

2024-2025
Perkins V: Strengthening
Career and Technical Education
for the 21st Century
Grant Application Training

Presented by the
Grants Administration Division
June 18, 2024

Presenters: Amy Samet and Christie Mizzell-James

This presentation is intended solely to provide general information and guidance to Texas LEAs and reflects the Texas Education Agency's current understanding of the presentation topics and applicable federal guidance. The content of this presentation is subject to change as a result of further potential information and guidance provided by federal agencies with regulatory oversight of these program(s). This presentation does not constitute legal advice, and LEAs are, therefore, advised to seek legal counsel regarding the information and guidance provided in this presentation before acting on such information and guidance.



- 1. Getting Ready**
- 2. SC5003 – Formula Grants Consolidated Schedule**
- 3. ADC - Applicant Designation and Certification**
- 4. Application General Information**
- 5. Application Program Description**
- 6. Application Budget**
- 7. Resources**
- 8. Questions and Presentation Feedback**

Getting Ready

Preparations Before Application Is Released

- **Be aware of Important Dates**
- **Update information in AskTED**
- **Verify access to TEAL and eGrants**
- **Update eGrants Contacts**
- **Have a copy of your most recently approved application available**
- **Coordinate with others**

Important Dates for 2024-2025 Perkins V

Document Type	Release Date	Due Date
SC5600 CLNA for LEAs	February 7, 2024	June 12, 2024 June 28, 2024
SC5003 – Formula Grants Consolidated Schedule	May 1, 2024	September 3, 2024
Perkins V ADC – Applicant Designation and Certification for LEAs	May 13, 2024	September 3, 2024
Perkins V eGrants Application	June 12, 2024	September 3, 2024

The 2024-2025 Planning Amounts for LEAs are available at [Entitlements](#).



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Academic Accountability

Learn more about the updated preliminary 2023 A-F Academic Accountability System Framework.

[LEARN MORE](#)

Verify and update LEA information in AskTED.

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AskTED

Home | Search by | **Quick District Lookup** | Reports and Directories | Search RESCs | Administrative Logon | Help

Welcome to AskTED

Use the drop-down menus above in order to access the Texas Education Directory Customized Reports and Data Files. Under the Search by menu, you will find se

AskTED is updated daily. Information downloads should be made as close as possible to the time the information will be used, particularly when downloading ema

For further assistance, click this [first time user](#) link, (requires the free [Adobe Acrobat Reader](#)) or the Help link in the menu bar.

Questions about the Texas Education Directory or the AskTED website? - Contact [AskTED](#).
Questions or comments about other matters related to public education in Texas? - Please go to <http://www.tea.texas.gov/contacttea.aspx>.

Useful Links

- [Apply for Administrator Login](#)**
- [Download School and District File](#)
- [Download School and District File with Site Address](#)
- [Download Archived School and District Data Files](#)
- [TEA Staff Directory](#)
- [Commissioner](#)
- [State Board of Education](#)
- [Texas Private School Accreditation Commission \(TEPSAC\) - Accredited Non-Public Schools](#)

On the AskTED screen, you can:

- Search for Texas school district information
- Apply for Administrator Login to update your LEA's information

Videos are provided on our website on

- **How To Request Access to TEA Login (TEAL)**

link to video: [How to Request Access to TEA Login \(TEAL\)](#)

- **How To Request Access to eGrants**

link to video: [How to Request Access to eGrants](#)

- **How To Add, Edit, or Remove Contacts in eGrants**

link to video: [How to Add, Edit, or Remove Contacts in eGrants \(youtube.com\)](#)

SC5003 – Formula Grants Consolidated Schedule

SC5003 Formula Grants Consolidated Schedule



Organization Name: Region: 07 CDN: Vendor ID: GO



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- Contacts
- Compliance Reports
- Grants
- Special Collections**
- Document Library
- Manage eGrants
- Reports

Home » Special Collections

Special Collections



Special Collection Description	Grant	Status	Amend	Due Date	ID
2024-2025 SC5003 Formula Grants Consolidated Schedule	2024-2025 Data Collections for Federal Funding	Available		09/03/2024	003524-030192-00-01
2024-2025 SC5600 Comprehensive Local Needs Assessment	2024-2025 Perkins V: Strengthening Career and Technical Education for the 21st Century	Submitted	<input type="button" value="Amend"/>	06/12/2024	003534-030192-00-01
2023-2024 SC5003 Formula Grants Consolidated Schedule	2023-2024 Data Collections for Federal Funding	Submitted		09/01/2023	003285-030192-00-01
2023-2024 SC5100 Special Ed Comprehensive and Coordinated Early Intervening Services (CCEIS & CEIS)	2023-2024 Special Education Consolidated Grant Application (Federal)	Submitted		06/02/2023	003280-030192-00-01
2023-2024 Spring SC5100 Special Education CCEIS & CEIS	2023-2024 Special Education Consolidated Grant Application (Federal)	Available		05/31/2024	003544-030192-00-01
2022-2023 SC5600 Comprehensive Local Needs Assessment	2022-2023 Perkins V: Strengthening Career and Technical Education for the 21st Century	Submitted	<input type="button" value="Amend"/>	07/01/2022	003039-030192-02-01

SC5003 Formula Grants Consolidated Schedule



Form Status: <Selection_Process> Form ID: XXXXXXXXXXXXXXXXX

eGrants
TEXAS EDUCATION AGENCY
SAS#: XXXXXXXXX

Organization:
Campus/Site:
Vendor ID:

County District:
ESC Region:
School Year:

<Name of Grant Program> Instructions

<Program Description>
SC5003 - Formula Grants Consolidated Schedule

Part 1: Equitable Access and Participation Help

Indicate below whether any barriers exist to equitable access and participation for any groups that receive services funded by ESSA, Perkins or Special ED grant

The applicant assures that no barriers exist to equitable access and participation for any groups receiving services funded by any grant within this

Barriers exist to equitable access and participation for the following groups receiving services funded by any grant within this application, as described below:

Barriers	Group	Description
<input type="checkbox"/>	1. [Dropdown]	

Add Line Remove Line

Part 2: Guidelines, Provisions and Assurances, and Certifications

A. General Guidelines, Provisions and Assurances, and Lobbying Certificate

General and Fiscal Guidelines

General Provisions and Assurances

Debarment and Suspension

1. Does this organization spend non-federal funds on lobbying activities?
 No. If selected, continue to Section B.
 Yes. If selected, complete items 2 and 3 below.

2. Select the appropriate program(s) for the Lobbying Certification.
 ESSA Perkins Special Education (Federal)

3. The Lobbying Certification should be attached to the selected grant application(s) during original submission. Instructions for completing and attaching the [Disclosure of Lobbying Activities](#) form.

- Print and sign the form.
- Scan the signed form and save it to your desktop.
- Click the **Attach Files** icon on the Table of Contents page of each applicable eGrants application to attach your signed form.

Lobbying Certification

B. Program Specific Guidelines and Provisions and Assurances

ESSA	Perkins	Special Education (Federal)	Special Education (State)
Program Guidelines	Program Guidelines	Program Guidelines	Program Guidelines
Program Specific Provisions and Assurances	Program Specific Provisions and Assurances	Program Specific Provisions and Assurances	Program Specific Provisions and Assurances

C. Program Guidelines and Requirements Certification

Checking this box certifies that this organization accepts and is in compliance with all the above-mentioned applicable guidelines and requirements.

Back Printable Version Save Certify and Submit

- The SC5003 must be submitted to access the ESSA, Special Education, and Perkins Grant Applications.
- In Part 1, all three grant programs must include any barriers to equitable access and participation for groups receiving services.
- In Part 2, All three grant programs will need to review the General and Specific Guidelines, Provisions and Assurances, and Lobbying Certification.

Part 3: Certification and Incorporation

Certification and Incorporation Statement

I hereby certify that the information contained in this Special Collections Report is, to the best of my knowledge, correct and that the organization named above has authorized me as its representative to submit this data. I further certify that any ensuing program and activity will be conducted in accordance with all applicable Federal and State laws and regulations; application guidelines and instructions; provisions, assurances, and certification requirements; and the schedule submitted. It is understood by the applicant that this application constitutes an offer and, if accepted by the Texas Education Agency or renegotiated to any extent, will form a binding agreement.

Authorized Official

Select Contact: or

First Name: Debbie	Middle Initial:	Last Name: Chapman	Title: Director of Federal Programs & Grants
Phone: 806-326-1353	Ext:	E-Mail: debbie.chapman@amaisd.org	

Submitter Information

First Name: Debbie	System completes this section once certified and submitted	Last Name
Approval ID: debbie.chapr		Submit Date :

Only the legally responsible party may certify and submit this report.

- Once Parts 1 and 2 have been completed by all grant programs, the Authorized Official will complete Part 3 by selecting their contact information from the drop-down menu, then selecting Certify and Submit.
- The Submitter Information section will be automatically populated.

Applicant Designation and Certification (ADC)

Gaining Access to the ADC

Home » Apply for Eligible Grants

Apply for Eligible Grants

Grants Description	Due Date
2020-2021 Special Education Consolidated Grant Application	9/3/2020
2019-2020 IDEA-B Discretionary Residential	7/17/2020
2019-2020 IDEA-B Special Education Emerging Needs	7/15/2020

After the SC5003 has been submitted, the ADC will be accessible.

On the Grants tab dropdown, click on “Apply for Eligible Grants.”

SAS#: PERKAA25

2024-2025 Perkins V: Strengthening Career and Technical Education for the 21st Century

Instructions

GS2200

GS2200 - Applicant Designation and Certification

Amendment #: 00
Version #: 01

Part 1: Designation

Designation						Copy Prior Year Data	
Funding Source	Apply on Own	Apply as Fiscal Agent of SSA	Not Apply at All	Apply as Member of SSA	Select a Fiscal Agent <i>only</i> if you selected "Apply as Member of SSA".		
					Designated Fiscal Agent Name (Entity Name)	Fiscal Agent CDN	
1. 24-25 Perkins V	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Select One		

*Allocation amount(s) are posted at <https://tea.texas.gov/finance-and-grants/grants/grants-administration/applying-for-a-grant/entitlements>



- Part 1 – Select the appropriate designation.
- Fiscal Agents should complete their ADCs early, before SSA members complete their ADCs.
- The ADC designation must match the CLNA designation.

Waiver from the Minimum \$15,000 Requirement



- LEAs with an entitlement amount less than \$15,000 must join an SSA or submit a waiver form to apply independently.
- Contact the negotiator for your region for this form. It must be attached with your application.

Part 2: Certification and Incorporation

Certification and Incorporation Statement (Only the legally responsible party may submit this report.)

I understand that the designation selected above will remain in effect for the duration of the project period for the program(s) as specified.

I certify that to the best of my knowledge, the information contained in this form is correct and complete and that I am authorized to file this certification on behalf of the applicant organization.

A single organization applying for any grant program on its own certifies the designation as an individual applicant for the program(s) specified in this designation form. For each member of a Shared Services Arrangement (SSA), the member certifies its agreement to participate in an SSA, as stated for the program(s) specified in this designation form. For each organization registering as a fiscal agent, the organization certifies its agreement to act as fiscal agent for the SSA as stated for the program(s) specified in this designation form.

If **Apply as Member of SSA** has been selected for any funding source, the designated fiscal agent is the administrative and fiscal agent for this project and is authorized to receive and expend funds for the conduct of this project on behalf of the members. The fiscal agent is accountable for all shared services arrangement activities and is therefore responsible for ensuring that all funds, including payments to members of shared services arrangements, are expended in accordance with applicable laws and regulations.

All participating organizations have entered into a written shared services agreement which describes the responsibilities of the fiscal agent and

SSA members, including the refund liability that may result from on-site monitoring or audits and the final disposition of equipment, facilities, and materials purchased for this project.

It is understood that the fiscal agent is responsible for the refund for any exceptions made as a result of on-site monitoring or audits; however, based on the SHARED SERVICES AGREEMENT, which must be on file with the fiscal agent for review, the fiscal agent may have recourse to the member organization(s) where the discrepancy(ies) occurred.

The authorized official has read and certifies agreement as stated above.

Authorized Official Select Contact: or

First Name:	Middle Initial:	Last Name:	Title: Director of Curriculum and Instruction
Phone: 903-433-4750	Ext:	E-Mail: darrington@gunterisd.org	

Submitter Information

First Name: Gunter	Last Name: eGrantsUser
Approval ID: gunter.egrantsuser	Submit Date and Time: 05/06/2024 02:39:36 PM

In Part 2, the Authorized Official reviews the Certification and Incorporation Statement, enters the Authorized Official Information by accessing the *Select Contact* dropdown menu, and selects the Certify and Submit button to send to TEA.

1. [2024-2025 SC5600 Comprehensive Local Needs Assessment](#)

SC5600 (CLNA) must be submitted before ADC can be completed. Access through Special Collections Tab.

2. [2024-2025 SC5003 Formula Grants Consolidated Schedule](#)

SC5003 must be completed before ADC can be completed. Access through Special Collections Tab.



3. [2024-2025 Perkins V: Strengthening Career and Technical Education for the 21st Century ADC](#)

ADC must be submitted before application becomes visible. Access through Grants Tab.



4. [2024-2025 Perkins V: Strengthening Career and Technical Education for the 21st Century Application](#)

Access through Grants Tab.

Application General Information

GS2100 Applicant Information

Part 1: Enter Applicant Information

Part 2: Applicant Contacts section requires two different contacts.

- Verify that email addresses and phone numbers are correct.
- The GS2100 can be updated at any time during the grant period without starting an amendment. It is important to keep the contact information up-to-date.

The screenshot shows a web-based form titled "GS2100 - Applicant Information". The form is divided into two main sections: "Part 1: Organization Information" and "Part 2: Applicant Contacts".

Part 1: Organization Information

- A. Applicant**
 - Organization Name:
 - Mailing Address Line 1:
 - Mailing Address Line 2:
 - City:
- B. DUNS Number**
 - DUNS Number:
 - State:
 - Zip Code:
- C. School/Campus or Site**
 - Organization Name:
 - Mailing Address Line 1:
 - Mailing Address Line 2:
 - City:
 - State:
 - Zip Code:

Part 2: Applicant Contacts

- A. Primary Contact**
 - First Name:
 - Telephone:
 - Initial:
 - Ext:
 - Last Name:
 - E-Mail:
 - Title:
 - Select Contact:
- B. Secondary Contact**
 - First Name:
 - Telephone:
 - Initial:
 - Ext:
 - Last Name:
 - E-Mail:
 - Title:
 - Select Contact:

Buttons for "Back", "Printable Version", and "Save" are visible at the top and bottom of the form.

Application Program Description

TEA Career and Technical Education Team



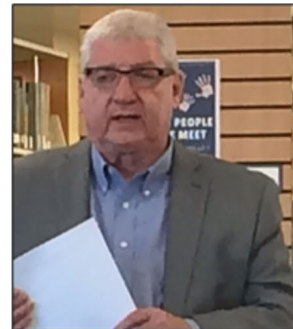
Marcette Kilgore
Statewide CTE Director



Erica Bates
CTE Coordinator
Career Clusters
--Education and Training
-Hospitality and Tourism
-Human Services



Jennifer Bullock
CTE Coordinator
Career Clusters
-Information
Technology
-STEM
-Manufacturing



Dale Fowler
CTE Coordinator
Career Clusters
-Business, Marketing
and Finance
-Law and Public Service



Lacy Freeman
CTE Coordinator
Career Clusters
-Arts, AV
Technology and
Communications
-Health Science



Les Hudson
CTE Coordinator
Career Clusters
-Agriculture, Food
& Natural Resources
-Architecture and
Construction
-Energy
-Transportation,
Distribution and Logistics



Steve Smith
Project Manager
-CTE Indicator
Autocoding
-Labor Market
Analysis
-Content
Management

For Programmatic Questions:

TEA CTE Team	Email Address	ESC Regions Assigned
Erica Bates, CTE Coordinator	erica.bates@tea.texas.gov	ESC Regions 2, 3, 4, and 20
Jennifer Bullock, CTE Coordinator	jennifer.bullock@tea.texas.gov	ESC Regions 5, 7, 8, and 9
Dale Fowler, CTE Coordinator	dale.fowler@tea.texas.gov	ESC Regions 16, 17, 18, and 19
Lacy Freeman, CTE Coordinator	lacy.freeman@tea.texas.gov	ESC Regions 6, 12, 14, and 15
Les Hudson, CTE Coordinator	les.hudson@tea.texas.gov	ESC Regions 1, 10, 11, and 13
Marcette Kilgore, CTE Director	marcette.kilgore@tea.texas.gov	Statewide Director
Steve Smith, Project Manager	steve.smith@tea.Texas.gov	Project Management

Program Description PS3012 - Local Application

Part 1. Comprehensive Local Needs Assessment Results

Summary and Use of Funds

1. Summarize the results of the comprehensive local needs assessment.

The results of the CLNA showed the top three CTE programs aligned with the regional and state are Health Science, Education and Manufacturing including construction trades. One of the of the highest number of concentrators and completers for Angleton ISD were Manufacturing and Health Science were in the top five. Education and Human Resources also aligned with the regional and state data. Areas to address for AISD is to increase the number of completers and the number of students receiving state certifications and licensure exams. The CLNA also revealed Blacks/African Americans and Hispanics need to increase academic proficiencies in Math 2S1 at 39%, the number of completers 5S4 was lower than the state at 30%, and concentration on non-traditional program 4S1 at 44%. Angleton ISD out performed the state in all other categories.

2. Most recent State and LEA Perkins Performance Indicator data have been reviewed.

3. Describe how the LEA will use funds to develop and implement evaluations of CTE programs, including evaluations necessary to complete the comprehensive local needs assessment (one of the six required used of funds).

AISD will use part of the Perkins funds in partnering with Brazosport College in securing a dual counselor to increase the number of completers by tracking students in completing the sequence of courses and offering college courses aligned with state.

Part 2. Programs of Study Funding

- **Comprehensive Local Needs Assessments (CLNAs) must be completed every two years.**
- **This year, the CLNA must be completed.**
- **The Copy Prior Year Data button is not visible.**

SAS#: PERKAA25

2024-2025 Perkins V: Strengthening Career and Technical Education for the 21st Century

Instructions

Program Description
PS3012 - Local Application

Use the SC5600 Comprehensive Local Needs Assessment as a reference when completing the PS3012 Local Application.

Part 1. Comprehensive Local Needs Assessment Results

- Summarize the results of the comprehensive local needs assessment.
- Confirm (by selecting the checkbox) that most recent State and LEA Perkins Performance Indicator data have been reviewed.
- Describe how the LEA will use funds to develop and implement evaluations of CTE programs, including evaluations necessary to complete the comprehensive local needs assessment (one of the six required used of funds).

Part 2. Programs of Study Funding

Part 3. Career Exploration, Guidance, and Counseling Provided to All Students in the LEA

Part 4. Improve Academic and Technical Skills of CTE Students

Part 5. Special Populations and Non-Traditional Fields

Part 6. Work-Based Learning Opportunities

Part 7. Postsecondary Credit

Part 8. Recruitment, Retention, and Training

Part 9. Performance Gaps


- Hit “Save” at any point along the way and a list of errors will appear if the application has not been completed correctly
- Work on the PS3012 can be saved and completed at a later time.
- Narratives are required. Do not include web addresses in the response fields.

View Errors Feature

Perkins V: Strengthening Career and Technical Education for the 21st Century Instructions

Program Description
PS3012 - Local Application

Errors and Warnings ⌵

 **All errors must be corrected prior to submission.** Print Errors

Errors

- Part 3, Line 1:** You must complete this required field.
- Part 6, Line 2:** You must select at least one of the checkboxes or provide an "Other" entry.
- Part 8, Line 2:** You must complete this required field.

Print Errors

Part 1. Comprehensive Local Needs Assessment Results

Summary and Use of Funds

- Summarize the results of the comprehensive local needs assessment.

Here is an overview of the results of the CLNA. These were our findings after we accessed labor market surveys and interviewed stakeholders:

- **All errors must be corrected prior to submission.**
- **Warnings advise the applicant that there is a potential issue that may need to be resolved but the system will not prevent the applicant from submitting the application.**

A. Perkins V Performance Measures

For each performance measure, data is provided from 2019-2020, 2020-2021, and 2021-2022.

On the right are two columns:

- Explain why the Actual % for 2021-2022 was less than the Statewide Target %
- Describe Strategies the LEA will use to improve CTE student performance

A. Perkins V Performance Measures						
(Perkins V baseline data can be accessed through the TEAL CTER Application).						
2019-2020 Actual %	2020-2021 Actual %	2021-2022 Actual %	Statewide Target %	Local Target %	Explain why Actual % for 2021-2022 was less than Statewide Target %.	Describe strategies the LEA will use to improve CTE student performance.
1. Four Year Graduation Rate - 1S1						
98.63%	100.00%	98.60%	96.60%	98.00%		

A. Perkins V Performance Measures, continued

- If the columns on the right are grayed out, they do not have to be completed.
- If the columns on the right are not grayed out, a response is required.
 - (1) Explain why Actual % was less than Statewide Target %
 - (2) Describe strategies the LEA will use to improve CTE student performance.

A. Perkins V Performance Measures						
<small>(Perkins V outcome data can be accessed through the HSL/CLEA Application)</small>						
2019-2020 Actual %	2020-2021 Actual %	2021-2022 Actual %	Statewide Target %	Local Target %	Explain why Actual % for 2021-2022 was less than Statewide Target %.	Describe strategies the LEA will use to improve CTE student performance.
1. Four-Year Graduation Rate - 151						
98.0%	100.0%	98.0%	98.0%	98.0%		
2. Extended Graduation Rate - 152						
98.1%	98.0%	100.0%	97.0%	98.0%		
3. Academic Proficiency in Reading/language Arts - 251						
68.2%	82.5%	50.0%	53.7%	0.0%		
4. Academic Proficiency in Mathematics - 252						
61.6%	77.6%	75.0%	71.0%	0.0%		
5. Academic Proficiency in Science - 253						
64.9%	83.3%	75.0%	72.8%	0.0%		
6. Postsecondary Placement - 351						
68.0%	54.0%	61.0%	68.0%	66.0%		
7. Supplemental Program Enrollment - 421						
62.6%	61.6%	50.0%	59.2%	50.0%		
8. Student Reciprocal Postsecondary Credential - 551						
N/A	22.4%	40.0%	26.7%	31.0%		
9. Program Quality CTE Compliance - 554						
20.0%	34.5%	37.7%	47.5%	28.0%		

B. Perkins Performance Description

- Describe district programs that are designed to enable students in special populations and students from different races, ethnicities, and genders to meet Perkins performance targets.
- Describe the process that will be used to evaluate and continuously improve the district's performance.

B. Perkins Performance Description

1. Describe district programs that are designed to enable students in special populations and students from different races, ethnicities, and genders to meet Perkins performance targets.

2. Describe the process that will be used to evaluate and continuously improve the district's performance.

Application Budget

BS6001 Program Budget Summary



Program Budget
BS6001 - Program Budget Summary and Support

Statutory Authority: Carl D. Perkins Strengthening Career and Technical Education for the 21st Century Act, P.L. 115-224

Part 1: Available Funding

[View List of SSA Members](#)

Available Funding	
Description	Carl D Perkins Technical Grant
1. Fund/SSA Code	244
2. Planning Amount	
3. Final Amount	\$781,583
4. Carryover	
5. Reallocation	
Total Funds Available	\$781,583

Part 2: Budget Summary

A. Budgeted Costs		
Description	Class/ Object Code	Carl D Perkins Technical Grant
1. Consolidated Administrative Funds		<input type="radio"/> Yes <input checked="" type="radio"/> No
2. Payroll Costs	6100	\$5,000
3. Professional and Contracted Services	6200	\$50,000
4. Supplies and Material	6300	\$250,000
5. Other Operating Costs	6400	\$350,000
6. Debt Services	6500	
7. Capital Outlay	6600	\$100,000
8. Operating Transfers Out	8911	
Total Direct Costs		\$755,000
9. Indirect Costs		\$26,583
Total Budgeted Costs		\$781,583
Total Funds Available Minus Total Costs		\$0
10. Payments to Member Districts of SSA	6493	

Part 1: Available Funding

- Total Funds Available will auto populate.
- For Perkins, there is only a final amount. There is no carryover. Reallocations will be entered by TEA when available.

Part 2: Budget Summary, A. Budgeted Costs

- Enter Class Object Code totals. Enter Indirect Costs if applicable.
- When no funds are budgeted, leave the field blank. Do not enter a zero.

BS6001 Program Budget Summary



Part 2, B. Breakout of Direct Admin Costs

Program Budget BS6001 - Program Budget Summary and Support

Enter amounts in Direct Admin Costs fields if applicable.

B. Breakout of Direct Admin Costs				
Description	Class/ Object Code	Carl D Perkins Technical Grant		
		Program Costs	Direct Admin Costs	Total Costs
1. Payroll Costs	6100	\$5,000		\$5,000
2. Professional and Contracted Services	6200	\$50,000		\$50,000
3. Supplies and Material	6300	\$250,000		\$250,000
4. Other Operating Costs	6400	\$350,000		\$350,000
5. Debt Services	6500			
6. Capital Outlay	6600	\$100,000		\$100,000
7. Operating Transfers Out	8911			
	Total	\$755,000		\$755,000

Part 2: Budget Summary, B. Breakout of Direct Admin Costs

- Direct Costs are broken out into Program Costs and Direct Admin Costs.
- Authorizing statute limits the amount of funds that may be budgeted to administer the program, including direct administrative costs and indirect costs, to no more than 5% of the total grant awarded for any fiscal year.
- NOTE: Administrative funds include both direct administrative costs and allowable indirect costs.**
- When no funds are budgeted, leave cells blank. Do not enter a zero.

BS6101 Payroll Costs

**Program Budget
BS6101 - Payroll Costs**

Part 1: Total Payroll Costs

Payroll costs entered on BS6001	
Total Payroll Costs	Carl D Perkins Technical Grant \$5,000

Part 2: Number and Type of Positions

A. Administrative Support or Clerical Staff	
Position Type	Carl D Perkins Technical Grant
1. Administrative support or clerical staff (integral to program)	<input type="text"/>

B. LEA Positions	
Position Type	Carl D Perkins Technical Grant
1. Professional staff	<input type="checkbox"/>
2. Paraprofessionals	<input type="checkbox"/>
3. Administrative support or clerical staff (paid by LEA indirect cost)	<input type="checkbox"/>

C. Campus Positions	
Position Type	Carl D Perkins Technical Grant
1. Professional staff	<input type="checkbox"/>
2. Paraprofessionals	<input type="checkbox"/>
3. Administrative support or clerical staff (paid by LEA indirect cost)	<input type="checkbox"/>

Part 3: Substitute, Extra-Duty, Benefits

Substitute, Extra-Duty, Benefits	
1. For schoolwide personnel (includes staff salary, extra-duty pay/beyond normal hours, and substitutes for staff positions at schoolwide campuses)	<input type="checkbox"/>
2. Stipends and extra-duty pay/beyond normal hours for positions not indicated above	<input type="checkbox"/>
3. Substitutes for public and charter school teachers not indicated above	<input checked="" type="checkbox"/>
4. Incentive pay for positions not indicated above	<input type="checkbox"/>

Part 4: Confirmation of Payroll Requirements

Confirmation of Payroll Requirements	
1. <input checked="" type="checkbox"/> The grantee certifies the federally funded portion of this position and duties are reasonable, necessary, allowable and allocable under the applicable federal fund source. The grantee further certifies that it is in compliance with the federal supplement, not supplant provision applicable to each federal fund source. The grantee assures the grant-funded portion of this position and duties meet the purpose, goals, and objectives of the federal fund source. Documentation must be maintained locally by the grantee that clearly demonstrates the allowable and supplemental nature of the position, as required by each federal fund source, and will provide such documentation to TEA upon request.	

- Part 1: Total Payroll Costs line will auto populate with the amount entered on BS6001.

- Part 2: Number and Type of Positions

Section A:

Enter the number of Admin Support positions or Clerical Staff positions being charged to the grant.

Use whole numbers, regardless of whether positions are full time or part time.

Do not enter a dollar amount.

Sections B and C:

Check the boxes for positions being charged to the grant.

Program Budget
BS6201 - Professional and Contracted Services

Part 1: Professional and Contracted Services

Budgeted Costs		
Description	Class/Object Code	Carl D Perkins Technical Grant
1. Rental or Lease of Buildings, Space in Buildings, or Land	6269	
2. Professional and Consulting Services	6219 6239 6291	
Subtotal Professional and Contracted Services Costs		
Remaining 6200 Costs That Do Not Require Specific Approval		\$50,000
Total Professional and Contracted Services Costs		\$50,000

Part 2: Direct Administrative Costs

Enter amounts in direct Administrative Costs fields if applicable.				
Description	Class/Object Code	Carl D Perkins Technical Grant		
		Program Costs	Direct Admin Costs	Total Costs
1. Rental or Lease of Buildings, Space in Buildings, or Land	6269			
2. Professional and Consulting Services	6219 6239 6291			
Total				

Part 3: Itemized Professional and Consulting Services

Part 3 Itemized Professional and Consulting Services (6219, 6239, 6291) is hidden because it does not apply to the funding source(s) for this grant application.

Part 1:

- The *Total Professional and Contracted Services Costs* line will auto populate with the class/object code amount from BS6001.
- Line 1 is for budgeting rental or lease of buildings or space in buildings for long-term office space or use.
- Renting temporary space for trainings or meetings is budgeted on line Remaining 6200 Costs That Do Not Require Specific Approval.
- For more information about correctly budgeting line items, see the [Budgeting Costs Guidance Handbook](#).

- **There is no BS6301 support schedule on the Perkins application.**
- **Supplies and Materials do not require specific approval.**
- **Simply budget the amount in the Budget Summary.**

BS6401 Other Operating Costs



Program Budget BS6401 - Other Operating Costs		
Part 1: Other Operating Costs		
Budgeted Costs		
Description	Class/ Obj Code	Carl D Perkins Technical Grant
1. Out-of-State Travel for Employees LEA must keep documentation locally.	6411	\$175,000
2. Travel for Students to Conferences (does not include field trips) Requires pre-authorization in writing.	6412	\$175,000
3. Educational Field Trips LEA must keep documentation locally.	6412 6494	
4. Stipends for Non-employees other than those included in 6419 Requires pre-authorization in writing.	6413	
5. Travel Costs for Officials such as Executive Director, Superintendent, or Board Members Allowable only when such costs are directly related to the grant. If Out-of-State Travel, LEA must keep documentation locally.	6411 6419	
6. Non-Employee Costs for Conference Requires pre-authorization in writing.	6419	
7. Hosting Conferences for Non-Employees LEA must keep documentation locally.	64xx	
Subtotal Other Operating Costs		\$350,000
Remaining 6400 Costs That Do Not Require Specific Approval		\$0
Total Other Operating Costs		\$350,000

Please note:

- Line 1 (Out-of-State Travel for Employees) LEA must keep documentation locally.
- Line 2 (Travel for Students to Conferences) Pre-authorization is required in writing.
- Line 3 (Educational Field Trips) LEA must keep documentation locally.
- Lines 4-7 are unallowable for this grant.
- In-state travel for employees is to be budgeted under Remaining 6400 Costs that do not require specific approval.
- A new process has been established for obtaining pre-authorization. See the TEA web page [Forms for Prior Approval, Disclosure, and Justification.](#)

BS6501 - Debt Services

- Subscription-Based Information Technology Arrangements (SBITAs) with terms greater than 12 months can be budgeted on the BS6501 – Debt Services schedule.
- SBITAs are an allowable cost in the Perkins V.
- Capital Lease Liability Costs, Lines 3 and 4, are not allowable.
- The *Instructions* for the schedule can be accessed via the *Instructions* button.

SAS#: PERKAA25

2024-2025 Perkins V: Strengthening Career and Technical Education for the 21st Century

Instructions

Program Budget
BS6501 - Debt Services

Part 1: Subscription-Based Information Technology Arrangement (SBITA) and Capital Lease Liability Costs

Budgeted Costs

Description	Class/ Object Code	
		24-25 Perkins V
1. SBITA Liability - Principal	6514	
2. SBITA Liability - Interest	6526	
3. Capital Lease Liability - Principal	6512	
4. Capital Lease Liability - Interest	6522	
5. Interest on Debt	6523	
Total Debt Service Costs		

Part 2: Description of SBITA

Subscription

1. SBITA Description: Subscription Cost:

Fund Source: Contract Start Date: Contract End Date:

Part 3: Description of Property

Property

1. Property Description: Property Value:

Fund Source: Contract Start Date: Contract End Date:

Back

Printable Version

Save

BS6501 - Debt Services, cont.

Part 1: Subscription-Based Information Technology Arrangement (SBITA) and Capital Lease Liability Costs

Budgeted Costs		
Description	Class/ Object Code	23-24 Perkins V
1. SBITA Liability - Principal	6514	\$3,500
2. SBITA Liability - Interest	6526	\$350
3. Capital Lease Liability - Principal	6512	
4. Capital Lease Liability - Interest	6522	
5. Capital Lease - Debt	6523	
Total Debt Service Costs		\$3,850

Part 2: Description of SBITA

1. SBITA Description: Subscription Cost:

Fund Source: Contract Start Date: Contract End Date:

Part 3: Description of Property

1. Property Description: Property Value:

Fund Source: Contract Start Date: Contract End Date:

- Part 1, Lines 1 and 2 -- Enter SBITA principal and interest costs that will be incurred during the grant period.
- Part 2: Description of SBITA -- Enter the total principal cost reflected on the contract for all years (life) of the contract, excluding interest. Also, enter the beginning and ending dates of the contract.

What is Capital Outlay?

Capital outlay includes *equipment* and *capital assets*.

- *Equipment* is defined as tangible, personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost that equals or exceeds the *lesser* of
 - the capitalization level established by the district - or
 - \$5,000.
- It is important that you refer to the *Program Guidelines* to find out if certain costs are allowable or unallowable under the Perkins V.
- More information about capital outlay can also be found in the *Budgeting Costs Guidance Handbook* and the *Instructions* button on the BS6601 schedule.

BS6601 Capital Outlay, cont.

- Part 1: Total Capital Outlay Costs line will be auto populated with the amount entered on BS6001.
- All Capital Outlay requires specific approval.
- On the *Generic Description* lines, do not use brand names. Do not identify vendors.
- The grayed-out fields do not need to be completed.
- Add additional rows as needed by using the “Add Item” button.

Program Budget BS6601 - Capital Outlay

Part 1: Capital Expenditures

Budgeted Costs	
Description	Carl D Perkins Technical Grant
1. Library Books and Media (Capitalized and Controlled by Library)	
2. Capital Expenditures for Additions, Improvements, or Modifications to Capital Assets Which Materially Increase Their Value for Useful Life (not ordinary repairs and maintenance)	
3. Furniture, Equipment, Vehicles or Software Costs for Items in Part 2	\$100,000
Total Capital Outlay Costs	\$100,000

Part 2: Furniture, Equipment, Vehicles or Software

Items	
<input type="checkbox"/> 1. Generic Description: <input type="text" value="Mobile Simulation Oxygen Lab Cart"/> Number of Units: <input type="text" value="2"/> Fund Source: <input type="text" value="Carl D Perkins Technical Grant"/> Describe how the item will be used to accomplish the objective of the program: <input type="text"/>	
<input type="checkbox"/> 2. Generic Description: <input type="text" value="Web-based CTE Data system"/> Number of Units: <input type="text" value="1"/> Fund Source: <input type="text" value="Carl D Perkins Technical Grant"/> Describe how the item will be used to accomplish the objective of the program: <input type="text"/>	
<input type="checkbox"/> 3. Generic Description: <input type="text" value="Medical Laser for Veterinarians"/> Number of Units: <input type="text" value="1"/> Fund Source: <input type="text" value="Carl D Perkins Technical Grant"/> Describe how the item will be used to accomplish the objective of the program: <input type="text"/>	
<input type="checkbox"/> 4. Generic Description: <input type="text" value="STEM Modules/Units"/> Number of Units: <input type="text" value="4"/> Fund Source: <input type="text" value="Carl D Perkins Technical Grant"/> Describe how the item will be used to accomplish the objective of the program: <input type="text"/>	

BS6020 Required Uses of Funds

Program Budget BS6020 - Required Uses of Funds

Part 1: Total Budgeted Costs

Budgeted costs entered on BS6001								
Total Budgeted Costs*	Payroll (6100)	Professional and Contracted Services (6200)	Supplies and Materials (6300)	Other Operating Costs (6400)	Debt Service (6500)	Capital Outlay (6600)	Indirect Costs	Total Budgeted Costs
	\$5,000	\$50,000	\$250,000	\$350,000		\$100,000	\$26,583	\$781,583

Part 2: Required Uses of Funds

A. Required Uses of Perkins Funds (Program Costs Plus Administration Costs)								
Local Uses of Perkins Funds	Payroll (6100)	Professional and Contracted Services (6200)	Supplies and Materials (6300)	Other Operating Costs (6400)	Debt Service (6500)	Capital Outlay (6600)	Subtotals	%
1. Provide career exploration and career development activities			\$20,000	\$50,000		\$20,000	\$90,000	11.92%
2. Provide professional development	\$5,000		\$5,000	\$100,000			\$110,000	14.56%
3. Provide the skills necessary to pursue careers in high-skill, high-wage, in-demand occupations		\$25,000	\$125,000	\$47,500		\$55,000	\$252,500	33.44%
4. Support integration of academic skills into CTE programs of study		\$25,000	\$25,000	\$75,000		\$5,000	\$130,000	17.21%
5. Support integration of programs of study			\$75,000	\$75,000		\$20,000	\$170,000	22.51%
6. Evaluate Perkins-funded programs including CLNA				\$2,500			\$2,500	0.33%
Subtotals	\$5,000	\$50,000	\$250,000	\$350,000		\$100,000		
Local Uses of Perkins Funds Subtotal (Subtotal for % may not equal 100% due to rounding.)							\$755,000	100.00%
Indirect Costs							\$26,583	
Total Budgeted Costs							\$781,583	

- **Part 1:**
Class object code totals from BS6001, the Budget Summary, will auto populate in *Part 1: Total Budgeted Costs*.

BS6020 Required Uses of Funds, cont.



Part 2: Required Uses of Funds

A. Required Uses of Perkins Funds (Program Costs Plus Administration Costs)								
Local Uses of Perkins Funds	Payroll (6100)	Professional and Contracted Services (6200)	Supplies and Materials (6300)	Other Operating Costs (6400)	Debt Service (6500)	Capital Outlay (6600)	Subtotals	%
1. Provide career exploration and career development activities	\$1,500		\$1,100				\$2,600	5.30%
2. Provide professional development	\$610		\$0	\$500			\$1,110	2.26%
3. Provide the skills necessary to pursue careers in high-skill, high-wage, in-demand occupations	\$500		\$2,000				\$2,500	5.09%
4. Support integration of academic skills into CTE programs of study	\$24,595		\$5,000				\$29,595	60.34%
5. Support integration of programs of study	\$10,000		\$1,841				\$11,841	24.14%
6. Evaluate Perkins-funded programs including CLNA	\$500	\$900	\$0				\$1,400	2.85%
Subtotals	\$37,705	\$900	\$9,941	\$500				
Local Uses of Perkins Funds Subtotal (Subtotal for % may not equal 100% due to rounding.)							\$49,046	100.00%
Indirect Costs							\$0	
Total Budgeted Costs							\$49,046	

B. Uses of State and Local Funds								
Uses of State and Local Funds	Payroll (6100)	Professional and Contracted Services (6200)	Supplies and Materials (6300)	Other Operating Costs (6400)	Debt Service (6500)	Capital Outlay (6600)	Subtotals	%
1. Provide career exploration and career development activities	\$114,000			\$1,000			\$115,000	19.27%
2. Provide professional development		\$9,852		\$7,000			\$16,852	2.82%
3. Provide the skills necessary to pursue careers in high-skill, high-wage, in-demand occupations	\$150,000		\$4,000	\$4,000			\$158,000	26.48%
4. Support integration of academic skills into CTE programs of study	\$130,000		\$5,000	\$8,000			\$143,000	23.96%
5. Support integration of programs of study	\$150,000		\$5,431	\$419			\$155,850	26.12%
6. Evaluate Perkins-funded programs including CLNA	\$7,907						\$7,907	1.32%
Subtotals	\$551,907	\$9,852	\$14,431	\$20,419				
Uses of State and Local Funds Subtotal (Subtotal for % may not equal 100% due to rounding.)							\$596,609	100.00%

- Funds must be budgeted in all six rows of Part 2A or 2B to meet funding requirements.
- If Funds are *not* budgeted for all six required uses of funds in Part 2A, they must be addressed in Part 2B, Uses of State and Local Funds.

2024-2025 Perkins V: Strengthening Career and Technical Education for the 21st Century

Due: 09/03/2024
Status: Draft

View Errors

No Attachments

View/Print

Delete Draft

Certify & Submit



**Application Due Date:
September 3, 2024**

Grant Resources

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Description	Required	Status	Last Update
General Information			
GS2100 - Applicant Information		Complete	05/06/2024 02:40 PM
Program Description			
PS3012 - Local Application		Complete	05/06/2024 02:46 PM
PS3350 - Accountability		Complete	05/06/2024 02:51 PM
Program Budget			
BS6001 - Program Budget Summary and Support		Complete	05/06/2024 02:56 PM
BS6101 - Payroll Costs		Complete	05/06/2024 02:59 PM
BS6201 - Professional and Contracted Services		Complete	05/06/2024 03:01 PM
BS6401 - Other Operating Costs		Complete	05/06/2024 03:02 PM
BS6501 - Debt Services		Complete	05/06/2024 03:02 PM
BS6601 - Capital Outlay		Complete	05/06/2024 03:03 PM
BS6020 - Required Uses of Funds		Complete	05/06/2024 03:06 PM

GS2000 Certify and Submit



Certification and Incorporation Statement (Only the legally responsible party may submit this Application.)

I hereby certify that the information contained in this application is, to the best of my knowledge, correct and that the organization named above has authorized me as its representative to obligate this organization in a legally binding contractual agreement. I further certify that any ensuing program and activity will be conducted in accordance with all applicable Federal and State laws and regulations; application guidelines and instructions; the general provisions and assurances, debarment and suspension certification, lobbying certification requirements, special provisions and assurances, and the schedules submitted. It is understood by the applicant that this application constitutes an offer and, if accepted by the Texas Education Agency or renegotiated to acceptance, will form a binding agreement.

Authorized Official

Select Contact: or

First Name: Sunny	Initial:	Last Name: Day	Title: Federal Programs Director
Phone: 512-555-5555	Ext:	E-Mail: sunny@LEA.org	

Submitter Information

First Name:	Last Name:
Approval ID:	Submit Date and Time:



Resources

Grants Administration



TEA's Grants Administration Division provides administration of all state and federal funds awarded to TEA for formula or discretionary grants. Personnel within the division are responsible for grant negotiation and applicant support, expenditure reporting, competitions, and funds management.

Important News: COVID-19 Funding Support and Guidance

Please visit the [Department of Grant Compliance and Administration](#) for information about ESSER I, CRRSA ESSER II, ARP ESSER III, and other COVID-19 relief funding. You may also visit TEA's [Coronavirus \(COVID-19\) Support and Guidance](#) page for up-to-date news and resources related to COVID-19

Grants

Grants Administration

Grant Basics

Applying for a Grant

Administering a Grant

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Grant Resources

Federal Program Compliance

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Special Monitoring Division

Training and Other Resources

Related Content

Budgeting Costs Guidance Handbook

Entitlements

Forms for Prior Approval, Disclosure, and Justification

Grants Awarded Data

Guidelines, Provisions, and Assurances

[Grants Administration Web Page Link](#)

Grant Resources

- [Budgeting Costs Guidance Handbook](#)
- [When to Amend the Application](#)
- [Important Dates for 2024-2025](#)
- [Training Videos](#)
 - [How to Add, Edit, or Remove Contacts in eGrants](#)
 - [How to Request Access to eGrants](#)
 - [Training Slides and Videos for ESSA, SPED and Perkins](#)
- [Training Registration Links for ESSA, SPED and Perkins](#)
- [FAQs](#)

Division Contacts



Grants Administration Division Contacts

For general grant-related inquiries, email: Grants@tea.texas.gov Division Phone Number: 512-463-8525

For additional information, visit [Grants Administration Division](#).

Please note that negotiators and their assigned regions are subject to change.
When necessary, a negotiator may direct you to the appropriate contact.

Grant Negotiation

ESSA, SPED, Perkins Negotiators

Name	Regions 1-20	Email	Phone
J. J. Sanchez, Specialized Negotiator	4, 16, 18, 19	Juan.Sanchez@tea.texas.gov	(512) 463-3373
Valerie Carrera, Negotiator	1, 3, 8, 12, 14, 15	Valerie.Carrera@tea.texas.gov	(512) 463-8467
Kelly Wamhoff, Negotiator	2, 5, 13, 17	Kelly.Wamhoff@tea.texas.gov	(512) 463-9495
Christie Mizzell-James, Negotiator	6, 7, 9, 11	Christie.MizzellJames@tea.texas.gov	(512) 463-8424
Tammy Michels, Negotiator	10, 20	Tammy.Michels@tea.texas.gov	(512) 305-8975

ESSER Negotiators

Name	Regions 1-20	Email	Phone
Allison Harkavy-Lash, Negotiator	1, 3, 5, 7, 9, 11, 13, 15, 17, 19	Allison.HarkavyLash@tea.texas.gov	(512) 463-9181
Mariann Middleton, Negotiator	2, 4, 6, 8, 10, 12, 14, 16, 18, 20	Mariann.Middleton@tea.texas.gov	(512) 463-9966

Expenditure Reporting (ER) / Payment Requests / Refunds / TEAL

General ER Mailbox: TEAExpenditures@tea.texas.gov

ESSER ER Mailbox: ESSERExpenditures@tea.texas.gov

Grant Refunds: TEAGrantRefunds@tea.texas.gov

Grants (Non-ESSER) ER Fiscal Coordinators

Name	Email	Phone
Lori Leija, Fiscal Coordinator	Lori.Leija@tea.texas.gov	(512) 305-9276
Raul Jaimes, Fiscal Coordinator	Raul.Jaimes@tea.texas.gov	(512) 463-9264
Jennifer Flores, Fiscal Coordinator	Jennifer.Flores@tea.texas.gov	(512) 463-9214

ESSER ER Fiscal Coordinators

Name	Email	Phone
JoAnn Blais, Fiscal Coordinator	JoAnn.Blais@tea.texas.gov	(512) 463-9329

Grants@tea.Texas.gov

[Grants Administration Division Contacts](#)