

Perkins V: Strengthening CTE for the 21st Century Act Eligible Recipients Guidelines





Vision

Kansas leads the world in the success of each student.

SUCCESS DEFINED

A successful Kansas high school graduate has the

- Academic preparation,
- Cognitive preparation,
- Technical skills,
- Employability skills and
- Civic engagement

to be successful in postsecondary education, in the attainment of an industry recognized certification or in the workforce, without the need for remediation.



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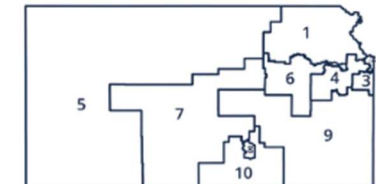


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May 27, 2026

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Introduction

The Kansas Board of Regents (KBOR / postsecondary) and Kansas State Department of Education (KSDE / secondary) are the agencies responsible for Career and Technical Education (CTE) in Kansas. As such, KSDE oversees the administration of federal funds and implementation of the activities as outlined in the Strengthening Career and Technical Education for the 21st Century Act, referred to as Perkins V for Secondary CTE. The policies within this manual address how secondary schools apply for federal funding through Perkins V.

By completing the reauthorization of the “Strengthening Career and Technical Education for the 21st Century Act of 2018 (Perkins V),” Congress showed its overwhelming support for career and technical education (CTE) programs across the country. Throughout the legislative process, members of Congress emphasized the importance of high quality CTE programs that prepare students to be successful in further education and careers. Congress wants the new Perkins Act to go further than ever before to improve CTE programs and provide for new innovation at the state and local levels. The Act promotes better alignment of CTE programs with State, regional, and local economic needs; expands career exploration and development activities to the middle grades; broadens the definition of “special populations” to include homeless individuals, foster youth, youth who have aged out of foster care, and students with parents in active military duty, and increases the amount of funds that can be spent on students in State institutions, increases the amount of funds that States can reserve to address the needs of rural communities, areas with high numbers or concentrations of CTE programs, or areas with gaps in performance; and gives States authority and autonomy to set their performance goals.

General administrative regulations governing the Perkins Act are found in the Code of Federal Regulations 2 CFR Part 200, known as the Uniform Grant Guidance, as well as 34 CFR Parts 76-99 of the Education Department General Administrative Regulations.

Goal of Perkins V Funding in Kansas Secondary Schools

To align investments in workforce education and training programs to meet employer demand for jobs in industries vital to the stability and growth of Kansas' economy, KSDE has:

- Defined the State's Targeted Industry Clusters that have demonstrated the strongest potential for economic growth in the state.
- Identified jobs in demand within the clusters by employers that require advanced skills and provide family sustaining wages.
- Implemented education and training programs based on Kansas Department of Labor and Industry's high demand, high wage, and emerging occupations.

WHAT RULES APPLY TO GRANTS MANAGEMENT?

FEDERAL AND STATE AUTHORITY

General administrative regulations governing the Perkins Act are found in the Code of Federal Regulations 2 CFR Part 200, known as the Uniform Grant Guidance, and 34 CFR Parts 76-99 under the Education Department General Administrative Regulations. Further, the Perkins Act, Section 134 (a) Local Application references the state role:

"Any eligible recipient desiring financial assistance under this part shall, in accordance with requirements established by the eligible agency (in consultation with such other educational training entities as the eligible agency determines to be appropriate) submit a local application to the eligible agency. Such local application shall cover the same period of time as the period of time applicable to the State plan submitted under section 122."

The Act goes on to outline federal requirements for Perkins Local Applications.

Education Department General Administrative Regulations (EDGAR)

- 34 CFR Parts 74-99

Uniform Grants Guidance (UGG)

- 2 CFR Part 200

Program Statutes and Regulations

- ESEA, IDEA, WIOA,
Perkins, AEFLA, etc.

EDGAR AND THE UGG

EDGAR (34 CFR)

- Part 75 – Direct Grant Programs
- Part 76 – State – Administered Programs
- Part 77 - Definitions
- Part 81 – Enforcement Regulations

UGG (2 CFR Part 200)

- Subpart A – Acronyms and Definitions
- Subpart B – General Provisions
- Subpart C – Pre-Federal Award Requirements
- Subpart D – Post Federal Award Requirement
- Subpart E – Cost Principles
- Subpart F – Audit Requirements

Overview of Perkins Funding

ELIGIBILITY

An eligible recipient, which is an eligible Local Educational Agency (LEA) or a consortium of eligible LEAs, can receive a Perkins allocation. An eligible LEA is a publicly funded secondary school that offers state approved CTE Career Pathways and will use Perkins funds in support of CTE education courses that lead to technical skill proficiency or a recognized postsecondary credential, including an industry recognized credential, certificate, or associate degree.

Qualifications to be an eligible recipient (Sec. 131:C:1)

- Must offer at least one state approved CTE pathway.
- An LEA qualifies as a stand-alone LEA (eligible recipient) under Perkins if it generates at least \$15,000 in Perkins funding.
- LEAs not generating the minimum \$15,000 allocation have the option to form or join a consortium; the total allocation of which meets or exceeds the minimum allocation of \$15,000. A consortium must have a fiscal agent (either a member LEA or a contracted third party).

Funds allocated to consortia must be used only for purposes and programs that are mutually beneficial (Sec131: Part C: f:C:2):

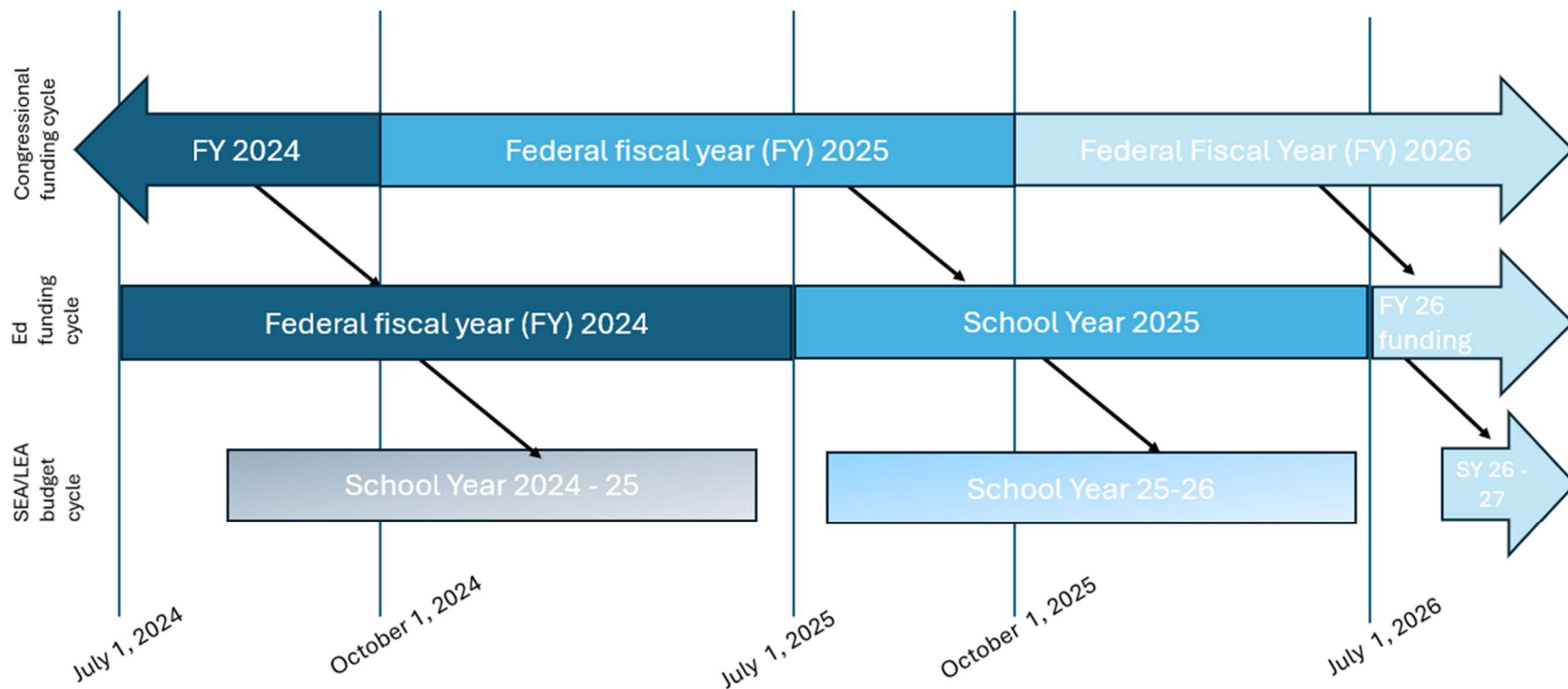
- Allocated Funds: Funds allocated to a consortium shall be used only for purposes and programs that are mutually beneficial to members of the consortium and can only be used for programs authorized under Perkins V.
- Fund Reallocation: Such funds may not be reallocated to individual members of the consortium for purposes of or programs benefiting only one member of the consortium.

ALLOCATIONS

Perkins V funds are shared equally between the Kansas Board of Regents (KBOR) and KSDE. The total State allocation is divided between KBOR and KSDE and distributed in the following manner: 85% of the funds are distributed to eligible local recipients (which includes a 15% Reserve Fund); 10% for state leadership activities; 5% for state administration (Sec112: Part A: a:1).

The secondary distributed amount is based on a formula: 70% shall be allocated in proportion to the number of individuals aged 5 through 17, who reside in the school district, and are from families below the poverty level for the preceding fiscal year; 30% shall be allocated in proportion to the number of individuals aged 5 through 17 who reside in the school district (Sec131: Part C:a:B:2).

THE APPROPRIATIONS CYCLE AND FORWARD FUNDING (EXAMPLE: YEARS MAY NOT ALIGN WITH CURRENT FUNDING)



REQUIREMENTS FOR USE OF FUNDS

Perkins V funding shall be used to carry out one or more of the activities in Section 135(b) in Perkins V. Some of these activities include: (Sec 135(b)).

- Professional development
- Career exploration
- Provide CTE that includes the skills necessary to pursue careers in high-skill, high-wage, or in-demand industry sectors or occupations.
- Support integration of academic skills into CTE programs and programs of study
- Support implementation of CTE programs and programs of study that increase student academic achievement of the local levels of performance
- Program evaluation and monitoring. Local applicants must focus on the continuous development of academic, technical, and employability skills of students in CTE programs of appropriate size, scope, and quality.
- Technical assistance
- Creation of innovative Career Pathways
- Support for continuous improvement of existing Career Pathways
- Guidance and advisement
- Data collection and analysis

TYPES OF PERKINS GRANTS

Title	Award Date	Type of Grant	Period of Performance	Description
Perkins Program Improvement	July 1 annually	Formula	July 1 – June 30	Perkins Local Grant funds
Reallocation	Fall annually	Formula	July 1 – June 30	Unused funds from previous fiscal year; distributed in proportion to formula
Reserve Grants	Throughout the fiscal year	Competitive	July 1-June 30	Awarded based on application process

LOCAL GRANT APPLICATION PROCESS (SECONDARY IMPROVEMENT)

Each eligible recipient must complete a Local Application to receive Perkins funding. KSDE uses the Gov Grants software platform to process Perkins applications. One staff member representing each fiscal agent will need to register for Gov Grants. Local Grant Applications will be due April 15 annually. Eligible recipients will receive an estimated allocation for the purpose of completing the budget on the application. The award letter for the fiscal year allocation is sent on July 1 annually. For more instruction and information regarding Gov Grants, please contact the Perkins Coordinator.

Gov Grants website: <https://kansasdepartmentofeducation.my.site.com/recipient/s/login>

The local application will include the following components, as required by Perkins V law (Sec 134):

- Information on the CTE course offerings and activities that the eligible recipient will provide with funds which shall include not less than one approved state CTE pathway.
- Description of the results of the CLNA and how they inform funding choices. [KBOR-CLNA Information](#)
- Description of how the eligible recipient will provide career exploration and career development services; the most up-to-date information on high skill, high wage and in demand industry sectors or occupations; an organized system of career guidance;

- Description of how eligible recipients will improve academic and technical skills of CTE students.
- Description of work-based learning opportunities provided to students.
- Description of how activities will be provided to special populations for high-skill, high-wage, or in-demand industry sectors/occupations; how eligible recipient will prepare CTE participants for non-traditional fields, provide equal access for special populations, and ensure members of special populations will not be discriminated against.
- Opportunities for students to gain post-secondary credit while still attending high school.
- Description of how recruitment, preparation, retention, and training of CTE teachers and other personnel is supported.
- Description of how disparities and gaps in performance will be addressed.

The following forms are required to be included in the local grant application:

Form Title	Description	Required for
Time and Effort	Estimate of time and effort to be paid with Perkins funds in the upcoming fiscal year; if none, upload form with N/A	All eligible recipients
Program Income	Report of program profit from the previous fiscal year; if none, upload form with N/A	All eligible recipients
Contractual Provisions and Local Assurances	Legal framework regarding the receipt and usage of Perkins funds	All eligible recipients
Approved Pathways	Pathways offered in the upcoming fiscal year by an eligible recipient; designate new pathways	All eligible recipients
Memorandum of Understanding	Formal agreement about the function and roles of consortium members and its fiscal agent	Consortiums only
Consortium Contacts	Contact information for each member LEA of a consortium	Consortiums only

LOCAL GRANT APPLICATION PROCESS (RESERVE GRANTS)

Reserve grant opportunities will be posted to eligible recipients through the Gov Grants system as well as the KSDE website. Each reserve grant opportunity will have unique guidelines and due dates. Reserve grants are competitive grants, and each applicant will be notified of acceptance or denial of their application.

Perkins Expenditure Guidelines

All requested expenditures must address the CLNA and the 4-Year Local Application.

KSDE FISCAL SYSTEM – FORM 240

Perkins funds are made available to fiscal agents through Financial Form 240 through KSDE School Finance. This form can be accessed through the agency's common authentication page, <https://online.ksde.org/authentication/login.aspx>.

PROCUREMENTGUIDELINES

All eligible recipients must meet the requirements in 2 CFR Part 200, including:

2 CFR § 200.322

2 CFR 200.322 requires that “recipients or subrecipients should, to the greatest extent practicable and consistent with law, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards, contracts, and purchase orders under Federal awards.

2 CFR § 200.214

The LEA certifies by its representative’s signature on the application that neither it, nor vendors (for contracts in excess of \$25,000) used in expenditures of Carl D. Perkins grant funds, are presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily

excluded from participation in grant activities by any federal or state department or agency. Vendor verification can be done at <https://sam.gov/content/home>.

OBLIGATION OF FUNDS 34 CFR § 76.707

Perkins V funds must be obligated during the correct period of performance. Therefore, funds awarded on July 1st of one year may not be obligated after June 30 of the following year. The following table is taken from federal regulations (34 C.F.R. 76.707) and shows when a sub-grantee of the state makes obligations for various kinds of property and services. This is not a list of approved expenditures.

If the obligation is for:	The obligation is made:
Acquisition of real or personal property	On the date on which the subgrantee makes a binding written commitment to acquire the property
Personal services by an employee of the sub-grantee	When the services are performed
Personal services by a contractor who is not an employee of the subgrantee	On the date on which the subgrantee makes a binding written commitment to obtain the services
Performance of work other than personal services	On the date on which the subgrantee makes binding written commitment to obtain the services
Public Utility services	When the sub-grantee receives the services
Conference Registration	On the date on which the subgrantee makes a binding written commitment to attend the conference
Travel, lodging, per diem	When the travel occurs
Rental of real or personal property	When the subgrantee uses the property

CARRYOVER 34 CFR § 76.710

Perkins funds cannot be obligated or expended across fiscal years. For example, funds awarded July 1 of the current year must be obligated by June 30 of the following year and cannot be expended or obligated for travel occurring after that date. Unused funds must be returned to KSDE by August 15 following the grant year. No federal funds, including program income, shall be carried over to the next fiscal year.

SUPPLEMENT NOT SUPPLANT

Perkins V funds must supplement, and not supplant, non-federal funds expended to carry out CTE expenditures (Sec 211: a). Supplanting presumption applies if: the activity is required under state or local laws; or the activity was paid for with non-federal funds in the prior year.

PERKINS ACCOUNTING

2 CFR Part 200 establishes standards for financial management systems that dictate that all Perkins funds should be maintained in a separate, distinct account within the LEA and all Perkins expenditures should be easily identifiable. Important guidelines:

- Funds should be drawn down on a reimbursement basis.
- All funds must be obligated within the period of performance (by June 30 annually).
- Unused funds (by June 30 of award year) must be returned to KSDE no later than August 15.

CONSORTIUM ACCOUNTING

Consortium funds are allocated to the fiscal agent; individual member LEAs do not have separate allocations. While the fiscal agent may be the one to receive the funding, the fiscal agent is not the subrecipient, the consortium is the subrecipient.

- Reallocation Restrictions: Reallocation or reimbursement to member LEAs is not permitted for general purchases.
- Purchasing Responsibility: The fiscal agent must directly complete purchases of supplies, equipment, and professional development registration.
- Item Ownership: Supply and equipment items may be shipped to member LEAs but remain the property of the consortium, not the individual districts.
- Professional Development Costs: Actual costs related to professional development (e.g., substitutes, mileage, lodging, and per diem) may be reimbursed.
- Authorized Purchases: If the consortium agrees to a purchase and authorizes a specific LEA to order an item for the consortium, the LEA may place the order, with the fiscal agent paying the invoice directly.
- Item Ownership: The purchased item remains the property of the consortium.
- Receipt Submission: LEAs must submit receipts to confirm the order.

Perkins Reporting Requirements 34 CFR § 76.722

FISCAL YEAR REPORTS

PERKINS PROGRAM IMPROVEMENT GRANT

Progress reports for each fiscal year are due annually on December 1. Final reports for the completion of a fiscal year are due annually on October 15 (following the completed fiscal year). Reports will be submitted through Gov Grants or directly to the designated Perkins Coordinator. KSDE reserves the right to place a hold on the Perkins funds reimbursement system for untimely or out-of-compliance reports.

RESERVE GRANT

Grant recipients must provide a final narrative, a final project activities sheet, and a final expenditure report no later than May 20. The applicant or the applicant's Perkins Coordinator is responsible for ensuring the final report is submitted as required.

STUDENT DATA REPORTS

To maintain Perkins funds, LEAs must report their CTE student data in Pathways, including Student Follow-Up Data and Student Data Management. The window for this report is from February 1st through April 15th (Follow-Up) and May 15th through August 15th each year (Student Data Management). Timely and accurate reporting is necessary to maintain the Carl D. Perkins federal grant funds for Kansas that the LEA uses to support quality CTE programming.

LEAs failing to comply with student data reporting will be placed on data probation and receive notification to attend a required training. The training required should be attended by the person(s) responsible for entering student data into pathways as well as CTE coordinators if possible. A data action plan will also be required. Once CTE student data for the current school year is successfully submitted, you're the LEA will be removed from the required training status.

INVENTORY

All equipment purchased with Perkins funds must be tracked according to federally mandated procedures. Property records, according to 2 CFR 200.313, must be maintained which include:

- Description of the property
- Serial number or other identification number
- Source of funding for the property, including the FAIN
- Who holds the title,
- Acquisition date, and cost of the property at the time of acquisition
- Percentage of Federal participation in the project costs for the Federal award under which the property was acquired
- The location, use, and condition of the property
- Disposition data includes the date of disposal and sale price of the property.

A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft must be updated, investigated and the subrecipient must notify KSDE (Sec. 313 (D)(3)). Perkins funds must not be used to replace lost, damaged, or stolen items

All equipment purchased with Perkins funds must be tracked according to federally mandated procedures. Equipment (items valued at \$5,000 or more purchased in 2026 or prior; items valued at \$10,000 or more purchased after 2026) must be assigned a KSDE-issued Perkins tag. Request Perkins Tags from the Perkins Coordinator.

Inventory will be assessed during a Perkins Monitoring Review.

RECORD KEEPING

Each sub-grant recipient shall retain records of federal grant activities for five years after completion of the activity for which federal grant funds were used. Equipment records shall be maintained for five years after the disposition, transfer, or replacement of the equipment. In the event of an audit, the five-year records retention may be extended until the final resolution of the audit. Federal records retention requirements are set forth in 2 CFR 200.334. 34 CFR, Sections 76.730 through 76.740

Each eligible recipient is required to maintain records to provide full disclosure of grant expenditures. Such records include requisitions, purchase orders, invoices, payroll records, time and service function records in support of payroll, bid solicitation, contracts and checks issued.

Perkins Accountability and Monitoring

CORE INDICATORS OF PERFORMANCE

To evaluate CTE program effectiveness, Perkins V requires States to review performance measures, called core indicators of performance.

LEVELS OF PERFORMANCE

Each core indicator has an established level of performance at the LEA level, by which the core indicator is measured from year to year. Using this measure, the progress of the LEA can be assessed. The level of performance is measured by a percentage, and the LEA must meet its established levels of performance by at least 90%.

For example, if the level of performance for an indicator is set at 95.51%. Ninety percent of that is 85.96%, which means that the actual level of performance must reach or exceed 85.96% in order to meet the performance expectation for that measure. The consequences of not meeting the expectation are described below in the Improvement Plans section.

LEAs can agree to accept the State determined levels of performance for each year. However, LEAs can negotiate with KSDE to reach an agreement on new local levels of performance for each of the core indicators of performance. Specific conditions and requirements for this process are outlined in Section 113(b)(4)(A).

IMPROVEMENT PLANS

Each year, KSDE will assess whether each eligible recipient is reaching the state approved targets. If targets are not met, the State reserves the right to apply the following sanctions:

First Occurrence: Each local recipient must meet the performance level of the state target for each core indicator. If a local recipient fails to achieve at least 90% of this target, a Perkins Performance Improvement Plan must be developed and implemented. The improvement

plan will be submitted with the application, and, depending on the performance indicator, level of performance, and institutional circumstances, various methods of technical assistance will be provided.

Second Occurrence: If a local recipient fails to meet the state target for any core indicator for the second consecutive time in the four-year cycle, the Perkins Performance Improvement Plan must be updated. KSDE will provide technical assistance and pending notice and a hearing, reserves the right to withhold funds of up to 10% of the local Perkins allocation. A local recipient must meet the state level to be considered for removal from probation.

Third Occurrence: If a local recipient fails to meet the state target for any core indicator for two consecutive years in the four-year cycle, the Perkins Performance Improvement Plan must be updated. In addition, pending notice and hearing, KSDE reserves the right to withhold or redirect all Perkins funding. The decision will be made based on the degree of improvement that has been achieved, and sanctions may be waived due to exceptional or uncontrollable circumstances. FUNDS RESULTING FROM REDUCED ALLOTMENTS – The eligible agency shall use funds withheld under paragraph (4) from an eligible recipient to provide (through alternative arrangements) services and activities to students within the area served by such recipient to meet the purposes of this Act. (Sec. 124 (5))

MONITORING REVIEW

KSDE/Career and Technical Education staff regularly review the grant activities, outcomes, and expenditures for all federal and state initiatives for which the state receives funding.

Perkins Monitoring Review is conducted during the spring of each year by KSDE staff. LEAs/Consortiums to be monitored will be selected on a risk-analysis basis. KSDE staff may conduct additional targeted visits for an LEA and/or consortium when it is deemed necessary.

Six to eight desk audits will occur each year. Based on the desk audits a select number of on-site reviews will be conducted. On site reviews will occur for LEAs/consortiums with the highest risk levels and/or concerns arising from the desk audit.

LEAs/Consortiums selected for desk audits will be notified by November 15. LEAs/Consortiums must complete and submit documentation by December 15. If selected for an on-site visit, notification will occur by January 15. Onsite visits will be completed by May 15.

MOA KANSAS CIVIL RIGHTS AUDITS

KSDE is required to monitor recipients of Perkins funds for civil rights compliance. Our agreement with OCR requires that we audit six LEAs each school year. LEAs are chosen based upon two components: the special populations data reported in the Pathways Application in KSDE's Authenticated Web Applications system and the date of the last civil rights audit for the district. Greater disparity in participation by special populations or incomplete data submissions will generate a higher score. The longer it has been from the year of the last civil rights audit will also generate a higher score.

Please review the information on the [Methods of Administration \(MOA\) for Kansas Secondary Schools](#) page to learn more about what the civil rights audit process covers.

TECHNICAL ASSISTANCE

KSDE will provide state-wide technical assistance to all eligible recipients both in-person and through virtual meetings annually. Technical assistance may be required if an eligible recipient fails to meet the guidelines outlined in this document.

Perkins Consortium Guidelines

CONSORTIUM REQUIREMENTS

If an LEA generates less than **\$15,000** in Perkins funding and wants to participate in Perkins, it must join or create a consortium. The consortium, as a collective, must generate a minimum of **\$15,000** to qualify as an eligible recipient.

Consortium Membership Changes

- Changes in Membership: If a member LEA leaves the consortium (whether it is the fiscal agent or not), the consortium does not automatically dissolve.
- Fiscal Agent Discontinuation: If the fiscal agent decides to stop providing fiscal agent services, this also does not result in automatic dissolution.
- Future Steps for Remaining Members: The remaining consortium members must decide on the next steps: they can either continue within the existing consortium or establish a new consortium.

- Additionally, LEAs that meet the \$15,000 funding threshold may opt to leave the consortium and operate as a stand-alone eligible recipient.

FISCAL AGENT GUIDELINES

ROLE OF THE FISCAL AGENT

The fiscal agent acts as the manager of funds for the consortium.

- Responsible for day-to-day operation of the grant program
- Fiscal agent's policies and procedures will apply to all Perkins funds for the consortium.
- Can be a member of the consortium, or a contracted third party.
- If it is a member, responsibilities should be laid out in a memorandum of understanding (MOU).
- While the fiscal agent may be the one to receive the funding, the fiscal agent is not the subrecipient, the consortium is the subrecipient.
- Ensure funds are used for mutually beneficial costs and activities.

ROLE OF CONSORTIUM MEMBERS

- Enter into MOU.
- Select fiscal agent; including the proper procurement if fiscal agent is third party.
- Ensure fiscal agent manages funds in compliance with applicable statutes and regulations. May require member meetings to discuss CLNA and other consortium needs.

FUNDING LIMITATIONS

A fiscal agent is not permitted to award itself Perkins funding. While the fiscal agent may be the one to receive the funding, the fiscal agent is not the subrecipient; the consortium is the subrecipient.

DELEGATION OF AUTHORITY

An LEA acting as the fiscal agent within a consortium may delegate operational tasks to another entity, provided there is a written agreement between the parties. Eligible recipients may contract for administrative work; however, administrative costs that can be charged to Perkins V are limited to 5% of the total award to the eligible recipient.

MEMORANDUM OF UNDERSTANDING (MOU)

Not required by statute but required by the Office of Career, Technical, and Adult Education (OCTAE).

MOU CONTENTS

The MOU must:

- Detail the activities that each member of the group plans to perform.
- List the fiscal agent
- Include what procedures will be followed and clarify that they must be followed by all members.
- Detail who maintains records.
- Explain who gathers data.
- Clarify internal monitoring procedures.
- Include a statement that binds each member of the consortium to every statement and assurance made by the applicant in the application.
- Include an assurance that funds will be used for mutually beneficial costs/activities.

CHANGING THE FISCAL AGENT

Any member of the consortium can initiate a change of the fiscal agent by submitting a change form to the Kansas State Department of Education (KSDE). Examples of Potential Fiscal Agents: education service centers, community colleges, nonprofit organizations, technical colleges, educational partners, or financial institutions.

CHANGING CONSORTIUMS

CONSORTIUM MEMBERSHIP PROCESS

Submission Requirement: Each LEA making a change must submit a change form to the Kansas State Department of Education (KSDE).

- Fiscal Agent Change: Only one member needs to submit the form.
- Membership Changes: Each district involved in the change must submit an individual form.

CHANGE FORM OPTION

The form provides the following four options [Consortium Change Form](#):

- New Consortium Membership: District is _____ consortium – the option is for the current standalones who are joining a consortium. Or a district who previously has not participated in Perkins and is joining a consortium.
- Consortium Transfer: District is changing from _____ consortium to _____ consortium – this option is for districts who are changing/moving between consortiums (most commonly used option).
- Standalone Transition: District is leaving _____ consortium and will be a standalone district for Perkins grants – minimum \$15,000 allocation is required for this option.
- Opting Out of Perkins: District is leaving _____ consortium and will no longer participate in/be eligible for Perkins grants – KSDE staff will be reaching out to districts who opt out of Perkins to ensure they understand limitation.

MUTUAL BENEFIT GUIDELINES

FUND DISTRIBUTION

- Allocated Funds: Funds allocated to a consortium shall be used only for purposes and programs that are mutually beneficial to members of the consortium and can only be used for programs authorized under Perkins V.
- Fund Reallocation: Such funds may not be reallocated to individual members of the consortium for purposes of or programs benefiting only one member of the consortium.

PROFESSIONAL DEVELOPMENT

- Contracting Limitations: The fiscal agent cannot award a contract to itself.
- Procurement Process: Consortia may choose to have service centers that provide professional development. The procurement process must follow the fiscal agent's established procedures and the procurement requirements under 2 CFR Part 200.
- Professional Development by Service Centers: Costs must be necessary, reasonable and allocable. Funds should be used to develop, coordinate, implement, or improve CTE Programs tied back to the Comprehensive Local Needs Assessment. Professional development must be sustained, intensive, collaborative, job-embedded, data-driven, classroom-focused, and evidence-based.
- Contracting for Fiscal Administration: The fiscal agent may contract with a service center or another entity to administer the fiscal portion of the grant.
- Effective Use of Resources: The goal is for LEAs to utilize Perkins resources as effectively and efficiently as possible.

INVENTORY GUIDELINES

Principle: To ensure accountability, all equipment purchased through the consortium must be properly inventoried and tracked.

Inventory Requirements:

- Timeframe for Inventory: Include items purchased within the past seven years (or as far back as records allow).
- Value Threshold: All equipment with an established threshold of an original purchase value of \$10,000 or more.

REIMBURSEMENT AND PURCHASING GUIDELINES

USE OF CONSORTIUM FUNDS

- Fund Allocation: Consortium funds are allocated to the fiscal agent; individual member LEAs do not have separate allocations. While the fiscal agent may be the one to receive the funding, the fiscal agent is not the subrecipient, the consortium is the subrecipient.
- Reallocation Restrictions: Reallocation or reimbursement to member districts is not permitted for general purchases.
- Purchasing Responsibility: Purchases for supplies, equipment, and professional development registration must be completed directly by the fiscal agent.
- Item Ownership: Supply and equipment items may be shipped to member LEAs but remain the property of the consortium, not the individual LEAs.

- Professional Development Costs: Actual costs related to professional development (e.g., substitutes, mileage, lodging, and per diem) may be reimbursed.

INVOICE PROCESS

- Authorized Purchases: If the consortium agrees to a purchase and authorizes a specific district to order an item, the LEA may make the purchase, with the fiscal agent paying the invoice directly.
 - Example Authorization Scenario: Consortium X authorizes District A to order a camera with a cost of no greater than \$1,200.
- Important Considerations:
 - Item Ownership: The purchased item remains the property of the consortium.
 - Inventory Requirements: The item must be inventoried by the consortium.
 - Receipt Submission: LEAs are required to submit receipts to confirm the order.

CONSORTIUM FREQUENTLY ASKED QUESTIONS (FAQS)

Q: Can equipment be housed at one location? A: Yes, if the consortium agrees. (KSDE suggests the consortium captures agreements in some written form).

Q: Can an item be purchased one year and housed at District A, and another item the next year at District B? A: Yes, provided the consortium agrees and there is a clear understanding that:

- the items are owned by the consortium.
- the items must be available to benefit the consortium.

Q: Can Perkins funds be allocated to members based on each member's share of the total amount? A: Consortium funds are allocated to the fiscal agent; individual member districts do not have separate allocations.

Whistleblower Protections §200.217

An employee of a recipient or subrecipient must not be discharged, demoted, or otherwise discriminated against as a reprisal for disclosing information that the employee reasonably believes is:

- Evidence of gross mismanagement of a Federal contract or grant,

- A gross waste of Federal funds,
- An abuse of authority relating to a Federal contract or grant,
- A substantial and specific danger to public health or safety, or
- A violation of law, rule, or regulation related to a Federal contract (including the competition for or negotiation of a contract) or grant.

The recipient or subrecipient must inform their employees in writing of employee whistleblower rights and protections under 41 U.S.C. 4712.

Allowability and Cost Principles

BASIC FACTOR OF ALLOWABILITY §200.403

- Be necessary, reasonable, and allocable.
- Comply with the cost principles and Federal award.
- Be consistent with policies and procedures applying uniformly to Federal and non-Federal activities and costs.
- Be consistently treated as either direct or indirect costs.
- Be determined in accordance with GAAP.
- Not included or used to meet cost sharing / match requirements.
- Be adequately documented.
- Administrative closeout costs may be incurred until the due date of the final reports. If incurred, these costs must be liquidated prior to the due date of the final report(s) and charged by the final budget period of the award unless otherwise specified by the Federal agency. All other costs must be incurred during the approved budget period.

ALLOWABILITY GUIDANCE

Category	Cost item/Example	Allowed?	Citation	Notes
Administrative Costs	Local administration, which may include indirect costs related to the supervision, accounting, and reporting of Perkins goals set forth in the local application	Allowable	Perkins V § 135 (d)	Up to 5% of the total Perkins allocation. Administrative costs must be listed on the budget and accounted for similarly to expenditures in the program part of the grant. All allowability rules apply. No office supplies, food, or expenses not related to CTE are allowed.
	Accounting	Allowable		An expense that supports payment to a clerk for time spent keeping Perkins funding fiscally sound and/or an outside accounting firm to ensure all Perkins fiscal reports are balanced. Time and effort expended must be maintained.
Advertising and Marketing	Advertising and Marketing	Allowable with Conditions	2 C.F.R. § 200.421,467	Perkins funds can be used to design and develop marketing materials for a specific Perkins-approved CTE program if it directly relates to a special populations project. This may include but is not limited to hiring a consultant, creating ads, television spots, pathway posters, etc. NOTE: All materials must be approved by KSDE CTE staff before expenditure is made. Consumable items such as paper, giveaways, printing costs, etc. are not allowable.
	Public Relations	Generally Allowable	2 C.F.R. § 200.421	Only allowable for communicating about the performance of the award, or for matters of public concern.
Advisory Council		Allowable	2 C.F.R. § 200.422	Perkins-approved CTE program advisory council members may be reimbursed for mileage and per diem for attending conferences, judging student CTE competitions or other activities that are closely aligned to the specific Perkins-approved CTE programs.
Alcoholic Beverages		Unallowable	2 C.F.R. § 200.423	Costs for alcohol are never allowable.
Assessments		Generally Allowable		Assessments aligned to State-Approved Pathways could be considered eligible Perkins expenditures. LEAs must document how the assessment data gathered will be used to improve performance assessment. Materials may only be purchased for CTE students enrolled in Perkins approved CTE Pathway.

				Expenditures must align with the CLNA, cannot result in a credential for the individual, and cannot be considered college Prep Tests (ACT, SAT).
Audits		Unallowable	2 C.F.R. § 200.425	The cost of a general school/ institution audit is not permissible.
Awards		Unallowable		Cash awards, medals/pins, plaques, ribbons, trophies/ certificates are not allowable.
Bad Debts		Unallowable	2 C.F.R. § 200.426	Financial issues are the institution's responsibility and Perkins funds shall not be used to satisfy an institution's bad debts.
Basic Classroom Supplies		Unallowable		Financial issues are the institution's responsibility and Perkins funds shall not be used to satisfy an institution's bad debts.
Basic Printers		Unallowable		Standard printers are not allowable. Note: specialized printers that are aligned with industry uses and are relevant to Pathway content, i.e., 3-D, or large format printers are allowable.
Capital expenditures		Unallowable		Building construction, and/or modification (including plumbing, electrical wiring, heating/cooling systems, etc.) or land purchases are unallowable. Changes to the structure of the classroom including the addition of basic elements (countertops, sinks, etc.) are not allowable. (Exceptions – Equipment based on eligible purpose and need are allowed.)
Career Guidance and Counseling		Allowable		Expenditures include but are not limited to career assessment software, faculty/staff attending conferences (when it is a part of a comprehensive professional development plan), salaries/stipends for career counselors who work specifically with CTE students in Perkins-approved programs.
Classroom resources, tools, supplies, and materials	Software video, resource books, manuals, demonstration materials	Allowable		CTE-specific resources for the classroom are allowable. Note: consumables such as paper printer supplies, student-retained textbooks, typical day-to-day supplies to run a program etc. are not allowable.
Commencement / convocation costs		Unallowable	2 C.F.R. § 200.429	Costs incurred for commencements and convocations are unallowable

Communications		Unallowable		No consumables such as paper, printing supplies, envelopes, postage, etc. are allowable. Paying for phone or internet services is not allowed.
Competitive events		Unallowable		Funding to transport students to and from competitive events is considered direct assistance to students and is not allowable. (Exceptions – special populations)
Conferences	CTE / CLNA Aligned	Allowable	2 C.F.R. § 200.432	According to Perkins, “a conference is defined as a meeting, retreat, seminar, symposium, workshop or event whose primary purpose is the dissemination of technical information beyond the non-Federal entity and is necessary and reasonable for successful performance under the Federal award.” Expenditures must align with the CLNA. Allowable conference costs paid by the non-Federal entity as a sponsor or host of the conference may include rental of facilities and speakers’ fees.
	Non CTE	Unallowable		Conferences that do not connect CTE instruction with industry or career development, integrate academics, promote, and improve career education, work-based learning and Special Populations concerns, improve CTE instruction, or integrate technology into CTE Pathways are not allowable.
Contingency or “petty cash” funds		Unallowable	2 C.F.R. § 200.433	Perkins funds must be expended in the year they are authorized. Any unused funds must be returned.
Contracted Services	Costs may include but are not limited to: consultant fee, travel expenses, per diem, and lodging.	Allowable	2 C.F.R. § 200.459	The LEA may hire consultants to provide guidance in a specific Perkins-approved CTE Pathway to address the priorities of Perkins V. These Expenditures must align with CLNA. Expenditures to hire a consultant regarding activities related to the administration of the grant would be included in the 5% allowed under administrative costs.
Contributions or donations		Unallowable	2 C.F.R. § 200.434	Perkins funds must be used to support Perkins approved CTE Pathways and relevant activities. They may not be used as contributions or donations.
	CTSO Advisor Expenses	Allowable		Travel and resources to support CTSO Advisor’s expenses if the CTSO advisor attends professional development while attending the CTSO event. Expenditures must align with the CLNA.

CTSOs	Awards/dues/travel/lodging/registration fees/apparel	Unallowable		Awards for recognition of students, advisors or other individuals are not allowable (see awards above). Examples of unallowable expenses for CTSO's include individual dues (for students who are not part of special populations); food/ lodging for students; jackets/uniform apparel retained by students; student registration fees to events, conferences; supplies, transportation of students to events. (Exceptions – special populations)
	Curriculum related to CTSO activities	Allowable		The curriculum must provide evidence-based instructional practices that support employability skills, technical and academic skills and connects with CTSO Competitions, activities, and preparations, and must be supplemental to existing curriculum. Expenditures must align with the CLNA.
	Membership Expenses	Allowable with Conditions		CTSO Membership fees for Special Population students are allowable if the LEA chooses to include this cost. Each eligible recipient should spend no less than 5% of the allocation on Special Populations; therefore, the CTSO Membership Expense may count toward the 5% requirement. Expenditures must align with the CLNA. NOTE: This expense is NOT allowable for students outside of special populations categories.
	Supplies	Allowable with Conditions		Nonconsumable supplies related to the pathway(s) connected to a CTSO may be purchased and retained by the CTSO for student use. Examples include student jackets, display tripod/easel, tools, etc. NOTE: This expense is NOT allowable for students outside of special populations categories.
Curriculum		Allowable		Curriculum must utilize evidence-based instructional practices that support employability skills, technical and academic skills; improves student performance and/or connects with CTSO competitions, activities, and preparations that must be supplemental to existing curriculum.
Curriculum development		Allowable		Teaching staff or administrators may be paid to develop, update, or revise curriculum within Perkins-approved CTE programs. NOTE: time spent on this activity must be outside of contract time. All time spent on this activity must be documented with Time & Effort records.

Dues/membership fees		Allowable with Conditions		Personal membership is not allowed. Only memberships in the name of the LEA or position may be allowed if the membership enhances alignment to the CLNA. The membership type and organization must be specified in detail in the grant application.
Direct benefits for students		Unallowable		Not allowable
Employee Salaries and Benefits	Fringe Benefits	Allowable	2 C.F.R. § 200.431	Fringe benefits include, but are not limited to, the costs of leave, employee insurance, pensions, and unemployment benefits. The cost of fringe benefits is allowable provided that the benefits are reasonable and are required by law, an organization-employee agreement, or an established District policy.
	Salaries	Allowable	2 C.F.R. § 200.430; Perkins V § 135(b)(2); 3 C.F.R. § 200.430(i)	No more than 50% of the total Perkins Local Grant allocation shall be used for salaries for new, permanent positions for a maximum of 3 years. The funded amount will decrease by 1/3 each year for the 2 nd and 3 rd year. Requires a time and effort record.
	Stipends	Allowable	2 C.F.R. § 200.430	Stipends may be paid to staff who are engaged in CTE activities.
	Substitute Teacher Salaries	Allowable with Conditions	Perkins V § 211	Salaries for substitute teachers are allowable if the substitute teacher is replacing a teacher who is attending Perkins-funded professional development.
	Tuition Remission	Unallowable	Perkins V § 135	Only professional development tied to career and technical education is allowable.
Entertainment		Unallowable	2 C.F.R. § 200.438	Expenditures for entertainment or social activities such as beverages, lodging, non-working meals, transportation, and gratuities are not allowed.
Equipment and Supplies	Administrative or personal use	Unallowable		Expenditures for equipment that is not specifically used for approved CTE Pathways and housed in appropriate classrooms/labs/workshops are not allowable.
	Building Maintenance	Unallowable		Expenditures for equipment that is not specifically used for approved CTE Pathways and housed in appropriate classrooms/labs/workshops are not allowable.
	Consumables	Unallowable	State Policy	Perkins funds may not be used for any item designed for single use (used and discarded). All Standard classroom consumable supplies, including but not limited to: (CO2 cartridges, drill bits, food, ink, toner, printer cartridges, 3D printer filament, lumber, office supplies, plants, welding rods/wire).

	Equipment (<i>means tangible personal property (including information technology systems) has a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the recipient or subrecipient for financial statement purposes, or \$10,000 (KDPA 13,001 Capital Asset Records).</i>)	Allowable	2 C.F.R. § 200.439; Perkins § 135(b)(5)	No more than 50% of the total Perkins allocation may be used for equipment to support the Perkins program. Equipment must be purchased, maintained, and sold according to the requirements in 2 C.F.R Part 200. Note: on-going maintenance of equipment is the responsibility of the eligible recipient. Each unit of equipment is required to have a KSDE equipment tag.
	Equipment Rentals	Allowable	2 C.F.R. § 200.465	Allowable, considering the rate is reasonable. Rental arrangements should be reviewed periodically to determine if circumstances have changed and if other options are available.
	Furniture	Generally Unallowable		Allowable furniture may include specially designed workstations for supporting instructional equipment or processes.
	Instructional Supplies and Materials	Allowable	Perkins V § 135(b)(5)	Costs for instructional supplies and materials that support the Perkins program are allowable.
	Replacement of lost, stolen, or broken equipment	Unallowable		The cost of replacing federally funded equipment that is lost, stolen or broken is the responsibility of the grant recipient.
	Residential kitchen tools	Unallowable		Residential type kitchen tools are not allowable (i.e. light-grade plastic products, private label products sold through home party outlets.)
	Textbooks	Allowable	Perkins V § 135(b)(5), 211	However, if District policy requires the costs of textbooks to be paid with non-federal funds, then the cost of CTE-related textbooks cannot be paid with Perkins funds.
	Vehicles	Allowable with Conditions	Perkins V § 135(b)(5)	Costs for vehicles must be justified, showing that they are necessary, reasonable, and allocable for the Perkins program. The cost of vehicles for an automotive instructional repair program would be allowable.
Exhibits		Unallowable		Perkins funding is not allowable for exhibits.
Food		Generally Unallowable	Department of Education Guidance: https://www.ed.gov/media/document/faqs-food-and-conferences-107432.pdf	There is a very high bar to support the cost of food. The burden is on the district to prove that meals or refreshments were absolutely necessary for the success of the program.
Fundraising		Unallowable	2 C.F.R. § 200.442	Perkins funds may not be used to fundraise.

Furniture		Unallowable		Standard multi-purpose furniture is not allowable (storage files or cabinets).
General Expenses		Unallowable	2 C.F.R. § 200.444	Perkins funds may not be used for expenses which are attributed to the general operation of the LEA.
Gifts		Unallowable		Students may not receive direct benefit from Perkins funds; therefore, gifts for students are unallowable.
Hobby craft, leisure arts, or other non-occupational item expenditures		Unallowable		Perkins funds may only be used for items that are aligned with the CLNA and align to industry standards and expectations. Items must be used for courses that enhance instruction for students to gain knowledge and skills that meet industry standards and certifications in high wage, high skills and, or in high demand occupations.
Honorarium/ Stipends		Allowable		LEA staff or other qualified individuals may be paid to develop, update, or revise curriculum within Perkins approved CTE Pathways. Expenditures must align with the CLNA. LEA staff time spent in this activity must be outside of contract time. NOTE: Records of time and effort expended in this activity must be maintained to justify this line item.
Institutional Memberships		Allowable		Memberships to professional organizations relevant to Perkins-approved CTE programs are allowable if the membership is in the name of the LEA or position (Institutional Memberships). Membership should enhance alignment to the CLNA. The membership type and organization must be specified in detail in the grant application. Personal membership is not allowed.
Interest and other financial costs		Unallowable	2 C.F.R. § 200.449	Perkins funds may not be used to pay interest or late charges.
Instructional aides to be retained by students		Unallowable		Federal funds may not be used to purchase any items that will be retained by students.
Leasing vehicles or Equipment		Unallowable		Renting or leasing of automobiles, trucks, buses, airplanes, boats, golf carts, motorcycles, tractors, or trailers is not allowable.
Legislative expenses		Unallowable		Federal funds may not be used for lobbying activities.
Maintenance	Repair	Unallowable	State Policy	Repair costs of any item are not allowed with federal funds.
	Contracts and Agreements	Generally Unallowable		Capital outlay and maintenance costs are not allowable, except for in the case where a piece of

				equipment is purchased, and the maintenance is included.
Materials and Supplies	Computing Devices	Allowable	2 C.F.R. § 200.453	Allowable if necessary for the program and personal use is limited.
	Clothing	Allowable with Conditions	Perkins V § 135(b)(5)	Uniforms or clothing that are specific to a career and technical education program and that will remain in the classroom are allowable.
Memberships, Subscriptions, and Professional Activities		Allowable with Conditions	2 C.F.R. § 200.454	Costs or memberships, subscriptions, or professional activities are allowable if they directly benefit the district. Personal costs unrelated to Perkins are unallowable.
New Program Development		Allowable		A maximum of 5% of the Local Grant allocation can be used for development of new, innovative CTE Career Pathways. The eligible recipient is responsible for following all required local and state-determined Career Pathway development and approval steps.
Participant Support		Allowable	2 C.F.R. § 200.456	Costs for participants (non-employee third parties, such as students) support, such as stipends, travel, and registration, are allowable if the district has policies to address these costs and the costs are necessary and reasonable for the Perkins program.
Pre-award Costs		Unallowable	2 C.F.R. § 200.458	Costs incurred during the timeframe prior to the grant award are not allowable without approval by KSDE.
Printing and reproduction		Allowable with Conditions		Printing or reproduction of items is allowed for non-traditional and special populations, but the items must be relevant to a specific special population project. This may include, but is not limited to, non-consumable promotional materials, such as posters, billboards, displays, etc. NOTE: All materials must be approved by KSDE CTE staff before expenditure is made.
Professional Development	Nonpublic School Personnel	Allowable	Perkins V § 217	Non-public school personnel may receive Perkins-funded professional development.
	Professional Learning	Allowable	2 C.F.R. §200.473; Perkins V § 135(b)(2)	Professional development activities must be relevant to a specific Perkins approved CTE Pathway and aligned to the local Professional Development plan. Training costs are allowed when new CTE equipment is purchased, and an instructor needs training to provide appropriate CTE instruction. Expenditures must align with the CLNA.

				NOTE: Perkins funds cannot be used for college tuition reimbursement.
Promotional 'giveaways'		Unallowable	2 C.F.R. § 200.421	Any items for promotional use or "give away" items are not allowable.
Software	Licenses	Allowable		Software licenses for Perkins activities are allowable during the period of performance. Licenses must not extend beyond the period of performance on costs must be allocated to the correct periods.
	Software	Unallowable		Standard operating software that is used throughout the institution for multiple purposes (i.e., Microsoft Office, Adobe – standard) is not allowable.
Special Populations		Allowable		A minimum of 5% of the total Perkins allocation must be expended on special populations activities. Each eligible recipient must identify one or more special populations for this goal each year and develop one or more activities to support them. Perkins funds cannot be used for Americans with Disabilities Act (ADA) or any other federal, state, or local law compliance.
Student Activities	Career and Technical Student Organizations (CTSOs)	Allowable with Conditions	2 C.F.R. § 200.469	Costs for CTSOs are allowable; however, CTSO participant costs may not be paid for Perkins funds if such costs were paid in the prior year with nonfederal funds.
	Work-Based Learning	Allowable	Perkins V § 3(55), 135(b)(5)	Perkins V defines work-based learning as sustained interactions with industry or community professionals in real workplace settings, to the extent practicable, or simulated environments at an educational institution that foster in-depth, firsthand engagement with the tasks required in a given career field, which are aligned with curriculum and instruction. These costs are allowable.
	Credentials, Certifications, and Licenses	Unallowable		Costs for dual enrollment or dual credit can be are unallowable. Costs for general education courses are unallowable.
	Dual Enrollment/Dual Credit	Unallowable		Any tuition fee charged for students or teachers to attend a course, or professional advancement is not allowable since it is a direct benefit.
	Remedial Courses	Unallowable	Perkins V § 3(5)(A)(iii)	Remedial courses are unallowable, as they support general education standards.
	Direct Assistance to Students	Unallowable	Perkins V § 135(b)(5)	Direct assistance to students is generally unallowable, as costs must be related to Perkins programs.

Student Assistance	Homeless Student Resources	Allowable with Conditions	Perkins V § 135(b)	Costs that are directly related to the Perkins programs to support students from special populations are allowable. The district must maintain documentation showing that the cost was necessary for participation in the program.
	Scholarships	Unallowable		Student scholarships not an allowable use of Perkins Funds
Subscriptions and periodicals	Perkins-Approved CTE Pathway Specific	Allowable		Subscriptions must be relevant to a specific Perkins-approved CTE program and must be purchased for use by the CTE instructors and students. Subscriptions should provide industry-standard updated information for students/faculty and will be approved on a case-by-case basis.
	Mainstream Periodicals	Unallowable		Subscriptions that are non-technical or do not align directly to a CTE Pathway, Career Education, Work Based Learning or do not enhance alignment to the Comprehensive Local Needs Assessment are not allowed.
Substitutes		Allowable		Costs for substitutes to cover classes while staff are absent from the classroom to address Perkins approved activities are allowable. Expenditures must align with the CLNA.
Supplies		Allowable		Supplies means all tangible personal property other than those defined as equipment. Supplies include non-consumable materials, technology, tools, and instructional resources. Examples of supplies may include: a resource book for teacher's use, manuals, tools that are a significant upgrade in technology, and industrial grade items below \$10,000. Expenditures must align with the CLNA. Supplies purchased specifically for Special Populations should first be considered under ADA and Special Education funding prior to using Perkins funds. NOTE: No consumables such as paper, inkjet cartridges, textbooks, drill bits, non-industrial grade items, or typical day-to-day supplies are allowable.
Teacher Externships		Allowable		Participation in an externship activity must be relevant to the instructor's Perkins-approved CTE program. It must be aligned to the CLNA, and the cost incurred must not be more than the average

				reasonable cost for the same activity in the marketplace.
Technology items and computing devices		Allowable		Technology items purchased with Perkins funds must be necessary for education and training of students in specific Perkins-approved CTE programs and be industry-standard. Local Grant Forms and Budget must provide an explanation of how these technology items will be used and how they are not standard classroom equipment. NOTE: Common or routine technology purchases are not allowed. Equipment must be in the Perkins-approved CTE program area for which it was purchased.
Telecommunications and Video Surveillance		Allowable with Conditions	2 C.F.R. § 200.471	Costs for telecommunications and video surveillance are allowable if they support the Perkins program. The district should ensure that it reviews requirements in 2 C.F.R. § 200.216 and does not procure items from suspended and debarred entities.
Textbooks		Allowable with Conditions		Classroom textbooks may be allowable with KSDE CTE staff approval. Textbooks only for new or expanded programs (e.g., Excel in CTE, dual/concurrent courses) will be eligible for KSDE review. Perkins funds cannot be used for the purchase of student-retained textbooks.
Transportation		Allowable with Conditions	Perkins V § 135(b)(5)	Transportation of special population is allowable if transportation is identified as a barrier to student participation/ success in the CTE Pathway. If this transportation also provides transportation for students who are NOT in a special population, at least 50% of the students involved in the transportation must be identified as part of the Special Population AND transportation must be identified as the barrier being addressed. This expense may count towards the 5% required budget for Special Populations.
Travel	Travel	Allowable	2 C.F.R. § 200.475; Perkins V § 135(b)(2)	Necessary staff travel to professional development or other travel related to the Perkins program, as long as the travel complies with district's travel policy and is reasonable.
	Childcare	Allowable with Conditions	2 C.F.R. § 200.475	Temporary dependent care costs above and beyond regular dependent care are allowable travel costs if the travel is related to the Perkins program and the District allows these costs in its travel policies.

College Tuition		Unallowable		Any tuition fee charged for students or teachers to attend a course, or professional advancement is not allowable since it is a direct benefit.
Uniforms		Allowable with Conditions		Uniforms or clothing including lab coats, coveralls, gloves, helmets, etc. that remain in the classroom or laboratory are allowable. NOTE: Uniforms or any clothing that becomes a personal possession is not allowed.
Wages for Students		Unallowable		Never allowable.

Definitions PERKINS V SEC. 3

Administration	The term "administration," when used with respect to an eligible agency or eligible recipient, means activities necessary for the proper and efficient performance of the eligible agency or eligible recipient's duties under the chapter, including the supervision of such activities. Such term does not include curriculum development activities, personnel development, or research activities.
All aspects of an industry	Strong experience in, and comprehensive understanding of, the industry that the individual is preparing to enter.
Area career and technical education school	• A specialized public secondary school used exclusively or principally for the provision of career and technical education to individuals who are available to study in preparation for entering the labor market. • The department of a public secondary school exclusively or principally used for providing career and technical education in not fewer than 3 different fields that are available to all students, especially in high-skill, high-wage, or in-demand industry sectors or occupations. • A public or nonprofit technical institution or career and technical education school used exclusively or principally for the provision of career and technical education to individuals who have completed or left secondary school and who are available for study in preparation for entering the labor market, if the institution or school admits, as regular students, individuals who have completed secondary school and individuals who have left secondary school; or • The department or division of an institution of higher education, that operates under the policies of the eligible agency and that provides career and technical education in not fewer than 3 different occupational field leading to immediate employment but not necessarily leading to a baccalaureate degree, if the department or division admits, as regular students, both individuals who have completed secondary school and individuals who have left secondary school.
Articulation Agreement	A written commitment – • That is agreed upon at the State level or approved annually by the lead administrators of – ◦ A secondary institution and a postsecondary education institution; or ◦ A subbaccalaureate degree granting postsecondary educational institution and a baccalaureate degree granting educational institution; and • To a program that is – ◦ Designed to provide students with a nonduplicative sequence of progressive achievement leading to technical skill proficiency, a credential, a certificate, or a degree; and ◦ Linked through credit transfer agreements between the 2 institutions
Career guidance and academic counseling	Guidance and counseling that – • provides access for students (and, as appropriate, parents and out-of-school youth) to information regarding career awareness exploration opportunities and planning with respect to an individual's occupational and academic future. • provides information to students (and, as appropriate, parents and out-of-school youth) with respect to career options, financial aid, job training, secondary and postsecondary options (including associate and baccalaureate degree programs), dual or concurrent enrollment programs, work-based learning opportunities, early college high schools, financial literacy, and support services, as appropriate; and • may provide assistance for special populations with respect to direct support services that enable students to persist in and complete career and technical education, programs of study, or career pathways.
Career and Technical Education (CTE)	Career and Technical Education: organized educational activities that: • Offer a sequence of courses that: ◦ Provides individuals with rigorous academic content and relevant technical knowledge and skills needed to prepare for further education and careers in current or emerging professions, which may include high-skill, high-wage, or in-demand industry sectors or occupations, which shall be, at the secondary level, aligned with the challenging State academic standards adopted by a State under section 1111(b)(1) of the Elementary and Secondary Education Act of 1965.

	○ Provides technical skill proficiency or a recognized postsecondary credential which may include an industry-recognized credential, a certificate, or an associate degree. ○ May include prerequisite courses (other than a remedial course) that meet the requirements of this subparagraph. • Include competency-based, work-based, or other applied learning that supports the development of academic knowledge, higher-order reasoning and problem-solving skills, work attributes, employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of an industry, including entrepreneurship, of an individual. • To the extent practicable, coordinate between secondary and postsecondary education programs through programs of study, which may include coordination through articulation agreements, early college high school programs, dual or concurrent enrollment program opportunities, or other credit transfer agreements that provide postsecondary credit or advanced standing. May include career exploration at the high school level or as early as the middle grades (as such term is defined in section 8101 of the Elementary and Secondary Education Act of 1965)
Career and Technical Student Organization (CTSO)	An organization for individuals enrolled in a career and technical education program that engages in career and technical education activities as an integral part of the instructional program. An organization may have State and national units that aggregate the work and purposes of instruction in career and technical education at the local level. State approved CTSOs include BPA, DECA, FBLA, FCCLA, FFA, HOSA, SkillsUSA and TSA
Career Technical Education Weighting	The career technical education weighting of each school district shall be determined by the state board by multiplying the full-time equivalent enrollment in approved career technical education programs by 0.5. The resulting product is the career technical education weighting of the school district. K.S.A. 72-5155
Charter school	Charter schools in Kansas are independent public schools that operate within a school district. Every charter school in Kansas is subject to the accreditation requirements of the state board of education and must be accredited to maintain its charter.
Cooperative education	A formal agreement, such as an articulation agreement, among and between secondary and postsecondary education institutions or systems that grant students transcribed postsecondary credit, which may include granted to students in dual or concurrent enrollment programs or early college high school, dual credit, articulated credit, and credit granted on the basis of performance on technical or academic assessments.
Credit transfer agreement	A formal agreement, such as an articulation agreement, among and between secondary and post-secondary education institutions or systems that grant students transcribed postsecondary credit, which may include credit granted to students in dual or concurrent enrollment programs or early college high school, dual credit, articulated credit, and credit granted on the basis of performance on technical or academic assessments.
Comprehensive Local Needs Assessment (CLNA)	Comprehensive Local Needs Assessment: a systematic set of procedures used to determine needs and to examine their nature and causes. Results of CLNA are included in the local application.
CTE Concentrator	The term "CTE Concentrator" means: ○ at the secondary school level, a student who has completed at least two (2) courses (equivalent to two (2) or more secondary level credits) in a single career and technical education pathway.
CTE Participant	An individual who completes not less than one course (equivalent to a student who has earned one, but less than two secondary level credits) in a single career and technical pathway.
Consortium	Two or more districts that generate less than \$15,000 in Perkins funding and join as a collective to qualify as an eligible recipient.
Eligible agency	State board designated or created consistent with State law as the sole State agency responsible for the administration of career and technical education in the State or for the supervision of the administration of career and technical education in the State.
Eligible Recipient	• Must offer at least one state approved CTE pathway. • An LEA qualifies as a stand-alone LEA (eligible recipient) under Perkins if it generates at least \$15,000 in Perkins funding. • LEAs not generating the minimum \$15,000 allocation have the option to form or join a consortium; the total allocation of which meets or exceeds the minimum allocation of \$15,000. A consortium must have a fiscal agent (either a member LEA or a contracted third party).
English learner	• A secondary school student who is an English learner, as defined in section 8101 of ESEA
Evidence-based	Has the meaning given the term in section 8101(21)(A) of the Elementary and Secondary Education Act of 1965:

	An activity, strategy, or intervention that: • Demonstrates a statistically significant effect on improving student outcomes or other relevant outcomes based on: ○ strong evidence from at least 1 well-designed and well-implemented experimental study; ○ moderate evidence from at least 1 well-designed and well-implemented quasi-experimental study; or ○ promising evidence from at least 1 well-designed and well-implemented correlational study with statistical controls for selection bias; or ○ demonstrates a rationale based on high-quality research findings or positive evaluation that such activity, strategy, or intervention is likely to improve student outcomes or other relevant outcomes; and ○ includes ongoing efforts to examine the effect of such activity, strategy, or intervention.
Financial Obligations	Orders placed for property and services, contracts and subawards made, and similar transactions that require payment by a recipient or subrecipient under a Federal award that will result in expenditures by a recipient or subrecipient under a Federal award.
High-demand occupation	An occupation that has the following: • a critical shortage of workers to fill the employment demands of industry; and • requires formal training exceeding that which can be provided on the job. Kansas Department Labor's Labor Market Information Services (LMIS) has created labor market information (LMI) organized by cluster and pathway. The LMI includes high-demand information.
High-skill occupation	An occupation that requires all the following: • specialized technical training; • an advanced level of skill sets as defined by each industry and/or education (examples: independent pendent decision-making, critical thinking, or problem-solving); • a recognized validation of skill attainment or credential (examples: certification, registration, or licensure); and • Mandatory continuing education and/or training.
High-wage occupation	Kansas Department of Labor's Labor Market Information Services (LMIS) has created labor market information (LMI) organized by cluster and pathway. The LMI includes high-wage information.
Individual Plan of Study	Individualized plan developed by all students , beginning in middle school, based on their career interests. An IPS is both the product a student develops and a process the school implements to guide students in developing future plans. A student's IPS is developed cooperatively between the student, school staff members, and family members.
Internship	This is a supervised work-based experience that links a learner with an employer for a planned set of activities designed to give the learner a broad overview of a business or occupational field (can be for a short- or long-term period).
In-Demand Industry Sector or Occupation	The term "in-demand industry sector or occupation" has the meaning given the term in section 3 of the Workforce Innovation and Opportunity Act (29 U.S.C. 3102)
Kansas Career Pathway(s)	Organized groupings of rigorous academic and career related courses leading from education to employment, that identify, each step, skill, educational requirement, and aptitude needed to be successful within any specific career. KSA 72-5155
Period of Performance	The time interval between the start and the planned end date of a Federal award, which may include one or more funded portions, or budget periods. The period of performance does not commit the Federal agency to fund the award beyond the currently approved budget period.
Postsecondary educational institution	• an institution of higher education that provides not less than a 2-year program of instruction that is acceptable for credit toward a bachelor's degree; • a tribally controlled college or university; or • a nonprofit educational institution offering certificates or other skilled training programs at the post-secondary level.
Professional Development	Activities that:

	• are an integral part of eligible agency, eligible recipient, institution, or school strategies for providing educators (including teachers, principals, other school leaders, administrators, specialized instructional support personnel, career guidance and academic counselors, and paraprofessionals) with the knowledge and skills necessary to enable students to succeed in career and technical education, to meet challenging State academic standards under section 6311(b)(1) of this title, or to achieve academic skills at the postsecondary level; and • are sustained (not stand-alone, 1-day, or short-term workshops), intensive, collaborative, job-embedded, data-driven, and classroom-focus, to the extent practicable evidence-based, and may include activities that – ○ improve and increase educators: ▪ knowledge of the academic technical subjects; ▪ understanding of how students learn; and ▪ ability to analyze student work and achievement from multiple sources, including how to adjust instructional strategies, assessments, and materials based on such analysis; ○ are an integral part of eligible recipients' improvement plans; ○ allow personalized plans for each educator to address the educator's specific needs identified in observation or other feedback; ○ support the recruitment, hiring, and training of effective educators, including educators who became certified through State and local alternative routes to certification; ○ advanced educator understanding of – ▪ effective instructional strategies that are evidence-based, and ▪ strategies for improving student academic and technical achievement or substantially increasing the knowledge and teaching skills of educators; ○ are developed with extensive participation of educators, parents, students, and representatives of Indian Tribes (as applicable), of schools and institutions served under this chapter; ○ are designed to give educators of students who are English learners in career and technical education programs or programs of study the knowledge and skills to provide instruction and appropriate language and academic support the services to those students, including the appropriate use of curricula and assessments; ○ as a whole, are regularly evaluated for their impact on increased educator effectiveness and improved student academic and technical achievement, with the findings of evaluations used to improve the quality of professional development; ○ are designed to give educators of individuals with disabilities in career and technical education programs or programs of study the knowledge and skills to provide instruction and academic support services to those individuals, including positive behavioral interventions and supports, multi-tier system of support, and use of accommodations; ○ include instruction in the use of data and assessments to inform and instruct classroom practice; ○ include instruction in ways that educators may work more effectively with parents and families; ○ provide follow-up training to educators who have participated in activities described in this paragraph that are designed to ensure that the knowledge and skills learned by the educators are implemented in the classroom, ○ promote the integration of academic knowledge and skills relevant technical knowledge and skills, including programming jointly delivered to academic and career and technical education teachers; or ○ increase the ability of educators providing career and technical education instruction to stay current with industry standards.
Program of study	A coordinated, nonduplicative sequence of academic and technical content at the secondary and postsecondary level that- • incorporates challenging State academic standards, including those adopted by a State under section 1111(b)(1) of ESEA; • addresses both academic and technical knowledge and skills, including employability skills; • is aligned with the needs of industries in the economy of the State, region, Tribal community, or local area; • progresses in specificity (beginning with all aspects of an industry or career cluster and leading to more occupation-specific instruction); • has multiple entry and exit points that incorporate credentialing; and

	• culminates in the attainment of a recognized postsecondary credential.
Special Populations	• Individuals with disabilities • individuals from economically disadvantaged families including low-income youth/adults • individuals preparing for nontraditional fields • single parents, including single pregnant women • out-of-workforce individuals • English learners • homeless individuals (including migrant) • youth (under 21 years of age) who are in, or have aged out of, the foster care system • Youth (under 21 years of age) with a parent who is a member of the armed forces and is on active duty
Stand-alone Perkins district	A district qualifies as a stand-alone district (eligible recipient) under Perkins if it generates at least \$15,000 in Perkins funding.
State	The term "State", unless otherwise specified, means each of the states of the United States, the District of Columbia, the Commonwealth of Puerto Rico, and each outlying area.
Support Services	Services related to curriculum modification, equipment modification, classroom modification, supportive personnel (including paraprofessionals and specialized instructional personnel), and instructional aids and devices.
Work-based learning (WBL)	Sustained interactions with industry or community professionals in real workplace settings, to the extent practicable, or simulated environments at an educational institution that foster in-depth, firsthand engagement with the tasks required in a given career field, which are aligned to curriculum and instruction.

Resources

[Perkins Federal Accountability](#)

[Home | Office of Career, Technical, and Adult Education](#)

[State Formula Grants | Office of Career, Technical, and Adult Education](#)

[Perkins V | Office of Career, Technical, and Adult Education](#)

[Uniform Guidance | Office of Career, Technical, and Adult Education](#)

[Indicators of Performance | Office of Career, Technical, and Adult Education](#)

[Linking Data | Office of Career, Technical, and Adult Education](#)