

# Perkins V: Strengthening CTE for the 21st Century Act Local Grant Handbook





# KANSAS STATE BOARD OF EDUCATION

## MISSION

To prepare Kansas students for lifelong success through rigorous, quality academic instruction, career training and character development according to each student's gifts and talents.

## VISION

Kansas leads the world in the success of each student.

## MOTTO

Kansans Can

## SUCCESS DEFINED

A successful Kansas high school graduate has the

- Academic preparation,
- Cognitive preparation,
- Technical skills,
- Employability skills and
- Civic engagement

to be successful in postsecondary education, in the attainment of an industry recognized certification or in the workforce, without the need for remediation.

## OUTCOMES

- Social-emotional growth measured locally
- Kindergarten readiness
- Individual Plan of Study focused on career interest
- High school graduation
- Postsecondary success

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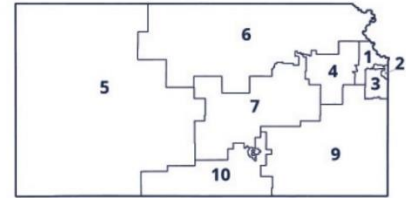


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## Goals of the Handbook

This handbook is designed to be a guide to develop, submit, and administer the Strengthening Career Technical Education (CTE) for the 21st Century Act (Perkins V grant). Please keep in mind:

- This Handbook is to be used only as a reference tool
- Information in this guide is not exhaustive
- All other federal, state, and local laws, including the *EDGAR (2.C.F.R. 200)* are in force
- Kansas State Department of Education (KSDE) CTE staff reserves the right to update this information as new guidance becomes available
- The latest version of this handbook is available on the KSDE website
- Please contact KSDE CTE staff with specific grant application questions or concerns

## Overview of Funding Opportunity

The Strengthening CTE for the 21st Century Act (Perkins V) reauthorizes the *Carl D. Perkins CTE Act of 2006 (Perkins IV)*. Perkins V is dedicated to increasing learner access to high-quality CTE Career Pathways. Perkins funding supports a variety of efforts, including but not limited to:

- Professional development
- Technical assistance
- Creation of innovative Career Pathways
- Support for continuous improvement of existing Career Pathways
- Career exploration
- Guidance and advisement
- Data collection and analysis; and
- Program evaluation and monitoring. Local applicants must focus on the continuous development of academic, technical, and employability skills of students in CTE programs of appropriate size, scope, and quality

## Key Definitions

### **ALLOCATION**

Carl D. Perkins funds are shared equally between the Kansas Board of Regents (KBOR) and KSDE. The total State allocation is divided between KBOR and KSDE and distributed in the following manner:

- 85% of the funds are distributed to eligible local recipients (which includes a 15% Reserve Fund)
- 10% for state leadership activities
- 5% for state administration.

The secondary distributed amount is based on a formula using the percentage of Economically Disadvantaged students aged 5-17 in the geographic attendance area of the LEA.

### **CAREER AND TECHNICAL EDUCATION (CTE) CONCENTRATOR STATUS**

A student who has earned two or more secondary level credits in a single CTE pathway, with those credits within any combination of two levels AND has met at least 70% proficiency on the technical skills across those 2.0 credits through several technical skill measures (avg % of letter grades OR passing an end-of-course assessments or projects OR avg % on competency profiles, etc.)

## **CAREER AND TECHNICAL EDUCATION (CTE) PARTICIPANT STATUS**

A student who has earned one, but less than two secondary level credits in a single (CTE) pathway

### **COMPREHENSIVE LOCAL NEEDS ASSESSMENT (LCNA)**

- Perkins V Section 134 states: (1) *To be eligible to receive financial assistance under this part, an eligible recipient shall conduct a LCNA related to CTE and include the results of the needs assessment in the local application; and not less than once every two years, update such LCNA.*
- A needs assessment is a systematic set of procedures used to determine needs and to examine their nature and causes. A needs assessment is conducted to determine the needs of students, parents, workforce development, community, and future employers. The State of Kansas is comprised of (19) needs assessment regions. A LCNA consists of the following steps:
  - Identify participants/ stakeholders
  - Identify data sources
  - Engage stakeholders in a review of focused data and analyze the data
  - Identify areas of growth and strengths (what is working)
  - Identify areas of opportunity (what is not working)
- Each region in Kansas must submit a completed LCNA Template for the Perkins V Team to review every two years. Needs Assessments are due by February 1 every other year (2022 is the next time this is due). The Needs Assessment consists of six components:
  1. Evaluation of Regional Labor Market Data
  2. Evaluation of student performance
  3. Description of the CTE programs offered (size, scope, quality)
  4. Evaluation of the progress toward implementing CTE programs of study
  5. Description of recruitment, retention, and training for CTE educators
  6. Description of progress toward implementing equal access to CTE for all students, including special populations

### **COMPETENCY PROFILE**

A list of competencies to direct technical knowledge and/or skill attainment through Pathway courses. This can be used as a default reporting tool for student status determination.

### **ELIGIBILITY**

An eligible recipient is an eligible Local Education Authority (LEA) or consortium of eligible LEA's eligible to receive a Perkins allocation. An eligible LEA is a publicly funded secondary school that offers state approved CTE Career Pathways and will use Perkins funds in support of CTE education courses that lead to technical skill proficiency or a recognized postsecondary credential, including an industry-recognized credential, a certificate, or an associate degree.



### **ELIGIBLE CAREER PATHWAY**

A Perkins-approved program must meet all KSDE Perkins eligibility requirements in order to be a state approved Career Pathway. Any eligible recipient receiving Perkins Local Grant funds must offer at least one state approved CTE Pathway. An eligible LEA must generate a local grant allocation of at least \$15,000 to become an eligible recipient. If not, the LEA has the option to form or join a consortium, the total allocation of which meets or exceeds the minimum allocation of \$15,000. Funds allocated to consortia must be used only for purposes and programs that:

- are identified in the local needs assessment and are beneficial to the members of the consortium, **and**
- are of sufficient size, scope, and quality to be effective, **and**
- are not reallocated to individual members of the consortium

### **NONTRADITIONAL FIELDS**

Occupations or fields of work, such as careers in computer science, technology, and other current and emerging high-skill occupations, for which individuals from one gender comprise less than 25 percent of the individuals employed in each such occupation or field of work.

### **SIZE, SCOPE AND QUALITY: (KANSAS DEFINITION)**

#### Size:

A Career Pathway size is an appropriate number of students in order to be effective and meet local business and industry demand as determined by the local needs assessment. The Career Pathway size will account for physical parameters, limitations of the Career Pathway, and geographic/ demographic constraints.

Scope: As specified in K.S.A. 71-1802, CTE Career Pathways must:

- Be designed to prepare individuals for gainful employment in current or emerging technical occupations requiring other than a baccalaureate or advanced degree
- Lead to technical skill proficiency, an industry-recognized credential, a certificate, or an associate degree
- Be delivered by an eligible institution

In addition, CTE State-approved Career Pathways of study relate to high-skill, high-wage, or in-demand careers aligned with the economic and workforce development needs in the State or region by:

- Linking Secondary Career Pathways and Post-Secondary Career Programs across learning levels through articulation agreements, dual credit opportunities, aligned curriculum, etc.
- Aligning Career Pathways with business and industry needs and local economic indicators
- Providing multiple entry and exit points to Career Pathways of study
- Emphasizing development of essential workplace skills through applied academics
- Providing workplace learning opportunities to all students, including special populations

### Quality:

Career Pathway quality is the measure of academic performance, workplace standards, competencies, and skills necessary for success. Eligible recipients continuously work toward reaching or exceeding those performance targets. Use the Quality Rubric to evaluate the quality of the Career Pathway.

- Eligible recipients demonstrate the need for CTE Career Pathways by presenting labor market data and economic development projections that indicate current or projected employment demand
- Professional development is provided to faculty and staff to enhance student learning
- Advisory committees comprised of local business and industry partners provide input on Career Pathways
- Articulation agreements, state program alignment, and industry credentialing are components of quality Career Pathways
- Equitable access to CTE Pathways is provided to all students
- Industry-standard equipment and technology encourage relevant, rigorous technical skill attainment

### **SPECIAL POPULATIONS**

- Individuals with disabilities
- Individuals from economically disadvantaged families, including low-income youth and adults
- Individuals preparing for nontraditional fields
- Single parents, including single pregnant women
- Out-of-workforce individuals
- English learners
- Homeless individuals (including migrant workers)
- Youth who are in, or have aged out of, the foster care system
- Youth with a parent who is a member of the armed forces or is on active duty

### **WORK-BASED LEARNING**

Sustained interactions with industry or community professionals in real workplace settings, to the extent practicable, or simulated environments at an educational institution that foster in-depth, firsthand engagement with the tasks required in a given career field, that are aligned to curriculum and instruction.

## **Local Grant Application Process**

The Local Application Packet consists of a 4-Year Local Application and Local Grant Forms including the Budget. The 4-Year Local Application is submitted once every four years and can be updated once per fiscal year at the time of application submission. A new set of Local Grant Appendices and Budget must be submitted to KSDE annually. Revisions to the Local Grant Forms and Budget can be submitted to KSDE any time throughout the fiscal year utilizing a Change Request Form.

## 4-Year Application

Each eligible recipient must complete the 4-Year Local Application in order to receive Perkins funding. Eligible recipients must answer questions from the Perkins V law to locally address the LCNA and create an action plan for the next four years. Eligible recipients will have the opportunity to update the application once per fiscal year by submitting updates with the annual Local Grant Appendices and Budget. Additional detailed information may be found in Section 134 of the *Strengthening CTE for the 21st Century Act*.

## Local Grant Forms and Budget

The updated application forms including the Cover Page along with the signatures of the Authorized Administrator and the Preparer (Application Signature Page, Appendices H, I, J, K, and M) are required. Required Application documents that all eligible recipients must submit include:

- Updated Narrative** with Signature Page (*signed*)
- Appendix A:** Pathways, Course Projects and Professional Development
- Appendix B**
  - (1): Student Performance- Data
  - (2): Special Population Performance Analysis
- Appendix C:** Student Performance Action Plan
- Appendix E:**
  - o (1) **Supplies** costing at or below \$4,999
  - o (2) **Software and Subscriptions** costing at or below \$4,999
  - o (3) **Computing Devices** costing at or below \$4,999
  - o (4) **Optional List** of supplies, software and subscriptions and or computing Devices
- Appendix F:** Itemized Equipment costing at or above \$5,000 *with 3 bids for each piece of equipment*
- Appendix G:** Professional Development
- Appendix H:** Time and Effort Certification *with position description (if applicable)*
- Appendix I:** Program Income (*if applicable*)
- Appendix J:** Expenditure Worksheet
- Appendix K:** Budget Summary
- Appendix L:** Contractual Provisions
- Appendix M:** Local Assurance

The completed Updated Narrative, Local Grant Forms and Budget, with all signatures, dates, and addresses, should be **emailed to the eligible recipient's Regional Perkins liaison at KSDE**. No hard copy of the grant application will be required. No funds shall be expended until the LEA receives an approval from KSDE. Failure to follow instructions when submitting the application may delay its approval.

## Application Review Process

The 4-Year Local Application and the Local Grant Forms and Budget are thoroughly reviewed by the KSDE Perkins staff for allowability and compliance. The KSDE Perkins liaison may request additional information, clarification, or revision of the submitted application before the application is approved. After the application review and approval process, the KSDE Perkins liaison will send an award letter to the Perkins coordinator. No spending is allowed until the application is approved.

# Perkins Liaisons

• **Region 1: Dodge, Garden City, Great Bend, Liberal:** *Natalie Clark (ndclark@ksde.org)*

- o Consortiums Represented in this region: ESSDACK; Smoky Hill; **Southwest Plains (LEAD)**

102- Cimarron-Ensign
106- Western Plains
112- Central Plains
200- Greeley County Schools
210- Hugoton
214- Ulysses
215- Lakin
216- Deerfield
217 - Rolla
218- Elkhart
220- Ashland,

225- Fowler
226- Meade
227-Hodgeman County Schools
300- Comanche County
303- Ness City
347- Kinsley-Offerle
355- Ellinwood
363- Holcomb
371- Montezuma
374- Sublette
376- Sterling

381- Spearville
395- LaCrosse
401- Chase-Raymond
403- Otis-Bison
405- Lyons
428- Great Bend
431- Hoisington
438 Skyline
443- Dodge City
444-Little River
452- Stanton County

457- Garden City
459- Bucklin
466- Scott County
467- Leoti
480- Liberal
482- Dighton
483- Kismet Plains
494- Syracuse
495- Ft. Larned
507- Satanta

• **Region 2: Goodland & Colby; Hays, Salina, Manhattan:** *Stacy Smith (sls@ksde.org)*

- o Consortiums Represented in this region: Greenbush; Smoky Hill (LEAD); Nemaha; Colby (LEAD)

103- Cheylin
105- Rawlins County
107- Rock Hills
108- Washington Co. Sch
109- Republic County
110- Thunder Ridge
208- Wakeeney
211- Norton Com Sch
212-Northern Valley
223- Barnes
224- Clifton-Clyde
237- Smith Center
239- North Ottawa County
240- Twin Valley
269- Palco
270- Plainville
271- Stockton

272-Waconda
273- Beloit
274- Oakley
281- Graham County
292- Wheatland
292- Wheatland
293- Quinter
293- Quinter
294- Oberlin
297- St. Francis Com. Sch
298- Lincoln
299- Sylvan Grove
305- Salina
306- Southeast of Saline
307- Ell-Saline
314- Brewster
315- Colby

316- Golden Plains
320- Wamego
321- Kaw Valley
322- Onaga-Havensville-Wheaton
323- Rock Creek
325- Phillipsburg,
326- Logan
327- Ellsworth
333- Concordia
334- Southern Cloud
352- Goodland
364 Marysville
378- Riley County
379- Clay Center
380- Vermillion
383- Manhattan-Ogden

384- Blue Valley
388- Ellis
392- Osborne County
393-Solomon
399- Paradise
407- Russell County
412- Hoxie
412- Hoxie
426- Pike Valley,
432- Victoria
435- Abilene
473- Chapman
475- Geary County Schools
481- Rural Vista
487- Herington
489-Hays
498- Valley Heights

• **Region 3: Kansas City, Overland Park, Topeka** Wendy Coates (wcoates@ksde.org)

- Consortiums Represented in this region: Greenbush, Nemaha

111- Doniphan West Schools
113 Prairie Hills
114- Riverside
115 Nemaha Central
202- Turner
203- Piper
204- Bonner
469- Lansing
229- Blue Valley
230- Spring Hill
231- Gardner Edgerton
232- De Soto

233- Olathe
329- Wabaunsee
330-Mission Valley
335- North Jackson
336- Holton
337- Royal Valley
338- Valley Falls
339- Jefferson County North
340- Jefferson West
341- Oskaloosa Public Schools
342- McLouth

343- Perry Public Schools
345 Seaman
348- Baldwin City
372- Silver Lake
377- Atchison Co. Community Schools
409 Atchison Public Schools
415- Hiawatha
421- Lyndon
429- Troy Public Schools 430- South Brown County
437 Auburn Washburn

449- Easton
450 Shawnee Heights
453- Leavenworth
454-Burlingame
456- Marais Des Cygnes Valley
458- Basehor-Linwood
464- Tonganoxie
491- Eudora
497 Lawrence
500- Kansas City
501 Topeka Public Schools
512- Shawnee Mission

• **Region 4: El Dorado; Hutchinson, Wichita; Winfield** Crystal Roberts (croberts@ksde.org)

- Consortiums Represented in this region: Greenbush; **ESSDACK (LEAD)**; Smoky Hill; Orion (LEAD); Reno (LEAD); Wellington/Mulvane (LEAD)

101- Erie-Galesburg
257- Iola
258- Humboldt
259- Wichita
260- Derby

261- Haysville
262- Valley Center
263- Mulvane
264- Clearwater
265- Goddard

266-Maize
267- Renwick
268- Cheney
353- Wellington
366- Woodson

413- Chanute
503 Parsons
504- Oswego
505- Chetopa-St. Paul

• **Region 5: Emporia, Chanute, Independence, Pittsburg** Nikk Nelson (nnelson@ksde.org)

- Consortiums Represented in this region: **Greenbush (LEAD)**; ESSDACK; Orion; **Miami (LEAD)**

205- Bluestem
206- Remington-Whitewater
243- Lebo-Waverly
244- Burlington
245- LeRoy-Gridley
251- North Lyon County
252- Southern Lyon County
253- Emporia
282- West Elk
283- Elk Valley
284- Chase County
286- Chautauqua Co

287- West Franklin
288- Central Heights
289- Wellsville
290- Ottawa
365- Garnett
367- Osawatomie
368- Paola
375- Circle
385- Andover
386- Madison-Virgil
387- Altoona-Midway
389- Eureka

394- Rose Hill Public Schools
396- Douglass Public Schools
397- Centre
398- Peabody-Burns
402- Augusta
408- Marion-Florence
410- Durham-Hillsboro-Lehigh
411-Goessel
416 Louisburg
417- Morris County

420- Osage City
436- Caney Valley
445- Coffeyville
446 Independence
447- Cherryvale
461- Neodesha
479- Crest
484- Fredonia
490- El Dorado
492- Flint Hills
503-Parsons
506- Labette

## Perkins Year at-a-Glance

- **March 1, 2021:** Pathways Web Application CPPSA **closes** to initial submission of new and maintenance 2021-2022 CPPSA's
- **March 1, 2021:** Perkins V Application, Appendices available
- **March 2, 2021- May, 2021:** Advisory meetings should be held
- **April-May, 2021:** Perkins Workshops held every Monday
- **April 5, 2021:** Perkins Progress report **due**
- **May, 2021 (End of School):** KIDS KCAN Credentials due
- **July 1, 2021: FY 2022 Grant year begins**
- **September-November (2021):** Advisory meetings should be held
- **October 15, 2021:** Request for Nesting **due**
- **October 22, 2021:** (or before) Schools selected for audit are notified
- **November 1, 2021:** Progress report **due**
- **November 15, 2021** Pathways Web Application **opens** for initial submission
- **December 31, 2021:** Equipment purchase **deadline**
- **February 1, 2022:** Comprehensive Local Needs Assessment (LCNA) **due**
- **February 1, 2022:** Pathway course records **must be** submitted in KCCMS
- **Feb.- March, 2022:** Perkins on-site monitoring visits for selected schools
- **March 1, 2022:** Pathways Web Application CPPSA **closes** to initial submission of new and maintenance 2022-2023 CPPSA's
- **March 1, 2022:** Perkins V Application Appendices available
- **March 2, 2022- May, 2022:** Advisory meetings should be held
- **April-May, 2021:** Perkins Workshops held every Monday
- **April 4, 2022:** Perkins Progress report **due**
- **May, 2022 (End of School):** KIDS KCAN Credentials **due**
- 

## Reporting Requirements

*Local Grant Progress Reports* are due by **November 1 and April 5**. The Final Report is due **August 15** following the close of the grant year. KSDE reserves the right to place a hold on the Perkins funds reimbursement system for untimely or out of compliance reports.

Additional forms may be required with the progress and final reports. For instance, any salary and/or stipend expenditure requires a *Time & Effort Record*; *Program Income Records* are required when Perkins funding was used to purchase equipment and/or supplies used to generate Program Income. Each eligible recipient is responsible for establishing an effective system for maintaining accurate records and submitting required forms to KSDE. The LEA's Authorized Administrator and the Preparer must sign the Final Report documents. If a portion of the Final Report is completed by another division within the LEA (i.e., the Business Office), the Perkins coordinator should coordinate materials to ensure forms are submitted by the due date.

### PROGRESS REPORT

The Preparer's signature is required for each Progress Report. Unlike the Application and the Final Report, the Progress Report **does not** require the Administrator's signature.

### FINAL REPORT

The Final Report requires the Administrator's and preparer's signature.

## Revisions

Revisions to expenditures or activities of the Local Grant require the submission of a *Perkins Change Request Form* and are subject to KSDE approval: A revision moving less than \$500 within the same Local Grant Goal without adding any new items or activities **does not** require a *Perkins Change Request Form*

1. Adding new items to the Equipment (Appendix F), Resources, Computing Devices, Software, Subscriptions (Appendix E1, E2, E3), or Professional Development (Appendix G) lists **requires** a *Perkins Change Request Form*. The local Perkins coordinator must track the changes update the lists for the Final Report
2. **Adding any new line item or activity** to a Local Grant Goal requires a *Perkins Change Request Form*.
3. Revisions **moving funds of \$500 or more** from one Local Grant Goal to another require a *Perkins Change Request Form* signed by the Preparer. LEA Business Office must be notified of the revision
4. All revision requests must be submitted by May 15 of the grant year

### Perkins Change Request Form

To request a change to your grant, email the KSDE Perkins liaison the *Perkins Change Request Form* with the complete information.

## Expenditure Guidelines

All requested expenditures must address the LCNA and the 4-Year Local Application (submitted every four years). Appendix A must include an explanation of those connections.

### Local Grant Goals and Funding

Each Perkins V Goal must be addressed in the Perkins application. A Goal can be funded from either federal or non-federal sources. When non-Perkins funds are used to support a Goal, identify the source in the funding cell (e.g. Local, Institutional). Use terms "local" or "institutional." Don't put \$0 in the funding cell.

### Vendor Guidelines

The LEA certifies by its representative's signature on the application that neither it, nor vendors used in expenditures of Carl D. Perkins grant funds are presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from participation in grant activities by any federal or state department or agency. Vendor verification can be done at <https://sam.gov>.

### Expenditure Restrictions

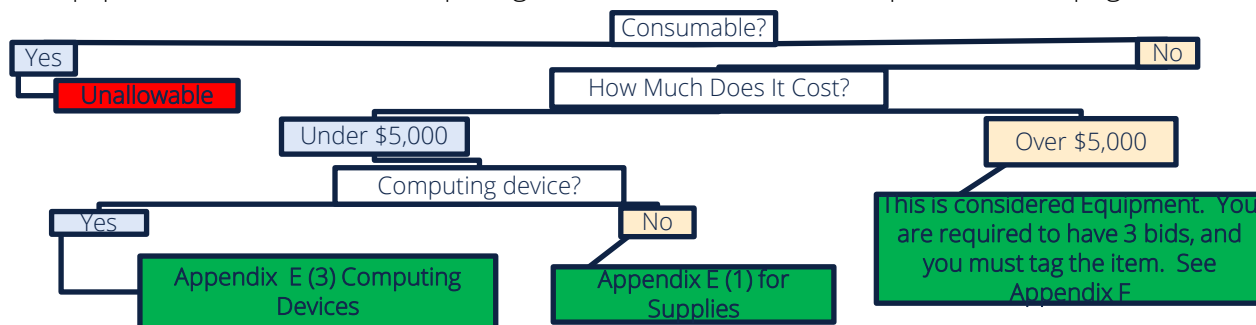
- Salaries Up to 50% of the total allocation
- Equipment Up to 50% of the total allocation
- Special Populations No less than 5% of the total allocation
- New Career Pathway Development (Optional) Up to 5% of the total allocation
- Administration (Optional) Up to 5% of the total allocation

### Carryover

Perkins funds **cannot** be encumbered or expended across fiscal years. For example, funds in the current fiscal year cannot be expended or encumbered for travel occurring in the following fiscal year. Unused funds must be returned to KSDE by August 15 following the grant year. No federal funds, including program income, shall be carried over to the next fiscal year.

### Equipment

No more than 50% of the total Perkins allocation may be used to purchase equipment. Equipment expenditures must be for new equipment to enhance an approved CTE Career Pathway and cannot be used for maintenance or replacement of existing worn-out equipment. All equipment must be purchased or encumbered by **December 31**. Equipment is deemed as any tangible personal property having a **useful life of over one year valued at or over \$5,000**. To determine whether an item is classified as equipment or a resource, computing device, etc., consult the map on the next page:



### Justification:

For reporting and compliance purposes, a detailed description of the purpose and uses of the equipment should be provided on **Appendix A: Pathways, Course Projects and Professional Development**. Three bids for each piece of equipment **must** be included with the justification. The name of the equipment and itemized cost should be listed in **Appendix F: Equipment**. The type of equipment, the Career Pathway name, and the intended use must be clearly stated. Equipment **brand name** is **not** required when submitting the updated narrative and appendices: this eliminates the need to submit a *Perkins Change Request Form* if the brand purchased differs from the original application.

### Optional Equipment Pool:

Institutions may identify a list of equipment which **might** be purchased by the December 31 deadline. Equipment in this pool gives institutions the flexibility to adjust purchases when/if extra funds become available. If equipment is pre-approved with the application, no *Perkins Change Request Form* is required.

### Perkins Tags:

All equipment purchased with Perkins funds must be tracked according to federally mandated procedures. LEA's must keep an equipment list to track equipment purchased with Perkins Funds. Resources, computing devices, software, and subscriptions valued at \$5,000 or more are considered **equipment** by the Federal Government. Equipment (items valued at \$5,000 or more) must be assigned a KSDE-issued Perkins tag. Request Perkins Tags from KSDE by contacting [AWilliams@ksde.org](mailto:AWilliams@ksde.org).



## Salaries

No more than 50% of the total Perkins Local Grant allocation shall be used for salaries. Funding can only be used for **new, permanent positions** that will be assumed by the institution when grant funding is no longer available (maximum 3 years). The funded amount used for the position will decrease by 1/3 each year for the 2nd and 3rd years. Perkins funds cannot be used to supplant **existing, locally funded** personnel expenditures. A complete job/position description with time allocations **must** be submitted with the grant application every year of the three-year rolldown. Any salary and/or stipend expenditure requires a *Time & Effort Record*. The rolldown of salaries must be calculated based on the actual amount paid out the previous year, not the budgeted amount.

## Professional Development

An LEA choosing to expend funds on professional development must submit a list that will serve as a “pool” of professional development events related to Perkins-approved goals and/or Career Pathways and submit it with the Local Grant Forms and Budget. The professional development list (Appendix G) does **not** include faculty names, specific dates, individual trip costs, etc., but must clearly identify:

- the title or employee classification of attendees (CTE faculty, staff, administration, etc.)
- the name of the conference or training
- Name(s) of Perkins-approved Career Pathway or Perkins approved Goal benefitting from the event
- Brief summary of the activity

Any new professional development requests not included in the initial Local Grant Forms and Budget at the time of the application, must be approved by the KSDE CTE staff **prior to the event** through a *Perkins Change Request Form*. Each year, KSDE will provide a list of pre-approved professional development activities on Appendix G. Eligible recipients **add their list of** professional development and a list of optional activities that may be attended if funds become available. Once the professional development list is approved, no *Perkins Change Request Form* is needed to attend the approved activities on the list.

## Special Populations

A minimum of 5% of the total Perkins allocation **must** be expended on special population activities. Each eligible recipient must identify one or more special populations for this goal each year and develop one or more activities to support them. Perkins funds cannot be used for Americans with Disabilities Act (ADA) or any other federal, state, or local law compliance. Perkins V designates the following groups as special populations:

- Individuals with disabilities
- Individuals from economically disadvantaged families, including low-income youth/ adults
- Individuals preparing for nontraditional fields
- Single parents, including single pregnant women
- Out-of-workforce individuals (NA- Secondary)
- English learners
- Homeless individuals (including Migrant)
- Youth (under 21 years of age) who are in, or have aged out of, the foster care system
- Youth (under 21 years of age) with a parent who is a member of the armed forces and is on active duty

### **New Program Development**

A maximum of 5% of the Local Grant allocation can be used for development of new, innovative CTE Career Pathways. In line with their LCNA, eligible recipients can identify potential areas of growth and innovation, and may develop Career Pathway(s) to meet those needs. The eligible recipient is responsible for following all required local and state-determined Career Pathway development and approval steps. If the eligible recipient chooses to expend Perkins funds on a Career Pathway that is not subsequently approved by KSDE, the eligible recipient must reimburse the new Career Pathway development expenditures back to the Local Grant and submit a *Perkins Change Request Form* to re-allocate those funds to other activities and goals. If the new Career Pathway is approved by KSDE, the eligible recipient will need to apply for the new Career Pathway in the CPPSA System.

### **Administrative Costs**

No more than 5% of the total Perkins allocation may be used for local administration, which may include indirect costs related to the supervision, accounting, and reporting of Perkins goals set forth in the local application. Administrative costs must be listed on the budget and accounted for similarly to expenditures in the program part of the grant. All allowability rules apply. **No office supplies, food, or expenses not related to CTE are allowed.**

### **Supplementing vs. Supplanting**

Supplanting presumption applies if:

1. The activity is required under other federal, state, or local laws
2. The activity was paid for with non-federal funds in the prior year
3. Same service is provided for CTE students that the LEA provides to non-CTE students with non-Perkins funds

### **Perkins Accounting**

EDGAR-established standards for financial management system dictate that all Perkins funds should be maintained in a separate, distinct account within the LEA and all Perkins expenditures should be easily identifiable. All requests for reimbursement (electronic drawdown) must be completed on or before mid-June deadline. Unused/unspent grant funds not expended or encumbered by June 30th of the award year must be returned to KSDE no later than August 15.

# Perkins V Allowable Expenditures

- This is not an all-inclusive list; however, it is a guideline for expenditures. For questions regarding a specific expenditure, please contact the KSDE CTE staff.
- The Comprehensive Local Needs Assessment (LCNA) articulates specific strategies to improve Perkins approved CTE Pathways beyond the status quo by introducing new technology, adding necessary supplies and equipment, and providing professional development to address identified needs. These expenditures, could be allowable Perkins expenditures.
- Just because an expense may be allowable under the regulations does not negate the state’s authority to disallow that expense if it is not consistent with the state’s plan for these funds.

ITEM	EXPLANATION
<b>Accounting</b>	
Generally, an expense that supports payment to a clerk for time spent keeping Perkins funding fiscally sound and/or an outside accounting firm to ensure all Perkins fiscal reports are balanced. <b>NOTE: Records of time and effort expended in this activity must be maintained to justify this line item.</b>	
<b>Advisory Council</b>	
Council members may be reimbursed for <b>mileage and per diem</b> for attending conferences, required meetings, judging student competitions or other activities that are closely aligned to specific Perkins approved CTE Pathways in order to increase student achievement of the local levels of performance.	
<b>Administration</b>	
Perkins allows up to <b>5%</b> of the total budget for local administration. This may include administrative travel, support staff, and other administrative costs directly associated with the management of approved (CTE) Pathways. <i>“The term “administration”, when used with respect to an eligible agency or eligible recipient, means activities necessary for the proper and efficient performance of the eligible agency or eligible recipient’s duties under this Act, including the supervision of such activities. Such term does not include curriculum development activities, personnel development, or research activities”.</i> (Perkins V SEC. 3. [20 U.S.C. 2302]) ADMINISTRATIVE COSTS- Each eligible recipient receiving funds under this part shall not use more than 5 percent of such funds for costs associated with the administration of activities under this section”. (Perkins V 135(d)) <b>NOTE: This line item may not exceed 5% of total budget.</b>	
<b>Advertising</b>	
Expenses to design and develop marketing materials for <b>a specific Perkins approved CTE Pathway or Special Populations project ONLY</b> . These are the only two expenditures for advertising allowed. Expenditures must align with the LCNA. This may include, but is not limited to, hiring a consultant, newspaper ads, television spots, etc. <b>NOTE: All materials must have prior approval from KSDE staff before expenditures are made!</b> Consumables items such as paper, inkjets, etc. are <b>not</b> allowable purchases. The amount allowed for this category will be limited.	
<b>Assessments</b>	
Assessments aligned to State-Approved Pathways could be considered eligible Perkins expenditures. LEAs <b>must document</b> how the assessment data gathered will be used to improve performance Assessment. Materials may only be purchased for CTE students enrolled in Perkins approved CTE Pathways. Expenditures must align with the LCNA, cannot result in a credential for the individual, and cannot be considered college Prep Tests (ACT, SAT). <b>NOTE: In the past, Perkins contribution was scaled based on how many years the assessment was purchased. If this assessment was in year 2 (2/3) or year 3(1/3), the eligible recipient must maintain the same level of Perkins contribution in order to avoid supplanting.</b>	

ITEM	EXPLANATION
Career Guidance Counseling	<p>Career guidance counseling purchases include but are not limited to materials supporting Perkins approved CTE Pathways, such as career software and career assessments. This may also include attendance at conferences when it is a part of a staff or faculty member’s comprehensive professional development plan. Expenditures must align with the CLNA.</p> <p><i>“Funds shall be used to support CTE programs that are of sufficient size, scope and quality to be effective, that-</i></p> <ol style="list-style-type: none"> <li><i>1. provide career exploration and career development activities through an organized, systematic framework designed to aid students, including in the middle grades, before enrolling and while participating in a career and technical education program, in making informed plans and decisions about future education and career opportunities and programs of study, which may include-</i> <ol style="list-style-type: none"> <li><i>A. Introductory courses or activities focused on career exploration and career awareness, including non-traditional fields;</i></li> <li><i>B. Readily available career and labor market information</i></li> <li><i>C. Programs and activities related to the development of student graduation and career plans</i></li> <li><i>D. Career guidance and academic counselors that provide information on post secondary education and career options</i></li> <li><i>E. Any other activity that advances knowledge of career opportunities and assist students in making informed decisions about future education and employment goals, including non-traditional fields; or</i></li> <li><i>F. Provide students with strong experience in, and comprehensive understanding of, all aspects of an industry”. (Sec 135 Local uses of funds (B) Requirements for Uses of Funds)</i></li> </ol> </li> </ol> <p><b>NOTE: In the past, Perkins contribution was scaled based on how many years the item was purchased. If this item was in year 2 (2/3) or year 3(1/3), the eligible recipient must maintain the same level of Perkins contribution in order to avoid supplanting.</b></p>
Communications	<p>Postage is allowable. <b>NOTE: No consumables such as paper, inkjets, envelopes, etc. are allowable. Phone bills or Internet services are not allowable.</b></p>
Conferences	<p>According to Perkins, <i>“a conference is defined as a meeting, retreat, seminar, symposium, workshop or event whose primary purpose is the dissemination of technical information beyond the non-Federal entity and is necessary and reasonable for successful performance under the Federal ward”.</i> Expenditures must align with the CLNA. Allowable conference costs paid by the non-Federal entity as a sponsor or host of the conference may include rental of facilities and speakers’ fees.</p>
Contracted Services	<p>The LEA may hire consultants to provide guidance in a specific Perkins-approved CTE Pathway to address the priorities of Perkins V. Costs may include, but are not limited to, the consultant fee, travel expense, per diem, and lodging. These expenditures must align with the CLNA. Expenditures for hiring a Consultant regarding <b>activities related to the administration of the grant</b> would be included in the <b>5%</b> allowed under Administrative costs. (See <i>Professional Service Costs</i>)</p>

<b>Curriculum</b>
<p>The LEA may purchase curriculum if the LEA may show that the curriculum provides:</p> <ul style="list-style-type: none"> <li>• a research-based instructional practice, that</li> <li>• supports employability skills, technical and academic skills, and</li> <li>• improves student performance, and/or</li> <li>• connects with CTSO competitions, activities, and preparations, and</li> <li>• must be supplemental to existing curriculum.</li> </ul> <p>Obtain approval for this purchase with the appropriate pathway consultant and your regional consultant prior to adopting any curriculum. Expenditures must align with the CLNA.</p>
<b>CTSO Advisor Expenses</b>
<p>Travel and resources to support CTSO Advisor's expenses are allowable if the CTSO Advisor attends professional development while attending the CTSO event. Expenditures must align with the LCNA.</p>
<b>CTSO Curriculum</b>
<p>Curriculum related to CTSO activities is allowable. This curriculum provides research-based instructional practices that support employability skills, technical and academic skills and connects with CTSO Competitions, activities, and preparations, and must be supplemental to existing curriculum. Obtain approval for this purchase with the appropriate pathway consultant and your regional consultant prior to adopting any curriculum. Expenditures must align with the LCNA.</p>
<b>CTSO Membership Expenses (Special Populations)</b>
<p>CTSO Membership fees for Special Population students is allowable, if the LEA chooses to include this cost. Each eligible recipient should spend no less than <b>5%</b> of the allocation on Special Populations; therefore, the CTSO Membership Expense may count toward the 5% requirement. Expenditures must align with the LCNA. This expense is NOT allowable for students outside of the Special Populations Categories.</p>
<b>Equipment &amp; Equipment Maintenance</b>
<p><b>“Equipment</b> means tangible personal property (including information technology systems) having a useful life of more than one year and a <b>per-unit</b> acquisition cost which equals or exceeds \$5,000” (Edgar 2 CFR 200.33). Equipment may not make up more than 50% of the total budget and any equipment purchased requires approval from KSDE, submission of 3 bids to KSDE and completion of the purchase must be finalized by December 1 of the grant year. Expenditures must align with the LCNA</p> <p><b>Equipment Maintenance</b> may only be used to purchase/maintain state-of-the-art equipment (if part of initial purchase). NOTE: Funds may not be used to maintain old, out of date equipment.</p>
<b>Honorarium/ Stipends</b>
<p>LEA staff or other qualified individuals may be paid to develop, update, or revise curriculum within Perkins approved CTE Pathways. Expenditures must align with the LCNA. <b>LEA staff time spent in this activity must be outside of contract time.</b> NOTE: Records of time and effort expended in this activity must be maintained to justify this line item.</p>
<b>Institutional Memberships</b>
<p>Only memberships in the name of the LEA or position (Institutional Memberships) are allowed if the membership enhances alignment to the LCNA. The membership type and organization must be specified in detail in the grant application. Personal memberships are not allowed.</p>

<p><b>New Pathway Development</b></p>
<p>Perkins funds may be used on the professional development, curriculum development, supplies and equipment needed to develop and implement new pathways as identified in the LCNA.</p>
<p><b>Professional Service Costs (this is directly related to <i>Contracted Services</i>)</b></p>
<p>(a) Costs of <b>professional and consultant services</b> rendered by persons who are members of a particular profession or possess a special skill, and who are not officers or employees of the non-Federal entity, are allowable, <b>subject to paragraphs (b) and (c)</b> when reasonable in relation to services rendered and when not contingent upon recovery of the costs from the Federal government.</p> <p>(b) In determining the allowability of costs in a particular case, no single factor or any special combination of factors is necessarily determinative; however, the following factors are <b>relevant</b>:</p> <ol style="list-style-type: none"> <li>(1) the <b>nature and scope</b> of the service rendered in relation to the service required</li> <li>(2) The <b>necessity</b> of contracting for the service, considering the non-Federal entity's capability in the particular area</li> <li>(3) The <b>past pattern</b> of such costs, particularly in the years prior to the Federal Awards.</li> <li>(4) The <b>impact</b> of Federal awards on the non-Federal entity's business</li> <li>(5) Whether the <b>proportion</b> of Federal work to the non-Federal entity's total business is such as to <b>influence</b> the non-Federal entity in favor of incurring the cost, particularly where the services rendered are not of a continuing nature and have little relationship to work under Federal awards.</li> <li>(6) Whether the service may be performed <b>more economically</b> by <b>direct employment</b> rather than contracting.</li> <li>(7) The <b>qualifications</b> of the individual or concern rendering the service and the <b>customary fees</b> charged, especially on non-federally funded activities.</li> <li>(8) <b>Adequacy</b> of the contractual agreement for the service (e.g., description of the service, estimate of the time required, rate of compensation, and termination provisions).</li> </ol> <p>(c) In addition to the factors in paragraph (b) of this section, to be allowable, retainer fees must be supported by evidence of bonafide services available or rendered. (<i>Edgar 2 CFR 200.459</i>) Expenditures must align with the LCNA.</p>
<p><b>Professional Development Activities and Training</b></p>
<p>Professional development activities must be <b>relevant to a specific Perkins approved CTE Pathway</b> and <b>aligned to the local Professional Development plan</b>. Training costs are allowed when new CTE equipment is purchased and an instructor needs training in order to provide appropriate CTE instruction. Expenditures must align with the LCNA. (Please see <b>Professional Development</b>) <i>Perkins V, Section 3 (40) A, B and Sec. 135 (b) (2) (A-I)</i> for specific clarification regarding Professional Development and allowable local uses of funds. Expenditures must align with the LCNA.</p>
<p><b>Salaries and Benefits</b></p>
<p>Costs of compensation are allowable when they satisfy the specific requirements of the job description, tie directly to one of the local uses in Perkins, do not supplant, and the total compensation for individual employees is reasonable and conforms to the established written policy of the non-Federal entity. The compensation should also follow an appointment made in accordance with a non-federal entity's laws and/or rules or written policies. (<i>EDGAR 2 CFR Part 200, 200.430</i>). Expenditures must align with the LCNA.</p>

ITEM	EXPLANATION
<b>Supplies and how Pathway Income connects to supplies</b>	<p><b>Supplies</b> means all tangible personal property <b>other</b> than those defined as <u>equipment</u>. Supplies include <b>non-consumable</b> materials, technology, tools and instructional resources. Examples of supplies may include: a resource book for teacher’s use, manuals, tools that are a significant upgrade in technology, and industrial grade items <b>below \$5,000</b>. Expenditures must align with the LCNA. Supplies purchased specifically for Special Populations should first be considered under ADA and Special Education funding prior to using Perkins funds.</p> <p><u>Supplies within the construct of a student led business:</u></p> <p>“Pathway income is gross income earned by the LEA that is directly generated by a supported activity or earned as the result of the Federal award during the period of performance. Pathway income includes, but is not limited to, <b>income</b> from fees for services performed, the <b>use of rental or real personal property</b> acquired under Federal awards, <b>the sale of commodities or items fabricated</b> under a Federal award, license fees and royalties on patents and copyrights, and principal and interest on loans made with Federal award funds.” (EDGAR 2 CFR 200.80) Any profit realized from supplies or equipment <b>must go back into the Pathway and may only be spent on allowable items.</b></p> <p><b>NOTE:</b> No consumables such as paper, inkjet cartridges, textbooks, drill bits, non-industrial grade items or typical day-to-day supplies are allowable. Please remember items under \$100 <b>should</b> be purchased with local or weighted funding, if possible. Expenditures must align with the LCNA.</p>
<b>Substitutes</b>	<p>Costs for substitutes to cover classes while staff are absent from the classroom in order to address Perkins approved activities are allowable. Expenditures must align with the LCNA.</p>
<b>Subscriptions and Periodicals (including software)</b>	<p>Subscriptions and periodicals relevant to a specific Perkins approved CTE Pathway must align to LCNA. <b>NOTE:</b> In the past, Perkins contribution was previously scaled based on how many years the item was purchased. If this item was in year 2 (2/3) or year 3(1/3), the eligible recipient must maintain the same level of Perkins contribution in order to avoid supplanting.</p>
<b>Teacher Externships</b>	<p>Participation in an externship activity must be relevant to the instructor’s Perkins approved CTE Pathway. It must be aligned to the LCNA and the cost incurred must not be more than the average reasonable cost for the same activity in the marketplace.</p>
<b>Travel</b>	<p>May include lodging, transportation, and per diem to attend meetings and conferences directly connected to Perkins. Expenditures must align with the LCNA. <b>Actual cost of food is NOT allowable!</b> Do not list food or use receipts indicating the cost of food at any time, ever!</p>

# Perkins V Unallowable Expenditures

- This is not an all-inclusive list; however, it is intended as a guideline for expenditures.
- For questions regarding a specific expenditure, please contact the KSDE staff.
- This document is intended to provide guidance on often requested, but unallowable purchases. This **is not an exhaustive list**.
- The eligibility of any cost should be determined by considering the grant's purpose, Carl D. Perkins requirements (including alignment to the LCNA), any pertinent Federal cost guidelines and. all costs must be related to the Career Pathway as approved in the local Perkins application. For questions regarding a specific expenditure, please contact the KSDE Perkins staff.

ITEM	EXPLANATION
<b>Any costs not applicable to a specific Perkins approved CTE Pathway</b>	
	All expenditures <b>must be</b> relevant, align to LCNA and supportive of Perkins approved CTE Pathways.
<b>Any costs not necessary and reasonable</b>	
	All expenditures <b>must be</b> supportive of Perkins approved CTE Pathways, needed for Pathway success, and reasonable in amount.
<b>Alcoholic Beverages</b>	
	Costs of alcoholic beverages are unallowable.
<b>Advertising and Public Relations costs</b>	
	Includes memorabilia and displays ( <b>Exception</b> – Non-Traditional, and marketing materials for <b>a specific Perkins approved CTE Pathway</b> can be allowable). See <b>Advertising</b> in Allowable Expenditures section above.)
<b>Audits</b>	
	The cost of a general school/ institution audit is <b>not</b> permissible.
<b>Awards</b>	
	Cash awards, medals/pins, plaques, ribbons, trophies/ certificates are <b>not</b> allowable
<b>Bad Debts</b>	
	Financial issues are the LEAs' responsibility, and Perkins funds shall <b>not</b> be used to satisfy a LEAs' bad debts.
<b>Basic Tools</b>	
	Basic hand tools (not considered industry grade) are <b>not</b> allowable. This includes welding helmets and jackets, basic tools (like hammer, saw, screwdriver) or basic printers. Anything the school should normally provide for a standard classroom is not allowed. (Exceptions – industry grade tools – high grade/ high resiliency).
<b>Curriculum (unapproved)</b>	
	Curriculum that is <b>not</b> approved by Regional and Pathway Consultants is not an allowable expenditure. In order to be approved, curriculum must utilize research-based instructional practices that support employability skills, technical and academic skills; improves student performance and/or connects with CTSO competitions, activities, and preparations and must be supplemental to existing curriculum. <b>Examples</b> of unallowable items include a classroom set of textbooks or basic curriculum.
<b>Capital Expenditures</b>	
	Building construction, and/or modification (includes plumbing, electrical wiring, heating/cooling systems, etc.) or land purchases are unallowable. Changes to the structure of the classroom including the addition of basic elements (countertops, sinks, etc.) are not allowable. ( <b>Exceptions</b> – Equipment based on eligible purpose and need are allowed.)



ITEM	EXPLANATION
<b>Career &amp; Technical Student Organizations (CTSOs)</b>	
	Awards for recognition of students, advisors or other individuals are not allowable (see awards above). Examples of unallowable expenses for CTSO's include: individual dues (for students who are not part of special populations); food/ lodging for students; jackets/ uniform apparel; registration fees to events, conferences; supplies, transportation of students to events.
<b>College Prep Tests</b>	
	As a direct benefit to students, college preparation tests are not allowed. (ACT, SAT, etc.)
<b>Commencement &amp; Convocation Costs</b>	
	Costs incurred for commencements and convocations are unallowable.
<b>Competitive Events</b>	
	Funding to transport students to and from competitive events is considered direct assistance to students and is not allowable.
<b>Consumable Supplies</b>	
	Perkins funds may not be used for any item designed for single use (used and discarded). All standard classroom consumable supplies, including but not limited to: CO2 cartridges, drill bits, food, ink, toner, printer cartridges, 3D printer filament, lumber, office supplies, plants, welding rods/wire.
<b>Contingency or "Petty Cash" Funds</b>	
	Perkins funds must be expended in the year they are authorized. Any unused funds must be returned.
<b>Consumable Supplies</b>	
	Perkins funds may not be used for any item designed for single use (used and discarded). All standard classroom consumable supplies, including but not limited to: CO2 cartridges, drill bits, food, ink, toner, printer cartridges, 3D printer filament, lumber, office supplies, plants, welding rods/wire.
<b>Contingency or "Petty Cash" Funds</b>	
	Perkins funds must be expended in the year they are authorized. Any unused funds must be returned.
<b>Contributions or Donations</b>	
	Perkins funds must be used to support Perkins approved CTE Pathways and relevant activities. They may not be used as contributions or donations.
<b>Dues/Membership Fees</b>	
	Personal memberships are not allowed. Only memberships in the name of the LEA or position may be allowed if the membership enhances alignment to the Comprehensive Needs Assessment. The membership type and organization must be specified in detail in the grant application.
<b>Entertainment</b>	
	Expenditures for entertainment or social activities such as: beverages, lodging, meals, non-working meals, transportation, gratuities are not allowed.
<b>Equipment (For Administrative or Personal Use)</b>	
	Expenditures for equipment that is not specifically used for approved CTE Pathways and housed in appropriate classrooms/labs/workshops are not allowable.
<b>Equipment &amp; Supplies for Building Maintenance</b>	
	The cost of supplies and equipment for building maintenance is not allowable.
<b>Expenditures That Supplant Local Effort</b>	
	Federal funds may not be used to provide the same services an entity had been providing with non-federal funds.

ITEM	EXPLANATION
<b>Exhibits</b>	
	Perkins funding is not allowable for exhibits.
<b>Food</b>	
	(Consumable)
<b>Fundraising</b>	
	Perkins funds may not be used to fundraise.
<b>General Expenses</b>	
	Perkins funds may not be used for expenses which are attributed to the general operation of the LEA.
<b>Gifts for Students</b>	
	Students may not receive direct benefit from Perkins funds; therefore, gifts for students is unallowable.
<b>Hobby Craft, Leisure Arts or Other Non-Occupational Item Expenditures</b>	
	Perkins funds may only be used for items that are aligned with the LCNA and align to industry standards and expectations. Items must be used for courses that enhance instruction for students to gain knowledge and skills that meet industry standards and certifications in high wage, high skills and high demand occupations. (Exceptions – Equipment based on eligible purpose and need are allowed.)
<b>Interest/ Other Financial Costs</b>	
	Perkins funds may not be used to pay interest or late charges.
<b>Instructional Aids to Be Retained By Students</b>	
	Federal funds may not be used to purchase any items that will be retained by students.
<b>Insurance</b>	
	Building, equipment or personal/LEA insurance is not allowable.
<b>Kitchen Tools</b>	
	Residential type kitchen tools are not allowable (i.e. light grade plastic products, private label products sold through home party outlets.) (Exception – industry grade tools are allowable – high grade, high resiliency.)
<b>Leasing Vehicles or Equipment</b>	
	Renting or leasing of automobiles, trucks, buses, airplanes, boats, golf carts, motorcycles, tractors, or trailers is not allowable.
<b>Legislative Expenses</b>	
	Federal funds may not be used for lobbying activities.
<b>Maintenance Contracts or Agreements</b>	
	Capital outlay and maintenance costs are not allowable, except for in the case where a piece of equipment is purchased and the maintenance is included.
<b>Non CTE-Focused and Non CTE Based Conferences</b>	
	Conferences that do not connect CTE instruction with industry or career development, integrate academics, promote and improve career education, work-based learning and Special Populations concerns, improve CTE instruction, or integrate technology into CTE Pathways are not allowable.
<b>Pre-Award Costs</b>	
	Costs incurred during the timeframe prior to the grant award are not allowable.
<b>Printers</b>	
	Standard printers are not allowable. (Exception – specialized printers that are aligned with industry uses and are relevant to Pathway content may be allowed. i.e. 3-D or large format printers are allowable)

ITEM	EXPLANATION
<b>Promotional Items</b>	
	Any items for promotional use or "give away" items are not allowable.
<b>Repair Expenditures</b>	
	Repair costs of any item are not allowable with federal funds.
<b>Replacement of Lost, Stolen or Broken Equipment</b>	
	The cost of replacing federally funded equipment that is lost, stolen or broken is the responsibility of the grant recipient.
<b>Software – Standard Operating Software</b>	
	Standard operating software that is used throughout the institution for multiple purposes (i.e. Microsoft Office, Adobe – standard) is not allowable.
<b>Storage Files or Cabinets</b>	
	Standard multi-purpose furniture is not allowable.
<b>Student Scholarships</b>	
	Student scholarships are not an allowable use for Perkins funds.
<b>Student Internships</b>	
	Federal funds may not be directly supportive of student activities.
<b>Subscriptions to Magazines or Journals</b>	
	Subscriptions that are non-technical or do not align directly to a CTE Pathway, Career Education, Work Based Learning or do not enhance alignment to the Comprehensive Needs Assessment are not allowed.
<b>Supplanting</b>	
	<ol style="list-style-type: none"> <li>1. Using Perkins funds to provide services the recipient is required to make available under other federal, state or local laws.</li> <li>2. Using Perkins fund to provide services the recipient provided with state or local funds in the prior or previous years</li> <li>3. Using Perkins funds for CTE students while using local funds for the same service to non-CTE students. This includes software subscriptions for state wide initiatives such as SEL, Graduation Rate, Postsecondary Success, Kindergarten Readiness Civic Engagement or school redesign.</li> </ol>
<b>Textbooks</b>	
	Perkins funds may not be used to purchase student textbooks.
<b>Transportation</b>	
	Perkins funds may not be used to provide transportation for students. The only exception to this is if students are part of a special population, and transportation is identified as a barrier to student participation/ success in the CTE Pathway. If this transportation also provides transportation for students who are NOT in a special population, 50% of the students involved in the transportation must be identified as part of the Special Population AND transportation must be identified as the barrier being addressed. This expense may count toward the 5% required budget for Special Populations.
<b>Tuition</b>	
	Any tuition fee charged for students or teachers to attend a course for professional advancement is not allowable since it is a direct personal benefit. (Exception – conference registration fees for faculty to attend a professional development workshop, seminar or conference are permissible if the content applies to the state-approved CTE Pathway)
<b>Travel outside the U.S.</b>	
	Not allowable

ITEM	EXPLANATION
<b>University visits</b>	
	Funding that provides a direct benefit to students is not allowable (a LEA may not be used for transportation for students to visit a campus.)
<b>Uniforms</b>	
	Uniforms or any clothing that becomes a personal possession is not allowed. (Exception – Uniforms or clothing including lab coats, coveralls, gloves, etc. that will remain in the classroom or laboratory are allowable.)
<b>Wages for Students</b>	
	Never allowable

# School Business Profits – Options for Spending Profits from A School-Based Business Using Equipment Purchased with Perkins Funds

## Calculating Net Profits:

If you used local funds to purchase consumables to use with the Perkins Equipment and are creating profits through the sale of products or services created with the equipment & consumables (coffee, t-shirts, wood for plaques, vinyl for decals, etc.), you may reimburse your district for the purchase of the consumables. In order to do so, you **must** receive prior authorization for the reimbursement through KSDE Perkins personnel. Prior authorization must occur before the consumables are purchased.

## Expenditure of Net Profits:

### **Addition Option:**

- Profits from the business **must** be used to further the Grant/Pathway objectives.
- Profits **must** be spent on Perkins eligible activities/expenditure.
- Profits **must** be spent **prior** to making any further draw down of Federal Funds.
- Activities funded with profits do **not** have to be an activity originally part of your Grant requests.

### Examples of Addition Option:

1. Provide additional PD opportunities for CTE instructors
2. Pay CTSO advisor expenses
3. Pay for student CTSO activities (fees, registration, travel)
4. Equipment approved for purchase prior to Dec. 1
5. Supplies for CTE approved Pathways
6. Honorariums to work on CTE curriculum development/academic integration
7. You originally asked for funding to send two instructors to a conference; you may use these profits to send additional instructors to the conference.

### **Cost-sharing Option:**

Profits from the business may be used to finance the non-Federal share of the project or program.

- Funds **must** be spent on Perkins eligible activities/expenditures.
- Funds **may** be used to pay for activities identified in the grant that were designated as being paid for with local funds.

### Examples of Cost-Sharing Option:

1. You included PD in the Grant activities and intended to use local funds to pay for them. You could use the profits to now pay for this.
2. You planned to use local funds to bring in a consultant for \_\_\_\_\_. You could use the profits to now pay for the consultant.
3. You planned to buy Perkins eligible Supplies for a Pathway. You could now purchase them with the profits

# Accountability

In order to maintain the on-going level of federal funding, the State of Kansas must collect and submit student enrollment and performance data to the U.S. Department of Education Office of Career, Technical, and Adult Education (OCTAE). Each eligible recipient is responsible for collecting and submitting student data and follow-up data to KSDE. Performance of Career Pathways and LEA's is measured by the following Secondary Core Performance Indicators.

## Secondary Core Performance Indicators

### 1S1 Four Year Graduation Rate

**Perkins V Language:** - *The percentage of CTE concentrators who graduate high school, as measured by the four-year adjusted cohort graduation rate (defined in section 8101 of the Elementary and Secondary Education Act of 1965).*

**Numerator:** Number of CTE concentrators who, in the reporting year, were included as graduated in the state's computation of its cohort graduation rate.

**Denominator:** Number of CTE concentrators who, in the reporting year, were included in the state's computation of its graduation rate.

### 2S1 Academic Proficiency in Reading/Language Arts

**Perkins V Language-** *CTE concentrator proficiency in the challenging state academic standards adopted by the state under section 1111(b)(1) of the Elementary and Secondary Education Act of 1965, as measured by the academic assessments in reading/language arts as described in section 1111(b)(2) of such Act.*

**Numerator:** Number of CTE concentrators who, in the reporting year, achieved proficiency on the academic assessment.

**Denominator:** Number of CTE concentrators who, in the reporting year, took the assessment.

### 2S2 Academic Proficiency in Math

**Perkins V Language** - *CTE concentrator proficiency in the challenging state academic standards adopted by the state under section 1111(b)(1) of the Elementary and Secondary Education Act of 1965, as measured by the academic assessments in mathematics as described in section 1111(b)(2) of such Act.*

**Numerator:** Number of CTE concentrators who, in the reporting year, took the assessment.

**Denominator:** Number of CTE concentrators who, in the reporting year, achieved proficiency on the academic assessment

### 2S3 Academic Proficiency in Science

**Perkins V Language** - *CTE concentrator proficiency in the challenging state academic standards adopted by the state under section 1111(b)(1) of the Elementary and Secondary Education Act of 1965, as measured by the academic assessments in Science as described in section 1111(b)(2) of such Act.*

**Numerator:** Number of CTE concentrators who, in the reporting year, took the assessment.

**Denominator:** Number of CTE concentrators who, in the reporting year, achieved proficiency on the academic assessment

### 3S1 Placement

**Perkins V Language** - *The percentage of CTE concentrators who, in the second quarter after exiting from secondary education, are in postsecondary education or advanced training, military service or a service program that receives assistance under title I of the National and Community Service Act of 1990 (42 U.S.C. 12511 et seq.), are volunteers as described in section 5(a) of the Peace Corps Act (22 U.S.C. 2504(a)), or are employed.*

**Numerator:** - Number of CTE concentrators who left secondary education and were placed in postsecondary education, advanced training, military services, national service program, or employment in the second quarter following the program year in which they left secondary education.

**Denominator:** - Number of CTE concentrators who left secondary education in the same year.

#### **4S1 Non-Traditional Concentration**

**Perkins V Language** - *The percentage of CTE concentrators in CTE programs and programs of study that lead to non-traditional fields.*

**Numerator:** Number of CTE concentrators from underrepresented gender groups assigned in a Pathway that leads to employment in nontraditional fields during the reporting year

**Denominator:** - Number of CTE concentrators assigned in a Pathway that leads to employment in nontraditional fields during the reporting year.

#### **5S2 Postsecondary Credits Attained**

**Perkins V Language** - *The percentage of CTE concentrators graduating from high school having attained postsecondary credits in the relevant CTE Career Pathway or Program of Study earned through a dual or concurrent enrollment or another credit transfer agreement.*

**Numerator:** - Number of CTE concentrators who, in the reporting year, obtained postsecondary credit as of that year.

**Denominator:** - Number of CTE concentrators who, in the reporting year, were included in the state's computation of its graduation rate.

#### **Setting Core Indicators**

The State, negotiates targets with OCTAE to ensure adequate State performance and funding. Once Perkins V disaggregated student data becomes available, eligible recipients will include performance targets in their Local Grant Application and will be able to revise those targets annually (For the FY22 Local Application, targets will be changed from the original state plan based on the interruption to testing due to the pandemic).

If the State fails to achieve, at an acceptable rate, the federal agreed-upon performance level for any of the core indicators, **the State risks federal sanctions including reduction of funds**. The State's performance percentages are a compilation of all participating eligible LEA's. Failure of an institution to achieve the targeted percentages **potentially penalizes all of Kansas** (Secondary and Postsecondary) and all eligible recipients through the loss of Perkins funding.

#### **Disparities or Gaps in Local Recipients' Core Performance Indicators versus Targets and Sanctions**

Each year, KSDE will assess whether each eligible recipient is reaching the state approved targets. If targets are not met, the State reserves the right to apply the following sanctions:

- **First Occurrence:** Each local recipient must meet the performance level of the state target for each core indicator. If a local recipient fails to achieve this target, a Perkins Performance Improvement Plan must be developed and implemented. The improvement plan will be submitted with the final report, and, depending on the performance indicator, level of performance, and institutional circumstances, various methods of technical assistance will be provided.
- **Second Occurrence:** If a local recipient fails to meet the state target for any core indicator for the 2nd time in the four-year cycle, the Perkins Performance Improvement Plan must be updated. KSDE will provide technical assistance and reserves the right to withhold funds of up to 10% from the local Perkins allocation to be utilized to provide targeted technical assistance. A local recipient must meet the state level to be considered for removal from probation.
- **Third Occurrence:** If a local recipient fails to meet the state target for any core indicator for the 3rd time in the four-year cycle, the Perkins Performance Improvement Plan must be updated. In addition, KSDE reserves the right to withhold or redirect all Perkins funding. The decision will be made based on the degree of improvement that has been achieved, and sanctions may be waived

due to exceptional or uncontrollable circumstances. In the event that funds are withheld, KSDE will utilize a portion of those funds to provide targeted technical assistance in the area(s) of weakness.

**Inventory:**

A physical inventory of the property must be taken, and the results reconciled with the property records at **least once every two years**. Inventory will be assessed during a Perkins Monitoring Review. Property records, according to 200.313 of EDGAR, must be maintained which include:

- a. A description of the property
- b. A serial number or other identification number
- c. The source of funding for the property
- d. Who holds the title, acquisition date, and cost of the property'
- e. Percentage of Federal participation in the
- project costs for the Federal award under which the property was acquired
- f. The location of the property
- g. Use of the property
- h. Condition of the property, and
- i. Disposition data including the date of disposal and sale price of the property

A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft must be investigated. **Perkins funds must not be used to replace lost, damaged, or stolen items.**



# Advisory Committees

## Advisory Committee Meeting Scheduling

Meetings are conducted at a minimum once per semester with a focus on evaluating the current program(s). Annual discussion should include an evaluation of why the program exists, the number of graduates, the number employed in the field, wage data related to the program, and the credential or degree earned.

## Advisory Committee Minutes

Minutes must be kept and distributed to the members prior to the meetings to allow for review. Minutes and other Advisory Committee activity records should be filed with the LEA's Perkins Coordinator. Minutes are to be kept in a convenient location so as to be available for review by the public and for Carl D. Perkins Monitoring visits. For more information please see the Advisory Committee Handbook on the KSDE Website.

# Data

There are multiple resources regarding submitting data and accessing useful reports on the KSDE CTE web page. CTE staff will provide technical assistance as needed, and the help desk is available at [pathwayshelpdesk@ksde.org](mailto:pathwayshelpdesk@ksde.org) to assist with any data submission related questions,

## Important Data Collections

### Credential data

All certifications are entered into KiDS in the KCAN report after they are obtained by a HS student of any grade level. For any certification (see "E" in the KiDS File Specs) issued/obtained by a HS student, please have your KiDS data person enter the certification records in the KCAN report anytime during the submission window. **KiDS 2020-2021 Collection System File Specifications** (<https://kidsweb.ksde.org>)

### Follow Up Data

Submitted beginning in February of each school year [under the Student Follow Up link](#) in Pathways (on the left side menu)

#### Follow Up Status:

- Military
- Title One Service Program (i.e. Peace Corps, etc.)
- Employed- related to program
- Employed- Not related to program
- Continued education
- Advanced Training
- Unknown
- No Placement

You must identify the student satisfaction rating for each status reported (Very Satisfied; Satisfied; Unsatisfied)

### Student Data Management

- Beginning May 15 of every year, students must be assigned and status updated to a pathway.
- The student data originates from the KiDS system, and is linked to Pathways through course data submitted in the KCAN report.

## Pathways Student Data Management Checklist

### May 15 - August 15 Submission Window

This document contains the steps to assign students to pathways and update student status as participants or concentrators for the current school year. For assistance, contact [pathwayshelpdesk@ksde.org](mailto:pathwayshelpdesk@ksde.org) or call (785) 296-4908.

#### Beginning Student Data Management

- Visit <https://apps.ksde.org/authentication/login.aspx> to get access to Pathways.
  - First time users should register and choose an access level of "School Approve" or "District/Org Update."
  - Then your access request will need **approval from your superintendent**.
  - District access will only be listed after selecting "All Buildings" in the Building field drop down menu.
- If you need to change your access level from **School Update** to **School Approve**,
  - Select **Manage My Account** after logging in.
  - This access change will need **approval from your superintendent** as well.
- After login on the KSDE Web Applications page, select the link **"Pathways."**
- If needed, The Pathways report **Student Career Course Completion** will help you gather student data.

#### Assign Students to Pathways

1. Click on **"My CPPSAs"** in the left menu.
2. **Change the "School Year" to the school year that has ended.**
3. Mark the Status box **"Approved by KSDE."**
4. Click the **"View/Filter CPPSAs"** button.
5. Under Actions, click on **"Assign Students"** next to the pathway that needs students assigned.  
(Please note that each pathway must be assigned/updated individually)
6. Place a check mark in the box for students that have at least 1 credit in this pathway.
  - a. All of the students that are listed have an KCAN record submitted in the KIDS system.
  - b. The second column **will show the suggested pathway** based on courses taken this school year.
7. If a student's name is missing from the *Assign Students* screen, click on the **"Show All Students"** link at the top of the page. This should show all CTE students in your school building.
8. Student assignments **save automatically**. Students can only be assigned to **one** pathway.
  - a. Give first consideration to any Non-Traditional (Gender) pathway.
  - b. Districts will always have final decision on the Pathway assigned for each student.
9. Repeat steps for **all** pathways.
10. Click on **"Update Students"** link at the bottom of the page or repeat steps 1-4,
  - a. then under the *Actions* column,
  - b. click on **"Update Current Students"** next to the pathway that needs updated.
11. Select the single parent status as yes if the **student** is pregnant or a parent currently.
12. The student's status from the previous year will roll over. They may need a current status **updated**.
13. When selecting "Concentrator who exited", please indicate the competency percentage achieved or pass/fail for the 3<sup>rd</sup> party assessment.
14. When selecting "Concentrator who exited for other reasons", list the reason in the box.
15. If there aren't any Concentrators in a pathway, fill out the "No assigned concentrator's comments section."
16. Report the status for all students who qualify in only one pathway per federal law. Click "Submit." Please submit often if you have a long list of students.
17. Repeat for all approved pathways in the district.

## Pathways Student Data Management Checklist

### May 15 - August 15 Submission Window

**Update Current Student Status**

Select the status below for the student.

- **Participant:** A student who has earned one (1) but less than two (2) secondary level credits in a **single CTE pathway**.
- **Concentrator:** A student who has earned two (2) or more secondary level credits in a **single CTE pathway**, with those credits within **any combination of two levels AND** has met at least **70% proficiency** on the technical skills across those 2.0 credits through several technical skill measures (avg % of letter grades **OR** passing % of end-of-course assessments **or** projects **OR** avg % on competency profiles, etc.).
- **Concentrator who Exited:** A student who has met the criteria to be considered a concentrator **AND** has graduated secondary education with his or her cohort class.
- **Concentrator who Exited for Other Reasons:** A student who has met the criteria to be considered a concentrator who exited, but has either 1) not met at least 70% of the competencies by graduation or 2) will not graduate with their cohort class. The reasons for this include but are not limited to the student: transferring out of district, dropping out of high school, or passing away.
- **Completer\*** Select the check box only for a student who has completed a minimum of three (3) secondary level credits in a single CTE pathway, with at least two (2) of those credits being a combination of technical and application level courses, and qualifies for one of the following:
  - Earning a comprehensive, industry-recognized certification (IRC) or
  - A passing score on a third-party, end-of-pathway assessment

**(Optional) Upload Assign/Update File**

Any data uploaded in Pathways on the Assign Students Screen must contain proper linking information and can be in the format of Comma-Separated Values (.csv) only. All columns must have a number or space entered.

1. Click on Browse at the bottom of the Update Students page.
2. Upload the CSV File and click on "Open" in the "Choose File to Upload" screen.
3. Check data on Update Student screen if needed.

Data Specifications for Uploading Students to a Pathway:				
Position	Field	Format	Required/ Optional	Validation
1	State Student Identifier	Integer, 10 digits	Required	1- Participant 2- Concentrator 3- Concentrator who exited 4- Concentrator who exited for other reasons Must be 1,2,3,4 Seniors cannot be (1)-participant
2	Pathway Student Status	Integer, 1 digit	Required	0- Not a single Parent 1- Single Parent
3	Single Parent Status	Integer, 1 digit	Required	May be an integer from 0-100
4	Competency Percent (For Status 3 only)	Integer, 3 digits	Required	Any text, but may not contain commas due to comma delimited format
5	Reasons for Concentrators who exited for other reasons	Alphanumeric 1000 char	Optional	Must follow the format example of two digits, a period, then four digits If the format is correct, the date is not saved, but no error returned. If the value matches an existing CIP code, a name will be displayed.
6	CIP Code	11.1111	Optional	Any text, but may not contain commas due to comma delimited format
7	Career Goal 1	Alphanumeric	Optional	Any text, but may not contain commas due to comma delimited format
8	Career Goal 2	Alphanumeric	Optional	Any text, but may not contain commas due to comma delimited format
9	Career Goal 3	Alphanumeric	Optional	Any text, but may not contain commas due to comma delimited format
10	Career Goal 4	Alphanumeric	Optional	Any text, but may not contain commas due to comma delimited format
11	Career Goal 5	Alphanumeric	Optional	Any text, but may not contain commas due to comma delimited format

## Reports

KSDE data system generates reports, which can be used to improve the processes of data collection and reporting. Perkins coordinators should work closely with their LEA's business and data staff to utilize these reports:

### Priority Reports

- **Downloadable Basic Enrollment**- can be used to determine who is a part of each core indicator calculation.
- **Pathway Courses**- use this to make sure that your course data matches your local SIS
- **Student Career Course Completion**- a very good tool to decide which pathway a student should be assigned to.
- **Student Certifications (KCAN)**- shows certifications submitted in the KIDS System
- **Student Status, Minority, & Gender Report**- use this report for special population data

### Priority CAR Reports

- **Graduation Rate**- page 2 of this report shows special population data.
- **Academic Attainment- Reading**- page 2 of this report shows special population data.
- **Academic Attainment- Math**- page 2 of this report shows special population data.
- **Academic Attainment- Science**- page 2 of this report shows special population data.
- **Total Placement**- page 2 of this report shows special population data.
- **Postsecondary Credits Attained**- page 2 of this report shows special population data.
- **Nontraditional Concentration**- page 2 of this report shows special population data.

- **Summary Report**- shows the performance of every core indicator for the district

### Reports

- District State Pathways List
- Downloadable Basic Exiters (Concentrators who Exited)
- Downloadable Basic Follow-Up Exiters (Concentrators Who Exited)
- Minority Gender Concentrator Detail Report
- New Pathways
- Downloadable Basic Exiters (Concentrators who Exited)
- Downloadable Basic Follow-Up Exiters (Concentrators Who Exited)
- Minority Gender Concentrator Detail Report
- New Pathways
- Pathways Completers Report
- Pathways Without Students
- Potential Students- Not Assigned
- Statewide Agreement by District/Pathway
- Student Certification and Credentials Totals
- Student Course Utilization
- Students Needing Follow-up
- Total Concentrators

### CAR Reports

- CAR Goal Performance by District
- CAR Student Summary

## Quality Assurance Process

Per Uniform Grant Guidance (UGG) KSDE staff developed the Quality Assurance process to identify local and regional strengths, promising practices, and areas for improvement.

### This risk-based system:

- Is collaborative in nature
- Recognizes positive practices
- Identifies findings and concerns related to program quality and compliances
- Supports systemic and continuous program improvement

### **Intended Outcomes**

1. Review all documentation submitted for state-approved CTE program(s) to verify program quality and student performance;
2. Assure that funds have been expended appropriately and are used in compliance with federal and state policies and legislative mandates;
3. Protect against waste, fraud, and abuse;
4. Identify technical assistance needs; and
5. Identify promising practices
6. Selection Process

As a pass-through entity, Kansas State Department of Education awards federal grant funds to eligible sub recipients for CTE. The responsibilities of pass-through entities are given in *Title 2 of the Code of Federal Regulations, Part 200.331*, which requires KSDE to evaluate each sub recipient's risk of noncompliance with federal statutes, regulations, and the terms and conditions of the sub award for the purposes of determining the appropriate sub recipient monitoring. Institutions are selected for monitoring based on their score on the risk assessment rubric.

### **Overall Risk Assessment Process and Special Conditions**

To comply with the federal law requirements, KSDE conducts an annual risk assessment of all sub recipients to determine their potential grant management risk. In evaluating the grant recipients, KSDE utilizes a risk-based approach and considers the following categories:

- Funds Returned/Unspent/Misspent/Not drawn
- Single Desk Audit findings (if single audit required at institution)
- Failure to Meet Core Indicators
- Failure to Meet Deadlines
- Data Reporting Quality Issues
- Failure to Tag Equipment
- Change in Essential Personnel (Data, Perkins, Finance, etc.)
- Noted Violations in EDGAR Regulations
- Not Monitored in Last 4 Years
- Failure to Follow Grant Guidelines
- Public or Fiscal Risk Perception
- New personnel did not attend KSDE trainings

# Perkins Change Request

School Name: \_\_\_\_\_ USD: \_\_\_\_\_ Contact Person's Name: \_\_\_\_\_

Contact Person's E-Mail: \_\_\_\_\_ Contact Person's Phone: \_\_\_\_\_

This change impacts (*Select all that apply*: Professional Development, Supplies, Equipment):

<input type="checkbox"/> Professional Development				

<input type="checkbox"/> Supplies						
Item	Pathway	Course	Adding, Deleting or changing? (A, D, C)	Units	Amount	Total

Equipment						
Item	Pathway	Course	Adding, Deleting or changing? (A, D, C)	Units	Amount	Total

Please explain where additional funds will be utilized or needed funds will come from if your additions and deletions or changes do not balance:

**An Equal Employment/Educational Opportunity Agency**

The Kansas State Department of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: KSDE General Counsel, 901 Jackson Ave., Topeka, KS 66612 785-296-3201