

Good Afternoon,

Based on estimates from the Office of Career and Technical and Adult Education, the grant awards for FY22 are attached.

The State Board of Education is currently planning to use the Reserve funds for special projects. The additional Perkins information, including secondary formula data for FY19, FY20, FY21, and FY22, is on our website. <https://www.maine.gov/doe/learning/cte/perkinsv>

We are still unsure when the grant system will be online so I recommend you preplan and know what activities you will be funding with Perkins in FY22 and ensure those activities align to your CLNA that you submitted last spring. A full calendar will be forthcoming, but here are the anticipated deadlines for the FY21 yearend reports and the FY22 grant.

FY21 Perkins basic grant and year-end due June 30, 2021 ANTICIPATED

- FY21 funds must be obligated on, or before, June 30, 2021
- FY21 obligated funds must be expended on, or before, September 30, 2021
- FY21 funds must be requested for reimbursement on, or before October 31, 2021

FY22 Perkins basic grant – June 30, 2021.

- to begin obligation of funding you are required to submit a substantially approvable grant
- your funded grant activities must align to your CLNA
- FY22 grants will be submitted in the new Grants4ME site – ANTICIPATED to be open before June
 - If Grants4ME is not available to accommodate the June 30 deadline we will substantially approve grant activities through email submission. (Note – if this happens you will only be required to submit your funded activities and not your full grant. Your full grant will need to be entered into the new grant system, but that may happen later than June 30th.)

Full approval of the FY22 grant application, to allow for reimbursement, will not occur until both your FY22 grant and the FY21 year-end reports are submitted and approved. As always, once your FY22 grant is approved you may only request reimbursement of up to 25% prior to September 30.

Additional Information

- The CLNA will be part of the new grant system, but it is not due for your FY22 grant. You will need to complete it over the course of the FY22 grant year to submit next spring prior to your FY23 grant approval. However, ongoing stakeholder engagement is required so you will indicate your process for doing that within your Collaboration section.
- I am anticipating that the FY21 annual reports will be done within the GEM system, but that has not been finalized at this point in time.
- New in the Grants4ME system, your business managers will be required to approve the budget coding of your grant application. This will be done prior to the Superintendent certification.
- When budgeting be sure to assign the appropriate function code, see table below. You should work with your business managers to ensure the correct coding is used. As

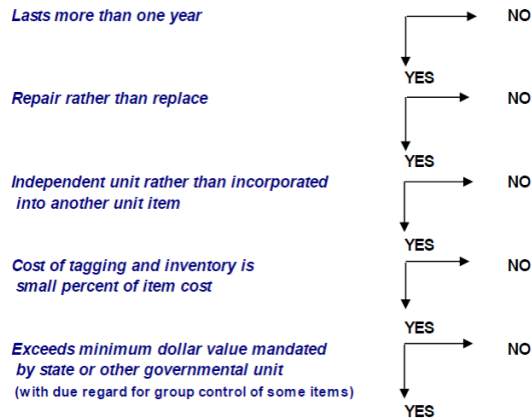
noted above, the business manager will need to sign off on your application budget before it is submitted.

- Starting in FY22 Equipment 7300 – will only be used for items valuing \$5,000 and above. These are the items that will be required to be tagged. Equipment items less than that amount will not require a tag, but will need to be tracked in an inventory system as a Perkins expenditure and will need to be used in the program for which they were purchased. Perkins monitoring will continue to look at both equipment and minor equipment purchases.
- It is important that you use the chart below to determine if an item is equipment or supplies. Supplies still need to be tracked to program and used for the approved activities, but does not have to be tracked as thoroughly as equipment and minor equipment.

For CTE 6150 is a special supply code for minor equipment. This is for walkable items of value that will last more than a year and must be tracked, but do not meet the \$5,000 threshold. (laptops, cameras, electric or battery hand tools, etc.)

CRITERIA FOR DISTINGUISHING SUPPLY ITEMS FROM EQUIPMENT ITEMS

At first "no", item is determined to be a supply, not equipment



EQUIPMENT**

** An equipment item is any instrument, machine, apparatus or set of articles that meets all of the following criteria:

- 1) It retains its original shape, appearance and character with use.
- 2) It does not lose its identity through fabrication or incorporation into a different or more complex unit or substance.
- 3) It is nonexpendable; that is, if the item is damaged or some of its parts are lost or worn out, it is more feasible to repair the item than to replace it with an entirely new unit.
- 4) Under normal conditions of use, including reasonable care and maintenance, it can be expected to serve its principal purpose for at least one year.

Budget Account Number (Object Code)		
1000	Salaries	
2000	Benefits	Salaries paid with Perkins funding must also include benefits for paid positions.
3000	Professional and Technical Services	Professional Development, contracted services, etc.
4000	Property Services (equipment repairs)	Equipment repair, equipment lease/rentals, technology rentals
5000	Other Services	Travel, student transportation, insurance,
6000	Supplies	Use chart to determine if an item is equipment, supplies, or minor equipment
6150	CTE Minor Equipment	Equipment under \$5,000 - must be tracked with internal controls
7300	Equipment	\$5,000 and over - MUST BE TAGGED
8000	Dues and Fees	Organizational memberships
Budget Account Number (Function Code)		
1000	Regular Instruction	All services for instruction of students - teacher salaries, supplies, equipment, etc.,
2120	Student Guidance Services	Non iep services - career guidance
2210	Improvement of Instruction	- staff training
2212	Instruction and Curriculum Development	- curriculum development, instruction techniques
2213	Instructional Staff Training	- professional development - workshops, conferences, etc.
2238	Instruction-Related technology	- professional Development for Instruction-Focused Technology Personnel
2240	Student Assessments	costs for student assessments (with aligned program code)
2400	School Administration	costs for administrative responsibility for a school - MACTE dues, Director supports
2640	Care and Upkeep of Equipment	Repairing program equipment
2700	Transportation	- to and from school, field trips, etc.
2760	Transportation for Career and Technical Education Students	- regular program instruction transportation - program worksites, clinicals, etc.