

## PERKINS FAQs

### PERKINS GRANT GENERAL QUESTIONS

#### **How is the distribution of funds to each secondary eligible recipient (district) or postsecondary eligible recipient determined?**

Secondary eligible recipients' formula: Thirty percent (30%) the number of 5 to 17 year-olds who reside in the district and seventy percent (70%) the number of 5 to 17 year-olds in families below the poverty line, based on data collected under the Elementary and Secondary Education Act (ESEA).

Postsecondary eligible recipients' formula: The number of individuals receiving Federal Pell grants.

#### **Why does the length of time it takes to receive funds vary from year to year?**

Several factors affect grant approvals including:

- The date Federal Perkins funds become available to the Connecticut State Department of Education (CSDE).
- Date final eligible recipient allocations are determined.
- Submission of incomplete eligible recipient grant materials.
- Timeliness of eligible recipient's responses to Career and Technical Education (CTE) Consultants' comments, clarifying questions, and recommendations.

#### **How long does an eligible recipient have to expend their Perkins grant?**

Eligible recipients have until June 30 of the grant year to expend or encumber Perkins funds. Liquidation of all grant funds shall be by August 31 of the grant year. For 2019-20, June 30, 2020, Perkins funds must be expended or encumbered and liquidated by August 31, 2020. There are no exceptions or waivers to this rule.

#### **What is the minimum allocation to qualify for a grant before having to join a consortium?**

Secondary eligible recipient- a district must qualify for a grant of at least \$15,000 under the formula to receive an allocation, or it must enter into a consortium that meets the minimum allocation requirement.

Postsecondary eligible recipient- must qualify for a grant of at least \$50,000 to receive an allocation, or they must join a consortium that qualifies for that amount.

#### **Are there parameters on how much a grant recipient can spend on specific budget lines?**

Yes, below are the current limits placed on budget areas:

- No more than 5% on administrative costs.
- A minimum of 5% allocated to professional learning.
- A minimum of 5% of total grant funds allocated to College Career Pathways (CCP) if a district participates in CCP.
- A minimum of \$20,000 allocated to support CCP by a participating postsecondary institution.

The below statements must be followed when postsecondary institutions support CCP coordinating schools:

- Funds must not be sub-awarded to other grantees.
- All purchases must follow the postsecondary institution's goods and services procurement policies.
- Fiscal control and accounting procedures shall be used for all expenditures.
- All expenditures shall be used to supplement not supplant non-federal funds.

#### **May middle school CTE programs utilize Perkins funds?**

Yes, CTE middle school programs (grades 6-8) may be funded with the following restrictions:

- A maximum of 10% or \$3,000, whichever is greater, of the total District Perkins allocation may support middle school CTE programs.
- The middle school program must include career exploration in Connecticut CTE Career Clusters taught at the district high school.
- An instructor, certified in the appropriate CTE subject, teaches or co-teaches the CTE course.
- Courses that are part of the Connecticut CTE Career Clusters taught at the high school are eligible for Perkins funding in the middle school program.

**Can Perkins funds be used for supplies, equipment, travel, professional learning, stipends, etc. that were paid by the district or postsecondary institution previously?**

No, this is supplanting. Any expenses that the district or postsecondary institution paid for previously using any funding source are not eligible to be supported with Perkins funds. This may include salaries, textbooks, stipends, etc.

**CTE PROGRAMMATIC QUESTIONS- CTE COURSES, TEACHER CERTIFICATIONS, and CAREER TECHNICAL STUDENT ORGANIZATIONS (CTSOs)**

**What types of courses may Perkins fund?**

Postsecondary and secondary eligible recipients must offer at least three of the 12 funded Connecticut CTE Career Clusters:

- Agriculture, Food and Natural Resources;
- Architecture and Construction;
- Business Management and Administration;
- Education and Training;
- Finance;
- Health Science;
- Hospitality and Tourism;
- Information Technology;
- Manufacturing;
- Marketing;
- Science, Technology, Engineering and Mathematics; and
- Transportation, Distribution and Logistics.

Additionally, eligible recipients must offer a minimum of one CTE pathway in each funded Connecticut CTE Career Cluster. Each pathway must have at least one sequenced program of study that consists of a minimum of two CTE course sequence providing students with rigorous academic content and relevant career and technical knowledge and skills needed to prepare for further education and careers in current or emerging professions. Postsecondary may be a one course sequence if the program of study results in a certificate.

**Our district has a Health Science pathway that includes a course in anatomy and physiology taught by a science teacher. Since the anatomy and physiology course is part of an approved Connecticut CTE Career Cluster, can Perkins funds be used to purchase supplies for the course?**

No, academic courses are not fundable. Only CTE courses taught by CTE-certified teachers may be supported utilizing Perkins funds.

**Our district is struggling to find a CTE certified teacher for our engineering program, since the courses are part of the STEM Cluster can a non-CTE certified teacher be funded for this position?**

While it is true that there is a shortage of engineering CTE teachers, Perkins funds are not eligible for engineering courses that have a non-CTE certified individual teaching the curriculum.

**What are common secondary CTE Teacher Certifications for Perkins funding?**

Connecticut Approved Career Cluster

Certification Codes

Agriculture, Food and Natural Resources

040 Agriculture, Pre-K-12

041 Vocational Agriculture, 7-12

Architecture and Construction

047 Technology Education, PK-12

098 Trade and Industrial Occupations

090 Occupational Subject, Vocational Technical Schools

Business Management and Administration

010 Business, 7-12

Education and Training

045 Home Economics, PK-12

046 Vocational Home Economics

Finance

010 Business, 7-12

Health Science

103 Health Occupations

109 Health Occupations in a Vocational-Technical School

Hospitality and Tourism

045 Home Economics, PK-12

046 Vocational Home Economics

098 Trade and Industrial Occupations

090 Occupational Subject, Vocational Technical Schools

Information Technology

010 Business, 7-12

047 Technology Education, PK-12

098 Trade and Industrial Occupations

090 Occupational Subject, Vocational Technical Schools

062 School Library Media Specialist (Computer Science)

110 Unique Subject Area-Endorsement (Computer Science)

Manufacturing

047 Technology Education, PK-12

098 Trade and Industrial Occupations

090 Occupational Subject, Vocational Technical Schools

Marketing

089 Marketing Education, 7-12

010 Business, 7-12

090 Occupational Subject, Vocational Technical Schools

Science, Technology, Engineering, and Mathematics (STEM)

047 Technology Education, PK-12

098 Trade and Industrial Occupations

	090 Occupational Subject, Vocational Technical Schools 040 Agriculture, Pre-K-12 041 Vocational Agriculture, 7-12 110 Unique Subject Area-Endorsement (Computer Science)
Transportation, Distribution and Logistics	047 Technology Education, PK–12 098 Trade and Industrial Occupations

**Notes:**

1. While teachers may only place students in work-based learning experiences within their areas of certification, the 104-Cross Endorsement in CWE/DO allows a teacher to place students in paid employment in *all* CT clusters.
2. Computer Science may be taught by any teacher holding a grade appropriate endorsement.
3. Certificates endorsed for 098, 090, and 110 must include a write-in that is appropriate to subject being taught.

**Can a teacher use Perkins funds to pay for college credits towards an advanced CTE degree or a cross endorsement?**

A teacher’s college tuition for an advanced degree or a cross endorsement is not a reimbursable expense. However, course work necessary to enhance teacher knowledge directly related to CTE curriculum improvements or student instruction is permissible (e.g., Praxis Cross-endorsement Bootcamps, CAD, Microsoft Office Suite).

**Last year our postsecondary institution paid for our career counselor’s salary with private funds, but those funds are no longer available. Can we fund her salary this year with Perkins?**

No, this is supplanting. Any expenses that the district or postsecondary institution paid for previously using any funding source are not eligible to be supported with Perkins funds. This may include salaries, textbooks, stipends, etc.

**Our veteran technology education teacher has retired. We have hired a new technology education teacher to replace him. Can Perkins fund her salary?**

No, Perkins cannot fund the new teacher’s salary because although she is new, the position is an existing one funded by the eligible recipient. Perkins funds can be used to support new people in new positions.

**What are the Connecticut recognized CTSOs?**

The only Connecticut recognized CTSOs that may utilize Perkins funding are the following:

- DECA-Formerly known as Distributive Education Clubs of America;
- FBLA-Future Business Leaders of America;
- FCCLA-Family Career and Community Leaders of America;
- FFA-Formerly known as Future Farmers of America;
- HOSA-Future Health Professionals;
- SkillsUSA; and
- TSA-Technology Student Association.

**BUDGET REVISIONS**

**Should postsecondary institutions or districts request prior approval for budget revisions?**

Yes, prior approval for any budget revisions is required.

**Can our district modify or revise our grant if we need to make changes?**

April 1 of the current grant year is the deadline for any Perkins grant modification. All modifications need prior approval.

**ADMINISTRATIVE and INSTRUCTIONAL EXPENSES**

**What types of administrative activities/duties are part of code 111A?**

Administrative activities include, but are not limited to, grant development, grant monitoring, evaluation of program effectiveness, data input, developing reports, payroll, providing technical assistance, clerical, and accounting duties. Expenditures for administrators' found in other codes other than 111A include registration, professional learning, and travel and are included in the 5% administrative cap.

**What types of instructional activities/duties are part of code 111B?**

Instructional duties include, but are not limited to, payment to teachers for curriculum writing outside of contract hours, substitute teachers while teachers attend conferences or professional development, CTSO advisor stipends, personnel, and the coordination of professional development.

**How many years may Perkins fund a teacher/staff position?**

Funding for positions (i.e., salaries for teaching duties including those that hold a Durational Shortage Area Permit, outside curriculum writers, etc.) is limited to three years. Perkins grant administrators, CCP coordinators, and CTSO advisor stipends are not limited to three years and are fundable every year.

**Our school wants to hire a second career counselor. Can Perkins fund that salary?**

Yes, Perkins can fund the new career counselor's salary for up to 3 years because it is a **new** position. After that time, the district must fund the position.

**PROFESSIONAL DEVELOPMENT and IN-SERVICE**

**May Perkins fund the Academic Deans' registration and travel to attend the ACTE Conference in December?**

An administrator may utilize Perkins funds for registration and travel to the ACTE Conference but those expenses must be included as administrative expenses and are subject to the total 5% administration cap of grant funds.

**Our district has programs that are part of NAF (formally the National Academy Foundation). Can Perkins fund all of our teachers and administrators to attend the NAF National Conference?**

CTE certified teachers can utilize Perkins funds to attend the NAF National Conference each year. Perkins cannot fund administrators to attend the NAF National Conference nor can it pay the annual NAF membership fee.

**STUDENT and STAFF TRAVEL**

**Our wood technology courses are going to the Construction Rodeo Days. What can Perkins fund for the trip?**

Perkins funding may be used to support bus transportation for the trip. Perkins funds cannot be used for individual entrance fees, food, or other individual student costs for any student travel or activity.

**What travel expenses can Perkins fund when I travel to a professional conference?**

Expenses funded with Perkins for CTE teacher travel to national and state professional development conferences, such as the National Business Educator's Association, are limited to transportation (airfare, auto mileage, and shuttles), registration, and hotel lodging. Perkins funding cannot be utilized to reimburse meal expenses, rental cars, parking fees, extra baggage fees, etc. Travel request must include a detailed explanation in the local application. Conference attendees are responsible to share information with other district staff and make improvements to curriculum in an effort to increase overall program quality. To keep staff current in their subject matter, professional learning opportunities should rotate among the CTE teachers.

## SUPPLIES and MEMBERSHIPS

### **When can the Perkins fund food purchases?**

Food is a consumable and as such is not an allowable Perkins expense.

### **Can Perkins buy new tables and chairs for the Culinary Arts classroom?**

No, general purpose classroom furniture such as desks, chairs, filing cabinets, book cases, computer workstations, etc., cannot be funded with Perkins. Perkins funding may be utilized to purchase items that are specific to a CTE area (i.e., stainless steel prep tables for culinary classes or preschool lab tables and chairs), *the items cannot and will not be used in academic classes.*

### **Can Perkins fund the new version of the textbook used in the classroom?**

Perkins funds can buy textbooks for new courses or newly articulated CCP courses in Connecticut approved clusters.

### **Can Perkins fund teacher or administrator memberships to professional organizations?**

No, Perkins cannot fund individual membership dues in professional organizations.

### **If professional membership dues are included as part of the registration for a conference, can Perkins be used to fund the entire cost?**

No, Perkins cannot fund individual membership dues in professional organizations even when included in registration fees.

### **Can we fund promotional items for CTE programs with Perkins?**

Perkins cannot fund items such as banners, mugs, T-shirts, pencils, and/or pamphlets to promote CTE programs.

### **Can we fund radio and magazine ads promoting our Business programs at our college?**

No, costs associated with advertising in magazines, newspapers, radio and television, internet, direct mail exhibits, etc. cannot utilize Perkins funding.

### **Can the district utilize Perkins funds for “all school reforms,” such as encouraging Advance Placement (AP) courses for all students?**

No, funds under the Perkins Act are to be used to improve CTE programs, services, and activities as defined by the Perkins Act.

### **We want to order chef coats or a chapter set of blazers for our culinary students. Can Perkins fund these?**

Perkins can fund a classroom set of chef coats or a chapter set of blazers that are available for several students and different courses.

### **May our district use Perkins funds for student registration fees to the Connecticut FCCLA Conference, trophies, or pins?**

Perkins cannot fund student registration fees, trophies, or pins for individual students or teachers.

## EQUIPMENT

### **Can Perkins pay for teacher desk computers and laptops?**

All equipment purchased with Perkins funds must be for student use or utilized in instructing students in the classroom. Perkins funding may not be used to purchase computers that will only be used by teachers.

**Yearly maintenance and repair of sewing machines and other equipment in our CTE programs is necessary. Can we use Perkins funds for this?**

No, repair and maintenance of any equipment purchased with Perkins funds is the responsibility of the local school district or postsecondary institution.

**What is the eligible recipients responsibility regarding disposal of equipment?**

- 1) After the useful life of a piece of equipment, the following applies as referenced in 2 CFR 200 (e) of the Uniform Guidance from the U.S Department of Education:
  - An eligible recipient may elect to keep, sell, or dispose any equipment with a current per-unit fair market value of less than \$5,000.
  - The non-Federal entity must request disposition instructions from the Federal awarding agency if required by the terms and conditions of the award.
  - Federally-owned and exempt property, or if the Federal awarding agency fails to provide requested disposition instructions within 120 days, equipment with a current per-unit fair market value in excess of \$5,000 may be retained or sold by the non-Federal entity.
  - The Federal awarding agency is entitled to an amount calculated by multiplying the current market value or proceeds from sale by the Federal awarding agency's percentage of participation in the cost of the original purchase.
  - If the equipment is sold, the Federal awarding agency may permit the non-Federal entity to deduct and retain from the Federal share \$500 or ten percent of the proceeds, whichever is less, for its selling and handling expenses.
  - The non-Federal entity may transfer title to the property to the Federal Government or to an eligible third party provided that the non-Federal entity must be entitled to compensation for its attributable percentage of the current fair market value of the property.
- 2) The CSDE uses the Internal Revenue Service (IRS) property classes found in [Chapter Four, pages 30 and 31 of Publication 946, "How to Depreciate Property."](#)
- 3) Districts and postsecondary institutions must keep a record of the equipment (e.g., item, vendor, product number) and the date it was disposed, including mode of disposal.

**An LCD projector, paid with Perkins funds, is missing and possibly stolen. Can we use Perkins funds to replace the stolen projector?**

It is the eligible recipient obligation to secure all equipment to prevent theft or damage. Equipment, bought with Perkins Funds, that is lost or damaged, is the eligible recipient's responsibility to use local funds, not Perkins for replacement or repairs.

**Can funds be utilized for construction or remodeling of our outdated culinary room?**

No, construction, renovation, maintenance or other building modifications and/or changes to an existing infrastructure are not allowable with Perkins grant funding. However, equipment for the new room is an allowable expense.