PERKINS V LOCAL GRANT HANDBOOK

Strengthening CTE for the 21st Century Act (Perkins V)

Revised Feb. 2020

Contents

Goals of the Handbook

This handbook is designed to be a guide to develop, submit, and administer the Strengthening Career Technical Education for the 21st Century Act (Perkins V) grant. Please keep in mind:

- This Handbook is to be used only as a reference tool
- Information in this guide is not exhaustive
- All other federal, state, and local laws, including the EDGAR (2.C.F.R. 200) are in force
- Kansas Board of Regents (KBOR) CTE staff reserves the right to update this information as new guidance becomes available
- The latest version of the Handbook is available on the KBOR website

Please contact KBOR CTE staff with specific grant application questions or concerns.

Overview of Funding Opportunity

On July 31, 2018, President Trump signed the Strengthening CTE for the 21st Century Act (Perkins V) into law. This Act reauthorizes the Carl D. Perkins CTE Act of 2006 (Perkins IV). Perkins V is dedicated to increasing learner access to high-quality CTE programs of study. Perkins funding supports a variety of efforts, including but not limited to:

- Professional development
- Technical assistance
- Creation of innovative programs of study
- Support for continuous improvement of existing programs of study
- Career exploration
- Guidance and advisement
- Data collection and analysis; and
- Program evaluation and monitoring

Local applicants must focus on the continuous development of academic, technical, and employability skills of students in CTE programs of appropriate size, scope, and quality.

Perkins Year at-a-Glance

February 1	Comprehensive Local Needs Assessment due (every two years)
Early March	Request for Proposals (RFP) available
May 15	Local Grant Application due
July 1	Grant year begins
December 1	Progress report due
December 31	Equipment purchase deadline
March 1	Progress report due
May 15	Last day for revisions
Mid-June	Last day for draw down
Aug 15	Final report due

Key Definitions

Concentrator - a student enrolled in a Perkins-approved program who has (i) earned at least 12 credits within a CTE program or program of study; or (ii) completed such a program if the program encompasses fewer than 12 credits or the equivalent in total.

Nontraditional fields - occupations or fields of work, such as careers in computer science, technology, and other current and emerging high-skill occupations, for which individuals from one gender comprise less than 25 percent of the individuals employed in each such occupation or field of work.

Program alignment - Postsecondary Technical Education Authority (TEA) initiative driven by the needs of business and industry in the state. Groups of business leaders and college faculty participate in the four-phase process to:

- Allow business and industry to identify value-added exit points within programs
- Identify and support student acquisition of nationally recognized industry credentials
- Identify common courses that can serve as a bridge for articulation opportunities
- Decrease the variability in program length

Special populations:

- individuals with disabilities
- individuals from economically disadvantaged families, including low-income youth and adults
- individuals preparing for nontraditional 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
- youth with a parent who is a member of the armed forces or is on active duty

Program of Study - a coordinated, nonduplicative sequence of academic and technical content at the secondary and postsecondary level that

(A) incorporates challenging State academic standards;
(B) addresses both academic and technical knowledge and skills, including employability skills;
(C) is aligned with the needs of industries in the economy of the State, region, Tribal community, or local area;
(D) progresses in specificity (beginning with all aspects of an industry or career cluster and leading to more occupation-specific instruction);
(E) has multiple entry and exit points that incorporate credentialing; and
(F) culminates in the attainment of a recognized postsecondary credential.

Technical program - K.S.A 71-1802 defines a “technical program” as any program of study comprised of a sequence of tiered technical courses and non-tiered courses and is approved for technical funding by KBOR. A technical program must:

> (1) be designed to prepare individuals for gainful employment in current or emerging technical occupations requiring other than a baccalaureate or advanced degree;
> (2) lead to technical skill proficiency, an industry-recognized credential, a certificate, or an associate degree; and
> (3) be delivered by an eligible institution.

Work-based learning - sustained interactions with industry or community professionals in real workplace settings, to the extent practicable, or simulated environments at an educational institution that foster in-depth, firsthand engagement with the tasks required in a given career field, that are aligned to curriculum and instruction.

Size, Scope and Quality:
Kansas Definition

Size:
Program size is an appropriate number of students in order to be effective and meets local business and industry demand as determined by the local needs assessment. The program size will account for physical parameters, limitations of the program, and geographic/demographic constraints.

Scope:
As specified in K.S.A. 71-1802, CTE programs must:

- Be designed to prepare individuals for gainful employment in current or emerging technical occupations requiring other than a baccalaureate or advanced degree
- Lead to technical skill proficiency, an industry-recognized credential, a certificate, or an associate degree
- Be delivered by an eligible institution

In addition, CTE State-approved programs of study relate to high-skill, high-wage, or in-demand careers aligned with the economic and workforce development needs in the State or region by:

- Linking programs across learning levels through articulation agreements, dual credit opportunities, aligned curriculum, etc.
- Aligning programs with business and industry needs and local economic indicators
- Providing multiple entry and exit points to programs of study
- Emphasizing development of essential workplace skills through applied academics
- Providing workplace learning opportunities to all students, including special populations

Quality:
Program quality is the measure of academic performance, workplace standards, competencies, and skills necessary for success.

- Eligible recipients negotiate performance targets and continuously work toward reaching or exceeding those targets
- Eligible recipients demonstrate the need for CTE programs by presenting labor market data and economic development projections that indicate current or projected employment demand
- Professional development is provided to faculty and staff to enhance student learning
- Advisory committees comprised of local business and industry partners provide input on Pathways and programs
- Articulation agreements, state program alignment, and industry credentialing are components of quality Pathways and programs
- Equitable access to CTE Pathways and programs is provided to all students
- Industry-standard equipment and technology encourage relevant and rigorous technical skill attainment

Eligibility

Eligible recipient is an eligible institution or consortium of eligible institutions eligible to receive a Perkins allocation.

Eligible institution is an institution of higher education that offers CTE programs and will use Perkins funds in support of CTE education courses that lead to technical skill proficiency or a recognized postsecondary credential, including an industry-recognized credential, a certificate, or an associate degree, which does not include a baccalaureate degree.

Eligible Program

Any program receiving Perkins Local Grant funds must be designated as an eligible technical program by KBOR. A Perkins-approved program must meet all KBOR Perkins eligibility requirements, including:

- *At least 51% tiered*
- *Maintaining an average of 6 concentrators over 2 years*
- *Complying with Program Alignment*

Short-term Stand-Alone Parent Programs (SAPPs) must meet the following criteria:

- *At least 80% tiered*
- *Comprised of at least 8 credit hours*
- *Maintaining an average of 6 concentrators over 2 years*

Allocation

Carl D. Perkins funds are shared equally between the Kansas Board of Regents (KBOR) and the Kansas State Department of Education (KSDE). Supported by both state agencies, this distribution methodology provides access to equal amounts of funding for institutions at both the secondary and postsecondary levels, ensures continued support for quality secondary and postsecondary CTE programs and initiatives within the state, and leads to stronger and more consistent educational linkages throughout the state.

KBOR assumes the sole eligible state agency responsibilities for Kansas in regard to Carl D. Perkins funding. The total allocation is distributed in the following manner: 85% of the funds are distributed to eligible local recipients (which includes a 15% Reserve Fund), 10% for state leadership activities, and 5% for state administration.

The amount distributed to each postsecondary institution is based upon the Annual Full Time Equivalent (FTE) Pell Grant count for the previous academic year. The number of CTE Pell grant recipients is identified using student data submitted by each postsecondary institution to the Kansas Postsecondary Database (KSPSD). Since each institution's annual Perkins allocation and performance measures are based upon the KSPSD data, it is imperative the Perkins coordinators work with the institutional IT/data staff to verify that Perkins data are submitted accurately.

The formula for local allocation is as follows:

Local % of Allocation = Institutional FTE Pell Count / Total State FTE Pell Count*

*The Institutional FTE Pell Count is determined by:

1. Identifying the number of concentrators in Perkins-approved programs as reported in the institution's annual KSPSD submission.
2. Determining the number of semesters in the academic year for which the concentrator received a Pell grant and totaling only the credit hours the student attempted in those semesters.
3. The total number of credit hours is divided by 30 to determine the student's enrollment level for the year (e.g. full time, ¾ time, ½ time, ¼ time). Full time is considered 30 or more hours; ¾ time is considered at least 22 hours but less than 30 hours; ½ time is considered at least 15 hours but less than 22 hours; ¼ time is considered at least 8 but less than 14 hours.

Further information on KSPSD, including a Reference Manual and due dates for data submission, may be found on the KBOR website.

An eligible institution must generate a local grant allocation of at least $50,000 to become an eligible recipient. If not, they have the option to form or join a consortium, the total allocation of which meets or exceeds the minimum allocation of $50,000.

Funds allocated to consortia must be used only for purposes and programs that:

- are identified in the local needs assessment and are beneficial to the members of the consortium, and
- are of sufficient size, scope, and quality to be effective, and
- are not reallocated to individual members of the consortium

Comprehensive Local Needs Assessment

Perkins V Section 134 states: (1) To be eligible to receive financial assistance under this part, an eligible recipient shall

(A) conduct a comprehensive local needs assessment related to career and technical education and include the results of the needs assessment in the local application; and

(B) not less than once every two years, update such comprehensive local needs assessment.

A needs assessment is a systematic set of procedures used to determine needs and to examine their nature and causes. A needs assessment is conducted to determine the needs of students, parents, workforce development, community, and future employers. The State of Kansas is comprised of nineteen (19) needs assessment regions. A comprehensive regional needs assessment consists of the following steps:

1. Identify participants/stakeholders
2. Identify data sources
3. Engage stakeholders in a review of focused data and analyze the data
4. Identify areas of growth and strengths (what is working)
5. Identify areas of opportunity (what is not working)

Each region must submit a completed Comprehensive Local Needs Assessment Template for KBOR review every two years. Needs Assessments are due by February 1 every other year.

The Needs Assessment consists of six components:

1. Evaluation of Regional Labor Market Data
2. Evaluation of student performance
3. Description of the CTE programs offered (size, scope, quality)
4. Evaluation of the progress toward implementing CTE programs of study
5. Description of recruitment, retention, and training for CTE educators.
6. Description of progress toward implementing equal access to CTE for all students, including special populations

Local Grant Application Process

Local Application Packet consists of a 4-Year Local Application and Local Grant Forms and Budget. The 4-Year Local Application is submitted once every four years and can be updated once per fiscal year at the time of application submission. A new set of Local Grant Forms and Budget must be submitted to KBOR annually by May 15. Revisions to the Local Grant Forms and Budget can be submitted to KBOR any time throughout the fiscal year, but no later than May 15.

4-Year Application

Each eligible recipient must complete the 4-Year Local Application in order to receive Perkins funding. Eligible recipients must answer questions from the Perkins V law to locally address the comprehensive local needs assessment and create an action plan for the next four years.

Eligible recipients will have the opportunity to update the application once per fiscal year by submitting updates with the annual Local Grant Forms and Budget. Additional detailed information may be found in Section 134 of the *Strengthening CTE for the 21st Century Act.*

Local Grant Forms and Budget

The completed submission checklist on the Cover Page (Appendix 1), along with the signatures of the President or Authorized Administrator and the Preparer (Appendix1, 2, 4, and 5) is required**.**

Required Application documents:
All eligible recipients must submit

- 4-Year Local Application (completed and signed)
- Appendix 1 Cover Page with Submission Checklist (signed)
- Appendix 2 Contractual Provisions, Assurances, and Certifications (with all required signatures, dates, and addresses)
- Appendix 3 Local Grant Goals
- Appendix 4 Expenditure Matrix (signed)
- Appendix 5 Budget Breakdown (Section B signed)

Required if specifically applicable to the eligible recipient's expenditures:

- Appendix 6 Equipment
- Appendix 7 Resources, Computing Devices, Software, Subscriptions
- Appendix 8 Professional Development

Instructions:
Appendix 1: Cover Page

1. Enter the year, institution name, contact information, and check submission checklist boxes as items are completed
2. Obtain the President's or Authorized Administrator's signature and date

Appendix 2: Contractual Provisions, Assurances, and Certifications

Section A – Contractual Provisions

1. Enter the start date for the grant year above paragraph one

Section B – Assurances

1. No action required

Section C – Certifications

1. Enter the Place of Performance (physical address of the institution)
2. Complete the bottom section
    a. Print or type the name and title of the President or Authorized Administrator
    b. Obtain the President's or Authorized Administrator's signature and date

Section D – Transfer of Local Funds (Consortium Only)

1. The transferring institution allows the receiving institution to draw down funds on their behalf
2. The receiving institution coordinates the Perkins funds on behalf of the consortium members
3. All members of the consortium receive equal benefits from the partnership
4. Both Presidents or Authorized Administrators must sign and date

Appendix 3: Local Grant Goals

1. Enter the Institution Name
2. All Local Grant Goals must be addressed in this Appendix
3. For more information regarding each goal, see Perkins V Sec. 134(b)
4. For each goal, provide the following:
    a. Identify the goal funding source
        - Goals can be funded from either federal or nonfederal sources
        - If non-Perkins funds are used to support a goal, simply identify the source in the funding column (e.g. Local funding)
        - Do not put $0 in the funding cell. Instead, use terms “local” or “institutional”
    b. Provide a detailed explanation of the activity including a justification for the expenditure
    c. Relate the activity to the needs assessment
    d. Explain how the activity supports the 4-year local application narrative
    e. Address how the success of the activity will be measured
5. Throughout the grant year, provide an update for each of the progress reports or final outcome in the section provided
    a. Request this information from instructors or program leads, as applicable
    b. Include quantifiable and qualifiable accomplishments of each activity
    c. Can be used for final report narratives
6. Special Populations (Goal 3)
    a. A minimum of 5% of the total allocation must be expended on special populations activities
    b. Mark the special population(s) which will be affected by the activity
7. New Program Development (Goal 8) - Optional
    a. A maximum of 5% of the total allocation may be expended on new program development
    b. Provide the following:
        - CIP code, program name, and description
        - Plan of action, specific expenditures
        - Status of development and timeline for submitting for KBOR approval
        - Relate the activity to the needs assessment and the four-year local application narrative
8. Administrative Costs (Goal 9) - Optional
    a. No more than 5% of the total Perkins grant may be used for local administration

    b. This includes indirect costs related to the supervision, accounting, and reporting of Perkins goals set forth in the local plan
    c. Administrative costs are subject to allowable/unallowable expenditure guidelines and should be accounted for in all budget forms

Appendix 4: Expenditure Matrix

1. The Expenditure Matrix separates spending within goals into expenditure categories
2. For the Application and Final Report, all values in Appendix 4 and Appendix 5, Budget Breakdown, Section A must match
3. For December and March Progress Reports, indicate actual expenditures to date on the Expenditure Matrix– this may not match Appendix 5, the Budget Breakdown
4. Enter the grant year
5. Mark the appropriate checkpoint for the grant calendar
6. Enter the institution name and total grant allocation
7. For each goal, separate the expenditures into the appropriate categories
    a. The “Total” column will automatically add the cells
    b. Rows can be added to list additional “other” allowable expenditures
8. Contact the institutional business/finance office to obtain “Total Requested Perkins Dollars” and submit it with progress and final reports
9. Sign and date the form as the Preparer
10. Obtain the President’s or Authorized Administrator’s signature and date (Application and Final Report only)

Appendix 5: Budget Breakdown

For the Application and Final Report, all values in Appendix 4 and Appendix 5, Section A must match

1. Enter the grant year, institution name, and date
2. Indicate expenses for each goal category, listed by line number
3. The Goal and Line numbers must correspond to Appendix 3 – Local Grant Goals
    a. Add rows to accommodate all Lines
4. The total for all goals must equal the total allocation
5. The totals are automatically calculated, but it is recommended to check all totals prior to submission
6. Throughout the grant year, columns must not be edited after the date indicated in the column heading – consider these columns “locked” after the indicated date
7. Section B indicates amounts and percentages requested for personnel, equipment, special populations, new program development, and administration
    a. All values in this section should also be listed in the appropriate goal category in Section A
        - Personnel: Maximum 50% of total allocation
            - Must maintain Time and Effort documentation for all employees paid with federal funds

    - Funding may only be used for **new**, permanent positions and will be assumed by the institution when grant funding is no longer available *(maximum 3 years)*
    - Approved Perkins funding will decrease by 1/3 each year for the 2nd and 3rd years the position is funded – the rolldown of salaries can only be for the *actual amount paid out the previous year*
    - Any funded new positions cannot be used to supplant existing personnel expenditures
    - A complete job/position description with time allocations must be submitted with the grant application (every year of the three-year rolldown)
  - Equipment: Maximum 50% of total allocation
    - Follow federal and state (more restrictive) guidelines for definitions
    - Do not include items from the optional equipment pool in this calculation
    - Refer to the Equipment Map
  - Special Populations: Minimum 5% of the total allocation
  - New Program Development: Maximum 5% of the total allocation
  - Administrative Expenses: Maximum 5% of the total allocation
8. Sign and date the form as the Preparer
9. Obtain the President's or Authorized Administrator's signature and date (Application and Final report only)

Appendix 6: Equipment

1. This document is intended to be updated throughout the grant year, as some sections are not applicable to the application
2. No more than 50% of the total Perkins local grant allocation may be used to purchase equipment (consult the Perkins Equipment/Supplies/Resources Map for guidance)
3. Any resource, supply, computing device, subscription, or software which costs $5,000 or more is considered equipment, according to the EDGAR
4. Equipment expenditures must be for **new** equipment to enhance a Perkins-approved CTE program and cannot be used for maintenance or replacement of existing, worn-out equipment
5. Provide a list of all planned equipment purchases
    a. Place equipment into the appropriate section, based on cost
    b. A detailed description and justification of the purpose and uses of the equipment must be provided in Appendix 3 (Local Grant Goals)
    c. Equipment brand name is not required when submitting this Appendix, but include a brief description, model number (if known), quantity, and cost
    d. If a portion of the cost will be paid with local funds, identify the amount of Perkins funds to be used
    e. Identify the program CIP code and intended program name and location

    f. Use the optional equipment pool section to request approval for equipment to be purchased if funds become available – do not calculate the cost of these optional items in the budget
6. Items valued at $5,000 or more must display a KBOR-issued Perkins tag
    a. Use this form to request Perkins tags once equipment is received
    b. Add model and serial number, actual cost, and purchase date to Appendix 6
    c. Submit the form to the KBOR Perkins liaison for approval and tag issue
7. All equipment purchased with Perkins funds must be tracked according to federally mandated procedures
8. The Perkins tag must be acquired prior to the Final Report

Appendix 7: Resources, Computing Devices, Software, Subscriptions

1. Provide a list of all planned purchases for items which are not considered equipment
    a. Place items into the appropriate section, based on description
    b. A detailed description and justification of the purpose and uses of the item must be provided in Appendix 3
    c. The brand name is not required when submitting this Appendix, but include a brief description, model number (if known), quantity and cost
    d. If local funds are used to pay a portion of the cost, identify the amount of Perkins funds to be used
    e. Identify the program CIP code and intended program name and location
    f. Use the Optional Resources, Computing Devices, Software, or Subscriptions Pool section to request approval for items to be purchased if funds become available – do not calculate the cost of these optional items in the budget
2. Update the serial number, actual costs, etc. as it becomes available throughout the year

Appendix 8: Professional Development

1. Professional Development is only available for faculty/staff in Perkins-approved programs
2. List the name of the institution
3. Identify the CIP code and Program Name (if applicable), and PD Activity
4. The "Revision #" should be used if a Revision Request is submitted
5. Identify the title or classification of PD attendees
    a. This list does not include faculty/staff name, location of conference, date, etc., but must be clearly identifiable as to what type of conference, training, etc., it is, the title or classification of attendees, and the name of the Perkins-approved program
6. Provide a brief description of the PD activity
    a. Request justification from instructors/staff of the purpose of the PD activity
    b. Describe how academic, technical, and/or employability skills are expected to be affected by this event
    c. Activities involving administrators will be reviewed on a case-by-case basis, and may not be fully supported with Perkins funds
7. Institutions may identify an optional pool of professional development
    a. Do not calculate the expenses for optional activities into the budget
8. Use the Revision Request (Appendix 12) process for any changes in the activities list

Application Submission Process
The completed 4-Year Local Application and Local Grant Forms and Budget, with all signatures, dates, and addresses, should be emailed to the eligible recipient's Perkins liaison at KBOR (Vera Brown at vbrown@ksbor.org or Tobias Wood at twood@ksbor.org). No hard copy will be required. No funds shall be expended until the institution receives an approved application from KBOR. Failure to follow instructions when submitting the application may delay its approval.

Application Review Process
The 4-Year Local Application and the Local Grant Forms and Budget are thoroughly reviewed by the KBOR Perkins staff for allowability and compliance. The KBOR Perkins liaison may request additional information, clarification, or revision of the submitted application before the application is approved. After the application review and approval process, the KBOR Perkins liaison will email a final copy of the approved application with required KBOR signatures to the local Perkins coordinator. No spending is allowed until the application is approved and signed by the State Director.

Reporting Requirements

Local Grant Progress Reports are due by December 1 and March 1, with the Final Report due by August 15 following the close of the grant year. If reports are not submitted on time or do not comply with the KBOR reporting requirements, the agency reserves the right to place a hold on the Perkins funds reimbursement system until such reports are submitted and approved by KBOR staff.

Several of the Application forms have been designed to serve as tracking tools for progress and final reporting. The forms should be updated by the local Perkins coordinator throughout the year and re-submitted to KBOR by reporting deadlines. For instance, any salary and/or stipend expenditure requires a record of Time & Effort to be submitted with reports. Additional forms, such as program income and advisory meeting documentation, are required for submission at the time of the Final Report. Each eligible recipient is responsible for establishing an effective system for maintaining accurate records and submitting the required forms to KBOR.

Progress Reports include the following information:

- Appendix 3 Local Grant Goals (provides details on the progress of each Goal)
- Appendix 4 Expenditure Matrix, signed by the Preparer (outlines actual expenditures and encumbrances to date)
- Appendix 5 Budget Breakdown, Section B signed by the Preparer (shows the financial status of pending activities, including any funding revisions)
- Appendix 9 Time & Effort Report, signed by employee and supervisor (if expenditures include salaries/stipends)

The Preparer's signature is required for each Progress Report. Unlike the Application and the Final Report, the Progress Report does not require the President's signature.

Final Report includes the following documents:

- Appendix 3 Local Grant Goals (provides Final Outcomes for each Goal)
- Appendix 4 Expenditure Matrix (reflects actual expenditures and must include the President's and Preparer's signatures)
- Appendix 5 Budget Breakdown (reflects actual expenditures and must include the President's and Preparer's signatures)
- Appendix 6 Equipment (reflects actual purchases, costs, Perkins Tag numbers, model and serial numbers, etc)
- Appendix 7 Resources, Computing Devices, Software, Subscriptions (reflects actual purchases, costs, model, and serial numbers)
- Appendix 8 Professional Development (reflects events attended and actual results)
- Appendix 9 Time & Effort Reports (signed by employee and supervisor)
- Appendix 10 Program Income Report (reports only income-generating Perkins-approved program, must include the Preparer's signature)
- Appendix 11 Advisory Committee Report (lists all meetings dates for Advisory Committees, one set of Committee meeting minutes must be attached)
- Final Report Narrative (TBD) – As the Consolidated Annual Report (CAR) guidance becomes available from OCTAE, KBOR staff will update local Perkins coordinators on the narrative and other reporting requirements.

The institution's President (or Authorized Administrator) and the Preparer must sign the Final Report documents. If a required report is completed by another division within the Institution (i.e., the Business Office), the Perkins coordinator should verify the report is completed and submitted on or before the due date.

Revisions

Revisions to expenditures or activities of the Local Grant require the submission of a Revision Request (Appendix 12) and are subject to KBOR approval:

1. A revision moving less than $500 within the same Local Grant Goal (Appendix 3) without adding any new items or activities does not require a Revision Request
2. Adding new items to the Equipment (Appendix 6), Resources, Computing Devices, Software, Subscriptions (Appendix 7), or Professional Development (Appendix 8) lists requires a Revision Request. The local Perkins coordinator must track the changes update the lists for the Final Report
3. Adding any new line item or activity to a Local Grant Goal requires a Revision Request
4. Revisions moving funds of $500 or more from one Local Grant Goal to another require a Revision Request (Appendix 12) and an updated Budget Breakdown (Appendix 5) signed by the Preparer. Institutional Business Office must be notified of the revision
5. All revision requests must be submitted by May 15

To request a Revision, email the KBOR Perkins liaison the Revision Request (Appendix 12) form with the following information:

1. Institution's details and contact information
2. Description of the current activity - Goal #, Line #, current description, and funding
3. Description of the revised activity - Goal #, Line #, current description, and funding
4. Leave "Current Activity" section blank if applying for approval of a brand new activity
5. A copy of the updated Budget Breakdown (Appendix 5), if required (see guidelines above)

Expenditure Guidelines

All requested expenditures must address the Comprehensive Local Needs Assessment (conducted every two years) and the 4-Year Local Application (submitted every four years). Each Local Grant Goal (Appendix 3) must include an explanation of those connections.

Local Grant Goals

Each mandated Perkins V Goal must be addressed in Appendix 3 (Local Grant Goals). A Goal can be funded from either federal or non-federal sources. When non-Perkins funds are used to support a Goal, identify the source in the funding cell (e.g. Local, Institutional). **Do not put $0 in the funding cell**. Instead, use terms "local" or "institutional."

Leadership Activities

Activities which support all CTE programs and benefit students beyond the Perkins-approved CTE, may be funded in part by Perkins funds. Such activities are approved by KBOR staff on a case-by-case basis.

Vendor Guidelines

The institution certifies by its representative's signature on the application that neither it nor vendors used in expenditures of Carl D. Perkins grant funds are presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from participation in grant activities by any federal or state department or agency. Vendor verification can be done at sam.gov, click "Search Records."

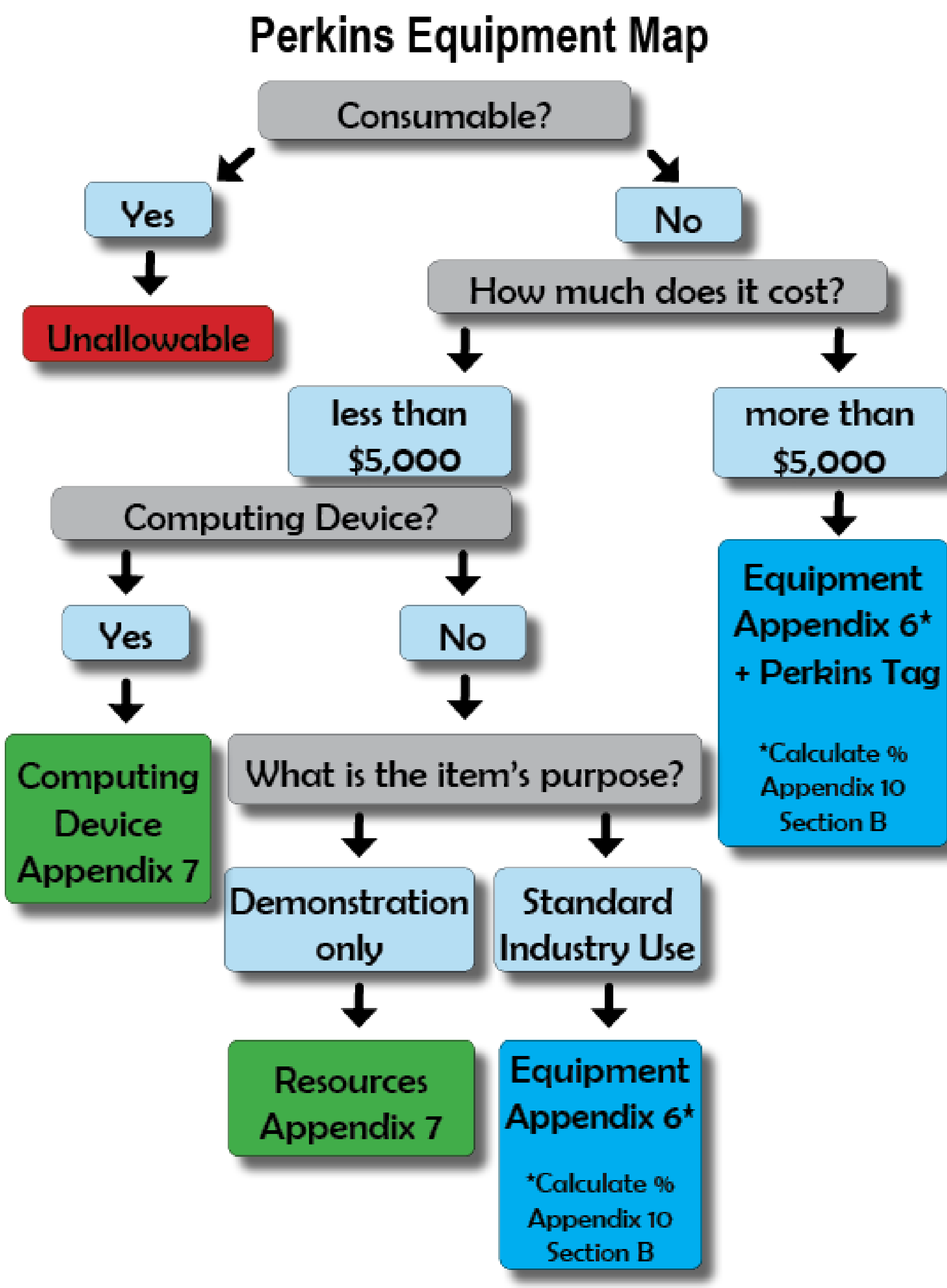
Expenditure Restrictions

• Salaries	Up to 50% of the total allocation
• Equipment	Up to 50% of the total allocation
• Special Populations	No less than 5% of the total allocation
• New Program Development (Optional)	Up to 5% of the total allocation
• Administration (Optional)	Up to 5% of the total allocation

Carryover

Perkins funds cannot be encumbered or expended across fiscal years. For example, funds in the current fiscal year cannot be expended or encumbered for travel occurring in the following fiscal year. Unused funds must be returned to KBOR by August 15. No federal funds, including program income, shall be carried over to the next fiscal year.

Equipment
No more than 50% of the total Perkins allocation may be used to purchase equipment. Equipment expenditures must be for **new** equipment to enhance an approved CTE program and cannot be used for maintenance or replacement of existing worn-out equipment. All equipment must be purchased or encumbered by December 31. Equipment is deemed as any tangible personal property having a useful life of over one year regardless of value. To determine whether an item is classified as equipment or a resource, computing device, etc., consult the map below:



Justification:
For reporting and compliance purposes, a detailed description of the purpose and uses of the equipment should be provided on the Local Grant Goals (Appendix 3). Name of the equipment and itemized cost should be listed in Appendix 6 – Equipment.

Equipment brand name is not required when submitting the local application, but the type of equipment, the program name and CIP code, and the intended use must be clearly stated. Omitting the brand name eliminates the need to submit a Revision Request if the brand purchased is different than what was submitted in application.

Perkins Tags:
The Equipment list is to track equipment purchased with Perkins Funds. Items valued below $5,000 must be tracked institutionally. Items valued at $5,000 or more must be assigned a KBOR-issued Perkins tag. All equipment purchased with Perkins funds must be tracked according to federally mandated procedures. Resources, computing devices, software, and subscriptions valued at $5,000 or more are considered equipment by the Federal Government and must be treated as such.

Inventory:
A physical inventory of the property must be taken, and the results reconciled with the property records at least once every two years. Inventory will be assessed during a Perkins Program Reviews. Property records, according to 200.313 of EDGAR, must be maintained which include:

a. A description of the property,
b. A serial number or other identification number,
c. The source of funding for the property,
d. Who holds the title, acquisition date, cost of the property,
e. Percentage of Federal participation in the project costs for the Federal award under which the property was acquired,
f. The location,
g. Use of the property,
h. Condition of the property, and
i. Disposition data including the date of disposal and sale price of the property.

A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft must be investigated. Perkins funds must not be used to replace lost, damaged, or stolen items.

Optional Equipment Pool:
Institutions may identify a list of equipment which may be purchased by the December 31 deadline. Equipment in this pool gives institutions the flexibility to adjust purchases when/if extra funds become available. If equipment is pre-approved with the application, no Revision Request (Appendix 12) is required.

Salaries
No more than 50% of the total Perkins Local Grant allocation shall be used for salaries. Funding can only be used for new, permanent positions that will be assumed by the institution when grant funding is no longer available (maximum 3 years). The funded amount used for the position will decrease by 1/3 each year for the 2nd and 3rd years. Perkins funds cannot be used to supplant existing, locally funded personnel expenditures. A complete job/position description with time allocations must be submitted with the grant application every year of the three-year rolldown. **The rolldown of salaries must be calculated based on the actual amount paid out the previous year, not the budgeted amount.**

Professional Development
If an institution chooses to expend funds on professional development, they must submit a list that will serve as a "pool" of professional development events for CTE faculty and staff in Perkins-approved programs and submit it with the Local Grant Forms and Budget. The professional development list (Appendix 8) does not include faculty names, specific dates, individual trip costs, etc., but must clearly identify:

- the title or employee classification of attendees (CTE faculty, staff, administration, etc.)
- the name of the conference or training
- CIP code(s) and name(s) of Perkins-approved program(s) benefitting from the event
- anticipated benefits to student learning

Any new professional development requests not included in the initial Local Grant Forms and Budget at the time of the application, must be approved by the KBOR CTE staff prior to the event through a Revision Request (Appendix 12).

Each year, KBOR will provide a list of pre-approved professional development activities for Appendix 8. Eligible recipients add their list of professional development and a list of optional activities that may be attended if funds become available. Once the professional development list is approved, no revision is needed to attend the approved activities on the list.

Special Populations
A minimum of 5% of the total Perkins allocation must be expended on special population activities. Each eligible recipient must identify one or more special populations for this goal each year and develop one or more activities to support them. Perkins funds cannot be used for Americans with Disabilities Act (ADA) or any other federal, state, or local law compliance.

Perkins V designates the following groups as special populations:

- Individuals with disabilities
- Individuals from economically disadvantaged families, incl. low-income youth and adults
- Individuals preparing for nontraditional fields
- Single parents, including single pregnant women
- Out-of-workforce individuals
- English learners

- Homeless individuals
- Youth (under 21 years of age) who are in, or have aged out of, the foster care system
- Youth (under 21 years of age) with a parent who is a member of the armed forces and is on active duty

New Program Development

A maximum of 5% of the Local Grant allocation can be used for development of new, innovative CTE programs. In line with their comprehensive local needs assessment, eligible recipients can identify potential areas of growth and innovation, and may develop program(s) to meet those needs.

The eligible recipient is responsible for following all required local and state-determined program development and approval steps. If the eligible recipient chooses to expend Perkins funds on a program that is not subsequently approved by KBOR, the eligible recipient must reimburse the new program development expenditures back to the Local Grant and submit a Revision Request to re-allocate those funds to other activities and goals. If the program is approved by KBOR, the new program will be placed into "C" (= conditional) Perkins status for three (3) years. KBOR staff will evaluate the number of concentrators, labor market data, and student success before the new program will be placed into either "Y" (Yes = Perkins-approved) or "N" (No = not eligible for Perkins funds) status. The status of each program is available in the Program Inventory section of the Kansas Higher Education Data System (KHEDS).

Administrative Costs

No more than 5% of the total Perkins allocation may be used for local administration, which may include indirect costs related to the supervision, accounting, and reporting of Perkins goals set forth in the local application. Administrative costs must be listed under Goal 9 of the Local Grant Goals (Appendix 3) and accounted for similarly to expenditures in the program part of the grant. All allowability rules apply. No office supplies, food, or expenses not related to CTE.

Supplementing vs. Supplanting

Supplanting presumption applies if:

1. The activity is required under other federal, state, or local laws
2. The activity was paid for with non-federal funds in the prior year
3. Same service is provided for CTE students that the college provides to non CTE students with non-Perkins funds

Perkins Accounting

EDGAR-establish standards for financial management system dictate that all Perkins funds should be maintained in a separate, distinct account within the postsecondary institutions and all Perkins expenditures should be easily identifiable. All requests for reimbursement (electronic drawdown) must be completed on or before **mid-June deadline.** (see CTE Calendar on KBOR website). Unused/unspent grant funds not expended or encumbered by June 30th of the award year must be returned to KBOR no later than **August 15.**

Examples of ALLOWABLE Expenditures

This list is not all inclusive and should only be used as a reference for expenditure categories. For questions regarding a specific expenditure, please contact the KBOR Perkins staff.

ITEM	EXPLANATION
Administration	Up to 5% of the total budget may be spent for local administration. This may include administrative travel, support staff, and other administrative costs directly associated with the management of Perkins-approved CTE programs. **NOTE: This line item cannot exceed 5% of total budget.** Administrative cost items must be identified under Appendix 3 Goal 9 of the Perkins Local Grant Forms and Budget grant application for approval.
Accounting	An expense that supports payment to a clerk for time spent keeping Perkins funding fiscally sound and/or an outside accounting firm to ensure all Perkins fiscal reports are balanced. **NOTE: Records of Time & Effort must be maintained to justify this line item.**
Advisory committee	Perkins-approved CTE program advisory committee members may be reimbursed for mileage and per diem for attending conferences, judging student competitions or other activities that are closely aligned to the specific Perkins-approved CTE programs.
Assessments	Assessment materials can be purchased for CTE students enrolled in Perkins-approved programs. If assessment materials are purchased for the entire student population, Perkins funds can only be used to pay for the portion administered to the Perkins-approved CTE students.
Career guidance and counseling	Expenditures include but are not limited to career assessment software, attendance at conferences (when it is a part of a comprehensive professional development plan), salaries/stipends for career counselors who work specifically with CTE students in Perkins-approved programs.
Classroom resources, tools, supplies, and materials	CTE-specific resources for the classroom. Examples include software, videos, resource books, manuals, demonstration materials. **NOTE: Consumables such as paper, inkjets, textbooks, typical day-to-day supplies to run a program etc. are not allowable.**
Curriculum development	Institutional staff or other appropriate experts may be paid to develop, update, or revise curriculum within Perkins-approved CTE programs. **NOTE: Institutional staff time spent in this activity must be outside of contract time.** All time spent in this activity must be documented with Time & Effort records.
Dues/membership fees (institutional)	Memberships to professional organizations relevant to Perkins-approved CTE programs are allowable as long as the membership is transferrable from one faculty/staff member to another.

Employee fringe benefits	Reflected in total salary compensation
Equipment	Expenditures are limited to state-of-the-art, industry-standard equipment. This may include installation, set-up, and initial maintenance of the equipment if it is included in the initial purchase package. On-going maintenance of equipment is the responsibility of the eligible recipient. **NOTE: This item is not to be used to maintain old, out of date equipment.**
Faculty internships	Participation in an internship activity must be relevant to the instructor's Perkins-approved CTE program.
Salaries/stipends	Compensation for instructors in Perkins-approved CTE programs. **NOTE: Full-time instructor salaries are fundable on a 3-year rolldown schedule. In the first year, 100% of the instructor salary can be paid by Perkins funds; the second year 2/3 of the salary and the third year 1/3.** All employees paid by federal funds, must maintain a record of Time & Effort.
Subscriptions and periodicals	A detailed justification is required for all subscription expenditures. relevant to a specific Perkins-approved CTE program and must be purchased for use by the CTE instructors and students Subscriptions should provide industry-standard updated information for students/faculty and will be approved on a case-by-case basis.
Substitutes	Lecturers providing instruction to students in the absence of the permanent faculty member
Professional development activities and training	Professional Development Activities and Training must be relevant to a specific Perkins-approved CTE program. Professional Development Plans must be submitted for approval with the Perkins Local Grant Forms and Budget or a Revision. **NOTE: Perkins funds cannot be used for college tuition reimbursement.**
Technology items and computing devices	Technology items purchased with Perkins funds must be necessary for education and training of students in Perkins-approved CTE programs and be industry standard. Local Grant Forms and Budget must provide an explanation of how these technology items will be used and how they are not standard classroom equipment. **NOTE: Common or routine technology purchases are not allowed. Equipment must be located in the Perkins-approved CTE program area for which it was purchased and is for student use only.**
Travel	May include lodging, transportation, and per diem to attend meetings directly connected to Perkins grants. **NOTE: Itemized receipts are required.**
CTSO advisor expenses	Travel, lodging, per diem, and resources to support CTSO Advisor expenses

The following expenditures are allowable ONLY for the nontraditional occupation (NTO) projects and special population activities:

ITEM	EXPLANATION
Advertising	Funds can be used to design and develop marketing materials for a specific Perkins-approved CTE program if it directly relates to a special populations project. This may include but is not limited to hiring a consultant, creating newspaper ads, television spots, etc. **NOTE: All materials must have approval from KBOR staff before expenditures are made. Consumable items such as paper, inkjets, etc. are not allowable purchases.**
Communications	Postage. **NOTE: No consumables such as paper, inkjets, envelopes, etc. are allowable. Paying for phone or internet services is not allowed.**
Printing and reproduction	Printing or reproduction of items is allowed for NTO and special populations, but the items must be relevant to a specific special population project. This may include, but is not limited to, non-consumable promotional materials, such as posters, billboards, displays, etc. **NOTE: All materials must have approval from KBOR staff before expenditures are made. Consumable items such as paper, inkjets, etc. are not allowable purchases.**

Examples of UNALLOWABLE Expenditures

This list is not all inclusive and should only be used as a reference for expenditure categories. For questions regarding a specific expenditure, please contact the KBOR Perkins staff.

ITEM	EXPLANATION
Any costs not applicable to a specific Perkins-approved CTE program	All expenditures must be relevant and supportive of Perkins-approved CTE programs.
Any costs not necessary and/or reasonable	All expenditures must be supportive of Perkins-approved CTE programs, be needed for program success, and be reasonable in amount.
Alcoholic beverages	
Advertising and public relations costs	Includes memorabilia and displays (Exception – nontraditional and special population outreach.)
Alumni activities	
Audits	The cost of a general school/institution audit is not permissible.
Awards	Cash awards, medals/pins, plaques, ribbons, trophies/certificates

Bad debts	Financial issues are the institution's responsibility and Perkins funds shall not be used to satisfy an institution's bad debts.
Basic tools	Basic hand tools that are not considered high-grade industry standard are not allowable.
Capital expenditures	Building construction, modification (includes plumbing, electrical wiring, heating/cooling systems, etc.) or land purchases.
Career & Technical Student Organizations (CTSOs)	Awards for recognition of students, advisors, or other individuals; individual dues; food and lodging for students; jackets/uniform apparel; student registration fees to events, conferences, and other activities; supplies, transportation of students to events.
College placement tests	As a direct benefit to students, college preparation tests are not allowed.
Commencement / convocation costs	
Competitive events	Funding to transport students to and from competitive events is considered direct assistance to students and, therefore, not allowable.
Consumables supplies	Perkins funds may not be used for any item designed for single use (used and discarded). All standard classroom consumable supplies, including but not limited to: CO_2 cartridges, drill bits, food, ink, toner, printer cartridges, 3D printer filament, lumber, office supplies, plants, welding rods/wire, respirator filters, etc.
Contingency or "petty cash" funds	Perkins funds must be expended in the year they are authorized. Any unused funds must be returned to KBOR.
Contributions or donations	
Dues/membership fees (Personal or Lobby)	No personal memberships or dues/fees paid to organizations that actively lobby. **NOTE: Institutional fees are allowed as long as they are transferrable.**
Direct benefits for students	
Entertainment	Expenditures for entertainment or social activities
Equipment (for administrative or personal use)	Equipment must be specifically used for Perkins-approved CTE courses/programs and housed in appropriate classrooms/labs/workshops
Equipment and supplies for building maintenance	
Exhibits	
Food	(Consumable)
Fundraising	

Furniture	Standard classroom furniture not unique to CTE instruction is unallowable. (Exception – Perkins funds can only be used for specialized items unique to instruction of CTE content (e.g. mobile light carts for plants).
General expenses	Perkins funds cannot be used for expenses which are attributed to the general operation of the institution.
Gifts for students	
Hobby craft, leisure arts, or other non-occupational item expenditures	Perkins funds can only be used for items which align content to industry-standard expectations.
Interest and other financial costs	Perkins funds cannot be used to pay interest or late charges.
Instructional aids to be retained by students	Federal funds cannot be used to purchase any items that will be retained by students.
Insurance	Building, equipment, or personal/institutional insurance is not allowable.
Leasing vehicles or equipment	Renting or leasing of automobiles, trucks, buses, airplanes, boats, golf carts, motorcycles, tractors, or trailers is not allowable. **NOTE: Some exceptions may apply with KBOR approval**.
Legislative expenses	Federal funds cannot be used for lobbying activities.
Maintenance contracts or agreements	Capital outlay and maintenance costs are not allowable.
Pre-award costs	No expenditure can be made before the Local Grant Application and Local Grant Forms and Budget have been approved by KBOR staff.
Promotional 'give-aways'	
Repair expenditures	Repair costs of any item are not allowable with federal funds.
Replacement of lost, stolen or broken equipment	
Residential kitchen tools	Residential kitchen tools are not allowable (e.g. light grade plastic products, private label products sold through home party outlets.)
Software – standard operating software	Standard operating software that is used throughout the institution for multiple purposes (e.g. Microsoft Office) is not allowable.
Standard printers	Standard printers are not allowable. **Exception: specialized printers that are aligned with industry uses and are relevant to CTE program content.**
Storage files or cabinets	Standard multi-purpose furniture is not allowable.
Student internships	
Student scholarships	

Subscriptions to mainstream periodicals	Subscriptions that are non-technical and does not relate directly to a Perkins-approved CTE program are not allowed.
Textbooks	Perkins funds cannot be used for the purchase of student textbooks.
Transportation	Perkins funds cannot be used for to provide transportation for students.
Tuition	Any tuition fee charged for students or teachers to attend a course or professional advancement is not allowable since it is a direct benefit.
Travel outside of the U.S.	
Uniforms	Uniforms or any clothing that becomes a personal possession is not allowed. NOTE: Uniforms or clothing including lab coats, coveralls, gloves, helmets, etc. that will remain in the classroom or laboratory are allowable.
Upgrades	Headphones, earbuds, table stands, keyboards, mice, speakers, 10-key pads (Unless included in the initial purchase package with the equipment purchase)
Vehicles	Automobiles, trucks, buses, airplanes, boats, golf cards, motorcycles, etc.
Wages for students	

Time & Effort Reporting

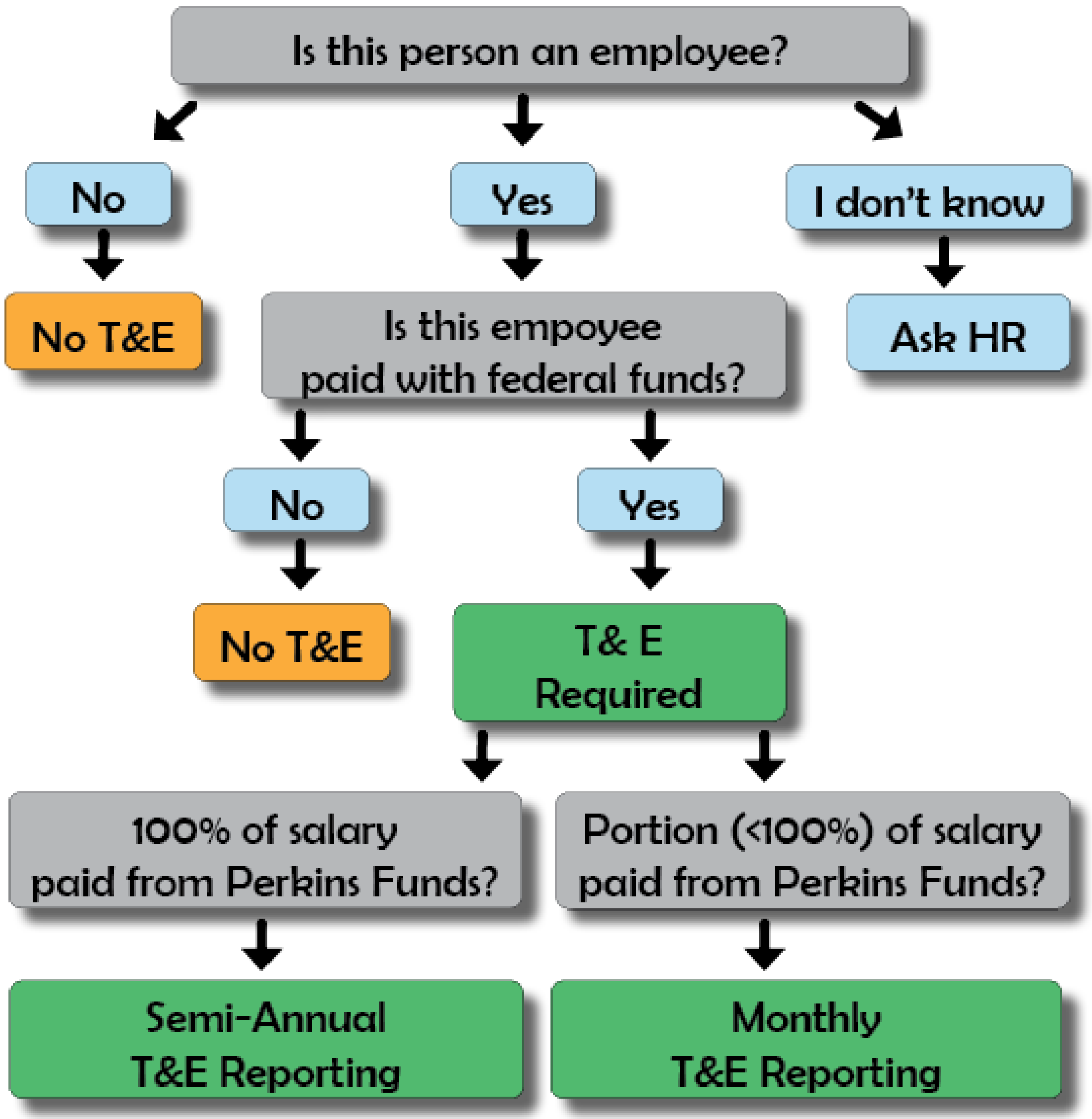
Eligible institutions are responsible for compliance with the EDGAR standards for time & effort reporting. Any employee paid, whole or in part, with federal funds must maintain Time & Effort records.

If an employee salary is paid 100% from Perkins funds, the activity must be supported with Time & Effort documentation submitted semi-annually. (Appendix 9). The certification documents that the employee worked solely on a Perkins-funded activity for the period covered must be signed and dated by the employee and their supervisor. The certification cannot be signed before the last day of work reported.

If an employee is paid from more than one funding source, the sources must be identified in the Time & Effort Certification form (Appendix 9). The percentage of each funding source must be listed, while accounting for 100% of employee's work time.

The following map provides clarification on whether an employee is required to keep a record of Time & Effort. KBOR staff will provide guidance on specific questions about personnel funds.

Perkins Grants Time & Effort Reporting Map



Advisory Committees

Advisory Committee Meeting Scheduling

Meetings are conducted at a minimum once per semester with a focus on evaluating the current program(s). Annual discussion should include an evaluation of why the program exists, the number of graduates, the number employed in the field, wage data related to the program, and the credential or degree earned.

Minutes must be kept by the Committee Secretary and distributed to the members prior to the meetings to allow for review. Minutes and other Advisory Committee activity records should be filed with the college's Perkins Coordinator. Minutes are to be kept in a convenient location so as to be available for review by the public and for Carl D. Perkins Monitoring visits. One set of committee meeting minutes for each Perkins-approved program must be submitted with the Final Report.

For more information please see the Advisory Committee Handbook on the KBOR Website.

Accountability

In order to maintain the on-going level of federal funding, the State of Kansas must collect and submit student enrollment and performance data to the U.S. Department of Education Office of Career, Technical, and Adult Education (OCTAE). Each eligible recipient is responsible for collecting and submitting student data and follow-up data to KBOR. Performance of programs and institutions is measured by the following postsecondary core indicators.

Core Indicators

1P1 – Postsecondary Placement

The percentage of CTE concentrators who, during the second quarter after program completion, remain enrolled in postsecondary education, are in advanced training, military service, or a service program that receives assistance under title I of the National and Community Service Act of 1990 (42 U.S.C. 12511 et seq.), are volunteers as described in section 5(a) of the Peace Corps Act (22 U.S.C. 2504(a)), or are placed or retained in employment.

- Numerator: CTE Concentrators who, during the 2nd quarter after exit, remain enrolled in postsecondary education, are in advanced training, military service, or a service program, or a service program, or are placed or retained in employment
- Denominator: Completed program of study (reached an exit point)

2P1 – Credential, Certificate, or Degree

The percentage of CTE concentrators who receive a recognized postsecondary credential during participation in or within 1 year of program completion

- Numerator: Concentrators who received a postsecondary credential during recent program y year or within 1 year of completing an exit point
- Denominator: Number of concentrators who left postsecondary education in the prior reporting year

3P1 – Nontraditional Program Concentration
The percentage of CTE concentrators in CTE programs and programs of study that lead to nontraditional fields

- Numerator: Concentrators from underrepresented gender groups in CTE programs that lead to nontraditional fields
- Denominator: Concentrators in a CTE program that leads to a nontraditional field

Core Indicator Negotiations
Each eligible recipient will negotiate local performance targets with KBOR and will be responsible for reaching those targets or at least 90% of the State-determined target for the fiscal year. The State, in turn, negotiates targets with OCTAE to ensure adequate State performance and funding.

Once Perkins V disaggregated student data becomes available, eligible recipients will include performance targets in their Local Grant Application and will be able to revise those targets annually (For the FY21 Local Application, targets will be negotiated once baseline data are available).

If the State fails to achieve, at an acceptable rate, the federal agreed-upon performance level for any of the core indicators, the State risks federal sanctions including reduction of funds. The State's performance percentages are a compilation of all participating eligible institutions. Failure of an institution to achieve the targeted percentages potentially penalizes Kansas and all eligible recipients through the loss of Perkins funding.

Disparities or Gaps in Local Recipients' Performance and Sanctions
Each year, KBOR will assess whether each eligible recipient is reaching their negotiated targets. If targets are not met, the State reserves the right to apply the following sanctions:

<u>First Occurrence</u>: Each local recipient must meet their negotiated performance level or 90% of the state target for each core indicator. If a local recipient fails to achieve either target, a Perkins performance improvement plan must be developed and implemented. The improvement plan will be submitted with the final report, and, depending on the performance indicator, level of performance, and institutional circumstances, various methods of technical assistance will be provided.

<u>Second Occurrence</u>: If a local recipient fails to meet both their negotiated performance level and 90% of the state target for any core indicator for the 2nd time in the four-year cycle, the Perkins performance improvement plan must be updated. KBOR will provide technical assistance and reserves the right to withhold funds of up to 10% from the local Perkins allocation to be utilized to provide targeted technical assistance. A local recipient must meet their agreed-upon performance level or 90% of the state level to be considered for removal from probation.

Third Occurrence: If a local recipient fails to meet both their negotiated performance level and 90% of the state target for any core indicator for the 3rd time in the four-year cycle, the Perkins performance improvement plan must be updated. In addition, KBOR reserves the right to withhold or redirect all Perkins funding. The decision will be made based on the degree of improvement that has been achieved, and sanctions may be waived due to exceptional or uncontrollable circumstances. In the event that funds are withheld, KBOR will utilize a portion of those funds to provide targeted technical assistance in the area(s) of weakness.

Data

KBOR staff routinely provide training on the KHEDS portal and the numerous reports available to institutions. The help desk is available at irhelp@ksbor.org to assist with any database related questions, and CTE staff provide technical assistance as needed.

Important Data Collections

Academic Year Collection (AY) – Institutions submit to KBOR – July to Mid-Sept

- Declared Major(s)
- Completions
    - Student Financing – Pell data
    - Gender
    - Registrations
    - Students Flags (new and important for special populations)

Fall Census (FA) – Nov to Mid-Dec

- Is student still enrolled?

Follow Up (SU) – Jan to Feb

- Wages
- Transfer Out
- Credential data
- Status
    - Full-time military service
    - National Community Service or Peace Corp
    - Incarcerated (DOC Programs)
    - Employed in related field
    - Employed in unrelated field
    - Furthering education and employed
    - Furthering education and not employed or employment unknown
    - Unemployed
    - Apprenticeship
    - Deceased
    - Disability (no longer in workforce)
    - Still enrolled when AY closed but left or completed before fall (summer)
    - Still enrolled – attending fall semester
    - Unknown

Labor Data (DL) – Spring (KBOR compares labor data using SSNs provided by institutions)

- Kansas labor data
- Missouri labor data
- Follow Up data submitted by institutions

Next Academic Year (NY)

- Completions (students have 1 year after exit to earn a credential)

Next Follow Up

- Credentials (prior AY exiting students who had not received a credential prior year)

Reports

KBOR data system generates reports, which can be used to improve the processes of data collection and reporting. Perkins coordinators should work closely with their institution's business and data staff to utilize these reports.

Perkins Concentrators Report provides summary statistics for all students who are concentrators in Perkins approved programs. This data should be reviewed closely. It summarizes the data that will be used for Perkins accountability.

Perkins Eligibility Assignment provides a listing of each student and their eligibility (concentrator, participant, none) as well as student first and last name, student ID, SSN, CIP, and PALA in Perkins approved programs. The report can be filtered to focus on one group or the other.

Core Indicators report indicates how each program, by CIP code, has performed against the institution's negotiated performance targets. As with the Preliminary Follow-up download, this report varies depending on which submission of the KSPSD collection the user is viewing.

Pell Counts Report is a list of all students who have been identified as a concentrator (in a program eligible for Perkins funding) and who have been submitted as a Pell recipient. This information is used by KBOR Perkins staff to calculate an institutional Perkins allocation.

Follow-up Download shows all students who have been identified as a concentrator. All concentrators will have at least one record in this file with the student's name, ID, program, and award level appearing. These data depend upon data submitted by, so all institutional data must be submitted for this report to be accurate. This report is generated for institutions as soon as reports are generated during the Academic Year collection (September). This allows institutions the ability to begin the process of gathering data to provide in January for the Follow Up Collection.

Quality Assurance Process

Per Uniform Grant Guidance (UGG) KBOR staff developed the Quality Assurance process to identify local and regional strengths, promising practices, and areas for improvement.

This risk-based system:

- Is collaborative in nature
- Recognizes positive practices
- Identifies findings and concerns related to program quality and compliances
- Supports systemic and continuous program improvement

Intended Outcomes

1. Review all documentation submitted for state-approved CTE program(s) to verify program quality and student performance;
2. Assure that funds have been expended appropriately and are used in compliance with federal and state policies and legislative mandates:
3. Protect against waste, fraud, and abuse;
4. Identify technical assistance needs; and
5. Identify promising practices

Selection Process

As a pass-through entity, Kansas Board of Regents awards federal grant funds to eligible sub recipients for career technical education. The responsibilities of pass-through entities are given in Title 2 of the Code of Federal Regulations, Part 200.331, which requires KBOR to evaluate each sub recipient's risk of noncompliance with federal statutes, regulations, and the terms and conditions of the sub award for the purposes of determining the appropriate sub recipient monitoring. Institutions are selected for monitoring based on their score on the risk assessment rubric.

Overall Risk Assessment Process and Special Conditions

To comply with the federal law requirements, KBOR conducts an annual risk assessment of all sub recipients to determine their potential grant management risk. In evaluating the grant recipients, KBOR utilizes a risk-based approach and considers the following categories:

- Funds Returned/Unspent/Misspent/Not drawn
- Single Audit findings (if single audit required at institution)
- Failure to Meet Core Indicators
- Failure to Meet Deadlines
- Data Reporting Issues
- Failure to Tag Equipment
- Change in Essential Personnel (Data, Perkins, Finance, etc.)
- Noted Violations in EDGAR Regulations
- Not Monitored in Last 4 Years
- Failure to Follow Grant Guidelines
- Public Risk Perception
- New personnel attend KBOR trainings

Funds Returned/ Unspent/ Misspent/ Not Drawn	Single Audit Findings	Failure to Meet Core Indicators	Failure to Meet Deadlines	Data Reporting Issues)	Failure to Tag Equipment in Plan Year	Change in Essential Personnel	Noted Violations in EDGAR Regulations	Not Monitored in Last 4 Years	Failure to Follow Grant Guidelines	Public Risk Perception	New Personnel attend KBOR trainings
10	10	5	5	10	5	10	10	5	5	5	-5

Notification of Selection
Written notification of an on-site visit or desk audit will be sent to the Perkins contact and the institution’s President. It will include the name and contact information for the KBOR staff member serving as the on-site visit leader.

Types of Assistance
Results from the Risk Assessment Rubric will determine what level of monitoring an institution may expect to receive from KBOR staff. This could include:

- Technical assistance
- Desk review
- On-site visit
- Corrective action
- Withholding of funds

Perkins Monitoring Reviews, either on-site visits or desk reviews, will be conducted each year by Board of Regents staff. Board of Regents staff may also conduct additional targeted visits to an institution or region as necessary. Using established selection criteria and reports, staff will review the following components of the grant based on a risk analysis assessment:

- Perkins Program Review
- Perkins Data Evaluation and Accountability
- Civil Rights Review
- Perkins Fiscal Review

The monitoring review is also intended to facilitate communication and information exchange during the process to assist institutions with such challenges as:

- Improving program quality;
- Improving program alignment with state and national standards;
- Increasing support for state initiatives;
- Factors that may enhance or detract from the availability of high-quality CTE programs;
- Expanding student opportunities to achieve industry-recognized certification and credentials for Career and Technical Education studies

Feedback received from institutional coordinators will be used in the planning and development of future goals for CTE in Kansas.

Additional Award Conditions (2 CFR Part 200, 200.207)
When an applicant has a history of failure to comply with the general or specific terms and conditions of a federal award, fails to meet expected performance goals, or is not otherwise responsible, the State may impose additional specific award conditions, such as:

- Requiring monthly receipt review before reimbursement of grant funds
- Requiring additional, more detailed financial reports
- Requiring additional project monitoring
- Requiring the grantee to obtain technical or management assistance
- Establish additional prior approvals

Applicant must notify KBOR with documentation of meeting special conditions.

- Documentation associated with condition will be maintained in a special file by KBOR

When an applicant warrants a special condition, the notification will provide structure and communicate the requirements of the special condition. *

- The nature of the additional requirements
- The reason why the additional requirement is being imposed
- The nature of the action needed to remove the additional requirement
- The time allowed for completing the actions
- The method for requesting reconsideration of the additional requirements imposed

**Kansas Board of Regents reserves the right to determine the type of risk assessment by sole point assignment or combination of point assignments and working knowledge of the institution.*

The risk assessment score from the prior grant year determines the special condition completed in the current grant year. If the special condition is not met or exposes further risk, then additional special conditions may be assigned at the discretion of the Kansas Board of Regents.

Conditional Compliance
Once the requirements of the special condition have been met and removal of the condition is recommended, the recipient will be notified immediately. Kansas Board of Regents will maintain documentation of the special condition and what was done to satisfy the requirements for both internal and audit purposes for the U. S. Department of Education.

Remedies for Noncompliance (2 CFR 200.338)
If there is failure to comply with Federal statutes, regulations or the terms and conditions of a Federal award, the Federal awarding agency or pass-through entity may impose additional conditions, as described in 200.207 Specific Conditions. If the Federal awarding agency or pass-through entity determines that noncompliance cannot be remedied by imposing additional conditions, the Federal awarding agency or pass-through entity may take one or more of the following actions, as appropriate in the circumstances.

- Temporarily withhold cash payments pending correction of the deficiency by the non-Federal entity or more severe enforcement action by the Federal awarding agency or pass-through entity.
- Disallow (that is, deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance.
- Wholly or partly suspend or terminate the Federal award.
- Initiate suspension or debarment proceedings as authorized under 2 CFR part 180 and Federal awarding agency regulations (or in the case of a pass-through entity, recommend such a proceeding be initiated by a Federal awarding agency).
- Withhold further Federal awards for the project of program.
- Take other remedies that may be legally available.

On-site Visits
The Perkins Monitoring Review on-site visit is the combination of review and preparation activities to provide information supporting the purpose stated in the overview of the Perkins Review, Compliance and Technical Assistance process and culminates in a KBOR staff visit to the institution. In general, Perkins Review, Compliance, and Technical Assistance Process on-site visits are completed in one day and are conducted by a KBOR on-site team. The on-site visit includes: 1) an introductory meeting and overview, 2) a review of requested documentation, 3) a review of CTE programs and activities on campus and 4) an exit interview.

Prior to visit, the on-site visit leader will provide an agenda for the on-site visit which will include:

- The on-site visit date
- The targeted areas of review (i.e., technical program curriculum, tagged equipment, etc.)
- Requests for interviews with specific instructors and/or institution personnel (if needed)

Each of the review processes will require the submission of documents prior to the arrival of the on-site team. These documents are outlined in the materials pertaining to the specific type review process.

The institutional Perkins Coordinator should confer with the on-site visit leader prior to visit to ensure:

- All institutional staff members participating in the review are notified
- The time and location of the overview are determined
- All required documentation is submitted to the on-site visit leader prior to visit
- All relevant staff (including building staff) are notified of the on-site visit

<u>On-site Introductory Meeting and Overview</u>:
The local Perkins coordinator co-conducts the meeting with the KBOR on-site visit leader. The following participants are required to attend the meeting:

- President
- Vice-president(s) and/or Dean(s)
- Grant and/or finance staff
- Data and/or institutional research staff

Documentation Review:
During the documentation review, the on-site review team examines and compares with the previously approved grant applications/reports and other appropriate documentation data. To allow the review to proceed in a timely manner, all requested documents, material and records should be organized and available in a central location.

CTE Programs and Activities Review:
During the CTE Programs and Activities review, KBOR staff will:

- Observe CTE classrooms and labs
- Converse with instructors and students
- Review documents
- Review program facility and equipment
- Meet with institutional administrator(s)

All buildings and facilities, especially those operating Career and Technical Education programs, are to be available to the on-site visit team's observation. Individual and/or group interviews may be requested by the KBOR staff prior to or during an on-site visit. Institutional Perkins coordinators will assist in the organization of this activity.

Exit Interview:
The exit interview is the final activity of the on-site visit. It is designed to provide institutional staff with:

- An initial summary of the on-site visit and some general findings
- Timelines for the written report of findings
- Appeal process information
- An opportunity for institutional participants to evaluate the on-site review process

The institutional Perkins Coordinator will identify and invite the institutional representatives to attend this meeting. KBOR staff recommends those who attend the introductory overview also be present for the exit interview, in addition to other staff member interested in the general findings of the on-site visit team.

Within 30 days of the on-site review or the completion of the desk review, a letter detailing the results of the review will be mailed to the institution.

Targeted Visits
In addition to the scheduled on-site reviews, BOR staff may also conduct limited "targeted" visits. These "targeted" visits will address very specific areas of concern.

Prior notification of “targeted” visits will be provided to the local Perkins coordinator. Selection for a “targeted” visit is based upon the following criteria:

- Technical program performance
- Analysis of submitted reports
- Data quality and/or data collection issues
- Financial issues
- Grant management performance, including timely submission(s)
- Perkins core performance indicator levels

Other Perkins Grant Opportunities

Throughout each fiscal year, KBOR releases several competitive grant Requests for Proposals (RFPs). Each competitive grant’s purpose and requirements are unique. RFPs are distributed through the KBOR Perkins website and by email from KBOR staff to local Pekins coordinators and college presidents.

LOCAL GRANT APPLICATION 2021 - 2024

Strengthening Career and Technical Education for the 21st Century Act (Perkins V)

Application Deadline: 5:00 p.m. C.D.T., May 15, 2020

NAME OF INSTITUTION:

NAME OF INSTITUTION:

<u>Instructions:</u> The following application spans grant years 2021-2024. Each eligible recipient must complete this application in order to receive Perkins funding. Eligible recipients will have the opportunity to update the application on an annual basis.

In addition, based on this application and the regional needs assessment, each eligible recipient will submit a yearly activity and budget forms for the upcoming year, as well as two progress reports and the final report.

Additional detailed information may be found in Section 134 of the *Strengthening Career and Technical Education for the 21st Century Act.*

The eligible agency shall determine the requirements for the local applications, except that each local application shall contain… Sec 134(b) the following:

1. Describe the results of the comprehensive needs assessment. (Sec. 134(b)(1))

Required Component	**What data was used? What process was used? What were the findings?**	**List of stakeholders consulted by name and role.**
Evaluation of Student Performance		
Program Size, Scope and Quality		
Program Alignment to Industry Needs		
Progress Toward Programs of Study		
Recruitment, Retention and Training of CTE Educators		
Progress Toward Improving Access & Equity		

2. List CTE course offerings and activities that will be provided with Perkins funds. (Sec. 134(b)(2))

   a) How did the local needs assessment inform the selection of CTE programs and activities selected to be funded?

   b) Describe any new programs of study that will be developed for the state's approval

c) Describe how students, including students who are members of special populations, will learn about CTE course offerings and whether the each course is part of a CTE Program of Study.

3. Consider the required collaboration with local workforce development boards, other local workforce agencies, one stop delivery systems and other partners to provide the following information (Sec. 134(b)(3))

    a. Describe how, in collaboration with the above partners, career exploration and development coursework, activities or services will be provided

    b. Describe how, in collaboration with the above partners, career information on employment opportunities that incorporate the most up-to-date information on high-kill, high-wage or in-demand occupations as determined by the local needs assessment will be provided

    c. Describe how, in collaboration with the above partners, an organized system of career guidance and academic counseling will be provided to students before enrolling and while participating in CTE programs.

4. Describe how the eligible recipient will improve academic and technical skills of CTE students through the integration of coherent and rigorous content aligned with academic and CTE standards to provide a well-rounded education. (Sec. 134(b)(4))

5. Describe the work-based learning opportunities that will be provided to students in career technical education programs. (Sec. 134(b)(6))

    a. Describe in detail the coordination and collaboration with local employers to develop or expand work-based learning opportunities?

6. Describe opportunities for students attending high school to gain postsecondary CTE credit through dual, concurrent or early college programs. (Sec. 134(b)(7))

7. Describe efforts to support the following: (Sec. 134(b)(8))

    a. Recruitment of CTE teachers, faculty, administrators, and other CTE professionals

    b. Preparation of CTE teachers, faculty, administrators, and other CTE professionals

    c. Retention of CTE teachers, faculty, administrators, and other CTE professionals

    d. Training and professional development of CTE teachers, faculty, administrators, and other CTE professionals

e. How individuals from underrepresented groups will be recruited and retained

8. Describe existing gaps or disparities in performance for each subpopulation. (Sec. 134(b)(9)) (OMIT FOR 2021 SUBMISSION)

   a. Describe activities that will address those gaps

   b. If the gaps have existed for three years, what additional actions will be taken to eliminate those gaps and disparities

__________________________________ ____________
Preparer Signature Date

__________________________________ ____________
President Signature Date

DO NOT WRITE BELOW THIS LINE

__________________________________ ____________
KBOR AUTHORIZED SIGNATURE DATE

ANNUAL
LOCAL GRANT
FORMS & BUDGET
FY 2021

Strengthening Career and Technical Education for the 21st Century Act (Perkins V)

Application Deadline: 5:00 p.m. C.D.T., May 15, 2020

NAME OF INSTITUTION:

Appendix 1 – Cover Page

FY_______ PERKINS LOCAL GRANT

NAME OF INSTITUTION:

Contact Persons for

	Name & Position	Telephone	Email Address
Perkins Coordinator			
Finance/Business Office			
Data/Institutional Reporting			

____ _________________________

Original Signature of President or Authorized Administrator *Date*

Submission Checklist

- ☐ 4-Year Local Application or update

- ☐ Appendix 1 - Cover Page (Signed)
- ☐ Appendix 2 - Contracts, Assurances, etc. (Signed)
- ☐ Appendix 3 - Local Grant Goals
- ☐ Appendix 4 - Program Budget Matrix (Signed)
- ☐ Appendix 5 - Breakdown of Expenses, (Section B Signed)
- ☐ Appendix 6 - Equipment
- ☐ Appendix 7 - Resources, Computing Devices, Software
- ☐ Appendix 8 - Professional Development

STATE USE ONLY—DO NOT WRITE BELOW THIS LINE

$______________________ (1) Career Exploration and Career Guidance

$______________________ (2) Integration of Academics and CTE

$______________________ (3) Special Populations

$______________________ (4) Work-based Learning/Employability Skills

$______________________ (5) Secondary/Postsecondary Alignment

$______________________ (6) Professional Development

$______________________ (7) Programs of Study

$______________________ (8) New Program Development

$______________________ (9) Administrative Costs

$______________________ Total

____ _________________________

Signature of KBOR Authorized Representative **Date**

Appendix 2 – Contractual Provisions, Assurances, and Certifications
Section A – Contractual Provisions

State of Kansas
Department of Administration
DA-146a (Rev. 07-19)

CONTRACTUAL PROVISIONS ATTACHMENT

Important: This form contains mandatory contract provisions and must be attached to or incorporated in all copies of any contractual agreement. If it is attached to the vendor/contractor's standard contract form, then that form must be altered to contain the following provision:

The Provisions found in Contractual Provisions Attachment (Form DA-146a, Rev. 07-19), which is attached hereto, are hereby incorporated in this contract and made a part thereof.

The parties agree that the following provisions are hereby incorporated into the contract to which it is attached and made a part thereof, said contract being the

____________day of ____________, 20____ .

1. Terms Herein Controlling Provisions: It is expressly agreed that the terms of each and every provision in this attachment shall prevail and control over the terms of any other conflicting provision in any other document relating to and a part of the contract in which this attachment is incorporated. Any terms that conflict or could be interpreted to conflict with this attachment are nullified.

2. Kansas Law and Venue: This contract shall be subject to, governed by, and construed according to the laws of the State of Kansas, and jurisdiction and venue of any suit in connection with this contract shall reside only in courts located in the State of Kansas.

3. Termination Due to Lack Of Funding Appropriation: If, in the judgment of the Director of Accounts and Reports, Department of Administration, sufficient funds are not appropriated to continue the function performed in this agreement and for the payment of the charges hereunder, State may terminate this agreement at the end of its current fiscal year. State agrees to give written notice of termination to contractor at least thirty (30) days prior to the end of its current fiscal year and shall give such notice for a greater period prior to the end of such fiscal year as may be provided in this contract, except that such notice shall not be required prior to ninety (90) days before the end of such fiscal year. Contractor shall have the right, at the end of such fiscal year, to take possession of any equipment provided State under the contract. State will pay to the contractor all regular contractual payments incurred through the end of such fiscal year, plus contractual charges incidental to the return of any such equipment. Upon termination of the agreement by State, title to any such equipment shall revert to contractor at the end of the State's current fiscal year. The termination of the contract pursuant to this paragraph shall not cause any penalty to be charged to the agency or the contractor.

4. Disclaimer of Liability: No provision of this contract will be given effect that attempts to require the State of Kansas or its agencies to defend, hold harmless, or indemnify any contractor or third party for any acts or omissions. The liability of the State of Kansas is defined under the Kansas Tort Claims Act (K.S.A. 75-6101, *et seq.).*

5. Anti-Discrimination Clause: The contractor agrees: (a) to comply with the Kansas Act Against Discrimination (K.S.A. 44-1001, *et seq.)* and the Kansas Age Discrimination in Employment Act (K.S.A. 44-1111, *et seq.)* and the applicable provisions of the Americans With Disabilities Act (42 U.S.C. 12101, *et seq.)* (ADA), and Kansas Executive Order No. 19-02, and to not discriminate against any person because of race, color, gender, sexual orientation, gender identity or expression, religion, national origin, ancestry, age, military or veteran status, disability status, marital or family status, genetic information, or political affiliation that is unrelated to the person's ability to reasonably perform the duties of a particular job or position; (b) to include in all solicitations or advertisements for employees, the phrase "equal opportunity employer"; (c) to comply with the reporting requirements set out at K.S.A. 44-1031 and K.S.A. 44-1116; (d) to include those provisions in every subcontract or purchase order so that they are binding upon such subcontractor or vendor; (e) that a failure to comply with the reporting requirements of (c) above or if the contractor is found guilty of any violation of such acts by the Kansas Human Rights Commission, such violation shall constitute a breach of contract and the contract may be cancelled, terminated or suspended, in whole or in part, by the contracting state agency or the Kansas Department of Administration; (f) Contractor agrees to comply with all applicable state and federal anti-discrimination laws and regulations; (g) Contractor agrees all hiring must be on the basis of individual merit and qualifications, and discrimination or harassment of persons for the reasons stated above is prohibited; and (h) if is determined that the contractor has violated the provisions of any portion of this paragraph, such violation shall constitute a breach of contract and the contract may be canceled, terminated, or suspended, in whole or in part, by the contracting state agency or the Kansas Department of Administration.

6. Acceptance of Contract: This contract shall not be considered accepted, approved or otherwise effective until the statutorily required approvals and certifications have been given.

7. Arbitration, Damages, Warranties: Notwithstanding any language to the contrary, no interpretation of this contract shall find that the State or its agencies have agreed to binding arbitration, or the payment of damages or penalties. Further, the State of Kansas and its agencies do not agree to pay attorney fees, costs, or late payment charges beyond those available under the Kansas Prompt Payment Act (K.S.A. 75-6403), and no provision will be given effect that attempts to exclude, modify, disclaim or otherwise attempt to limit any damages available to the State of Kansas or its agencies at law, including but not limited to, the implied warranties of merchantability and fitness for a particularpurpose.

a. Representative's Authority to Contract: By signing this contract, the representative of the contractor thereby represents that such person is duly authorized by the contractor to execute this contract on behalf of the contractor and that the contractor agrees to be bound by the provisions thereof.

9. Responsibility for Taxes: The State of Kansas and its agencies shall not be responsible for, nor indemnify a contractor for, any federal, state or local taxes which may be imposed or levied upon the subject matter of this contract.

10. Insurance: The State of Kansas and its agencies shall not be required to purchase any insurance against loss or damage to property or any other subject matter relating to this contract, nor shall this contract require them to establish a "self-insurance" fund to protect against any such loss or damage. Subject to the provisions of the Kansas Tort Claims Act (K.S.A. 75-6101, *et seq.),* the contractor shall bear the risk of any loss or damage to any propertyin which the contractor holds title.

11. Information: No provision of this contract shall be construed as limiting the Legislative Division of Post Audit from having access to information pursuant to K.S.A. 46-1101, *et seq.*

12. The Eleventh Amendment: "The Eleventh Amendment is an inherent and incumbent protection with the State of Kansas and need not be reserved, but prudence requires the State to reiterate that nothing related to this contract shall be deemed a waiver of the Eleventh Amendment."

13. Campaign Contributions / Lobbying: Funds provided through a grant award or contract shall not be given or received in exchange for the making of a campaign contribution. No part of the funds provided through this contract shall be used to influence or attempt to influence an officer or employee of any State of Kansas agency or a member of the Legislature regarding any pending legislation or the awarding, extension, continuation, renewal, amendment or modification of any government contract, grant, loan, or cooperative agreement.

Appendix 2 – Contractual Provisions, Assurances, and Certifications
Section B – Local Assurances

LOCAL ASSURANCES

We, as an eligible recipient for funds under the S*trengthening Career and Technical Education for the 21st Century Act (Perkins V),* hereby grant the following assurances:

- *Applicants submitting an application to the Kansas Board of Regents, certify they have read all application documents including any revised documents and agree to comply with all applicable federal requirements as outlined in the Strengthening Career and Technical Education for the 21st Century Act, subsequent federal requirements, state requirements, local laws, ordinances, rules and regulations, public policies herein and all others applicable*
- *To administer each program, service or activity covered in this application in accordance with all applicable statutes and regulations governing the Strengthening Career and Technical Education for the 21st Century Act*
- *No funds expended under the Act will be used to acquire equipment (including computer software) in any instance in which such acquisition results in a direct financial benefit to any organization representing the interests of the acquiring entity or the employees of the acquiring entity, or any affiliate of such an organization.*
- *Certifies by its representative's signature hereon that neither it nor vendors used in expenditures with Perkins V grant funds are presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from participation in this Agreement by any federal or state department or agency.*
- *To comply with all reporting requirements in a timely manner and that the information reported is valid, reliable and accurate.*
- *The determinations regarding the distribution of these grant funds are an agency action by the Kansas Board of Regents, an agency of the State of Kansas. In accordance with K.S.A. 77-601 et seq., The Kansas Board of Regents is hereby providing final notice that, with respect to the distribution of these funds, the board has taken final agency action. The distribution amount approved by the Board is set forth in this award notice.*
- *General Counsel Julene L. Miller is the agency officer who shall receive service on behalf of the Kansas Board of Regents of any subsequent petition for judicial review of this action. Any such petition for judicial review must be filed within 30 days of the date of this document.*
- *To be in compliance with Executive Order 12246; Title VI of the Civil rights Act of 1964, as amended; Title IX Regulations; Section 504 of the Rehabilitation Act of 1973, as amended; Individuals with Disabilities Education Act and any other federal or state laws, regulations and policies which apply to the operation of the programs.*

We will not discriminate on the basis of sex, race, color, national origin or disability in the educational programs, services or activities being provided.

assures the Kansas Board of Regents its intent to comply with these Local Assurances as outlined in this document. Further, we are willing to explain, in writing, how we intend to comply with each of these assurances.

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 34 CFR Part 82, "New Restrictions on Lobbying," and 34 CFR Part 85, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Education determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 34 CFR Part 82, for persons entering into a grant or cooperative agreement over $100,000, as defined at 34 CFR Part 82, Sections 82.105 and 82.110, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

As required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR Part 85, for prospective participants in primary covered transactions, as defined at 34 CFR Part 85, Section 85.105 and 85.110 –

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610 –

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violations of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about–

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will–

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, Grants and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W., (Room 3124, GSA Regional Office Building No. 3), Washington, DC 20202-4571. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted–

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantees may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

____

____

____

Check ☐ if there are workplaces on file that are not identified here.

DRUG-FREE WORKPLACE
(GRANTEES WHO ARE INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610–

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Director, Grants and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W. (Room 3124, GSA Regional Office Building No. 3), Washington, DC 20202-4571. Notice shall include the identification number(s) of each affected grant.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the Contractual Provisions, Local Assurances, and the above Certifications

____

Signature of President or Authorized Administrator Date

____

Printed Name Title

Appendix 2 – Contractual Provisions, Assurances, and Certifications
Section D – Transfer of Local Funds – Consortium Only

TRANSFER OF POSTSECONDARY LOCAL FUNDS
(CONSORTIUM ONLY)

Use this form for transferring S*trengthening Career and Technical Education for the 21st Century Act (Perkins V)* postsecondary funds from one eligible recipient to another eligible recipient providing service on behalf of the institution. Submit an original copy for each institution transferring funds into a consortium/partnership.

I certify that

____
Transferring Institution Name

is transferring all postsecondary local grant funds made available under S*trengthening Career and Technical Education for the 21st Century Act (Perkins V)* for fiscal year 2021 to

____
Receiving Institution Name

The funds will be used as described in the program improvement grant application package of the receiving institution. The uses of funds must be mutually beneficial to Perkins-approved CTE programs at all institutions in the consortium.

____
Original Signature of President or Authorized Administrator Transferring Funds

Date: ______________________

____
Original Signature of President or Authorized Administrator Receiving Funds

Date: ______________________

****

STATE USE ONLY

****

I hereby certify that the transferring institution is eligible for the funds identified above and the receiving institution is eligible to receive said funds.

____
Signature of KBOR Authorized Representative

____
Date

Appendix 3 – Local Grant Goals **Institution**: ________________________________

PERKINS V LOCAL GRANT GOALS

Goal 1: Career Exploration and Career Guidance

Describe specific activities by which your institution, in collaboration with local workforce development boards and other local workforce agencies, will provide career exploration and career guidance to students? *[Perkins V Sec. 134(b)(3)].*

Goal 1	Line 1	Funding $
	Description of the Activity	
	How does this activity relate to the Needs Assessment?	
	How does this activity support the 4-year Local Application goals?	
	How will success be measured?	
Dec 1		
Mar 1		
Final Outcomes		

Goal 1	Line 2	Funding $
	Description of the Activity	
	How does this activity relate to the Needs Assessment?	
	How does this activity support the 4-year Local Application goals?	
	How will success be measured?	
Dec 1		
Mar 1		
Final Outcomes		

Total Perkins Funding Requested for Goal 1:

Appendix 3 – Local Grant Goals

Goal 2: Integration of Academics and CTE

Describe specific activities by which your institution will improve the academic and technical skills of students participating in career and technical education programs? *[Perkins V Sec. 134(b)(4)].*

Goal 2	Line 1	Funding $
	Description of the activity	
	How does this activity relate to the needs assessment?	
	How does this activity support the 4-year local application goals?	
	How will success be measured?	
Dec 1		
Mar 1		
Final Outcomes		

Goal 2	Line 2	Funding $
	Description of the Activity	
	How does this activity relate to the needs assessment?	
	How does this activity support the 4-year local application goals?	
	How will success be measured?	
Dec 1		
Mar 1		
Final Outcomes		

Total Perkins Funding Requested for Goal 2:

Appendix 3 – Local Grant Goals

Goal 3: Special Populations

Describe specific activities by which your institution will prepare special populations for high-skill, high-wage, or in-demand industry sectors, prepare CTE participants for non-traditional fields, provide equal access, and ensure non-discrimination (minimum of 5%)? *[Perkins V Sec. 134(b)(5)].*

<table>
<tr><td>Goal 3</td><td>Line 1</td><td>Funding
$</td></tr>
<tr><td rowspan="5"></td><td colspan="2">Description of the activity</td></tr>
<tr><td colspan="2">Which special population(s) will be affected by this activity? Check all that apply.
__ 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 (under 21 years of age) who are in, or have aged out of, the foster care system
__ Youth (under 21 years of age) with a parent who is a member of the armed forces and is on active duty</td></tr>
<tr><td colspan="2">How does this activity relate to the needs assessment?</td></tr>
<tr><td colspan="2">How does this activity support the 4-year local application goals?</td></tr>
<tr><td colspan="2">How will success be measured?</td></tr>
<tr><td>Dec 1</td><td colspan="2"></td></tr>
<tr><td>Mar 1</td><td colspan="2"></td></tr>
<tr><td>Final Outcomes</td><td colspan="2"></td></tr>
</table>

Goal 3	Line 2	Funding $
	Description of the Activity	
	Which special population(s) will be affected by this activity? Check all that apply. __ 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 (under 21 years of age) who are in, or have aged out of, the foster care system __ Youth (under 21 years of age) with a parent who is a member of the armed forces and is on active duty	
	How does this activity relate to the needs assessment?	
	How does this activity support the 4-year local application goals?	
	How will success be measured?	
Dec 1		
Mar 1		
Final Outcomes		

Total Perkins Funding Requested for Goal 3:

Appendix 3 – Local Grant Goals

Goal 4: Work-based Learning/Employability Skills

Describe specific activities by which your institution will provide work-based learning opportunities and employability skill training to students? *[Perkins V Sec. 134(b)(6)].*

Goal 4	Line 1	Funding $
	Description of the activity	
	How does this activity relate to the needs assessment?	
	How does this activity support the 4-year local application goals?	
	How will success be measured?	
Dec 1		
Mar 1		
Final Outcomes		

Goal 4	Line 2	Funding $
	Description of the Activity	
	How does this activity relate to the needs assessment?	
	How does this activity support the 4-year local application goals?	
	How will success be measured?	
Dec 1		
Mar 1		
Final Outcomes		

Total Perkins Funding Requested for Goal 4:

Appendix 3 – Local Grant Goals

Goal 5: Secondary/Postsecondary Alignment

Describe specific activities by which your institution will provide CTE students with the opportunity to gain postsecondary credit while still attending high school?
[Perkins V Sec. 134(b)(7)].

Goal 5	Line 1	Funding $
	Description of the activity	
	How does this activity relate to the needs assessment?	
	How does this activity support the 4-year local application goals?	
	How will success be measured?	
Dec 1		
Mar 1		
Final Outcomes		

Goal 5	Line 2	Funding $
	Description of the Activity	
	How does this activity relate to the needs assessment?	
	How does this activity support the 4-year local application goals?	
	How will success be measured?	
Dec 1		
Mar 1		
Final Outcomes		

Total Perkins Funding Requested for Goal 5:

Appendix 3 – Local Grant Goals

Goal 6: Professional Development

Describe specific activities by which your institution will provide training and professional development of Perkins-approved CTE program faculty, staff, and specialized instructional support personnel?
[Perkins V Sec. 134(b)(8)].

Goal 6	Line 1	Funding $
	Description of the activity	
	How does this activity relate to the needs assessment?	
	How does this activity support the 4-year local application goals?	
	How will success be measured?	
Dec 1		
Mar 1		
Final Outcomes		

Goal 6	Line 2	Funding $
	Description of the Activity	
	How does this activity relate to the needs assessment?	
	How does this activity support the 4-year local application goals?	
	How will success be measured?	
Dec 1		
Mar 1		
Final Outcomes		

Total Perkins Funding Requested for Goal 6:

Appendix 3 – Local Grant Goals

Goal 7: Programs of Study

Describe specific activities by which your institution will implement a coordinated, non-duplicative sequence of academic and technical content starting with secondary education and resulting in attainment of a postsecondary credential? *[Perkins V Sec. 134(b)(2)].*

<table>
<tr><td>Goal 7</td><td>Line 1</td><td>Funding
$</td></tr>
<tr><td rowspan="4"></td><td colspan="2">Description of the activity</td></tr>
<tr><td colspan="2">How does this activity relate to the needs assessment?</td></tr>
<tr><td colspan="2">How does this activity support the 4-year local application goals?</td></tr>
<tr><td colspan="2">How will success be measured?</td></tr>
<tr><td>Dec 1</td><td colspan="2"></td></tr>
<tr><td>Mar 1</td><td colspan="2"></td></tr>
<tr><td>Final Outcomes</td><td colspan="2"></td></tr>
</table>

<table>
<tr><td>Goal 7</td><td>Line 2</td><td>Funding
$</td></tr>
<tr><td rowspan="4"></td><td colspan="2">Description of the activity</td></tr>
<tr><td colspan="2">How does this activity relate to the needs assessment?</td></tr>
<tr><td colspan="2">How does this activity support the 4-year local application goals?</td></tr>
<tr><td colspan="2">How will success be measured?</td></tr>
<tr><td>Dec 1</td><td colspan="2"></td></tr>
<tr><td>Mar 1</td><td colspan="2"></td></tr>
<tr><td>Final Outcomes</td><td colspan="2"></td></tr>
</table>

Total Perkins Funding Requested for Goal 7:

Appendix 3 – Local Grant Goals

Goal 8: New Program Development (optional)

How will your institution use Perkins funds toward new CTE program development (maximum of 5%)?

Goal 8 Line 1	Program Name: Program CIP:	Funding $
	Program Description:	
	Plan of action and specific expenditures:	
	How does this program relate to the needs assessment?	
	How does this program support the 4-year local application goals?	
	Status of program development:	
	Timeline for submission for KBOR approval:	
Dec 1		
Mar 1		
Final Outcomes		

Goal 8 Line 2	Program Name: Program CIP:	Funding $
	Program Description:	
	Plan of action and specific expenditures:	
	How does this program relate to the needs assessment?	
	How does this program support the 4-year local application goals?	
	Status of program development:	
	Timeline for submission for KBOR approval:	
Dec 1		
Mar 1		
Final Outcomes		

Total Perkins Funding Requested for Goal 8:

Appendix 3 – Local Grant Goals

Goal 9: Administrative Costs (optional)

How will your institution use Perkins funds toward administration of the Perkins Local Grant (maximum of 5%)?

Goal 9	Line 1	Funding $
	Required Description of the activity	
Dec 1		
Mar 1		
Final Outcomes		

Total Perkins Funding Requested for Goal 9:

Appendix 4

FY_______ PERKINS LOCAL GRANT EXPENDITURE MATRIX

(check one)

◯ Original Budget ◯ December 1 Report ◯ March 1 Report ◯ Final Expenditure Report

INSTITUTION NAME:

Total Grant Allocation: $

Budget Item	(1) Career Exploration and Career Guidance	(2) Integration of Academics and CTE	(3) Special Populations (5% Minimum)	(4) Work-based Learning/ Employability Skills	(5) Secondary/ Postsecondary Alignment	(6) Professional Development	(7) Programs of Study	(8) New Program Development (5% maximum)	(9) Administration (5% maximum)	Total
Salaries, Stipends & Benefits (No more than 50%)										$ -
Travel (Registrations and travel expenses)										$ -
Resources/Materials										$ -
Supplies (Computing devices, etc.)										$ -
Equipment (No more than 50%)										$ -
Support for Learner Success										$ -
Contracted Services										$ -
Subscriptions										$ -
Other (list below):										$ -
										$ -
TOTAL FEDERAL FUND EXPENDITURES (INCLUDE ENCUMBRANCES)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
									TOTAL GRANT FUNDS SPENT	$ -

TOTAL REQUESTED PERKINS FUNDS BY DATE:	
July 1 to Dec 1	$ -
July 1 to March 1	$ -
July 1 to June 30	$ -

President's or Authorized Administrator's Signature   Date   Preparer's Signature   Date

(required only on Application and Final Report)   (required for each submission)   Revised 2/20

Appendix 5

FY______ BUDGET BREAKDOWN -- PERKINS LOCAL GRANT

INSTITUTION: DATE:

Indicate projected or actual expenses for each Goal category, for Personnel, Equipment, Special Populations, New Program Development, and Adminstrative Expenses in Section A.
Expenses for Personnel, Equipment, Special Populations, New Program Development, and Administrative Expenses are also listed in Section B.
If needed, please add rows above the "Total" row for each section.
The formulas should calculate the Grand Total and Percentages by entering the total award amount where indicated.

Appendix 5 - SECTION A

Budget Item	Original Budget Amount July 1	Revised Budget Amount Dec. 1	Revised Budget Amount Mar. 1	Actual Expense Final June 30
Goal 1: Career Exploration and Career Guidance				
Total for Goal 1	$0.00	$0.00	$0.00	$0.00
Goal 2: Integration of Academics and CTE				
Total for Goal 2	$0.00	$0.00	$0.00	$0.00
Goal 3: Special Populations (Minimum 5% of Total Allocation)				
Total for Goal 3	$0.00	$0.00	$0.00	$0.00
Goal 4: Work-based Learning/Employability Skills				
Total for Goal 4	$0.00	$0.00	$0.00	$0.00
Goal 5: Secondary/Postsecondary Alignment				
Total for Goal 5	$0.00	$0.00	$0.00	$0.00
Goal 6: Professional Development				
Total for Goal 6	$0.00	$0.00	$0.00	$0.00
Goal 7: Programs of Study				
Total for Goal 7	$0.00	$0.00	$0.00	$0.00
Goal 8: New Program Development (Maximum 5% of Total Allocation)				
Total for Goal 8	$0.00	$0.00	$0.00	$0.00
Goal 9: Administration (Maximum 5% of Total Allocation)				
Total for Goal 9	$0.00	$0.00	$0.00	$0.00
* Total (for all goals) 100% of Budget Plan	$0.00	$0.00	$0.00	$0.00

Appendix 5 - SECTION B

Indicate the total amount requested for Personnel, Equipment, Special Populations, New Program Development, and Administration below.
Please note, these values should also be listed in the appropriate goal category in Section A.

Goal #	Line #	Personnel (list each position separately and include number of years funded by Perkins)	Original Budget Amount July 1	Revised Budget Amount Dec. 1	Revised Budget Amount Mar. 1	Actual Expense Final June 30
		a. Positions				
		b. Substitutes				
		c. Stipends				
		Total for Personnel	$0.00	$0.00	$0.00	$0.00
Percentage of Total Dollars for Personnel (Maximum of 50% Total Allocation)			#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

Goal #	Line #	Equipment				
		Total for Equipment	$0.00	$0.00	$0.00	$0.00
Percentage of Total Dollars for Equipment (Maximum of 50% Total Allocation)			#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

Goal #	Line #	Special Populations				
		Total for Special Populations	$0.00	$0.00	$0.00	$0.00
Percentage of Total Dollars for Special Populations (Minimum of 5% Total Allocation)			#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

Goal #	Line #	New Program Development				
		Total for New Program Development	$0.00	$0.00	$0.00	$0.00
Percentage of Total Dollars for New Program Development (Maximum of 5% Total Allocation)			#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

Goal #	Line #	Administrative Expenses				
		Total for Administration	$0.00	$0.00	$0.00	$0.00
Percentage of Total Dollars for Administration (Maximum of 5% Total Allocation)			#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

Your Budget Request is not official until your institution has received this form signed by the Authorized Representative of the Kansas Board of Regents.

Signature of Institution President or Authorized Administrator   Date   Signature of Preparer   Date

FOR STATE USE ONLY

Signature of KBOR Authorized Representative   Date   Revised 2/20

* All Columns (Original Budget Amount and Revised Budget Amount) should equal the same amount in the Total (for all goals) line.

Appendix 6 - Equipment

Institution:

Equipment - Unit Cost Up to $4,999									
Equipment Description	Model Number and Serial Number	Qty	Cost Per Unit	Amount Paid w/ Perkins $	Total Cost	Purchase Date	Institutional Property I.D. Number *	Program CIP	Program Name & Location
		0	0.00	0.00	0.00				
		0	0.00	0.00	0.00				
		0	0.00	0.00	0.00				
		0	0.00	0.00	0.00				
		0	0.00	0.00	0.00				
Add information as it becomes available throughout the grant year.			Totals	$0.00	$0.00		* If Applicable		

Equipment – Unit Cost $5,000 or More (Perkins tag required)									
Equipment Description	Model Number and Serial Number	Qty	Cost Per Unit	Amount Paid w/ Perkins $	Total Cost	Purchase Date	Perkins Tag Number	Program CIP	Program Name & Location
		0	0.00	0.00	0.00				
		0	0.00	0.00	0.00				
		0	0.00	0.00	0.00				
		0	0.00	0.00	0.00				
		0	0.00	0.00	0.00				
			Totals	$0.00	$0.00	Add information as it becomes available throughout the grant year.			

Total Perkins $ spent on equip. below $5000:	$0.00
Total Perkins $ spent on equip. $5000 or more:	$0.00
Total Equipment Perkins expenditure:	$0.00

Total equipment spending must not exceed 50% of total allocation

KBOR Approval of Perkins Tags

Date Approved

Optional Equipment Pool (Application) – May be purchased if funds become available without a revision									
Equipment Description	Model Number	Qty	Cost Per Unit		Total Cost			Program CIP	Program Name & Location
		0	0.00		0.00				
		0	0.00		0.00				

Appendix 7 - Resources, Computing Devices, Software, Subscriptions

Institution:

Resources - Unit Cost Up to $4,999								
Item Description	Model Number Serial Number	Qty	Cost Per Unit	Amount Paid w/ Perkins $	Total Cost	Institutional Property I.D. Number *	Program CIP	Program Name & Location
		0	0.00	0.00	0.00			
		0	0.00	0.00	0.00			
Add information as it becomes available throughout the grant year.			Totals	$0.00	$0.00	* If Applicable		

Computing Devices - Unit Cost Up to $4,999								
Item Description	Model Number Serial Number	Qty	Cost Per Unit	Amount Paid w/ Perkins $	Total Cost	Institutional Property I.D. Number *	Program CIP	Program Name & Location
		0	0.00	0.00	0.00			
		0	0.00	0.00	0.00			
Add information as it becomes available throughout the grant year.			Totals	$0.00	$0.00	* If Applicable		

Software or Subscriptions - Unit Cost Up to $4,999								
Item Description	Model Number Serial Number	Qty	Cost Per Unit	Amount Paid w/ Perkins $	Total Cost	Institutional Property I.D. Number *	Program CIP	Program Name & Location
		0	0.00	0.00	0.00			
		0	0.00	0.00	0.00			
Add information as it becomes available throughout the grant year.			Totals	$0.00	$0.00	* If Applicable		

Optional Resources, Computing Devices, Software or Subscriptions Pool - May be purchased if funds become available without a revision								
Item Description	Model Number	Qty	Cost Per Unit	Amount Paid w/ Perkins $	Total Cost	Institutional Property I.D. Number *	Program CIP	Program Name & Location
		0	0.00	0.00	0.00			
		0	0.00	0.00	0.00			
Add information as it becomes available throughout the grant year.			Totals	$0.00	$0.00	* If Applicable		

Appendix 8 - Professional Development Institution:

CIP Code	Perkins-Approved Program Name	Professional Development Activity	Revision #	Title/Classification of Attendees	Brief Summary of the Activity/Benefit to Skill Development
		KBOR Perkins Training		Perkins Coordinator	KBOR-led meetings for Perkins-related staff to yield more efficient and accurate management of Perkins grants
		KBOR Workforce Innovation Conference		Perkins Coordinator/VPA/Finance-Business Official/IR Staff/CTE Instructors	This annual conference supports personnel working with the Perkins Grant, including, but not limited to CTE, Adult Education, and Workforce Development partners.
		KCCTE Workshops		Perkins related staff/faculty	Kansas Center for Career Technical Education workshops
		KCWE		Perkins related staff/faculty	Kansas Council for Workforce Education & Drive-In Workshops
		K-ACTE		Perkins related staff/faculty	Kansas Association for Career Technical Education
On-Campus Professional Development related to Perkins-approved Programs					
Optional Professional Development Pool - May be attended without a revision if funds become available					

Appendix 9

Time & Effort Certification

Employee Name: ______________________________

Institution: ___________________________________

Position: ___________________________________

Is this a report for a stipend/supplemental contract? ☐ **YES** ☐ **NO**

Type of Report:

☐**100% Federal Perkins Funds** –

Salary -- complete semi-annually

Stipend – complete **only** for the months worked on the stipend-funded project

Time period from ______________________ to ______________________________

☐**Multiple Funding Sources** – Complete the table below (required) **monthly** for the months worked

Time period from ______________________ to ______________________________

Percent of Time	Funding Stream	Activities
%	Perkins Federal Funds	
%	Other	
100%	**TOTAL**	

I certify that this report represents a true record of effort expended for this time period according to the funding stream indicated above.

Signature of Employee: ____

Date: _______________________________(must be signed **after** the period reported in this form)

Signature of Supervisor:____

Printed Name of Supervisor:____

Date: _________________________________(must be signed **on or after** the Employee Signature date)

Appendix 10

FY ____ PROGRAM INCOME REPORT

INSTITUTION: ________________________________

GROSS PROGRAM INCOME:

Indicate gross income received for each program generating income

CIP Code	Program Name	Income Source	Gross Income Amount	How was the Program Income Re-invested?

PROGRAM INCOME CERTIFICATION:

I certify that all Program Income was expended prior to drawing additional federal grant funds.

____
Signature of Preparer   Date

Appendix 11

Institution ___________________________________

FY____Advisory Committee Report

Each Perkins-approved CTE program requires an active Advisory Committee. The Committee must meet twice each year (once in the fall semester and once in the spring semester).

Attach a copy of the minutes from Advisory Committee meetings for <u>each</u> of the Perkins-approved CTE programs. Only one set of minutes is required for each program.

CIP Code	Program Name	Dates of Advisory Committee Meetings	Minutes Attached?	Notes

Appendix 12 – Revision Request

Perkins Local Grant Revision Request FY 20____

Institution: ____Revision #: _______ Date:__________________

Requested By: ______________________________ Contact Phone: ________________________________

Fiscal/Accounting notified ☐yes ☐ no

Goal # Line #	Current Activity or Expenditure	Funding $
Goal # Line #	Revised Activity or Expenditure	Funding $
Goal # Line #	Current Activity or Expenditure	Funding $
Goal # Line #	Revised Activity or Expenditure	Funding $
Goal # Line #	Current Activity or Expenditure	Funding $
Goal # Line #	Revised Activity or Expenditure	Funding $

NOTE: If transferring $500 or more from one goal to another:

1) Must include a revised Budget Breakdown with Preparer's signature
2) Check box above to confirm that institutional fiscal/accounting has been notified of revision
3) Update all relevant Appendices prior to the next Progress Report (December 1, March 1 or Final Report)

Approved ☐

Denied ☐ Reason: ____

KBOR Signature Date