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Perkins and CTSO

Fowler, Dale <Dale.Fowler@tea.texas.gov>

Tue, Sep 3, 2019 at 8:18 AM

To: Kira Hassler Newsom <kirahasslernewsom@texaspublicserviceassociation.org>

Cc: "Gonzales, Lisa" <Lisa.Gonzales@tea.texas.gov>

Hi Kira,

I have highlighted some key provisions of the 2019-20 Perkins Grant Program Guidelines that I believe address your question about permissible use of funds to promote not only the nine recognized CTSOs, but other CTE student organizations such as yours. Please see the attachment. These are the guidelines in place now.

I am including my colleague Lisa Gonzales from Grants on this message

As for state weighted funding, please see the language from Program Intent Code 22 below, which provides general guidance on how those funds may be spent.

The costs incurred to evaluate, place and provide educational and/or other services to prepare students for gainful employment, advanced technical training or for homemaking. This may include apprenticeship and job training activities.

Regards,

Dale

Dale Fowler

CTE Statewide Coordinator

Texas Education Agency

College, Career, and Military Preparation

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REQUEST FOR APPLICATION

Program Guidelines
2019-2020 Title I, Part C Carl
D. Perkins Career and
Technical Education Act and
Title I, Part B Carl D Perkins
Institutions Grant Applications

Authorized by Carl D. Perkins Career and Technical Education Act
of 2006, P.L. 109-270

Application Closing Date—5:00 p.m., Central Time
September 3, 2019

TEXAS EDUCATION AGENCY

**College, Career, and Military Prep
Career and Technical Education Unit
1701 North Congress Avenue
Austin, Texas 78701**

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Contents

- Introduction to the Program Guidelines 5**
 - Requirement for User Name and Password 5
 - Application Submission through eGrants 5
 - Reference to the General and Fiscal Guidelines 6
 - Federal Grant Requirements 6
 - Equitable Access and Participation 6
 - Nontraditional Programs 6
 - Private Nonprofit School Participation 7
 - Maintenance of Effort 7
- Application Elements 7**
 - Required Attachments 7
 - Required Fiscal-Related Attachments 8
 - Required Program-Related Attachments 8
 - Adding Attachments 8
- Applicant Assistance 9**
 - Contacts for Clarifying Information 9
 - Program Contact 9
 - Funding Contact 9
 - Errata Notices 10
 - Email Bulletins 10
 - Title I, Part C Carl D. Perkins Career and Technical Education Act Grant 10
 - US Department of Education Appropriations 10
- Grant Timeline 10**
- Grant at a Glance 10**
 - Authorizing Legislation 10
 - Additional Applicable Law and Regulations 11
 - Purpose of Program 11
 - Eligible Applicants 11
 - Eligibility List 12
 - Shared Services Arrangement 12
 - More Than One Campus 12
 - Application Funding 12
 - Cost Share or Matching Requirement 13
 - Pre-Award Costs 13
 - Reallocation of Carl D. Perkins Career and Technical Education Funds 13
- Program Elements 13**
 - Program Description 13
 - Supplement, Not Supplant 13
 - Limitation of Administrative Funds 13
 - Application Requirements and Assurances 14
 - Statutory Requirements 14
 - Local Plan Requirements 16
 - Program-Specific Assurances 18
 - Allowable Activities and Use of Funds 18

Field Trips18

Advisory Council18

Out-of-State Travel19

Permissive Use of Funds19

Examples of Allowable Uses of Perkins Funds21

SSA Use of Funds23

Examples of Mutually Beneficial Uses of Perkins Funds by SSAs23

Travel24

Unallowable Activities and Use of Funds24

Program Evaluation26

Performance Measures**Error! Bookmark not defined.**

Critical Success Factors26

Milestones26

 Title I, Part B Carl D. Perkins Institutions Grant26

US Department of Education Appropriations26

Grant Timeline27

Grant at a Glance27

 Authorizing Legislation27

 Additional Applicable Law and Regulations27

 Purpose of Program27

 Eligible Applicants27

 Shared Services Arrangement28

 More Than One Campus28

 Application Funding28

 Cost Share or Matching Requirement28

 Limitation of Administrative Funds28

 Pre-Award Costs28

Program Elements28

 Program Description29

 Supplement, Not Supplant29

 Indirect Costs29

 Application Requirements and Assurances29

 Statutory Requirements29

 Local Plan Requirements31

 TEA Program Requirements33

 Program-Specific Assurances33

 Allowable Activities and Use of Funds33

 Field Trips33

 Advisory Council33

 Out-of-State Travel34

 Permissive Use of Funds34

 Examples of Allowable Uses of Perkins Funds36

 Unallowable Activities and Use of Funds38

 Limits on Contracted Evaluators39

 Federal Grant Requirements40

 Equitable Access and Participation40

 Private Nonprofit School Participation40

 Maintenance of Effort41

Introduction to the Program Guidelines

TEA, as the pass-through entity¹, is the grantee² from the U.S. Department of Education (USDE) and TEA awards subgrants to non-federal entities³ such as local educational agencies (LEAs), including school districts, charter schools, and education service centers, and to a lesser degree institutions of higher education (IHEs), and nonprofit organizations (NPOs) who are the agency's subgrantees⁴. These guidelines apply to all subgrantees of TEA, regardless of whether referenced herein as subgrantee or grantee. For purposes of this document, TEA may use the terms grantee and subgrantee synonymously for its subrecipients.

This part of the request for application (RFA), Program Guidelines, is to be used in conjunction with the [General and Fiscal Guidelines](#) and the schedule instructions. The Standard Application System (SAS) consists of all schedules (i.e., forms) to be completed in order for the applicant to be eligible for funding. The application to which these instructions refer must be submitted electronically through the eGrants system.

For applicants selected for funding, all guidelines and instructions will be incorporated by reference into the Notice of Grant Award (NOGA).

Requirement for User Name and Password

To access eGrants and apply for this grant, you must have access to the TEA Login (TEAL). Follow these steps to apply for a user name and password on TEAL:

1. Visit the [TEA Login \(TEAL\)](#) page of the TEA website. Select [Request New User Account](#) to begin the process of applying for a TEAL account online.

¹ Pass-through entity is defined as a non-Federal entity that provides a subaward to a subrecipient to carry out part of a federal program. (2 CFR 200.74)

² Grantee is defined as the legal entity to which a grant is awarded and that is accountable to the federal government for the use of the funds provided. The term "grantee" does not include any secondary recipients, such as subgrantees and contractors that may receive funds from a grantee. (34 CFR 77)

³ Non-federal entity is defined as a state, local government, Indian tribe, institution of higher education, or nonprofit organization that carries out a federal award as a recipient or subrecipient. (2 CFR 200.69)

⁴ Subgrantee is defined by TEA to be the same as a subrecipient which is defined as a non-federal entity that receives a subaward from a pass-through entity to carry out part of a federal program; but does not include an individual that is a beneficiary of such program. (2 CFR 200.93) Subgrantee is defined in 34 CFR 77 as the legal entity to which a subgrant is awarded and that is accountable to the grantee for the use of the funds provided.

2. Once you have been assigned a TEA Login (TEAL) account, log into TEAL and under Self-Service select My Application Accounts.
3. The My Accounts tab will open. Select Request New Account and find eGrants in the list and follow the instructions to submit your request.

Application Submission through eGrants

Submit the application for this grant program electronically through the TEA eGrants system. Refer to the [General and Fiscal Guidelines](#) for more specific information about accessing eGrants and obtaining the required TEAL user ID and password.

Applications must be submitted as follows:

- Those submitted by public LEAs must be signed electronically by the superintendent of the school district or a designee.
- Applications submitted by regional Education Service Centers (ESCs) must be signed electronically by the executive director or a designee.
- Applications submitted by open-enrollment charter schools must be signed electronically by the chief operating officer of the school.
- Campuses and campus charter schools must apply through their public-school district, and the application must be signed electronically by the superintendent or designee.

Reference to the General and Fiscal Guidelines

The Program Guidelines provide information specifically relevant to this grant program. The [General and Fiscal Guidelines](#) provide information relevant to all TEA grant programs. Throughout the Program Guidelines, cross-references are given to applicable sections of the [General and Fiscal Guidelines](#). **It is critical that you review all referenced sections of the [General and Fiscal Guidelines](#) when preparing your application.**

Federal Grant Requirements

Equitable Access and Participation

See the [General and Fiscal Guidelines](#), Equitable Access and Participation.

This requirement does apply to this federally funded grant program.

Nontraditional Programs

The district/SSA should provide CTE programs and instruction for students enrolled in CTE courses that are nontraditional for their gender. Every effort is to be made to eliminate sex bias and stereotyping in curriculum, instruction, and services. Materials and practices (instructional and counseling) should be reviewed for gender equity. If materials or practices are determined to be biased toward either gender, the district/SSA should establish and implement a plan that will eliminate stereotypical practices and gender bias.

Private Nonprofit School Participation

See the [General and Fiscal Guidelines](#), Private Nonprofit School Participation.

This requirement does apply to this federally funded grant program. Upon written request from a nonprofit private school that offers career and technical secondary education programs and that is located in the region served by the applicant, the applicant must request the Private Nonprofit School Participation schedule from the Grants Administration Division to be submitted as an attachment in an amendment to the application.

Personnel

An eligible agency or eligible recipient that uses funds under this Act for in-service and preservice CTE professional development programs for CTE teachers, administrators, and other personnel shall, to the extent practicable, upon written request, permit the participation in such programs of CTE secondary school teachers, administrators, and other personnel in non-profit private schools offering career and technical secondary education programs located in the geographical area served by such eligible agency or eligible recipient.

Student Participation

1. **Student Participation:** Except as prohibited by State or local law, an eligible recipient may, upon written request, use funds made available under this Act to provide for the meaningful participation, in CTE programs and activities receiving funding under this Act, of secondary school students attending nonprofit private schools who reside in the geographical area served by the eligible recipient.
2. **Consultation:** An eligible recipient shall consult, upon written request, in a timely and meaningful manner with representatives of nonprofit private schools in the geographical area served by the eligible recipient described in paragraph (1) regarding the meaningful participation, in CTE programs and activities receiving funding under this Act, of secondary school students attending nonprofit private schools.

Maintenance of Effort

See the [General and Fiscal Guidelines](#), Maintenance of Effort.

This requirement does not apply to this federally funded grant programs.

Application Elements

This section describes the requirements and attachments that must be addressed in and included with the application.

Required Attachments

See the following sections of the [General and Fiscal Guidelines](#):

- Fiscal-Related Documentation Required to Be on File

- Required Fiscal-Related Attachments
- Required Program-Related Attachments

This section describes the two types of attachments that may be required to be submitted with the application: fiscal-related attachments and program-related attachments.

Required Fiscal-Related Attachments

See the [General and Fiscal Guidelines](#), Required Fiscal-Related Attachments, for a general description of fiscal-related documents that can be required as attachments to the application.

No fiscal-related attachments are required for grant programs.

Required Program-Related Attachments

No program-related attachments are required for grant programs.

Adding Attachments

The instructions in the following sections describe how to attach files to an eGrants application.

General Instructions

The size of each attachment cannot exceed 10MB. If you have a larger file, use a different scanning setting or zip the file to make it take up less space.

The only supported browser is Internet Explorer. If you are using another browser, please change to Internet Explorer before attaching files.

Documents only need to be attached once. Do not attach duplicate documents with each amendment. Only attach more than once if the attachment is being revised.

Naming Attachments

Name the files you are going to attach with no spaces (for example, 501C3letter.doc or 5013C_letter.doc). Use a meaningful name that identifies the specific document.

Make sure that each attachment has a file extension (.pdf, .doc, .rtf, .xls, .bmp, .zip, .txt).

Note that attachments with very long names may not be able to be uploaded. If you have difficulty, try renaming the file and starting over.

Scanning Documents

If a document must be scanned to create an electronic copy, use the following hints to ensure that the document size is as small as possible:

- Use an OCR or DPI setting of 200 DPI.
- Try to avoid creating .jpg files. If possible, create PDF documents with the scanner.

Zippping Files

If your files are too large, add them to a zip file to save space ([download a free version of WinZip and find instructions on creating zip files](#)).

Attaching Files to an eGrants Application

1. Ensure that the security level for your internet browser is set to Medium (Tools > Internet Options, Security tab).
2. On the Grant Summary Table of Contents, select the Attach File icon.
3. Consult the instructions for naming files, outlined under Technical Instructions on the Attach File Page.
4. Ensure that the document is saved on your computer according to the naming instructions.
5. Enter the Document Title of the attachment.
6. Select the Browse button. A standard Windows browser appears. Find the file.
7. Select Attach.
8. Select Refresh to see the name of the document in the Documents Submitted in This Version pane. If the attachment does not appear, you may have to rename your document with a shorter name and start over.
9. Repeat this process to attach all your documents.

Applicant Assistance

The following types of assistance are available to applicants for this grant program.

Contacts for Clarifying Information

See the [General and Fiscal Guidelines](#), TEA Contacts.

The following TEA staff members should be contacted with questions about the RFA, the grant program, or for assistance with the applicants' conference:

Program Contact

Heather Justice, Division Director
College, Career, and Military Preparation
heather.justice@tea.texas.gov
Phone: (512) 463-9253

Funding Contact

Lisa Gonzales, Grant Manager
Grants Administration Division
lisa.gonzales@tea.texas.gov
Phone: (512) 463-9491
Fax: (512) 463-9811

Errata Notices

See the [General and Fiscal Guidelines](#), Errata Notices.

Email Bulletins

See the [General and Fiscal Guidelines](#), Email Bulletins.

Title I, Part C Carl D. Perkins Career and Technical Education Act Grant

US Department of Education Appropriations

The following is provided in compliance with the US Department of Education Appropriations Act:

Category	Amount
Total funds available for this project	\$56,136,988
Percentage to be financed with federal funds	100%
Amount of federal funds	\$56,136,988
Percentage to be financed from nonfederal sources	0%
Amount of nonfederal funds	\$0

Grant Timeline

For all dates related to the grant, including reporting dates, see the [TEA Grant Opportunities](#) page. If a report due date falls on a weekend or holiday, the report will be due the following business day. All dates except the grant ending date may vary slightly as conditions require.

Grant at a Glance

This section provides fundamental information pertinent to the grant program.

Authorizing Legislation

This grant program is authorized by Carl D. Perkins Career and Technical Education Act of 2006, P.L. 109-270.

Additional Applicable Law and Regulations

In addition to regulations cited in CS7000—Provisions, Assurances and Certifications, the following regulations are applicable:

- 34 Code of Federal Regulations (CFR) 300 and Public Law (P.L.) 108–446
- Texas Education Code (TEC) Chapter 28, Subchapter A; Chapter 29, Subchapter F; Chapter 42, Subchapter C
- Section 42.154 Part II, Title 19, Texas Administrative Code (TAC)
- Code of Federal Regulations (CFR):
 - 34 CFR, Part 76 General Requirements*
 - 2 CFR, Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*
 - 34 CFR, Part 400 Vocational and Applied Technology Education Programs-General Provisions*
 - 34 CFR, Part 403 State Vocational and Applied Technology Education Program*

*(where not superseded by the requirements of P.L. 109–270)

Purpose of Program

The purpose of the career and technical education (CTE) program is to develop more fully the academic and career and technical skills of secondary students who enroll in CTE programs by: assisting CTE students in meeting challenging academic and technical standards, including preparation for high skill, high wage, or high demand occupations; promoting the integration of academic and career and technical instruction that links secondary and postsecondary education for CTE students; increasing flexibility in providing services and activities designed to develop, implement, and improve CTE programs; disseminating information on best practices that improve CTE; supporting partnerships among secondary schools and postsecondary institutions, local workforce boards, and business and industry; and providing professional development that improves the quality of CTE teachers, faculty, administrators, and counselors.

Eligible Applicants

See the [General and Fiscal Guidelines](#), Eligibility Requirements.

Local educational agencies (LEAs) including open-enrollment charter schools in Texas that enroll a minimum of 10 CTE concentrators (code 2 students) in coherent sequences of career and technical education (CTE) courses as demonstrated by prior-year Public Education Information Management System (PEIMS) fall enrollment data are eligible to apply for a 2019-2020 Title I, Part C Carl D. Perkins Career and Technical Education Act Grant (Perkins). A CTE concentrator is a secondary student who has a four-year plan or high school personal graduation plan, §TEC 28.02121, that includes taking two (2) or more CTE courses for 3 or more credits to develop occupational knowledge, skills, and competencies relating to a CTE program of study.

To be eligible for Perkins funding, your organization must currently operate CTE programs in Texas that are of sufficient size, scope, and quality to be effective. Texas defines sufficient size to mean a minimum of 10 CTE concentrators (code 2 students). A CTE concentrator is a secondary student who has a four-year plan or high school personal graduation plan, §TEC 28.02121, that includes

taking two (2) or more CTE courses for 3 or more credits to develop occupational knowledge, skills, and competencies relating to a CTE program of study. Eligible applicants will be identified by TEA. Eligible applicants and other public educational entities may apply on behalf of and in coordination with an LEA. Each eligible applicant that receives a grant shall use such funds to develop new and improve existing CTE programs, with the full participation of individuals who are members of special populations.

Eligible applicants whose grant allotment is equal to or greater than \$15,000 must file an application to receive federal funds. An eligible applicant whose grant allotment is less than \$15,000 may still participate in the grant allotment by forming a shared services arrangement (SSA) with other LEAs or a regional education service center to meet the minimum grant requirement of \$15,000. (See Shared Services Arrangements.) An eligible applicant may apply for a waiver as a rural, sparsely populated area or as a charter school that is not able to join an SSA. Evidence must be presented to justify the waiver request.

The following eligibility requirements also apply:

- TEA reserves the right not to award a grant to an eligible applicant that is identified by TEA as a high-risk grantee.
- The applicant must be in compliance with submitting the annual audit to TEA, as described in the General and Fiscal Guidelines.

Eligibility List

Allocations for the 2019-2020 Title I, Part C Carl D. Perkins Career and Technical Education Act Grant Application can be viewed at [Entitlements, Federal Fiscal Compliance and Reporting](#)

Shared Services Arrangement

See the [General and Fiscal Guidelines](#), Shared Services Arrangements.

Shared services arrangements (SSAs) are allowed.

An eligible applicant may choose to join or form an SSA with other local educational agencies (LEAs), an education service center, or a postsecondary institution. LEAs that join an SSA lose entitlement to their initial allocation; SSA funds must be used for purposes that are mutually beneficial to all members of the SSA. Each member of the SSA must conduct and submit a Program Effectiveness Report for its CTE programs.

Once an application is submitted, an SSA member may not withdraw from the SSA.

See the SSA Use of Funds section for information on the proper use of SSA allocations.

More Than One Campus

Eligible applicants may not apply for the grant on behalf of more than one campus.

Application Funding

See the following sections of the [General and Fiscal Guidelines](#):

- Grant Funding
- Fund Management
- Use of Funds

It is anticipated that approximately 1,000 grants will be awarded.

Cost Share or Matching Requirement

See the [General and Fiscal Guidelines](#), Cost Share/Match Requirement.

There is no cost share or matching requirement for this grant program.

Pre-Award Costs

See the [General and Fiscal Guidelines](#), Pre-Award Costs.

Pre-award costs are not permitted for this grant.

Reallocation of Carl D. Perkins Career and Technical Education Funds

LEAs or consortia with approved 2019–2020 Perkins applications will receive, if available, a reallocation of funding by December 2019. It will not be necessary for LEAs to amend their Perkins applications to receive reallocation funding.

Program Elements

This section provides detailed information about the grant program.

Program Description

This grant provides formula allocations to CTE programs operated by LEAs.

The purpose of the program is to develop more fully the academic and career and technical skills of secondary education students who elect to enroll in CTE programs.

LEAs must demonstrate that they are fulfilling requirements for uses of funds with Perkins grant award or a combination of Perkins grant award and other funds. The nine requirements for uses of funds may be found below in the Statutory Requirements section.

Supplement, Not Supplant

The supplement, not supplant provision does apply to this grant program.

For supplement, not supplant guidance see the *Supplement, Not Supplant Handbook* at [Administering a Grant](#) under the Handbooks and Other Guidance section.

Limitation of Administrative Funds

See the [General and Fiscal Guidelines](#), Administrative 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.

Application Requirements and Assurances

This section describes the two types of requirements that applicants must address in the application (such as with a narrative description, an activity timeline, or a checklist) to be eligible to be considered for funding:

- Statutory requirements (requirements defined in the authorizing statute)
- TEA program requirements (requirements defined by TEA program staff)

Statutory Requirements

See the [General and Fiscal Guidelines](#), Statutory Requirements.

Per Section 22.0834 of the Texas Education Code (TEC), any person offered employment by any entity that contracts with TEA or receives grant funds administered by TEA (i.e., a grantee or subgrantee) is subject to the fingerprinting requirement. TEA is prohibited from awarding grant funds to any entity, including nonprofit organizations, that fails to comply with this requirement. For details, refer to the [General and Fiscal Guidelines](#), Fingerprinting Requirement.

The following requirements must be met in accordance with Perkins.

1. LEAs may apply for funding as single applicants if they are eligible for at least \$15,000 under this grant.
2. An LEA located in a rural, sparsely populated area may be eligible for a waiver of the requirement for a \$15,000 minimum allocation if its high school is located at least 30 highway miles from the nearest neighboring high school campus and for that reason it is unable to enter into an SSA to provide services under the grant. Charter schools may also be eligible for a waiver if they are unable to join an SSA. An LEA policy that prevents a charter school from joining an SSA is not sufficient grounds for a waiver. If the district or charter school meets the waiver criteria, complete Part 3 of BS6003—Program Budget Summary and Support.
3. The federal funds from this grant will be used by your organization to improve CTE programs, with the full participation of individuals who are members of special populations. Students who are members of special populations shall have access to CTE in the most integrated setting possible (for students with disabilities, the least restrictive environment).
4. Parents, students, academic and CTE teachers, faculty, administrators, career guidance and academic counselors, representatives of business and industry, labor organizations, representatives of special populations, and other interested individuals must be involved in the development, implementation, and evaluation of CTE programs, and such individuals and entities should be effectively informed about and assisted in understanding the requirements of this Act, including CTE programs of study.

The following requirements are defined in Section 135 of the Perkins Act of 2006. The applicant must address each of these requirements in the application to be considered for funding.

Each eligible recipient that receives an allotment under the grant shall use such funds to improve CTE programs. Funds made available under this grant shall be used to provide CTE programs that accomplish the following:

1. Strengthen the academic and career and technical skills of students participating in career and technical education programs, by strengthening the academic and career and technical education components of such programs through the integration of academics with career and technical education programs through a coherent sequence of courses, such as career and technical programs of study described in section 122(c)(1)(A) of the Perkins Act of 2006, to ensure learning in
 - a. The core academic subjects (as defined in section 9101 of the Elementary and Secondary Education Act of 1965); and
 - b. Career and technical education subjects;
2. Link career and technical education at the secondary level and career and technical education at the postsecondary level, including by offering the relevant elements of not less than 1 career and technical program of study described in section 122(c)(1)(A);
3. Provide students with strong experience in and understanding of all aspects of an industry, which may include work-based learning experiences;
4. Develop, improve, or expand the use of technology in career and technical education, which may include –
 - a. Training of career and technical education teachers, faculty, and administrators to use technology, which may include distance learning
 - b. Providing career and technical education students with the academic and career and technical skills (including the mathematics and science knowledge that provides a strong basis for such skills) that lead to entry into the technology fields; or
 - c. Encouraging schools to collaborate with the technology industries to offer voluntary internships and mentoring programs, including programs that improve the mathematics and science knowledge of students;
5. Provide professional development programs that are consistent with section 122 of the Perkins Act of 2006 to secondary and postsecondary teachers, faculty, administrators, and career guidance and academic counselors who are involved in integrated career and technical education programs, including
 - a. In-service and preservice training on –
 - i) Effective integration and use of challenging academic and career and technical education provided jointly with academic teachers to the extent practicable;

- ii) Effective teaching skills based on research that includes promising practices
 - iii) Effective practices to improve parental and community involvement; and
 - iv) Effective use of scientifically based research and data to improve instruction;
- b. Support of education programs for teachers of career and technical education in public schools and other public school personnel who are involved in the direct delivery of educational services to career and technical education students, to ensure that such teachers and personnel stay current with all aspects of an industry;
 - c. Internship programs that provide relevant business experience; and
 - d. Programs designed to train teachers specifically in the effective use and application of technology to improve instruction;
6. Develop and implement evaluations of the career and technical education programs carried out with funds under this title, including assessment of how the needs of special populations are being met;
7. Initiate, improve, expand, and modernize quality career and technical education programs, including relevant technology;
8. Provide services and activities that are of sufficient size, scope, and quality to be effective; and
9. Provide activities to prepare special populations, including single parents and homemakers who are enrolled in career and technical education programs for high skill, high wage, or high demand occupations that will lead to self-sufficiency.

The nine requirements for eligible recipients of Perkins funding may be fulfilled entirely with Perkins funding or with a combination of Perkins and other funding sources. All nine required uses of funds must be fulfilled for a district to receive Perkins funds.

Local Plan Requirements

The Perkins application serves as the local plan for career and technical education. Applicants must address the following elements in the application, as found in Section 134 (a) of the Perkins Act of 2006:

1. Describe how the career and technical education activities will be carried out with respect to meeting State and local adjusted levels of performance established under section 113;
2. Describe how the eligible recipient will—
 - a. offer the appropriate courses of not less than 1 of the career and technical programs of study described in section 122(c)(1)(A);

- b. improve the academic and technical skills of students participating in career and technical education programs by strengthening the academic and career and technical education components of such programs through the integration of coherent and rigorous content aligned with challenging academic standards and relevant career and technical education programs to ensure learning in—
 - i. the core academic subjects (as defined in section 9101 of the Elementary and Secondary Education Act of 1965); and
 - ii. career and technical education subjects;
 - c. provide students with strong experience in, and understanding of, all aspects of an industry;
 - d. ensure that students who participate in such career and technical education programs are taught to the same coherent and rigorous content aligned with challenging academic standards as are taught to all other students; and
 - e. encourage career and technical education students at the secondary level to enroll in rigorous and challenging courses in core academic subjects (as defined in section 9101 of the Elementary and Secondary Education Act of 1965);
3. Describe how comprehensive professional development (including initial teacher preparation) for career and technical education, academic, guidance, and administrative personnel will be provided that promotes the integration of coherent and rigorous content aligned with challenging academic standards and relevant career and technical education (including curriculum development);
 4. Describe how parents, students, academic and career and technical education teachers, faculty, administrators, career guidance and academic counselors, representatives of tech prep consortia (if applicable), representatives of the entities participating in activities described in section 117 of Public Law 105–220 (if applicable), representatives of business (including small business) and industry, labor organizations, representatives of special populations, and other interested individuals are involved in the development, implementation, and evaluation of career and technical education programs assisted under this title, and how such individuals and entities are effectively informed about, and assisted in understanding, the requirements of this title, including career and technical programs of study;
 5. Provide assurances that the eligible recipient will provide a career and technical education program that is of such size, scope, and quality to bring about improvement in the quality of career and technical education programs;
 6. Describe the process that will be used to evaluate and continuously improve the performance of the eligible recipient;
 7. Describe how the eligible recipient will—
 - a. review career and technical education programs, and identify and adopt strategies to overcome barriers that result in lowering rates of access to or lowering success in the programs, for special populations;

- b. provide programs that are designed to enable the special populations to meet the local adjusted levels of performance; and
 - c. provide activities to prepare special populations, including single parents and displaced homemakers, for high skill, high wage, or high demand occupations that will lead to self-sufficiency;
8. Describe how individuals who are members of special populations will not be discriminated against on the basis of their status as members of the special populations;
 9. Describe how funds will be used to promote preparation for non-traditional fields;
 10. Describe how career guidance and academic counseling will be provided to career and technical education students, including linkages to future education and training opportunities; and
 11. Describe efforts to improve—
 - a. the recruitment and retention of career and technical education teachers, faculty, and career guidance and academic counselors, including individuals in groups underrepresented in the teaching profession; and
 - b. the transition to teaching from business and industry.

Program-Specific Assurances

See the [General and Fiscal Guidelines](#), Provisions and Assurances.

The program-specific assurances for this grant program are listed in the SAS. Refer to Schedule SC5003, Part 2—Guidelines, Provisions and Assurances, and Certifications.

Allowable Activities and Use of Funds

See the [Administering a Grant](#) page for general guidance on allowable activities and use of funds.

Allowable activities and use of funds for this grant may include but are not limited to the following:

Field Trips

Field trips may be funded under the grant program. Only the following types of field trips are allowable:

- Field trips for educational purposes that address specific CTE Texas Essential Knowledge and Skills (TEKS), that are course and/or program related (not CTSO related events). Field trips must be open to all students participating in the CTE course or program.

Field Trips will require a written justification form. To access the Field Trips Justification form, refer to the [Administering a Grant page](#). Grantees must keep field trip documentation locally.

Advisory Council

An advisory council may be funded under the grant program. Only the following types of advisory councils are allowable:

- The advisory council includes parents, representatives of business and industry (including small businesses), and to the extent possible, labor organizations, higher education representatives and faculty, administrators, representatives of special populations, CTE and academic teachers, students, and community partners; and
- The role of the advisory council is to participate in the design, implementation and evaluation of CTE programs, including establishing effective programs and procedures to enable informed and effective participation in CTE programs.

Out-of-State Travel

Out-of-state travel costs are allowable. Out-of-state travel costs should be minimal. Travel costs are allowable as long as the expenses for transportation, lodging, subsistence, and related items are only incurred by employees on official business of the grantee and follow the grantee's regular business operations and written travel policy.

Out-of-State Travel will require a written justification form. To access the Out-of-State Travel Justification form, refer to the [Administering a Grant page](#). Grantee must keep out-of-state travel documentation locally.

Permissive Use of Funds

Perkins funds may be used to purchase blocks of industry-recognized certification assessments only if the certification assessments will be reported to the state as a performance measure for 2S1 technical skill attainment on the Perkins Performance Effectiveness Report (PER) as required by section 113 of Perkins IV, 20 U.S.C. § 2323(c) or the certification assessments are included on the list of certifications used for public school accountability. Districts should consider whether paying for students' technical skill assessments would be an efficient use of limited Perkins IV funds and whether the costs would be reasonable and necessary.

Funds made available to an eligible recipient under this title may be used -

1. To involve parents, businesses, and labor organizations as appropriate in the design, implementation, and evaluation of career and technical education programs authorized under the Perkins Act of 2006, including establishing effective programs and procedures to enable informed and effective participation in such programs.
2. To provide career guidance and academic counseling, which may include information described in section 118 of the Perkins Act of 2006, for students participating in CTE programs, that:
 - a) Improves graduation rates and provides information on postsecondary career option, including baccalaureate degree programs, for secondary students, which activities may include the use of graduation and career plans; and
 - b) Provides assistance for postsecondary students, including for adult students who are changing careers or updating skills.
3. For local education and business (including small business) partnerships, including for -
 - a. Work-related experiences for students, such as internships, cooperative education, school-based enterprises, entrepreneurship, and job shadowing that are related to career and technical education programs;

- b. Adjunct faculty arrangements for qualified industry professionals; and
 - c. Industry experience for teachers and faculty.
4. To provide programs for special populations.
 5. To assist career and technical student organizations (CTSOs).
 6. For mentoring and support services.
 7. For leasing, purchasing, upgrading, or adapting equipment, including instructional aids and publications (including support for library resources) designed to strengthen and support academic and technical skill achievement.
 8. For teacher preparation programs that address the integration of academic and career and technical education and that assist individuals who are interested in becoming career and technical education teachers and faculty, including individuals with experience in business and industry.
 9. To develop and expand postsecondary program offerings at times and in formats, that are accessible for students, including working students, including through the use of distance education.
 10. To develop initiatives that facilitate the transition of CTE students into postsecondary education technical programs, including the following:
 - a. Articulation agreements between subbaccalaureate degree granting career and technical educational institutions and baccalaureate degree granting postsecondary institutions
 - b. Dual and concurrent enrollment programs
 - c. Academic and financial aid counseling for CTE students
 - d. Other initiatives as follows:
 - i. To encourage postsecondary education
 - ii. To overcome barriers to enrollment, including geographic and other barriers affecting rural students and special populations
 11. To provide activities to support entrepreneurship education and training.
 12. For improving or developing new CTE courses, including new proposed CTE innovative courses and programs of study for consideration by TEA; courses that prepare individuals academically and technically for high-skill, high-wage, or high-demand occupations; and dual and concurrent enrollment opportunities by which CTE students at the secondary level could obtain postsecondary credit to count towards an associate or baccalaureate degree.
 13. To develop and support small, personalized career-themed learning communities.
 14. To provide support for family and consumer sciences programs.

15. To provide CTE programs for adults and school dropouts to complete their secondary school education or upgrade their technical skills.
16. To provide assistance to individuals who have participated in CTE programs in continuing their education or training or finding an appropriate job, such as through referral.
17. To support training and activities (such as mentoring and outreach) in nontraditional fields.
18. To provide support for training programs in automotive technologies.
19. To pool a portion of such funds with a portion of funds available to not less than one other eligible recipient for innovative initiatives, which may include the following:
 - a. Improving the initial preparation and professional development of CTE teachers, faculty, administrators, and counselors; and
 - b. Establishing, enhancing, or supporting systems for the following:
 - i. Accountability data collection for Perkins;
 - ii. Reporting data required by Perkins;
 - c. Implement career and technical programs of study and Career Clusters; and
 - d. Implement technical assessments.
20. To support other CTE activities that are consistent with the purpose of the Carl D. Perkins Act.

Examples of Allowable Uses of Perkins Funds

1. Salary for additional counseling personnel to provide a comprehensive career guidance and counseling program where such a program has not been previously provided or to expand and improve the delivery of such a program
2. Acquisition of equipment, print, visual, audio, and technology-based college and career guidance resources for use in the delivery of career development guidance and counseling
3. Implementation of a college and career information center organized and administered by a certified counselor, including the acquisition of a college and career information system, college and career resource materials, and other college and career guidance and placement materials
4. Purchase of instructional materials, equipment, and resources for the delivery of instruction in career orientation programs
5. Appropriate supplementary services—including curriculum modification, equipment modification, supportive personnel, instructional aids and devices, childcare, and transportation—for students who are members of special populations
6. Career counseling and instructional activities designed to facilitate transition to work-based learning or postsecondary education activities for students who are members of special populations
7. A special populations coordinator, paid in whole or in part with federal funds, who is a certified counselor or teacher, to ensure that individuals who are members of special populations are

receiving adequate services and occupational skill training. Remember that supplement vs supplant applies and so Perkins funding cannot be used where other funding has been previously used to pay for this service

8. Development and acquisition of curriculum materials that include the essential knowledge and skills established by the State Board of Education (SBOE) for CTE
9. Purchase of new state of the art equipment or modification of equipment to meet current business and industry specifications
10. Professional development for academic and CTE teachers to integrate academic and career and technical skills
11. Supplemental accelerated instruction for students enrolled in CTE programs when such programs are designed to meet the special needs of and enhance the participation of individuals who are members of special populations
12. Programs for secondary students that address all aspects of an industry in high-skill, high-wage, or high-demand occupations
13. Acquisition of materials promoting nontraditional fields
14. Provision of education and training through arrangements with private CTE training institutions, private postsecondary educational institutions, employers, labor organizations, and apprenticeship programs whenever such institutions, employers, labor organizations, or programs can make a significant contribution to accomplishing the objectives of the state plan and can provide substantially equivalent training at a lesser cost or can provide equipment or services not available in public institutions
15. Activities for training sponsors from business and industry
16. Support for the development and implementation of CTE programs of study and Career Clusters (i.e., the work of CTE and academic teachers in implementing relevant CTE programs of study for students)
17. Administrative 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)
18. Allowable travel expenses including travel for professional development for both academic and CTE teachers providing instruction to students who are enrolled in CTE programs; travel for staff accompanying students attending CTE student leadership activities above the local district level; travel for counselor and career orientation staff to attend professional development activities directly related to career guidance and placement activities
19. Acquisition of career interest and aptitude assessment materials and scoring costs, if applicable
20. Recruitment and affirmative outreach activities to ensure access to quality CTE programs for students who are members of special populations
21. Purchase of learning styles inventories and scoring costs, if applicable
22. Work-based learning programs, i.e., internship, mentorships, paid employment, services and activities with community-based organizations, and apprenticeship programs
23. Purchase of linguistically appropriate assessment and other CTE instructional and supportive materials for special populations and individuals with limited English proficiency
24. Services required in an individualized educational plan (IEP) developed pursuant to Sections 1412, 1414, and 1415 of the Individuals with Disabilities Education Act

25. Services necessary to meet the requirements of Section 504 of the Rehabilitation Act of 1973 with respect to ensuring equal access to CTE programs
26. Affiliation fees that an LEA or fiscal agent pays to affiliate eligible career and technical education (CTE) students with a related career and technical student organization (CTSO) provided that the fee benefits all CTE students who are eligible to participate in the organization. (Payment of this fee constitutes a contract between the LEA and the CTSO.)
27. Rental or lease of buildings or space in buildings
28. Debt service for lease purchases. Lease-purchase of a facility is allowed only for unique special education instruction or instructionally-related activities

SSA Use of Funds

Funds allocated to SSAs shall be used for Perkins-eligible purposes and programs that are mutually beneficial to all members of the SSA. Fiscal agents may not reallocate funds to individual members of the consortium for purposes or programs benefiting only one member of the SSA. The action of flowing funds back to members of the SSA for purposes that are only beneficial to individual members does not constitute compliance with the “mutually beneficial purposes and programs” requirement.

Funds in the SSA must be used for programs that are of sufficient size, scope, and quality as to be effective; integrate academic and CTE; provide CTE programs of study for students; and provide equitable participation for students who are members of special populations.

Payments to individual members of SSAs must not equal the amount of funds contributed by individual members to the SSA and may not be used to benefit only one member of the SSA.

Examples of Mutually Beneficial Uses of Perkins Funds by SSAs

Following are examples of mutually beneficial programs that may be offered by SSAs:

1. Employ counselors to provide career development, guidance, and counseling programs to all students within the SSA.
2. Employ a full- or part-time special populations coordinator to work directly with individuals who are members of special populations to ensure services or job-specific training for such students on the campus of each member of the SSA. Remember that supplement vs supplant applies and so Perkins funding cannot be used where other funding has been previously used to pay for this service.
3. Establish a common site for offering CTE courses. This goal could be accomplished in one or more of the following ways:
 - Establish a separate campus.
 - Provide career programs of study and CTE courses on one campus that could serve students from each member of the SSA. This could mean that one member district houses all the CTE coherent sequences and students from all member districts attend CTE courses in that member district, or that various member districts offer unique programs that students from any member district may attend from their home district. A teacher or teachers could teach a sequence of courses by moving from campus to campus.

4. Enhance and expand connections to postsecondary education, activities for career planning and guidance, integration of CTE with academics, or blocks of certifications for students only if the certifications will be reported to the state for the 2S1 technical skill attainment performance measure on the Perkins Program Effectiveness Report (PER).
5. Establish a career guidance center with a career information delivery system for all member districts.
6. Provide or expand career development programs at member districts.
7. Audit and upgrade CTE programs to meet industry and articulation standards.
8. Increase the number of teachers earning industry certifications that are valuable to delivery of content to students but not required to demonstrate mastery to teach the course.
9. Implement a career guidance program and training for students to create a college-going culture and career research and testing options.
10. Employ a seamless transition coordinator to work directly with members of the SSA on PEIMS coding and articulation agreements, and strengthen the academic and technical skills of career and technical students.
11. Develop shared CTE materials available to students of member districts.
12. Enhance connections with postsecondary institutions, including opportunities to earn postsecondary credit; implement or improve industry certification programs.
13. Establish and expand CTE distance learning opportunities for member districts.
14. Provide supplemental accelerated instruction for students enrolled in CTE programs when such programs are designed to meet the special needs of and enhance the participation of individuals who are members of special populations.

Travel

Travel paid from federal Perkins funds must be used to improve, not maintain, CTE programs, services, and activities. Refer to the Travel Guidelines and Current Reimbursements Rates, posted in the Handbooks and Other Guidance section of the Grants Administration Division [Administering a Grant](#) page for more information on using federal funds for travel.

Unallowable Activities and Use of Funds

In general, refer to the Budgeting Cost Guidance Handbook on the [Administering a Grant](#) page for unallowable costs.

Perkins funds may not be used to pay for individual student certifications. In addition, Perkins funds may not be used to purchase blocks of industry-recognized certification assessments unless the certification assessment information will be reported to the state as a performance measure for 2S1 technical skill attainment as required by section 113 of Perkins IV, 20 U.S.C. § 2323(c) or the certification assessments are included on the list of certifications used for public school accountability. Districts should consider whether paying for students' technical skill assessments would be an efficient use of limited Perkins IV funds and whether the costs would be reasonable and necessary.

In addition, unallowable activities and use of funds for this grant may include but are not limited to the following:

1. Cost of memberships in any civic or community organization
2. Hosting or sponsoring of conferences
3. Travel costs for officials such as executive director, superintendent, or board members
4. Construction, renovation, or remodeling of facilities
5. Food costs, except as specified in the Allowable Cost and Budgeting Guidance section of the [Administering a Grant](#) page
6. Alcoholic beverages
7. Payment for students who are employed by and receiving training from a private business or organization
8. Salaries and bonuses for classroom CTE teachers
9. Academic remediation for CTE students
10. Any purchase order or encumbrance or obligation placed before the approved project beginning date or after the ending dates of the grant
11. In-state travel or per diem in excess of state rates (not to exceed actual costs); out-of-state travel in excess of federal government rates for the locale (also not to exceed actual costs)
12. Travel that is required by SBOE rules or that does not improve the program (in-district to visit projects or homes, training station visits, etc.)
13. Travel for students, including travel and/or registration fees for students to attend CTSO leadership activities
14. Individual career and technical student organization (CTSO) membership dues on behalf of individual CTE students
15. Furniture, except when the furniture is considered industry-specific instructional equipment
16. Consumable supplies, defined as items that are expected to be used within a short period of time, such as office supplies, paper, computer supplies, building and maintenance supplies, and laboratory supplies
17. Motorized vehicles
18. Work-study programs
19. Payment with 2019–2020 Perkins funds for travel that occurs before July 1, 2019, or the stamp-in date of the application, whichever is later
20. Pre-payment or reimbursement with 2019–2020 Perkins funding for travel-related expenditures that occur after August 15, 2020
21. Membership fees in professional or social organizations for individual staff
22. Insurance coverage for students
23. Rental or lease of land
24. Debt service (lease-purchase)

Program Evaluation

By submitting this application, the applicant agrees to comply with any evaluation requirements that may be established by TEA and agrees to submit the required evaluation reports in the format and time requested by TEA. TEA will collect and analyze relevant data from PEIMS if it is available.

Specific critical success factors and milestones will be developed in a manner determined appropriate by TEA.

Critical Success Factors

Critical success factors are generally observable behaviors that are believed (and supported by research) to be critical to achieving the goals and outcomes of the grant program. Each critical success factor is monitored using measurable indicators, and these indicators enable TEA to determine whether grantees are proceeding appropriately to achieve the desired outcomes. For example, if a program has a goal of increased student participation in more rigorous college preparatory courses, one should measure at the beginning of the following school year that more students are actually enrolled in such classes than previously. Student participation in these rigorous college preparatory courses is a critical success factor that is measured through enrollment figures.

Milestones

Milestones are key processes or structures that need to be in place before the critical success factor is likely to occur. Using the previous example, before a school can demonstrate increased enrollment in rigorous college preparatory courses, it probably needs to offer a greater variety of these classes and hire or assign qualified teachers to teach them. A school would also want to develop a student recruitment plan. All such factors that are precursors to increased enrollment are called milestones.

Title I, Part B Carl D. Perkins Institutions Grant

US Department of Education Appropriations

The following is provided in compliance with the US Department of Education Appropriations Act:

Category	Amount
Total funds available for this project	\$943,478
Percentage to be financed with federal funds	100%
Amount of federal funds	\$943,478
Percentage to be financed from nonfederal sources	0%
Amount of nonfederal funds	\$0.00

Grant Timeline

For all dates related to the grant, including reporting dates, see the [TEA Grant Opportunities](#) page. If a report due date falls on a weekend or holiday, the report will be due the following business day. All dates except the grant ending date may vary slightly as conditions require.

Grant at a Glance

This section provides fundamental information pertinent to the grant program.

Authorizing Legislation

This grant program is authorized by Carl D. Perkins Career and Technical Education Act of 2006, P.L. 109-270.

Additional Applicable Law and Regulations

In addition to regulations cited in CS7000—Provisions, Assurances and Certifications, the following regulations are applicable:

- 34 Code of Federal Regulations (CFR) 300 and Public Law (P.L.) 108-446
 - Texas Education Code (TEC) Chapter 28, Subchapter A; Chapter 29, Subchapter F; Chapter 42, Subchapter C
 - Section 42.154 Part II, Title 19, Texas Administrative Code (TAC)
 - Code of Federal Regulations (CFR):
 - 34 CFR, Part 76 General Requirements*
 - 2 CFR, Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*
 - 34 CFR, Part 400 Vocational and Applied Technology Education Programs-General Provisions*
 - 34 CFR, Part 403 State Vocational and Applied Technology Education Program*
- *(where not superseded by the requirements of P.L. 109-270)

Purpose of Program

Perkins funds are available to carry out programs that develop more fully the academic and technical skills of secondary students who elect to enroll in career and technical education (CTE) programs.

Eligible Applicants

Texas Juvenile Justice Department, Windham School District, and the Texas School for the Deaf in Texas are eligible to apply for a grant under Title I, Part B, Carl D. Perkins Institutions.

To be eligible for Perkins funding, your organization must oversee a corrections education system or serve individuals with disabilities and currently operate CTE programs in Texas that are of sufficient size, scope, and quality to be effective. Each eligible recipient that receives a grant shall use such funds to develop new and improve existing CTE programs, with the full participation of individuals who are members of special populations.

Shared Services Arrangement

See the [General and Fiscal Guidelines](#), Shared Services Arrangements.

Shared services arrangements (SSAs) are not allowed for this grant program.

More Than One Campus

Eligible applicants may not apply for the grant on behalf of more than one campus.

Application Funding

See the following sections of the [General and Fiscal Guidelines](#):

- Grant Funding
- Fund Management
- Use of Funds

Cost Share or Matching Requirement

See the [General and Fiscal Guidelines](#), Cost Share/Match Requirement.

There is no cost share or matching requirement for this grant program.

Limitation of Administrative Funds

See the [General and Fiscal Guidelines](#), Administrative Costs.

TEA 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.

NOTE: Administrative funds include **both** direct administrative costs **and** allowable indirect costs.

Pre-Award Costs

See the [General and Fiscal Guidelines](#), Pre-Award Costs.

Pre-award costs are not permitted for this grant.

Program Elements

This section provides detailed information about the grant program.

Program Description

This grant provides formula allocations to CTE programs operated by the Texas Juvenile Justice Department, Windham School District, and the Texas School for the Deaf.

The purpose of the program is to develop more fully the academic and career and technical skills of secondary education students who elect to enroll in CTE programs.

Grantees must demonstrate that they are fulfilling requirements for uses of funds with Perkins grant award or a combination of Perkins grant award and other funds. The nine requirements for uses of funds may be found below in the Statutory Requirements section.

Supplement, Not Supplant

The supplement, not supplant provision does apply to this grant program.

For supplement, not supplant guidance see the *Supplement, Not Supplant Handbook* at [Administering a Grant](#) under the Handbooks and Other Guidance section.

Indirect Costs

The grantee may claim a maximum for indirect costs equal to their current approved restricted indirect cost rate for this federally funded grant.

Application Requirements and Assurances

This section describes the two types of requirements that applicants must address in the application (such as with a narrative description, an activity timeline, or a checklist) to be eligible to be considered for funding:

- Statutory requirements (requirements defined in the authorizing statute)
- TEA program requirements (requirements defined by TEA program staff)

Statutory Requirements

See the [General and Fiscal Guidelines](#), Statutory Requirements.

Per Section 22.0834 of the Texas Education Code (TEC), any person offered employment by any entity that contracts with TEA or receives grant funds administered by TEA (i.e., a grantee or subgrantee) is subject to the fingerprinting requirement. TEA is prohibited from awarding grant funds to any entity, including nonprofit organizations, that fails to comply with this requirement. For details, refer to the [General and Fiscal Guidelines](#), Fingerprinting Requirement.

The following requirements are defined in Section 135 of the Perkins Act of 2006. The applicant must address each of these requirements in the application to be considered for funding.

Each eligible recipient that receives an allotment under the grant shall use such funds to improve CTE programs. The following requirements are defined in the statute that authorizes this program. The applicant must address each of these requirements in the application to be considered for funding:

1. Strengthen the academic and career and technical skills of students participating in career and technical education programs, by strengthening the academic and career and technical education components of such programs through the integration of academics with career and technical education programs through a coherent sequence of courses, such as career and technical programs of study described in section 122(c)(1)(A) of the Perkins Act of 2006, to ensure learning in
 - a. The core academic subjects (as defined in section 9101 of the Elementary and Secondary Education Act of 1965); and
 - b. Career and technical education subjects;
2. Link career and technical education at the secondary level and career and technical education at the postsecondary level, including by offering the relevant elements of not less than 1 career and technical program of study described in section 122(c)(1)(A);
3. Provide students with strong experience in and understanding of all aspects of an industry, which may include work-based learning experiences;
4. Develop, improve, or expand the use of technology in career and technical education, which may include –
 - a. Training of career and technical education teachers, faculty, and administrators to use technology, which may include distance learning
 - b. Providing career and technical education students with the academic and career and technical skills (including the mathematics and science knowledge that provides a strong basis for such skills) that lead to entry into the technology fields; or
 - c. Encouraging schools to collaborate with the technology industries to offer voluntary internships and mentoring programs, including programs that improve the mathematics and science knowledge of students;
5. Provide professional development programs that are consistent with section 122 of the Perkins Act of 2006 to secondary and postsecondary teachers, faculty, administrators, and career guidance and academic counselors who are involved in integrated career and technical education programs, including
 - a. In-service and preservice training on-
 - i. Effective integration and use of challenging academic and career and technical education provided jointly with academic teachers to the extent practicable;
 - ii. Effective teaching skills based on research that includes promising practices
 - iii. Effective practices to improve parental and community involvement; and
 - iv. Effective use of scientifically based research and data to improve instruction;
 - b. Support of education programs for teachers of career and technical education in public schools and other public school personnel who are involved in the direct delivery of

- educational services to career and technical education students, to ensure that such teachers and personnel stay current with all aspects of an industry;
- c. Internship programs that provide relevant business experience; and
 - d. Programs designed to train teachers specifically in the effective use and application of technology to improve instruction;
6. Develop and implement evaluations of the career and technical education programs carried out with funds under this title, including assessment of how the needs of special populations are being met;
 7. Initiate, improve, expand, and modernize quality career and technical education programs, including relevant technology;
 8. Provide services and activities that are of sufficient size, scope, and quality to be effective; and
 9. Provide activities to prepare special populations, including single parents and homemakers who are enrolled in career and technical education programs for high skill, high wage, or high demand occupations that will lead to self-sufficiency.

The nine requirements for eligible recipients of Perkins funding may be fulfilled entirely with Perkins funding or with a combination of Perkins and other funding sources. All nine required uses of funds must be fulfilled for a district to receive Perkins funds.

Local Plan Requirements

The Perkins application serves as the local plan for career and technical education. Applicants must address the following elements in the application, as found in Section 134 (a) of the Perkins Act of 2006:

1. Describe how the career and technical education activities will be carried out with respect to meeting State and local adjusted levels of performance established under section 113;
2. Describe how the eligible recipient will—
 - a. offer the appropriate courses of not less than 1 of the career and technical programs of study described in section 122(c)(1)(A);
 - b. improve the academic and technical skills of students participating in career and technical education programs by strengthening the academic and career and technical education components of such programs through the integration of coherent and rigorous content aligned with challenging academic standards and relevant career and technical education programs to ensure learning in—
 - i. the core academic subjects (as defined in section 9101 of the Elementary and Secondary Education Act of 1965); and
 - ii. career and technical education subjects;

- c. provide students with strong experience in, and understanding of, all aspects of an industry;
 - d. ensure that students who participate in such career and technical education programs are taught to the same coherent and rigorous content aligned with challenging academic standards as are taught to all other students; and
 - e. encourage career and technical education students at the secondary level to enroll in rigorous and challenging courses in core academic subjects (as defined in section 9101 of the Elementary and Secondary Education Act of 1965);
3. Describe how comprehensive professional development (including initial teacher preparation) for career and technical education, academic, guidance, and administrative personnel will be provided that promotes the integration of coherent and rigorous content aligned with challenging academic standards and relevant career and technical education (including curriculum development);
4. Describe how parents, students, academic and career and technical education teachers, faculty, administrators, career guidance and academic counselors, representatives of tech prep consortia (if applicable), representatives of the entities participating in activities described in section 117 of Public Law 105–220 (if applicable), representatives of business (including small business) and industry, labor organizations, representatives of special populations, and other interested individuals are involved in the development, implementation, and evaluation of career and technical education programs assisted under this title, and how such individuals and entities are effectively informed about, and assisted in understanding, the requirements of this title, including career and technical programs of study;
5. Provide assurances that the eligible recipient will provide a career and technical education program that is of such size, scope, and quality to bring about improvement in the quality of career and technical education programs;
6. Describe the process that will be used to evaluate and continuously improve the performance of the eligible recipient;
7. Describe how the eligible recipient will—
 - a. review career and technical education programs, and identify and adopt strategies to overcome barriers that result in lowering rates of access to or lowering success in the programs, for special populations;
 - b. provide programs that are designed to enable the special populations to meet the local adjusted levels of performance; and
 - c. provide activities to prepare special populations, including single parents and displaced homemakers, for high skill, high wage, or high demand occupations that will lead to self-sufficiency;
8. Describe how individuals who are members of special populations will not be discriminated against on the basis of their status as members of the special populations;
9. Describe how funds will be used to promote preparation for non-traditional fields;

10. Describe how career guidance and academic counseling will be provided to career and technical education students, including linkages to future education and training opportunities; and
11. Describe efforts to improve—
 - a. the recruitment and retention of career and technical education teachers, faculty, and career guidance and academic counselors, including individuals in groups underrepresented in the teaching profession; and
 - b. the transition to teaching from business and industry.

TEA Program Requirements

There are no TEA program requirements for the 2019-2020 Title I, Part B Carl D Perkins Institutions Grant Application.

Program-Specific Assurances

See the [General and Fiscal Guidelines](#), Provisions and Assurances.

The program-specific assurances for this grant program are listed in the SAS. Refer to Schedule CS7000—Provisions, Assurances, and Certifications.

Allowable Activities and Use of Funds

See the [Administering a Grant](#) page for general guidance on allowable activities and use of funds.

Allowable activities and use of funds for this grant may include but are not limited to the following:

Field Trips

Field trips may be funded under the grant program. Only the following types of field trips are allowable:

- Field trips for educational purposes that address specific CTE Texas Essential Knowledge and Skills (TEKS), that are course and/or program related (not CTSO related events). Field trips must be open to all students participating in the CTE course or program.

Field Trips will require a written justification form. To access the Field Trips Justification form, refer to the [Administering a Grant page](#). Grantees must keep field trip documentation locally.

Advisory Council

An advisory council may be funded under the grant program. Only the following types of advisory councils are allowable:

- The advisory council includes parents, representatives of business and industry (including small businesses), and to the extent possible, labor organizations, higher education representatives and faculty, administrators, representatives of special populations, CTE and academic teachers, students, and community partners; and

- The role of the advisory council is to participate in the design, implementation and evaluation of CTE programs, including establishing effective programs and procedures to enable informed and effective participation in CTE programs.

Out-of-State Travel

Out-of-state travel costs are allowable. Out-of-state travel costs should be minimal. Travel costs are allowable as long as the expenses for transportation, lodging, subsistence, and related items are only incurred by employees on official business of the grantee and follow the grantee's regular business operations and written travel policy.

Out-of-State Travel will require a written justification form. To access the Out-of-State Travel Justification form, refer to the [Administering a Grant page](#). Grantee must keep out-of-state travel documentation locally.

Permissive Use of Funds

Perkins funds may be used to purchase blocks of industry-recognized certification assessments only if the certification assessments will be reported to the state as a performance measure for 2S1 technical skill attainment as required by section 113 of Perkins IV, 20 U.S.C. § 2323(c) or the certification assessments are included on the list of certifications used for public school accountability. Districts should consider whether paying for students' technical skill assessments would be an efficient use of limited Perkins IV funds and whether the costs would be reasonable and necessary.

Funds made available to an eligible recipient under this title may be used -

1. To involve parents, businesses, and labor organizations as appropriate in the design, implementation, and evaluation of career and technical education programs authorized under the Perkins Act of 2006, including establishing effective programs and procedures to enable informed and effective participation in such programs.
2. To provide career guidance and academic counseling, which may include information described in section 118 of the Perkins Act of 2006, for students participating in CTE programs, that:
 - a) Improves graduation rates and provides information on postsecondary career option, including baccalaureate degree programs, for secondary students, which activities may include the use of graduation and career plans; and
 - b) Provides assistance for postsecondary students, including for adult students who are changing careers or updating skills.
3. For local education and business (including small business) partnerships, including for -
 - a. Work-related experiences for students, such as internships, cooperative education, school-based enterprises, entrepreneurship, and job shadowing that are related to career and technical education programs;
 - b. Adjunct faculty arrangements for qualified industry professionals; and
 - c. Industry experience for teachers and faculty.

4. To provide programs for special populations.
5. To assist career and technical student organizations (CTSOs).
6. For mentoring and support services.
7. For leasing, purchasing, upgrading, or adapting equipment, including instructional aids and publications (including support for library resources) designed to strengthen and support academic and technical skill achievement.
8. For teacher preparation programs that address the integration of academic and career and technical education and that assist individuals who are interested in becoming career and technical education teachers and faculty, including individuals with experience in business and industry.
9. To develop and expand postsecondary program offerings at times and in formats, that are accessible for students, including working students, including through the use of distance education.
10. To develop initiatives that facilitate the transition of CTE students into postsecondary education technical programs, including the following:
 - a. Articulation agreements between subbaccalaureate degree granting career and technical educational institutions and baccalaureate degree granting postsecondary institutions
 - b. Dual and concurrent enrollment programs
 - c. Academic and financial aid counseling for CTE students
 - d. Other initiatives as follows:
 - i. To encourage postsecondary education
 - ii. To overcome barriers to enrollment, including geographic and other barriers affecting rural students and special populations
11. To provide activities to support entrepreneurship education and training.
12. For improving or developing new CTE courses, including new proposed CTE innovative courses and programs of study for consideration by TEA; courses that prepare individuals academically and technically for high-skill, high-wage, or high-demand occupations; and dual and concurrent enrollment opportunities by which CTE students at the secondary level could obtain postsecondary credit to count towards an associate or baccalaureate degree.
13. To develop and support small, personalized career-themed learning communities.
14. To provide support for family and consumer sciences programs.
15. To provide CTE programs for adults and school dropouts to complete their secondary school education or upgrade their technical skills.

16. To provide assistance to individuals who have participated in CTE programs in continuing their education or training or finding an appropriate job, such as through referral.
17. To support training and activities (such as mentoring and outreach) in nontraditional fields.
18. To provide support for training programs in automotive technologies.
19. To pool a portion of such funds with a portion of funds available to not less than one other eligible recipient for innovative initiatives, which may include the following:
 - a. Improving the initial preparation and professional development of CTE teachers, faculty, administrators, and counselors; and
 - b. Establishing, enhancing, or supporting systems for the following:
 - i. Accountability data collection for Perkins;
 - ii. Reporting data required by Perkins;
 - c. Implement career and technical programs of study and Career Clusters; and
 - d. Implement technical assessments.
20. To support other CTE activities that are consistent with the purpose of the Carl D. Perkins Act.

Examples of Allowable Uses of Perkins Funds

1. Salary for additional counseling personnel to provide a comprehensive career guidance and counseling program where such a program has not been previously provided or to expand and improve the delivery of such a program
2. Acquisition of equipment, print, visual, audio, and technology-based college and career guidance resources for use in the delivery of career development guidance and counseling
3. Implementation of a college and career information center organized and administered by a certified counselor, including the acquisition of a college and career information system, college and career resource materials, and other college and career guidance and placement materials
4. Purchase of instructional materials, equipment, and resources for the delivery of instruction in career orientation programs
5. Appropriate supplementary services—including curriculum modification, equipment modification, supportive personnel, instructional aids and devices, childcare, and transportation—for students who are members of special populations
6. Career counseling and instructional activities designed to facilitate transition to work-based learning or postsecondary education activities for students who are members of special populations
7. A special populations coordinator, paid in whole or in part with federal funds, who is a certified counselor or teacher, to ensure that individuals who are members of special populations are receiving adequate services and occupational skill training. Remember that

- supplement vs supplant applies and so Perkins funding cannot be used where other funding has been previously used to pay for this service
8. Development and acquisition of curriculum materials that include the essential knowledge and skills established by the State Board of Education (SBOE) for CTE
 9. Purchase of new state of the art equipment or modification of equipment to meet current business and industry specifications
 10. Professional development for academic and CTE teachers to integrate academic and career and technical skills
 11. Supplemental accelerated instruction for students enrolled in CTE programs when such programs are designed to meet the special needs of and enhance the participation of individuals who are members of special populations
 12. Programs for secondary students that address all aspects of an industry in high-skill, high-wage, or high-demand occupations
 13. Acquisition of materials promoting nontraditional fields
 14. Provision of education and training through arrangements with private CTE training institutions, private postsecondary educational institutions, employers, labor organizations, and apprenticeship programs whenever such institutions, employers, labor organizations, or programs can make a significant contribution to accomplishing the objectives of the state plan and can provide substantially equivalent training at a lesser cost or can provide equipment or services not available in public institutions
 15. Activities for training sponsors from business and industry
 16. Support for the development and implementation of CTE programs of study and Career Clusters (i.e., the work of CTE and academic teachers in implementing relevant CTE programs of study for students)
 17. Administrative 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)
 18. Allowable travel expenses including travel for professional development for both academic and CTE teachers providing instruction to students who are enrolled in CTE programs; travel for staff accompanying students attending CTE student leadership activities above the local district level; travel for counselor and career orientation staff to attend professional development activities directly related to career guidance and placement activities
 19. Acquisition of career interest and aptitude assessment materials and scoring costs, if applicable
 20. Recruitment and affirmative outreach activities to ensure access to quality CTE programs for students who are members of special populations
 21. Purchase of learning styles inventories and scoring costs, if applicable
 22. Work-based learning programs, i.e., internship, paid-training, services and activities with community-based organizations, and apprenticeship programs
 23. Purchase of linguistically appropriate assessment and other CTE instructional and supportive materials for special populations and individuals with limited English proficiency
 24. Services required in an individualized educational plan (IEP) developed pursuant to Sections 1412, 1414, and 1415 of the Individuals with Disabilities Education Act

25. Services necessary to meet the requirements of Section 504 of the Rehabilitation Act of 1973 with respect to ensuring equal access to CTE programs
26. Affiliation fees that an LEA or fiscal agent pays to affiliate eligible career and technical education (CTE) students with a related career and technical student organization (CTSO) provided that the fee benefits all CTE students who are eligible to participate in the organization. (Payment of this fee constitutes a contract between the LEA and the CTSO.)
27. Rental or lease of buildings or space in buildings
28. Debt service for lease purchases. Lease-purchase of a facility is allowed only for unique special education instruction or instructionally-related activities

Unallowable Activities and Use of Funds

See the [Administering a Grant](#) page for general guidance on unallowable activities and use of funds.

Perkins funds may not be used to pay for individual student certifications. In addition, Perkins funds may not be used to purchase blocks of industry-recognized certification assessments unless the certification assessment information will be reported to the state as a performance measure for 2S1 technical skill attainment as required by section 113 of Perkins IV, 20 U.S.C. § 2323(c) or the certification assessments are included on the list of certifications used for public school accountability. Districts should consider whether paying for students' technical skill assessments would be an efficient use of limited Perkins IV funds and whether the costs would be reasonable and necessary.

In addition, unallowable activities and use of funds for this grant may include but are not limited to the following:

1. Cost of memberships in any civic or community organization
 2. Hosting or sponsoring of conferences
 3. Travel costs for officials such as executive director, superintendent, or board members
 4. Construction, renovation, or remodeling of facilities
 5. Food costs, except as specified in the Allowable Cost and Budgeting Guidance section of the [Administering a Grant](#) page
 6. Alcoholic beverages
7. Payment for students who are employed by and receiving training from a private business or organization
8. Salaries and bonuses for classroom CTE teachers
9. Academic remediation for CTE students
10. Any purchase order or encumbrance or obligation placed before the approved project beginning date or after the ending dates of the grant
11. In-state travel or per diem in excess of state rates (not to exceed actual costs); out-of-state travel in excess of federal government rates for the locale (also not to exceed actual costs)
12. Travel that is required by SBOE rules or that does not improve the program (in-district to visit projects or homes, training station visits, etc.)

13. Travel for students, including travel and/or registration fees for students to attend CTSO leadership activities
14. An article of equipment that did not have prior approval from TEA
15. Individual career and technical student organization (CTSO) membership dues on behalf of individual CTE students
16. Furniture, except when the furniture is considered industry-specific instructional equipment
17. Consumable supplies, defined as items that are expected to be used within a short period of time, such as office supplies, paper, computer supplies, building and maintenance supplies, and laboratory supplies
18. Motorized vehicles
19. Work-study programs
20. Payment with 2019–2020 Perkins funds for travel that occurs before July 1, 2019, or the stamp-in date of the application, whichever is later
21. Pre-payment or reimbursement with 2019–2020 Perkins funding for travel-related expenditures that occur after August 15, 2020
22. Membership fees in professional or social organizations for individual staff
23. Insurance coverage for students
24. Rental or lease of land
25. Audit services for state-funded grants

Limits on Contracted Evaluators

When a grantee chooses, or is required under a grant, to hire a contracted evaluator, TEA believes that the evaluator must have the capability to remain independent and objective in carrying out the evaluation. “Independent and objective” implies that there is no influence or control, real or perceived, exerted on the evaluator by any person who is involved in the provision of program services. Therefore, the only way in which a contracted evaluator can be truly independent and objective is not to be involved in any manner with the provision of program services or activities. Otherwise, the evaluator is, at least in part, evaluating its own services.

In addition, TEA is aware that some grant writers develop and design the grant program, write the entire grant application, and then wish to evaluate the grant program. TEA also believes that this scenario poses a conflict of interest for the evaluator, in that the evaluator is evaluating the grant program that he or she designed, developed, and wrote. Again, it is not possible for the evaluator to function independently and objectively if the evaluator performed in this capacity. It is certainly acceptable for the grant writer to receive some information from a potential evaluator to include in the evaluation section of the grant application with regard to an appropriate evaluation plan or design, but communication between the grant writer and evaluator should be limited to that specific topic.

Applicants should make every effort to ensure that contracted evaluators be independent and objective.

Federal Grant Requirements

Equitable Access and Participation

See the [General and Fiscal Guidelines](#), Equitable Access and Participation.

This requirement does apply to this federally funded grant program.

Nontraditional Programs

The district should provide CTE programs and instruction for students enrolled in CTE courses that are nontraditional for their gender. Every effort is to be made to eliminate sex bias and stereotyping in curriculum, instruction, and services. Materials and practices (instructional and counseling) should be reviewed for gender equity. If materials or practices are determined to be biased toward either gender, the district should establish and implement a plan that will eliminate stereotypical practices and bias based on gender.

Private Nonprofit School Participation

See the [General and Fiscal Guidelines](#), Private Nonprofit School Participation.

This requirement does apply to this federally funded grant program. Upon written request from a nonprofit private school that offers career and technical secondary education programs and that is located in the region served by the applicant, the applicant must request the Private Nonprofit School Participation schedule from the Division of Grants Administration to be submitted as an attachment in an amendment to the application.

Personnel

An eligible agency or eligible recipient that uses funds under this Act for in-service and preservice CTE professional development programs for CTE teachers, administrators, and other personnel shall, to the extent practicable, upon written request, permit the participation in such programs of CTE secondary school teachers, administrators, and other personnel in non-profit private schools offering career and technical secondary education programs located in the geographical area served by such eligible agency or eligible recipient.

Student Participation

1. **Student Participation:** Except as prohibited by State or local law, an eligible recipient may, upon written request, use funds made available under this Act to provide for the meaningful participation, in CTE programs and activities receiving funding under this Act, of secondary school students attending nonprofit private schools who reside in the geographical area served by the eligible recipient.
2. **Consultation:** An eligible recipient shall consult, upon written request, in a timely and meaningful manner with representatives of nonprofit private schools in the geographical area served by the eligible recipient described in paragraph (1) regarding the meaningful participation, in CTE programs and activities receiving funding under this Act, of secondary school students attending nonprofit private schools.
- 3.

Maintenance of Effort

See the [General and Fiscal Guidelines](#), Maintenance of Effort.

This requirement does not apply to this federally funded grant program.