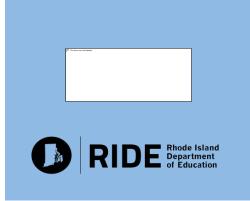# FY24 Perkins Launch Webinar

June 8, 2023

Program team reminders for FY24

- Please ensure that **collaboration is happening between program, data, and fiscal teams** within the district

- The AcceleGrants budget is the same this year; we recommend bringing forth your FY23 budget!

- While there is a <u>rolling</u> Perkins application deadline, we strongly recommend submitting early so we can get back on a regular cadence with approvals and disbursement.

    - *Note: if you have summer costs this year you must submit by* <mark>*Wednesday, June 28, 2023*</mark>

- Today is an overview to the application, but to provide timely support, we will host **Perkins office hours, by appointment,** to answer LEA questions. Please email CTE@ride.ri.gov for requests.

- **Please make sure that you have reviewed the** [Perkins Allowable/Non-Allowable chart](#) before submission!

PERKINS V FUNDING
FISCAL YEAR 2023 - 2024

APPLICATION INFORMATION AND FISCAL GUIDANCE

JUNE 8, 2023

PERKINS V – ACCELEGRANTS APPLICATION PERIOD

The FY2024 Perkins V application period begins on Thursday, June 8, 2023

- **Summer Programs** – to access your FY24 Perkins V allocation effective July 1, 2023 – the application **must** be submitted in Accelegrants on/or before **Wednesday, June 28, 2023.**
  - If summer activity is requested – send an email to alert Paul McConnell

- Access to FY24 Perkins V allocations effective July 1, 2023, for requests other than summer programs (i.e. salary/fringe) - the application **must** be submitted in Accelegrants on/or before **Friday, June 30, 2023**. Applications will be reviewed after summer applications are reviewed and approved.

- FY2024 Perkins V Applications will be accepted on a rolling basis after June 30, 2023 (see below).

- Contingent upon a substantially approvable FY24 Perkins V application prepared by the LEA and entered in the Accelegrants system - an LEA Perkins V application is **only** considered submitted to RIDE on the date the Perkins V Application Status in Accelegrants is changed by the superintendent or their designee to "District Superintendent Approved".

- A FY24 Perkins V application submitted to RIDE as identified above, is considered approved by RIDE on the date the FY24 Perkins V Application Status Section in Accelegrants is changed by RIDE Finance to "RIDE FINAL APPROVED" **and** a FY24 Grant Award Notice(GAN) has been fully executed.

PERKINS V - ACCELEGRANTS APPLICATION PERIOD - Continued

The FY2024 Perkins V application period begins on Thursday, June 8, 2023

- An FY24 Perkins V application submitted on or before June 30, 2023, and subsequently approved by RIDE (defined above) will have an effective approval date of July 1, 2023, to obligate and expend funds.

- An FY24 Perkins V application submitted after June 30, 2023, and subsequently approved by RIDE (defined above) will have an effective approval date to obligate and expend funds consistent with the date the superintendent or designee submitted an approvable application as defined above.

- Obligations and requests for reimbursement from FY24 Perkins V funds can only be for requests for goods/services beginning on the effective approval date of the respective LEA (as applicable) and for goods/services received by June 30, 2024 (refer to the Project Period on your GAN).

PERKINS V – ACCELEGRANTS APPLICATIONS

FY24 - Perkins V Applications in Accelegrants:

- **Career & Technical Education – Secondary**
  - FY24 Secondary allocation, Carryover funds and other additional funds (all eligible LEA's).

- **Career & Technical Education – Secondary Set Aside**
  - LEA's awarded FY24 Teacher Grants (14 LEA's previously approved).

- **Career & Technical Education – Secondary Reserve**
- LEA's awarded FY24 Equity/MLL Grants (8 Districts previously approved).

- **Career & Technical Education – Postsecondary**
  - FY24 CCRI

- **Career & Technical Education – Special Programs**
  - FY24 CTSO programs (all eligible LEA's), DCYF, and DOC

PERKINS V – ALLOCATION AND CARRYOVER FUNDS

In FY24 – Perkins V **Preliminary** Allocations will be loaded in Accelegrants as follows:

- Secondary, Secondary Set Aside, Special Programs & Postsecondary Funds – added in Accelegrants on/or before Friday, June 9, 2023.
- Carryover Funds – will be added during Amendment period in Accelegrants to the Secondary Funds after the FY23 Final Expenditure Report (FER) has been submitted by the LEA and approved by RIDE.
  - **NEW –** the FY23 FER is due on or before August 31, 2023.
  - FY23 Unexpended Funds will carry forward into FY24. **NEW – THE CARRYOVER WILL NOT BE A DOLLAR-FOR-DOLLAR CARRYOVER IN FY24.**
    - **Per USDOE, Carryover must be redistributed based upon the allocation formula.**

- Misconception regarding carryover funds:
  - Not necessary to wait for FY23 carryover funds to budget summer programs and/or activity as of July 1, 2023.
  - Use FY24 Secondary Allocation to budget all goods and/or services needed as of July 1, 2023.
  - Carryover funds can be budgeted during the amendment period.

OTHER NOTES

Perkins V - Guidance:

- **REQUIREMENT:** The signed and dated CTE Program Assurances **must** be uploaded in related documents prior to submitting the app in Accelegrants. An error message will appear in Accelegrants and the application can not be submitted if Assurances are not uploaded.

- Prior to beginning your FY24 Perkins V Application in Accelegrants you must:
  - Select application year 2024
  - Select the application as applicable (Secondary, Secondary Set Aside, Secondary Reserves, Post Secondary or Special Programs).
  - Change the application status to in Accelegrants to "Draft Started"
  - **The LEA Program and Finance teams MUST work collaboratively to prepare and submit their budget.**

- SECONDARY FUNDS ONLY - To copy forward a budget from FY23 into FY24 - select Add a Program
  - A menu will come up with all programs from FY23
  - Select the Program and click Add
  - Then select the Program from the Application Section
  - Then select the Program from the Budget Menu
  - Then select Copy 2023 Budget (This will save a lot of time if you are budgeting the same program - it will copy forward all budget information for the selected programs into FY24.)

- UCOA Coding - The correct UCOA coding is a high priority and will delay application approval if not correct.
  - The approved UCOA coding **must** be the same coding used for requisitions, purchase orders, payments, etc.

OTHER NOTES

Perkins V – Guidance - continued:

- Submitting Application, Budget Approvals, etc.:
  - **NEW – 100% of all Perkins V allocations must be budgeted when submitting the application at the beginning of FY24.**
    - **Remaining balance in Accelegrants must be $0.00**.

- As applicable - all budget requests must be allocated and/or pro-rated to the correct program/UCOA subject codes
  - Includes but is not limited to – salary & fringe, contracts, fees, supplies, materials, transportation, technology, etc.
  - For example: if a CTE Program Coordinator serves multiple CTE programs – the cost of salary & fringe must be pro-rated to all programs.
    - **NEW – quantity and unit cost information is no longer required for supplies, technology, etc.**
    - **NEW - a comprehensive list of items to be purchased by program must be uploaded in Accelegrants/Related Documents.**
      - **If the list fits in the Accelegrants request line you will not need to upload a file.**

    - **Required – all purchases for goods and services must align to LEA procurement protocols and to the Federal eCFR::2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.**
      - **This will be part of the review and tested during Sub Recipient Monitoring.**

  - Although a substantially approvable application/budget is submitted in Accelegrants – all budgets are considered requests submitted to RIDE for review and approval. A budget and/or any specific line item request is not considered approved until RIDE has formally reviewed the budget, changed the status in Accelegrants to "RIDE FINAL APPROVED", and a GAN is issued.

  - Expenses charged by the LEA to Perkins V funds with the presumption of, or in anticipation of approval – if a request is ultimately not allowed – the LEA must reallocate the expenditure to an alternate funding source.

CONTACT INFORMATION

Perkins V - Fiscal Questions (including Accelegrants)

Anthony C. Vescera

Senior Finance Officer for Resource Allocation and Management

Rhode Island Department of Education

anthony.vescera@ride.ri.gov

Adhering to Perkins V SEC. 135. Local uses of funds

Perkins V SEC. 135. Local Uses of Funds—now part of Assurances

"(a) General authority.—Each eligible recipient that receives funds under this part shall use such funds to develop, coordinate, implement, or improve career and technical education programs to meet the needs identified in the comprehensive needs assessment (CLNA) described in section 134(c).

"(b) Requirements for uses of funds.—Funds made available to eligible recipients under this part shall be used to support career and technical education programs that are of sufficient size, scope, and quality to be effective and that—

1. Provide career exploration and career development activities through an organized, systematic framework…

2. Provide professional development for teachers, faculty, school leaders, administrators, specialized instructional support personnel…

3. Provide within career and technical education the skills necessary to pursue careers in high-skill, high-wage, or in-demand industry sectors…

4. Support integration of academic skills into CTE programs and programs of study to support CTE students…

5. Plan and carry out elements that support the implementation of career and technical education programs and programs of study and that result in increasing student achievement…

6. Develop and implement evaluations of the activities carried out with funds under this part, including evaluations necessary to complete the comprehensive needs assessment

Transfer of Perkins Funds Between LEAs

Transferring Perkins Funds

RIDE is formalizing the process of transferring annual Perkins funding between partner LEAs. Please submit this documentation by June 30, 2023.

R.I. DEPARTMENT OF ELEMENTARY & SECONDARY EDUCATION
Shepard Building
255 Westminster Street
Providence, Rhode Island 02903-3400

RIDE Rhode Island Department of Education

Date

I, _____(name), the Superintendent of _____(LEA), agree to allow RIDE to transfer my FYXX federal Perkins V allocation in the amount of $_____ to our partner LEA, _____(LEA).

I, _____(name), the Superintendent of _____(LEA), accept the transfer of these funds to support CTE programming, and will budget them appropriately in the AcceleGrants system, administered by RIDE.

Name (printed): _____   Name (printed): _____

Signature: _____   Signature: _____

Date: _____   Date: _____

Once both LEAs have signed, please submit this document to CTE@ride.ri.gov with the subject line "FY24 Perkins transfer_LEAname1_LEAname2."
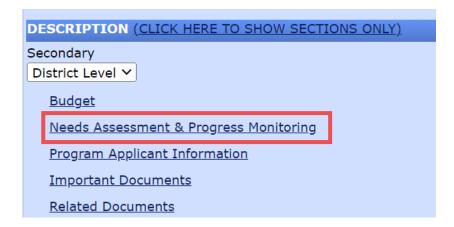
If an LEA wishes to transfer its annual Perkins allocation to a partner LEA, both LEAs must complete and sign this agreement which can be found here.

- Return by emailing RIDE at CTE@ride.ri.gov

- This documentation will be uploaded into the AcceleGrants application for accurate financial record-keeping

- This will be an annual process that will kick off every year when Perkins allocations are announced to LEAs

Needs Assessment & Progress Monitoring

Inputting 'Needs Assessment & Progress Monitoring' Information from 2022 CLNA

The FY24 funding application's *Needs Assessment and Progress Monitoring* section will contain your 2022 CLNA's SMART Goals and related information that will drive funding decisions for your CTE programs.

DESCRIPTION (CLICK HERE TO SHOW SECTIONS ONLY)

Secondary

District Level ∨

Budget

Needs Assessment & Progress Monitoring

Program Applicant Information

Important Documents

Related Documents

Inputting 'Needs Assessment & Progress Monitoring' Information from 2022 CLNA

SECTION A: Alignment to Needs Assessment

INSTRUCTIONS:

Explain how the budget you propose for this school year aligns to each of the SMART goals identified in Section 7 of the Comprehensive Local Needs Assessment. For each SMART goal, paste the goal from the Needs Assessment and provide a brief explanation of how your budget supports that goal. Responses must support Perkins V Section 135.

SMART GOAL 1

SMART Goal 1 (copied from Comprehensive Local Needs Assessment): *

How does your proposed budget for this year advance this goal? (100 words or fewer)
*

SMART GOAL 2

SMART Goal 2 (copied from Comprehensive Local Needs Assessment): *

How does your proposed budget for this year advance this goal? (100 words or fewer)
*

SMART GOAL 3

SMART Goal 3 (copied from Comprehensive Local Needs Assessment): *

How does your proposed budget for this year advance this goal? (100 words or fewer)
*

Inputting 'Needs Assessment & Progress Monitoring' Information from 2022 CLNA

SECTION B: Progress Monitoring

INSTRUCTIONS:

To effectively manage their CTE funds, programs should develop metrics to monitor the program's performance and adjust course as needed throughout the year.

Please identify 3-5 metrics you will use to monitor progress throughout the year. These should be metrics for which you will have data readily available during the school year, and which will provide useful information that can guide your decision-making in managing your program. These metrics may be identical to your SMART Goals above, or may be other measures that connect to your long-term goals. Responses must support Perkins V Section 113.

METRIC #1   Note: Metric #1 = SMART Goal #1

Metric #1

   a. Metric name: *

   b. This metric will help you measure progress toward which long-term goals (such as the SMART goals outlined in the Needs Assessment)?   *

   c. Metric description/definition: *

   d. Data source: *

   e. Frequency of measurement (e.g. monthly, quarterly, semesterly, etc.):   *
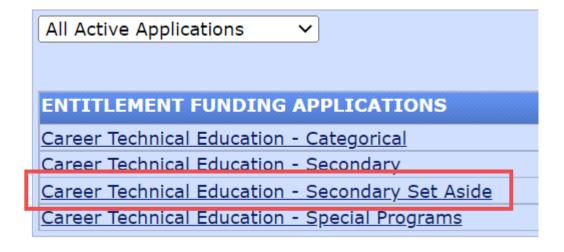
Inputting 'Needs Assessment & Progress Monitoring' Information from 2022 CLNA

Section B: Progress Monitoring CONTINUED

METRIC #2 Note: Metric #2 = SMART Goal #2

Metric #2

a. Metric name:

b. This metric will help you measure progress toward which long-term goals (such as the SMART goals outlined in the Needs Assessment)?

c. Metric description/definition:

d. Data source:

e. Frequency of measurement (e.g. monthly, quarterly, semesterly, etc.):

METRIC #3 Note: Metric #3 = SMART Goal #3

Metric #3

a. Metric name:

b. This metric will help you measure progress toward which long-term goals (such as the SMART goals outlined in the Needs Assessment)?

c. Metric description/definition:

d. Data source:

e. Frequency of measurement (e.g. monthly, quarterly, semesterly, etc.):

FY24 CTE Teacher Grant
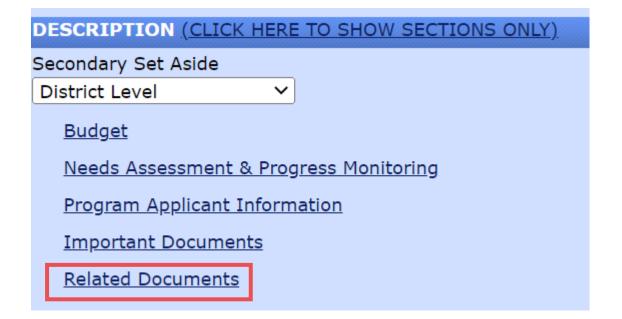
FY24 CTE Teacher Grant Instructions

If your LEA was awarded funds for the CTE Teacher Grant, your exact funding amount will be in the **Secondary Set Aside** section of the AcceleGrants application.

All Active Applications

ENTITLEMENT FUNDING APPLICATIONS
Career Technical Education - Categorical
Career Technical Education - Secondary
Career Technical Education - Secondary Set Aside
Career Technical Education - Special Programs

FY24 CTE Teacher Grant Instructions

You will need to upload **both your award letter and application** (PDFs) which have already been emailed to you. If you need either of these resent, please contact Carrie Appel:

Carrie.Appel@ride.ri.gov

DESCRIPTION (CLICK HERE TO SHOW SECTIONS ONLY)

Secondary Set Aside

District Level

Budget

Needs Assessment & Progress Monitoring

Program Applicant Information

Important Documents

Related Documents

FY24 CTE Teacher grant instructions

- When creating Program Name(s) in AcceleGrants:

  - Use **CTE Teacher Certification—Career Cluster Name** if you were awarded funds for CTE Teacher Certification

    - Example: *CTE Teacher Certification—Health Sciences*

    - Repeat for as many different cluster areas as needed

  - Use **CTE Professional Learning—Career Cluster Name** if you were awarded funds for CTE Professional Learning

    - Example: *CTE Professional Learning—Architecture & Construction*

    - Repeat for as many different cluster areas as needed

  - If you were awarded funds for both, you will need to complete this process for each

- Ensure that you have **budgeted to zero.** If you are submitting for both CTE Teacher Certification and Professional Learning, ensure that the correct amounts are allocated for each. Award letter contains details.

- Ensure that the budget section reflects the award amount, is aligned to the correct **Object Code.** Additionally, the UCOA **Subject Code** must align with the specific CTE program area for which the grant was awarded.

Questions?

- ✓ Please email CTE@ride.ri.gov for program-related questions.

- ✓ Please email Anthony Vescera, Anthony.Vescera@ride.ri.gov, for fiscal-related questions.

- ✓ And please visit the [CTE website](#) under 'CTE Funding' for Perkins-related materials and resources

- ✓ RIDE will hold a Perkins Office Hours session on June 15, from 1:30-3:00pm

    - ✓ Zoom link to join: https://us02web.zoom.us/j/89170106445?pwd=MVVOQzFiS3kwZzRhNVZuUXI5YndlQT09