

DOCUMENT RESUME

ED 452 937

JC 010 386

TITLE Policy Guidelines for Restricted Grant Expenditures and Reporting, Fiscal Year 2001.

INSTITUTION Illinois Community Coll. Board, Springfield.

PUB DATE 2001-00-00

NOTE 35p.

PUB TYPE Guides - Non-Classroom (055) -- Reports - Descriptive (141)

EDRS PRICE MF01/PC02 Plus Postage.

DESCRIPTORS *College Administration; *Community Colleges; *Educational Finance; Educational Policy; *Expenditures; *Grants; Two Year Colleges

IDENTIFIERS *Illinois Community College System

ABSTRACT

This document presents policy guidelines for restricted grant expenditures and reporting for fiscal year 2001 within the Illinois Community College system. It describes the purpose, allowable expenditures, expenditure limitations, and grant administrative standards for various types of restricted grant expenditures, including: (1) Special Populations Grants, which are intended to provide special or extra services in assisting special populations students attain their educational goals; (2) Workforce Development Grants (business and industry services component), which recognize 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; (3) Workforce Development Grants (welfare-to-work component), which are used to fund the infrastructure for working with welfare recipients and the working poor at each community college in the state; (5) Advanced Technology Grants (instructional equipment component), which are intended to allow colleges to continue to upgrade and purchase new computer software and hardware for training and instructional use; (6) Advanced Technology Grants (technology support component), which recognize the community college system's need for technological advancements in all areas of operations; and (7) Deferred Maintenance Grants, which are allocated to each district based on total nonresidential gross square feet of facilities completed or under construction. (JA)

PERMISSION TO REPRODUCE AND DISSEMINATE THIS MATERIAL HAS BEEN GRANTED BY

V.K. McMillan

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

Illinois Community College Board

**POLICY GUIDELINES FOR RESTRICTED GRANT
EXPENDITURES AND REPORTING
FISCAL YEAR 2001**

Special Populations Grant

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
EDUCATIONAL RESOURCES INFORMATION
CENTER (ERIC)
 This document has been reproduced as received from the person or organization originating it.
 Minor changes have been made to improve reproduction quality.
• Points of view or opinions stated in this document do not necessarily represent official OERI position or policy.

ED 452 937

Purpose of Grant. Special Populations Grant funding is intended to provide special or extra services to assist special population students to initiate, continue, or resume their education and to offer courses designed to provide the academic skills necessary to remedy or correct educational deficiencies to allow the attainment of educational goals.

A special populations student is a student with a social, physical, developmental, or academic disability that makes it difficult for such a student to adapt to a college environment designed for the non-special populations students. For example, this may include students from low income families, first generation college students, minority racial/ethnic groups, and persons with disabilities. Colleges will designate which of their students are special populations as determined by assessment procedures and instruments selected by the colleges.

Allowable Expenditures

Personnel - salaries and benefits based upon the percentage of time spent on special services provided only to special population students. Personnel covered under this include:

- C counselors and paraprofessional counselors who spend a minimum of 30 percent of their time working with special populations students.
- C direct support service personnel who provide assistance to students with disabilities, e.g., readers, notetakers, mobility assistants, and drivers.
- C Professional and paraprofessional staff who provide outreach services and special retention programs designed for special populations students and who administer testing and assessment of special population students.
- C tutors, both student and professional
- C adult basic/secondary and remedial education instructors.

Testing and assessment - assessment materials, instruments, fees, cost of test administration, and fees associated with the students' cost for taking the GED.

Instructional and information materials - books, computer software, informational brochures, pamphlets, and publications provided only to special populations students to promote special and support services and programs.

JCO10386

Instructional equipment - lease or purchase of tape recorders, small computers, readers, and other assistive technology provided to special population students.

Travel - travel expenses related to special population student needs and activities for both college personnel and students, such as field trips and transportation for special population students and conference expenses related directly to special population grant activities.

Staff development - staff development expenditures for special populations grant personnel.

Administrative expenses - including administrative salaries, office staff salaries, office equipment, consumable supplies, utilities, and rental of facilities.

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

Expenditure Limitations

No more than 30 percent of each community college district's grant funds may be used for administrative expenses.

Salary and benefit expenditures for adult basic/secondary and remedial education instructors cannot exceed 30 percent of the total special populations grant per district.

Grant Administrative Standards

Reports of activities and services supported by the Special Populations Grant shall be filed with the ICCB by September 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.

Illinois Community College Board

**POLICY GUIDELINES FOR RESTRICTED GRANT
EXPENDITURES AND REPORTING
FISCAL YEAR 2001**

***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.

Workforce Development Grant-Business and Industry Services Component activities include any of the following:

Conducting customized training programs for new or existing business and industry through the following activities:

- C developing and offering customized industrial or commercially sponsored courses.
- C establishing apprenticeship, internship, or work-based learning programs with area business and industry.

Providing the following employment training services for unemployed or underemployed adults to improve their job skills and assist them in seeking employment:

- C establishing and/or operating career counseling and testing programs;
- C providing job placement assistance; and,
- C conducting courses, workshops, and seminars not claimed for credit hour grant funding.

Cooperate with other 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 assistance through special courses, workshops, seminars, 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; and use of advanced technology equipment such as computers.
- C identify and develop educational programs needed by business and industry for emerging or

high growth occupations.

- C obtain the use of equipment from business and industry for employment training programs.
- C assist with assessments of the area's assets and liabilities in attracting and retaining business and industry.
- C assist with retention surveys to assess the need for training or other assistance by area businesses and other organizations.
- C provide appropriate training assistance or services determined necessary by surveys or assessments.
- C help to market the area to prospective business and industry.

Cooperate with other community colleges, public universities, private colleges, and other organizations to conduct assessments of 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 for the following personnel based on the percentage of time they spend on business and industry/economic development activities:

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

Grant Administrative Standards

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.

Transfer of Funds. Up to one-third (33%) of the Workforce Development Grant-Business and Industry Services Component may be transferred, at the district's discretion, to other components of the Workforce Development Grant. A minimum of two-thirds (67%) of the initial Workforce Development Grant-Business and Industry Services Component received by the district must be expended on the activities and expenditures listed above.

Example:	Original	Transfer	Revised
Bus. & Industry Services	\$300,000	(\$100,000) 33%	\$200,000 67%
Education-to-Careers	\$120,000	(\$ 20,000) 16.7%	\$100,000 83.3%
Welfare-to-Work	<u>\$150,000</u>	<u>+\$120,000</u>	<u>\$270,000</u>
Total Workforce Development Grant	\$570,000	-0-	\$570,000

**POLICY GUIDELINES FOR RESTRICTED GRANT
EXPENDITURES AND REPORTING
FISCAL YEAR 2001**

*Workforce Development Grant
Education-to-Careers Component*

Purpose of Grant. The special education-to-careers (ETC) initiatives recognize that the community college system needs to develop a fully integrated education/employment system in order to assure that students can move easily from education to work and from work to continuing education. The Workforce Development Grant - Education-to-Careers Component funds are dedicated to sustaining local ETC partnerships and institutionalizing ETC experiences and support services. The purpose of this funding is to support the community colleges in their efforts to affect systematic change.

Workforce Development Grant - Education-to-Careers Component activities can include the following:

Integration of ETC components into academic and technical instruction through:

- C development of integrated and articulated curricula between secondary, community college, and baccalaureate degree-granting institutions.
- C restructured and updated academic training programs, equipment, and work-based learning experiences to meet current industry standards.
- C integration of academic and technical instruction with work-based experiences, including applied methodologies, team-teaching strategies, and instruction in all aspects of an industry.

Development of school-based and work-based and/or work-site learning experiences.

Development and implementation of seamless programs of study through such mechanisms as articulation, faculty exchanges, or dual enrollment.

Sustainment of local ETC partnerships through:

- C implementations and operation of the local One-Stop Career Center and support of associated program, service site, and One-Stop system costs (refer to HRIC/IWIB Sharing Policy Framework).
- C integration of local ETC partnership activities into the college system for sustainability.

Creation of transition services to help students through a course of study into the world of work by:

- C development and/or implementation of assessment and guidance processes for students to identify and select or re-select interests, goals, and career choices.
- C development of means to monitor student progress toward meeting short and long-term career goals and establishing intervention processes to assist students in meeting their objectives.
- C exposure of students to accurate and relevant information about the world of work.
- C establishment or improvement of programs and services that assist students in obtaining employment upon completion of their courses of study.

Development of continual assessment procedures for ETC programs and activities.

Allowable Expenditures

Personnel - salary and benefits for personnel based on the percentage of time they spend on ETC related activities.

Contractual - errors and omissions insurance and audit fees that represent shared system costs of Workforce Investment Act activities which cannot be paid from the college's levy proceeds.

Materials

- Promotional materials that include brochures, newsletters, presentation materials that promote ETC concepts and activities.
- Instructional materials that are used to update curricula and training programs, to integrate instruction with work-based experiences, or to assist students with career planning.

Instructional Equipment - the lease or purchase of equipment used to update academic and training programs to meet current industry standards or to develop school or work-based learning experiences.

Travel - travel expenses related to staff development, academic integration, curriculum development, student career planning or sustainability of ETC concepts.

Staff Development - professional development activities for faculty and staff that prepare them to implement ETC concepts.

Fixed Charges - college's proportionate share of rental costs shared with a co-located One-Stop Career Center partner.

Utilities - college's proportionate share of utility cost shared with a co-located One-Stop Career Center partner.

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

Expenditure Limitations — None

Grant Administrative Standards

To qualify for these grants, each college must submit an ETC plan to the ICCB.

Reports of activities and services supported by the ETC 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.

Transfer of Funds. Up to one-third (33%) of the Workforce Development Grant - Education-to-Careers Component may be transferred, at the district's discretion, to other components of the Workforce Development Grant. A minimum of two-thirds (67%) of the initial Workforce Development Grant - Education-to-Careers Component received by the district must be expended on the activities and expenditures listed above.

Example:	Original	Transfer	Revised
Bus. & Industry Services	\$300,000	(\$100,000) 33%	\$200,000 67%
Education-to-Careers	\$120,000	(\$ 20,000) 16.7%	\$100,000 83.3%
Welfare-to-Work	<u>\$150,000</u>	<u>+\$120,000</u>	<u>\$270,000</u>
Total Workforce Development Grant	\$570,000	-0-	\$570,000

Illinois Community College Board

**POLICY GUIDELINES FOR RESTRICTED GRANT
EXPENDITURES AND REPORTING
FISCAL YEAR 2001**

***Workforce Development Grant
Welfare-to-Work Component***

Purpose of Grant. The Workforce Development Grant-Welfare-to-Work Component will be used to fund the infrastructure for working with welfare recipients and the working poor at each community college in the state. These funds help provide support for the existing Advancing Opportunities Program at the college and support the educational components which are allowable under Illinois Welfare-to-Work law. The grant funds provide for a welfare-to-work liaison at each college to interface with all existing entities who are interacting with welfare recipients such as business and industry, job training, local DHS offices, and education and training entities. The liaison provides and identifies the linkage to educational services such as career assessment, financial aid, job coaching, mentoring, and counseling for welfare recipients and the working poor who are presently working or are in need of skills to enter the workforce. They also work with business and industry to identify skill upgrading and career choices where jobs are available.

Allowable Expenditures

Personnel - salaries and benefits (based upon the percentage of time) for liaison and support personnel such as case managers, job coaches, job mentors, and counselors.

Career and skill assessment testing as needed for recipients.

Tuition, fees, and support services (such as child care, transportation, and items necessary for job interviews) needed by recipients in preparation for obtaining and/or retaining a job.

Equipment - computers for reporting and tracking welfare recipients.

Travel - travel expenses as related to welfare-to-work activities.

Staff development - seminars, courses, and conferences for welfare-to-work staff.

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

Expenditure Limitations — None

Grant Administrative Standards

To qualify for this grant, each college district must identify and report to the ICCB a liaison for welfare-to-work.

Reports of activities and services supported by the Workforce Development Grant - Welfare-to-Work 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.

Transfer of Funds

Up to one-third (33%) of the Workforce Development Grant - Welfare-to-Work Component may be transferred, at the district's discretion, to other components of the Workforce Development Grant. A minimum of two-thirds (67%) of the initial Workforce Development Grant - Welfare-to-Work Component received by the district must be expended on the activities and expenditures listed above.

Example:	Original	Transfer	Revised
Bus. & Industry Services	\$300,000	(\$100,000) 33%	\$200,000 67%
Education-to-Careers	\$120,000	(\$ 20,000) 16.7%	\$100,000 83.3%
Welfare-to-Work	<u>\$150,000</u>	<u>+\$120,000</u>	<u>\$270,000</u>

Total Workforce

Development Grant	\$570,000	-0-	\$570,000
-------------------	-----------	-----	-----------

Illinois Community College Board

**POLICY GUIDELINES FOR RESTRICTED GRANT
EXPENDITURES AND REPORTING
FISCAL YEAR 2001**

*Advanced Technology Grants
Instructional Equipment Component*

Purpose of Grant. The Advanced Technology Grant-Instructional Equipment Component funds are intended to allow colleges to continue to upgrade and purchase new specialized equipment for training programs and to purchase new computer hardware and software for instructional and student use.

Allowable Expenditures

Demonstrators, models, trainers, and other instructional equipment needed for instruction or instructional support services, including:

- C connectors
- C interfacing equipment
- C computer software
- C computer peripherals
- C operating and repair instruction manuals
- C instructional furnishings that are designed for and integral to the use of the instructional equipment
- C telecommunications networks designed to interconnect with other colleges and extension centers within the district

Expenditure Limitations — None

Grant Administrative Standards

Reports of activities and services supported by the Advanced Technology Grant-Instructional Equipment 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. 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.

Transfer of Funds. Up to one-third (33%) of the Advanced Technology Grant-Instructional Equipment Component may be transferred, at the district's discretion, to other components of the Advanced Technology Grant. A minimum of two-thirds (67%) of the initial Advanced Technology Grant-Instructional Equipment Component received by the district must be expended on the activities and expenditures listed above.

Example:	Original	Transfer	Revised
Instruc. Equipment	\$300,000	\$80,000	\$380,000
Technology Support	\$120,000		\$120,000
Staff Technical Skills Enhancement	\$240,000	(\$ 80,000) 33%	\$160,000 67%
Total Advanced Technology Grant	\$660,000	-0-	\$660,000

Illinois Community College Board

**POLICY GUIDELINES FOR RESTRICTED GRANT
EXPENDITURES AND REPORTING
FISCAL YEAR 2001**

*Advanced Technology Grants
Technology Support Component*

Purpose of Grant. The Advanced Technology Grant-Technology Support Component recognizes the community college system's critical need for technological advancements in all areas of operations, as well as the need for more efficient operations of institutions. The funds are dedicated to technology support and are to help defray the cost of expenditures related to infrastructure, transmission, and maintenance costs associated with technology support.

Allowable Expenditures

Equipment such as microcomputer (PC) workstations, monitors, printers, modems, and any other peripheral support hardware, file servers, application and operational software, minicomputers, mainframe computers, multi-media equipment

Contractual expenses related to engineering/technological support

Staff development

Salaries and benefits for technical personnel

Maintenance agreements for technology equipment

Structural changes or remodeling to support technology enhancements

Wiring projects in support of technology enhancements

Wireless communications projects

Voice technology enhancements

Telecommunications line charges

Access provider fees

Local area and wide area networks

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

Expenditure Limitations — None

Grant Administrative Standards

Reports of activities and services supported by the Advanced Technology Grant-Technology Support 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 within six months after receipt of the external audit report by the ICCB or by other notification by the ICCB of improper expenditures subsequently verified by the ICCB.

Transfer of Funds. Up to one-third (33%) of the Advanced Technology Grant-Technology Support Component may be transferred, at the district's discretion, to other components of the Advanced Technology Grant. A minimum of two-thirds (67%) of the initial Advanced Technology Grant-Technology Support Component received by the district must be expended on the activities and expenditures listed above.

Example:	Original	Transfer	Revised
Instruc. Equipment	\$300,000	\$80,000	\$380,000
Technology Support	\$120,000		\$120,000
Staff Technical Skills Enhancement	\$240,000	(\$ 80,000) 33%	\$160,000 67%
Total Advanced	_____	_____	_____

Technology Grant	\$660,000	-0-	\$660,000
------------------	-----------	-----	-----------

Illinois Community College Board

**POLICY GUIDELINES FOR RESTRICTED GRANT
EXPENDITURES AND REPORTING
FISCAL YEAR 2001**

*Advanced Technology Grants
Staff Technical Skills Enhancement Component*

Purpose of the Grant. The use of technology in support of teaching and learning is critical to the community colleges. In tandem with other components of the Advanced Technology Grant that support state-of-the-art equipment purchases, technology infrastructure, transmission, and maintenance costs, the Advanced Technology Grant - Staff Technical Skills Enhancement Component funds are dedicated to the improvement of faculty and staff skills in utilization of computers, computer systems, computerized machinery, and instructional technologies.

Allowable Expenditures

Support of institutional instructional technology centers that provide faculty and staff training in the use of computer software, the Internet, multimedia presentations, instruction via interactive video, etc.

Contractual costs for providers of staff development in the use of instructional technology, including the Technology Centers located at Waubensee Community College and Southern Illinois University-Carbondale and the National Center for Supercomputer Applications.

Released time for faculty to develop curricula that incorporate technology into instruction and/or delivery of instruction.

Employment of support staff to provide training to faculty and staff in the use of computers, computer software, and instructional technology.

Costs associated with faculty and staff attendance at professional meetings that focus on the uses of instructional technology.

Costs associated with staff attending specialized training and/or workshops on computerized equipment used to maintain the day-to-day operations of the college.

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 Advanced Technology Grant-Staff Technical Skills Enhancement 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.

Transfer of Funds. Up to one-third (33%) of the Advanced Technology Grant-Staff Technical Skills Enhancement Component may be transferred, at the district's discretion, to other components of the Advanced Technology Grant. A minimum of two-thirds (67%) of the initial Advanced Technology Grant-Staff Technical Skills Enhancement Component received by the district must be expended on the activities and expenditures listed above.

Example:	Original	Transfer	Revised
Instruc. Equipment	\$300,000	\$80,000	\$380,000
Technology Support	\$120,000		\$120,000
Staff Technical Skills Enhancement	\$240,000	(\$ 80,000) 33%	\$160,000 67%
Total Advanced Technology Grant	\$660,000	-0-	\$660,000

Illinois Community College Board

**POLICY GUIDELINES FOR RESTRICTED GRANT
EXPENDITURES AND REPORTING
FISCAL YEAR 2001**

Deferred Maintenance Grants

Purpose of Grant. Deferred Maintenance Grants are allocated to each district based on total nonresidential gross square feet of facilities completed or under construction and/or other measures as certified by the ICCB. These funds are intended to help reduce the backlog of previously neglected or accumulated maintenance projects needed in existing buildings and structures. These funds are further intended to supplement, not supplant, a district's current budgeted spending for deferred or regular maintenance needs.

Allowable Expenditures

Salary and benefits for interior/exterior and custodial maintenance personnel based upon percentage of time spent performing duties related to deferred maintenance.

Supplies, equipment, materials, and other expenses required to completed noncapital deferred maintenance improvements, such as:

- C minor rehabilitation
- C remodeling
- C improvements
- C repairs

Expenditure Limitations

No more than 30 percent of these funds shall be used for custodial/maintenance staff salaries and benefits.

Grant Administrative Standards

Reports of activities and services supported by the Deferred Maintenance 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 operations and maintenance fund (restricted).

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.

Illinois Community College Board

**POLICY GUIDELINES FOR RESTRICTED GRANT
EXPENDITURES AND REPORTING
FISCAL YEAR 2001**

Retirees Health Insurance Grant

Purpose of Grant. Retirees Health Insurance Grants are distributed to eligible districts and are intended to provide health insurance for the district's annuitants. Retirees health insurance grants shall be distributed proportionately to each eligible district based on the number of that district's annuitants as certified by the State Universities Retirement System (SURS) as of July 1 of the fiscal year in which the appropriation is made. 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.

Illinois Community College Board

**POLICY GUIDELINES FOR RESTRICTED GRANT
EXPENDITURES AND REPORTING
FISCAL YEAR 2001**

Current Workforce Training Grant

Purpose of Grant. The Current Workforce Training Grant is designed to provide funds for community colleges to expand opportunities for additional noncredit training for incumbent employees at businesses, industry, and other employers. The priority for these funds are to provide financial assistance for small and mid-sized employers (less than 300 employees) who need to upgrade/enhance the skills of their employees. The goal of the Current Workforce Training Grant is to provide a training system that is responsive to the business community's training requirements in order to improve employees' productivity and wages in order to enhance the local and state economies. State grant funding is allocated to each community college district based on the number of district residents in the work force. A minimum grant amount will be distributed to each district.

Allowable Expenditures

This grant may incur expenditures in salaries (direct training), contractual services, instructional materials, and equipment costs. All expenditures must be incurred in conjunction with a specific employer or group of employers by conducting customized training programs for new or existing business, industry, and other employers, especially small and mid-sized, through the following activities:

- *developing and offering customized or commercially sponsored courses*
- *developing and offering training programs needed by employers for emerging or high growth occupations*
- *lease or purchase of demonstrators, models, trainers, simulators, other equipment, and books, films, testing/evaluation materials (if not more than 25 percent of grant funds) for use as instructional aids for incumbent workers*
- *packaging of training programs in collaboration with other state or federal training assistance programs as long as costs are not duplicated and, if applicable, required matching funds requirements are met*
- *other expenditures if approved in writing by the appropriate ICCB staff.*

Expenditure Limitations

All training programs must be done in conjunction with an employer or group of employers. Funds can not be used for:

- *college administrative expenses including but not limited to salaries, fringe benefits, office equipment, consumable supplies, utilities, and rental of facilities*
- *courses that are eligible for credit hour funding*
- *preparing individuals for the work force (pre-employment training)*
- *seminars, workshops, courses, or conferences offered to the public.*

Grant Administrative Standards

Report of activities supported by the Current Workforce Training 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 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.

Illinois Community College Board

**POLICY GUIDELINES FOR RESTRICTED GRANT
EXPENDITURES AND REPORTING
FISCAL YEAR 2001**

Accelerated College Enrollment Grant (ACE)

Purpose of Grant. Accelerated College Enrollment Grant funding is intended to allow community colleges to expand their service to high school students desiring to take college-level classes prior to receiving their high school diploma. The grant is designed to assist high school students desiring to enroll in college-level classes to accelerate their college coursework.

Allowable Expenditures

Tuition and Fees - the expense of course tuition and universal fees associated with the coursework of the ACE student. The student must be enrolled as of the midterm to receive the funding (i.e., eligible for credit hour grant funding).

College districts will receive credit for eligible midterm student enrollments at the rate of \$50 per credit hour, regardless of the local district's 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.

Expenditure Limitations

All allowable expenditures must be directly associated with the Accelerated College Enrollment student. The student must be taking college-level courses. 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).

Grant Administrative Standards

Report of activities supported by the Accelerated College Enrollment 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.

Illinois Community College Board

**POLICY GUIDELINES FOR RESTRICTED GRANT
EXPENDITURES AND REPORTING
FISCAL YEAR 2001**

Illinois Community Colleges Online Grant

Purpose of Grant. The Illinois Community Colleges Online (ILCCO) funding is state grants allocated proportionally to each community college district based on a flat grant per district to support student services activities for online students.

Allowable Expenditures

Salaries and benefits for technical staff and support staff in the areas of advising, counseling, registration, orientation, and tutoring for online students.

Library support and test proctoring services for online students.

Marketing & promotional activities for online students.

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

Expenditure Limitations

All expenditures shall serve to continue, increase, and/or improve student support services and offerings for online students in Illinois.

Grant Administrative Standards

Reports of activities and services supported by the Illinois Community College Online 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. 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.



U.S. Department of Education
Office of Educational Research and Improvement (OERI)
National Library of Education (NLE)
Educational Resources Information Center (ERIC)



NOTICE

Reproduction Basis



This document is covered by a signed "Reproduction Release (Blanket)" form (on file within the ERIC system), encompassing all or classes of documents from its source organization and, therefore, does not require a "Specific Document" Release form.



This document is Federally-funded, or carries its own permission to reproduce, or is otherwise in the public domain and, therefore, may be reproduced by ERIC without a signed Reproduction Release form (either "Specific Document" or "Blanket").

EFF-089 (3/2000)