



# Perkins/Tech Prep Local Transition Plan for 2007-8 for Career and Technical Education

Goals, Objectives, Strategies, Outcomes, and Budget

## 1. High School to College Transitions: describe your primary intent to support the successful transition of students from high school to post secondary education.

### **What are your plans for addressing high school to college transitions under Perkins IV?**

The North Country Perkins / Tech Prep Consortium has a full time Secondary CTE Director who has worked closely with the consortium's 10 member schools on all matters related to career technical education issues including: high school to college transitions, collaboration, education and industry partnerships, services for special populations, and other activities related to Perkins / Tech Prep legislation. Over the past several years, the Consortium has been involved in curriculum development, implementation of academic standards within the CTE curriculum, development of CTE standards, development of industry skill standard proficiencies for CTE programs, development of a process for teaching all aspects of an industry, development of articulation agreements with Technical Colleges, utilization of current technologies in CTE programs, development of a process for yearly program evaluation / program improvement, development of a process for assisting students with career planning / career development, assisting students in preparation for non-traditional training and employment, providing for professional development opportunities, and assisting member schools with Perkins / Tech Prep accountability elements.

### **All of the above mentioned activities has helped the Consortium's member schools support the transition of students from high school to post-secondary education, and these activities will continue under Perkins IV.**

In addition, the North Country Perkins / Tech Prep Consortium has worked closely with Northwest Minnesota Community and Technical Colleges, Area Workforce Centers, Business and Industry, Special Education Cooperatives, and Community Organizations to broker services and further enhance services to our high school students.

Objective(s)	Strategies	Outcomes and Measures (FY08)	<u>Projected Budget</u>
1. Increase level of student learning in CTE programs by reinforcement of Minnesota's academic standards through various instructional methods.	<p>CTE Instructors reinforce math concepts utilizing Math-Works curriculum modules.</p> <p>Math resources will be provided to CTE instructors to support math academic standards.</p> <p>During FY08 CTE Director / Curriculum Director will work with CTE Instructors to ensure instruction includes teaching academic standards within their CTE program.</p> <p>Consortium will expand "College in the High School" through College in the High School and online courses that provide academic foundation skills needed for Programs of Study in grades 11-14.</p>	<p><b>FY 2008 Target:</b> North Country consortium will meet or exceed state and federal benchmarks for 1S1(reading attainment) and 1S2(math attainment) performance standards.</p> <p><b>FY 2008 Target:</b> College in the High School enrollment data shows 30 students were enrolled in College in the High School courses that provide academic foundation skills for CTE Programs of Study.</p>	Other Sources

<p>2. Develop a process for establishing Programs of Study / Career Pathways with Northwest Technical College and brokering of services with other colleges.</p>	<p>Programs of Study / Career Pathways in high demand career clusters will be identified within the Consortium and aligned with CTE programs at Northwest Technical College.</p> <p>North Country Consortium will broker services with other colleges that have programs of study that are aligned with North Country secondary high skill high wage programs.</p> <p>In-service sessions for Guidance Counselors and Career Education teachers will include information on Career Pathways and Programs of study.</p>	<p><b>FY 2008 Target:</b> One program of study / career pathway has been aligned with a CTE program at NTC and will have a sequence of courses in grades 11-14.</p> <p><b>FY 2008 Target:</b> North Country will identify and sequence the programs of study that will be developed over the next 6 years with Northwest Technical College and other colleges where services will have to be brokered.</p> <p><b>FY 2008 Target:</b> Ten member schools will utilize a model registration guide that defines sequence of courses in Programs of Study / Career Pathways.</p>	<p>\$4,000</p>
<p>3. Develop a process to determine the number of CTE concentrators who pass technical skill assessments aligned with industry recognized standards.</p>	<p>Consortium Director will conduct research on the availability and cost of various third party technical skill assessments and make recommendations to the Consortium.</p> <p>Consortium Director will review various national "best practices" on utilization of technical skill assessments and make recommendations to the Consortium.</p> <p>Consortium will pilot a 3rd party technical skill assessment during this transition year to determine technical skill attainment for CTE concentrators in these programs.</p>	<p><b>FY 2008 Target:</b> 50% of CTE concentrators in Business programs will be given an exit assessment using 3<sup>rd</sup> party technical skill assessments to establish baseline data.</p>	<p>Other Sources</p>

<p>4a. Review / update Articulation Agreements developed through collaboration with Northwest Technical College and the Northern Tech Prep Partnership.</p> <p>4b. Review / update advanced standing agreements with Technical College and the Northern Tech Prep Partnership.</p>	<p>Consortium Director and Articulation partners will annually review and assess articulation agreements developed during previous school year.</p> <p>Secondary and Post-Secondary teams meet to discuss articulation, advanced standing and assessment process and develop new advanced standing agreements as appropriate.</p> <p>Support financially the Northern Minnesota Tech Prep website that manages advanced standing agreements.</p>	<p><b>FY 2008 Target:</b> Northern Tech Prep website shows 72 career-technical courses have been articulated for advanced standing credit (Tech Prep College credit).</p>	<p>\$2,000</p>
<p>5. Increase opportunities for students to learn and use various forms of technology in career technical programs.</p>	<p>Utilize program advisory councils to determine needed upgrades in equipment and technology.</p> <p>Utilize collaborative meetings with post-secondary staff (NTC) to determine needed upgrades in equipment and technology.</p> <p>Funds are available for member schools that allow for the integration of various technologies in CTE courses / programs and also support new program development.</p>	<p><b>FY 2008 Target:</b> The 10 North Country consortium's schools develop a sequence of program improvement expenditures within their school district for program enhancement.</p> <p><b>FY 2008 Target:</b> Carl Perkins data report indicates that 600 students have taken classes where technology is used in the classroom.</p>	<p>Other Sources</p>

<p>6. Implement and assess continuous program improvement strategies in career and technical education programs.</p>	<p>Collect and analyze data from member schools on Perkins Core Indicators to assist the Consortium in making decisions on methods of program improvement and accountability including:</p> <ul style="list-style-type: none"> <li>a) Academic attainment in Reading / language arts</li> <li>b) Academic attainment in math</li> <li>c) Secondary school diploma</li> </ul> <p>Utilize program approval meetings and program approval evaluation forms to discuss the degree of improvement in CTE programs, and provide professional help to improve programs.</p>	<p><b>FY 2008 Target:</b> All 10 districts complete the Carl Perkins data report and use data collection results to make program improvement decisions.</p> <p><b>FY 2008 Target:</b> Data collection indicates that CTE concentrators meet or exceed agreed upon state and federal benchmarks for indicators 1S1 (reading attainment), 1S2 (math attainment), 2S1 (technical skill attainment), 3S1 (completion), and 4S1 (graduation rates).</p>	<p>Other Sources</p>
<p>7. Increase opportunities and services to help students make decisions regarding career pathways, career choice, and high school programs of study.</p>	<ul style="list-style-type: none"> <li>a. Information will be available through individual counseling sessions</li> <li>b. Information will be available through Student Handbooks, Course Registration Guides, etc.</li> <li>c. Information will be available during parent conferences &amp; Pre-Registration materials</li> <li>d. Provide site license for MCIS</li> <li>e. Provide funds for student career assessment</li> <li>f. Provide career planning materials developed by the Consortium</li> </ul>	<p><b>FY 2008 Target:</b> North Country consortium will meet or exceed agreed upon state and federal benchmarks for indicator 5S1 (placement).</p>	<p>\$10,500</p>

<p>8. Support career guidance / counseling programs in member schools.</p>	<p>1.School staff will meet at least annually with 9<sup>th</sup> grade students to begin a program of study in a career pathway.</p> <p>2. High School students will review and update their lifework plan folder each year during 4<sup>th</sup> quarter.</p> <p>3.Consortium will hold a working session for Counselors/Career Advisors from (10) sites on utilization of career planning tools.</p>	<p><b>FY 2008 Target:</b> 10 member schools provide Guidance / Counseling services for CTE students</p>	<p>Other Sources</p>
<p>9. Assist learners to transition from high school to post-secondary institutions using College Readiness Testing Program.</p>	<p>Consortium Director will work with College Reps to develop a process for member schools from pilot sites to participate in College Readiness Testing Program (Accuplacer tests).</p>	<p><b>FY 2008 Target:</b> North Country consortium will meet state and federal benchmarks for indicators 1S1 (reading attainment), 1S2 (math attainment),</p>	<p>Other Sources</p>

List the required and permissible activities addressed above.

**REQUIRED:** 1) Integration of academic and career technical education, 2) Programs of Study/Career Pathways, 3) Development, improvement, or expansion of the use of technology, 5) Continuous program improvement. Note: Programs that provide high skill, high wage, and high demand occupations addressed in Goal number 3!

**STATE REQUIRED:** 1) Articulation, 2) Collaboration,

**PERMISSIBLE:** Support career guidance / counseling, Technical Skill attainment

1. **Brokering of Services:** A new consortium structure involving secondary and postsecondary partners will, by design, facilitate student transitions from secondary programs to postsecondary programs within Programs of Study. To facilitate the movement of CTE students from high school to college, it is the expectation of the state that each Perkins recipient will identify, and expedite transfer into, a Minnesota postsecondary program within each secondary Program of Study. The recipient is not required to have both secondary and postsecondary components within its Programs of Study.

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**2. Collaboration:** Minnesota’s State Plan for Career and Technical Education places high emphasis on collaboration to support student success and life-long access to career and technical education. It is required for this Local Transition Plan approval that at least 10% of funds (not including targeted funds) be reserved for collaboration. Under this one-year transitional plan, effective collaboration may be focused on the identification and development of your FY09 consortium structure.

What are your plans for collaboration during the transition year (2007-2008)?

The North Country Perkins / Tech Prep Consortium will form a joint Program of Study / Career Pathway Advisory Committee with representatives of stakeholder groups from member secondary schools and Northwest Technical College. In addition, a schedule of events / activities will be provided to High School Administration, College Deans, as well as Perkins / Tech Prep Directors / Coordinators throughout Northwest Minnesota. Regional workshops will be held on various Perkins IV topics and stakeholders from Northwest Minnesota will be invited to attend scheduled workshops. The Consortium’s Perkins Grants Coordinator will continue to serve on WIA Youth Councils for both Region I and Region II WSA’s. The Consortium will continue to utilize “best practices” from Perkins III and Tech Prep activities developed with current partners throughout the region including: enhancement activities on Math-Works, utilization of regional skill standard certificates, utilization of Northern Tech Prep Website for articulation, continue its membership on the Distance Learning Partnership,

Objective(s)	Strategies	Outcomes and Measures (FY08)	<u>Projected Budget</u>
1. Align Perkins grant activities among Secondary – Post-Secondary partners and regional Workforce Center partners to maximize opportunities for CTE students.	Consortium Director and Perkins Grant Coordinator work closely with Post-Secondary Grant Coordinators, Administrators, CBO Directors, and Workforce Center partners to provide activities and broker services	<b>FY 2008 Target:</b> 10% of Perkins Grant funds will be used to plan, coordinate, and align secondary / post-secondary and Workforce Center activities.	\$3,300
2. Professional development opportunities will be offered to various stakeholders on Perkins IV requirements.	Consortium will partner with NTC and other Perkins / Tech Prep Consortia to offer long term professional development opportunities on various aspects of Perkins IV requirements.	<b>FY 2008 Target:</b> 50 Administrators, CTE Instructors, High School Counselors, Special Needs staff, and Advisory Committee members were provided professional development opportunities on “transition year” activities.	Other Sources

List the required and permissible activities addressed above.  
REQUIRED: 5) Professional development, STATE REQUIRED: Collaboration

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### 3. Employer, Community, and Education Partnerships

What are your plans to develop, expand, and improve partnerships with employers, community members, and other educational institutions during the FY07-08 transition plan?

The North Country Perkins / Tech Prep Consortium will continue to further develop, expand and improve current partnerships currently in place such as: Local District Career Technical Program Advisory Committees, Northern Tech Prep Articulation Partnership, Distance Learning Partnership, Project Lead the Way Partnership, as well as partnerships with Regional Workforce Centers, Special Education Cooperatives, and other Northwest Minnesota Perkins / Tech Prep Consortia.

Objective(s)	Strategies	Outcomes and Measures (FY08)	<u>Projected Budget</u>
1. Work-based learning programs throughout the Consortium include training modules on the (9) elements of "all aspects of an industry".	<p>A Consortium developed Work-based learning curriculum includes training modules on the (9) elements of "all aspects of an industry".</p> <p>Provide training sessions for Work-based learning instructors on various curriculum components including:</p> <ul style="list-style-type: none"> <li>a) Training Agreements</li> <li>b) Training Plans</li> <li>c) Programs of Study / Career Pathways</li> <li>d) Work readiness skills</li> <li>e) All aspects of an industry</li> </ul> <p>Provide opportunities for job shadowing, field trips, career exploration trips, and work experience activities for learners.</p>	<p><b>FY 2008 Target:</b> WBL Coordinators are delivering the (9) elements of "all aspects of an industry" to students involved in various aspects of work-based learning.</p>	Other Sources
2. Implement an evaluation process for the CTE programs that also includes how successful special needs students are within the CTE programs.	<p>Use the 25 criteria within the MDE program approval process to evaluate CTE programs on an established review cycle including the evaluation of special needs students.</p>	<p><b>FY 2008 Target:</b> A review cycle will be established that aligns with the programs of studies that will be developed.</p> <p><b>FY 2008 Target:</b> North Country Consortium will evaluate their programs against federal benchmarks to determine where improvements are necessary.</p>	Other Sources

<p>3. Provide programs that are of such size, scope and quality to be effective by aligning our Perkins/Tech Prep goals with other grant requirements.</p>	<p>CTE Director and local district administrators will review CTE programs for size, scope, and quality and align Perkins / Tech Prep goals with other grant requirements.</p>	<p><b>FY 2008 Target:</b> North Country Consortium will meet state and federal benchmarks for 5S1 (placement).</p>	<p>\$5,000</p>
<p>4. Enhance current programs within the Consortium that provide high skill and high wages in high demand occupations.</p>	<p>CTE Director and CTE Instructors will review regional labor market data provided by area Workforce Centers to determine which programs provide high skills and high wages in high demand occupations in Northwest Minnesota.</p>	<p><b>FY 2008 Target:</b> Labor market data indicates that at a minimum 75% of the programs offered throughout the 10 member districts are high skill, high wage in high demand occupations.</p>	<p>Other Sources</p>

List the required and permissible activities addressed above.  
**REQUIRED:** 1) Evaluation of CTE programs including how special needs students are successful, 3) Size, scope, and quality of CTE programs, 4) Programs that provide high skill, high wage, and high demand occupations, 5) Work-based learning including All-Aspects of the Industry

## Perkins/Tech Prep Local Transition Plan for 2007-8 for Career and Technical Education Goals, Objectives, Strategies, Outcomes, and Budget

### 4. Service to Special Populations

What are your plans to ensure that members of special populations will be able to fully participate in activities/programs supported by Perkins/Tech Prep?

Our 10 secondary member districts will continue collaborative efforts and partnerships with area Special Education Cooperatives, community based organizations, and non-profit groups that provide both direct and indirect services to special populations. Districts will continue best practice models established under Perkins III, including expanded opportunities through professional development with secondary and post-secondary institutions.

Objective(s)	Strategies	Outcomes and Measures (FY08)	<u>Projected Budget</u>
1. Special populations will be provided supportive services & guidance counseling services designed to facilitate transition from secondary programs to post-secondary programs, further training, or employment.	Member districts provide services that include: a. classroom modifications b. curriculum / equipment modifications c. supportive personnel d. instructional aid and devices e. guidance/counseling activities	<b>FY 2008 Target:</b> 10 sites provide supportive services for special population students as appropriate for individual students.	Other sources
2. Academic support will be available for members of special populations in order to meet requirements of technical programs in Programs of Study / Career Pathways.	Member schools provide academic support services, i.e. 1. Technical Tutors 2. Sp. Ed. Case Mgrs. 3. Counseling services 4. Mentors / job coaches	<b>FY 2008 Target:</b> 10 sites have academic support services for students in career / technical programs.	Other sources
3. North Country Perkins/Tech Prep Consortium will provide opportunities for greater enrollment of students in non-traditional careers and provide services that will enhance their chances for success.	1. Conduct a Non-Traditional Hands-On Career Day called "Extreme Tech" in cooperation with NTC/BSU  2. Work cooperatively with post-secondary equity coordinator from NTC to provide classroom presentations, non-traditional field trips, mentoring activities, and requested video and print materials.	<b>FY 2008 Target:</b> North Country will meet or exceed state and federal guidelines for 6S1 (participation in non-traditional programs), and 6S2 (completion in non-traditional programs).	\$2,577

List the required and permissible activities addressed above.

REQUIRED: 1) none

PERMISSIBLE: 1) Support mentoring and support services 2) Support career guidance and academic counseling 3) Support programs for special populations  
4) Support training, mentoring, and activities for nontraditional students.

## Perkins/Tech Prep Local Transition Plan for 2007-8 for Career and Technical Education Goals, Objectives, Strategies, Outcomes, and Budget

### 5. New Consortium Structure, Planning, and Development

Beginning in FY08-09, a new structure of Perkins consortia will be implemented in Minnesota under which each consortium must include at least one Perkins-eligible postsecondary institution and at least one Perkins-eligible secondary school district. While the state reserves the right to make a *final determination* on this consortium structure to ensure that all interested schools and institutions may participate under Perkins IV, we would like you to identify your secondary and postsecondary partners.

#### What are your plans for developing a new consortium structure by December 31, 2007?

NCVCC director, in concert with the NCVCC Board and member school superintendents, will form an advisory group representing NCVCC member schools that will make recommendations regarding consortium membership, structure and leadership. The advisory group will review current working relationships between and among member districts and NTC, such as articulation agreements and other support services, which will be considered as benchmarks for future direction. The advisory group will bring recommendations to the NCVCC Board regarding leadership for that group, and will work with NTC leadership to assure that all partners collaborate in the development of strategies that preserve the current effective activities between NTC and NCVCC. By September 15 the advisory group membership will be identified. By October 1, 2007 the advisory group will conduct their first meeting to lay out a plan of work with benchmark dates. The advisory group will discuss all relevant issues relating to the secondary consortium and Northwest Technical College. Continued meetings will take place between October 15 and December 15 as necessary to form a strong partnership for the ensuing six (6) years. By December 31, 2007 all partners will submit the New Consortium Structure Planning and Development Worksheet to MDE and MNSCU.

Objective(s)	Strategies	Outcomes and Measures (FY08)	<u>Projected Budget</u>
Develop collaborative structure which meets state requirements to create a single plan between the secondary consortia and one technical college.	<p>NCVCC member schools will develop a secondary consortia structure that will provide leadership for CTE programs and Perkins activities that effectively serve the region.</p> <p>Identifies and continues the use of existing best practices.</p> <p>Builds upon existing agreements and structures.</p> <p>Assures that all partners collaborate in the development and implementation of strategies that preserve the current effective activities between Northwest Technical College and NCVCC.</p>	<p><b>FY 2008 Outcome Target:</b> By October 1, 2007 the advisory group will conduct their first meeting to lay out a plan of work with benchmark dates.</p> <p><b>FY 2008 Outcome Target:</b> By December 31 a collaborative entity is developed which meets the state requirements of one college and one consortium, with leadership identified.</p> <p><b>FY 2008 Outcome Target:</b> By December 31 goals for FY 09 collaborative activities outlined and New Consortium Structure Planning and Development Worksheet submitted to MDE and MNSCU.</p>	\$3,000

List the required and permissible activities addressed above.  
STATE REQUIRED: 1) Proposed new consortium structure

**MnSCU/MDE**  
**CARL D. PERKINS AND TECH PREP LOCAL APPLICATION**  
**BUDGET**

SUMMARY OF FUNDS DESIGNATED FOR SPECIFIC USES  
**JULY 1, 2007 – JUNE 30, 2008**

GOALS	FEDERAL/STATE USES OF FUNDS Refer to Section I, pages 8-9 for the listing of Required and Permissible Local Uses of Funds	PROJECTED BUDGET FY '08		
		Required Activities	Permissible Activities	Total Budget
<b>1</b>	High School to College Transitions	<b>\$16,500</b>	\$	<b>\$16,500</b>
<b>2</b>	<u>COLLABORATION: (NOTE: A minimum of 10% - old Activity 12 dollars- of eligible Perkins Basic funds must be budgeted for this category. This category must be planned for with Employer, Community, and Education Partnership input.)</u>	<b>\$3,300</b>		<b>\$3,300</b>
<b>3</b>	Employer, Community, and Education Partnerships	<b>\$5,000</b>		<b>\$5,000</b>
<b>4</b>	Service to Special Populations	\$	<b>\$2,577</b>	<b>\$2,577</b>
<b>5</b>	New Consortium Structure, Planning, and Development	<b>\$3,000</b>		<b>\$3,000</b>
<b>Administration not to exceed 5%</b>				<b>\$1,599</b>
<b>Total Perkins Basic Grant or Tech Prep Budget for Goals in FY2008</b>		<b>\$29,399</b>	<b>\$2,577</b>	<b>\$31,976</b>

**Additional Informational Items:**

<b>1. Coordination Time for Perkins Basic Grant or Tech Prep</b>	<b>% of Total Time</b>	<b>Total Budget</b>
Total Time for Coordination of Perkins or Tech Prep (this includes coordinator salary, benefits, and coordination of contracted staff) and Corresponding Expenditure	5%	<b>\$3,000</b>
<b>2. Perkins Basic Grant and Tech Prep Collaboration with WorkForce Centers for FY2008</b>		
A. Total Perkins and Tech Prep Funds (dollars) used in collaboration with WorkForce Centers		<b>Other Sources</b>
B. Estimate of other expenditures/in-kind contributions used in collaboration with WorkForce Centers		<b>\$500</b>
<b>Tech Prep budget spent in collaboration with WorkForce Centers for FY2008 [A + B]</b>		<b>\$500</b>

**MnSCU/MDE**  
**CARL D. PERKINS AND TECH PREP LOCAL APPLICATION**  
**BUDGET NARRATIVE 2008**

GOALS	Brief Description: <ul style="list-style-type: none"> <li>• include information on salary, staff development, and other relevant expenditures</li> <li>• Needs to be tied to objectives and strategies</li> </ul>	Total Budget
<b>High School to College Transitions</b>	This budgeted item will cover administrative and related costs (instructional materials, technology, etc.) associated with staff development of CTE Instructors, counselors and administrators regarding academic attainment and technical skill assessment of CTE students and the continuous program improvement processes. This category also addresses career pathways and the linking of those pathways from secondary through post-secondary programs, articulation agreements and Tech Prep College Credit agreements.	From Projected Budget Goal 1 \$16,500
<b>Collaboration</b>	This item will cover time, travel and related supplies for work with the secondary consortium and NTC to review existing best practices, working agreements, etc., and to develop from that the collaboration frameworks of items to be included in the new joint plan.	From Projected Budget Goal 2 \$3,300
<b>Employer, Community, and Education Partnerships</b>	Through in-service, WBL instructors will receive materials on, and will learn how to incorporate instruction on the incorporation of All Aspects of an Industry. Partnerships will be reviewed and revitalized with local business and industry and with the Work Force Center to make WBL/CTE instructors aware of resources available to their students, particularly information about high skill/high wage occupations.	From Projected Budget Goal 3 \$5,000
<b>Service to Special Populations</b>	Will partner with NTC and BSU to make more secondary students aware of non-traditional occupations and the programs that lead to them through promotional materials and career days such as Extreme Tech and Apprenticeship Day.	From Projected Budget Goal 4 \$2,577
<b>New Consortium Structure, Planning, and Development</b>	This budgeted item will cover costs of advisory committee to determine and recommend new consortium structure and those costs related to the development of a new joint plan.	From Projected Budget Goal 5 \$3,000

Notes:

1. The total budget for each broad goal must be obtained from the projected budgets that you provided in the narrative for the five goals (pages 4 through 7).
2. Dollars allocated to new consortium development under goals 1 through 4 should be added to the identified budget for goal 5 and reported here under New Consortium Structure, Planning and Development rather than under its other goal. Do not duplicate report budget figures.

# STATEMENT OF ASSURANCES & CERTIFICATIONS

1. The eligible sub-recipient shall make this application and Personnel Activity Reports (PAR) available for review and comment by all appropriate parties as outlined in the Carl D. Perkins Career and Technical Education Act of 2006.
2. None of the funds expended under this Act shall be used to purchase equipment (including computer software) in any instance in which such acquisition results in a direct financial benefit to any organization representing the interests of the purchasing entity or its employees or any affiliate of such an organization.
3. Funds made available under this Act cannot be used: (1) to require any secondary school student to choose or pursue a specific career path or major; or (2) to mandate that any individual participate in a career and technical education program, including a career and technical education program that requires the attainment of a federally funded skill level, standard, or certificate of mastery.
4. Federal career and technical education funds shall be used to supplement state and local funds for career and technical education, and in no case to supplant (replace) such state or local funds.
5. The eligible sub-recipient shall comply with all requirements imposed by the grantor agency concerning special legal requirements, program requirements, and other administrative requirements including the completion of Personnel Activity Reports.
6. The eligible sub-recipient shall comply with all regulations, policies, guidelines, and requirements included in the Education Division General Administrative Regulations (EDGAR) as they relate to the application, acceptance and use of federal funds for this project.
7. The eligible sub-recipient shall comply with the Vocational Education Guidelines for eliminating discrimination and denial of services on the basis of race, color, national origin, sex and handicap (45 CFR, Part 80) issued by the Bureau of Occupational and Adult Education, Department of Education and the Office of Civil Rights, March 21, 1979.
8. The eligible sub-recipient shall comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of federal land federally assisted programs.
9. The eligible sub-recipient shall comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act, as they apply to hospital and educational institution employees of state and local governments.
10. The eligible sub-recipient shall establish safeguards to prohibit employees from using their positions for a purpose that is, or gives the appearance of being, motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.

11. The eligible sub-recipient shall give the grantor agency or the Comptroller General through any responsible authority access and the right to examine all records, books, papers, or documents related to the awarding of these funds.

I/we hereby certify that the information provided in this local application is true and correct to the best of my/our knowledge, information, and belief, and that the required assurances are given. All approved programs, services, and activities shall be conducted in accordance with state and federal laws, rules and regulations; and in accordance with the Minnesota Department of Education and the Minnesota State Colleges and Universities policies and program standards.

**ALL STATEMENT OF ASSURANCES AND CERTIFICATIONS MUST BE SIGNED:**

Applicant District or Consortium \_\_\_\_\_

\_\_\_\_\_  
Signature - College President, School Superintendent, CTE Director, or their designee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature –Tech Prep Fiscal Agent

\_\_\_\_\_  
Date

**FOR LOCAL CONSORTIUM MEMBERS ONLY:**

- Consortium members: each district superintendent or authorized representative within your consortium must sign this form to be submitted with the application. Additional pages can be added to your local application for all signatures.

**I have read and shall comply with the above assurances:**

\_\_\_\_\_  
Signature - Superintendent or Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
District Name

\_\_\_\_\_  
Local District Type and Number

**Signatures attached to the Hard Copies**