

REQUEST FOR APPLICATION

---

Program Guidelines  
2022-2023 Perkins V:  
Strengthening Career and  
Technical Education for the  
21<sup>st</sup> Century and  
Institutions

Authorized by Carl D. Perkins Strengthening Career and  
Technical Education for the 21<sup>st</sup> Century Act, P.L. 115-224

Application Closing Date---5:00p.m., Central Time  
September 2, 2022

TEXAS EDUCATION AGENCY

---

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

© Copyright 2022 by the Texas Education Agency. All Rights Reserved.

# Contents

- Introduction to the Program Guidelines .....5**
  - Requirement for User Name and Password .....5
  - Application Submission through eGrants .....6
  - Reference to the General and Fiscal Guidelines .....6
  - Federal Grant Requirements.....6
    - Equitable Access and Participation .....6
    - Nontraditional Programs .....6
    - Private Nonprofit School Participation .....6
    - 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 .....9
  - Email Bulletins.....10
    - Perkins V: Strengthening Career & Technical Education for the 21<sup>st</sup> Century .....10
  - US Department of Education Appropriations.....10
- Grant Timeline ..... 10**
- Grant at a Glance..... 10**
  - Authorizing Legislation .....10
    - Additional Applicable Law and Regulations .....10
  - Purpose of Program .....11
  - Eligible Applicants .....12
    - Eligibility List .....13
    - Shared Services Arrangement.....13
  - Application Funding.....13
    - Cost Share or Matching Requirement .....13
    - Pre-Award Costs.....13
    - Reallocation of Perkins: Strengthening Career & Technical Education for the 21<sup>st</sup> Century .....14
- Program Elements..... 14**
  - Program Description .....14
  - Supplement, Not Supplant .....14
    - Limitation of Administrative Funds .....14
  - Application Requirements and Assurances .....14
    - Statutory Requirements.....15
    - Local Application Requirements .....16
    - Comprehensive Local Needs Assessment .....17
    - Program-Specific Assurances .....17
  - Allowable Activities and Use of Funds.....17

**PROGRAM GUIDELINES**

Field Trips .....18

Advisory Council .....18

Out-of-State Travel .....18

Permissive Use of Funds .....18

Examples of Allowable Uses of Perkins Funds .....20

SSA Use of Funds .....22

Examples of Mutually Beneficial Uses of Perkins Funds by SSAs .....22

Travel.....23

Unallowable Activities and Use of Funds .....23

Program Evaluation .....24

Critical Success Factors.....25

Milestones .....25

    Perkins V: Strengthening Career & Technical Education for the 21<sup>st</sup> Century- Institutions .....25

    US Department of Education Appropriations .....25

**Grant Timeline .....25**

**Grant at a Glance .....26**

    Authorizing Legislation .....26

        Additional Applicable Law and Regulations .....26

    Purpose of Program .....26

    Eligible Applicants .....26

        Shared Services Arrangement .....27

        More Than One Campus.....27

    Application Funding .....27

        Cost Share or Matching Requirement .....27

        Limitation of Administrative Funds .....27

        Pre-Award Costs .....27

**Program Elements.....27**

    Program Description.....27

    Supplement, Not Supplant .....28

    Indirect Costs .....28

    Application Requirements and Assurances .....28

        Statutory Requirements .....28

        TEA Program Requirements .....29

        Program-Specific Assurances.....29

    Allowable Activities and Use of Funds .....29

        Field Trips .....29

        Advisory Council .....29

        Out-of-State Travel.....30

        Permissive Use of Funds .....30

        Examples of Allowable Uses of Perkins Funds.....32

    Unallowable Activities and Use of Funds.....34

    Limits on Contracted Evaluators.....35

    Federal Grant Requirements .....35

        Equitable Access and Participation.....35

        Private Nonprofit School Participation.....36

        Maintenance of Effort.....36

# Introduction to the Program Guidelines

TEA, as the pass-through entity<sup>1</sup>, is the grantee<sup>2</sup> from the U.S. Department of Education (USDE) and TEA awards subgrants to non-federal entities<sup>3</sup> 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 subgrantees<sup>4</sup>. 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.
2. Once you have been assigned a TEA Login (TEAL) account, log into TEAL and under Self-Service select My Application Accounts.

---

<sup>1</sup> 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)

<sup>2</sup> 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)

<sup>3</sup> 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)

<sup>4</sup> 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.

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 information regarding allowable uses of funds:

### **Program Contact**

Marcette Kilgore, CTE Director  
College, Career, and Military Preparation  
marcette.kilgore@tea.texas.gov  
Phone: (512) 936-6358

### **Funding Contact**

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

## **Errata Notices**

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

## Email Bulletins

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

## Perkins V: Strengthening Career and Technical Education for the 21<sup>st</sup> Century

### 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	Approximately \$62,280,534
Percentage to be financed with federal funds	100%
Amount of federal funds	Approximately \$62,280,534
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 Strengthening Career and Technical Education for the 21<sup>st</sup> Century Act of 2018 (Perkins V) , P.L. 115-224.

### 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.115-224)

## **Purpose of Program**

The purpose of the career and technical education (CTE) program is to develop more fully the academic knowledge, technical, and employability skills of secondary education students who enroll in CTE programs and programs of study, by:

- (1) building on the efforts of States and localities to develop challenging academic and technical standards and to assist students in meeting such standards, including preparation for high skill, high wage, or in-demand occupations in current or emerging professions;
- (2) promoting the development of services and activities that integrate rigorous and challenging academic and career and technical instruction, and that link secondary education and postsecondary education for participating career and technical education students;
- (3) increasing State and local flexibility in providing services and activities designed to develop, implement, and improve career and technical education;
- (4) conducting and disseminating national research and disseminating information on best practices that improve career and technical education programs and programs of study, services, and activities;
- (5) providing technical assistance that--
  - (A) promotes leadership, initial preparation, and professional development at the State and local levels; and
  - (B) improves the quality of career and technical education teachers, faculty, administrators, and counselors;
- (6) supporting partnerships among secondary schools, postsecondary institutions, baccalaureate degree granting institutions, area career and technical education schools, local workforce investment boards, business and industry, and intermediaries;
- (7) providing individuals with opportunities throughout their lifetimes to develop, in conjunction with other education and training programs, the knowledge and skills needed to keep the United States competitive; and

(8) increasing the employment opportunities for populations who are chronically unemployed or underemployed, including individuals with disabilities, individuals from economically disadvantaged families, out-of-workforce individuals, youth who are in, or have aged out of, the foster care system, and homeless individuals.

## Eligible Applicants

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

Local educational agencies (LEAs) including open-enrollment charter schools in Texas that provide Career and Technical Education (CTE) programs that meet the criteria of sufficient size, scope, and quality to be effective are eligible to apply for a 2022-2023 Perkins Grant.

Size is defined as providing sufficient opportunity for youth and adult learners to matriculate through concentrator and completer status at the secondary and postsecondary levels. This means that LEAs must offer a specific number of programs of study based upon their LEA’s high school enrollment numbers. The table below demonstrates the minimum number of programs of study required:

High School Enrollment Number	of Programs of Study Offered
Less than 500 students	1 program of study
501-1,000 students	2 programs of study
1,001-2,000 students	3 programs of study
2,001-5,000 students	4 programs of study
5,001-10,000 students	5 programs of study
10,001 + students	6 programs of study

LEAs should provide the opportunity for students to complete a program of study within four years. Completion is defined as three or more courses for four or more credits with at least one level three or four course within a single program of study.

Scope is defined as including rigorous academic and technical standards, employability skills, and by providing students with opportunities to earn industry-recognized credentials, participate in work-based learning experiences, and connect secondary to postsecondary coursework.

Quality is defined as providing sufficient opportunity to meet or exceed performance targets under the Perkins V Act, providing support for special populations enrolled in CTE programs, providing procedures to continuously improve all aspects of programs, and including Career and Technical Student Organization participation.

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 a high-risk grantee.

## **Eligibility List**

Allocations for the 2022-2023 Perkins V: Strengthening Career & Technical Education for the 21<sup>st</sup> Century can be viewed on the [Entitlements](#) page.

## **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 Comprehensive Local Needs Assessment.

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.

## **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 Perkins: Strengthening Career and Technical Education for the 21<sup>st</sup> Century

LEAs or consortia (SSA's) with approved 2022–2023 Perkins applications will receive, if available, a reallocation of funding by early 2023. 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, technical, and employability 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 the Perkins grant award or a combination of the Perkins grant award and other funds. The six 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 on the Department of Grant Compliance and Administration's [Training and Other Resources](#) page.

## 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.
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.

## Local Uses of Funds

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

Funds made available to eligible recipients under this part shall be used to support career and technical education programs that are of sufficient size, scope, and quality to be effective and that—

- (1) provide career exploration and career development activities through an organized, systematic framework designed to aid students, including in the middle grades, before enrolling and while participating in a career and technical education program, in making informed plans and decisions about future education and career opportunities and programs of study.
- (2) provide professional development for teachers, faculty, school leaders, administrators, specialized instructional support personnel, career guidance and academic counselors, or paraprofessionals.



- (3) provide within career and technical education the skills necessary to pursue careers in high-skill, high-wage, or in-demand industry sectors or occupations.
- (4) support integration of academic skills into career and technical education programs and programs of study to support
- (5) plan and carry out elements that support the implementation of career and technical education programs and programs of study and that result in increasing student achievement of the local levels of performance established under section 113
- (6) develop and implement evaluations of the activities carried out with funds under this part, including evaluations necessary to complete the comprehensive needs assessment required under section 134(c) and the local report required under section 113(b)(4)(B).

The six 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 six required uses of funds must be fulfilled for a district to receive Perkins funds.

## **Local Application Requirements**

Any eligible recipient must submit a local application to the eligible agency. Applicants must address the following elements in the application, as found in Section 134 (b) of the Perkins V Act:

- (1) a description of the results of the comprehensive needs assessment conducted under subsection(c).
- (2) information on the career and technical education course offerings and activities that the eligible recipient will provide with funds under this part, which shall include not less than 1 program of study approved by a State under section 124(b)(2).
- (3) a description of how the eligible recipient, in collaboration with local workforce development boards and other local workforce agencies, provide one-stop delivery systems described in section 121(e)(2) of the Workforce Innovation and Opportunity Act (29 U.S.C. 3151(e)(2)).
- (4) a description of how the eligible recipient will 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 the subjects that constitute a well-rounded education(as defined in section 8101 of the Elementary and Secondary Education Act of 1965).
- (5) a description of how the eligible recipient will—
  - (A) provide activities to prepare special populations for high-skill, high-wage, or in-demand industry sectors or occupations that will lead to self-sufficiency;
  - (B) prepare CTE participants for non-traditional fields;
  - (C) provide equal access for special populations to career and technical education courses, programs, and programs of study; and



- (D) ensure that members of special populations will not be discriminated against on the basis of their status as members of special populations;
- (6) a description of the work-based learning opportunities that the eligible recipient will provide to students participating in career and technical education programs and how the recipient will work with representatives from employers to develop or expand work-based learning opportunities for career and technical education students.
- (7) a description of how the eligible recipient will provide students participating in career and technical education programs with the opportunity to gain postsecondary credit while still attending high school, such as through dual or concurrent enrollment programs or early college high school.
- (8) a description of how the eligible recipient will coordinate with the eligible agency and institutions of higher education to support the recruitment, preparation, retention, and training, including professional development, of teachers, faculty, administrators, and specialized instructional support personnel and paraprofessionals who meet applicable State certification and licensure requirements (including any requirements met through alternative routes to certification), including individuals from groups underrepresented in the teaching profession.
- (9) a description of how the eligible recipient will address disparities or gaps in performance as described in section 113(b)(3)(C)(ii)(II) in each of the plan years, and if no meaningful progress has been achieved prior to the third program year, a description of the additional actions such recipient will take to eliminate those disparities or gaps.

## **Comprehensive Local Needs Assessment**

To be eligible to receive financial assistance under this part, an eligible recipient shall--

- (A) conduct a comprehensive local needs assessment related to career and technical education and include the results of the needs assessment in the local application submitted under subsection(a).
- (B) not less than once every 2 years, update such comprehensive local needs assessment.
- (C) The comprehensive local needs assessment is Special Collection 5600 and is available in eGrants.

## **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**

Refer to the [Budgeting Costs Guidance Handbook](#) on the Grant Administration Division's [Grant Resources](#) 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. Field trips must be open to all students participating in the CTE course or program.

Field Trips will require a written justification form to be maintained locally and made available to TEA upon request. To access the Justification for Educational Field Trips form, refer to the [Forms for Prior Approval, Disclosure, and Justification](#) page.

## **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 by participating in the completion of the required comprehensive local needs assessment, 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 be maintained locally and made available to TEA upon request. To access the Justification for Out-of-State Travel form, refer to the [Forms for Prior Approval, Disclosure, and Justification](#) page.

## **Permissive Use of Funds**

Perkins funds may be used to purchase industry-based certification assessments only if the certification will be reported to the state as a performance measure for 5S1 postsecondary credential attainment for Perkins accountability as required by section 113 of Perkins V, 20 U.S.C. § 2323(c) or the certification assessments included on the list of industry-based certifications used for public school accountability.

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

1. To support the implementation and sustainability of statewide and approved regional programs of study.
2. To involve parents, businesses, and labor organizations as appropriate in the design,

**PROGRAM GUIDELINES**

---

implementation, and evaluation of career and technical education programs by participating in the completion of the required comprehensive local needs assessment required under the Perkins V Act, including establishing effective programs and procedures to enable informed and effective participation in such programs.

3. To provide career guidance and academic counseling, which may include information described in section 118 of the Perkins V Act, for students participating in CTE programs, that improves graduation rates and provides information on postsecondary career options, including baccalaureate degree programs, for secondary students, which activities may include the use of graduation and career plans.
4. For local education and business (including small business) partnerships to provide:
  - 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.
  - c) Industry experience for teachers and faculty.
5. To provide programs for special populations.
6. To promote and support career and technical student organizations (CTSOs).
7. For mentoring and support services.
8. 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.
9. 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.
10. 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.
11. To develop initiatives that facilitate the transition of CTE students into postsecondary education technical programs, including the following:
  - a. Articulation agreements between sub baccalaureate 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

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, and 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 CTE programs for adults and school dropouts to complete their secondary school education or upgrade their technical skills.
15. 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.
16. To support training and activities (such as mentoring and outreach) in nontraditional fields.
17. 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, counselors, and support personnel; 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
18. To support other CTE activities that are consistent with the purpose of the Perkins V 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 or providing support personnel including paraprofessionals to assist 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 of study for secondary students that address all aspects of an industry in high-skill, high-wage, and 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 statewide or approved regional CTE programs of study (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, 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.
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
29. Travel for students, including travel and/or registration fees for students to attend CTSO leadership activities. LEAs must be careful not to supplant CTSO related travel costs if State funds have been used to pay for travel in the prior year.
30. Consumable supplies that directly support CTE instruction such as laboratory supplies may be purchased with Perkins funds. Perkins funds may not be used to purchase general office supplies such as paper, pencils, or tissue paper.

## **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 industry-based certifications for students only if the certifications will be reported to the state for the 5S1 postsecondary credential attainment performance measure for Perkins accountability.
  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 career guidance and training to prepare students for college, career, and/or the military.
  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 or support personnel including paraprofessionals to assist 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**

Refer to the [Budgeting Costs Guidance Handbook](#) on the Grant Administration Division's [Grant Resources](#) page for general guidance on unallowable costs.

Unallowable activities and unallowable 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. Individual career and technical student organization (CTSO) membership dues on behalf of individual CTE students
14. Furniture, except when the furniture is considered industry-specific instructional equipment
15. Motorized vehicles
16. Work-study programs
17. Payment with 2022–2023 Perkins funds for travel that occurs before July 1, 2022, or the stamp-in date of the application, whichever is later
18. Pre-payment or reimbursement with 2022–2023 Perkins funding for travel-related expenditures that occur after August 15, 2023
19. Membership fees in professional or social organizations for individual staff
20. Insurance coverage for students
21. Rental or lease of land
22. 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.

## Perkins V: Strengthening Career and Technical Education for the 21<sup>st</sup> Century - Institutions

### 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	\$1,847,173
Percentage to be financed with federal funds	100%
Amount of federal funds	\$1,847,173
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 Strengthening Career and Technical Education for the 21<sup>st</sup> Century Act, P.L.115-224.

## 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 48 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.115-224)

## Purpose of Program

The purpose of the career and technical education (CTE) program is to develop more fully the academic knowledge, technical, and employability skills of students who enroll in CTE programs and programs of study.

## Eligible Applicants

Texas Juvenile Justice Department, Windham School District, Texas School for the Deaf, Texas School for the Blind and Visually Impaired, and the Boys Ranch ISD 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.

The 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 also provides formula allocations to CTE programs operated by the Texas Juvenile Justice Department, Windham School District, Texas School for the Deaf, Texas School for the Blind and Visually Impaired, and the Boys Ranch ISD.

The purpose of the career and technical education (CTE) program is to develop more fully the academic knowledge, technical, and employability skills of students who enroll in CTE programs and programs of study. 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 six 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 on the Department of Grant Compliance and Administration's [Training and Other Resources](#) page.

## 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.

Each eligible recipient that receives an allotment under the grant shall use such funds to improve CTE programs. Funds made available to eligible recipients under this part shall be used to support career and technical education programs that are of sufficient size, scope, and quality to be effective and that—

- (1) provide career exploration and career development activities through an organized, systematic framework designed to aid students, including in the middle grades, before enrolling and while participating in a career and technical education program, in making informed plans and decisions about future education and career opportunities and programs of study.
- (2) provide professional development for teachers, faculty, school leaders, administrators, specialized instructional support personnel, career guidance and academic counselors, or paraprofessionals.

- (3) provide within career and technical education the skills necessary to pursue careers in high-skill, high-wage, and in-demand industry sectors or occupations.
- (4) support integration of academic skills into career and technical education programs and programs of study.
- (5) plan and carry out elements that support the implementation of career and technical education programs and programs of study and that result in increasing student achievement.
- (6) develop and implement evaluations of the activities carried out with funds under this part, including evaluations necessary to complete the comprehensive needs assessment required under section 134(c) and the local report required under section 113(b)(4)(B).

The six 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 six required uses of funds must be fulfilled for the institution to receive Perkins funds.

## **TEA Program Requirements**

Each institution receiving Perkins funds will be required to submit an annual report to the TEA.

## **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**

Refer to the [Budgeting Costs Guidance Handbook](#) on the Grant Administration Division's [Grant Resources](#) 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 courses and/or CTE program. Field trips must be open to all students participating in the CTE course or program.

Field Trips will require a written justification form to be maintained locally and made available to TEA upon request. To access the Justification for Educational Field Trips form, refer to the [Forms for Prior Approval, Disclosure, and Justification](#) page.

### **Advisory Council**

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

---

**PROGRAM GUIDELINES**

---

- 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 by participating in the completion of the required comprehensive local needs assessment, 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 be maintained locally and made available to TEA upon request. To access the Justification for Out-of-State Travel form, refer to the [Forms for Prior Approval, Disclosure, and Justification](#) page.

## **Permissive Use of Funds**

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, 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, 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 to provide:
  - 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 and provide support to 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 sub baccalaureate 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 Perkins V 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
29. Travel for students, including travel and/or registration fees for students to attend CTSO leadership activities. LEAs must be careful not to supplant CTSO related travel costs if State funds have been used to pay for travel in the prior year.
30. Consumable supplies that directly support CTE instruction such as laboratory supplies may be purchased with Perkins funds. Perkins funds may not be used to purchase general office supplies such as paper, pencils, or tissue paper.

## **Unallowable Activities and Use of Funds**

Refer to the [Budgeting Costs Guidance Handbook](#) on the Grant Administration Division's [Grant Resources](#) page for general guidance on unallowable costs.

Unallowable activities and unallowable 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. An article of equipment that did not have prior approval from TEA
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 2022–2023 Perkins funds for travel that occurs before July 1, 2022, or the stamp- in date of the application, whichever is later
20. Pre-payment or reimbursement with 2022–2023 Perkins funding for travel-related expenditures that occur after August 15, 2023.
21. Membership fees in professional or social organizations for individual staff
22. Insurance coverage for students
23. Rental or lease of land
24. 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.

### Maintenance of Effort

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

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