no later than 60 days after the close of the project (close of the project is June 30, FER is due August 31). FER may be submitted only after completion of project activities and payment of all obligations. All obligations must be encumbered on or before June 30. All obligations must be paid in full (on or before August 31) when the FER is submitted. However, recipients should submit the FER as soon as all project obligations are paid.

2. PDE's Bureau of Career and Technical Education will conduct a review of the FER for completeness, accuracy, and budget compliance. Approved reports are forwarded to the Comptroller's Office for closure and final payment. Reports found to be incomplete or incorrect are returned to the recipient for further explanation or correction.

3. Costs found to be unallowable will be deducted from the total expenditures claimed and will either be subtracted from the final payment or requested as a refund. Upon receipt of notification of a disallowance, a recipient may write to Elizabeth Brennan at the address below and request reconsideration by explaining the reason for the request. Any documentation that will substantiate the recipient's request should accompany the letter. A notification will be sent to the recipient regarding the Bureau's decision. If the recipient is dissatisfied with the response, a request for further reconsideration may be sent to Judd Pittman, Director of the Bureau of Career and Technical Education, at the address below.

   Pennsylvania Department of Education
   Bureau of Career and Technical Education
   607 South Drive, 4th Floor
   Harrisburg, PA 17120-0600

4. If circumstances prevent timely submission of the report due to a large volume of information being collected, approval for an extension of time must be requested by writing to Elizabeth Brennan at the address below, or by emailing elbrennan@pa.gov. An extension will not be approved because of outstanding obligations.

5. PDE reserves the right to stop any and all payments of state and federal funds from any source due to a recipient for failure to submit the FER within 60 days after the close of the project. If a recipient fails to submit a Final Expenditure Report, even after notification of delinquency, PDE may require the recipient to return all funds advanced under the project.

6. Any omissions in, or corrections to, the initial submission may be made by submitting a revised FER. Revised FERs must be submitted no later than four months after the original due date.

7. A check for any unused funds **must be sent to PDE** *along with* an electronically signed copy of **page one of the FER**. Make the check payable to the **Commonwealth of Pennsylvania** and mail to Mukta Sharma at the address below.

   Pennsylvania Department of Education
   Bureau of Career and Technical Education
   607 South Drive, 4th Floor
   Harrisburg, PA 17120-0600

8. Questions concerning the completion of the FER should be directed to Mukta Sharma, Bureau of Career and Technical Education at (717) 395-9294 or msharma@pa.gov.

E. Record Keeping

1. Each grant recipient is required to maintain adequate records to provide full disclosure of grant expenditures. Such records include purchase orders, invoices, payroll records, and time and effort records in support of payroll, bid solicitation, contracts and checks issued.

2. Each grant recipient shall retain records of grant activities for six years after completion of the activity for which they use grant funds as required by the Public School Code. Equipment records shall be maintained for six years.

F. Equipment – Inventory, Usage and Disposition

1. Equipment is defined as items of equipment costing $1,500 or more per item/unit.

2. Equipment purchased with a state-funded grant should be used primarily for the purposes of the grant. During idle periods, the equipment may be used for other purposes.

3. Grant recipients are required to maintain an inventory of equipment purchased with grant funds and take steps to safeguard such equipment.

4. When equipment is no longer needed for the purpose for which it was acquired, the grant recipient should contact the program advisor in the Bureau of Career and Technical Education for disposition instructions.

G. Final Performance Report

An annual Final Performance Report is required to demonstrate that a self-evaluation has taken place to track progress toward achieving goals. Progress is tracked through documentation of Assurances, Expenditures, and Narrative Report.

The 2024-2025 Final Performance Report (Interim Report) must be submitted online via the eGrants system prior to final approval of a new contract for the 2025-2026 fiscal year. Paper copies will not be accepted and will not be returned. If an electronic copy of the report is not submitted, the report will be considered delinquent.

The 2024-2025 Final Performance Report must be submitted on or before August 31 for an agency to be eligible for continued funding.

Similarly, to be eligible for future funding after approval and receipt in ensuing years, a Final Performance Report is required at the end of the 2025-2026 cycle for all grant-receiving entities in said cycle.

For information and guidance on the Final Performance Report, contact:

Lynn Aul
Career and Technical Education Advisor
Phone: (717) 772-2499
Email: lyaul@pa.gov