2025-2026 Perkins V: Strengthening Career and Technical Education or the 21st Century Grant Application

Grant Compliance and Administration

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Agenda

1. Important Dates
2. Getting Ready
3. Accessing the Perkins V Application
4. SC5003 – Formula Grants Consolidated Schedule
5. ADC – Applicant Designation and Certification
6. Application General Information
7. Application Program Description
8. Application Budget
9. Submitting the Application
10. Resources

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Important Dates

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Important Dates

Important Dates for the 2025-2026 Perkins V

Document Type	Release Date	Due Date
SC5600 CLNA for School Districts	Contact: Dale Fowler	Dale.Fowler@tea.Texas.gov
SC5003-Formula Grants Consolidated Schedule	May 1, 2025	September 3, 2025
Perkins V ADC-Applicant Designation and Certification for School Systems	May 13, 2025	September 3, 2025
Perkins V eGrants Application	June 12,2025	September 3, 2025

The 2025-2026 Planning Amounts for school systems are available on the TEA website at Entitlements.

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Getting Ready

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Getting Ready Checklist

1. Update information in AskTED
2. Verify access to TEAL and eGrants
3. Coordinate with others
4. Have a copy of your most recently approved application available
5. Update eGrants Contacts

Reminder:

- Use Chrome as your Internet browser

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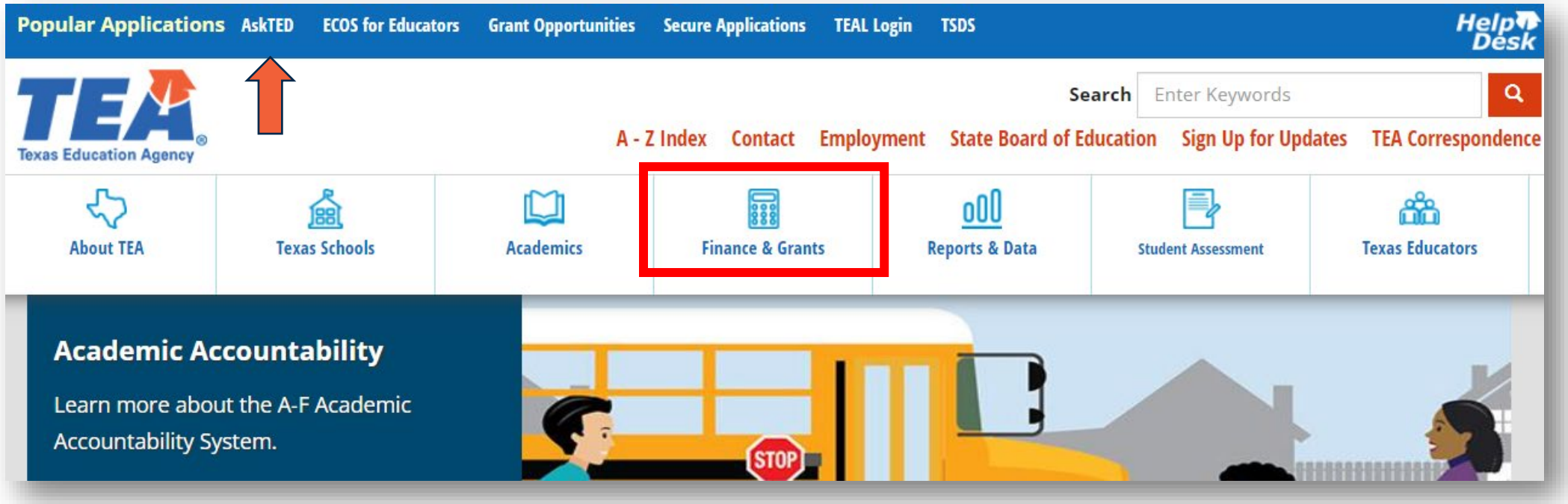
Updating AskTED Information



You can access AskTED from the Popular Applications ribbon at the top of TEA's homepage.

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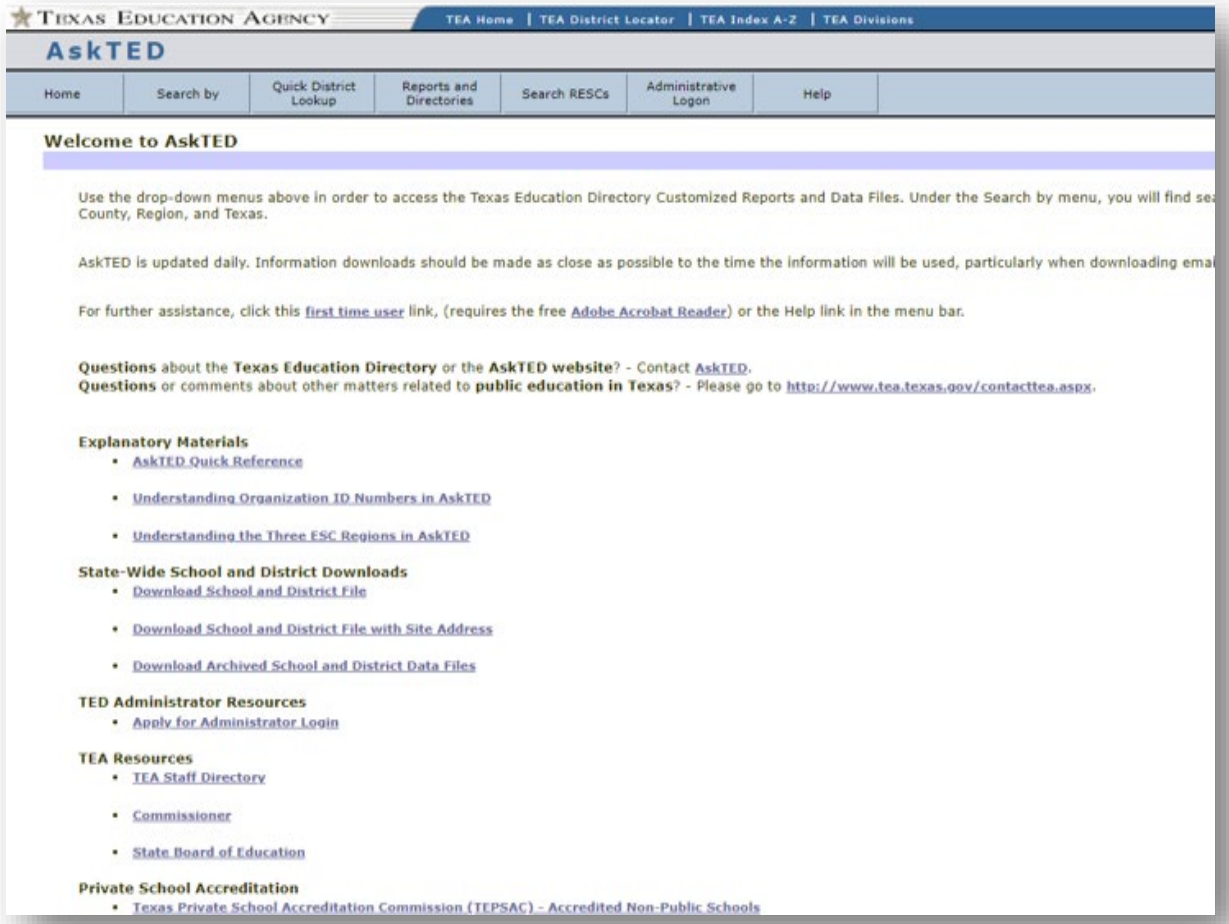
AskTED Homepage



Once on the AskTED screen review your School System's information.

- Check and update campus information.
- Check and update campus grade span.
- Check and update other school system information.
- If updates need to be made, contact your AskTED Administrator

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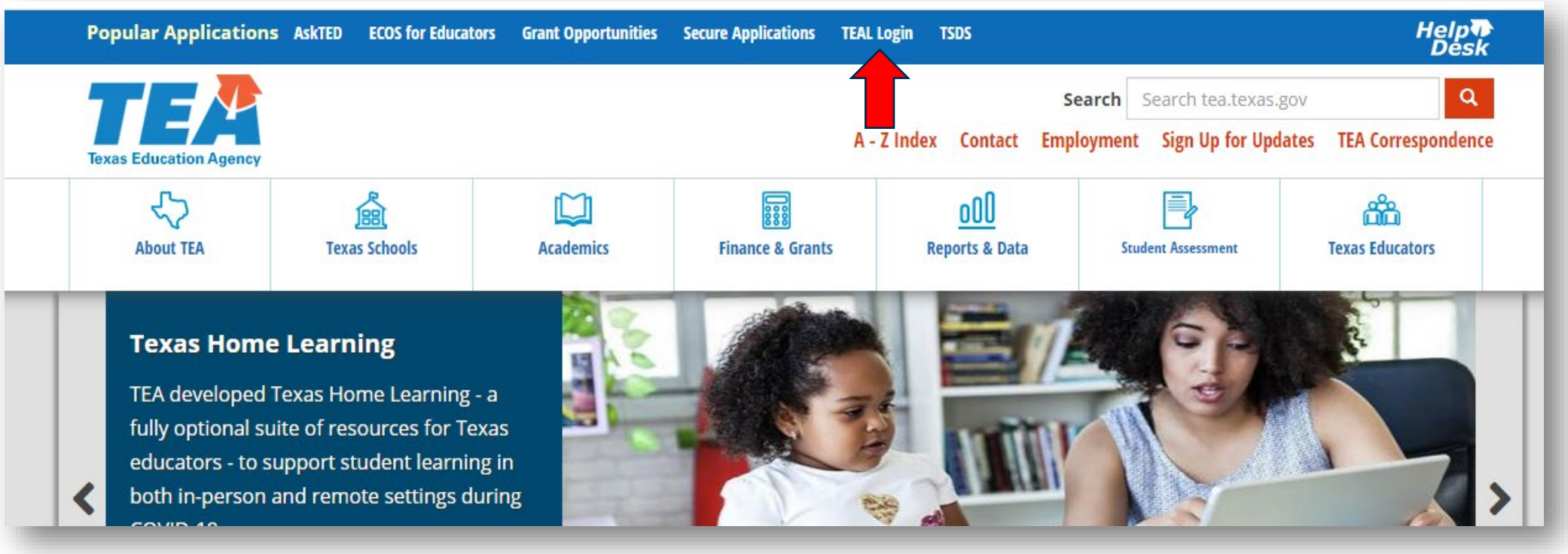
TEA Login (TEAL)



You can access TEAL from the Popular Applications ribbon at the top of TEA's homepage.

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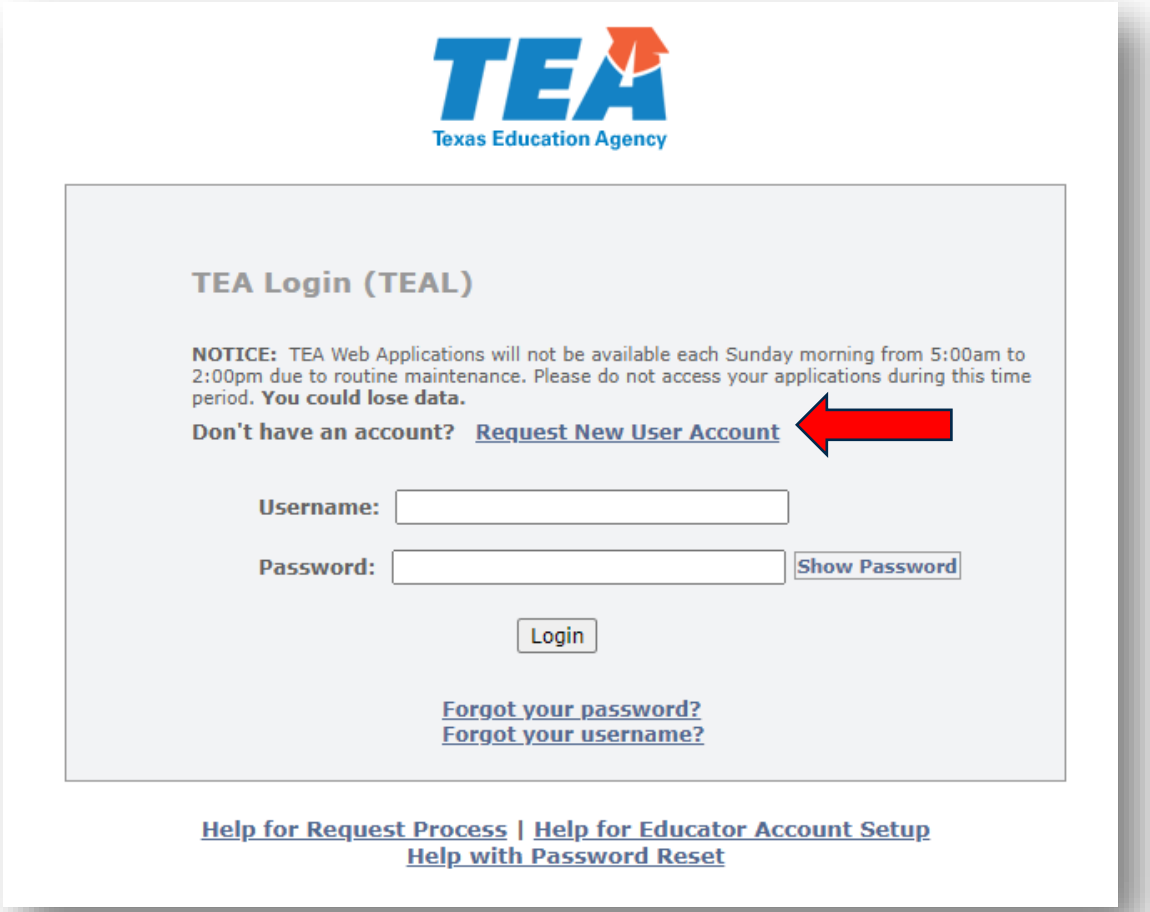
Request New User Account



- You can log in from the TEAL login screen

Or

- Request New User Account

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Applications in TEAL

From TEAL you can request access to:

eGrants Electronic Grants	**TEAL**	Request Access Online	Find contact information at Office for Grants and Federal Fiscal Compliance TEA Grant Opportunities
ER Expenditure Reports	**TEAL**	Request Access Online	Find contact information at Office for Grants and Federal Fiscal Compliance
Texas Education Directory AskTED	**TEAL**	Request Access Online	Texas Education Directory AskTED@tea.texas.gov

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eGrants Roles and Privileges

	Contacts	Compliance Reports	Grants	Special Collections	Document Library
Grantee Official	View, Create, Edit, and Save	View, Create, Edit, Save, and Submit	Delete Draft, View, Create, Edit, Save, and Submit	View, Create, Edit, Save, and Submit	Search and View Only
Grantee Manager	View, Create, Edit, and Save	View, Create, Edit, Save, and Submit	View, Create, Edit, Save, and Submit Negotiated Applications	View, Create, Edit, Save, and Submit	Search and View Only
Grantee Staff	View, Create, Edit, and Save	View, Create, Edit, and Save	View Only	View, Create, Edit, and Save	Search and View Only
Grantee Writer / Editor	View, Create, Edit, and Save	View, Create, Edit, and Save	View, Create, Edit, and Save	View Only	Search and View Only
Grantee Viewer	View Only	View Only	View Only	View Only	Search and View Only

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Coordinate with Others

- ESSA and Perkins Staff
- Business Office Staff
- Those involved with Comprehensive Needs Assessment
- Fiscal Agents/Member Districts
- PNP
- Others?

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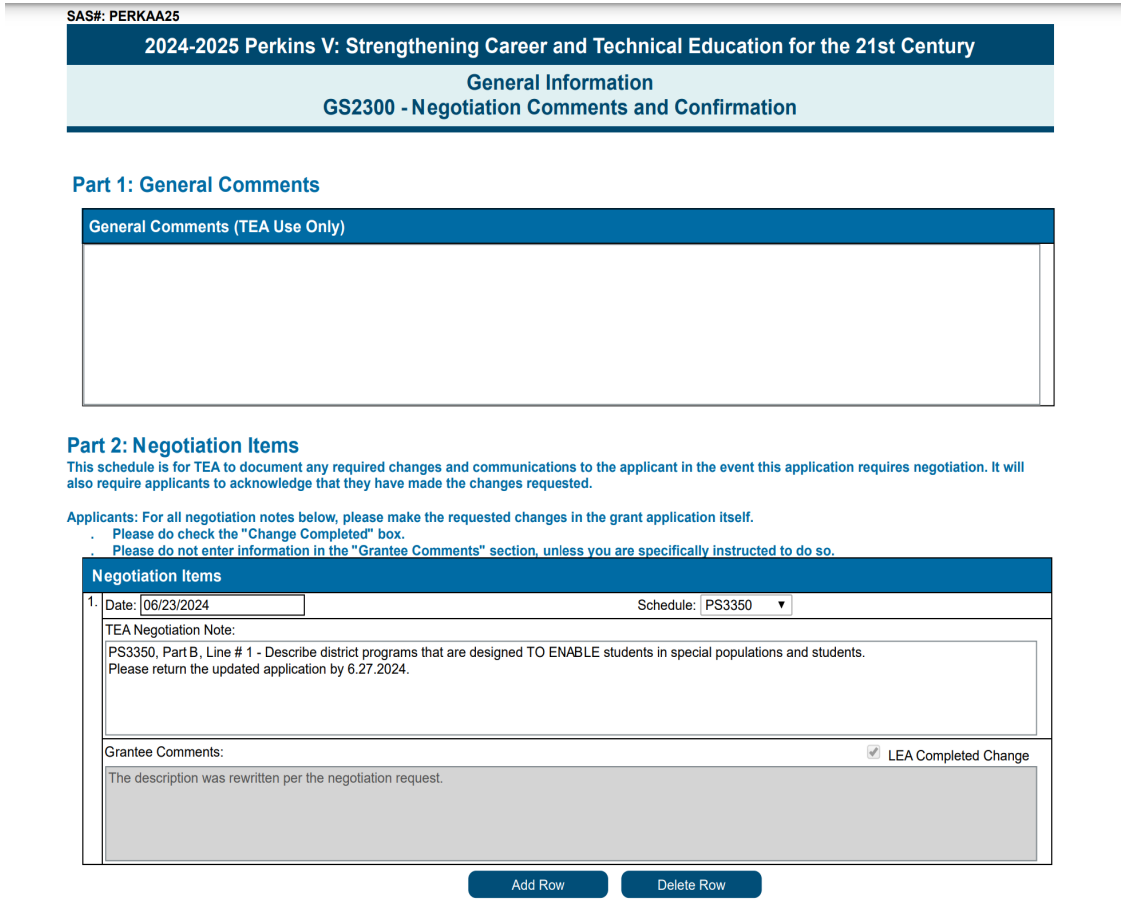
Currently Approved Copy of Application



SAS#: PERKAA25

2024-2025 Perkins V: Strengthening Career and Technical Education for the 21st Century

General Information
GS2300 - Negotiation Comments and Confirmation

Part 1: General Comments

General Comments (TEA Use Only)

Part 2: Negotiation Items

This schedule is for TEA to document any required changes and communications to the applicant in the event this application requires negotiation. It will also require applicants to acknowledge that they have made the changes requested.

Applicants: For all negotiation notes below, please make the requested changes in the grant application itself.

- Please do check the "Change Completed" box.
- Please do not enter information in the "Grantee Comments" section, unless you are specifically instructed to do so.

Negotiation Items

1. Date: 06/23/2024 Schedule: PS3350

TEA Negotiation Note:

PS3350, Part B, Line # 1 - Describe district programs that are designed TO ENABLE students in special populations and students.
Please return the updated application by 6.27.2024.

Grantee Comments: LEA Completed Change

The description was rewritten per the negotiation request.

Add Row Delete Row

- Use the most currently approved application as a reference to avoid re-negotiating the same items year to year.

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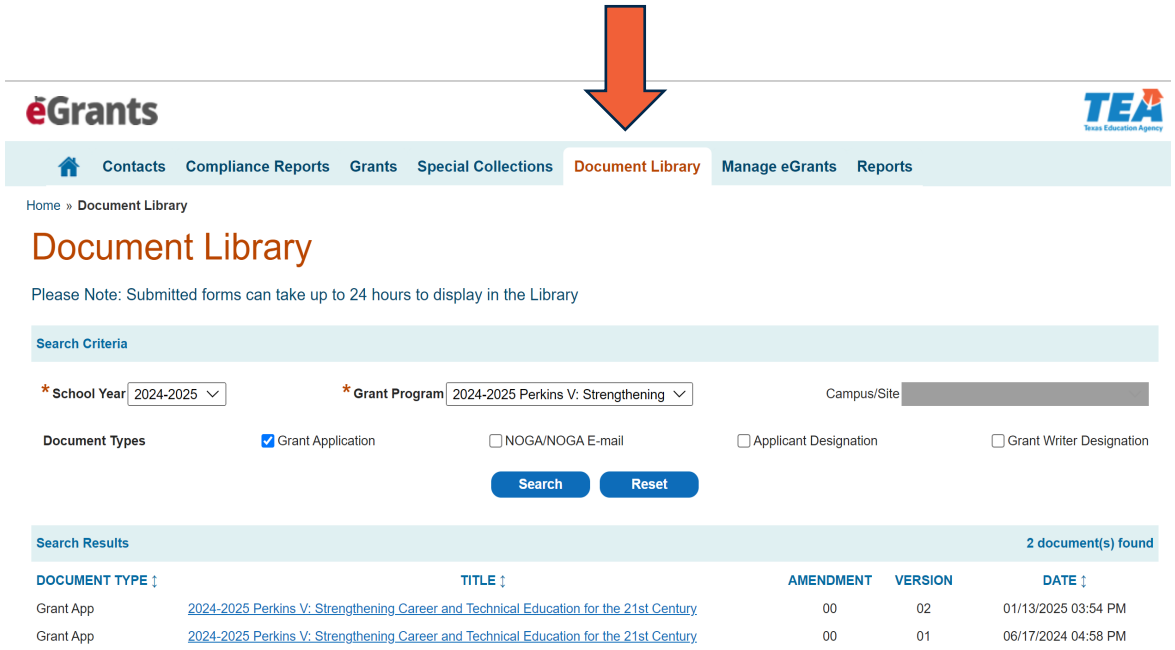
How to Find Currently Approved Copy of Application



- Locate the currently approved application in TEAL in the eGrants Document Library
- Select the appropriate School Year, Grant Program and Document Type
- Select Search

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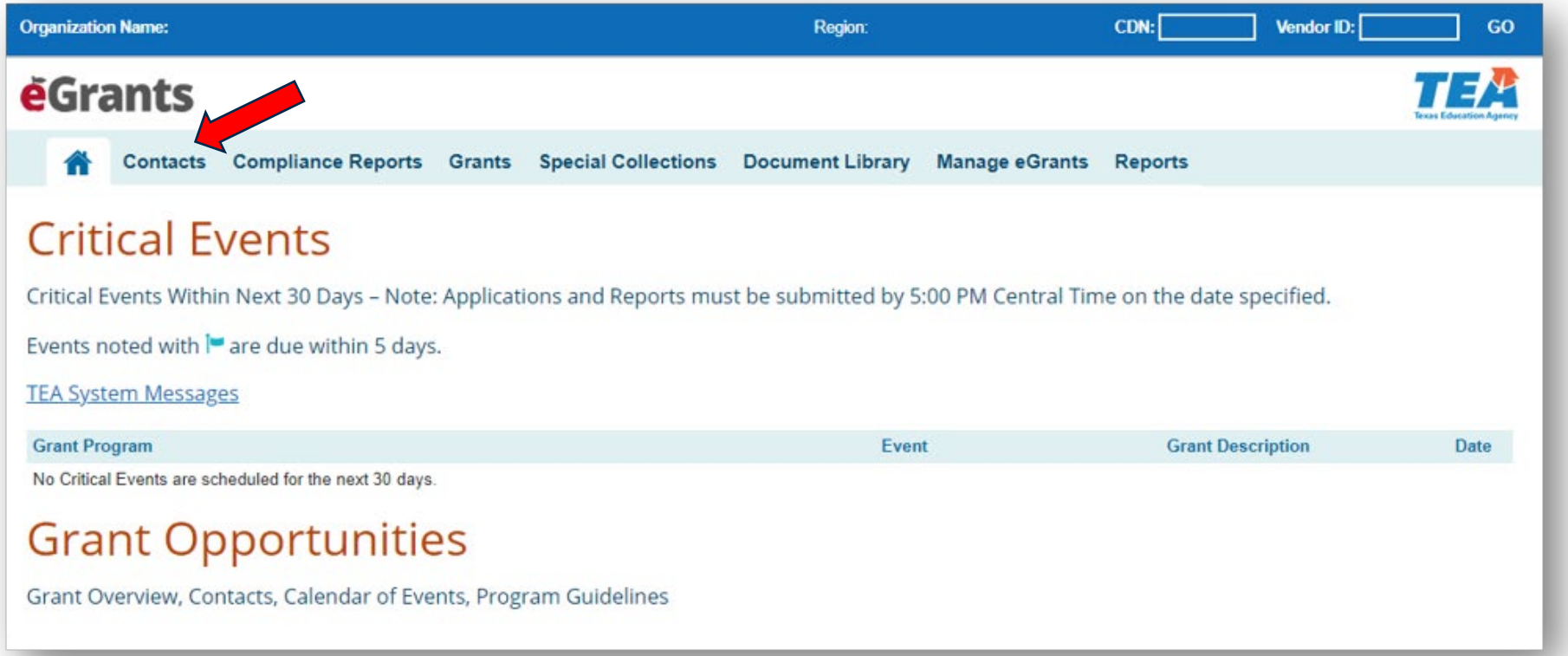
Updating eGrants Contacts



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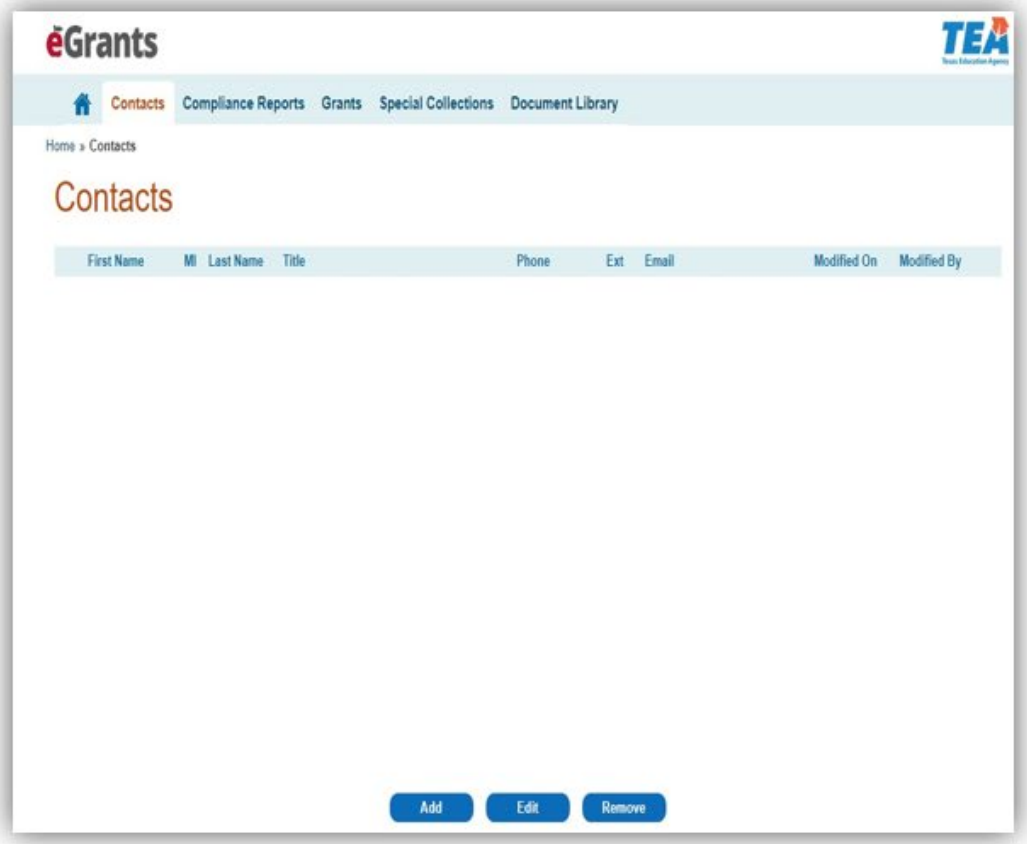
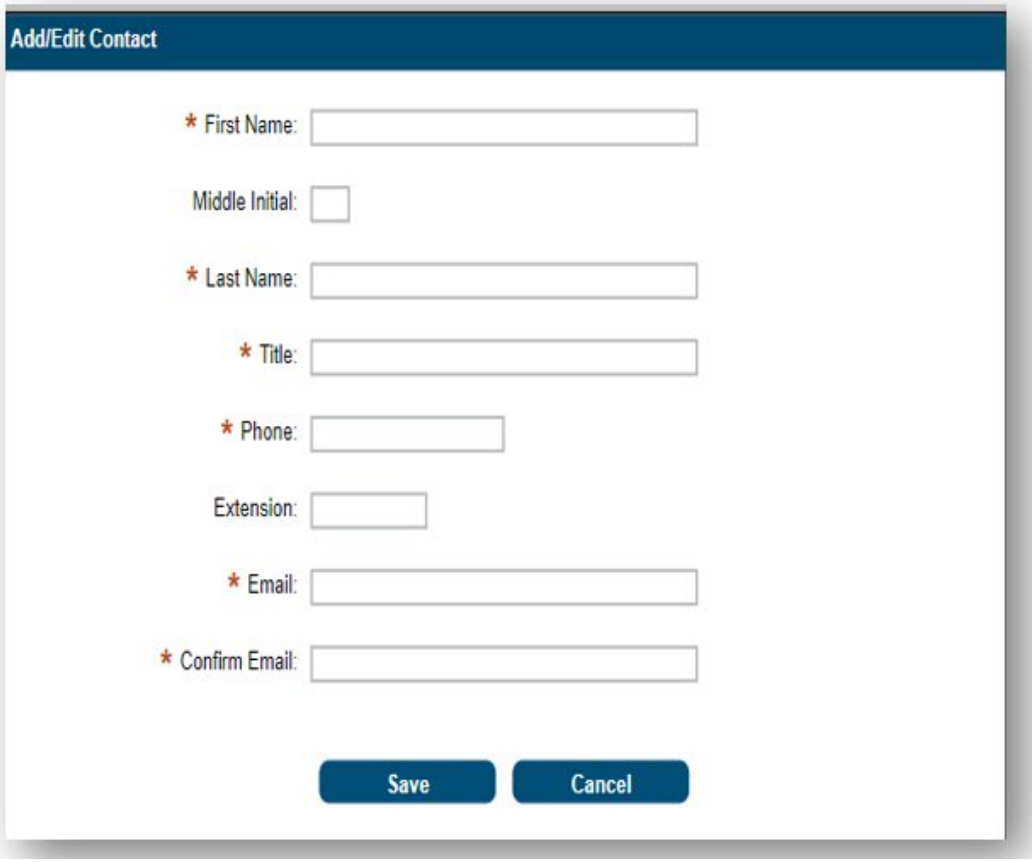
Adding, Editing, or Removing an eGrants Contact





- How to Add, Edit, or Remove Contacts in eGrants

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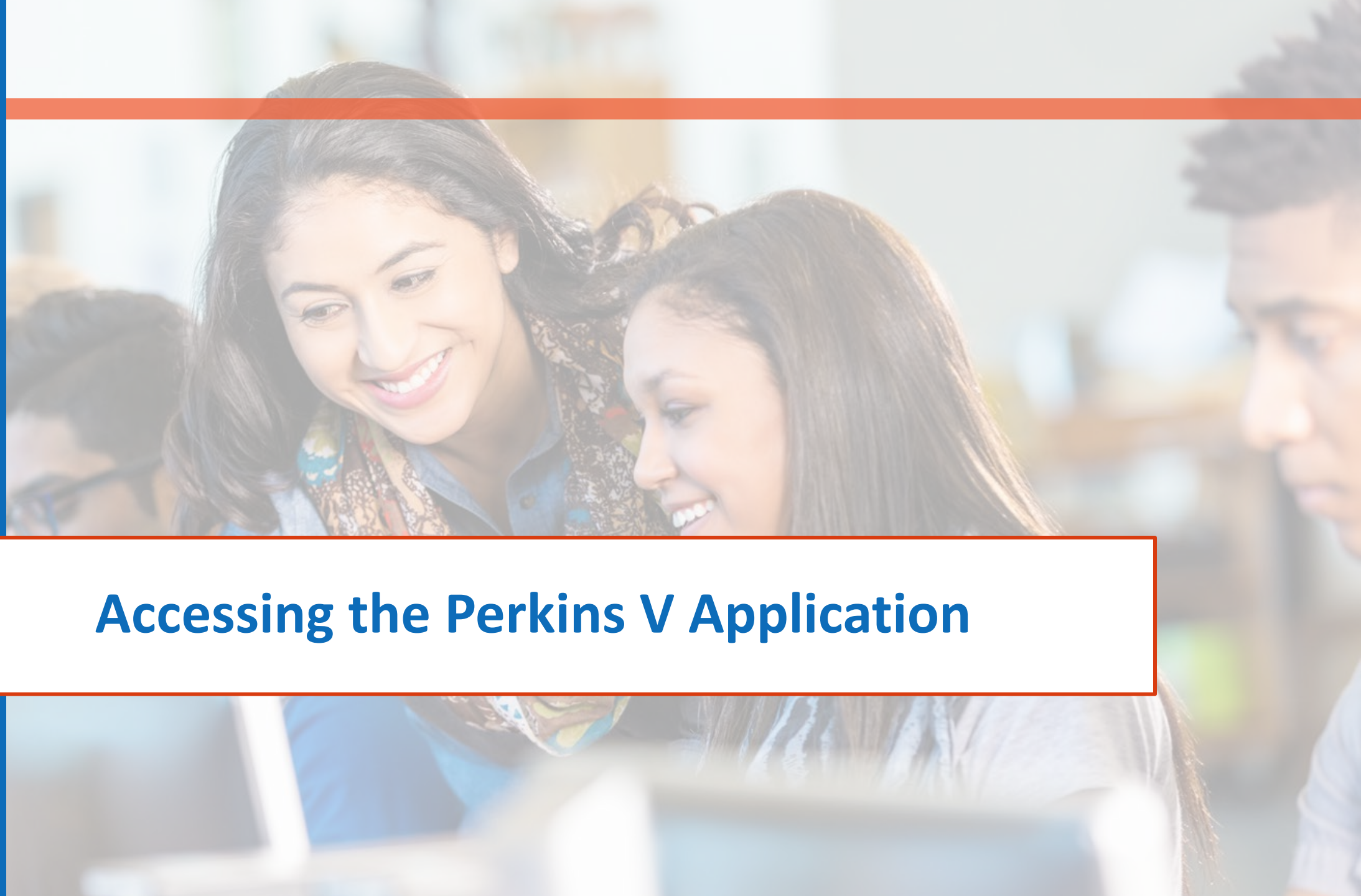

Accessing the Perkins V Application

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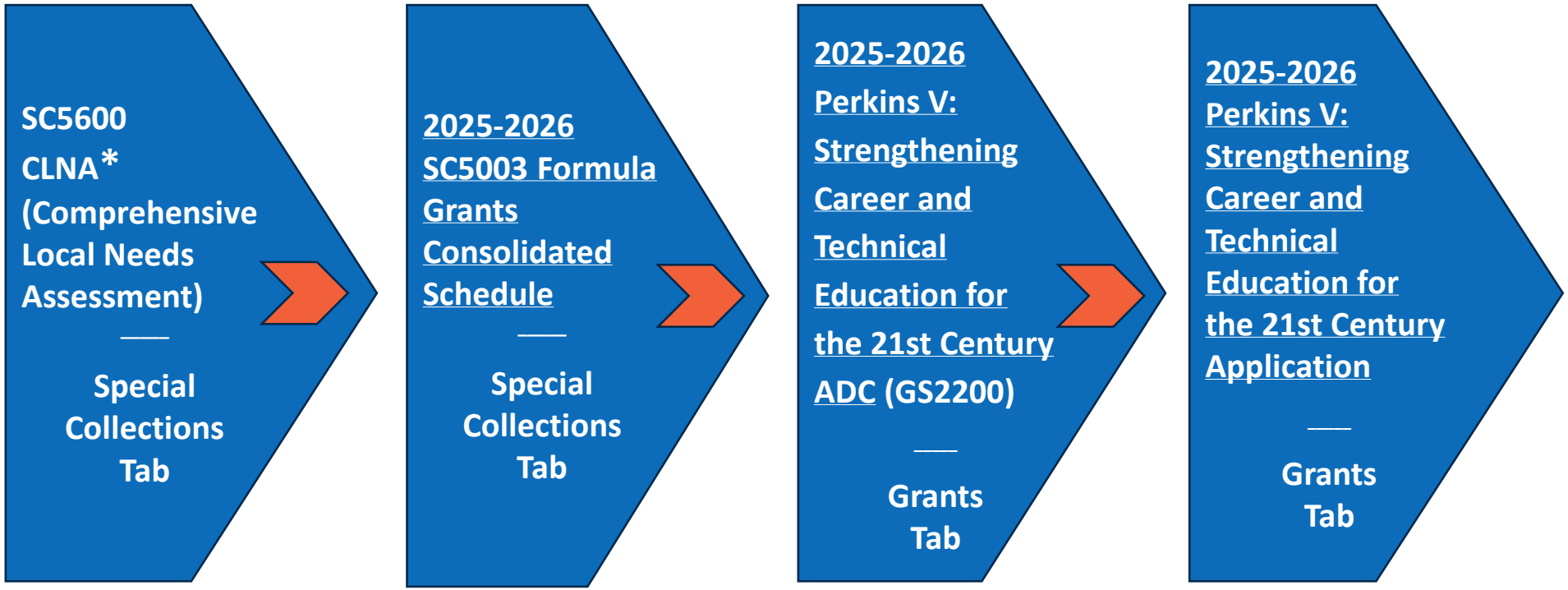
Accessing the Perkins V Application



* The CLNA does not need to be submitted for the 2025-2026 application unless
  - the school system is new.
  - the school system joined an SSA in 2024-2025 and is now applying independently.
  - the school system applied independently in 2024-2025 and is now applying as a member of an SSA.

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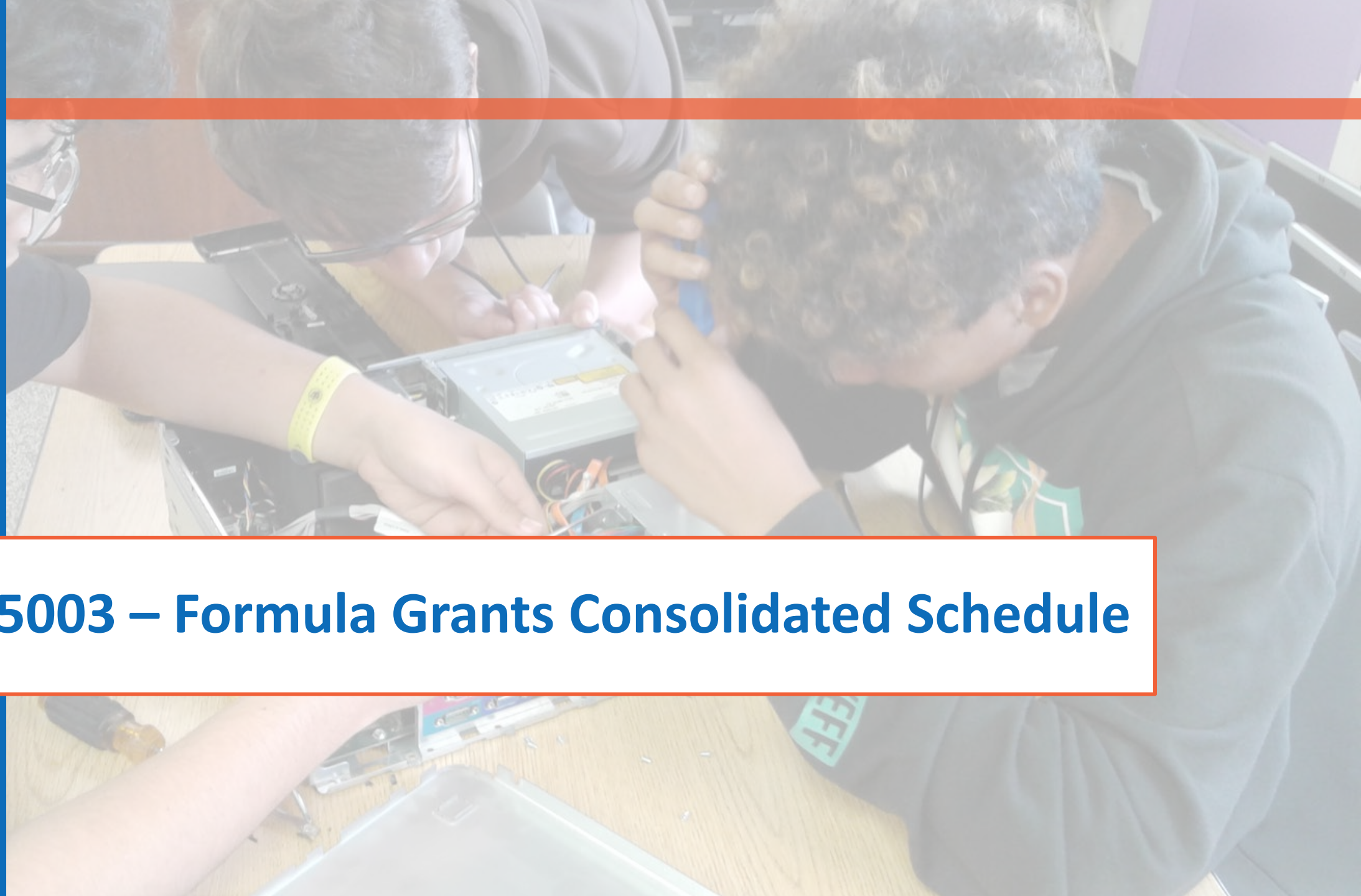

SC5003 – Formula Grants Consolidated Schedule

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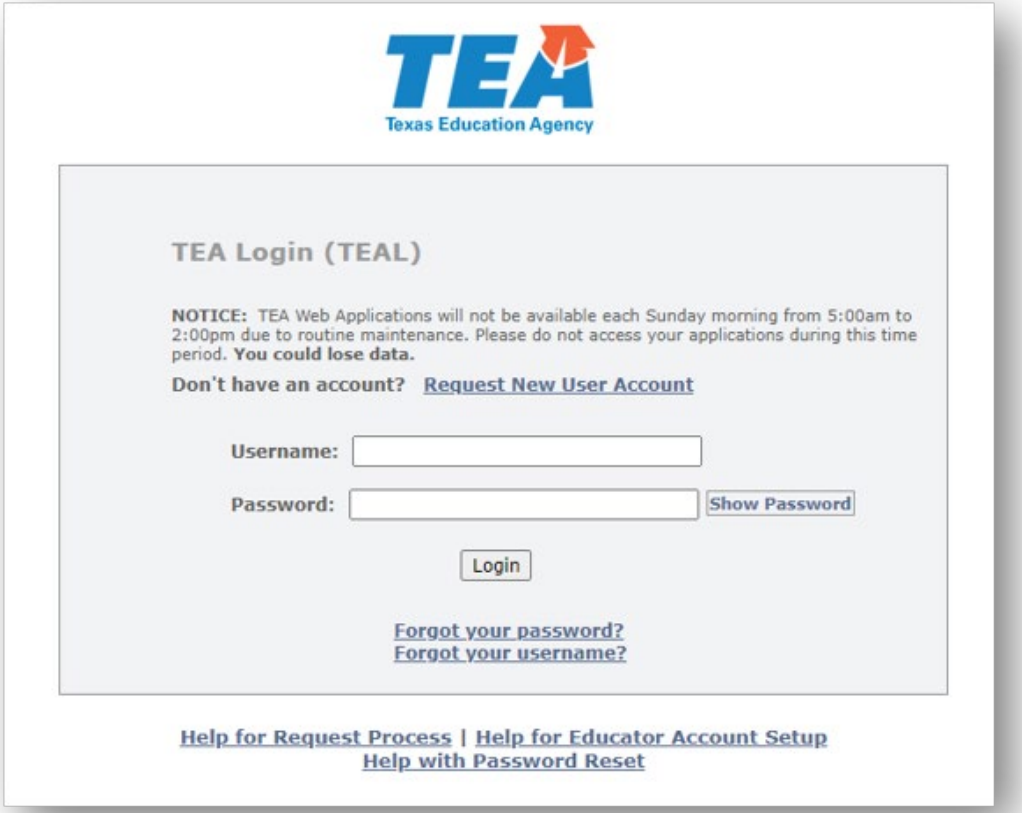
Log in to TEAL



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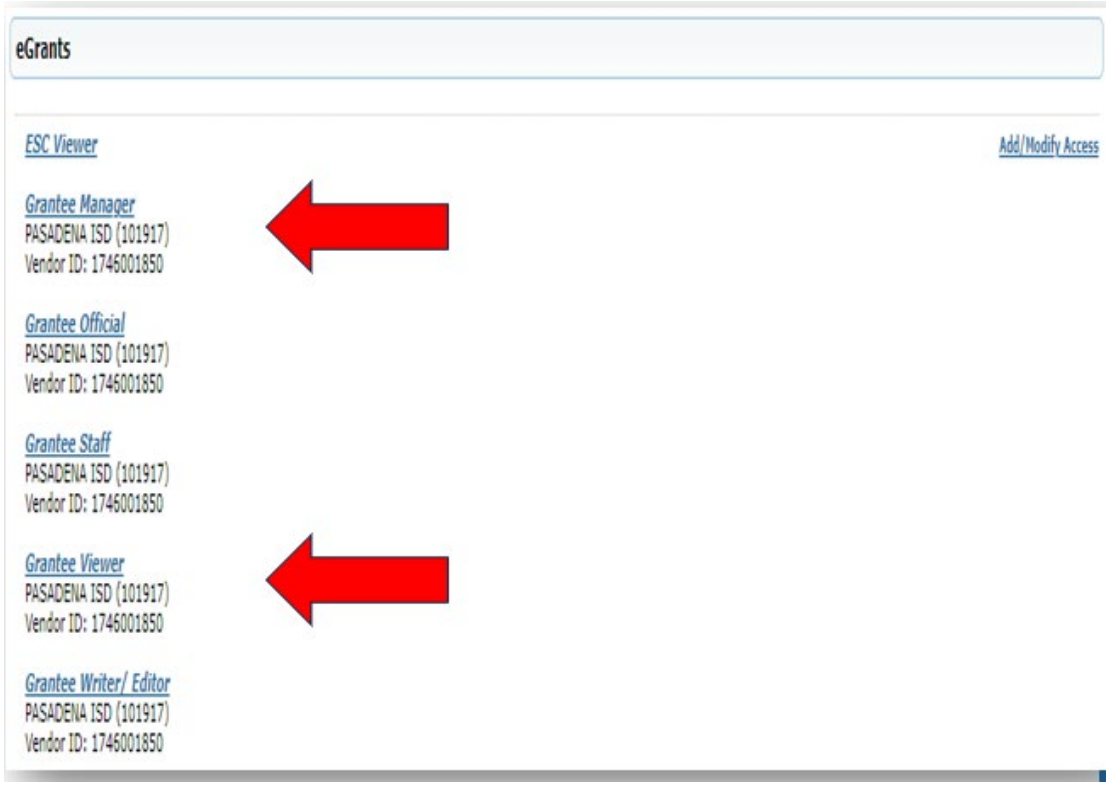
Selecting the Appropriate User Role



- Access the eGrants Application by selecting the appropriate role.

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Accessing the SC5003

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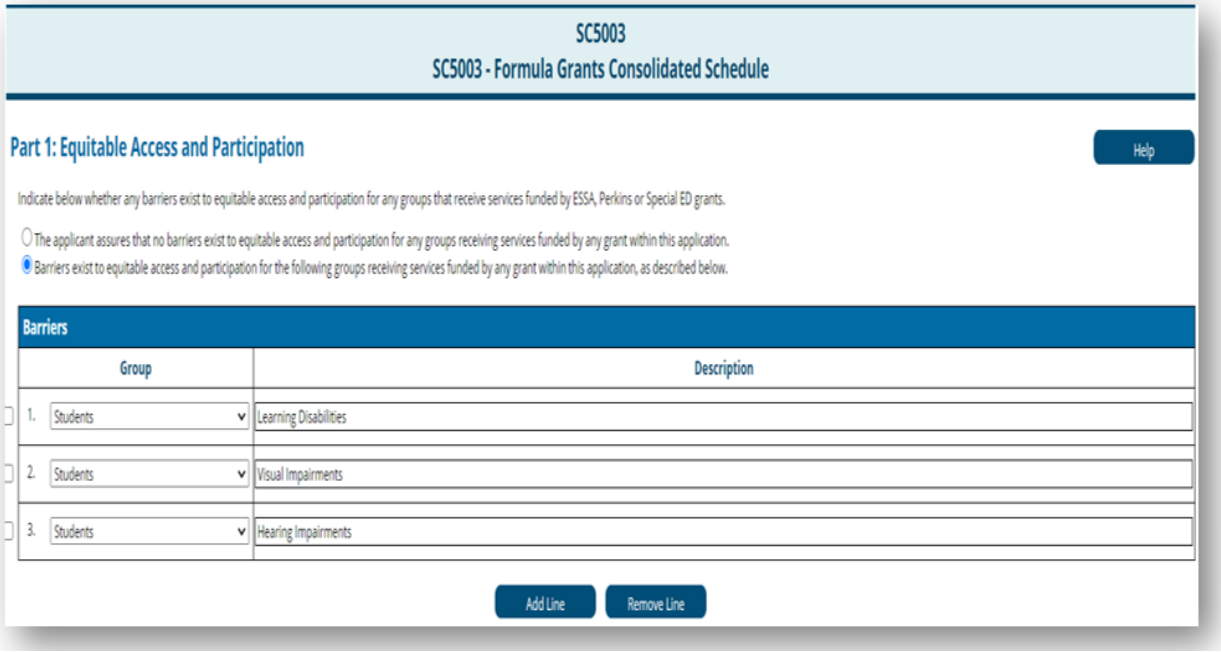
SC5003 – Formula Grants Consolidated Schedule – Part 1


SC5003

SC5003 - Formula Grants Consolidated Schedule

Part 1: Equitable Access and Participation

Help

Indicate below whether any barriers exist to equitable access and participation for any groups that receive services funded by ESSA, Perkins or Special ED grants.

○ The applicant assures that no barriers exist to equitable access and participation for any groups receiving services funded by any grant within this application.

◉ Barriers exist to equitable access and participation for the following groups receiving services funded by any grant within this application, as described below.

Barriers

	Group	Description
1.	Students	Learning Disabilities
2.	Students	Visual Impairments
3.	Students	Hearing Impairments

Add Line | Remove Line

- All three grant programs, SPED, ESSA, and Perkins, will need to include any barriers to equitable access and participation for groups receiving services.

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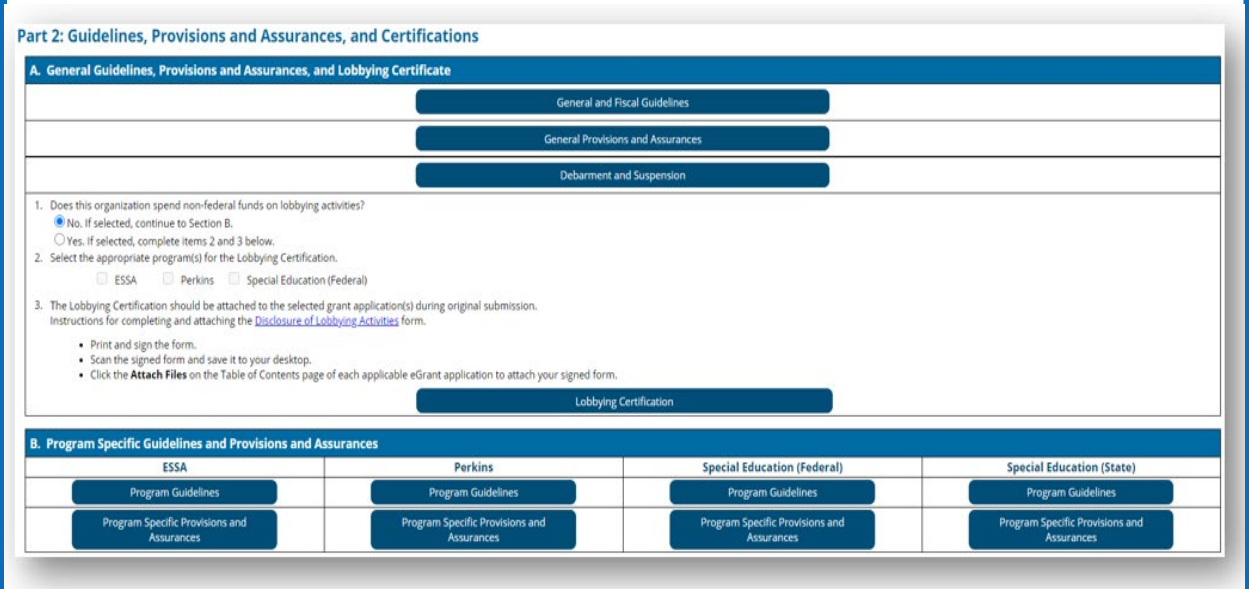
SC5003 – Formula Grants Consolidated Schedule – Part 2



Part 2: Guidelines, Provisions and Assurances, and Certifications

A. General Guidelines, Provisions and Assurances, and Lobbying Certificate

General and Fiscal Guidelines

General Provisions and Assurances

Debarment and Suspension

1. Does this organization spend non-federal funds on lobbying activities?
   - (•) No. If selected, continue to Section B.
   - ( ) Yes. If selected, complete items 2 and 3 below.
2. Select the appropriate program(s) for the Lobbying Certification.
   - [ ] ESSA [ ] Perkins [ ] Special Education (Federal)
3. The Lobbying Certification should be attached to the selected grant application(s) during original submission.
   Instructions for completing and attaching the Disclosure of Lobbying Activities form.
   - Print and sign the form.
   - Scan the signed form and save it to your desktop.
   - Click the **Attach Files** on the Table of Contents page of each applicable eGrant application to attach your signed form.

Lobbying Certification

B. Program Specific Guidelines and Provisions and Assurances

ESSA	Perkins	Special Education (Federal)	Special Education (State)
Program Guidelines	Program Guidelines	Program Guidelines	Program Guidelines
Program Specific Provisions and Assurances	Program Specific Provisions and Assurances	Program Specific Provisions and Assurances	Program Specific Provisions and Assurances

- All three grant programs, SPED, ESSA, and Perkins will need to review the General and Specific Guidelines, Provisions and Assurances, and Lobbying Certification.

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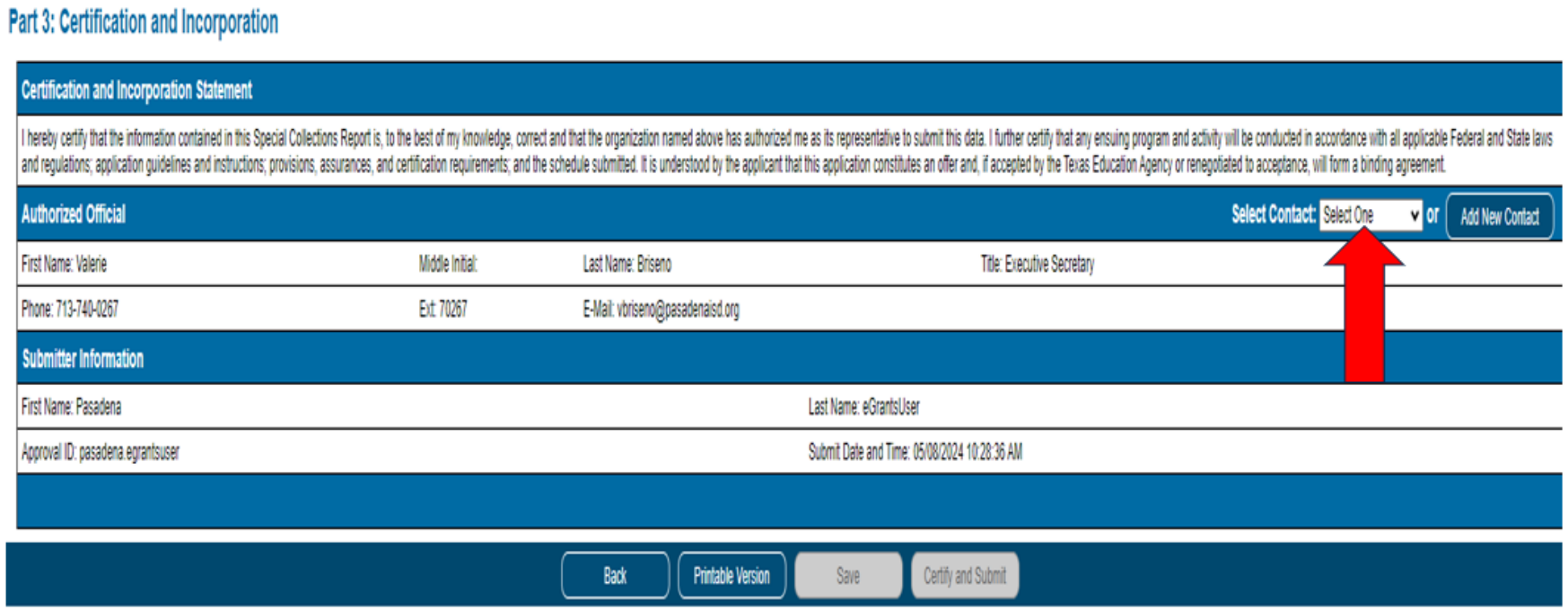
Certifying the SC5003



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GS2200: Applicant Designation and Certification (ADC)

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GS2200 Minimum $15,000 Requirement

- School Systems with an entitlement amount less than $15,000 must join an SSA **or** submit a waiver form to apply independently.
- If you choose to submit a waiver, contact the negotiator for your region for this form. It must be attached with your application.
- How the ADC is completed will be determined by whether the grantee joins an SSA or applies independently

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The ADC - Part 1

GS2200
GS2200 - Applicant Designation and Certification

Amendment #: 00
Version #: 01

Part 1: Designation

Designation — Copy Prior Year Data

Funding Source	Apply on Own	Apply as Fiscal Agent of SSA	Not Apply at All	Apply as Member of SSA	Select a Fiscal Agent *only* if you selected "Apply as Member of SSA". Designated Fiscal Agent Name (Entity Name)	Fiscal Agent CDN
1. 24-25 Perkins V	◉	○	○	○	Select One	

*Allocation amount(s) are posted at https://tea.texas.gov/finance-and-grants/grants/grants-administration/applying-for-a-grant/entitlements

The ADC (GS2200) is the Applicant Designation and Certification Form.

In Part 1, select the appropriate designation:

- **Apply on Own (NOGA is awarded to applicant, funds go to applicant)**
- **Apply as Fiscal Agent of SSA**
- **Not Apply at All**
- **Apply as Member of SSA. (NOGA is not awarded to the applicant. Funds go to the Fiscal Agent)**

The ADC Designation must match the CLNA Designation

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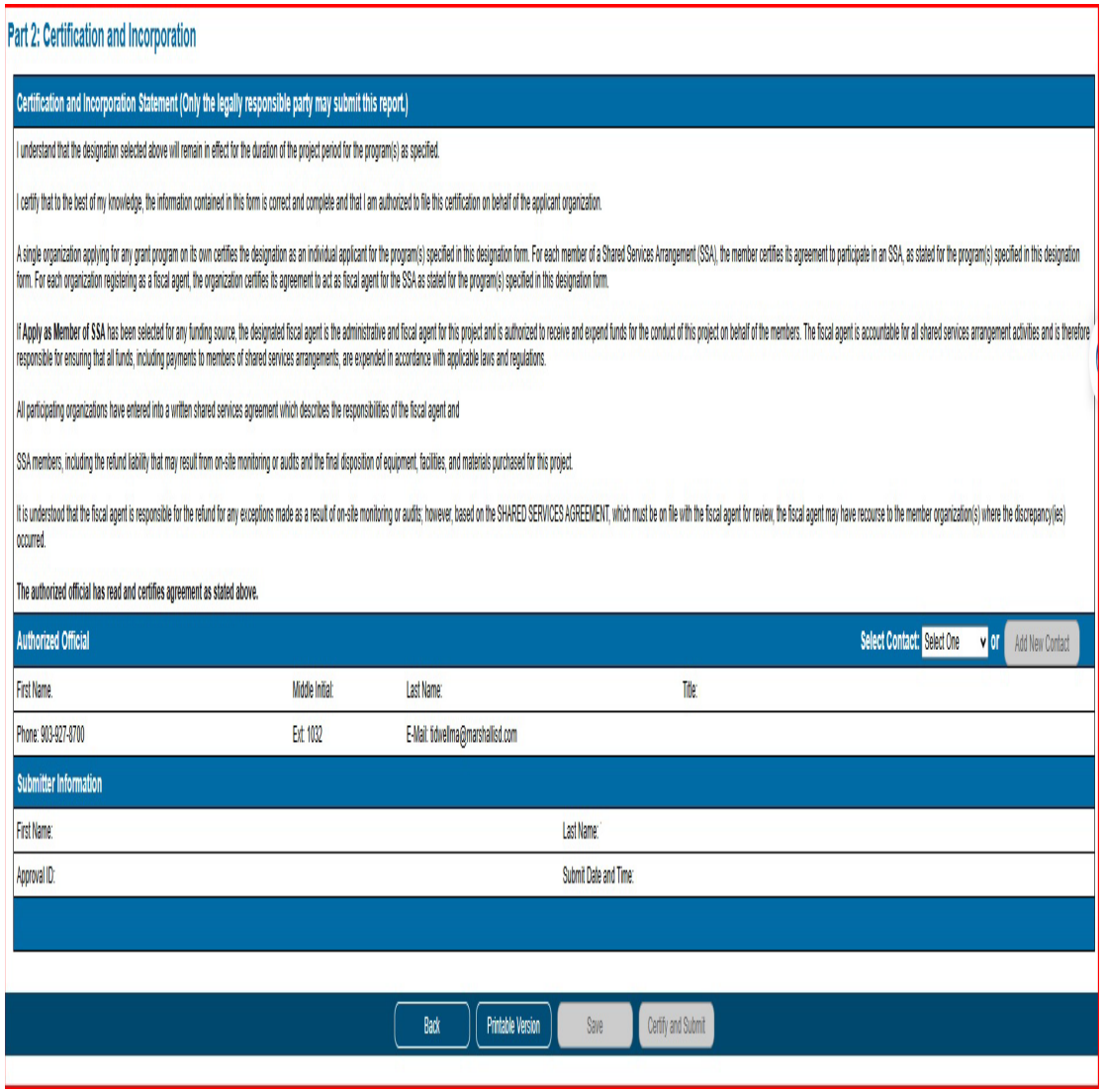
The ADC - Part 2



Part 2: Certification and Incorporation

Certification and Incorporation Statement (Only the legally responsible party may submit this report.)

I understand that the designation selected above will remain in effect for the duration of the project period for the program(s) as specified.

I certify that to the best of my knowledge, the information contained in this form is correct and complete and that I am authorized to file this certification on behalf of the applicant organization.

A single organization applying for any grant program on its own certifies the designation as an individual applicant for the program(s) specified in this designation form. For each member of a Shared Services Arrangement (SSA), the member certifies its agreement to participate in an SSA, as stated for the program(s) specified in this designation form. For each organization registering as a fiscal agent, the organization certifies its agreement to act as fiscal agent for the SSA as stated for the program(s) specified in this designation form.

If **Apply as Member of SSA** has been selected for any funding source, the designated fiscal agent is the administrative and fiscal agent for this project and is authorized to receive and expend funds for the conduct of this project on behalf of the members. The fiscal agent is accountable for all shared services arrangement activities and is therefore responsible for ensuring that all funds, including payments to members of shared services arrangements, are expended in accordance with applicable laws and regulations.

All participating organizations have entered into a written shared services agreement which describes the responsibilities of the fiscal agent and

SSA members, including the refund liability that may result from on-site monitoring or audits and the final disposition of equipment, facilities, and materials purchased for this project.

It is understood that the fiscal agent is responsible for the refund for any exceptions made as a result of on-site monitoring or audits; however, based on the SHARED SERVICES AGREEMENT, which must be on file with the fiscal agent for review, the fiscal agent may have recourse to the member organization(s) where the discrepancy(ies) occurred.

The authorized official has read and certifies agreement as stated above.

Authorized Official — Select Contact: Select One or Add New Contact

First Name:	Middle Initial:	Last Name:	Title:
Phone: 903-927-8700	Ext: 1032	E-Mail: tidwellma@marshallisd.com	

Submitter Information

First Name:	Last Name:
Approval ID:	Submit Date and Time:

Back | Printable Version | Save | Certify and Submit

In Part 2, the Authorized Official

- reviews the Certification and Incorporation Statement,
- enters the Authorized Official Information by accessing the Select Contact dropdown menu,
- selects the Certify and Submit button to send to TEA.

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Application General Information

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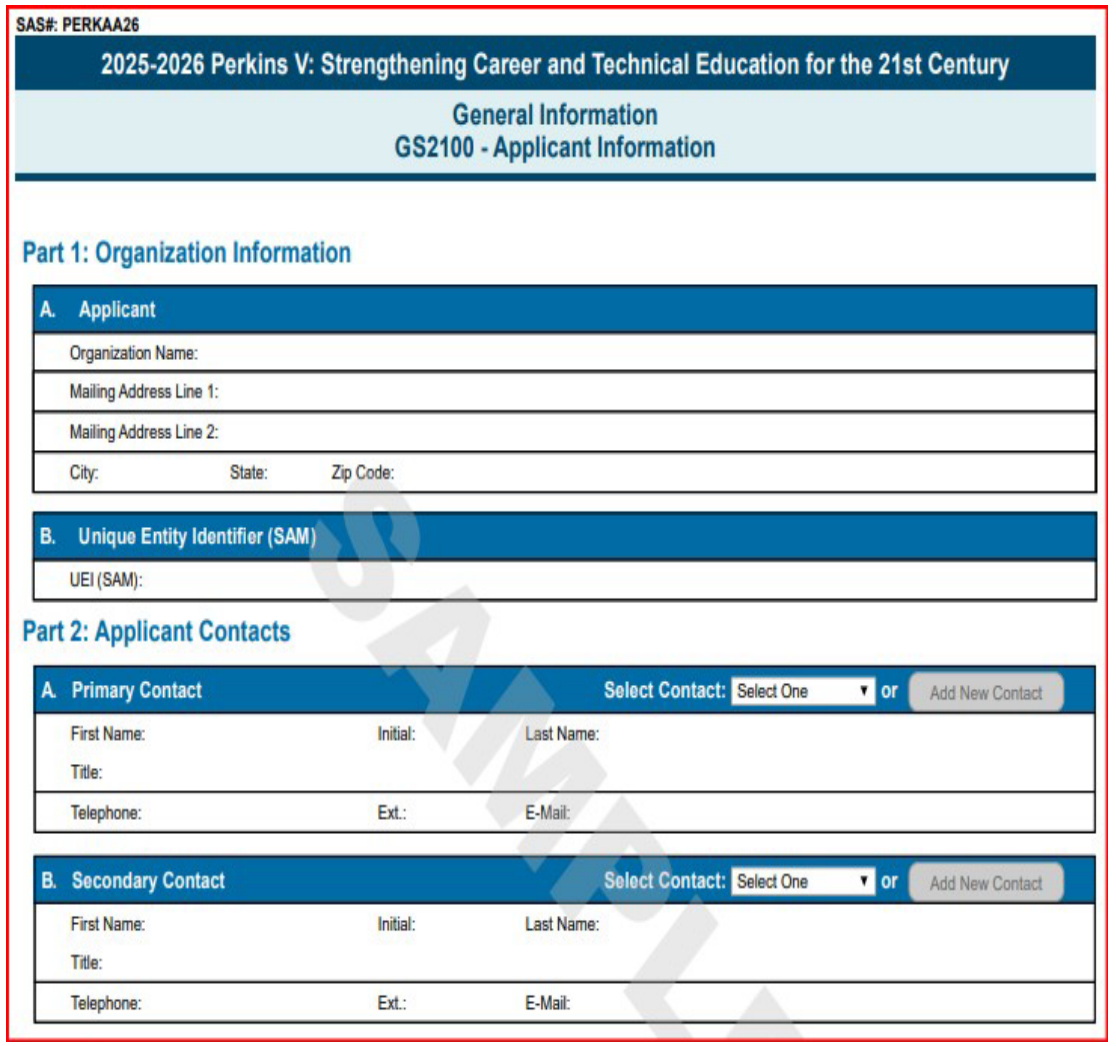
GS2100 Applicant Information



SAS#: PERKAA26

2025-2026 Perkins V: Strengthening Career and Technical Education for the 21st Century

General Information
GS2100 - Applicant Information

Part 1: Organization Information

A. Applicant
Organization Name:
Mailing Address Line 1:
Mailing Address Line 2:
City: State: Zip Code:

B. Unique Entity Identifier (SAM)
UEI (SAM):

Part 2: Applicant Contacts

A. Primary Contact	Select Contact: Select One or Add New Contact
First Name: Initial: Last Name:	
Title:	
Telephone: Ext.: E-Mail:	

B. Secondary Contact	Select Contact: Select One or Add New Contact
First Name: Initial: Last Name:	
Title:	
Telephone: Ext.: E-Mail:	

SAMPLE

Part 1: Enter Applicant Information

Part 2: Applicant Contacts section requires two different contacts.

- **Verify that email addresses and phone numbers are correct.**
- **The GS2100 can be updated at any time during the grant period without starting an amendment. It is important to keep the contact information up-to-date.**

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Application Program Description

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TEA Career and Technical Education Team

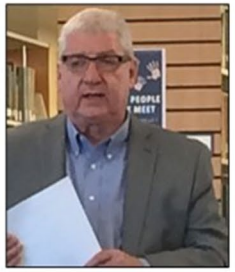
Marcette Kilgore
Statewide CTE Director

Erica Bates
CTE Coordinator

Career Clusters
--Education and Training
-Hospitality and Tourism
-Human Services

Jennifer Bullock
CTE Coordinator

Career Clusters
-Information Technology
-STEM
-Manufacturing



Dale Fowler
CTE Coordinator

Career Clusters
-Business, Marketing and Finance
-Law and Public Service

Lacy Freeman
CTE Coordinator

Career Clusters
-Arts, AV Technology and Communications

Les Hudson
CTE Coordinator

Career Clusters
-Agriculture, Food & Natural Resources
-Architecture and Construction
-Energy

Steve Smith
Project Manager

-CTE Indicator Autocoding
-Labor Market Analysis
-Content Management

William Phelps
CTE Coordinator

Career Clusters
-Health Science
-Transportation, Distribution and Logistics

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CTE Team Contact Information

TEA CTE Team	Email Address
Erica Bates, CTE Coordinator	erica.bates@tea.texas.gov
Jennifer Bullock, CTE Coordinator	jennifer.bullock@tea.texas.gov
Dale Fowler, CTE Coordinator	dale.fowler@tea.texas.gov
Lacy Freeman, CTE Coordinator	lacy.freeman@tea.texas.gov
Les Hudson, CTE Coordinator	les.hudson@tea.texas.gov
Marcette Kilgore, CTE Director	marcette.kilgore@tea.texas.gov
William Phelps, CTE Coordinator	william.phelps@tea.texas.gov
Steve Smith, Project Manager	steve.smith@tea.Texas.gov

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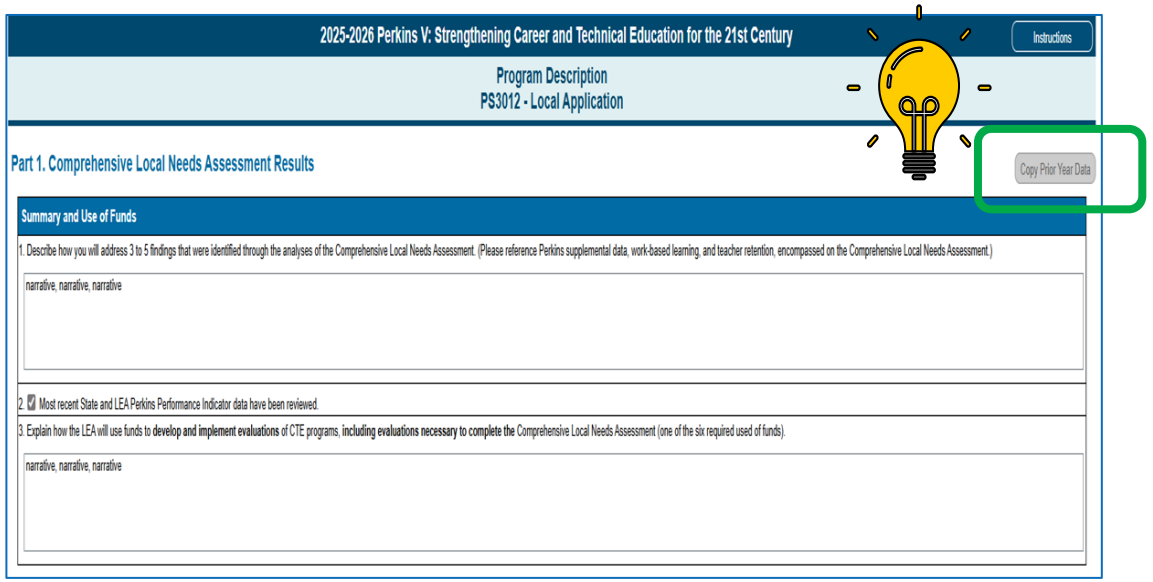
PS3012 Local Application



- Comprehensive Local Needs Assessments (CLNAs) must be completed every two years.
- This year, the *Copy Prior Year Data* button will be available for school systems who submitted the CLNA last year, 2024-2025.
- In the 2025-2026 application, many questions have been revised. Be sure each response has been expressly written to provide the requested information.

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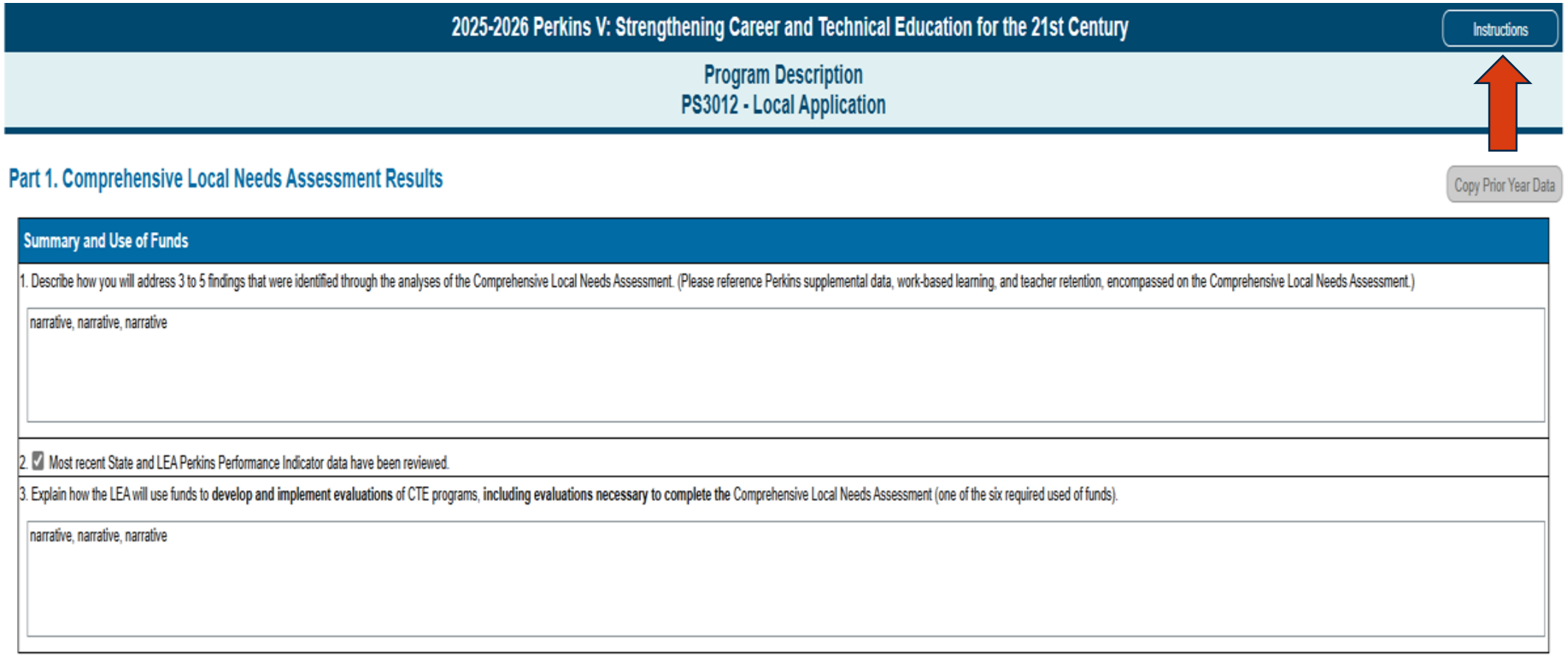
PS3012 Instructions



The Instructions button will allow you to access detailed information on how to complete every part of every question in the PS3012 section.

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PS3012 Local Application, Part 1

Part 1. Comprehensive Local Needs Assessment Results

- Describe how you will address 3 to 5 findings that were identified through the analyses of the Comprehensive Local Needs Assessment. (Please reference Perkins supplemental data, work-based learning, and teacher retention, encompassed on the Comprehensive Local Needs Assessment.)
- (Confirm by checking the box) ☐ Most recent State and LEA Perkins Performance Indicator data have been reviewed.
- Explain how the LEA will use funds to develop and implement evaluations of CTE programs, including evaluations necessary to complete the Comprehensive Local Needs Assessment (one of the six required used of funds).

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PS3012 Local Application, Parts 2-7

Part 2. Programs of Study Funding

Part 3. Career Exploration, Guidance, and Counseling Provided to All Students in the LEA

Part 4. Improve Academic and Technical Skills of CTE Students

Part 5. Special Populations and Non-Traditional Fields

Part 6. Work-Based Learning Opportunities

Part 7. Postsecondary Credit

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PS3012 Local Application, Parts 8-9

Part 8. Recruitment, Retention, and Training

Part 9. Performance Gaps

- Hit “Save” at any point along the way and a list of errors will appear if the application has not been completed correctly.
- Work on the PS3012 can be saved and completed at a later time.
- Narratives are required. Do not include web addresses in the response fields as a substitute for narratives.
- Ensure that responses are appropriate for revised questions!

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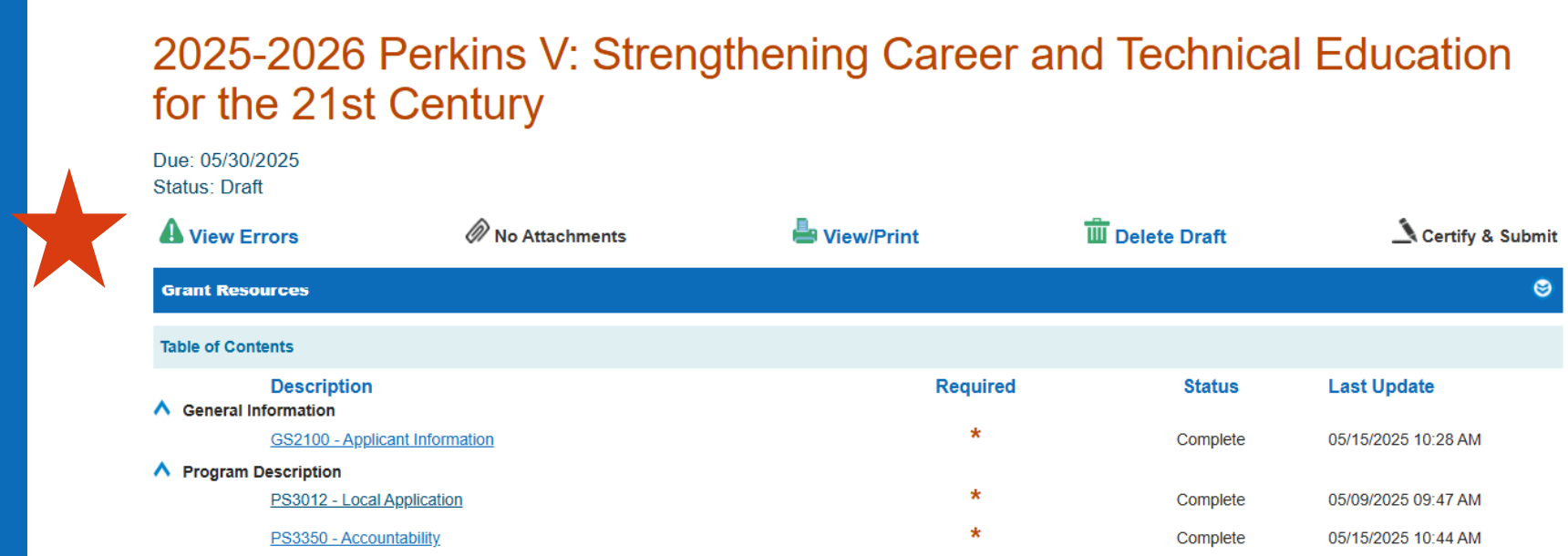
PS3012 Errors and Warnings



- The Table of Contents Page also includes a View Errors icon
- Select it and a list of Errors and Warnings will appear.
- All Errors must be corrected prior to submission.
- Warnings advise the applicant that there is a potential issue that may need to be resolved but the system will not prevent the applicant from submitting the application.

Grant Compliance and Administration

PS3350 Accountability - Part A

A. Perkins V Performance Measures

For each performance measure, data is provided from 2020-2021, 2021-2022, and 2022-2023.

On the right are two columns:

- Explain why the Actual % for 2022-2023 was less than the Statewide Target %
- Describe Strategies the LEA will use to improve CTE student performance

eGrants
TEXAS EDUCATION AGENCY
SAS#: PERKAA26

Organization:
Campus/Site: N/A
Vendor ID:

County District:
ESC Region:
School Year: 2025-2026

2025-2026 Perkins V: Strengthening Career and Technical Education for the 21st Century

Program Description
PS3350 - Accountability

Individual Applicant:

A. Perkins V Performance Measures

(Perkins V baseline data can be accessed through the TEAL CTER Application).

2020-2021 Actual %	2021-2022 Actual %	2022-2023 Actual %	Statewide Target %	Local Target %	Explain why Actual % for 2022-2023 was less than Statewide Target %.	Describe strategies the LEA will use to improve CTE student performance.
1. Four Year Graduation Rate - 1S1						

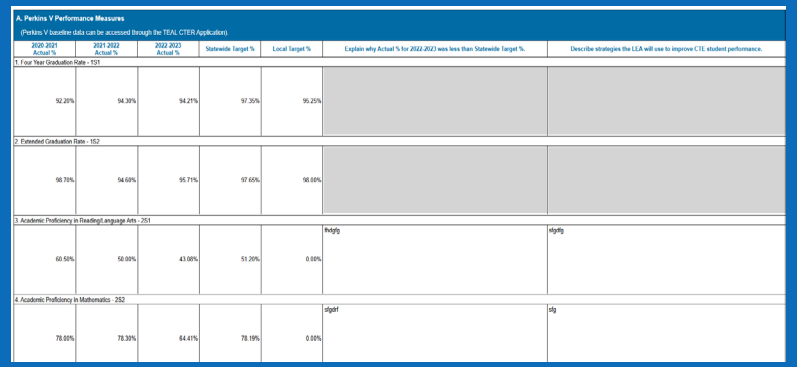
Grant Compliance and Administration

PS3350 Accountability - Part A (continued)

A. Perkins V Performance Measures, continued

- If the columns on the right are grayed out, they do not have to be completed.
- If the columns on the right are not grayed out, a response is required.
  (1) Explain why Actual % was less than Statewide Target %.
  (2) Describe strategies the LEA will use to improve CTE student performance.

Performance Measures



A. Perkins V Performance Measures (Perkins V baseline data can be accessed through the TEAL CTER Application)						
2020-2021 Actual %	2021-2022 Actual %	2022-2023 Actual %	Statewide Target %	Local target %	Explain why Actual % for 2022-2023 was less than Statewide Target %.	Describe strategies the LEA will use to improve CTE student performance.
1. Four Year Graduation Rate - 151						
92.20%	94.30%	94.21%	97.35%	95.25%		
2. Extended Graduation Rate - 152						
98.70%	94.69%	95.71%	97.65%	98.00%		
3. Academic Proficiency in Reading/Language Arts - 251						
60.50%	50.00%	43.08%	51.20%	0.00%	fhrdgfg	sfgrdfg
4. Academic Proficiency in Mathematics - 252						
78.00%	78.30%	64.41%	78.19%	0.00%	sfgdrf	dfg

Grant Compliance and Administration

PS3350 Accountability - Part B

- Describe district programs that are designed to enable students in special populations and students from different races, ethnicities, and genders to meet Perkins performance targets.
- Describe the process that will be used to evaluate and continuously improve the district's performance.

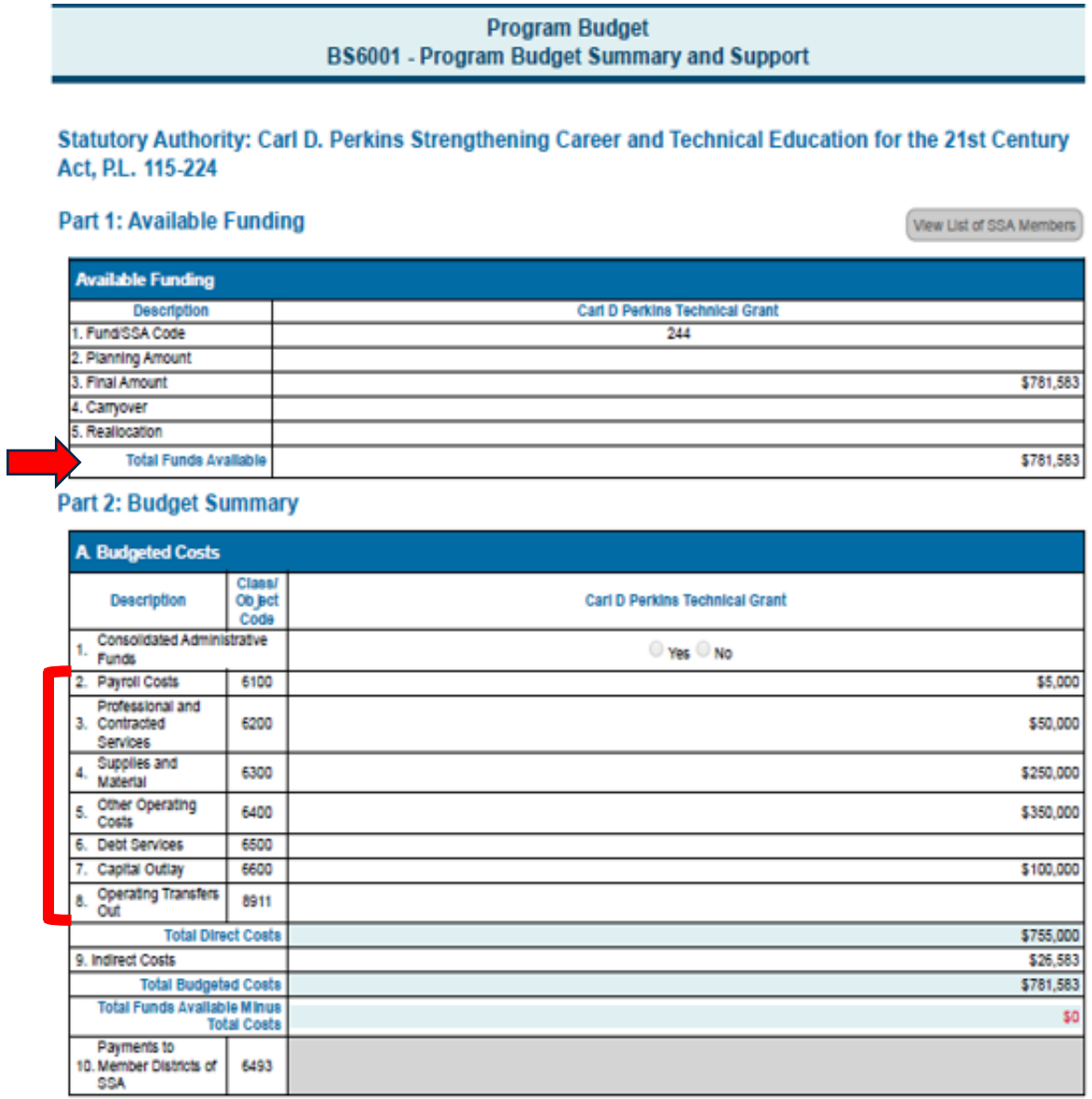
B. Perkins Performance Description
1. Describe district programs that are designed to enable students in special populations and students from different races, ethnicities, and genders to meet Perkins performance targets.
2. Describe the process that will be used to evaluate and continuously improve the district's performance.

Grant Compliance and Administration

Application Budget

Grant Compliance and Administration

BS6001 Program Budget Summary



Program Budget
BS6001 - Program Budget Summary and Support

Statutory Authority: Carl D. Perkins Strengthening Career and Technical Education for the 21st Century Act, P.L. 115-224

Part 1: Available Funding

View List of SSA Members

Available Funding	
Description	Carl D Perkins Technical Grant
1. Fund/SSA Code	244
2. Planning Amount	
3. Final Amount	$781,583
4. Carryover	
5. Reallocation	
Total Funds Available	$781,583

Part 2: Budget Summary

A. Budgeted Costs		
Description	Class/ Object Code	Carl D Perkins Technical Grant
1. Consolidated Administrative Funds		Yes No
2. Payroll Costs	6100	$5,000
3. Professional and Contracted Services	6200	$50,000
4. Supplies and Material	6300	$250,000
5. Other Operating Costs	6400	$350,000
6. Debt Services	6500	
7. Capital Outlay	6600	$100,000
8. Operating Transfers Out	8911	
Total Direct Costs		$755,000
9. Indirect Costs		$26,583
Total Budgeted Costs		$781,583
Total Funds Available Minus Total Costs		$0
10. Payments to Member Districts of SSA	6493	

Part 1: Available Funding

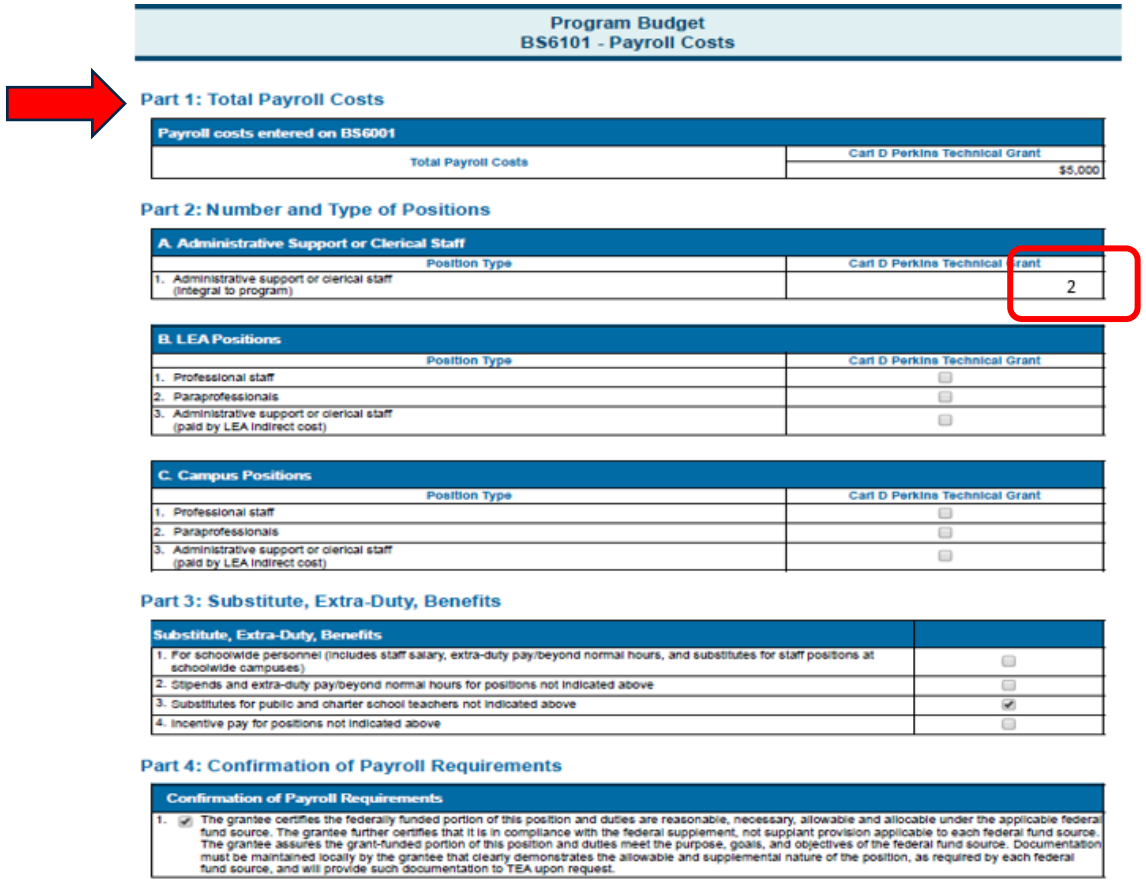
- Total Funds Available will auto populate. (Red arrow)
- For Perkins, there is only a final amount. There is no carryover. Reallocations will be entered by TEA when available.

Part 2: Budget Summary, A. Budgeted Costs

- Enter Class Object Code totals. (Red bracket) Enter Indirect Costs if applicable.
- When no funds are budgeted, leave the field blank. Do not enter a zero.

Grant Compliance and Administration

BS6101 Payroll Costs



Program Budget
BS6101 - Payroll Costs

Part 1: Total Payroll Costs

Payroll costs entered on BS6001	
	Carl D Perkins Technical Grant
Total Payroll Costs	$5,000

Part 2: Number and Type of Positions

A. Administrative Support or Clerical Staff	
Position Type	Carl D Perkins Technical Grant
1. Administrative support or clerical staff (integral to program)	2

B. LEA Positions	
Position Type	Carl D Perkins Technical Grant
1. Professional staff	☐
2. Paraprofessionals	☐
3. Administrative support or clerical staff (paid by LEA indirect cost)	☐

C. Campus Positions	
Position Type	Carl D Perkins Technical Grant
1. Professional staff	☐
2. Paraprofessionals	☐
3. Administrative support or clerical staff (paid by LEA indirect cost)	☐

Part 3: Substitute, Extra-Duty, Benefits

Substitute, Extra-Duty, Benefits	
1. For schoolwide personnel (includes staff salary, extra-duty pay/beyond normal hours, and substitutes for staff positions at schoolwide campuses)	☐
2. Stipends and extra-duty pay/beyond normal hours for positions not indicated above	☐
3. Substitutes for public and charter school teachers not indicated above	☑
4. Incentive pay for positions not indicated above	☐

Part 4: Confirmation of Payroll Requirements

Confirmation of Payroll Requirements
1. ☑ The grantee certifies the federally funded portion of this position and duties are reasonable, necessary, allowable and allocable under the applicable federal fund source. The grantee further certifies that it is in compliance with the federal supplement, not supplant provision applicable to each federal fund source. The grantee assures the grant-funded portion of this position and duties meet the purpose, goals, and objectives of the federal fund source. Documentation must be maintained locally by the grantee that clearly demonstrates the allowable and supplemental nature of the position, as required by each federal fund source, and will provide such documentation to TEA upon request.

Part 1: Total Payroll Costs

- The Total Payroll Costs line will auto populate with the payroll amount entered on BS6001 Budget Summary. (Red arrow)

Part 2: Number and Type of Positions

Section A:

- Enter the number of Admin Support positions or Clerical Staff positions being charged to the grant. (Red rectangle)
- Use whole numbers, regardless of whether positions are full time or part time.
- Do not enter a dollar amount.

Sections 1B, 1C, and Part 3:

- Check the boxes for positions being charged to the grant.

Grant Compliance and Administration

BS6201 Professional and Contracted Services

Program Budget
BS6201 - Professional and Contracted Services

Part 1: Professional and Contracted Services

Budgeted Costs

Description	Class/Object Code	Carl D Perkins Technical Grant
1. Rental or Lease of Buildings, Space in Buildings, or Land	6269	
2. Professional and Consulting Services	6219 6239 6291	
Subtotal Professional and Contracted Services Costs		
Remaining 6200 Costs That Do Not Require Specific Approval		$50,000
Total Professional and Contracted Services Costs		$50,000

Part 2: Direct Administrative Costs

Enter amounts in direct Administrative Costs fields if applicable.

Description	Class/Object Code	Carl D Perkins Technical Grant		
		Program Costs	Direct Admin Costs	Total Costs
1. Rental or Lease of Buildings, Space in Buildings, or Land	6269			
2. Professional and Consulting Services	6219 6239 6291			
Total				

Part 3: Itemized Professional and Consulting Services

Part 3 Itemized Professional and Consulting Services (6219, 6239, 6291) is hidden because it does not apply to the funding source(s) for this grant application.

Part 1:

The Total Professional and Contracted Services Costs line (Red arrow) will auto populate with the class/object code amount from BS6001 Budget Summary.

Line 1 of Part 1 is for budgeting rental or lease of buildings or space in buildings for long-term office space or use.

Renting temporary space for trainings or meetings is budgeted on *Remaining 6200 Costs That Do Not Require Specific Approval.*

For more information about correctly budgeting line items, see the ***Budgeting Costs Guidance Handbook***.

Grant Compliance and Administration

BS6301 Supplies and Materials

- There is no BS6301 support schedule on the Perkins application.
- Supplies and Materials do not require specific approval.
- Simply budget the amount on the BS6001 Budget Summary.

Grant Compliance and Administration

BS6401 Other Operating Costs

2025-2026 Perkins V: Strengthening Career and Technical Education for the 21st Century

Program Budget
BS6401 - Other Operating Costs

Part 1: Other Operating Costs

Budgeted Costs

Description	Class/ Object Code	2025-2026 Perkins V
1. **Out-of-State Travel for Employees** LEA must keep documentation locally.	6411	
2. **Travel for Students to Conferences (does not include field trips)** LEA must keep documentation locally.	6412	
3. **Educational Field Trips** LEA must keep documentation locally.	6412 6494	
4. **Stipends for Non-employees other than those included in 6419** LEA must keep documentation locally.	6413	
5. **Travel Costs for Officials such as Executive Director, Superintendent, or Board Members** Allowable only when such costs are directly related to the grant. If Out-of-State Travel, LEA must keep documentation locally.	6411 6419	
6. **Non-Employee Costs for Conference** LEA must keep documentation locally.	6419	
7. **Hosting Conferences for Non-Employees** LEA must keep documentation locally.	64xx	
Subtotal Other Operating Costs		
Remaining 6400 Costs That Do Not Require Specific Approval		
Total Other Operating Costs		

SAMPLE

Please note:

Line 1 (Out-of-State Travel for Employees) LEA must keep documentation locally.

Line 2 (Travel for Students to Conferences) LEA must keep documentation locally.

Line 3 (Educational Field Trips) LEA must keep documentation locally.

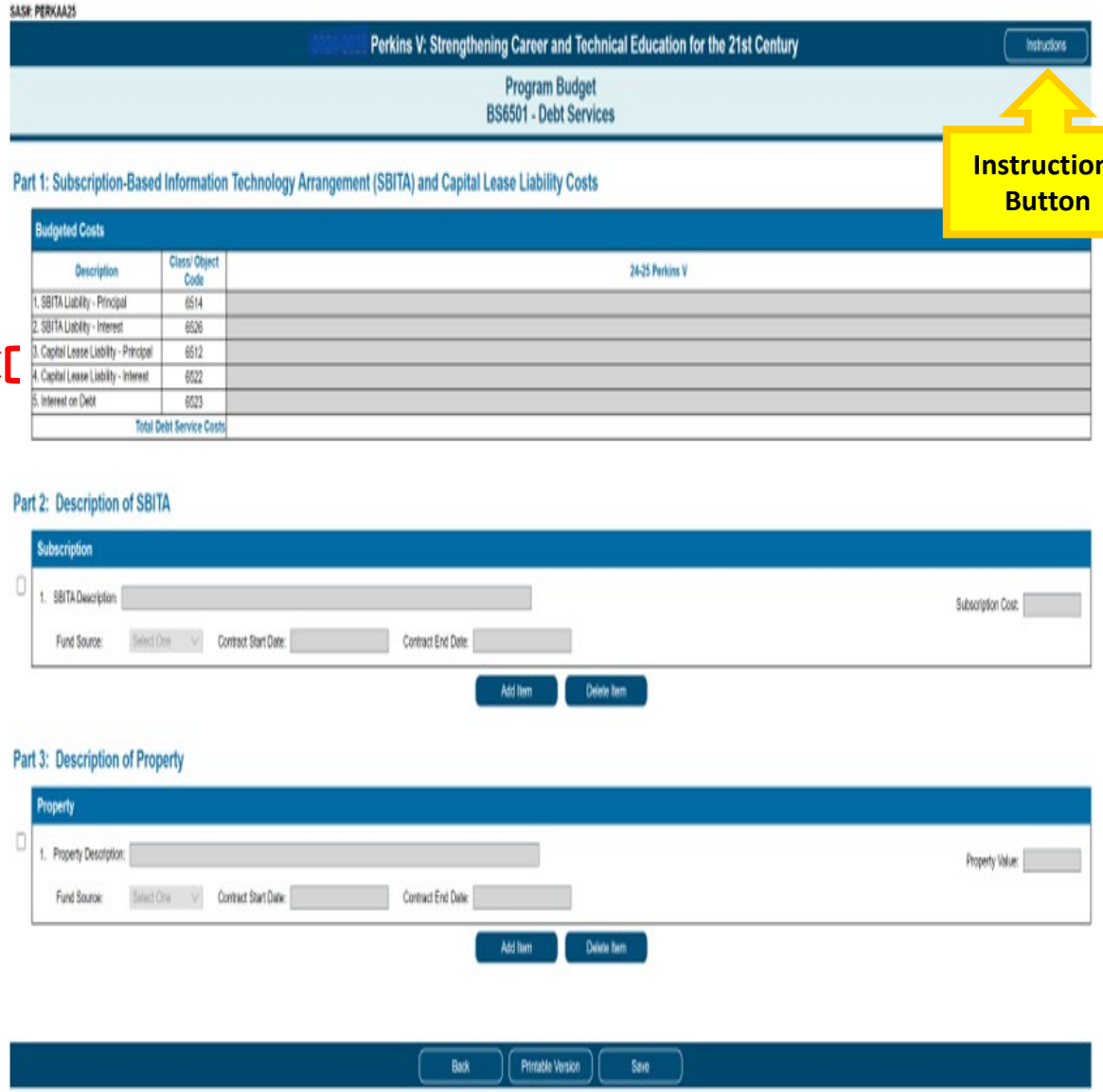
Lines 4-7 are unallowable for this grant.

In-state travel for employees is to be budgeted under Remaining 6400 Costs that do not require specific approval.

For justification forms, please see the TEA web page ***Forms for Prior Approval, Disclosure, and Justification***.

Grant Compliance and Administration

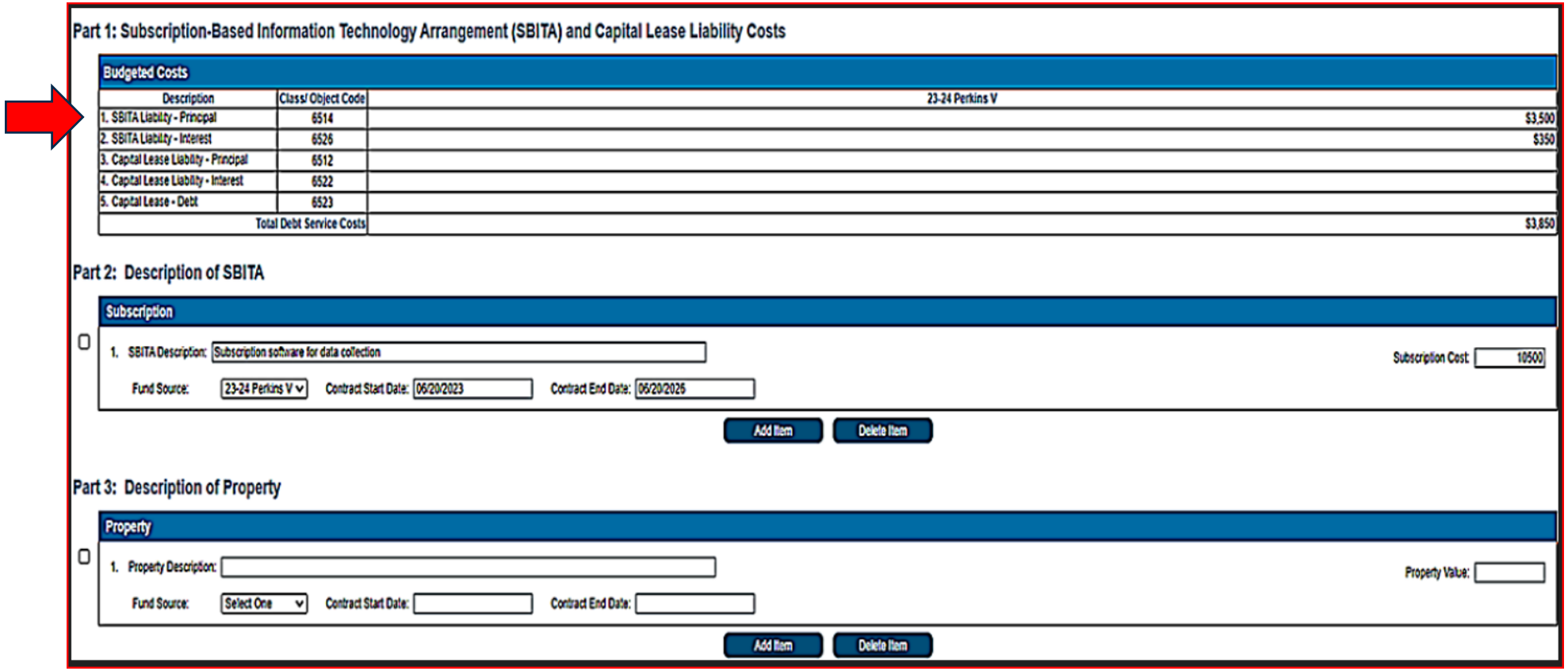
BS6501 - Debt Services



- Subscription-Based Information Technology Arrangements (SBITAs) with terms greater than 12 months can be budgeted on the BS6501 – Debt Services schedule.
- SBITAs are an allowable cost in the Perkins V.
- Capital Lease Liability Costs, Lines 3 and 4, are not allowable.
- The Instructions for the schedule can be accessed via the *Instructions* button (the top, right corner of the schedule).

Grant Compliance and Administration

BS6501 - Debt Services, Cont.



Part 1: Subscription-Based Information Technology Arrangement (SBITA) and Capital Lease Liability Costs

Budgeted Costs

Description	Class/ Object Code	23-24 Perkins V
1. SBITA Liability - Principal	6514	$3,500
2. SBITA Liability - Interest	6526	$350
3. Capital Lease Liability - Principal	6512	
4. Capital Lease Liability - Interest	6522	
5. Capital Lease - Debt	6523	
Total Debt Service Costs		$3,850

Part 2: Description of SBITA

Subscription

1. SBITA Description: Subscription software for data collection — Subscription Cost: 10500

Fund Source: 23-24 Perkins V — Contract Start Date: 06/20/2023 — Contract End Date: 06/20/2026

Add Item | Delete Item

Part 3: Description of Property

Property

1. Property Description: — Property Value:

Fund Source: Select One — Contract Start Date: — Contract End Date:

Add Item | Delete Item

- Part 1, Lines 1 and 2 -- Enter SBITA principal and interest costs that will be incurred during the grant period.
- Part 2: Description of SBITA -- Enter the total principal cost reflected on the contract for all years (life) of the contract, excluding interest. Also, enter the beginning and ending dates of the contract.

Grant Compliance and Administration

BS6601 Capital Outlay

What is Capital Outlay?

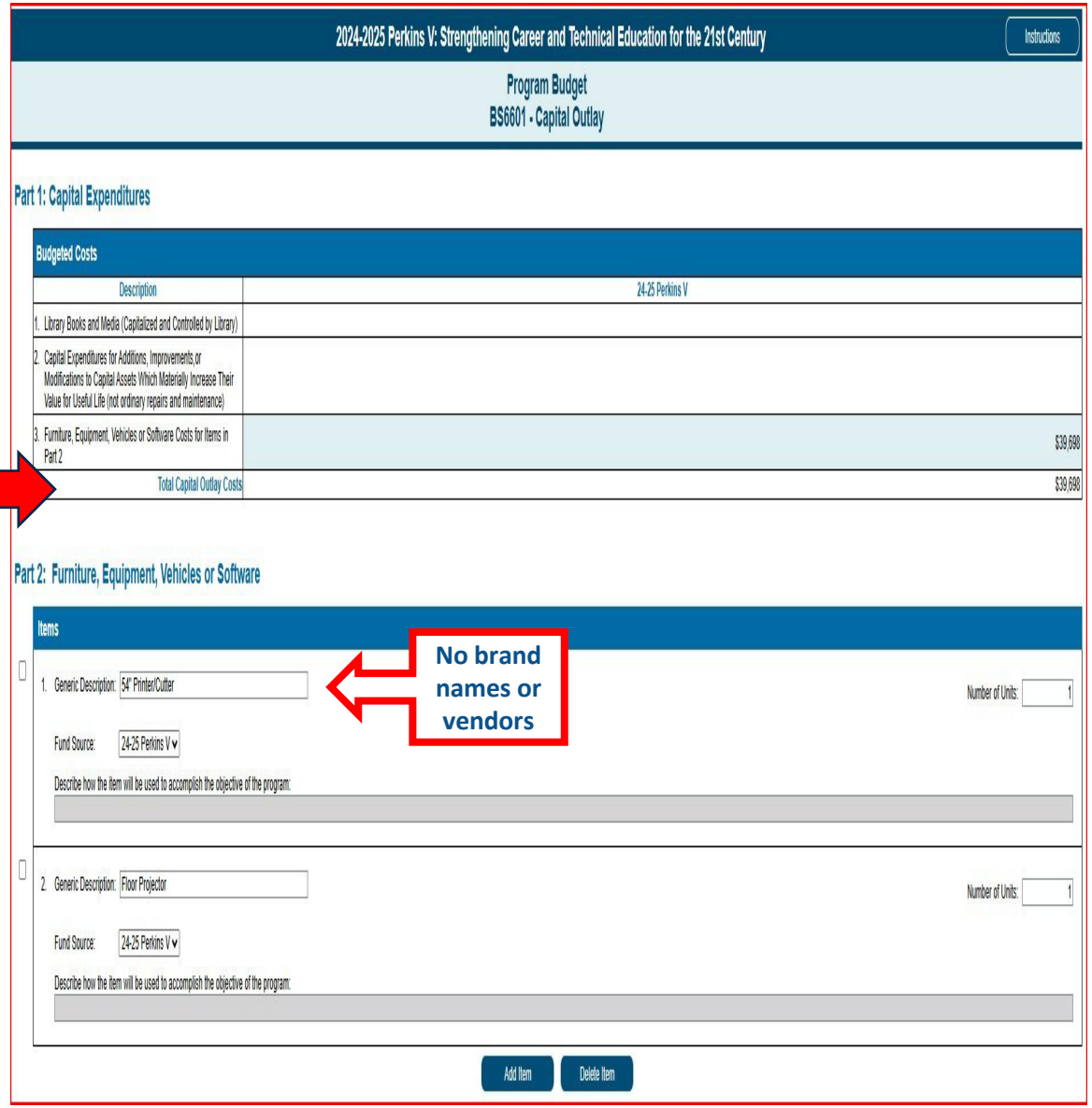
- Capital outlay includes equipment and capital assets.
- Equipment is defined as tangible, personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost that equals or exceeds the lesser of
  1. the capitalization level established by the district

  -or

  2. $10,000. ★ *Last year's Perkins V capitalization level was $5,000. Please note the change to $10,000.*
- It is important that you refer to the *Program Guidelines* to find out if certain costs are allowable or unallowable under the Perkins V.
- More information about capital outlay can also be found in the *Budgeting Costs Guidance Handbook* and the *Instructions* button on the BS6601 schedule.

Grant Compliance and Administration

BS6601 Capital Outlay, Cont.



All Capital Outlay requires specific approval.

Part 1: Capital Expenditures

- The Total Capital Outlay Costs line auto populates with the amount entered on BS6001 Budget Summary. (Red arrow)

Part 2: Furniture, Equipment, Vehicles, or Software

- On the Generic Description lines, do not use brand names. Do not identify vendors.
- The grayed-out fields do not need to be completed.

Grant Compliance and Administration

BS6020 Required Uses of Funds, Part 1

Program Budget
BS6020 - Required Uses of Funds

Part 1: Total Budgeted Costs

Budgeted costs entered on BS6001								
Total Budgeted Costs*	Payroll (6100)	Professional and Contracted Services (6200)	Supplies and Materials (6300)	Other Operating Costs (6400)	Debt Service (6500)	Capital Outlay (6600)	Indirect Costs	Total Budgeted Costs
	$5,000	$50,000	$250,000	$350,000		$100,000	$26,583	$781,583

Part 2: Required Uses of Funds

A. Required Uses of Perkins Funds (Program Costs Plus Administration Costs)								
Local Uses of Perkins Funds	Payroll (6100)	Professional and Contracted Services (6200)	Supplies and Materials (6300)	Other Operating Costs (6400)	Debt Service (6500)	Capital Outlay (6600)	Subtotals	%
1. Provide career exploration and career development activities			$20,000	$50,000		$20,000	$90,000	11.92%
2. Provide professional development	$5,000		$5,000	$100,000			$110,000	14.56%
3. Provide the skills necessary to pursue careers in high-skill, high-wage, in-demand occupations		$25,000	$125,000	$47,500		$55,000	$252,500	33.44%
4. Support integration of academic skills into CTE programs of study		$25,000	$25,000	$75,000		$5,000	$130,000	17.21%
5. Support integration of programs of study			$75,000	$75,000		$20,000	$170,000	22.51%
6. Evaluate Perkins-funded programs including CLNA				$2,500			$2,500	0.33%
Subtotals	$5,000	$50,000	$250,000	$350,000		$100,000		
Local Uses of Perkins Funds Subtotal (Subtotal for % may not equal 100% due to rounding.)							$755,000	100.00%
Indirect Costs							$26,583	
Total Budgeted Costs							$781,583	

Part 1:
Class object code totals from BS6001, the Budget Summary, will auto populate in *Part 1: Total Budgeted Costs*.

Grant Compliance and Administration

BS6020 Required Uses of Funds, Part 2

Part 2: Required Uses of Funds

A. Required Uses of Perkins Funds (Program Costs Plus Administration Costs)

Local Uses of Perkins Funds	Payroll (6100)	Professional and Contracted Services (6200)	Supplies and Materials (6300)	Other Operating Costs (6400)	Debt Service (6500)	Capital Outlay (6600)	Subtotals	%
1. Provide career exploration and career development activities	$1,500		$1,100				$2,600	5.30%
2. Provide professional development	$610		$0	$500			$1,110	2.26%
3. Provide the skills necessary to pursue careers in high-skill, high-wage, in-demand occupations	$500		$2,000				$2,500	5.09%
4. Support integration of academic skills into CTE programs of study	$24,595		$5,000				$29,595	60.34%
5. Support integration of programs of study	$10,000		$1,841				$11,841	24.14%
6. Evaluate Perkins-funded programs including CLNA	$500	$900	$0				$1,400	2.85%
Subtotals	$37,705	$900	$9,941	$500				
Local Uses of Perkins Funds Subtotal (Subtotal for % may not equal 100% due to rounding.)							$49,046	100.00%
Indirect Costs							$0	
Total Budgeted Costs							$49,046	

B. Uses of State and Local Funds

Uses of State and Local Funds	Payroll (6100)	Professional and Contracted Services (6200)	Supplies and Materials (6300)	Other Operating Costs (6400)	Debt Service (6500)	Capital Outlay (6600)	Subtotals	%
1. Provide career exploration and career development activities	$114,000			$1,000			$115,000	19.27%
2. Provide professional development		$9,852		$7,000			$16,852	2.82%
3. Provide the skills necessary to pursue careers in high-skill, high-wage, in-demand occupations	$150,000		$4,000	$4,000			$158,000	26.48%
4. Support integration of academic skills into CTE programs of study	$130,000		$5,000	$8,000			$143,000	23.96%
5. Support integration of programs of study	$150,000		$5,431	$419			$155,850	26.12%
6. Evaluate Perkins-funded programs including CLNA	$7,907						$7,907	1.32%
Subtotals	$551,907	$9,852	$14,431	$20,419				
Uses of State and Local Funds Subtotal (Subtotal for % may not equal 100% due to rounding.)							$596,609	100.00%

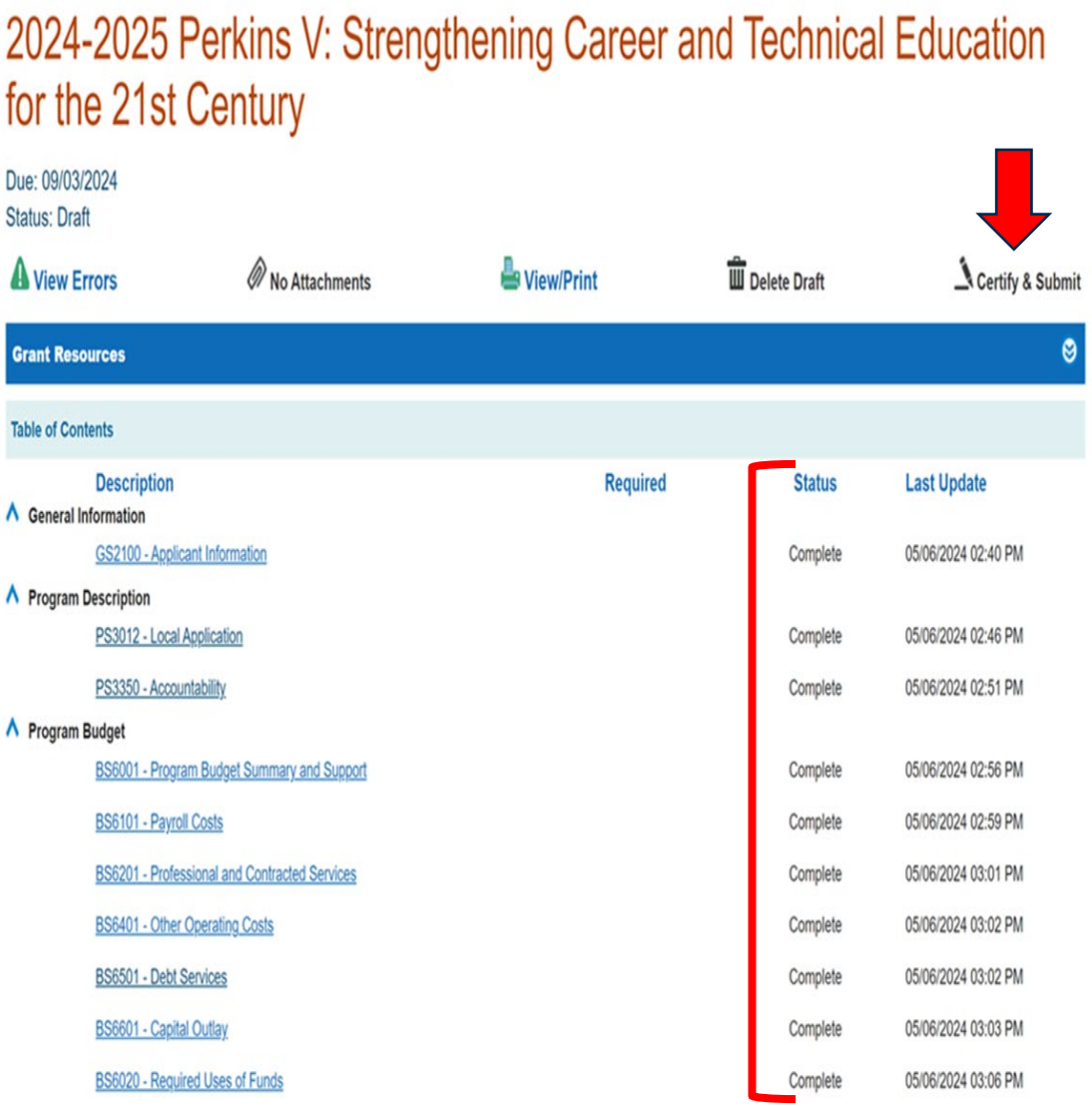
- **Funds must be budgeted in all six rows of Part 2A or 2B to meet funding requirements.**
- **If Funds are *not* budgeted for all six required uses of funds in Part 2A, they must be addressed in Part 2B, Uses of State and Local Funds.**

Grant Compliance and Administration

Submitting the Application

Grant Compliance and Administration

Submitting the Application, Step 1



Application Due Date:

September 3, 2025

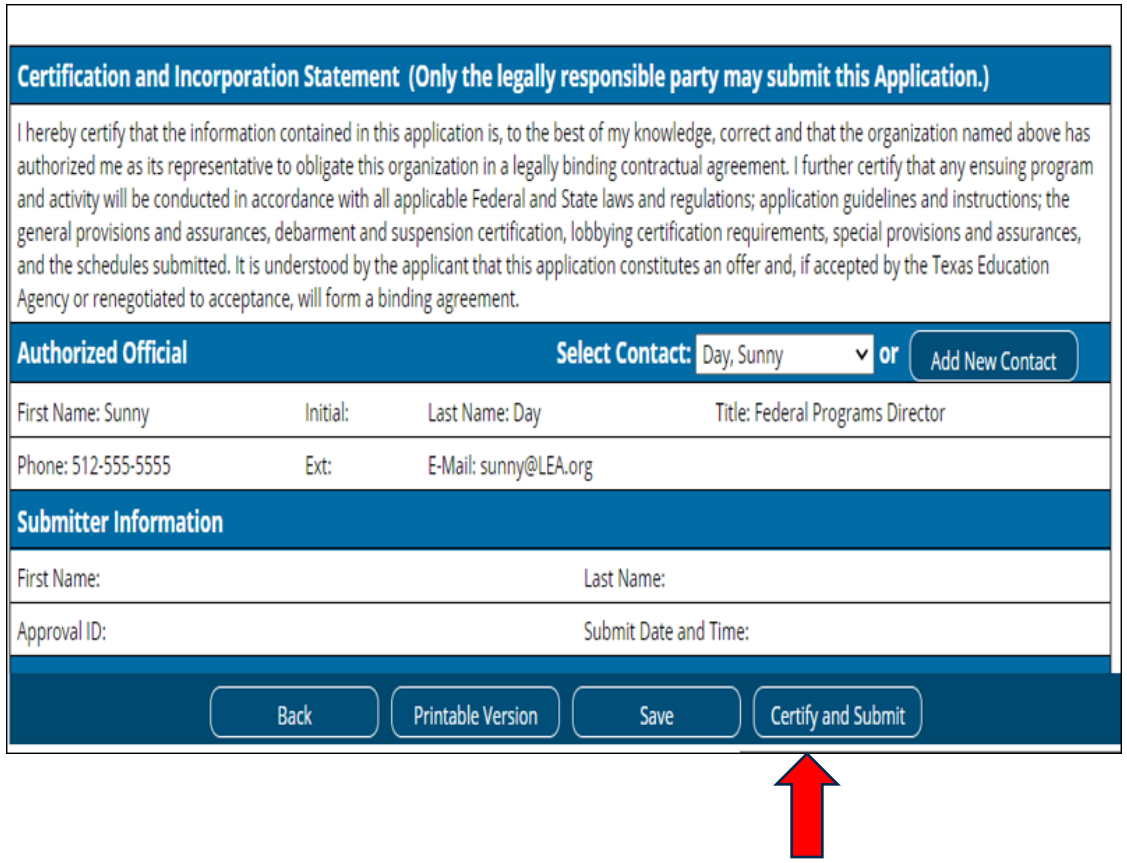
Step 1:

The Certify & Submit button will become available on the *Table of Contents* page when the Status of all schedules is Complete.

Grant Compliance and Administration

Submitting the Application, Step 2

GS2000 Certify and Submit



Step 2:

- Clicking the Certify & Submit button on the *Table of Contents* page will open the GS2000 Certify and Submit schedule.
- When the GS200 is completed, click the Certify and Submit button to complete the application submittal.

Grant Compliance and Administration

Resources

Grant Compliance and Administration

Grants Administration Web Pages

- **Grants Administration Web Page Link**

Grant Resources:

- Budgeting Costs Guidance Handbook
- When to Amend the Application
- Important Dates for 2025-2026
- Training Videos
  - How to Add, Edit, or Remove Contacts in eGrants
  - How to Request Access to eGrants
  - Training Slides and Videos for ESSA, SPED and Perkins
  - eGrants Roles and Privileges
- Perkins V Office Hours Registration Links
- FAQs
- Contact Information

Grant Compliance and Administration

Division Contacts

Grants Administration Division Contacts

For general grant-related inquiries, email: Grants@tea.texas.gov Division Phone Number: 512-463-8525
For additional information, visit Grants Administration Division.

Please note that negotiators and their assigned regions are subject to change.
When necessary, a negotiator may direct you to the appropriate contact.

Grant Negotiation

ESSA, SPED, Perkins Negotiators

Name	Regions 1–20	Email	Phone
Mariann Middleton, Team Lead and Negotiator	11, 14, 16	Mariann.Middleton@tea.texas.gov	(512) 463-9966
J. J. Sanchez, Specialized Negotiator	3, 4, 18	Juan.Sanchez@tea.texas.gov	(512) 463-3373
Valerie Carrera, Negotiator	1, 8, 12, 15	Valerie.Carrera@tea.texas.gov	(512) 463-8467
Kelly Wamhoff, Negotiator	2, 5, 13, 17	Kelly.Wamhoff@tea.texas.gov	(512) 463-9495
Christie Mizzell-James, Negotiator	6, 7, 9, 19	Christie.MizzellJames@tea.texas.gov	(512) 463-8424
Tammy Michels, Negotiator	10, 20	Tammy.Michels@tea.texas.gov	(512) 305-8975

Expenditure Reporting (ER) / Payment Requests / Refunds / TEAL

General ER Mailbox: TEAExpenditures@tea.texas.gov ESSER ER Mailbox: ESSERExpenditures@tea.texas.gov
Grant Refunds: TEAGrantRefunds@tea.texas.gov

Grants (Non-ESSER) ER Fiscal Coordinators

Name	Email	Phone
Lori Leija, Fiscal Coordinator	Lori.Leija@tea.texas.gov	(512) 305-9276
Raul Jaimes, Fiscal Coordinator	Raul.Jaimes@tea.texas.gov	(512) 463-9264
Jennifer Flores, Fiscal Coordinator	Jennifer.Flores@tea.texas.gov	(512) 463-9214

ESSER ER Fiscal Coordinators

Name	Email	Phone
JoAnn Blais, Fiscal Coordinator	JoAnn.Blais@tea.texas.gov	(512) 463-9329

Grants@tea.Texas.gov

Grants Administration Division Contacts

Grant Compliance and Administration

Office Hours Support

We are providing Office Hours Support on the following dates.

If you have questions about completing the Perkins V application, please register for Office Hours Support directly from the links below or from the links on the *Grant Resources* page.

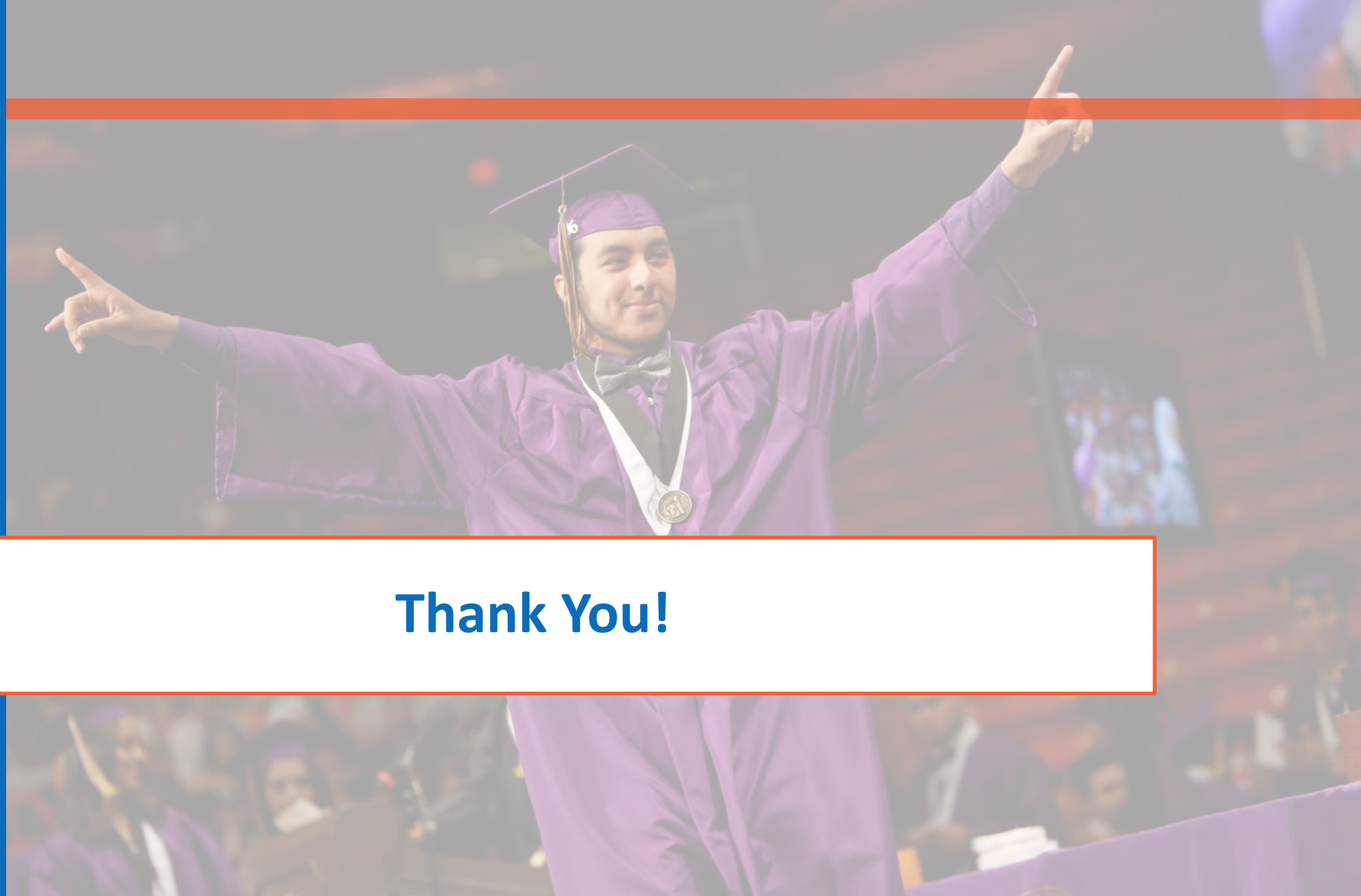
Perkins V Office Hours Registration

June 25, 2025, 1:30pm-2:30pm — *Perkins V June 25 Registration Link*

July 17, 2025, 1:30pm-2:30pm — *Perkins V July 17 Registration Link*

July 17, 2025, 1:30pm-2:30pm — *Perkins V August 19 Registration Link*

Grant Compliance and Administration



Thank You!

Grant Compliance and Administration