

DELAWARE DEPARTMENT OF EDUCATION

2021-2022 CONSOLIDATED GRANT APPLICATION GUIDANCE



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

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Perkins Program Resources and Background

The following resources are available on DDOE's CTE and STEM Initiatives workgroup website at:

- [CTE Fiscal and Accountability Policy and Procedures](#)
- [Policy and Procedures for CTE Programs of Study](#)

Additional resources are available at:

- [Carl D. Perkins Legislation](#)
- [Delaware State Plan for Career & Technical Education](#)

A local education agency (LEA) or postsecondary institution desiring financial assistance under the Strengthening Career and Technical Education for the 21st Century Act (Perkins V) will submit a local application for approval from the Delaware Department of Education. The local application shall cover the same period of time that is applicable to the Delaware State Plan for Career and Technical Education (CTE), e.g. school year 2021-22 through 2024-25.

FY22 Perkins Requirements

- CGA Perkins Budget and Budget Overview
 - Expenses applied to Perkins must include a funding description and an account code. Funding descriptions are provided in the drop-down menu for each budget line item and are used to match expenses to the required or permissive use of funds under Perkins. Account codes are standard budgeting codes that include administration, travel, equipment, supplies, etc. For more information on funding descriptions, please see the CGA Instructions for Perkins.
 - Each line item expense must include an account code, funding description, location (central office or school), quantity, and cost. The narrative description should include the program of study title, the expense justification or outcome, and the item/service description.
 - As the LEA develops the program budget, the following should be noted:
 - Each LEA shall not use more than 5% of the total amount for administrative costs (direct or indirect) associated with the administration of activities under Perkins;
 - Should an LEA's allocation exceed the recommended cap for the following permissible uses of funds, an explanation must be included in the narrative funding description:
 - It is recommended that no more than 5% of an LEA's grant be allocated for Career and Technical Student Organization (CTSO) expenses;
 - It is recommended that no more than 50% of an LEA's grant be allocated for equipment expenses (with the exception of new equipment);
 - It is recommended that no more than 20% of an LEA's grant be allocated for middle school CTE;
 - It is recommended that no more than 10% of an LEA's grant be allocated for expenses related to travel;
 - It is recommended that no more than 5% of an LEA's grant be allocated for substitute expenses;
 - Funds may not be used to supplant available state or local salary sources but may be used to supplement new program initiatives;
 - Administration and indirect costs must total no more than 5%; and
 - Additional recommendations/guidance is provided in the [CTE Fiscal and Accountability Policy and Procedures](#).
 - CGA Perkins Core Indicators of Performance
 - Core indicators of performance for CTE students are defined in the Delaware State Plan for Career and Technical Education. A local education agency receiving funds under the Strengthening Career and Technical Education for the 21st Century Act (Perkins V) must establish annual targets (one-year targets) and performance goal (four-year targets) for each core indicator of performance. Each eligible recipient will negotiate with the DDOE adjusted levels of performance for each of the core indicators established through the State Plan. Local levels must be expressed in percentage or numerical form, require continuous improvement, and be identified in the local plan.

- The actual performance levels for 2018-2019 and 2019-2020 are listed in the table in eGrants. The current target levels are provided in the 2020-2021 column. Annual targets (one-year targets) and performance goals (four-year targets) for each indicator of performance under the Act, should reflect findings from the local needs assessment and be developed in alignment with the local application (to be updated annually).
- CGA Perkins Local Plan
 - The local plan is completed within eGrants and is defined as an operational plan developed by LEAs to implement high-quality CTE programs of study, improve student outcomes, and expand innovative practices (to be completed once every four years and updated as needed).
- CGA Perkins Related Documents
 - This section will include the local needs assessment, a list of Perkins Advisory Committee members, and local improvement plans (as necessary).
 - A local needs assessment is completed externally and the needs assessment file must be uploaded to the DDOE eGrants system. The local needs assessment is defined as a self-evaluation conducted by LEAs and postsecondary institutions to improve student access, achievement, and equity in CTE programs, as well as the implementation of high-quality CTE programs of study and improvement of the local education and workforce system (to be completed once every two years);
 - All LEAs must include a list of Perkins Advisory Committee members in the related documents section. The file should be uploaded to the DDOE eGrants system and include the following information for each person serving on the advisory committee:
 - First and last name;
 - Title and affiliation/employer;
 - Contact information (address, phone, email); and
 - Area of representation (business/industry, secondary education, postsecondary education, community).
 - An improvement plan is required for LEAs that do not meet at least ninety percent (90%) of an agreed upon local level of performance for any core indicator of performance will be required to develop and implement an improvement plan. Per section 123(b)(2), the Department of Education will review LEA performance annually. The improvement plan is required to be approved by the Delaware Department of Education as part of the annual application for funds under the Act before financial resources are allocated to that LEA or postsecondary institution in the given fiscal year. The improvement plan must include an analysis of performance disparities or gaps and those actions to be taken to address those disparities or gaps. An improvement plan template is available in the related documents section of on eGrants. The file should be uploaded to the DDOE eGrants system and include the following information for each core indicator not met at the 90% threshold:
 - Identify the Perkins core indicator of performance that was not addressed at the 90% threshold, the LEAs current performance, and the anticipated performance or goal that will result from implementing the improvement plan;
 - Document the timeline for implementation, which includes key dates, activities, and person(s) responsible for implementation of the improvement plan;
 - Identify the funding source and/or resource allocation that is required to implement the improvement plan; and
 - Define the strategy that the LEA will apply to improve the gap in performance, the identified root cause, and the demonstrated need(s) of the recipient.
- CGA Perkins Assurances
 - The assurances have been updated to reflect funding in an academic year (see bullet below), program-specific expectations for Perkins, and the Uniform Grant (UG) Guidance (2 CFR § 200). If the LEA would like to review the guidance provided for this section, please see the CGA Instructions for Perkins or the CTE Fiscal and Accountability Policy and Procedures.
 - Please note that any amount of funding allocated to an LEA that is not spent within the academic year shall be returned to the eligible agency. The eligible agency will redistribute such amounts in combination with the new fiscal allocation during the next academic year—per Section 133(b)(1) and Section 133(b)(2) of the Perkins Act. As a result, the following will occur during the FY 2022 Perkins Administration via the CGA:

1. Each LEA will have 15 months (12-month encumbrance plus 3-month liquidation) to expend all FY 2022 Perkins funds;
2. Quarterly fiscal statements will be emailed to the LEA to help identify amendment and other administrative procedures.