

# 2021-2022 Perkins V: Strengthening Career and Technical Education for the 21<sup>st</sup> Century

Meredith O'Reilly and Susan Alexander-Wilson Grants Administration Division June 10, 2021

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**Questions:** Type questions into the question-answer feature in Zoom (not in chat).

**Training Links:** Slides and video for the presentation will be linked on our <u>Grant Resources</u> webpage.



This presentation is intended solely to provide general information and guidance to Texas LEAs and reflects the Texas Education Agency's current understanding of the presentation topics and applicable federal guidance. The content of this presentation is subject to change as a result of further potential information and guidance provided by federal agencies with regulatory oversight of these program(s). This presentation does not constitute legal advice, and LEAs are, therefore, advised to seek legal counsel regarding the information and guidance provided in this presentation before acting on such information and guidance.



- What's New
- Getting Started
- Preparing for the Application
- Application Overview
- Useful Resources
- Q and A





- We are in Year 2 of the 2020-2021 Comprehensive Local Needs Assessment (CLNA).
- The eGrants application has new improvements!
- Use Chrome browser.





# Getting Started with Perkins V





Familiarize yourself with TEA's home page to navigate to key application info.

### **TEA** Grant Opportunities Page



2021-2022 Perkins V grant information is located on the Grant Opportunities page.

### **TEM** Accessing the Request for Application (RFA) Texas Education Agency



Universal Errata

Grants Administration

#### **TEA Grant Opportunities**

This site is a central resource for all state and federal grants administered by TEA. Select an application name from the dropdown list of availal Options section below to locate a grant's Request for Application (RFA) and its specific program guidelines, application, due dates, and other in Universal Errata are linked in the sidebar. Please email questions about grants or grant funding to Grants@tea.texas.gov.

**Available Grant Opportunities** 

Competitive Grant Dates	Application Name :	Select One
Cuidelines Drevisions and		2020-2021 Nita M. Lowey 21st Century Community Learning Centers, Cycle 10, Year 3
Guidelines, Provisions, and		2020-2021 Nita M. Lowey 21st Century Community Learning Centers, Cycle 9, Year 5
Assurances	Search Ontions (Select ontions held	2020-2021 Perkins V: Strengthening Career and Technical Education for the 21st Century
Forms for Prior Approval,	Search options (Select options belo	2020-2021 Perkins V: Strengthening Career and Technical Education for the 21st Century-Institutions
Disclosure, and Justification		2020-2021 PFE Council Statewide Training Grant
Budgeting Costs Guidance		2020-2021 Principal Residency Grant Program Cycle 3
Handbook	Keyword(s) in Application Name	2020-2021 Professional Development Partnerships for Early Childhood Education
Amending an Application	(enclose text in quotes for exact match	2020-2021 Public Charter School Program Start-Up (Subchapter C) Grant
TEA Help Desk	School Yea	2020-2021 Public Charter School Program Start-Up (Subchapter D)

### Navigate to the 2021-2022 Perkins V grant using the drop-down or search features.

### **TEAC** The RFA: Application and Support Information

Application and Support Information **Please note** - This is ONLY a viewing cop dectionically, the application will not be acce Perkins Program Guidelines Perkins Program Specific Sample Application	REQUEST FOR APPLICATION APPC Coming Soon: 2021-2022 Program Guidelines 2020-2021 Perkins V: Strengthening Career and Technical Education for the 21 <sup>st</sup> Century and Institutions Authorized by Carl D. Perkins Strengthening Career and Common Strengthening Ca	above indicate that the application must be submitted	
Grant Description	September 3, 2020	Reporting Period	Due Date
All	ADC Availability Date	-	05/15/2020
All	Application Availability Date	-	06/02/2020
All	Application Due Date	-	09/03/2020
All	Last Amendment Due Date	-	05/18/2021
Carl D Perkins Technical Grant	Final Expenditure Report	07/01/2020-08/15/2021	09/14/2021
Carl D Perkins Technical Grant	Revised Final Expenditure Report	07/01/2020-08/15/2021	10/14/2021

The RFA provides program-specific guidelines, errata, and other key info.



#### **Application and Support Information**

\*\*Please note\*\* - This is ONLY a viewing copy of the application. If instruction above indicate that the application must be submitted electronically, the application will not be accepted by TEA via any other means.

Perkins Program Guidelines

Perkins Program Specific

Sample Application

Critical Events			
Grant Description	Event	Reporting Period	Due Date
All	ADC Availability Date	-	05/15/2020
All	Application Availability Date	-	06/02/2020
All	Application Due Date	-	09/03/2020
All	Last Amendment Due Date	-	05/18/2021
Carl D Perkins Technical Grant	Final Expenditure Report	07/01/2020-08/15/2021	09/14/2021
Carl D Perkins Technical Grant	Revised Final Expenditure Report	07/01/2020-08/15/2021	10/14/2021

 $\wedge$ 

Visit the RFA often to review guidelines, check dates, and look for errata.

### **TEAL** TEALogin (TEAL) and Help Desk



### Access TEA Login (TEAL) and the Help Desk from the TEA Home Page.





- Enter your user information to log in.
- New Users: Select Request New User Account and follow the instructions. Do it soon!

Submit a Help Desk ticket for any TEAL issues.



	Contacts	Compliance Reports	Grants	Special Collections	Document Library
Grantee Official	View, Create, Edit, and Save	View, Create, Edit Save, and Submi <sup>r</sup>	Delete Draft, View, Create, Edit, Save, and Submit	View, lit, Save t	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	/iew_ccate, 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

This eGrants Roles chart is available on the Grant Resources webpage.





The designated Approver (such as an LEA's superintendent) must approve requests for changes to your eGrants role for an application.

In TEAL, click the Add/Modify Access link and follow the instructions to request a change.



Organization Name:	Region:	CDN: V	/endor ID:	GO
ēGrants			Texas Edu	
<b>A</b> Contacts Compliance Reports Grants Special Collections	Document Library Manage eGrants	Reports		
Critical Events				
Critical Events Within Next 30 Days – Note: Applications and Reports mu	ist be submitted by 5:00 PM Central	Time on the date s	specified.	_ 1
Events noted with 🏲 are due within 5 days.				_ 1
TEA System Messages				
Grant Program	Event	Grant Description	Date	
2020-2021 Perkins V: Strengthening Career and Technical Education for the 21st Century	Last Amendment Due Date	Perkins V: Strengthe and Technical Educa 21st Century Grant	ening Career ation for the 5/18/2	2021
Grant Opportunities				
Grant Overview, Contacts, Calendar of Events, Program Guidelines				
2020-2021 ESSA Consolidated Federal Grant Application 2020-2021 Perkins V: Strengthening Career and Technical Education for the 21st Century				
2020-2021 Special Education Consolidated Grant Application (Eederal)				

### Main tabs and pertinent information are found on the eGrants Home Page.



Contacts Compliance Reports Grants Special Collections Document Library

Home » Contacts

### Contacts

First Name	МІ	Last Name	Title	Phone	Ext	Email
Sunny		Day	Federal Programs Director	512-555-5555	555	sunny@LEA.org
Super		Hero	CTE Specialist	512-555-5555	555	superhero@LEA.org



On the Contacts tab, update key staff who should have access to eGrants. One of these should be the CTE director.

- Add Edit Remove as appropriate.
- Review email and phone for accuracy.



# Preparing for the Application





### **TEA** Start Collaborating Early with Others

- ESSA and SPED Staff
- Business Office Staff
- Those involved with Comprehensive Local Needs Assessment
- Fiscal Agents / SSA Member Districts
- Others?



### **Gather Previous and Current Year Resources**

Review the most recently approved application to avoid re-negotiating the same items year to year.

- Review previous SC5600, SC5003, and ADC.
- 21-22 Perkins V amounts are posted on TEA's <u>Entitlements</u> page (under Grants Administration).





<b>e</b> Grants		
👚 Contacts Compliance Reports G	rants Special Collections	Document Libr
Home » Special Collections Special Collections		
Special Collection Description	rant	Status
2021-2022 SC5003 Formula Grants Consolidated Schedule	2021-2022 Data Collections for Federal Funding	Draft
2020-2021 SC5003 Formula Grants Consolidated Schedule	2020-2021 Data Collections for Federal Funding	Submitted
2020-2021 SC5600 Comprehensive Local Needs Assessment	2020-2021 Perkins V: Strengthening Career and Technical Education for the 21st Century	) Submitted
2019-2020 SC3001 Needs Assessment, Priorities, and Program Outcomes	2019-2020 Data Collections for Federal Funding	Submitted
2019-2020 SC5003 Formula Grants Consolidated Schedule	2019-2020 Data Collections for Federal Funding	Submitted

Both the SC5600 and the SC5003 are on the Special Collections tab.



Special Collections

2020-2021 SC5600 Comprehensive Local Needs Assessment ( Instructions

SC5600 SC5600 - Comprehensive Local Needs Assessment

#### Purpose

One of the most significant changes introduced in the Strengthening Career and Technical Education for the 21st Century Act (Perkins V) is the new comprehensive local needs assessment (CLNA).

The law states, "To be eligible to receive financial assistance under this part, an eligible recipient shall— (A) conduct a comprehensive local needs assessment related to career and technical education and include the results of the needs assessment in the local application submitted under subsection (a); and (B) not less than once every 2 years, update such comprehensive local needs assessment."

ESC and TEA Review Complete TEA Review Status: Approved

#### **Part 1: Applicant Designation**

Intention to Apply for Funds							
Funding Source	Apply on Own	Apply as Fiscal Agent of SSA	Not Apply at All	Apply as Member of SSA			
1. Carl D Perkins Technical	۲	0	0	0			

If you completed the SC5600/CLNA in 2020-2021, you do not need to complete it for 2021-2022 (Year 2).

If you will be completing it for the first time or have a major change such as to a shared-services arrangement (SSA), contact Dale Fowler at <u>dale.fowler@tea.texas.gov</u>.



For those completing a new 2020-2021 CLNA, our updated Texas Perkins V CLNA Guidebook is available on TEA's <u>Career and</u> **Technical Education** (CTE) page.



### **TEA** SC5003: Formula Grants Consolidated Schedule

#### Special Collections

2021-2022 SC5003 Formula Grants Consolidated Schedule Instructions 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.

O 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
Students 🗸	Cultural, Linguistic, or Economic Diversity

The SC5003 is submitted for ESSA, SPED (Federal and State), and Perkins V together. Communication and coordination is important!

- Part 1: Equitable Access and Participation
- Part 2: Guidelines, Provisions and Assurances, and Certifications
- **Part 3:** Certification and Incorporation

### **TEA** SC5003, Part 1: Equitable Access and Participation

SC5003 SC5003 - Formula Grants Consolidated Schedule

#### Part 1: Equitable Access and Participation

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.

O 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.

Barr	iers	
Group		Description
1.	Students 🗸	Cultural, Linguistic or Economic Diversity
2.	Students 🗸	Learning Disabilities
3.	Students 🗸	Insufficient staffing to provide opportunity to all students
4.	Teachers V	Cultural, Linguistic or Economic Diversity

All three programs (ESSA, SPED, and Perkins) must indicate any barriers to equitable access and participation for groups receiving services.

# **TEAR** SC5003, Part 2: Guidelines, Provisions and Assurances, and Certifications



#### C. Program Guidelines and Requirements Certification

C Checking this box certifies that this organization accepts and is in compliance with all the above-mentioned applicable guidelines and requirements.

All three federal programs (ESSA, SPED, and Perkins) must review the General and Program Specific Guidelines, Provisions and Assurances, and Lobbying Certification.

### **TEA** SC5003, Part 3: Certification and Incorporation

<b>Certification and Incor</b>	poration Statement(Only	the legally responsi	ble party may ce	ertify and submit this r	eport.)
I hereby certify that the infor authorized me as its represe State laws and regulations; a applicant that this application	mation contained in this Special ntative to submit this data. I furt pplication guidelines and instruc n constitutes an offer and, if acco	Collections Report is, to t ther certify that any ensuir ctions; provisions, assuran epted by the Texas Educat	he best of my knowled ng program and activition ices, and certification tion Agence or reneg	edge, correct and that the o vity will be conducted in acco n requirements: and the sch otiated to acceptance, will fo	rganization no sove has ordance w plicable Federal edule subility of t is understood b orm a bind org agreement.
Authorized Official			Select	Contact: Select One	✓ or Add New Contact
First Name:	Middle Initial:	Last Name:		Title	
Phone:	Ext:	E-Mail:			
Submitter Information					
First Name: Approval ID:	em will auto-complet	<del>te the Submitter</del>	Last Name: Information C Submit Date and	once certified and s d Time:	submitted.
			-		

- Once Parts 1 and 2 have been completed by all grant programs, the authorized official will certify and submit SC5003 to TEA.
- Select the Authorized Official from the Contact drop-down.
- Submitter Information will be automatically completed.





To access the ADC, hover over the Grants tab, then scroll down to "Apply for Eligible Grants."

Select the Perkins V application, then the ADC form.

## **TEA** ADC: Application Designation and Certification



\*Allocation amount(s) are posted at <u>https://tea.texas.gov/finance-and-grants/g</u>

gr\_\_\_\_\_administration/applying\_

# **Part 1** — Select the appropriate designation:

- Apply on Own
- Apply as Fiscal Agent of SSA
- Not Apply at All
- Apply as Member of SSA (designate fiscal agent)

The fiscal agent should complete the ADC early, **before** SSA members.







LEAs with an entitlement amount less than \$15,000 must join an SSA or submit a waiver form to apply independently.

Contact the negotiator for your region for this form. It must be attached with your application.



#### **Part 2: Certification and Incorporation**

Certification and Incorporation Statement (Only t	he legally responsib	le party may submit this	eport.)				
I understand that the designation selected above will remain in	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 cont	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 agreement to participate in an SSA, as stated for the program(s specified in this designation form.	+ 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 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. 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.						
f 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 shar	ed services agreement w	hich describes the responsibilitie	s of the fiscal agent and				
SSA members, including the refund liability that may result from	m on-site monitoring or a	udits and the final disposition o	f equipment, facilities, and n	aterials purchased for this	project.		
It is understood that the fiscal agent is responsible for the refu agent may have recourse to the member organization(s) where	nd for any exceptions ma the discrepancy(ies) occ	ide as a result of on-site monitor urred.	ing or audits; however, base	d on the SHARED SERVICE	AGREEMENT, which must be on f	ile with the fiscal agent for review, the fiscal	
The authorized official has read and certifies agreement as	s stated above.						
Authorized Official					Select Contact: Select (	One  v or Add New Contact	
First Name:	Middle Initial:	Last Name:		Title:			
Phone:	Ext:	E-Mail:					
Submitter Information							
First Name: Approval ID: The system will auto-complete the Submitter Information once certified and submitted.							
Approval ID: The system will	auto-com	plete the Subm	Nitter Inform	ation once o	ertified and su	bmitted.	
Approval ID: The system will	auto-com	olete the Subn	Submit Date and	ation once o	ertified and su	bmitted.	
Approval ID: The system will	auto-com	olete the Subn	Nitter Inform Submit Date and	ation once o	ertified and su	bmitted.	

In Part 2, the authorized official should review the Certification and Incorporation Statement, complete the Authorized Official information, and select the Certify and Submit button to send to TEA.



# Application Overview



Once the Applicant Designation and Certification (ADC) form is submitted, the application will appear and will have a status of "Available."

Click on the grant title to open the table of contents page.








2020-2021 Perkins V: Strengthening Career and Technical Education for the 21st Century	Instructions
Program Description PS3012 - Local Application	
Errors and Warnings	8
All errors must be corrected prior to submission.	Print Errors
Errors	
1. Part 3, Line 1: You must complete this required field.	
2. Part 6, Line 2: You must select at least one of the checkboxes or provide an "Other" entry.	
3. Part 8, Line 2: You must complete this required field.	Print Errors
Part 1. Comprehensive Local Needs Assessment Results	
Summary and Use of Funds	
1. Summarize the results of the comprehensive local needs assessment.	
Here is an overview of the results of the CLNA. These were our findings after we accessed labor market surveys and interviewed stakeholders:	^

### All errors must be corrected prior to submission.



### Attach File Back 2021-2022 Perkins V: Strengthening Career and Technical Education for the 21st Century Select & Attach File **Usage Instructions** Technical Instructions Each attachment is limited to 10MB. • DO NOT attach documents that have not been requested. They will be deleted. Files to be attached must have a valid extension. • Select the Refresh button below if your attachment is not in the Submitted list below. Valid file extensions are: Remove an existing attached document prior to attaching a new version. • Upon successful attachment, all documents will be listed by the assigned document title. .pdf, .doc, .rtf, .xls, .bmp, .txt, .docx, .xlsx Scanned files must be in PDF format. · File names must not contain special characters. ● TEA Defined Attachment ○ Optional Attachment Document Title Browse Attach V **Documents Submitted in this Version** Delete



## Applicant Contacts will require two different contacts

# Verify email addresses and phone numbers are correct





Program Description PS3012 - Local Application

### Part 1. Comprehensive Local Needs Assessment Results

Copy Prior Year Data

101

#### Summary and Use of Funds

1. Summarize the results of the comprehensive local needs assessment.

The results of the CLNA showed the top three CTE programs aligned with the regional and state are Health Science, Education and Manufacturing including construction trades. One of the of the highest number of concentrators and completers for Angleton ISD were Manufacturing and Health Science were in the top five. Education and Human Resources also aligned with the regional and state data. Areas to address for AISD is to increase the number of completers and the number of students receiving state certifications and licensure exams. The CLNA also revealed Blacks/African Americans and Hispanics need to increase academic proficiencies in Math 2S1 at 39%, the number of completers 5S4 was lower than the state at 30%, and concentration on non-traditional program 4S1 at 44%. Angleton ISD out performed the state in all other categories.

2. 🗹 Most recent State and LEA Perkins Performance Indicator data have been reviewed.

3. Describe 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).

AISD will use part of the Perkins funds in partnering with Brazosport College in securing a dual counselor to increase the number of completers by tracking students in completing the sequence of courses and offering college courses aligned with state.

Part 2. Programs of Study Funding

The Local Application contains questions to be answered by referencing the CLNA (Comprehensive Local Needs Assessment – SC5600).

Copy Prior Year Data to populate the fields with Year 1 answers.



- The Perkins V performance measures prefill from Perkins data.
- 2019-2020 actual percentages, as well as the new local target percentages, will be added in the spring of 2021.

A. Perkins V Performance Measures						
(Perkins V baseline data can be accessed through the TEAL Accountability Application under the CCMP						
tab.)						
2017- 2018 Actual %	2018- 2019 Actual %	2019- 2020 Actual %	Statewide Target %	Local Target %	Explain why Actual % for 2018- 2019 was less than Statewide Target %.	Describe strategies the LEA will use to improve CTE student performance.
1. Four Ye	ear Gradu	ation Rat	te - 1S1			
98.71%	98.43%		97.55%			
2. Extend	ed Gradu	ation Rat	e - 1S2		1	
N/A	N/A		N/A			
3. Academic Proficiency in Reading/Language Arts - 2S1						



### **B. Perkins Performance Description**

1. Describe district programs that are designed to enable special populations students to meet Perkins performance targets.

2. Describe the process that will be used to evaluate and continuously improve the district's performance.

## Refer to the CLNA if you need help completing this section.

Answers do not require in-depth descriptions.



# Budget Overview



## There is an Instructions button on every schedule of the Perkins application.

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

Instructions

Available Fundir	ng
Description	Carl D Perkins Technical Grant
1. Fund/SSA Code	244
2. Planning Amount	

### **TEA** 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 Fundi	ng
Description	Carl D Perkins Technical Grant
1. Fund/SSA Code	244
2. Planning Amount	
3. Final Amount	\$100,000
4. Carryover	
5. Reallocation	
Total Funds Available	\$100,000

## Total funds will be visible.

For Perkins, there is only a final amount. There is no carryover. Reallocations will be entered by TEA when available.





Fiscal Agents of SSAs will not show the full budget amount until SSA members have completed the ADC designating the FA.



### Part 2: Budget Summary

A. Budgeted Costs			
Description	Class/ Object Code	Carl D Perkins Technical Grant	
1. Consolidated Administrat	ive Funds	◯ Yes ◯ No	
2. Payroll Costs	6100		
3. Professional and Contracted Services	6200		
4. Supplies and Material	6300		
5. Other Operating Costs	6400		
6. Debt Services	6500		
7. Capital Outlay	6600		
8. Operating Transfers Out	8911		
Total Dir	ect Costs		
9. Indirect Costs			
Total Budge	ted Costs		
Total Funds Available M	inus Total Costs		
10. Payments to Member Districts of SSA	6493		

## **TEA** BS6001 – Program Budget Summary

B. Breakout of Direct Admin Costs				
Description		Carl D Perkins Technical Grant		
Description		Program Costs	Direct Admin Costs	Total Costs
1. Payroll Costs	6100	\$50,000	\$2,000	\$52,000
Professional and 2. Contracted Services	6200	\$30,000		\$30,000
<ol> <li>Supplies and Material</li> </ol>	6300	\$16,000	\$1,000	\$17,000
4. Other Operating Costs	6400			
5. Debt Services	6500			
6. Capital Outlay	6600			
7. Operating Transfers Out	8911			
	Total	\$96,000	\$3,000	\$99,000

Admin cap is 5% of the total award amount.

Admin includes both Direct and Indirect Admin Costs.



# Blank > 0

Tip:

Leave budget cells blank when no funds are budgeted. Don't use a zero.



Prograi	n Budget
BS6101 - F	ayroll Costs

#### Part 1: Total Payroll Costs

Payroll costs entered on BS6001	
Total Bayroll Costa	Carl D Perkins Technical Grant
Iotal Payroli Costs	\$52,000

### Part 2: Number and Type of Positions

A. Administrative Support or Clerical Staff		
Position Type	Carl D Perkins T	al Grant
<ol> <li>Administrative support or clerical staff (integral to program)</li> </ol>		

B. LEA Positions	
Position Type	Carl D Perkins Technical Grant
1. Professional staff	
2. Paraprofessionals	
<ol> <li>Administrative support or clerical staff (paid by LEA indirect cost)</li> </ol>	

C. Campus Positions			
Position Type	Carl D Perkins Technical Grant		
1. Professional staff			
2. Paraprofessionals			
<ol> <li>Administrative support or clerical staff (paid by LEA indirect cost)</li> </ol>			

### Part 3: Substitute, Extra-Duty, Benefits

Substitute, Extra-Duty, Benefits	
<ol> <li>For schoolwide personnel (includes staff salary, extra-duty pay/beyond normal hours, and substitutes for staff positions at schoolwide campuses)</li> </ol>	
<ol><li>Stipends and extra-duty pay/beyond normal hours for positions not indicated above</li></ol>	
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.

### **TEA BS6201 Professional and Contracted Services**

### Part 1: Professional and Contracted Services

Budgeted Co	osts	
Description	Class/Object Code	Carl D Perkins Technical Grant
1. Rental or Lease of Buildings, Space in Buildings, or Land	6269	
2. and Consulting Services	6219 6239 6291	\$5,000
Subtotal Pr Contracted	ofessional and Services Costs	\$5,000
Remaining 6 Do Not R	200 Costs That equire Specific Approval	\$5,000
Total Pr Contracted	ofessional and Services Costs	\$10,000

### Part 2: Direct Administrative Costs

### Enter amounts in direct Administrative Costs fields if applicable.

		Class/Object	Carl D Perkins Technical Grant			
	Description	Code	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	\$4,500	\$500	\$5,000	
		Total	\$4,500	\$500	\$5,000	

### 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.



## Tip:

Bookmark the <u>Budgeting</u> <u>Costs Guidance Handbook</u> in your browser for easy reference as you complete the budget schedules.





## There is no BS6301 on the Perkins application. Supplies and Materials do not require specific approval. Simply budget the amount in the Budget Summary.

## **TEA** BS6401 Other Operating Costs

Budgeted Costs		
Description	Class/ Object Code	Carl D Perkins Technical Grant
1. Out-of-State Travel for Employees LEA must keep documentation locally.	6411	\$0
2. Travel for Students to Conferences (does not include field trips) Requires pre-authorization in writing.	6412	\$0
3. Educational Field Trips LEA must keep documentation locally.	6412 6494	\$0
4. Stipends for Non-employees other than those included in 6419 Requires pre-authorization in writing.	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 Requires pre-authorization in writing.	6419	
7. Hosting Conferences for Non- Employees LEA must keep documentation locally.	64xx	



- 1. Costs related to a lease purchase
- 2. Must be approved through TEA
- 3. Must be allowable
- 4. Usually a 2 to 3-year agreement
- 5. Purchase could not be completed in a single year
- 6. Contract dates must include current school year
- 7. Must be addressed in LEAs Comprehensive and District Needs Assessment.





## Part 1

- Total Capital Outlay Costs line is prepopulated with the amount you entered on BS6001
- All Capital Outlay requires specific approval

# All errors must be corrected prior to submission. Print Errors Warnings 1. Part 1: The amount budgeted for Carl D Perkins Technical Grant appears low for capital outlay. Please check with your business office for your LEA's capitalization level and be sure the amount requested is reasonable for the type and number of item(s) requested.

### Part 1: Capital Expenditures

Budgeted Costs	
Description	Carl D Perkins Technical Grant
<ol> <li>Library Books and Media (Capitalized and Controlled by Library)</li> </ol>	
2. Capital Expenditures for Additions, Improvements,or Modifications to Capital Assets Which Materially Increase Their Value for Useful Life (not ordinary repairs and maintenance)	\$75
<ol> <li>Furniture, Equipment, Vehicles or Software Costs for Items in Part</li> <li>2</li> </ol>	\$17,425
Total Capital Outlay Costs	\$17,500



## Part 2: Enter Generic Description and Quantity for Furniture, Equipment, Vehicles or Software.

Part 2: Furniture, Equipment, Vehicles or Software						
ltems						
1. Generic Description:	Multi-Program Air-Compressor	Number of Units: 1				
Fund Source:	Carl D Perkins Technical Grant $\checkmark$					
Describe how the iter	n will be used to accomplish the objective of the program:					
2. Generic Description:	Air Dryer for Air-Compressor	Number of Units: 1				
Fund Source:	Carl D Perkins Technical Grant $\checkmark$					
Describe how the item will be used to accomplish the objective of the program:						
L	Add Item Delete Item					



### Program Budget BS6020 - Required Uses of Funds

### Part 1: Total Budgeted Costs

		Professional						
Fotal Budgeted Costs Pay (61	roll 00)	Contracted Services (6200)	Supplies and Materials (6300)	Other Operating Costs (6400)	Debt Service (6500)	Capital Outlay (6600)	Indirect Costs	Total Budgeted Costs
	\$0	\$8,000	\$294,809	\$0	\$0	\$20,000	\$11,100	\$333,909

## **TEA** BS6020 Required Uses of Funds

art 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	%
<ol> <li>Provide career exploration and career development activities</li> </ol>			\$15,000				<mark>\$15,000</mark>	4.64%
<ol> <li>Provide professional development</li> </ol>		\$7,000	\$1,000				\$8,000	2.47%
<ol> <li>Provide the skills necessary to pursue careers in high-skill, high-wage, in-demand occupations</li> </ol>			\$216,809			\$20,000	\$236,809	73.35%
<ol> <li>Support integration of academic skills into CTE programs of study</li> </ol>		\$1,000	\$50,000				\$51,000	15.79%
5. Support integration of programs of study			\$10,000				\$10,000	3.09%
<ol> <li>Evaluate Perkins- funded programs including CLNA</li> </ol>			\$2,000				\$2,000	0.61%
Subtotals		\$8,000	\$294,809			\$20,000		
			(Subtotal for	Local Uses of % may not eq	of Perkins Fu ual 100% due	nds Subtotal to rounding.)	\$322,809	99.99%
					Ir	ndirect Costs	\$11,100	
					Total Bud	dgeted Costs	\$333,909	

For each required use listed, type the amount of funds to be allotted to each category of costs from Perkins funds.

The amounts total and the indirect costs from Part 1 are added automatically.

## **TEA** BS6020 Required Uses of Funds

### Part 2B:

Complete this section if you are unable to meet all Perkins funding requirements with Perkins 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								
2. Provide professional development								
<ol> <li>Provide the skills necessary to pursue careers in high-skill, high-wage, in-demand occupations</li> </ol>								
<ol> <li>Support integration of academic skills into CTE programs of study</li> </ol>								
5. Support integration of programs of study								
<ol> <li>Evaluate Perkins- funded programs including CLNA</li> </ol>								
Subtotals								

## **TEA** TOC and GS2000 - Certify and Submit



General Information GS2000 - Certify and Submit         Due: 9/3/2021 5:00:00 PM opplication Status: Draft       Amend Ve         Description       Required       Status       Last Upo         General Information GS2100 - Applicant Information       *       Complete       5/16/202         Program Description       *       Complete       5/16/202									
Description     Required     Status     Last Upon       General Information     *     Complete     5/16/202       Program Description     *     Complete     5/16/202	General Information GS2000 - Certify and Submit								
Description     Required     Status     Last Upo       General Information     *     Complete     5/16/202       Program Description     *     Complete     5/16/202	ment #: 00 rsion #: 01								
General Information GS2100 - Applicant Information * Complete 5/16/202 Program Description	late								
GS2100 - Applicant Information * Complete 5/16/202 Program Description									
Program Description	1 10:44 PM								
PS3012 - Local Application * Complete 5/16/202	1 10:51 PM								
PS3350 - Accountability Complete 5/16/202	1 10:55 PM								
Program Budget									
BS6001 - Program Budget Summary and Support * Complete 5/16/202	1 11:04 PM								
BS6101 - Payroll Costs * Complete 5/16/202	1 11:07 PM								
BS6201 - Professional and Contracted Services * Complete 5/16/202	1 11:09 PM								
BS6401 - Other Operating Costs * Complete 5/16/202	1 11:09 PM								
BS6501 - Debt Services									
Back Printable Version Save Certify and Submit									



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

I hereby certify that the information contained in this application is, to the best of my knowledge, correct and that the organization named above has authorized me as its representative to obligate this organization in a legally binding contractual agreement. I further certify that any ensuing program and activity will be conducted in accordance with all applicable Federal and State laws and regulations; application guidelines and instructions; the general provisions and assurances, debarment and suspension certification, lobbying certification requirements, special provisions and assurances, and the schedules submitted. It is understood by the applicant that this application constitutes an offer and, if accepted by the Texas Education Agency or renegotiated to acceptance, will form a binding agreement.

Authorized Official		Se	elect Contact: Day, Sunny	✓ or (	Add New Contact
First Name: Sunny	Initial:	Last Name: Day	Title: Federal	Programs Dire	ctor
Phone: 512-555-5555	Ext:	E-Mail: sunny@LEA.o	org		
Submitter Information					
First Name:			Last Name:		
Approval ID:			Submit Date and Time:		
	Back	Printable Version	Save Certi	fy and Submit	

## **TEA** Helpful Hint – Delete Draft (Grantee Official Only)

If you need to start over, or find an unintentional draft has been created, a grantee official can delete it from the table of contents.





# Useful Resources

### **TEA** Grants Administration Webpages



To access Grants Administration, hover over Finance & Grants, then click the GA link.

Or use this handy shortcut:

tea.texas.gov/grants

## **TEA** Grants Administration Landing Page

#### Home / Finance & Grants / Grants

### **Grants Administration**



TEA's Grants Administration Division provides centralized administration of all state and federal funds awarded to TEA for formula or discretionary grants. Personnel within the division are responsible for grant negotiation, expenditure reporting, competitions, and funds management.

#### Important News: COVID-19 Support and Guidance

Please visit TEA's Coronavirus (COVID-19) Support and Guidance page for up-to-date news and resources related to the virus outbreak. You may also visit the Department of Grant Compliance and Administration for additional information.

The following webpages provide useful information and additional links related to TEA grants and grant processes.

- Grant Basics: A look at the types of grants TEA administers
- Applying for a Grant: An overview of the basic grant application process
- Administering a Grant: An overview of post-award management, including reports and cash management
- Grant Resources: A list of useful resources for preparing applications and administering grants



Administering a Grant

Grant Resources

Federal Program Compliance

Compliance and Reporting

Federal Fiscal Monitoring

**Training and Other Resources** 

#### **Related Content**

Amending an Application Budgeting Costs Guidance Handbook Competitive Grant Dates Entitlements Expenditure Reporting Forms for Prior Approval, Disclosure, and Justification Grants Awarded Data Guidelines, Provisions, and Assurances TEA Grant Opportunities

#### **Contact Information**

Grants Administration Division Division Contacts Phone: (512) 463-8525 Email: Grants@tea.texas.gov

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From the GA landing page, you can access many resources related to grants, application processes, and grant administration.

The sidebar provides direct links to key pages and documents.



- Grant Resources (including training links, the eGrants roles chart, and more)
- Amending an Application
- Budgeting Costs Guidance Handbook
- Entitlements
- Expenditure Reporting
- Forms for Prior Approval, Disclosure, and Justification
- Guidelines, Provisions, and Assurances
  - **Contact Information**

## **TEA** Grants Administration Contacts

Our division contacts are linked in the sidebar on any Grants Administration webpage. Grant negotiators for ESSA, SPED, and Perkins are listed by their primary regions. You can also reach out to our Expenditure Reporting team.

### **Contact Information**

**Grants Administration Division** Division Contacts Phone: (512) 463-8525 Email: Grants@tea.texas.gov





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About TEA	Texas Schools	CCC Academics	Finance & Grants	ODD Reports & Data	Student Assessment	Texas Educators
College, Care Military Prep Advanced Acad Armed Services Vocational Apti Battery (ASVAB Career and Tec Education	eer, & Jemics s itude () hnical	Curriculum Standards TEKS Texas Essential Knowledge and Skills TEKS in Spanish Texas Essential Knowledge and Skills Review and Revision	Early Educ Data in Ear Educa Educa - Famil High-	Childhood ation Driven Instruction ly Childhood ition itor Resources y Resources Quality	Graduation Informat Automatic Admissions Foundation Program Graduation PEIMS Stan	on ion College s High School Reports - dard Reports

To reach our CTE program page and staff contacts, hover over the purple Academics box on the home page, then click the CTE link.

You can also type "career and technical" into the Search field.



TEA CTE Specialist	Email Address	ESC Regions Assigned
Kevin Johnson	kevin.johnson@tea.texas.gov	ESC Regions 4, 5, and 6
Jennifer Bullock	jennifer.bullock@tea.texas.gov	ESC Regions 7, 8, and 9
Les Hudson	les.hudson@tea.texas.gov	ESC Regions 10 and 11
Debbie Wieland	debbie.wieland@tea.texas.gov	ESC Regions 1, 2, 3, 13, 16, and 20
Lacy Freeman	lacy.freeman@tea.texas.gov	ESC Regions 12, 14, and 15
Dale Fowler	dale.fowler@tea.texas.gov	ESC Regions 17, 18, and 19





To receive updates about grants, subscribe using the Sign Up for Updates link on the TEA home page.

When it asks you for topics, select the Grants topic (under Finance and Grants).



# Questions?