Ohio Department of Education

Ted Strickland, Governor
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Sources: Carl D. Perkins Career and Technical Education Improvement Act of 2006, S.250
Key Words: Carl D. Perkins, Guidance, CTAE
Summary: A federal grant to support the development of challenging academic and technical standards, to assist students in meeting these standards and to prepare for high skill, high wage, or high demand occupations in current or emerging professions.

Career-Technical and Adult Funding Application
Carl D. Perkins Guidance
(Applies to Perkins grants including Secondary, Adult, 2-Year College and Tech Prep Federal Base applications)

1. Funding Application

A. Budget Page
The district's current needs assessment and an analysis of disaggregated performance data from the most recent Perkins performance report must justify all budgetary expenditures.
The allocation amount is listed on the bottom right of the budget page in the total column in a cell identified as "remaining." As the budget is filled in, using the appropriate Object and Purpose Codes, the adjusted allocation increases and the amount in "remaining" decreases. The budget must reflect the activities outlined in the Planning Tool's action steps. Not more than five percent (5%) of the allocation may be budgeted for Administrative Costs, which may include secretarial and clerical support or any supplies for administrative functions. **Per March, 2010 federal guidance, no Perkins funds may be spent under the Family/Community purpose code.**

B. Application Page
1) One requirement for uses of funds (the 3% earmark) is compulsory, and has been pre-checked. In the Planning Tool, make it a strategy; estimate the amount of resources that will be used, and write an action step for it.
2) Select at least one of the remaining Requirements for Uses of Funds by checking the accompanying box. In the Planning Tool, make each selected box a strategy, estimate the amount of resources that will be used, and write an action step for each checked box.
3) Any of the 20 Permissible Uses may also be checked. If these optional activities are chosen as a strategy, an action step must be written for each checked box.

2. Planning Tool

A. Goal and Strategies

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In the District /Agency Plan, choose the Career-Technical goal under the plan overview tab. Add the fiscal resource to this goal. Select a strategy or strategies. Use the "requirements for Uses of Funds" and "Permissible Uses of Funds" selected from the application page as strategies. **Any performance deficiency identified on the most recent performance report must be a priority for allocation of funds. Strategies must include an estimate of the amount of funds that will be used to execute each.**

B. Action Steps

Write at least one action step for each strategy developed from the require/permissive uses of funds list selected on the application page. The action steps must discuss the anticipated year-long activities and explain who will be responsible for implementation, how the activities will be done and what will be accomplished.

In the **Benchmark Indicator** of each action step identify the Perkins performance indicator/s addressed (i.e., 1S2, 1A1, 3P1). Secondary, adult and postsecondary Perkins performance indicators are listed below. A Web link that connects to Perkins performance reports is located outside this document in the CCIP Perkins folder.

Secondary Performance Indicators

1S1 Academic Attainment –

1S2 Academic Attainment – Mathematics
2S1 Technical Skill Attainment
3S1 Secondary School Completion
4S1 Student Graduation Rates
5S1 Student Placement
6S1 Nontraditional Participation
6S2 Nontraditional Completion

Adult Performance Indicators

1A1 Technical Skill Attainment
2A1 Credential, Certificate or Degree
3A1 Student Retention or Transfer
4A1 Student Placement
5A1 Nontraditional Participation
5A2 Nontraditional Completion

Postsecondary Performance Indicators

1P1	Technical Skill Attainment
2P1	Credential, Certificate or Degree
3P1	Student Retention or Transfer
4P1	Student Placement
5P1	Nontraditional Participation
5P2	Nontraditional Completion

Ohio's school accountability requirements are in concert with federal career-technical requirements. Both require that performance indicators be used to establish expectations and goals for improvement. Student performance results are to guide decision-making and action through careful planning and data analysis.

3. Monitoring

Compliance monitoring is performed to insure that Perkins funds are used for required activities and services. The monitoring consists of four steps:

1) self-assessment,
2) desk audit,
3) telephone audit,
4) on-site review.

4. Frequently Asked Questions (FAQ)

Q: What are examples of permissible expenditures?

A: Perkins funds **may** be used for:

Purchase/lease of equipment for a career-technical program. The equipment must cost at least $300 which may include shipping and installation. For example,

o Computer workstations that support the curriculum of approved Workforce Development programs (WFD).

o A medical bed in a health laboratory.

• Programs for students at or above the seventh grade, as long as they are part of a Career Technical Education sequence of courses.

• Support for career technical student organizations (CTSOs) and related activities. Funds can purchase supplies or equipment for the organization, or fund activities if the activity is made

available to all students in a program without regard to membership in the CTSO.
• Offsetting the costs of marketing and promoting career-technical and adult programs through publications and advertisements.
• Teacher certification requirements, including those leading to teacher certification.
• Books that are supplemental or additional resources for a program.

Q: What are examples of non-permissible expenditures?
A: Perkins funds may **not** be used for:

- Promotional items given to individuals (e.g., coffee mugs with school logo, T-shirts, hats, pencils, rulers);
- The primary textbook for a program;
- Student incentives and awards;
- Student stipends;
- Student CTSO membership fees;
- Student event or activities fees;
- Student contest participation fees or associated travel costs.

Refer to the Memo, "Guidelines for compliance with Carl D. Perkins regulations," April 23, 2007 at www.ode.state.oh.us.