

## NEED ASSISTANCE?

The Vice Chancellor of Education and Student Services through the Office of Grants Development is responsible for Perkins. If you need assistance, or have Perkins-related questions, contact:

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## INCLUDED IN THIS GUIDE:

- Allowable Vs. Unallowable uses of funds
- Law of Supplanting
- Time and Effort Reporting
- Budget Categories
- Funding Requests
- Procurement/Receiving
- Inventory
- Record keeping and Reporting

## DID YOU KNOW?

- The purpose of the Perkins Act is on continuous improvement in CTE. Generally, recipients should NOT continue to spend funds on a program for more than three consecutive years unless new additions or improvements are continuing to be made as backed by data. Prior approval is required by the state Perkins Director before allocating funds to a program that has already received Perkins funding for three consecutive years.

# Perkins

## Quick Reference

### WHAT IS PERKINS?

Perkins funding refers to federal funding allocated under the Carl D. Perkins Career and Technical Education Act. The purpose is to support career and technical education (CTE) programs in schools and colleges, nationwide, aiming to enhance students' skills and prepare them for successful careers in high-skill, high-wage, and in-demand jobs. Perkins funds are primarily used to enhance the quality of CTE programs and ensure students receive the necessary skills to meet the workforce demands of our region.

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### WHAT ARE CTE PROGRAMS?

Perkins V states a CTE Program of Study must, at minimum, be a coordinated, non-duplicative sequence of academic and technical content at the secondary and/or postsecondary level that:

- Incorporates challenging, state-identified academic standards;
- Addresses academic and technical knowledge, as well as employability skills;
- Is aligned to the needs of industries in the state, region, Tribal community or local area;
- Progresses in content specificity;
- Has multiple entry and exit points that allow for credentialing; and Culminates in the attainment of a recognized credential.

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### LDCC PERKINS-ELIGIBLE PROGRAMS OF STUDY

Grant recipients are required to select three career clusters for Region 8 to focus funding toward each year. All Perkins funding will target programs within the selected career clusters. The clusters are selected in collaboration with secondary partners, industry partners, and a review of four and five-star job data. Colleges are allowed to select a 4th independent cluster geared toward economic growth.

*\*Carryover and special project grants can fund ANY CTE program, but the Perkins Basic grant can only fund programs that fall under the 3 chosen career clusters.*

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### MORE INFORMATION:

Visit <https://www.lctcs.edu/perkins-v> for more information.

This site includes the LCTCS Perkins V State Plan and Manual.

## PERKINS BUDGET CATEGORIES:

1. Salaries – Perkins often supports CTE faculty/staff salaries. Time and effort reporting is required.
2. Benefits – Fringe benefits associated with salaries.
3. Equipment – an item is defined as “Equipment” if it can be expected to serve its purpose for at least one year and is equal or greater than \$1,000 per unit cost in value.
4. Non-Consumable Supplies – An item that can be expected to serve its principal purpose for at least one year and is less than \$1,000 per unit cost in value.
5. Consumable Supplies – An item that cannot be expected to serve its purpose for longer than one year and is less than \$1,000 per unit cost (e.g., disposable items such as surgical gloves, soap, nails).  
*\*May only request non-consumables the first year program is Perkins-eligible or for approved special projects.*
6. Professional Services: Services provided by a consultant or other professional.
7. Operating Services: Services purchased to operate, repair, maintain, and rent property. (Advertising/public relations, maintenance/repairs, memberships/subscriptions, shipping, printing, etc.)
8. Travel: Travel to support the professional development or certification of CTE faculty/staff, and other CTE activities as deemed allowable under Perkins V.

**Note for Allied Health:** Please submit PDF of “shopping cart” along with funding request. Include shipping charges. Medical supplies cannot be purchased from Amazon.

# Perkins Participation:

All Perkins funding requests must be submitted to the Vice Chancellor of Education and Student Services along with annual budget submissions. However, the VCESS through the Office of Grants Development (OGD) may reach out to campus directors/department chairs for special funding opportunities.

For all funding requests, it's imperative to include **preferred vendor, quantity, item description, accurate cost details, location (including room number for inventory), dates/location (if travel), unit cost, total cost, SHIPPING/INSTALLATION costs, and a detailed justification - including expected outcomes of purchasing the enhancement. All purchases should be tied to SLOs/IBCs.** Any new program requests will require a GADIE to be submitted to the VCESS prior to approvals.

### Procurement:

Procurement can take time. Depending on the cost and nature of the item/service – we are required to follow certain guidelines. Refer to LDCC's Procurement Policy for approved guidance. It's always best to have a current quote in hand, and to keep the following in mind:

- \$10,001 to \$20,000: three or more price quotations
- \$20,001 to \$30,000: five or more price quotations
- Over \$30,000: Invitation to Bid or Request for Proposal

*\*Does not apply to Professional Services*

*\*Sole source justification required when only one source can provide item/service.*

### Supplanting

A requirement of the Perkins statute is that funds made available under the Act must SUPPLEMENT and NOT SUPPLANT non-federal funds expended to carry out CTE activities. In other words, federal Perkins funds CANNOT be used in place of non-Perkins funds. It will be considered a violation and presumed supplanting when funds:

- Provide services that LCTCS or the recipient is required to make available under federal, state, or local law.
- Provide services that were provided with non-Perkins funds in the prior year
- Provide services for non-CTE students with non-federal funds and provided the same services to CTE students using Perkins.

### Receiving/Inventory

LDCC has written inventory policies, but what you really need to know is that all Perkins Equipment and Non-Consumables must be tagged with a Perkins tag, and accurate records must be maintained.

Any time a campus/program receives the benefits of Perkins funding, **it is the shared responsibility of the campus director, his/her designated campus receiver, and the department chair to ensure that orders are accurate, tracked, received within the grant period, and shipments are acceptable. The receiver on each campus will update Perkins Checklists via Teams for all expenditures. Failure to do so will result in Perkins funding for that campus/program to be suspended.**

## IS YOUR SALARY FUNDED THROUGH PERKINS?

All salaries and related benefits charged to Perkins require the completion of time and effort reports. These reports must reflect an after-the-fact distribution of the actual activity of the employee, must account for the total activity for which the employee is compensated, must be prepared at least monthly, must be signed by both the employee and supervisor, and must coincide with the payroll periods. **Time and effort reports are due by the 5<sup>th</sup> of each month.** Time and effort reports are included in monthly reimbursement requests submitted to LCTCS via eGrants.

### RECORD KEEPING/REPORTING:

All records pertinent to Perkins funding must be maintained for 5 years.

Progress reports must be submitted on a quarterly basis.

Any campus/program receiving support through Perkins funding is responsible for providing program/project updates and data in order to support the timely submission of reports.

### GENERAL GRANT PERIODS:

- Basic Grant Period:  
July 1 – June 30
  - Carryover Grant Period  
July 1 – Sept 30
- \*\*\*All items/services must be received during the grant period.*

### SOS: IMMEDIATELY ALERT PERKINS COORDINATOR:

- Travel authorization and/or travel reimbursement submitted where Perkins is funding source.
- Changes to travel plans where Perkins is funding source. **\*Note:** Perkins cannot pay cancellation fees or penalties.
- Approved Perkins funding will not be expended and should be reallocated.
- Cost of item/service differs from requisition
- Item on Backorder
- Terms of service agreements

**\*If in question, it's better to ASK!**

## Required Uses of Funds:

**The following areas/activities are identified as elements required to receive local funds under the Carl D. Perkins Career and Technical Education Act.**

- . Strengthen the academic and career and technical skills of students participating in career and technical education programs, by strengthening the academic and career and technical education components of such programs through the integration of academics with career and technical education programs through a coherent sequence of courses.
- . Link career and technical education at the secondary level and career and technical education at the postsecondary level, including by offering the relevant elements of not less than one career and technical program of study.
- . Provide students with strong experience in and understanding of all aspects of an industry, which may include work-based learning experiences.
- . Develop, improve, or expand the use of technology in career and technical education, which may include—
  - (A) training of career and technical education teachers, faculty, and administrators to use technology, which may include distance learning;
  - (B) providing career and technical education students with the academic and career and technical skills (including the mathematics and science knowledge that provides a strong basis for such skills) that lead to entry into the technology fields; or
  - (C) encouraging schools to collaborate with technology industries to offer voluntary internships and mentoring programs, including programs that improve the mathematics and science knowledge of students.
- . Provide professional development programs, including—
  - (A) in-service and pre-service training on — (i) effective integration and use of challenging academic and career and technical education provided jointly with academic teachers the extent practicable; (ii) effective teaching skills based on research that includes promising practices; (iii) effective practices to improve parental and community involvement; (iv) effective use of scientifically based research and data to improve instruction;
  - (B) support of education programs for teachers of career and technical education in public schools and other public school personnel who are involved in the direct delivery of educational services to career and technical education students, to ensure that such teachers and personnel stay current with all aspects of an industry;
  - (C) internship programs that provide relevant business experience; and
  - (D) programs designed to train teachers specifically in the effective use and application of technology to improve instruction.
- . Develop and implement evaluations of the career and technical education programs carried out with funds under this title, including an assessment of how the needs of special populations are being met.
- . Initiate, improve, expand, and modernize quality career and technical education programs, including relevant technology.
- . Provide services and activities that are of sufficient size, scope, and quality to be effective.
- . Provide activities to prepare special populations, including single parents and displaced homemakers who are enrolled in career and technical education programs, for high-skill, high-wage, or high-demand occupations that will lead to self-sufficiency.

<b>Perkins: Allowable Costs/Activities</b>	<b>Perkins: Unallowable Costs/Activities</b>
Administrative costs limited to 5% of total expenditures	Administrative costs in excess of 5% of total expenditures
Advertising for CTE activities/careers/jobs	Advertising (Where the non-federal institution is the sole benefactor)
Advisory Committees	Awards and memorabilia
Audit costs in accordance with the Single Audit Act (OMB Circular A-133)	Alcohol
Career guidance and counseling	Alumni activities
Communication costs (telephone, postage, fax, etc.)	Bad debts (losses from uncollectable accounts)
Depreciation and use allowances	Capital expenditures which support general operations (general purpose equipment, building, land)
Education programs for personnel to stay current with all aspects of industry	Commencement and convocation costs
Equipment for CTE instruction (includes leasing, purchasing, upgrading, adapting)	Contingency provisions
Instructional aides	Contract/award with suspended/ debarred parties
Internship programs for personnel	Contributions and donations
Legal expenses for administration of the Perkins Award	CTSO competition travel for students (Exceptions for Special Populations)
Local education and business partnerships	Direct assistance to students such as: tuition assistance, fees, textbooks, tools, uniforms, and supplies. (Exceptions for Special Populations)
Meetings and conferences, technical	Entertainment
Membership (Institutional) in business, technical, and professional organizations	Expenditures that supplant
Mentoring and support services	Fines and penalties
Personnel costs (salaries, wages, and benefits)	Fundraising
Professional and consultant services	Goods or services for personal use (including gifts)
Professional development/training, including travel	Housing for personal living expenses for faculty
Programs for personnel in use and application of technology	Legal expenses for criminal proceedings and claims against the federal government
Publication and printing costs	Lobbying (including ACTE Policy Seminar)
*Rearrangement and alterations costs	Losses on other sponsored agreements or contracts
* Reconversion costs	Memberships in lobbying, civic, social, or community organizations
Scholarships and student aid costs for special populations	Pre-award costs
Speakers on CTE topics	Refreshments and meals not associated with professional development activities
Stipends for product based services such as: curriculum development and revision (outside of the provider's normal contract times or periods)	Religious worship or instruction
Subscriptions to business, technical, and professional periodicals	Stipends to OUR faculty/staff for attending professional development activities
Translation services	Student wages or stipends regardless of the student's status as a member of a special population