

Perkins V Guidance from KDE (April 2020)

NOTE: Dates for expending 19-20 funds may be changing in the next few weeks. Please consult OCTEST for updates.

Timelines For 2019-2020 Perkins Funds

- **June 1** – Last day to amend your current Perkins budget.
- **June 30** – All activities must be complete, and all items must be received.
- **August 31** – All reimbursement through the Federal Cash Request must be requested.

Perkins Local Application Revisions for 2019-2020 Funds

- The rule that funds must affect this year's students has been waived.
- Floors and ceilings have been eliminated.
- Spend your carryforward funds first. (CF-348 EA)

Timelines For 2020-2021 Perkins Funds

- **June 1** - Local Application for Perkins Due
- Waiver Letters Due (if applicable)
- **July 1** – Perkins funds become available to those with an approved application. (If your district application has not been approved by July 1, 2020, funds will become available as soon as you have an approved application.)

Advisory Committees

- Spring Advisory Committee meetings may be postponed to the Fall.
- (708 KAR 2:030, Area Technology Centers will still be required to continue with their advisory meetings.)

Perkins POS (must have one of the following)

- **Secondary to Postsecondary Alignment Document**

https://education.ky.gov/CTE/ctepa/Documents/Sec-Postsec_PathAlign.pdf

- **Locally Created Document (template is in GMAP) the approval process is below:**

Click **New** and Enter the following Information

- Title – Enter the name of your program of studies (career pathway)
- District – Choose your district
- School – Enter your school name
- Program Area – Choose which program area this is for
- Contact Email – Enter your full correct email address
- Attachments – Upload your Program of Studies attachment in PDF to the **[GMAP POS](#)**

[SharePoint site](#)

https://staffkyschools.sharepoint.com/sites/kde/pathways/Lists/GMAP_Program_of_Studies/AllItems.aspx

Questions and Answers from the Sessions

- **What is the deadline for spending FY19-20 funds?**

Answer: Must have activities or items purchased, and in hand, no later than June 30, 2020. If the item is in hand and the invoice comes in after July 1st, that is acceptable. All requests for reimbursement through the Federal Cash Request, must be made no later than August 31, 2020.

Will there be a waiver for FY 19-20 in the instance there are shipping issues?

Answer: The USDOE OCTAE has not provided guidance for the current fiscal year regarding this. The deadline for activities or purchases in-hand is June 30, 2020. If we receive additional information, we will update our guidance.

Who sent out the FY19-20 budget balances?

Answer: The FY19-20 Budget balances and Carry Forwards funds was sent via email by Kem Green. We are asking that you use Carry Forward funds first. The Carry Forward funds are from FY18-19. If Carry Forward funds are not spent, those funds will be returned back to USDOE.

Who were the FY19-20 budget balances sent to?

Answer: FY19-20 budget balances and Carry Forward funds were sent to Secondary Local Districts' Finance Officers. This information has not been released to Area Technology Centers or to Postsecondary Institutions.

Was the KTS Data Exchange information from Tanya Fluke required for all Secondary educators?

Answer: No. Individuals within your school district will be aware of the KTS Data Exchange projects.

Can Perkins funds be used prior to KDE approval?

Answer: Budget revisions must be approved prior to use of funds.

Is it acceptable to move funds that were set aside in Perkins FY19-20 budget for trips or travel to other areas such as equipment?

Answer: Yes

Can budget amendments for the 19-20 school year funds be used for maintenance of program items? Or will that begin only for the 20-21 school year?

Answer: Maintenance of Program Category only applies to FY20-21.

When requesting equipment purchases for FY19-20, should we go ahead and submit the revision now (even if we have to do something to amend PD/ travel in June)?

Answer: Yes, go ahead and submit the revision. You have a short window for ensuring equipment is received prior to June 30th.

If our school district is part of a consortium and currently our funds are designated for only Professional Development, can these funds be re-designated to be used for equipment?

Answer: For FY19-20, this cannot be changed due to contractual agreement for the consortium. For FY20-21, those school districts within the Consortium will be completing their own Local Application based on your region's Comprehensive Local Needs Assessment.

What is process for Waiver Letters for under \$15,000 and where is this located if needed?

Answer: Using your school district's letterhead, provide a wavier letter addressed to Associate Commissioner David Horseman at the following address: 300 Sower Blvd, 5th Floor SW, Frankfort, KY 40601.

Is there a guide on how to do changes to this year's budget?

Answer: There is not a guide, however, the process is the same for if you were working on the FY19-20 budget. Be mindful of selecting the correct budget year when doing budget revisions.

Regarding Perkins Leadership Funds - the Kentucky CTE Teacher SKILLS Program, which funds teacher externs for Summer 2020 and pays for \$1000 stipends for the 12 teacher externs, whose work would include writing case studies and work-based learning manuals. COVID19 makes it effectively impossible for teachers to serve as externs, so can we still use the funds as we normally would to get the teachers to write case studies and the learning manuals as part of the Perkins SKILLS grant and still pay them \$1000 each?

Answer: Please contact Karla Tipton for specific questions regarding Perkins Leadership funds.

Is the FY20-21 Local Application due on June 1st, 2020?

Answer: Yes.

Do we have Floors and Ceilings for the FY20-21 application?

Answer: No, Floors and Ceilings have been removed.

Is there a document that shows what is new in the Local Application for completion?

Answer: All sections in the FY20-21 Local Application are new. Information from the previous year cannot be carried forward.

How much detail should be included for question 1 in the Narrative Section of the FY20-21 Perkins Local Application?

Answer: Based on the school district/ATC/Postsecondary Institution, you will need to provide a brief overall analysis of your Region's Comprehensive Local Needs Assessment.

For the FY20-21 Local Application, required use of funds section, can we only select one activity?

Answer: Yes. You can select one or multiple activities and provide an explanation on how you are implementing those activities. Please make sure you are linking your activities and budget entries properly to your Comprehensive Local Needs Assessment.

In the FY20-21 Local Application, question 4 in the Required Use of Funds section asks to select an option, however, there are no options to choose from. How do we respond to this question?

Answer: Perkins law requires for institutions to identify Secondary or Postsecondary. Due to Kentucky's local application process, this option is not necessary. We removed that language from the question; however, we failed to remove the part that states "mark one". Due to institutions working in the Local Application, we are not able to remove that part of the question currently. You will need to provide your response in the narrative box instead.

For the FY20-21 application, what information is required in the budget narrative details?

Answer: For Secondary and Postsecondary, you will need to include the Program Area name that the item is being requested for, the name of the item with a brief description of the item.

If we have already paid for registration for CTE Summer Conference out of the FY19-20 funds, should we reallocate and plan to spend that money on something else?

Answer: Currently, we do not plan to cancel CTE Summer Conference.

Question 3 in the FY20-21 Local Application narrative section asks, if any new programs were identified. Do we have to have the development of any new programs for FY20-21?

Answer: It is not mandatory to have development of new Programs; however, you will need to provide information on how you determined that you do not have any new programs to develop. This information was part of your Comprehensive Local Needs Assessment.

Do we only need one program of study for FY20-21?

Answer: Yes, you will only need to identify one (1) complete program of study that is from the Secondary to Postsecondary Pathway Alignment Model document OR an approved locally created program of study.

Where can I locate the approved Programs of Study on the KDE website?

Answer: The document is located on the Kentucky Department of Education's website, under the OCTEST Program Area tab and is titled "Secondary to Postsecondary Pathway Alignment (the link is on the first page of this document.)"

Regarding the Secondary to Postsecondary pathway alignment models, do we have to follow a model we are using exactly? Example - for the culinary pathway, must we offer the exact four courses listed in the model and the postsecondary partner must do the courses listed in the postsecondary portion of the model as well?

Answer: Yes, all courses offered for Secondary and Postsecondary must align to the Pathway Alignment Model, if you are using one of the models. Otherwise, you will need to complete a locally developed Program of Study template for approval.

For the Culinary Arts program, our school offers four courses and the fourth course is Life Skills/FACTS Essentials. This course used to be on the previous pathway document, but now it is not. Now it is Advanced Foods & Nutrition. Would this still be acceptable?

Answer: The courses must align to the Secondary to Postsecondary Alignment Model document if you are using one of the models. If your school district offers Life Skills/FACTS Essentials as the fourth course, then you would need to create a locally developed Program of Study template. Your district/ATC can partner with any public or private College/University in Kentucky to submit for KDE approval. Additionally, the four courses must be taught every other year to be considered a complete program of study according to Perkins V.

Regarding question 3 in the Perkins Local Application Narrative section, if a Postsecondary Institution identified a need for new program of study, based on their region's Comprehensive Local Needs Assessment, are we required to work with a Secondary Partner(s)?

Answer: Yes, you must work with a Secondary partner and show the Secondary to Postsecondary course alignment.

If a district only needs one class change to align to the KDE Secondary to Postsecondary Pathways Model, do we still need to submit to our Postsecondary partner for signature? Ex: For Interdisciplinary Early Childhood Education, we do not offer Principles of Teaching, but offer another class listed on the Program of Studies instead.

Answer: Yes, both Secondary and Postsecondary will need to complete the template and submit to KDE for approval.

Is there a blank template to use if we are submitting a new program of study to be approved?

Answer: Yes, the Pathway Alignment Template can be located in GMAP under the KDE Resources and in the Local Application under State Approved Programs of Study.

How long does the approval process takes for Locally Created Programs of Study?

Answer: At this time, we cannot give a specific timeframe. This will depend on the Program Consultants.

For the Perkins Local Application, will you only have to attach the Programs of Study Locally Created Template document, if you are using one that is not already approved?

Answer: Correct, you will only attach the Pathway Template document if you are creating a locally developed program of study that has been approved by KDE.

Once the program of study template is complete and signed by the Secondary district and Postsecondary partner, do we upload it to SharePoint?

Answer: Yes, for locally created Programs of Study, use the instructions and SharePoint link located on Perkins V Question and Answer Session PowerPoint. Make sure you attach the Pathway Alignment Template into SharePoint.

Once the Program of Study template is approved by KDE, do we then upload it into TEDS?

Answer: Once your program of study is approved, you will then upload it into GMAP to your Perkins Local Application under the section State Approved Programs of Study. If the program of study is new (not listed in the 2020-2021 Program of Studies guide), then you would provide a copy to Claude Christian for TEDS.

Do you believe more pathways will be added to KDE's list?

Answer: Not at this time.

Besides the approved locally created program of study, what other documents are required in the Related Document section?

Answer: Your region's Comprehensive Local Needs Assessment, which can be uploaded in the Related Documents or in the Required Use of Funds section. You will no longer need to upload master schedules or advisory committee lists. However, advisory committees are still required and will be reviewed during Consolidated Monitoring visits.

Do we upload the entire regional Comprehensive Local Needs Assessment document in to our Perkins Local Application?

Answer: Yes, you will need to upload the entire regional Comprehensive Local Needs Assessment document.

Is there a checklist of all supporting documents that are needed for completing the Perkins Local Application?

Answer: No, there is not a checklist for supporting documents, however, you will not be able to submit your application for approval without providing the required attached documents needed. You will receive a validation error message of what is missing should you forget something

Should we go ahead and submit a preliminary Perkins application for FY20-21 now and then revise, once we have a more solid idea of what our school's needs are? OR do you prefer we wait and submit only what we consider our final budget proposal?

Answer: To avoid double work, submit only what your district/ATC/Postsecondary Institution considers your final budget proposal.

Can you provide examples of approved FY20-21 Perkins Local Application rubrics for assessments in GMAP?

Answer: We do not have an approved FY20-21 Perkins Local Application rubric due to the complexity of individual entities' Comprehensive Local Needs Assessment.

Will there be GMAP training offered again for new Coordinators or if you missed the last training?

Answer: Yes, we are in the process of scheduling the GMAP Local Application training. Notification of the date and time will be sent out.

Will this information be published on KDE's website?

Answer: The Perkins FAQ document will be published on KDE's website. Due to 501 compliance, the Perkins V PowerPoint Questions and Answers will not be published on KDE's website. The PowerPoint will be sent out to individuals on our mailing list. Please check with your school district and Web Administrator Application Point of Contact (WAAPOC) to ensure you are listed as the CTE primary point of contact.