

FY25 Perkins Launch Webinar

Wednesday, May 29, 2024



Program team reminders for FY25

- 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 FY24 budget!
- The deadline to submit your Secondary Perkins application is **Wednesday, June 26, 2024**. *Pay particular attention if you have summer costs approaching.*
- Today is an overview to the application, but to provide timely support, please contact CTE@ride.ri.gov for your specific questions so one of us can work with you 1:1
- **Please make sure that you have reviewed the Perkins Allowable/Non-Allowable chart before submission!**

PERKINS V FUNDING FISCAL YEAR 2024 - 2025

APPLICATION INFORMATION AND FISCAL GUIDANCE

May 29, 2024

FY2025 - PERKINS V - ACCELEGRANTS APPLICATIONS

FY25 - Perkins V Applications in Accelegrants:

- **Career & Technical Education - Secondary**
 - FY25 Secondary allocation, Carryover funds and other additional funds (all eligible LEA's).
- **Career & Technical Education - Secondary Set Aside**
 - LEA's awarded FY25 Teacher Grants (18 LEA's previously approved).
- **Career & Technical Education - Secondary Reserve**
 - More information to follow
- **Career & Technical Education - Postsecondary**
 - FY25 CCRI
- **Career & Technical Education - Special Programs**
 - FY25 CTSO programs (all eligible LEA's), DCYF, and DOC

PERKINS V - FY2025 (JULY 1, 2024 - June 30,2025)

NEW GUIDANCE & PROCEDURES

- The Grant Award Notice (GAN) “Special Grant Award Conditions” section will now include **mandatory** drawdown requirements for all Perkins/CTE funds: Secondary, Secondary Set Aside, Reserve, Special Programs & Postsecondary Funds.
 - Each year a portion of funding allocated to the District includes prior year carryover funds. Each year, the carryover funds have an expiration date and must be expended in a timely manner.
 - The amount set to expire can be found after the funds have been redistributed and the FY25 application has been amended. The amount of expiring funds can be found on the Amended GAN in the “Grant Award Is - 24-02 Cost Center” section.
 - The carryover, which is redistributed during the amendment period should be expended by the end of the 3rd Quarter each Fiscal Year (in FY25 - March 31, 2025).

PERKINS V - FY2025 - NEW GUIDANCE AND PROCEDURES - CONTINUED.

QUARTERLY/FINAL REPORTING AND DRAWDOWNS

- The FY25 GAN “Special Grant Award Conditions” section directs that a Quarterly Financial Status Report (FSR) **must** be submitted at the end of each quarter; September 30, 2024, December 31, 2024, March 31, 2025, and June 30, 2025. The quarterly FSR must be submitted in Accelegrants within 15 days of the close of each quarter.
- **NEW - A CASH REIMBURSEMENT REQUEST MUST BE SUBMITTED IN ACCELEGRANTS AT THE SAME TIME EACH QUARTERLY REPORT IS DUE. THE QUARTERLY CASH REIMBURSEMENT REQUEST MUST BE FOR AN AMOUNT EQUAL TO THE TOTAL REPORTED EXPENDITURES LESS ANY CASH REIMBURSEMENT(S) PREVIOUSLY REQUESTED.**
 - **PLEASE NOTE:** Advancing funds is not allowed.
- The Final Expenditure Report (FER) is due annually on/or before August 31(see GAN).
 - Common misconceptions - cash reimbursement request can be submitted annually or only during a quarterly reporting.
 - To alleviate cash flow concerns for the district- a cash reimbursement request can be submitted monthly.
 - At a minimum, a cash reimbursement request must be submitted quarterly (see above).

PERKINS V - FY2025 NEW GUIDANCE AND PROCEDURES - CONTINUED

FIXED ASSET TRACKING

- It is imperative that fixed asset tracking policies and procedures are in place. In FY25, RIDE will be conducting fixed asset reviews for items purchased with Perkins funds.
 - It is assumed policy and procedures are available and utilized as reported on the Sub Recipient Monitoring Survey that is requested annually by RIDE's Compliance Office.

EXPENDING AND OBLIGATING FUNDING

- All allocated Perkins funding must be obligated/expended to benefit the academic year the funds were received.
 - A District cannot budget multiple year contracts, obligations, etc. Prepaying is not allowed for the current fiscal year or for subsequent fiscal years.
 - It is important to strategically obligate funds - planning should begin prior to July 1. During July and August purchase orders can be released so that goods and services can be available for the start of the academic year.
 - The intent to strategically obligating/expending funds is to provide the resources, etc. to the teachers and students in the first week of the school year.
 - A 2nd benefit will be the amount of funds returned as unexpended should be reduced.

PERKINS V - FY2025 ACCELEGRANTS APPLICATION PERIOD

The FY2025 Perkins V application period begins on Thursday, May 30, 2024

- To access the FY25 Perkins V allocations effective July 1, 2024, - the application **must** be submitted in Accelegrants on/or before **Wednesday, June 26, 2024**. Applications must include all Summer Programs (July/August 2024) and all other requests for Fiscal Year 2025
 - If summer activity is requested - send an email to alert the CTE Program Team at: CTE@ride.ri.gov.
- Contingent upon a substantially approvable FY25 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 FY25 Perkins V application submitted to RIDE as identified above, is considered approved by RIDE on the date the FY25 Perkins V Application Status Section in Accelegrants is changed by RIDE Finance to “RIDE FINAL APPROVED” and a FY25 Grant Award Notice(GAN) has been fully executed.

FY2025 - PERKINS V - ACCELEGRANTS APPLICATION PERIOD - Continued

The FY2025 Perkins V application period begins on **Thursday, May 30, 2024**

- An FY25 Perkins V application submitted on or before June 30, 2024, and subsequently approved by RIDE (defined above) will have an effective approval date of July 1, 2024, to obligate and expend funds.
- An FY25 Perkins V application submitted after June 30, 2024, 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 FY25 Perkins V funds can only be for requests for **approved** goods/services beginning on the effective approval date of the respective LEA (as applicable) and for goods/services received by June 30, 2025 (refer to the Project Period on your GAN).

FY2025 - PERKINS V - ALLOCATION AND CARRYOVER FUNDS

In FY25 - Perkins V Preliminary Allocations will be loaded in Accelegnants as follows:

- Secondary, Secondary Set Aside, Special Programs, Reserves (More info to follow) & Postsecondary allocations - added in Accelegnants on/or before May 30, 2024.
- Carryover Funds - will be added during Amendment period in Accelegnants to the Secondary Funds after the FY24 Final Expenditure Report (FER) has been submitted by the LEA and approved by RIDE.
 - The FY24 FER is due on or before August 31, 2024.
 - FY24 Unexpended Funds will carry forward into FY25. **THE CARRYOVER WILL NOT BE A DOLLAR-FOR-DOLLAR CARRYOVER.**
 - Per USDOE, Carryover **must** be redistributed each year based upon the allocation formula.
- Misconceptions regarding carryover funds for both Secondary and Postsecondary recipients:
 - Not necessary to wait for FY24 carryover funds to budget summer programs and/or activity as of July 1, 2024.
 - Use FY25 Secondary Allocation to budget all goods and/or services needed as of July 1, 2024.
 - Carryover funds can be budgeted during the amendment period.

FY2025 - Perkins V - 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 Acelegrants. An error message will appear in Acelegrants, and the application can not be submitted if Assurances are not uploaded.
- Prior to beginning your FY25 Perkins V Application in Acelegrants you must:
 - Select application year 2025
 - Select the application as applicable (Secondary, Secondary Set Aside, Reserves, Post Secondary or Special Programs).
 - Change the application status to in Acelegrants 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 FY24 into FY25 - select Add a Program
 - A menu will come up with all programs from FY24
 - 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 2024 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 FY25.)
- 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.

FY2025 - Perkins V - OTHER NOTES

Perkins V - Guidance - continued:

- Submitting Application, Budget Approvals, etc.:
 - 100% of all Perkins V allocations must be budgeted when submitting the application at the beginning of FY25.
 - **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.
 - Quantity and unit cost information is not required for supplies, technology, etc.
 - Many Districts find it useful to have a detailed list - it is okay to include in Related Documents.
 - 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.
- Obligations/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 obligation/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. 134 and 135. Local uses of funds



Perkins V SEC. 134/135. 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

Needs Assessment & Progress Monitoring



Inputting 'Needs Assessment & Progress Monitoring' Information from 2024 CLNA

The FY25 funding application's *Needs Assessment and Progress Monitoring* section will contain your 2024 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 2024 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 2024 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 2024 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.):

*

FY25 CTE Teacher Grant



FY25 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](#)

FY25 CTE Teacher Grant Instructions

You will need to upload **both your grant application and LEA notification letter** (PDFs) which have already been emailed to you on 5/7. If you need either of these resent, please contact Carrie Appel:

Carrie.Appel@ride.ri.gov

This year, there is a validation for this requirement:

1. *CTE Teacher Grant Application*
2. *CTE Teacher Grant LEA Notification Letter*

DESCRIPTION [\(CLICK HERE TO SHOW SECTIONS ONLY\)](#)

Secondary Set Aside

District Level

[Budget](#)

[Needs Assessment & Progress Monitoring](#)

[Program Applicant Information](#)

[Important Documents](#)

[Related Documents](#)

FY25 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. We will post this recorded webinar shortly!

