

Planning Instructions for the Carl D. Perkins Grant FY20

(for funds allocated for July 1, 2019)

July 1, 2019 begins the first year of the Perkins V (P.L. 115-224) four-year (plus one transition year) State Plan. Governor Mills and the State Board of Education will review and approve the one-year transition plan in the coming weeks and the plan will be submitted to the federal Office of Career, Technical and Adult Education on, or before, May 24, 2019. We have received an estimated award notification from OCTAE for the FY20 Perkins funds available to each state. At the time of reauthorization, Congress recommended an increase to Perkins funding so you may notice an increase in your grant award. Please keep in mind, however, that Congress passes their FY20 budget in the Fall so the Perkins budget may not continue to be allocated at this higher level after October 1, 2019. The Perkins State breakout for the transition year remains the same: 50% to secondary CTE schools and 50% to postsecondary community colleges. Administration at the local level remains at 5%.

The transition year local applications will follow the requirements of the transition year State Plan. Please enter an N/A in the text boxes and required activities for sections that are not required if you are not planning to allocate Perkins funds in these areas. If you are planning to use funds to support activities in these sections you are required to complete the narratives. The following table indicates the required sections of the local application for the Perkins V transition year.

Grant Section	
Cover Page	Required
Approved Program Table	Required
Comprehensive Needs Assessment	Not Required
Administration Plan	Required
Academic Integration and Programs of Study	Required
Services for Special Populations	Required
Career Exploration and Career Development	Only required if using funds.
Consultation and Collaboration	Not Required
Evaluation	Required
Industry Standards and Certifications (Section C)	Only required if using funds.
Equipment	Only required if using funds.
Professional Development (Sections that align to professional development activity(ies))	Only required if using funds.
Accountability	Not Required

If your approved program list does not appear correct, please send me an email.

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Secondary Level Formula - funds are distributed to the local eligible recipients at the secondary level by the formula described in the Act:

- 30% of the funds are distributed to the 26 sites in proportion to the total numbers of young people ages 5 through 17 determined by the U.S. Census as living in the school districts of the sending schools of each site; and
- 70% of the funds are distributed among the sites in proportion to the total numbers of young people ages 5 through 17 determined by the U.S. Census as living in poverty in the school districts of the sending schools of each site. <https://www.census.gov/programs-surveys/saippe.html>

Maine continues to experience school district reorganizations which makes the Perkins distribution formula a bit difficult to calculate. As each CTE schools' sending high schools were determined by legislature and sanctioned by the State Board of Education, some RSUs may include high schools that send to different CTE schools. As the SAIPE data is provided to Maine at the RSU level instead of the town level, we are required to use a percentage formula to determine population counts for the limited number of CTEs affected by RSU organizations that send to multiple CTE schools.

Keep in mind that the updated SAIPE census report may have caused a fluctuation in your census counts. A very slight change in the poverty percentage can make a significant change to the allocation per school.

The online grant for FY20 will be open soon.

As Perkins is a first quarter, forward funded grant, Maine receives 25% of the Perkins grant award on July 1 and then the remaining 75% of the grant award on October 1. Local application reimbursement requests must also follow the federal grant awarding percentage. You can only submit reimbursement for up to 25% of your federal grant award between July 1, 2019 and September 30, 2019. You are allowed to obligate or spend more than 25%, but you cannot request reimbursement for more than 25%, in which case you would have obligated more funds than you will receive if Perkins were to be discontinued in the FY20 Congressional budget.

I have attached the draft timeline and due dates for the coming Perkins grant year. It is understood that this timeline is extremely tight, but July 1 remains constant for substantial approval.

Unfortunately, if you do not have your grant substantially approved by July 1, 2019 you cannot obligate, spend, or have access to the FY20 grant funds until you do.

The program year runs from July 1 through June 30. All funds must be expended or encumbered by purchase order, contract, or prior-earned salaries by June 30. This needs to be reflected on your year-end fiscal report. At the end of the program year, unexpended or unencumbered funds will be returned for reallocation. No funds for the new fiscal year will be released until all previous year reports have been filed and approved. All obligated funds must be liquidated by September 30.

The secondary grantees are required to hold center and region advisory committee meetings throughout the year and at one of these meetings they must review and approve their live work policy and cooperative agreement.

Please remember there are some requirements that you must meet in order to receive Perkins funding. Some of the more substantial are highlighted below:

- Technical skills- mandated standards,
 - State Statute 20-A, §8306-B now requires that all Maine CTE programs teach to a national standard to receive CTE state and federal funding. <http://www.maine.gov/education/it/>
- Program Evaluation:
 - PAC meets at least annually

- Membership must include teachers, business and industry partners, secondary and postsecondary constituents, students and other interested stakeholders
- All programs must be reviewed using a school developed common evaluation tool to ensure:
 - curriculum used aligns to program content;
 - program assessments used and technical skills taught include a third-party endorsement (if available);
 - the program standards and assessments are relevant; and
 - certification, licensure, and/or postsecondary credit attainment are options (if available).
- **Programs of Study:**
 - Perkins V will require Programs of Study to include postsecondary credit options. Current school developed articulation agreements should be updated to include high school graduation requirements and career pathways in order to develop them into Perkins approved Programs of Study. This will reduce the burden of required signatures as Programs of Study and Articulation agreements will be the same document. Statewide programs of study are planned for development during the transition year.
- **Positions**
 - Teacher/Faculty salaries can only be charged to Perkins for three years.
 - Positions that may be charged to Perkins for more than three years, if approved by Maine DOE CTE team, include:
 - articulation coordinators,
 - nontraditional/gender equity coordinators, and
 - targeted population support positions.

Special (targeted) populations - The term “special populations” means -

 - *individuals with disabilities;*
 - *individuals from economically disadvantaged families, including low-income youth and adults;*
 - *individuals preparing for non-traditional fields;*
 - *single parents, including single pregnant women;*
 - *out-of-workforce individuals;*
 - *English learners;*
 - *homeless individuals;*
 - *youth who are in, or have aged out of, the foster care system; and*
 - *youth with a military parent who is on active duty*
- **MACTE set aside**
 - Perkins funds used to pay MACTE for services must be charged to the allowable 5% administration funds and be recorded in the Administration Plan section of the grant application.
- **Time and Effort salary reporting for Perkins grant positions**
 - Employees paid with Perkins funds must keep time and effort records in accordance with OMB Unified Grant Guidance §§200.430 Compensation—personal services. ([at:<http://www.ecfr.gov/cgi-bin/text-idx?node=2:1.1.2.2.1>](http://www.ecfr.gov/cgi-bin/text-idx?node=2:1.1.2.2.1))
- **Limitation for Certain Students – Perkins V allows funds to be used for Middle School Students**
 - **SEC. 215. [20 U.S.C. 2395] LIMITATION FOR CERTAIN STUDENTS.**

No funds received under this Act may be used to provide career and technical education programs or programs of study to students prior to the middle grades (as such term is defined in section 8101 of the Elementary and Secondary Education Act of 1965), except that equipment and facilities purchased with funds under this Act may be used by such students.

- **CTE Expenses Previously Paid by the Local School District: SUPPLANTING**

- Use of Perkins funds to pay for any expense that was previously paid by the local school district is considered supplanting.

- **SEC. 321. FISCAL REQUIREMENTS.**

SUPPLEMENT NOT SUPPLANT. —Funds made available under this Act for career and technical education activities shall supplement, and shall not supplant, non-Federal funds expended to carry out career and technical education activities and tech prep program activities.

- **Live Work, Cooperative Agreement Review**

The secondary grantees are also required to hold advisory meetings and review and approve their live work policy and cooperative agreement yearly. Documentation of this review and approval in the advisory meeting minutes will meet this requirement.

Equipment

Equipment	<p>Equipment is defined as “an article of nonexpendable, tangible personal property having a useful life of more than one year. Equipment with a purchase price limitation of \$1,000 or more must be accounted for and controlled in accordance with the provisions Maine accounting and OMB Uniform Grant Guidance . Minor equipment lists should be kept for equipment costing less than \$1000 with a useful life equal to or longer than one year. http://www.ecfr.gov/cgi-bin/text-idx?node=2:1.1.2.2.1</p> <p>CRITERIA FOR DISTINGUISHING SUPPLY ITEMS FROM EQUIPMENT ITEMS An equipment item is any instrument, machine, apparatus or set of articles that meets all of the following criteria:</p> <ul style="list-style-type: none">• It retains its original shape, appearance and character with use.• It does not lose its identity through fabrication or incorporation into a different or more complex unit or substance.• 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.• Under normal conditions of use, including reasonable care and maintenance, it can be expected to serve its purpose for at least one year.• Exceeds minimum dollar value mandated by State or another Governmental Unit.
Inventory and Labeling of Perkins Equipment	The local school district must inventory any equipment purchased with Perkins funds. In addition, all equipment must be tagged indicating grant source, year of purchase, school name, and program area.
Equipment Shared with Disciplines other than CTE	The primary use of equipment purchased with Perkins funds should be utilized by CTE students who are enrolled in courses from one of the CTE program areas. When the needs of the CTE students are fully met the equipment can be used by non CTE students.

Facilities

Facility Construction or Remodeling	Renovation of the school facility cannot be funded by the Perkins grant. However, equipment required to startup or upgrade CTE programs is allowable.
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Promotional Items

CTE Program Promotional Items	Perkins funds cannot be used to purchase such as mugs, t-shirts, pencils, etc. to promoted CTE programs.
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Obligating Funds

Obligating Expenditures	The grantee must obligate or encumber all Perkins funds prior to June 30 of the current grant year. No extensions are allowable beyond that date. Encumbered funds must be liquidated within 3 months of the end of year. Encumbrances must be a contract, a formal and binding memorandum of agreement or a purchase order.
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CTSO Costs

CTSO Costs	Perkins funds may be used to support career and technical student organizations, including student preparation for and participation in technical skills competitions aligned with career and technical education program standards and curricula. (Funding for CTSOs must be aligned to your Local Consolidated Needs Assessment.)
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Carl D. Perkins FY20 compliance

FY19 year-end requirements must be submitted and approved before any grantee is eligible for FY2020 funds. The FY19 program and fiscal year-end reports must be submitted via the on-line grant system on or before June 30, 2019.

All FY19 funds must be expended or encumbered by purchase order, contract or prior-earned salaries by June 30, 2019 and this needs to be reflected on your year-end report. At the end of the program year, unexpended or unencumbered funds will be reallocated. No funds for the new fiscal year will be released until year-end reports have been filed and approved.

The year-end financial will now allow a very small variance **within activity budgets** without a budget adjustment (10% or \$500, whichever is smaller). This allows a school to do slight changes between salaries and benefits if needed.

Please contact Donna Tiner if you need any further clarification.

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