

## 2017-2018 CTE PERKINS USE OF FUNDS GUIDE

### INTEGRATION OF ACADEMICS (Required)

FUNCTION CODES & DESCRIPTION	SUGGESTED USES
<p><b>127 – Integration of Academics – Instruction:</b> To provide instruction that strengthens the academic and CTE skills of CTE students through a coherent sequence of integrated courses in a CTE program of study.</p> <p>Eligible use of funds for support of academics may include the portion of an academic teacher salary dedicated to teaching CTE students in state-approved CTE programs and academic instruction that takes place within CTE program curriculum.</p>	<ul style="list-style-type: none"> <li>• Plato software/license</li> <li>• Key Train license</li> <li>• Pre-test Key Train assessments</li> <li>• CTE resource teacher for language arts/reading</li> <li>• Portion of math teacher’s salary spent teaching CTE students</li> <li>• CTE parapro salaries</li> <li>• Health science clinic assistants for skills training</li> <li>• WorkKeys assessments for academic skill level</li> </ul>

### USE OF TECHNOLOGY (Required – Select at least one of the next three items)

FUNCTION CODES & DESCRIPTION	SUGGESTED USES
<p><b>127 – Use of Technology – Instruction:</b> To deliver instruction that demonstrates the use of occupation-specific technology in career and technical education by providing CTE students with the academic and career and technical skills (including the math and science knowledge that provides a strong basis for such skills) that lead to entry into technology fields.</p> <p>Allowable activities include partnering with technology industries to offer internships and mentoring programs for CTE students. Funds may not be used for infrastructure costs (e.g. hard wiring, servers, or telecommunication devices).</p>	<ul style="list-style-type: none"> <li>• Student internships with IT industries</li> <li>• Work-based learning internships</li> <li>• Software (program specific) &amp; online advanced electronic learning resources</li> <li>• Mentoring programs for CTE students in technology fields</li> </ul>
<p><b>221 – Use of Technology – Professional Development for Instructional Personnel:</b> To develop, improve, or expand the use of technology in career and technical education by training CTE teachers and/or faculty to use technology, which may include distance learning.</p>	<ul style="list-style-type: none"> <li>• Professional development for teachers in the effective use and application of technology to improve instruction</li> <li>• Training for teachers in promoting the use and application of technology in state-approved CTE programs</li> <li>• PD activity registration, travel costs</li> </ul>

FUNCTION CODES & DESCRIPTION	SUGGESTED USES
<p><b>271 – Use of Technology – Pupil Transportation:</b> Costs associated with transporting CTE students to and from instructional activities associated with Use of Technology.</p>	<ul style="list-style-type: none"> <li>• Transportation for a class field trip to a technology industry</li> </ul>

**ALL ASPECTS OF INDUSTRY (Required – Select at least one of the next three items)**

FUNCTION CODES & DESCRIPTION	SUGGESTED USES
<p><b>127 – All Aspects of Industry -- Instruction:</b> Funds <u>must</u> be used to deliver instruction that provides CTE students with strong experience in and understanding of all aspects of an industry.</p> <p>All aspects of the industry may include:</p> <ul style="list-style-type: none"> <li>• technical and occupation-specific skills</li> <li>• principles of technology</li> <li>• labor and community issues</li> <li>• health and safety issues</li> <li>• environmental issues</li> <li>• opportunities for advanced education/training</li> </ul> <p>These activities may include work-based/ worksite learning experiences for CTE students.</p>	<ul style="list-style-type: none"> <li>• Subs for CTE teachers to collaborate with employers</li> <li>• Guest speakers to deliver occupational specific information</li> <li>• Job shadowing</li> <li>• CTE student’s work-based learning experiences</li> <li>• Internships</li> <li>• Instructional costs and materials to <u>prepare</u> CTE students for industry certification and licensing requirements for state-approved CTE programs (excludes the cost of certification or licensure for individual students)</li> </ul> <p>The cost of a work-based learning specialist or coordinator is NOT reported here; rather, it should be reported as</p> <p>221 – Education/Business Partnerships.</p>
<p><b>221 – All Aspects of Industry – Program Improvement:</b> State-approved CTE program curriculum revisions that provide students with a strong experience in and understanding of all aspects of an industry.</p>	<ul style="list-style-type: none"> <li>• Curriculum materials, equipment consistent with needs of employers (reflecting current workplace)</li> <li>• Working with advisory groups on the needs, expectations, and methods of business and all aspects of an industry</li> <li>• Job shadowing coordination</li> </ul>
<p><b>271 – All Aspects of Industry – Pupil Transportation:</b> Costs associated with transporting CTE students to and from instructional activities associated with All Aspects of Industry.</p>	<ul style="list-style-type: none"> <li>• Transportation for a class field trip to an industry trade show (e.g., auto show, homebuilders or construction trade expo); does not include admission costs for teachers, students, or chaperones.</li> </ul>

## SPECIAL POPULATIONS (Required)

FUNCTION CODES & DESCRIPTION	SUGGESTED USES
<p><b>212 – Services to Special Populations:</b> To provide activities to prepare CTE special population students for high skill, high wage, high demand occupations that will lead to self-sufficiency.</p> <p>Eligible uses of funds include tutors, readers, adapted equipment, and other services needed by special populations. Funds may also be used to pay for the costs of CTE services required in an IEP with respect to ensuring equal access to CTE.</p>	<ul style="list-style-type: none"> <li>• CTE parapro salary</li> <li>• Adaptive Instructional equipment for CTE special populations students</li> <li>• Tutors</li> <li>• Recognition for CTE special populations student achievement</li> </ul>

## PROGRAM IMPROVEMENT (Required if not selected under “All Aspects of Industry”)

FUNCTION CODES & DESCRIPTION	SUGGESTED USES
<p><b>221 – Program Improvement:</b> Funds <u>must</u> be used to improve, expand, and modernize state-approved CTE programs, including relevant technology and curriculum development; and to provide services and activities that are of sufficient size, scope, and quality to be effective. (Must be consistent with size, scope, and quality guidelines and high skill, high wage, high demand occupations that lead to postsecondary education and self-sufficiency.)</p> <p>Tangible property (items with useful life of more than one year) can be purchased under this function code but must be properly tagged and tracked. Funds may <u>not</u> be used for technology infrastructure costs related to items such as:</p> <ul style="list-style-type: none"> <li>• network devices-routers, hubs, switches, access servers</li> </ul>	<ul style="list-style-type: none"> <li>• CTE curriculum development</li> <li>• Instructional equipment purchases</li> <li>• Instructional equipment to incorporate emerging technologies into CTE programs</li> </ul>

FUNCTION CODES & DESCRIPTION	SUGGESTED USES
<ul style="list-style-type: none"> <li>communications support, such as fax-back and voice-mail resources in regular use by instructional and administrative staff</li> <li>videoconferencing and other distance education tools, including satellite transmitters and receivers, cable-based receivers, and modem or codec-based video equipment</li> <li>projection devices, from transparent and opaque projectors to video monitors</li> </ul>	

### SECONDARY/POSTSECONDARY LINKAGES (Required)

FUNCTION CODES & DESCRIPTION	SUGGESTED USES
<p><b>221 – Secondary/Postsecondary CTE Linkages:</b> Funds <u>must</u> be used to establish and strengthen the links between secondary and postsecondary CTE, including the relevant elements of the programs of study.</p>	<ul style="list-style-type: none"> <li>Produce course guides to include programs of study</li> <li>Activities related to establishing or updating articulation agreements</li> </ul>

### PROFESSIONAL DEVELOPMENT - INSTRUCTIONAL PERSONNEL (Required if not selected under “Use of Technology”)

FUNCTION CODES & DESCRIPTION	SUGGESTED USES
<p><b>221 – Professional Development for Instructional Personnel:</b> Funds <u>must</u> be used to provide sustained professional development for secondary teachers and other instructional staff (e.g. paraprofessionals.) Training areas may include:</p> <ul style="list-style-type: none"> <li>strategies for academic and CTE curriculum integration</li> <li>academic and CTE joint teaching strategies</li> <li>research-based teaching strategies</li> <li>practices to improve parental and community involvement</li> <li>using data and research to improve instruction</li> <li>all aspects of an industry</li> <li>CTE teacher internships at relevant businesses</li> </ul>	<ul style="list-style-type: none"> <li>Conference fees, lodging, meals</li> <li>Teacher training for integrating academics into CTE curriculum</li> <li>Professional development for teachers to align standards to MME</li> <li>Professional development for local district CTE staff in program specific areas including work sites</li> <li>Career Education Conference for teachers</li> </ul>

## EVALUATION and ASSESSMENT (Required)

FUNCTION CODES & DESCRIPTION	SUGGESTED USES
<p><b>281 – Evaluation and Assessment:</b> Funds <u>must</u> be used to develop and implement evaluations of CTE programs, including an assessment of how the needs of special population students are being met. Other costs may include implementation of CTE standards and other means of responding to Perkins accountability requirements.</p>	<ul style="list-style-type: none"> <li>• Software/assessment tools for student performance (e.g., CTE Star)</li> <li>• Follow-up survey</li> <li>• Data support staff</li> <li>• Use of data to identify programs needing academic support</li> </ul>

## PROFESSIONAL DEVELOPMENT – NON-INSTRUCTIONAL PERSONNEL (Required)

FUNCTION CODES & DESCRIPTION	SUGGESTED USES
<p><b>283 – Professional Development for Non-Instructional Personnel:</b> Funds <u>must</u> be used for the provision of sustained professional development for CTE administrators, counseling and guidance personnel, and other non-instructional staff. Training areas may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• effective implementation strategies for CTE programs (instruction and assessment)</li> <li>• methods for accessing and utilizing data to improve programs and services</li> <li>• practices to improve parental and community involvement</li> </ul>	<ul style="list-style-type: none"> <li>• Consultant to assist counselors/administrators to develop and implement programs of study</li> <li>• Administrators attending conferences, workshops to incorporate the required state approved CTE program standards</li> <li>• Nontraditional career awareness meeting materials &amp; supplies for counseling academies.</li> </ul>

## PERMITTED USES

FUNCTION CODES & DESCRIPTION	SUGGESTED USES
<p><b>212 – Guidance &amp; Counseling for CTE Students:</b> Funds <u>may</u> be expended for career guidance, academic counseling, coordination of special populations, supplemental services for special population students, and placement services for CTE students to assist with improving program completion and graduation</p>	<ul style="list-style-type: none"> <li>• Career software for CTE students</li> <li>• Placement services</li> <li>• Special Populations Coordinator</li> <li>• Counselor salary to work with CTE students</li> <li>• Nontraditional marketing materials</li> <li>• WorkKeys assessments for placement of CTE students by counseling staff</li> </ul>

FUNCTION CODES & DESCRIPTION	SUGGESTED USES
<p>rates, and to provide information on postsecondary education and career options.</p> <p>Education Development Plans (EDPs) are required by State law [MCL 380.1278b(11)] and as such must be paid for with State or local funds.</p>	<ul style="list-style-type: none"> <li>• Developing CTE student mentoring program</li> <li>• CTE student retention efforts</li> <li>• Recognition for CTE student achievement</li> <li>• Providing CTE program expectations and prerequisites to students and parents</li> </ul>
<p><b>221 – Parents/Business/Labor Organizations:</b> Funding <u>may</u> be used for implementing strategies to involve parents, businesses, and labor in the design, implementation, and evaluation of CTE programs.</p>	<ul style="list-style-type: none"> <li>• Advisory committees</li> <li>• Work with advisory committees to identify industry certifications</li> </ul>
<p><b>221 – Education/Business Partnerships:</b> Funds <u>may</u> be used to establish and strengthen relationships between business and education partners that support sound educational curriculum and program outcomes that address high skill, high wage, and high demand careers while responding to the unique needs of the regional workforce community.</p>	<ul style="list-style-type: none"> <li>• Work-based learning coordinator for CTE programs</li> <li>• Work-based learning materials</li> </ul>
<p><b>226 – Administration:</b> A maximum of 5% of total grant expenditures is allowed for costs associated with administering the CTE Perkins grant.</p>	<ul style="list-style-type: none"> <li>• Administrator salaries for implementing CTE Perkins</li> <li>• CTE Director partial salary</li> <li>• CEPD Administrator partial salary</li> <li>• Indirect costs may be budgeted as part of the administrative costs</li> </ul>
<p><b>227 – Technical Skill Assessments:</b> Funds may be used for the cost of technical skill assessments for CTE students.</p> <p>NOTE: Costs for teacher stipends to chaperone technical skill assessment testing must be reported under function code 127 and may not be included here.</p>	<ul style="list-style-type: none"> <li>• Technical skill assessments</li> </ul>

Perkins funds must be used to supplement, and not supplant, non-federal funds expended to carry out career and technical education activities. Perkins funds may not be used for activities that a recipient would, in the absence of Perkins funds, make available with non-federal funds. Presumably, in the absence of Perkins funds, a school district would have to purchase basic instructional materials in order to deliver a state-approved CTE program. Thus, the use of Perkins funds for basic materials is not allowed.

All costs must be necessary, reasonable, allocable, and legal under the Act. All activities and costs must be consistent with the approved Long Range Plan and the CPI Regional Improvement Plan. A cost is allowable for federal reimbursement only to the extent of benefits received by the federal award.

1. **Instructional Equipment:** Defined as tangible personal property that costs \$5,000 or more **per unit** (or a lesser amount if that is the district's policy) and has a useful life of one year or longer. CTE instructional equipment may be purchased under Program Improvement (function code 221 and object code 6400). **Instructional equipment purchased with Perkins funds, whether in whole or in part, must be tagged and inventoried per EDGAR requirements.** The **Capital Outlay** budget item in the grant application budget must be completed for these purchases.
2. **Supplies/Other Tangible Property:** Defined as **all tangible, personal** property that aids the CTE instructional programs that does not rise to the level of instructional equipment and is not capitalized but which is vulnerable to theft (laptops, **I pads**, printers, other technology hardware or software, etc.) **Tangible personal property means property owned by the school district which is movable and can be physically relocated.** EDGAR does not set out specific tracking requirements for these items, however, districts are expected to track all property purchased with Perkins funds **in order to prove there has been an allocable benefit to the program.** These items may be purchased under the applicable 127 function code and object code 5000, supplies and materials.
3. Priority must be given to purchasing equipment that will be used by STUDENTS in a CTE classroom rather than purchasing equipment that is used primarily by the classroom teacher to enhance instructional delivery (such as Smart boards/whiteboards, iPads, laptop to connect to Smart board, LCD projector, presentation systems, etc.)
4. Perkins funds can be used to purchase a classroom set of supplemental textbooks (a set of 25, for example) for a CTE course; however, the textbooks must remain in the classroom and are NOT assigned to students for them to take home.
5. Perkins funds CANNOT be used to purchase consumable items, items that support the day-to-day instructional program and have a shelf life of less than one year (such as paper, pencils, printer cartridges, flash drives, CDs, label makers and supplies, soil, plants, etc.)
6. Perkins funds CANNOT be used to purchase workbooks for student's use; workbooks are considered a consumable item.

7. Perkins funds CANNOT be used to purchase furniture (teacher, student, or office desks or chairs, bookcases, and display cases, for example) or storage buildings, units, containers, file cabinets, copiers, etc.
8. Perkins funds CANNOT be used to renovate or build classroom facilities or to upgrade classroom or facility wiring.
9. Perkins funds CANNOT be used to purchase a bus or any type of vehicle to transport CTE students.
10. Use of federal grant funds to pay for food: The U.S. Department of Education has issued guidance on this subject. According to this guidance, it appears that a grantee would almost never meet the threshold that allows it to provide food at a meeting (see attachments).
11. Perkins funds are **NOT** to be used for the following:
  - the purchase of a copier (unless listed on a CTE course's equipment list);
  - training/education costs related to an individual's employment status;
  - student expenses or direct assistance to students such as scholarships;
  - student tuition, fees, books, or uniforms;
  - student tuition/registration costs for students taking dual credit/dual enrollment courses/direct credit;
  - paying a stipend to a CTE instructor to sponsor a CTSO;
  - professional organization memberships for individuals;
  - food or groceries for CTE courses;
  - magazine subscriptions;
  - promotional items such as caps, tee shirts, books, pencils/pens, cups/mugs, etc.;
  - entertainment, plaques, or memorabilia;
  - recognition awards for advisory committee members, business partners, etc.; and
  - alcohol