

Appendix L

Secondary Perkins Local Application

REQUEST FOR APPLICATION

Program Guidelines
2023-2024 Perkins V:
Strengthening Career and
Technical Education for the
21st Century and
Institutions

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

Application Closing Date---5:00p.m., Central Time
September 1, 2023

TEXAS EDUCATION AGENCY

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

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Introduction to the Program Guidelines

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

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

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

Requirement for User Name and Password

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

1. Visit the [TEA Login \(TEAL\)](#) page of the TEA website. Select [Request New User Account](#) to begin the process of applying for a TEAL account online.
2. Once you have been assigned a TEA Login (TEAL) account, log into TEAL and under Self-Service select My Application Accounts.

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

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

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

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

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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.

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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

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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 21st 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 \$64,574,820
Percentage to be financed with federal funds	100%
Amount of federal funds	Approximately \$64,574,820
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 21st 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

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- 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

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(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 2023-2024 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

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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 2023-2024 Perkins V: Strengthening Career & Technical Education for the 21st 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 21st Century

LEAs or consortia (SSA's) with approved 2023–2024 Perkins applications will receive, if available, a reallocation of funding by early 2024. 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.

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- (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 local 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

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- (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,

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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

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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

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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

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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.

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- 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:

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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 2023–2024 Perkins funds for travel that occurs before July 1, 2023, or the stamp-in date of the application, whichever is later
18. Pre-payment or reimbursement with 2023–2024 Perkins funding for travel-related expenditures that occur after August 15, 2024
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 21st 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	\$1,915,219
Percentage to be financed with federal funds	100%
Amount of federal funds	\$1,915,219
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 21st 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.

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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.

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- (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:

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- 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.

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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:

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- 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

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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

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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

PROGRAM GUIDELINES

18. Work-study programs
19. Payment with 2023–2024 Perkins funds for travel that occurs before July 1, 2023, or the stamp- in date of the application, whichever is later
20. Pre-payment or reimbursement with 2023–2024 Perkins funding for travel-related expenditures that occur after August 15, 2024.
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.

Schedule Status:

Formula

Application ID:



Organization:
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2023-2024 Perkins V: Strengthening Career and Technical Education for the 21st Century

General Information GS2000 - Certify and Submit

Due:
Application Status:

Amendment #:
Version #:

Description	Required	Status	Last Update
General Information			
GS2100 - Applicant Information	*		
Program Description			
PS3012 - Local Application	*		
PS3350 - Accountability	*		
Program Budget			
BS6001 - Program Budget Summary and Support	*		
BS6101 - Payroll Costs	*		
BS6201 - Professional and Contracted Services	*		
BS6401 - Other Operating Costs	*		
BS6501 - Debt Services	*		
BS6601 - Capital Outlay	*		
BS6020 - Required Uses of Funds	*		

Certification and Incorporation Statement

I hereby certify that the information contained in this application is, to the best of my knowledge, correct and that the organization named above has authorized me as its representative to obligate this organization in a legally binding contractual agreement. I further certify that any ensuing program and activity will be conducted in accordance with all applicable Federal and State laws and regulations; application guidelines and instructions; the general provisions and assurances, debarment and suspension certification, lobbying certification requirements, special provisions and assurances, and the schedules submitted. It is understood by the applicant that this application constitutes an offer and, if accepted by the Texas Education Agency or renegotiated to acceptance, will form a binding agreement.

Authorized Official

Select Contact: or

First Name: Initial: Last Name: Title:

Phone: Ext: E-Mail:

Submitter Information

First Name: Last Name:

Approval ID: Submit Date and Time:



Organization:
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2023-2024 Perkins V: Strengthening Career and Technical Education for the 21st Century

General Information
GS2100 - Applicant Information

Part 1: Organization Information

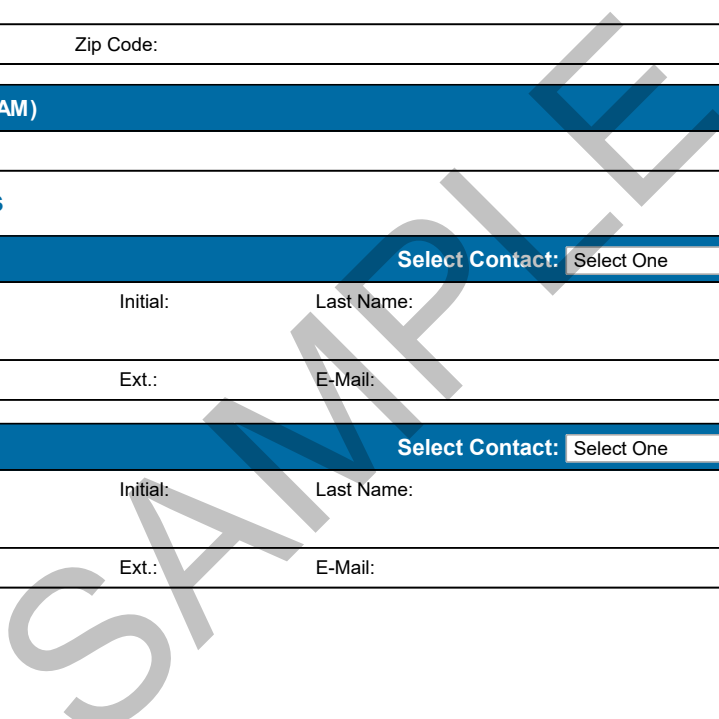
A. Applicant		
Organization Name:		
Mailing Address Line 1:		
Mailing Address Line 2:		
City:	State:	Zip Code:

B. Unique Entity Identifier (SAM)
UEI (SAM):

Part 2: Applicant Contacts

A. Primary Contact			Select Contact:	Select One ▼	or	Add New Contact
First Name:	Initial:	Last Name:				
Title:						
Telephone:	Ext.:	E-Mail:				

B. Secondary Contact			Select Contact:	Select One ▼	or	Add New Contact
First Name:	Initial:	Last Name:				
Title:						
Telephone:	Ext.:	E-Mail:				





Organization:
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2023-2024 Perkins V: Strengthening Career and Technical Education for the 21st Century

Program Description PS3012 - Local Application

Part 1. Comprehensive Local Needs Assessment Results

Copy Prior Year Data

Summary and Use of Funds

1. Summarize the results of the comprehensive local needs assessment.

2. Most recent State and LEA Perkins Performance Indicator data have been reviewed.

3. Describe how the LEA will use funds to develop and implement evaluations of CTE programs, including evaluations necessary to complete the comprehensive local needs assessment (one of the six required uses of funds).

Part 2. Programs of Study Funding

Programs of Study - Uses and Activities

1. Check the box next to each of the Statewide Programs of Study the LEA plans to offer in the 2023-2024 school year.

- | | | |
|---|---|--|
| <input type="checkbox"/> Accounting & Financial Services | <input type="checkbox"/> Early Learning | <input type="checkbox"/> Lodging and Resort Management |
| <input type="checkbox"/> Advanced Manufacturing | <input type="checkbox"/> Electrical | <input type="checkbox"/> Manufacturing Technology |
| <input type="checkbox"/> Agribusiness | <input type="checkbox"/> Emergency Services | <input type="checkbox"/> Marketing and Sales |
| <input type="checkbox"/> Animal Science | <input type="checkbox"/> Engineering | <input type="checkbox"/> Masonry |
| <input type="checkbox"/> Applied Agricultural Engineering | <input checked="" type="checkbox"/> Entrepreneurship | <input type="checkbox"/> Medical Therapy |
| <input type="checkbox"/> Architectural Design | <input type="checkbox"/> Environmental/Natural Resources | <input type="checkbox"/> Networking Systems |
| <input type="checkbox"/> Automotive | <input type="checkbox"/> Exercise Science and Wellness | <input type="checkbox"/> Nursing Science |
| <input type="checkbox"/> Aviation Maintenance | <input type="checkbox"/> Family and Community Services | <input type="checkbox"/> Oil/Gas Exploration & Production |
| <input type="checkbox"/> Bio-Medical Science | <input type="checkbox"/> Food Science and Technology | <input checked="" type="checkbox"/> Plant Science |
| <input type="checkbox"/> Business Management | <input type="checkbox"/> Government/Public Administration | <input type="checkbox"/> Plumbing and Pipefitting |
| <input type="checkbox"/> Carpentry | <input type="checkbox"/> Health and Wellness | <input type="checkbox"/> Programming & Software Dev. |
| <input type="checkbox"/> Construction Mgt and Inspection | <input type="checkbox"/> Health Informatics | <input type="checkbox"/> Refining and Chemical Processes |
| <input type="checkbox"/> Culinary Arts | <input type="checkbox"/> Healthcare Diagnostics | <input type="checkbox"/> Renewable Energy |
| <input type="checkbox"/> Cybersecurity | <input type="checkbox"/> Healthcare Therapeutic | <input type="checkbox"/> Teaching and Training |
| <input type="checkbox"/> Design & Multimedia Arts | <input type="checkbox"/> HVAC and Sheet Metal | <input checked="" type="checkbox"/> Travel, Tourism, and Attractions |
| <input type="checkbox"/> Diesel and Heavy Equipment | <input type="checkbox"/> Information Technology Support | <input type="checkbox"/> Web Development |
| <input type="checkbox"/> Digital Communications | <input type="checkbox"/> Law Enforcement | <input type="checkbox"/> Welding |
| <input type="checkbox"/> Distribution and Logistics | <input type="checkbox"/> Legal Studies | |

2. Check the box next to each of the approved Regional Programs of Study the LEA plans to offer in the 2023-2024 school year.

- | | | |
|---|--|---|
| <input type="checkbox"/> Aviation (Flight) | <input type="checkbox"/> Geospatial Engineering & Land Surveying | <input type="checkbox"/> Printing & Imaging |
| <input type="checkbox"/> Cosmetology & Personal Care Services | <input type="checkbox"/> Industrial Maintenance | <input type="checkbox"/> Retail Management |
| <input type="checkbox"/> Drone (Unmanned Flight) | <input type="checkbox"/> Maritime | |



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Program Description
PS3012 - Local Application

3. Describe the programs of study and activities the LEA will support with Perkins funds.

[Empty text box for question 3]

4. Describe how the results of the comprehensive local needs assessment informed the selection of the programs of study and activities to be funded.

[Empty text box for question 4]

5. Describe how students will learn about CTE course offerings through programs of study, including students who are members of special populations and those from different races, ethnicities, and genders. (Reference response provided in SC5600 - Comprehensive Local Needs Assessment: Part 6.)

[Empty text box for question 5]

6. Provide within CTE, the skills necessary to pursue careers in high skill, high-wage, and in-demand industry sectors or occupations (one of the six required local uses of funds). Select all that apply to the LEA.

- The LEA programs of study are selected from the Statewide or regionally approved list.
- The LEA offers multiple career preparation learning opportunities for students.
- The LEA has instructional partnerships with business and industry to provide relevant experiences for students.
- Business and industry partners regularly provide input to ensure that students receive strong experience in and understanding of all aspects of their industries.

Other (Specify):
[Text box]

Other (Specify):
[Text box]

Other (Specify):
[Text box]



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Program Description
PS3012 - Local Application

Part 3. Career Exploration, Guidance, and Counseling Provided to All Students in the LEA

Career Exploration, Guidance, and Counseling

1. Describe how career guidance and academic counseling will be provided to students before enrolling and while participating in CTE programs of study. List the methods of reaching all students, including recruiting students from groups identified as special populations and from different races, ethnicities, and genders.

[Empty text box for response]

2. Provide career exploration and career development activities to students (one of the six required local uses of funds). Select all that apply to the LEA.

- Introductory courses or activities focused on career exploration and career awareness, including non-traditional fields are available to students.
- Labor market and career information are readily available for students and parents to access.
- Graduation and career plans are developed for each CTE student
- Career guidance and academic counselors are available to provide information on postsecondary education and career options.
- Students receive a comprehensive understanding of all aspects of an industry.

Other (Specify):

[Text input box]

Other (Specify):

[Text input box]

Other (Specify):

[Text input box]

Part 4. Improve Academic and Technical Skills of CTE Students

Improve Academic and Technical Skills of CTE Students

1. Describe how the LEA will encourage career and technical education students at the secondary level to enroll in rigorous and challenging courses in the core academic subjects. (Reference response provided in SC5600 - Comprehensive Local Needs Assessment: Part 4, Line 3.)

[Empty text box for response]

2. Support the integration of academic skills into CTE programs of study (one of the six required local uses of funds). Select all that apply to the LEA.

- CTE participants, explorers, concentrators, and completers have access to challenging academic standards and coursework.
- Teachers, faculty, administrators, and career guidance and academic counselors participate in professional learning to integrate CTE and academic curriculum.

Other (Specify):

[Text input box]

Other (Specify):

[Text input box]

Other (Specify):

[Text input box]



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**Program Description
PS3012 - Local Application**

Part 5. Special Populations and Non-Traditional Fields

(Consider responses provided in SC5600 - Comprehensive Local Needs Assessment: Part 6.)

Special Populations and Non-Traditional Fields

1. Describe activities that will prepare students identified as special populations and students from different races, ethnicities, and genders for high-skill, high-wage, and in-demand occupations. (Reference response provided in SC5600 - Comprehensive Local Needs Assessment: Part 6.)

[Empty text box for response to question 1]

2. Describe how special populations, including students from different races, ethnicities, and genders will be provided with equal access to CTE programs of study and how the LEA will ensure discrimination will not occur based on status as a member of special populations.

[Empty text box for response to question 2]

3. Select activities utilized to promote preparation of students for non-traditional fields. Select all that apply to the LEA.

- Recruitment materials available
- Presentations by counselors or teachers
- Presentations by individuals in non-traditional fields
- Professional development activities

Other (Specify):

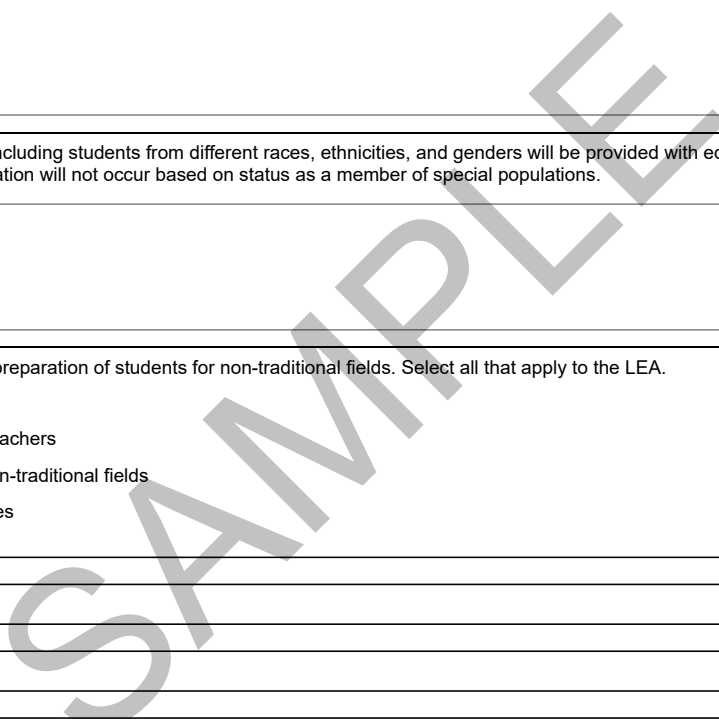
[Text input field for other activities]

Other (Specify):

[Text input field for other activities]

Other (Specify):

[Text input field for other activities]





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Part 6. Work-Based Learning Opportunities

Work-Based Learning Opportunities

1. Describe how the LEA will work with employers to develop or expand work-based learning opportunities for CTE students.

[Empty text box for describing work-based learning opportunities]

2. Select the type of work-based learning opportunities provided to CTE students in the LEA. Select all that apply to the LEA.

- Job shadowing
- Internships
- Apprenticeships
- Simulated workplace
- Career preparation courses
- CTSO competitions

Other (Specify): [Text box]

Other (Specify): [Text box]

Other (Specify): [Text box]

Part 7. Postsecondary Credit

Postsecondary Credit

1. Select the opportunities available for CTE students to earn postsecondary credit. Select all that apply to the LEA.

- Dual credit or concurrent enrollment
- Articulation agreements
- Advanced Placement (AP)
- Early College High School (ECHS)
- Pathways to Technology (P-Tech) model
- T-STEM model
- International Baccalaureate (IB)

Other (Specify): [Text box]

Other (Specify): [Text box]

Other (Specify): [Text box]



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Program Description
PS3012 - Local Application

Part 8. Recruitment, Retention, and Training

(Consider responses provided in SC5600 - Comprehensive Local Needs Assessment: Part 5.)

Recruitment, Retention, and Training

1. Describe how the LEA will offer professional development to CTE faculty, staff, and administrators in order to provide high quality instruction to CTE students. (Reference response provided in SC5600 - Comprehensive Local Needs Assessment: Part 5, Line 1.)

[Empty text box for response 1]

2. Describe how the LEA will support the recruitment and retention of CTE educators. (Reference response provided in SC5600 - Comprehensive Local Needs Assessment: Part 5, Line 2.)

[Empty text box for response 2]

3. Provide professional development to CTE educators (one of the six required local uses of funds). Select all that apply to the LEA.

- Supporting individualized academic and CTE instructional approaches including the integration of academic and CTE standards
- Training to ensure labor market information is used to inform CTE programs of study
- Training faculty on the latest workplace equipment, technologies, standards, and credentials
- Training school leaders and administrators on effective management of CTE programs

Other (Specify): [Text box]

Other (Specify): [Text box]

Other (Specify): [Text box]



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Part 9. Performance Gaps

Performance Gaps

1. Identify and quantify any disparities or gaps in performance on State determined levels of performance between any group of students or special populations, including students from different races, ethnicities, and genders, and the performance of all CTE concentrators/completers served by the LEA. List the strategies that will be implemented to address the underperformance with these student groups. (Reference response provided in SC5600 - Comprehensive Local Needs Assessment: Part 2.)

[Empty text box for response to question 1]

2. Plan and carry out elements that support the implementation of CTE programs of study and that result in increasing student achievement on performance indicators (one of the six required local uses of funds). Select all that apply to the LEA.

- The LEA's curriculum is aligned with the requirements for a program of study.
- The LEA has effective business and industry partnerships that support student learning.
- The LEA provides opportunities for CTE concentrators/completers to participate in dual or concurrent enrollment programs, early college high schools, and take courses with articulation agreements with a community college as part of a program of study.
- The LEA's programs of study use appropriate equipment, technology, and instructional materials aligned with business and industry needs.
- Industry-recognized certification examinations are provided to students within the LEA's programs of study.

Other (Specify):

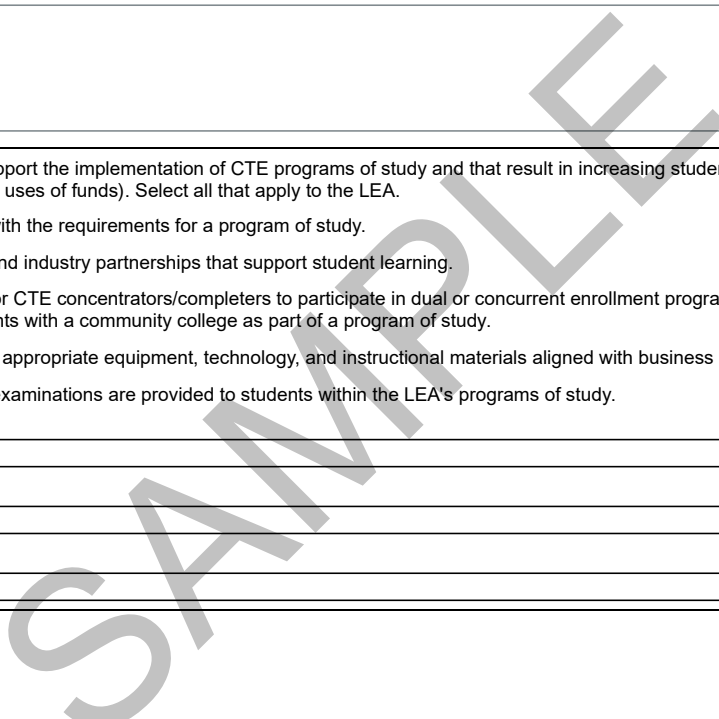
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Other (Specify):

[Text input field for other specifications]

Other (Specify):

[Text input field for other specifications]





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2023-2024 Perkins V: Strengthening Career and Technical Education for the 21st Century

**Program Description
PS3350 - Accountability**

Individual Applicant: 015905 - EDGEWOOD ISD

A. Perkins V Performance Measures

(Perkins V baseline data can be accessed through the TEAL Accountability Application under the CCMP tab.)

2019-2020 Actual %	2020-2021 Actual %	2021-2022 Actual %	Statewide Target %	Local Target %	Explain why Actual % for 2018-2019 was less than Statewide Target %.	Describe strategies the LEA will use to improve CTE student performance.
1.						
2.						
3.						
4.						
5.						
6.						



Organization:
Campus/Site:
Vendor ID:

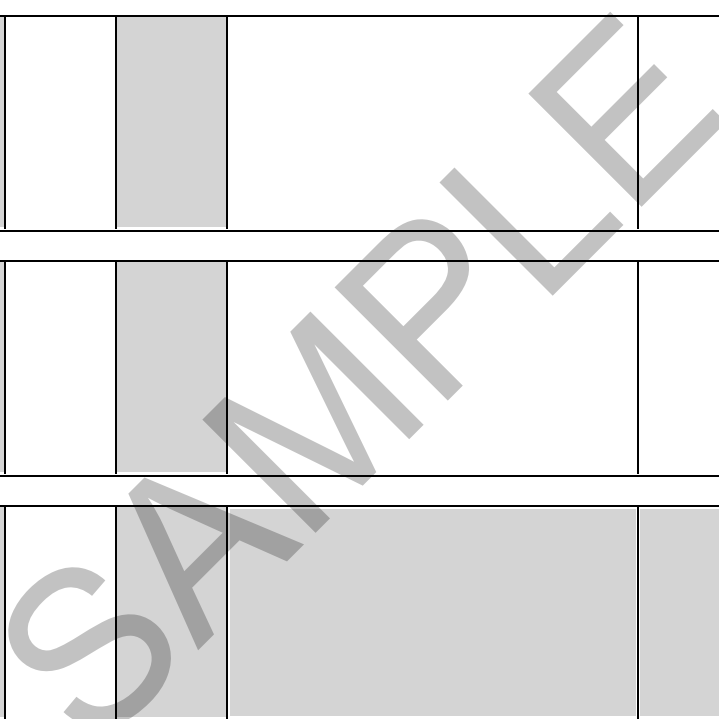
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2023-2024 Perkins V: Strengthening Career and Technical Education for the 21st Century

Program Description
PS3350 - Accountability

7.						
8.						
9.						



B. Perkins Performance Description

1. Describe district programs that are designed to enable special populations students to meet Perkins performance targets.

[Empty text box for response]

2. Describe the process that will be used to evaluate and continuously improve the district's performance.

[Empty text box for response]

2023-2024 Perkins V: Strengthening Career and Technical Education for the 21st Century
Program Budget
BS6001 - Program Budget Summary and Support

Statutory Authority: Carl D. Perkins Strengthening Career and Technical Education for the 21st Century Act, P.L. 115-224

Part 1: Available Funding
[View List of SSA Members](#)

Available Funding	
Description	23-24 Perkins V
1. Fund/SSA Code	244
2. Planning Amount	
3. Final Amount	
4. Carryover	
5. Reallocation	
Total Funds Available	

Part 2: Budget Summary

A. Budgeted Costs		
Description	Class/ Object Code	23-24 Perkins V
1. Consolidated Administrative Funds		<input type="radio"/> Yes <input type="radio"/> No
2. Payroll Costs	6100	
3. Professional and Contracted Services	6200	
4. Supplies and Material	6300	
5. Other Operating Costs	6400	
6. Debt Services	6500	
7. Capital Outlay	6600	
8. Operating Transfers Out	8911	
Total Direct Costs		
9. Indirect Costs		
Total Budgeted Costs		
Total Funds Available Minus Total Costs		
10. Payments to Member Districts of SSA	6493	

B. Pre-Award Costs

Part 2B Pre-Award Costs is hidden because it does not apply to the funding source(s) for this grant application.



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Organization:
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2023-2024 Perkins V: Strengthening Career and Technical Education for the 21st Century

Program Budget BS6001 - Program Budget Summary and Support

C. Breakout of Direct Admin Costs

Enter amounts in Direct Admin Costs fields if applicable.

Description	Class/ Object Code	23-24 Perkins V		
		Program Costs	Direct Admin Costs	Total Costs
1. Payroll Costs	6100			
2. Professional and Contracted Services	6200			
3. Supplies and Material	6300			
4. Other Operating Costs	6400			
5. Debt Services	6500			
6. Capital Outlay	6600			
7. Operating Transfers Out	8911			
	Total			

SAMPLE

2023-2024 Perkins V: Strengthening Career and Technical Education for the 21st Century
**Program Budget
 BS6101 - Payroll Costs**
Part 1: Total Payroll Costs

Payroll costs entered on BS6001	
Total Payroll Costs	23-24 Perkins V

Part 2: Number and Type of Positions

A. Administrative Support or Clerical Staff	
Position Type	23-24 Perkins V
1. Administrative support or clerical staff (integral to program)	

B. LEA Positions	
Position Type	23-24 Perkins V
1. Professional staff	<input type="checkbox"/>
2. Paraprofessionals	<input type="checkbox"/>
3. Administrative support or clerical staff (paid by LEA indirect cost)	<input type="checkbox"/>

C. Campus Positions	
Position Type	23-24 Perkins V
1. Professional staff	<input type="checkbox"/>
2. Paraprofessionals	<input type="checkbox"/>
3. Administrative support or clerical staff (paid by LEA indirect cost)	<input type="checkbox"/>

Part 3: Substitute, Extra-Duty, Benefits

Substitute, Extra-Duty, Benefits	
1. For schoolwide personnel (includes staff salary, extra-duty pay/beyond normal hours, and substitutes for staff positions at schoolwide campuses)	<input type="checkbox"/>
2. Extra duty pay/beyond normal hours for positions not indicated above	<input type="checkbox"/>
3. Substitutes for public and charter school teachers not indicated above	<input type="checkbox"/>
4. Stipends for positions not indicated above	<input type="checkbox"/>

Part 4: Confirmation of Payroll Requirements

Confirmation of Payroll Requirements	
1. <input type="checkbox"/> The grantee certifies the federally funded portion of this position and duties are reasonable, necessary, allowable and allocable under the applicable federal fund source. The grantee further certifies that it is in compliance with the federal supplement, not supplant provision applicable to each federal fund source. The grantee assures the grant-funded portion of this position and duties meet the purpose, goals, and objectives of the federal fund source. Documentation must be maintained locally by the grantee that clearly demonstrates the allowable and supplemental nature of the position, as required by each federal fund source, and will provide such documentation to TEA upon request.	



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2023-2024 Perkins V: Strengthening Career and Technical Education for the 21st Century
Program Budget
BS6201 - Professional and Contracted Services

Part 1: Professional and Contracted Services

Budgeted Costs		
Description	Class/Object Code	23-24 Perkins V
1. Rental or Lease of Buildings, Space in Buildings, or Land	6269	
Professional and Consulting Services	6219 6239 6291	
Subtotal Professional and Contracted Services Costs		
Remaining 6200 Costs That Do Not Require Specific Approval		
Total Professional and Contracted Services Costs		

Part 2: Direct Administrative Costs

Enter amounts in direct Administrative Costs fields if applicable.				
Description	Class/Object Code	23-24 Perkins V		
		Program Costs	Direct Admin Costs	Total Costs
1. Rental or Lease of Buildings, Space in Buildings, or Land	6269			
2. Professional and Consulting Services	6219 6239 6291			
Total				

Part 3: Itemized Professional and Consulting Services

Part 3 Itemized Professional and Consulting Services (6219, 6239, 6291) is hidden because it does not apply to the funding source(s) for this grant application.

2023-2024 Perkins V: Strengthening Career and Technical Education for the 21st Century

Program Budget BS6401 - Other Operating Costs

Part 1: Other Operating Costs

Budgeted Costs		
Description	Class/ Object Code	23-24 Perkins V
1. Out-of-State Travel for Employees LEA must keep documentation locally.	6411	
2. Travel for Students to Conferences (does not include field trips) Requires pre-authorization in writing.	6412	
3. Educational Field Trips LEA must keep documentation locally.	6412 6494	
4. Stipends for Non-employees other than those included in 6419 Requires pre-authorization in writing.	6413	
5. Travel Costs for Officials such as Executive Director, Superintendent, or Board Members Allowable only when such costs are directly related to the grant. If Out-of-State Travel, LEA must keep documentation locally.	6411 6419	
6. Non-Employee Costs for Conference Requires pre-authorization in writing.	6419	
7. Hosting Conferences for Non-Employees LEA must keep documentation locally.	64xx	
Subtotal Other Operating Costs		
Remaining 6400 Costs That Do Not Require Specific Approval		
Total Other Operating Costs		



Organization:
Campus/Site:
Vendor ID:

County District:
ESC Region:
School Year: 2023-2024

SAS#: PERKAA24

2023-2024 Perkins V: Strengthening Career and Technical Education for the 21st Century

**Program Budget
BS6401 - Other Operating Costs**

Part 2: Direct Administrative Costs

Breakout of Direct Admin Costs				
Enter amounts in Direct Admin Costs fields if applicable.				
Description	Class Object/ Code	23-24 Perkins V		
		Program Costs	Direct Admin Costs	Total Costs
1. Out-of-State Travel for Employee	6411			
2. Travel for Students to Conferences (does not include field trips)	6412			
3. Educational Field Trips	6412 6494			
4. Stipends for Non-employees other than those included in 6419	6413			
5. Travel Costs for Officials such as Executive Director, Superintendent, or Board Members	6411 6419			
6. Non-Employee Costs for Conferences	6419			
7. Hosting Conferences for Non-Employees	64xx			
	Total			

SAMPLE



Organization:
Campus/Site:
Vendor ID:

County District:
ESC Region: School
Year: 2023-2024

SAS#: PERKAA24

2023-2024 Perkins V: Strengthening Career and Technical Education for the 21st Century

Program Budget
BS6501 - Debt Services

Part 1: Subscription-Based Information Technology Arrangement (SBITA) and Capital Lease Liability Costs

Budgeted Costs		
Description	Class/ Object Code	23-24 Perkins V
1. SBITA Liability - Principal	6514	
2. SBITA Liability - Interest	6526	
3. Capital Lease Liability - Principal	6512	
4. Capital Lease Liability - Interest	6522	
5. Interest on Debt	6523	
Total Debt Service Costs		

Part 2: Description of SBITA

Subscription

1. SBITA Description:

Subscription Cost:

Fund Source: Contract Start Date: Contract End Date:

Part 3: Description of Property

Property

1. Property Description:

Property Value:

Fund Source: Contract Start Date: Contract End Date:



Organization:
Campus/Site:
Vendor ID:

County District:
ESC Region:
School Year: 2023-2024

SAS#: PERKAA24

2023-2024 Perkins V: Strengthening Career and Technical Education for the 21st Century

**Program Budget
BS6601 - Capital Outlay**

Part 1: Capital Expenditures

Budgeted Costs	
Description	23-24 Perkins V
1. Library Books and Media (Capitalized and Controlled by Library)	
2. Capital Expenditures for Additions, Improvements, or Modifications to Capital Assets Which Materially Increase Their Value for Useful Life (not ordinary repairs and maintenance)	
3. Furniture, Equipment, Vehicles or Software Costs for Items in Part 2	
Total Capital Outlay Costs	

Part 2: Furniture, Equipment, Vehicles or Software

Items

1. Generic Description: Number of Units:
 Fund Source: ▼
 Describe how the item will be used to accomplish the objective of the program:



Organization:
Campus/Site:
Vendor ID:

County District:
ESC Region:
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SAS#: PERKAA24

2023-2024 Perkins V: Strengthening Career and Technical Education for the 21st Century

**Program Budget
BS6020 - Required Uses of Funds**

Part 1: Total Budgeted Costs

Budgeted costs entered on BS6001								
Total Budgeted Costs	Payroll (6100)	Professional and Contracted Services (6200)	Supplies and Materials (6300)	Other Operating Costs (6400)	Debt Service (6500)	Capital Outlay (6600)	Indirect Costs	Total Budgeted Costs

Part 2: Required Uses of Funds

A. Required Uses of Perkins Funds (Program Costs Plus Administration Costs)								
Local Uses of Perkins Funds	Payroll (6100)	Professional and Contracted Services (6200)	Supplies and Materials (6300)	Other Operating Costs (6400)	Debt Service (6500)	Capital Outlay (6600)	Subtotals	%
1. Provide career exploration and career development activities								
2. Provide professional development								
3. Provide the skills necessary to pursue careers in high-skill, high-wage, in-demand occupations								
4. Support integration of academic skills into CTE programs of study								
5. Support integration of programs of study								
6. Evaluate Perkins-funded programs including CLNA								
Subtotals								
Local Uses of Perkins Funds Subtotal (Subtotal for % may not equal 100% due to rounding.)								
Indirect Costs								
Total Budgeted Costs								

B. Uses of State and Local Funds								
Uses of State and Local Funds	Payroll (6100)	Professional and Contracted Services (6200)	Supplies and Materials (6300)	Other Operating Costs (6400)	Debt Service (6500)	Capital Outlay (6600)	Subtotals	%
1. Provide career exploration and career development activities								
2. Provide professional development								
3. Provide the skills necessary to pursue careers in high-skill, high-wage, in-demand occupations								



Organization: C
ampus/Site:
Vendor ID:

County District:
ESC Region:
chool Year: 2023-2024

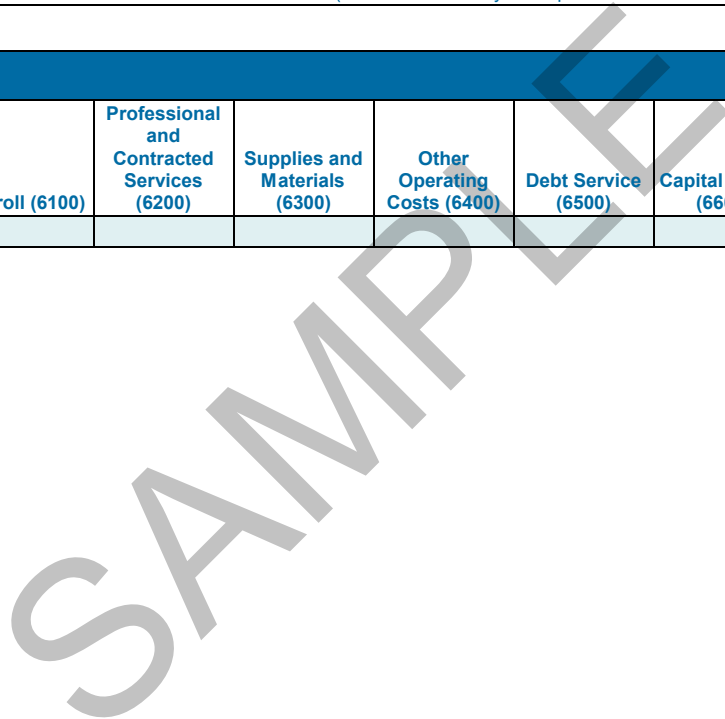
SAS#: PERKAA24

2023-2024 Perkins V: Strengthening Career and Technical Education for the 21st Century

**Program Budget
BS6020 - Required Uses of Funds**

4. Support integration of academic skills into CTE programs of study									
5. Support integration of programs of study									
6. Evaluate Perkins-funded programs including CLNA									
Subtotals									
Uses of State and Local Funds Subtotal (Subtotal for % may not equal 100% due to rounding.)									

C. Grand Total							
Uses of Funds Grand Total (Excluding Indirect Costs)	Payroll (6100)	Professional and Contracted Services (6200)	Supplies and Materials (6300)	Other Operating Costs (6400)	Debt Service (6500)	Capital Outlay (6600)	Subtotals



2023-2024 Perkins V Application

LEA Name:		CDN:	
1 st Reviewer	Name:	Date:	
2 nd Reviewer	Name:	Date:	
Application selected for 3 rd review	<input type="checkbox"/> Yes <input type="checkbox"/> No	Reviewer:	Date:

Schedule	Sec.	Items to review	1 st Review			2 nd Review			3 rd Review		
PS3012	1	Did the applicant indicate any use of funds in the summary or description that is <u>definitively</u> unallowable?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PS3012	2	Did the description of programs and activities indicate definitively an unallowable use of funds?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PS3012	3	Q 1. Did the applicant description for career guidance and academic counseling <u>definitively</u> indicate an unallowable use of funds?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PS3012	4	Q 1. Did the applicant description of how the LEA will encourage career and technical education students at the secondary level to enroll in rigorous and challenging courses in the core academic subjects indicate an unallowable use of funds?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PS3012	5	Did the applicant description of activities for special populations indicate an unallowable use of funds?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PS3012	6	Q 1. Did the applicant's description indicate an unallowable use of funds?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PS3012	7	Q 1. If the applicant has entered information in an "Other" box, is the response appropriate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
PS3012	8	Q 1. Did the applicant's description indicate an unallowable use of funds?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
PS3012	9	Q 1. Did the applicant identify and quantify any disparities or gaps in performance on State determined levels of performance between any subgroup or special populations and the performance of all <u>CTE</u> concentrators/completers served by the LEA?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA						
PS3350	A	Lines 1-9. If the applicant/SSA member is not within 90% of any of the identified statewide targets, have narratives been provided that adequately explain why the applicant/SSA member is below target and describe strategies to improve CTE <u>student</u> performance?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA						
PS3350	B	Q 1. Did the applicant describe district programs that are designed to enable special populations students to meet <u>Perkins</u> performance targets?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PS3350	B	Q 2. Did the applicant describe the process that will be used to evaluate and <u>continuously</u> improve the district's performance?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

BS6001	2	Direct Admin Costs: Direct admin costs should not be budgeted for Capital Outlay. Did the LEA budget direct admin cost in 6601?	<input type="checkbox"/> Yes	<input type="checkbox"/> NA							
BS6401	1	Do items budgeted for other operating costs appear allowable?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA						
BS6501	2	Are budgeted items allowable for each fund source indicated?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA						
BS6514	SBITA Pt 1	Are budgeted items allowable for each fund source indicated?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
BS6514	SBITA Pt 1	Is the funding amount only for the 23-24 grant period?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
BS6051	SBITA Pt 2	Are budgeted items allowable for the fund source? Is the subscription <u>described</u> allowable?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA			
BS6051	SBITA Pt 2	Does the subscription cost reflect the amount of funding for the entire length of the subscription?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
BS6601	1/2	Do costs and items listed for capital outlay appear allowable?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA

Comments and Feedback	
Review Comments and Feedback:	