PERKINS GRANT
YEAR THREE

MEET THE TEAM!

Steve Robison - Perkins Compliance Manager/Western Coordinator
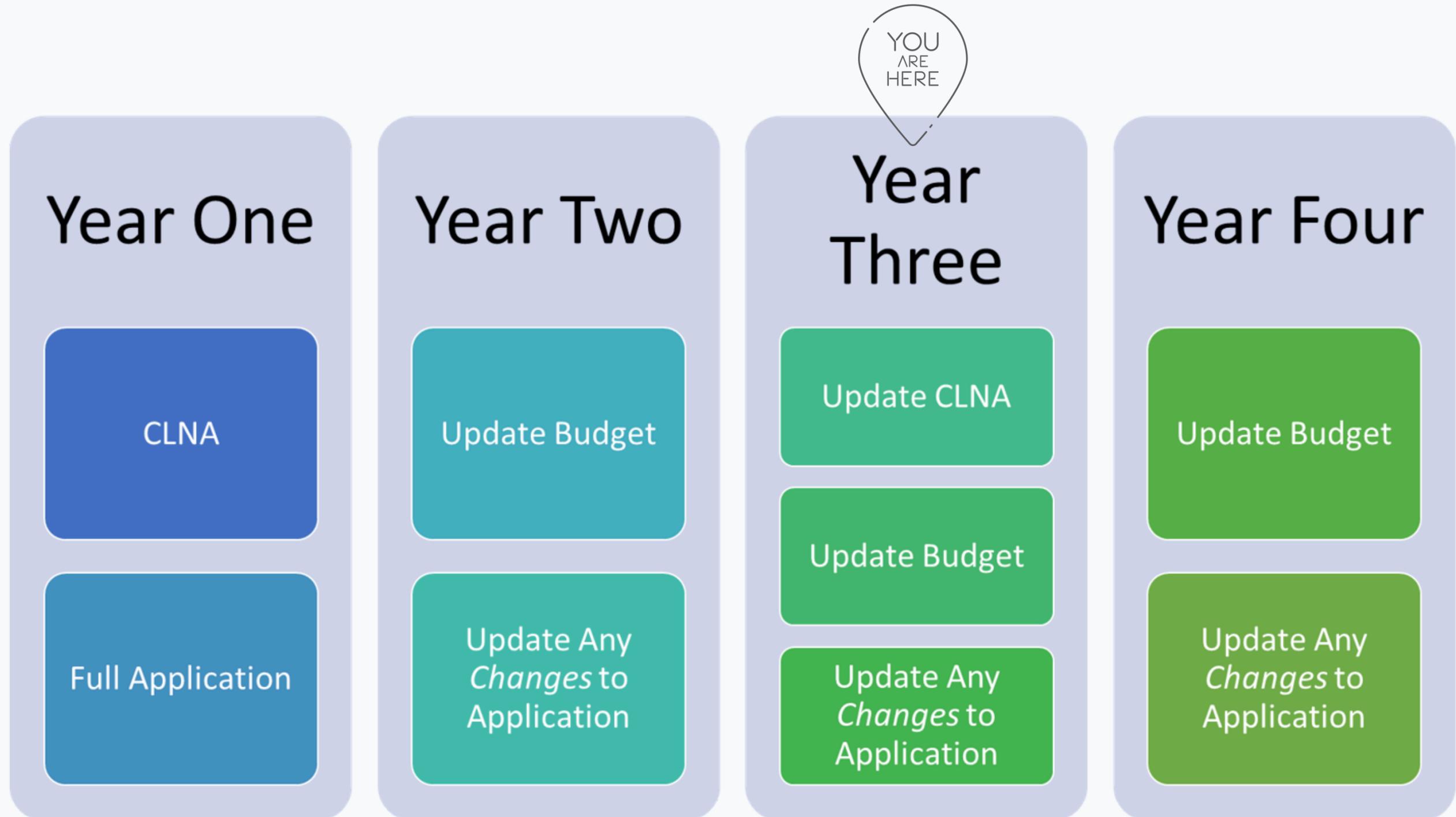
Shelby Sanders - Southern Region Grant Coordinator

Denise Bethke - Northeast Region Grant Coordinator

Jordan Duck - Innovative Grant Coordinator

Hannah Boles - Financial Analyst

FOUR YEAR CYCLE

YOU ARE HERE

Year One

- CLNA
- Full Application

Year Two

- Update Budget
- Update Any *Changes* to Application

Year Three

- Update CLNA
- Update Budget
- Update Any *Changes* to Application

Year Four

- Update Budget
- Update Any *Changes* to Application

Important Dates

March 2 - Grants Open

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April - Allocation Notices Emailed to Superintendents

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May 6 - Grants Close

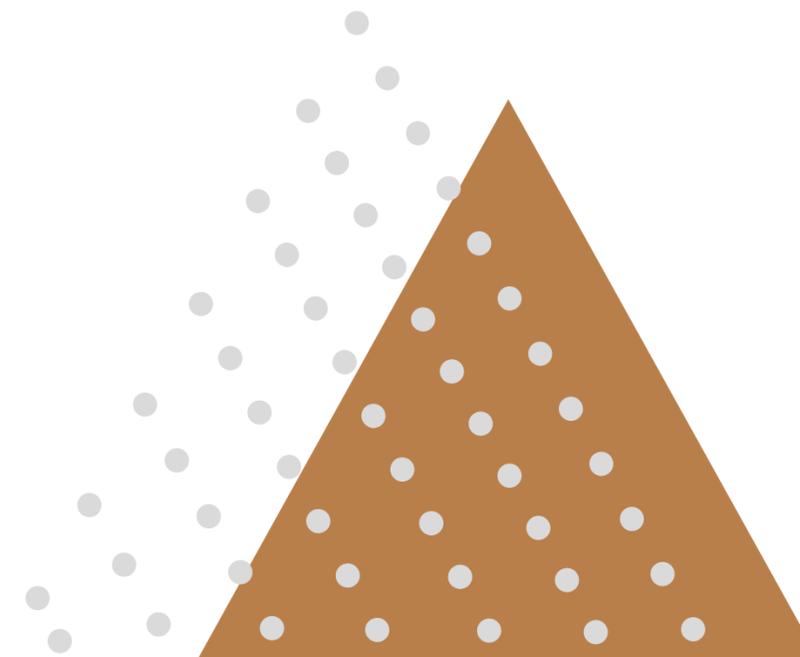~~~~~~~~
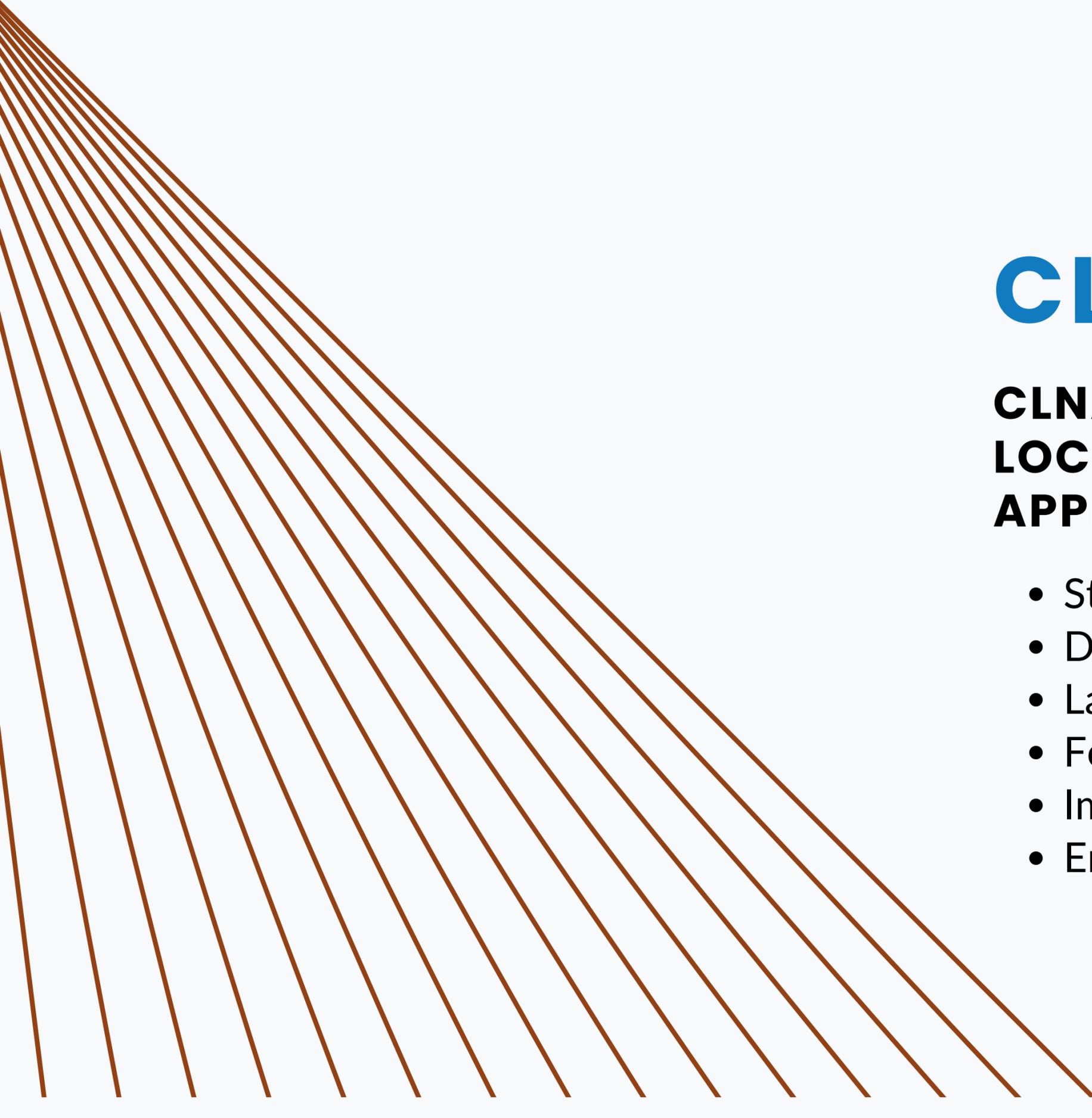
July - Approval/Rejection Notices

MONITORING

All districts will be monitored once every five years

Desk Audits, Technical Assistance, In-Person Visits

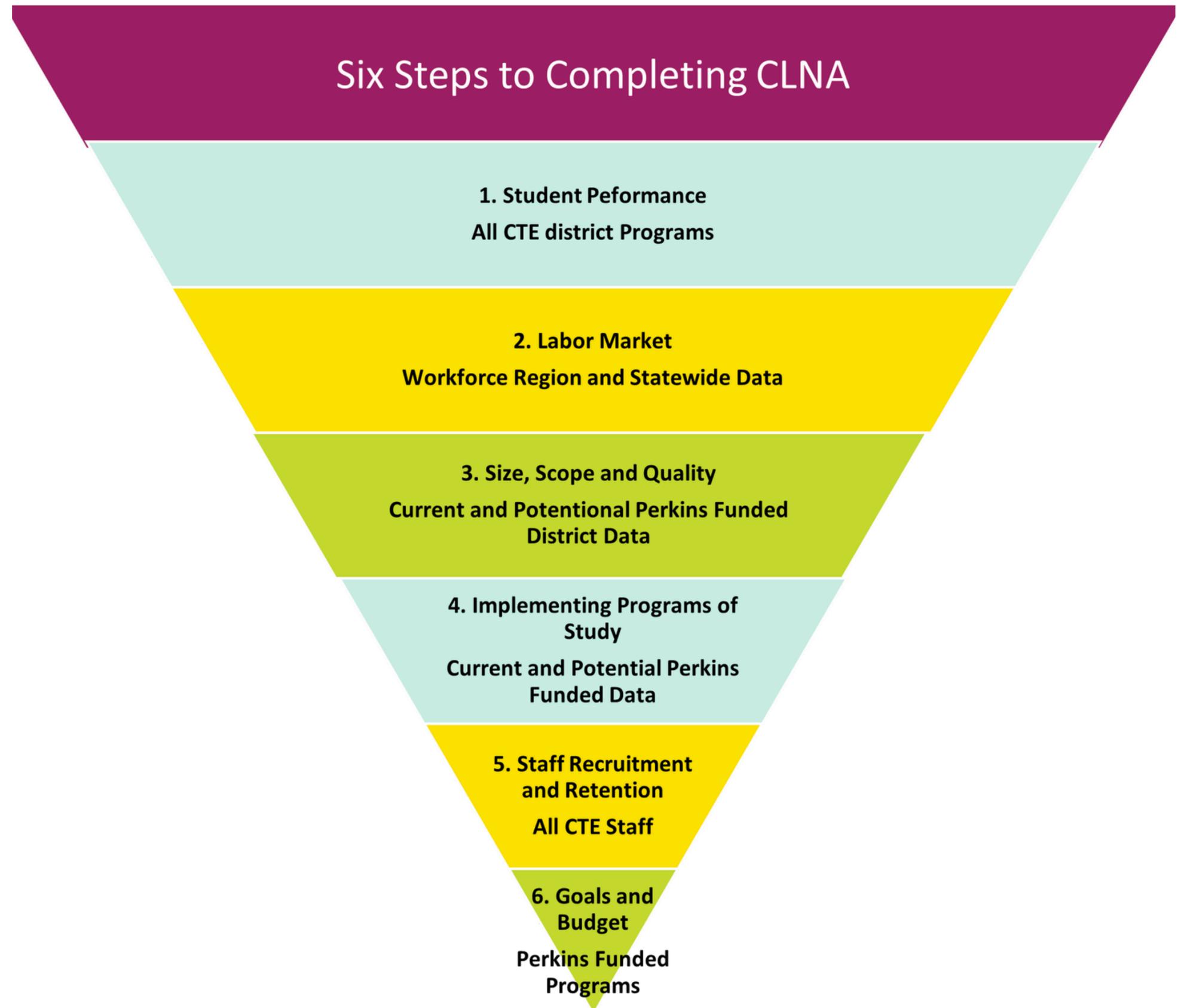# Comprehensive Local Needs Assessment

CLNA PURPOSE

CLNA IS THE FOUNDATION OF THE LOCAL & INNOVATIVE APPLICATIONS.

- Stakeholder Involvement
- Data Driven Decisions
- Labor Market Alignment
- Focus on Work Based Learning
- Improving Student Performance
- Ensure budget request supports priorities

SIX STEPS OF THE CLNA

Six Steps to Completing CLNA

1. Student Peformance
All CTE district Programs

2. Labor Market
Workforce Region and Statewide Data

3. Size, Scope and Quality
Current and Potentional Perkins Funded District Data

4. Implementing Programs of Study
Current and Potential Perkins Funded Data

5. Staff Recruitment and Retention
All CTE Staff

6. Goals and Budget
Perkins Funded Programs

Local Application

GENERAL INFORMATION

Complete Worksheet in Word then copy/paste in CTIMS

Ensure all CTIMS roles are assigned and passwords are current prior to grant closing date

Funding decisions must be driven by identified needs, gaps, or opportunities for improvement

Grant Process

All FLA grant processes are completed in CTIMS (CareerTech Information Management System)
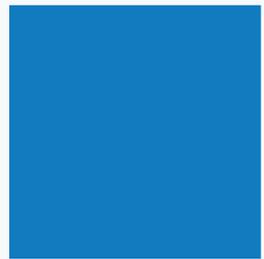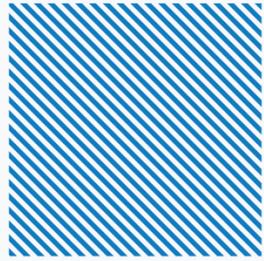
Worksheet (Application)

Agreement

Invoices (Reimbursement)

CTIMS Roles

Local Initiative Coordinator: Creates and prepares worksheet in CTIMS

Local Finance Coordinator: Prepares Budget, enters in OCAS codes during agreement, and submits invoices for reimbursement

Local Superintendent/ President: Final approval of worksheet at local level

YEAR THREE REQUIREMENTS

- Update any changes to application
- Complete Section 1, 2, 4, & 6
- Attach and upload Programs of Study for all funded areas & IDC Sheet if applicable
- Submit an updated CLNA

APPLICATION OVERVIEW

- **Section 1 - Federal Financial Information**
- **Section 2 - CLNA**
- Section 3 - Programs of Study
- **Section 4 - Budget Narrative**
- Section 5 - Organization Overview
- **Section 6 - Itemized Budget Guidelines**

SECTION ONE

Federal Financial Information

- Unique Entity ID (UEI)
- SAMS Registration Verified
- Zip Code
- Two Digit Congressional District Number

SECTION TWO

2.1 - CLNA

- Copy priorities from CLNA (bottom of the last page)
- For each priority listed you should:

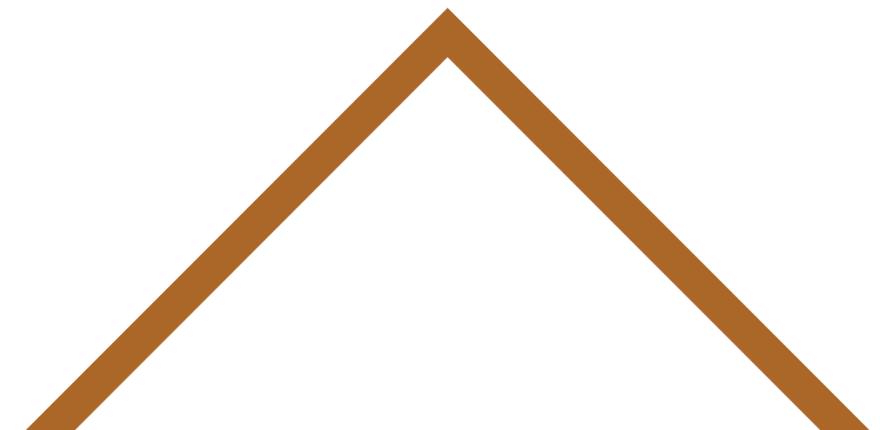Identify the gap/opportunity this priority addresses

Examples of gap/opportunities:
- Low academic proficiency in math
- Lack of technical skills for high skill, high wage, in-demand jobs
- High teacher turnover rate

Use CLNA data to describe how you determined this should be a priority

List all CTE programs affected by this priority

SECTION TWO

2.2 - CLNA

- List all priorities and the actions to accomplish them in appropriate step and fiscal year
- Complete sections for both 2026-2027 and 2027-2028
- Do not list individual items you will be purchasing - only list actions
- Steps without priorities may remain blank
- May have more than one priority per step

SECTION TWO

2.2 - Example 1

[FISCAL YEAR 2026-2027]

[Step 1: Student Performance Data]: *Priority 1:* Increase student participation in Work-Based Learning: *Action:* Partially fund 2 counselors.

[Step 2: State and Regional Labor Market Alignment]:

[Step 3: Size, Scope, Quality]: *Priority 3:* Improve student preparation for high skill, high wage, in-demand jobs. *Action:* purchase high tech, industry standard equipment for automotive program.

[Step 4: Implementing Programs of Study]:

[Step 5: Recruitment, Retention and Staff Training]: *Priority 2:* Decrease staff turnover. *Action:* Provide relevant professional development for instructional staff.

SECTION TWO

2.2 - Example 2

[FISCAL YEAR 2027-2028]

[Step 1: Student Performance Data]: *Priority 1*: Increase student participation in Work-Based Learning: *Action*: Partially fund 2 counselors. *(Repeated priority)*

[Step 2: State and Regional Labor Market Alignment]:

[Step 3: Size, Scope, Quality]: *Priority 3*: Improve student preparation for high skill, high wage, in-demand jobs. *Action*: purchase high tech, industry standard equipment for automotive program. *(Repeated priority)*

Priority 4: Improve local performance levels in reading. *Action*: purchase supplemental curriculum to assist student comprehension. *(New priority)*

[Step 4: Implementing Programs of Study]:

[Step 5: Recruitment, Retention and Staff Training]:

SECTION FOUR

Budget Narrative

[4.0] – Provide us with a broad OVERVIEW of how you will be spending your Perkins funding for the next 2 YEARS AND what you expect the results of this funding to be:

[4.1] STUDENT PERFORMANCE:

Academic Integration (330)

Evaluation (337)

Secondary/Postsecondary Link (340)

[4.2] STATE AND REGIONAL LABOR MARKET ALIGNMENT:

Workforce Partnerships (338)

Services and Activities for HS/HW/I-D (339)

[4.3] SIZE, SCOPE, & QUALITY:

Work-based Learning (331)

Use of Technology (332)

[4.4] IMPLEMENTING PROGRAMS OF STUDY

Guidance and Counseling (334)

Career Awareness (335)

[4.5] RECRUITMENT, RETENTION AND STAFF TRAINING:

Professional Development (333)

Recruitment and Retention (336)

SECTION FOUR

Budget Narrative

- Discuss Perkins funding for next fiscal year
- Only answer areas where your CLNA identified gaps or opportunities and which your school set as a priority in FY27 & FY28
- All expenditures must be clearly tied to at least one CLNA priority
- All items and number of items must be listed
- Related equipment may be covered by one narrative statement

Example:
BMITE - Camera & Accessories (lenses, tripod, memory card, storage bag)

SECTION FOUR

Budget Narrative

- Provide a narrative for each expenditure stating how it will improve your CTE program in one or more of these areas:
  - Improve student academic performance
  - Increase student opportunities for high skill, high wage, or in-demand job
  - Improve student opportunities to obtain industry recognized certifications, licenses, or degrees
  - Increase recruitment or retention of staff members
  - Improve service to special population or non-traditional students
  - Enhance career exploration or development activities
  - Develop &/or implement labor market demand supported programs of Programs of Study

SECTION FOUR

Budget Narrative

Consortium Example:

School Name - CTE Program - Item Name/Description: Narrative Statement
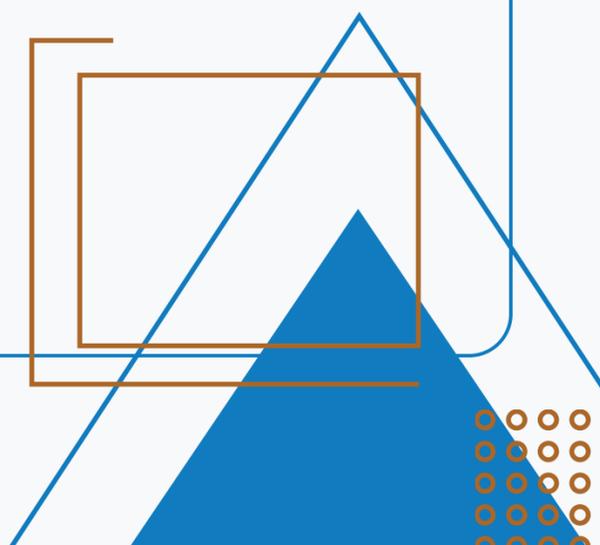
Stand Alone Example:

CTE Program - Item Name/Description: Narrative Statement

Example: *Pearland School System - BITE – ICEV Student Curriculum: This curriculum can be accessed through a variety of technology devices allowing for distance learning opportunities. The web-based materials allow student exposure to current industry standards in high-skill areas and improve performance on certification testing.*

SECTION FOUR

4.0 - Budget Narrative

- Provide a broad overview of how you will be spending your Perkins funding
- Do not list specific items
- State the expected results from funding

SECTION FOUR

4.1 - 4.5 Budget Narrative

- List expenditures and narrative in the same steps as you did in Section 2.2.
- Leave section blank if not expending funds in that area

[4.3] SIZE, SCOPE, & QUALITY:
Work-based Learning (331)
Use of Technology (332)
[4.4] IMPLEMENTING PROGRAMS OF STUDY
Guidance and Counseling (334)
Career Awareness (335)
[4.5] RECRUITMENT, RETENTION AND STAFF TRAINING:
Professional Development (333)
Recruitment and Retention (336)

SECTION FOUR

4.6 - Budget Narrative

Consortiums must answer both questions, 4.6 & 4.7

4.6 - List all schools, their ODCTE allocation, and the consortium budget

Example:

Paile - ODCTE allocation, $8,972, Consortium budget, $10,400
Alvin - ODCTE allocation $18,749, Consortium budget, $17,321
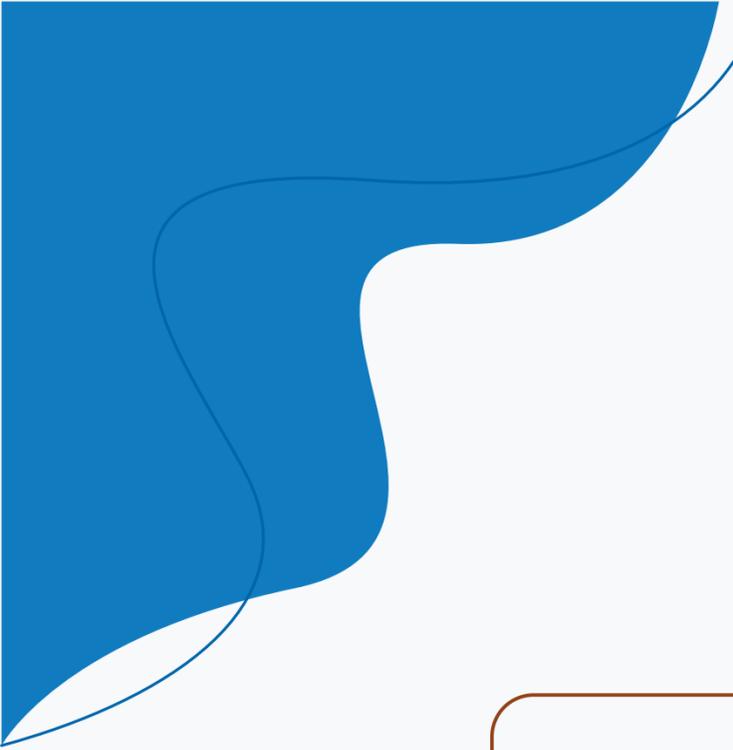
SECTION FOUR

4.7 - Budget Narrative

Select the checkbox to indicate whether:

LFA will purchase all items and ship to member district

OR

Member districts will purchase their own items and be reimbursed by LFA

SECTION SIX

Itemized Budget or Budget Spreadsheet

- Budget entire allocation
- Be specific & descriptive.
- Include the word "instructional" or "non-instructional" in line description when budgeting for travel
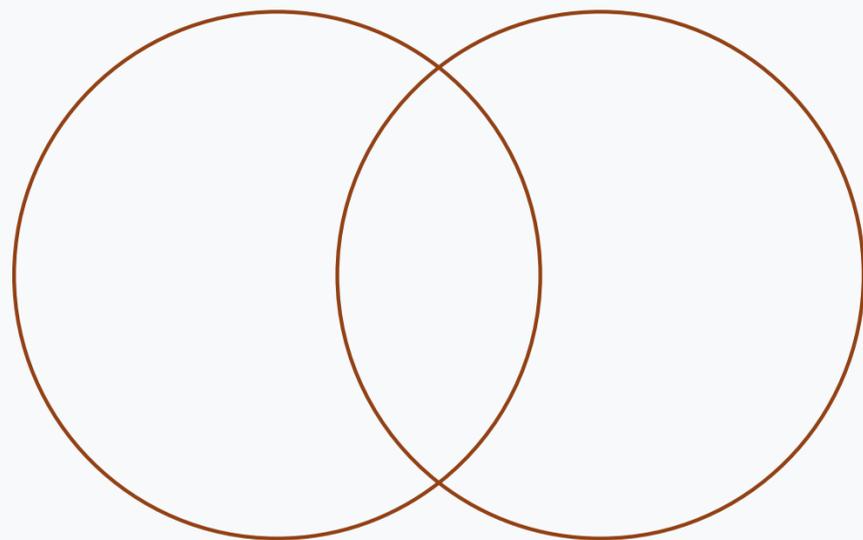- OCAS codes are added during agreement phase

SECTION SIX

Itemized Budget or Budget Spreadsheet

Percentages of employee's total salary and benefits paid with Perkins funds should be listed at the end of the budget line description.

- Example: Counselor Salary (58%)
- Academic Center Specialists Benefits (26.5%)

Percentages cannot increase year-to-year due to Federal supplanting regulations

ITEMIZED BUDGET

Items that are part of a system, or accessories should be listed on the same line item.
This includes:

- Shipping & Handling
- Palletizing
- Set-Up Fees
- Camera with lenses, memory cards, storage bags

SECTION SIX

Itemized Budget or Budget Spreadsheet

Stand Alone Example:

Budget Line Description	Req. Units	Req. Unit Cost	Req. Unit Type	Line Item Total
BMITE: Certiport License	1.00	$18,123.50	Each	$18,123.50
BMITE: iMacs	3.00	$1,500.00	Each	$4,500.00
FCS: Chromebooks (4)	1.00	$2,694.16	Each	$2,694.16
Instructional Staff Registration to TCEA (3)	1.00	$2,784.00	Each	$2,784.00
Indirect Cost	1.00	$1,058.62	Each	$1,058.62
Non-Instructional Staff Registration to TCEA	2.00	$928.00	Each	$1,856.00

SECTION SIX

Itemized Budget or Budget Spreadsheet

Consortium Example:

Budget Line Description	Req. Units	Req. Unit Cost	Req. Unit Type	Line Item Total
Colcord - Ag: Laser Engraver with rotary tool	1.00	$8,931.99	Each	$8,931.99
Oaks - BITE: Desktop Computers with mice, keyboards & adapters (6)	1.00	$4,959.95	Each	$5,771.91
Kansas - FCS: Cleartouch Interactive TV	1.00	$5,771.91	Each	$4,959.95
Keys - FCS: LG 29.7 cu.ft. Smart Refrigerator with 4 French doors, Instaview, wifi enabled	1.00	$3,779.99	Each	$3,779.99
Watts - Ag: Zmorph VX Multi tool 3D Printer Set	1.00	$3,503.60	Each	$3,503.60
Kansas - Ag: ICEV Teacher Curriculum	1.00	$1,725.00	Each	$1,725.00

IDC VS ADMIN

Budgeted Admin can be claimed up to 5% and is only based on expenditures to date

Check totals using Admin/IDC worksheet located on website

BUDGET GUIDELINES

Travel for Basic Grants

- 421, 422 & 423 Worksheets

- Mileage & Airfare allowed to & from conference

- Conference Registration

BUDGET GUIDELINES

Travel for Innovative Grants

- Includes 424, 426, 429 & 479 Worksheets

- Registration, Mileage, Airfare, Lodging, Per Diem per GSA website

- Flat Rate Per Diem

- Admin vs Non. Admin

REQUIRED DOCUMENTS

Completed CLNA

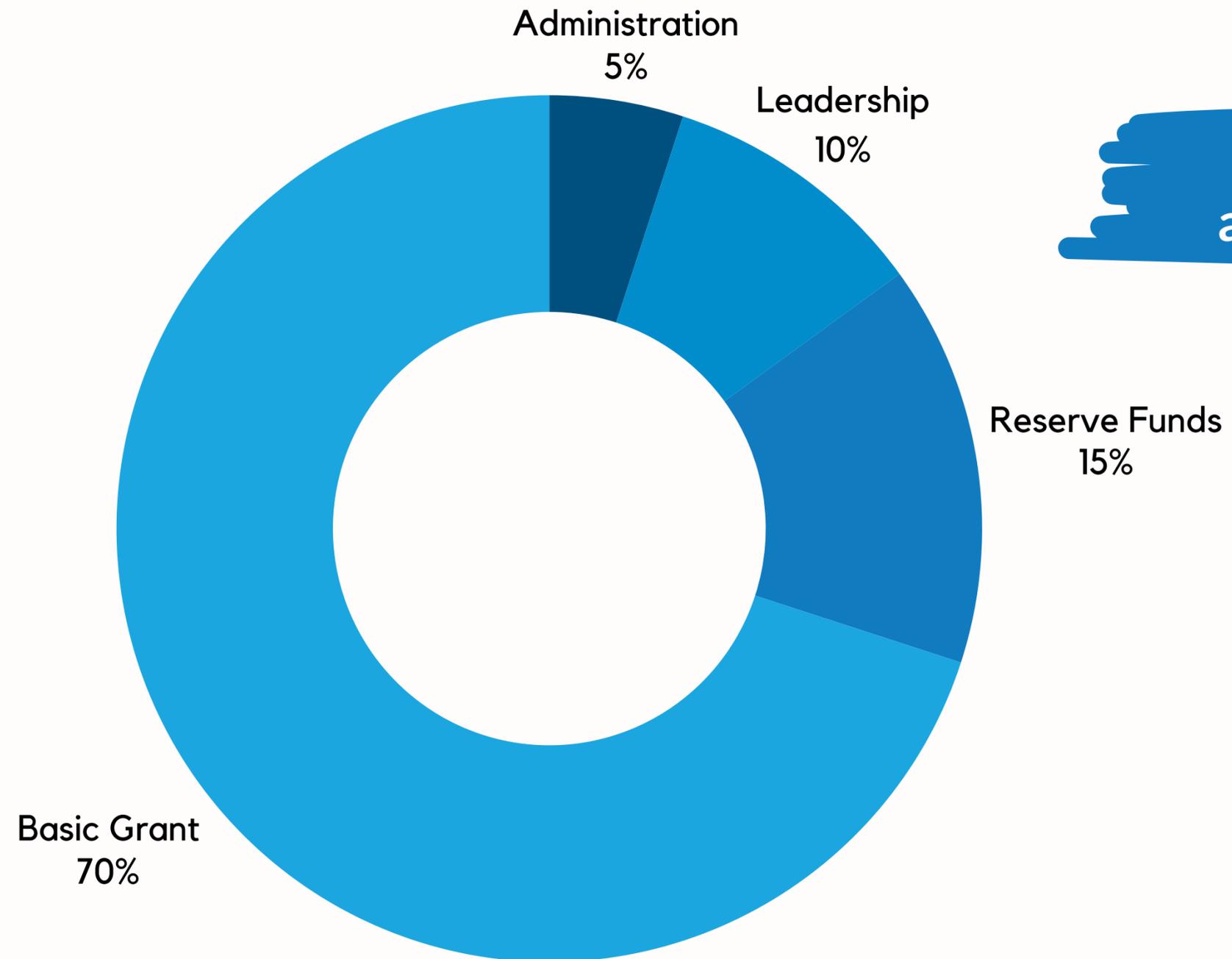All required Programs of Study

IDC Rate Sheet if applicable

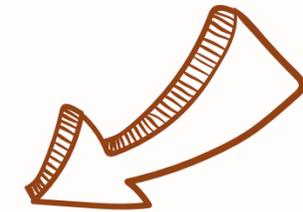Upload using the attachment feature in CTIMS

Innovative Grants

Jordan Duck

Funding Breakdown

Administration
5%

Leadership
10%

Reserve Funds
15%

Basic Grant
70%

$2.35 million available in FY25

Purpose of Innovative Grants

▶ Develop new and sustainable projects for high need areas

▶ More innovative projects than standard classroom projects

Overview

- ✦ Two Year Cycle*

- ✦ Request Amount

- ✦ Mid-Cycle Monitoring

- ✦ Multiple Grants

- ✦ Sustainable Projects

*excludes the CTE New Program grant

GRANT OPPORTUNITIES

CAREER DEVELOPMENT AND PROGRAMS OF STUDY

CAREER PATHWAYS, WORKFORCE, AND INDUSTRY PARTNERSHIPS

HIGH GROWTH AND EMERGING TECHNOLOGY

INNOVATION IN CAREER EXPLORATION

SUPPORTING CTE SPECIAL POPULATIONS

INNOVATIVE STRATEGIES TO RECRUIT AND RETAIN CTE INSTRUCTORS - OTHER

IMPROVING ACADEMIC PROFICIENCY

CTE NEW PROGRAM

GRANT INITIATIVES

High Growth & Emerging Technology

- Implement innovative CareerTech programs that embrace rigorous academics and technical learning skills that align with emerging workforce needs

- Electric Vehicle Maintenance, Broadcasting, AI Workstations

Innovation in Career Exploration

- Designed to develop middle school STEM exploratory programs that utilize project-based learning and increase academic rigor and student achievement

- VR for Career Exploration, PLTW, New STEM Labs

Up to $50,000 each year

GRANT INITIATIVES

Career Development & Programs of Study

- Designed to assist individuals in making career choices and creating full programs of studies that will prepare them for those careers

- Up to $50,000 each year

- Transfr VR Headsets, Program & Campus Tours via VR, Industry Tours for Students

Innovative Strategies to Recruit & Retain CTE Instructors - Other

- Supports the development of new innovative strategies and enhance existing strategies to recruit and retain CTE instructors.

- Up to $20,000 each year

- Professional Development (registration, mileage, per diem, lodging, etc.)

GRANT INITIATIVES

Improving Academic Proficiency

* Designed to increase academic outcomes in English Language Arts, Science, and/or Mathematics

* Up to $25,000 for each year

* Tutoring, ACT prep

Supporting CTE Special Populations

* Used to support special population ODCTE students explore career options and transition into post-secondary education, training, or employment

* Up to $50,000 for each year

* Adaptive Equipment, Transition Coordinator

GRANT INITIATIVES

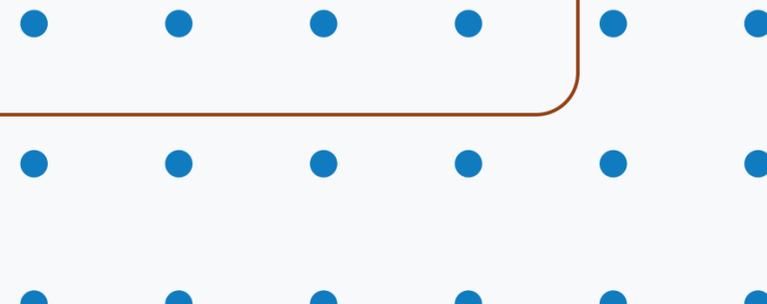## Career Pathways, Workforce, and Industry Partnerships

* Supports the development of new, innovative career pathways or partnerships

* Up to $50,000 for year one and up to $25,000 for year two

* Career Development and Community Outreach Advisor, Thunder Partnership to enhance broadcasting program

CTE New Program

* The purpose of this grant is to provide startup funding for new CTE programs

* Up to $25,000 - one year grant

* Includes programs starting in FY27, FY26, & FY25

* Can apply for multiple programs

ELIGIBILITY REQUIREMENTS

- Secondary schools & technology centers applying for a grant serving secondary students must meet the $15,000 allocation requirement.
- Technology centers and colleges applying for a grant serving post-secondary students must meet the $50,000 allocation requirement.
- Successful completion of the Comprehensive Local Needs Assessment (CLNA) - must align with priorities
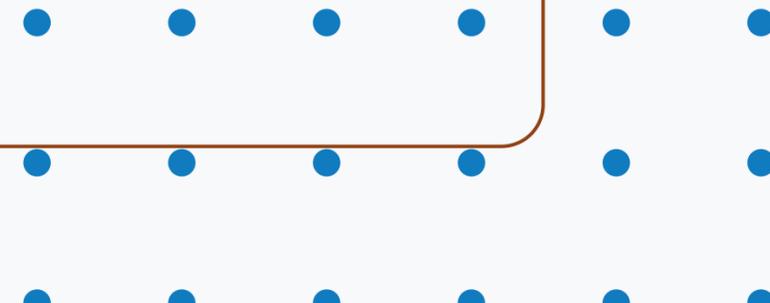- Submitted and approved Form 2 if applicable

NEW FOR FY27

Secondary schools not meeting the $15,000 allocation requirement are now eligible to apply!

- Must be a member of a consortium
- Successful completion of the Comprehensive Local Needs Assessment (CLNA) - must align with priorities
- At least two CTE programs (2 PIDs)

NEW FOR FY27

Funding amounts are based on districts prior year allocation

- $0 - $4,999 - Up to 25% of the maximum grant amount
- $5,000 - $9,999 - Up to 50% of the maximum grant amount
- $10,000 - $14,999 - Up to 75% of the maximum grant amount

QUESTIONS?

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OKLAHOMA
CareerTech