

# PERKINS FAQs

## PERKINS GRANT GENERAL QUESTIONS

### **How is the distribution of funds to each district or community college determined?**

Formula funds awarded to secondary education programs are determined by the following: 30% is allocated to local education agencies (LEAs) based on the number of 5 to 17 year-olds who reside in the district and 70% is allocated to LEAs based on the number of 5 to 17 year-olds in families below the poverty line, based on data collected under ESEA.

Formula funds awarded to postsecondary education programs are determined by 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 final entitlement figures are released. Grant approvals are based on the final entitlement figures for the current year.
- Submission of incomplete grant materials.
- Timeliness of grantee responses to Narrative Feedback Sheet – Career and Technical Education (CTE) Consultants' Comments, Clarifying Questions and Recommendations.

### **Must grant funds be expended and liquidated by a certain date?**

All Perkins funds must be expended or obligated by June 30th of grant year, and liquidated by August 31st of same year. For example, grant year 2016-17 funds must be expended or obligated by June 30, 2017 and liquidated by August 31, 2017.

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

Secondary- an LEA 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- a community college 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% may be spent on administrative costs.
- A minimum of 5% must be spent on professional development.
- A minimum of 5% of total grant funds must be spent on College Career Pathways (CCP) if a district participates in CCP.

**Can Perkins fund supplies or equipment that have previously been funded through district or college funds?**

No, use of Perkins to fund for any expense that was previously funded with local school district or college funds is considered supplanting. This may include salaries, textbooks, stipends etc.

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

**What types of courses can be funded by Perkins?**

Perkins funding may only be used for costs associated with a course that is part of a recognized Connecticut CTE program area in 9<sup>th</sup> through 12<sup>th</sup> grade and taught by a CTE-certified teacher. Middle school expenditures are not funded in Connecticut. The seven (7) recognized State CTE program areas are:

AGRICULTURAL SCIENCE and TECHNOLOGY	MARKETING EDUCATION
BUSINESS and FINANCE	MEDICAL CAREERS
COOPERATIVE WORK EDUCATION	TECHNOLOGY EDUCATION
FAMILY and CONSUMER SCIENCES	

**What are acceptable secondary CTE Teacher Certifications for comprehensive high schools?**

Perkins funding may only be used for costs associated with courses instructed by a teacher holding one (or more) of the Connecticut CTE certifications:

010	BUSINESS, 7–12
040	AGRICULTURE, PRE-K–12
041	VOCATIONAL AGRICULTURE, 7–12
045	HOME ECONOMICS, PK–12
046	VOCATIONAL HOME ECONOMICS, PK–12 (no longer issued but acceptable)
047	TECHNOLOGY EDUCATION, PK–12
089	MARKETING EDUCATION, 9–12
098	TRADE & INDUSTRIAL OCCUPATIONS – COMPREHENSIVE HIGH SCHOOL
103	HEALTH OCCUPATIONS – COMPREHENSIVE HIGH SCHOOL
104	COOPERATIVE WORK EDUCATION/DIVERSIFIED OCCUPATIONS

**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
- Skills USA
- TSA-Technology Student Association

**Our school wants to use Perkins funds for an Anatomy and Physiology science course that is a part of a Health Sciences career pathway. Is that allowed?**

No, only CTE courses taught by CTE-certified teachers may utilize Perkins funds.

**Why can't Art courses be funded if they are part of a CTE career cluster?**

Art courses do not represent a full CTE program or meet the definition of CTE as defined in in Sec. 35(A) (B) of the law. In addition, in small states like Connecticut that do not receive a great deal of Perkins dollars, districts and colleges must plan for the best use of those federal dollars for **CTE programs**. State or local funds should be used for art programs.

**Can our school use Perkins funds for an Engineering course that is taught by a non-CTE certified teacher?**

Even though you offer a CTE course for CTE students, Perkins funds cannot be used for that course because the teacher does not hold a CTE certification.

**Can our district use funds for student registration fees to the Connecticut FCCLA Conference, student blazers, trophies, pins, dues or air travel to National FCCLA Conference?**

Perkins funds cannot be utilized for any individual student expenditure.

**Can a teacher use Perkins funds to fund 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 (i.e., CAD, Microsoft Office Suite).

**BUDGET REVISIONS**

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

Yes, Perkins grants may be modified any time before April 1 of the current grant year.

**Should colleges or districts request prior approval for budget revisions?**

In general, revisions for allowable expenditures may be made for up to 10% of the total grant without prior approval. However, prior approval must be requested, regardless of whether the request is less than 10% of the total grant, for the following:

- there is a revision to the scope or objectives of the project (regardless of whether there is an associated budget revision requiring prior approval), i.e. type or number of pupils served, project location, or a shift in the focus or outcome of the project;
- there is a change in key persons if the persons have been specified in an application. *For example, if a grantee is approved to hire a business teacher, but instead wants to utilize the funds for a career counselor, prior approval would be required.*
- contracting out, subgranting or otherwise obtaining the services of a third party to perform activities which are central to the purposes of the award, if the activities were previously approved to be performed by local personnel, *i.e. the nature of the service is different than originally approved, as if it is no longer provided by the grantee.*
- cumulative transfers among line codes are expected to exceed ten percent of the current total approved budget. For example, if the total approved funding is \$18,000 and \$2000 is being moved from line 111B to line 600, a written approval request must be made prior to modifying.

## **ADMINISTRATIVE and INSTRUCTIONAL SALARIES AND EXPENSES**

### **What types of activities/duties are categorized as administrative?**

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' registration, professional development and travel must be included in the 5% administrative cap but will be recorded in budget codes other than 111A.

### **What types of activities/duties are considered instructional?**

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 professional development, research and proctoring the CTE State Assessment.

### **Is there a limit on the number of years a position may be funded by Perkins?**

Funding for positions (i.e., salaries for teaching duties, outside curriculum writers, etc.) is limited to 3 years. However, grant administrators, CCP coordinators and CTSO advisor stipends are not limited to 3 years and may be funded for an unlimited number of years.

### **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.

### **Last year our college 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, use of Perkins to fund any expense that was previously funded from the state, a college, local or private dollars is considered supplanting. 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, and was previously funded with district funds. New positions may be funded, new people hired for existing positions may not.

## **PROFESSIONAL DEVELOPMENT, IN-SERVICE**

### **Our Academic Dean wants to attend the ACTE Conference in December. Can her travel and registration be funded with Perkins?**

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% ADMIN cap of grant funds.

## STUDENT AND STAFF TRAVEL

**Students in the wood technology courses are going to the Construction Rodeo Days. What can be funded for this trip?**

Bus transportation for the trip may be funded by Perkins.  
No entrance fees, food, or individual student costs may be funded for any student travel or activity.

**What travel expenses can be funded with Perkins dollars 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. Meal expenses, rental cars, parking fees, etc., are not covered by Perkins funds. In addition, the request for travel must be explained in detail in the grant proposal's budget narrative and Continuous Improvement Plan. Conference attendees are responsible to share information with other district staff and make improvements to curriculum in an effort to increase overall program quality. Opportunities for professional development conferences should be rotated among all CTE local staff.

## SUPPLIES and MEMBERSHIPS

**Under what circumstances can food be funded with Perkins?**

No food can be funded with Perkins at any time.

**Our Culinary Arts program needs new tables and chairs for the classroom. Can these be funded with Perkins dollars?**

No, general purpose classroom furniture such as desks, chairs, filing cabinets, book cases, computer workstations, etc., cannot be funded with Perkins. However, if items are specific to a CTE area, i.e., stainless steel prep tables for culinary classes or preschool lab tables and chairs, *and not able to be used in general classes*, they may be funded by Perkins.

**Can funding be used for new or updated textbooks?**

Textbooks can be funded by Perkins for new courses only. Textbooks for existing CTE courses are the responsibility of the local board of education or college.

**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 pamphlets to promote CTE programs. Although these items may be beneficial to promote CTE programs, they are expenses that are not the best use of funds to improve 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. Other funding sources should be sought for those expenditures.

**To what extent can Perkins funds be expended for “all school reforms,” such as encouraging Advance Placement (AP) courses for all students?**

Funds under the Act must be expended only for CTE programs, services, and activities, as defined by the Act.

**Can teacher or administrator memberships to professional organizations be funded by Perkins?**

No, memberships may not be funded with Perkins.

**We want to order chef coats for our culinary students. Can Perkins fund these?**

If the chef coats are for individual students, they cannot be funded. Perkins funds cannot be utilized for any individual student expenditure. If the coats will be used for several classes of students for more than a year, then Perkins funds could be utilized.

**EQUIPMENT**

**Can equipment, such as computers, be purchased for teacher use?**

Equipment purchased with Perkins funds for teacher use is not allowed. All equipment purchased with Perkins funds must be for student use or utilized in instructing students in the classroom.

**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 college.

**What is our district’s responsibility regarding disposal of equipment?**

After the useful life of a piece of equipment, the following applies:

- 1) Items of equipment with a current per-unit fair market value of less than \$5000 may be retained, sold or otherwise disposed of.
- 2) LEAs and colleges must keep a record of the equipment (item, vendor, product #) and the date it was sold or disposed of and mode of disposal i.e., computers from the high school moved to a middle school program.

**My district purchased some instructional equipment last year, including a LCD projector for one of the CTE programs, using Perkins funds. The projector was stolen over the summer. Can we use Perkins funds to replace the stolen projector?**

The district is expected to secure all equipment to prevent theft or damage. Any stolen or damaged equipment must be replaced by the district but not with Perkins funds.

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

No, Perkins funds cannot be used for construction, renovation, maintenance or other building modifications. However, funds may be used to purchase equipment for the updated culinary room.