**DELAWARE DEPARTMENT OF EDUCATION**

***2019-2020 CONSOLIDATED GRANT APPLICATION GUIDANCE***

**Carl D. Perkins Career and Technical Education Act of 2006**

# Program Contact Information

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| **Career and Technical Education (CTE) and STEM Initiatives Workgroup** | | | | |
| **Program Manager** |  | **LEA** | **E-Mail** | **Phone** |
| Peggy Enslen | Appoquinimink Brandywine Caesar Rodney  Campus Community Christina | | [peggy.enslen@doe.k12.de.us](mailto:peggy.enslen@doe.k12.de.us) | 302.857.3339 |
| Mike Fitzgerald | Delmar  Delaware Design-Lab  First State Military  MOT  Polytech  Sussex Academy | | [mike.fitzgerald@doe.k12.de.us](mailto:mike.fitzgerald@doe.k12.de.us) | 302.857.3334 |
| Bart Gill | Capital  Colonial  Early College High School  Great Oaks  Lake Forest  Laurel Woodbridge | | [bart.gill@doe.k12.de.us](mailto:bart.gill@doe.k12.de.us) | 302.735.4019 |
| Rita Hovermale | Cape Henlopen Positive Outcomes Red Clay  Seaford Smyrna  Sussex Tech | | [rita.hovermale@doe.k12.de.us](mailto:rita.hovermale@doe.k12.de.us) | 302.857.3381 |
| Lisa Wilson | Delaware Military Academy Indian River  Newark Charter  Milford  NCCVT  Odyssey | | [lisa.wilson@doe.k12.de.us](mailto:lisa.wilson@doe.k12.de.us) | 302.857.3323 |
| **DOE Administrative Contacts** | | | **E-Mail** | **Phone** |
| Luke Rhine, Director | |  | [luke.rhine@doe.k12.de.us](mailto:luke.rhine@doe.k12.de.us) | 302.857.3327 |
| Lisa Stoner-Torbert, Education Associate | | | [lisa.stoner-torbert@doe.k12.de.us](mailto:lisa.stoner-torbert@doe.k12.de.us) | 302.857.3322 |

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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](http://www.doe.k12.de.us/Page/435)—includes Consolidated Grant Application (CGA) instructions for Perkins
* [Policy and Procedures for CTE Programs of Study](http://www.doe.k12.de.us/Page/435)

Additional resources are available at:

* [Carl D. Perkins Legislation](http://www2.ed.gov/policy/sectech/leg/perkins/index.html)
* [Delaware State Plan for Career & Technical Education](http://www.doe.k12.de.us/Page/821)

Under Sections 134 and 135 of the Perkins Act of 2006, all eligible recipients, which includes local education agencies (LEAs), shall submit a local plan to the eligible agency. Through the CGA process, each LEA will provide an overview of the local delivery model for CTE programs and will include sufficient detail for the reviewer to understand the local system of CTE. The local plan shall cover the same time frame as the period of time applicable to the Delaware State Plan for CTE, which spans July 1, 2018, through June 30, 2019.

# FY19 Perkins Requirements

It is recommended that LEA staff review the CGA Instructions for Perkins, which can be found in the [CTE](http://www.doe.k12.de.us/Page/435)  [Fiscal and Accountability Policy and Procedures.](http://www.doe.k12.de.us/Page/435)

* 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](http://www.doe.k12.de.us/Page/435) [Policy and Procedures.](http://www.doe.k12.de.us/Page/435)
* CGA Perkins Core Indicators of Performance
  + Perkins IV was reauthorized as the “Strengthening Career and Technical Education for the 21st Century Act” (Perkins V) in July, 2018. The 2019-2020 school year will serve as a transition and planning year; therefore, the LEA is not required to negotiate 2019-2020 performance levels. Full implementation of Perkins V will begin in July, 2019.
* CGA Perkins Local Plan
  + See CGA Instructions for Perkins of the CTE Fiscal and Accountability Policy and Procedures.
* CGA Perkins Related Documents
  + This section will include the list of Perkins Advisory Committee members and local improvement plans (as necessary). If the LEA would like to review the guidance provided for this section, please see the CGA Instructions for Perkins.
  + 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 did not meet 90% of an agreed upon performance target for one (1) or more years per Section 113(b)(4) of the Perkins Act and the Delaware State Plan for Career and Technical Education. If the LEA fails to meet 90% of a performance target for three (3) years in a row, then a portion of federal Perkins funds may be withheld or directed to address the target. 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 2019 Perkins Administration via the CGA:

1. Each LEA will have 15 months (12-month encumbrance plus 3-month liquidation) to expend all FY 2019 Perkins funds;
2. Quarterly fiscal statements will be emailed to the LEA to help identify amendment and other administrative procedures.