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DEPARTMENT OF EDUCATION
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Perkins Budget Application Training

QUESTIONS? CONTACT KIM.ROTH@STATE.SD.US OR YOUR REGIONAL SPECIALISTS

Instructions

Goal-

To submit a high quality budget application the first time, prior to the June 15th deadline!

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Perkins Budget Application Checklist

Justifications	The same format as last year. Must reference how the requested item aligns to the Action Plan.
100% of Funds Allocated in Initial Budget Application	Expectation is that 100% of funds be allocated at the time of submission. Only programs with new hires in which the new teacher is not yet in place to identify exact equipment or budget needs may submit a budget with less than 100% of their funds explicitly allocated within their Perkins Budget application.
$100 Minimum	We request that all equipment related budget requests be over $100 in value per item. No exceptions.
June 15th Deadline	In order to ensure the timely distribution of funds and planning for the upcoming school year, we ask that local plans, including CTE-CLNA Action Plans, and budgets aligned with those action plans be submitted by June 15th.

Completing the Perkins Budget Application

1. **Review the resources and guidance related to the Perkins Budget Application found on the Perkins webpage.**
   You will find two sections of resources under the Budget Application and Preparation section:
   Perkins Consortium Agreement Forms
   Perkins Budget Tab Worksheet (not for upload, simply for gathering info)
   Grand Deadlines and Work Cycle
   Quick Guide to Budget Application Codes
   Top 5 Perkins Budget Request Red Flag Issues
   How to Write a Perkins Justification
   Identifying the Correct Fiscal Year for Perkins Budget Requests

Helpful tip: Review the resource documents is a wise investment of time and effort. Submitting a high-quality budget application, the first time is key to allowing DCTE staff to approve the budget in a timely fashion.

2. **Gather the needed budget request details using the Perkins Budget Worksheet.**
   Please note- a new "Using Perkins Funding to Support CTE Programs" guidance has been released. Please review carefully.
   Double check the following:
   - ✓ That all requests are void of the issues mentioned in the Top 5 Perkins Budget Request Red Flag Issues. Document and clarify that potential red flag issues are not the case in the justification, if applicable.
   - ✓ That all justifications follow the format described in How to Write a Perkins Justification
3. **CTE Administrators- need to coordinate the writing of the Local Plan and the CLNA-Lite Action Plan.**
4. **Consortium Directors need to gather Consortium Agreement Documents from each member district to be included in the Perkins Budget Application.**
5. **Complete the Perkins Budget Application within the Grants Management System prior to June 15th.**
6. **Closely monitor your email in case a grant reviewer has questions or sends the application back for further clarifications.** Prompt response to review questions or requests to update the budget are key to budget approvals happening in a timely fashion.

Key Updates:

New Guidance Document!	A newly revised **"Using Perkins Funds to Support CTE Programs"** guidance document is now available! Find it Here!
Justifications	See instructions **here.** Be sure to reference how each request supports the Action Plan.
100% of funds Allocated in Initial Budget Application	***Expectation is that 100% of funds be allocated at the time of submission.*** Only programs with new hires in which the new teacher is not yet in place to identify exact equipment or budget needs may submit a budget with less than 100% of their funds explicitly allocated within their Perkins Budget application.
$100 Minimum	We request that all equipment related budget requests be ***over $100 in value per item***. No exceptions.
One Item Per Line.	Please do not clump or group lower cost equipment items into 'kits' to meet the $100 per item threshold.
June 15th Deadline	Late applications will be reviewed last and may necessitate a monitoring visit to determine how the consortium/entity can make steps towards better managing their grant dollars.

Learn

Review the new resources and guidance related to the Perkins Budget Application. On the Perkins webpage, under the Perkins V Grant Forms drop down menu, you'll find new resources related to:

- ❑ Using Perkins Funds to Support CTE Programs
- ❑ Perkins Consortium Agreements
- ❑ Perkins Local Plan Forms (customized for either Single District Entities or Consortiums)
- ❑ Perkins Grant Work Cycle and Grant Deadlines
- ❑ Quick Guide to Budget Application Codes
- ❑ Top 5 Perkins Budget Request Red Flag Issues
- ❑ Identifying the Correct Fiscal Year for Perkins Budget Requests
- ❑ How to Write a Perkins Justification

Helpful Tip: Reviewing the new documents is a wise investment of time and effort. Submitting a high-quality budget application, the first time is key to allowing DCTE staff to approve the budget in a timely fashion.

Prepare

1. Gather the needed budget request details using the Perkins Budget Worksheet(here in Budget Preparation and Application) .

Review the "Using Perkins Funds to Support CTE Programs" guidance.

Double check the following:

That all requests are void of the issues mentioned in the **Top 5 Perkins Budget Request Red Flag Issues.** *Document and clarify that potential red flag issues are not the case in the justification if applicable.*

That all justifications follow the format described in **How to Write a Perkins Justification.**

2. CTE Administrators need to coordinate the writing of the Local Plan

3. Consortium Administrators need to gather Consortium Agreement Documents from each member district to be included in the Perkins Budget Application.

Submit

3. Complete the Perkins Budget Application within the Grants Management System **prior to June 15th.**

4. Closely monitor your email in case a grant reviewer has questions or sends the application back for further clarifications. Prompt response to review questions or requests to update the budget are key to budget approvals happening in a timely fashion.

- Log In
- Passwords Issues
- Create an Application

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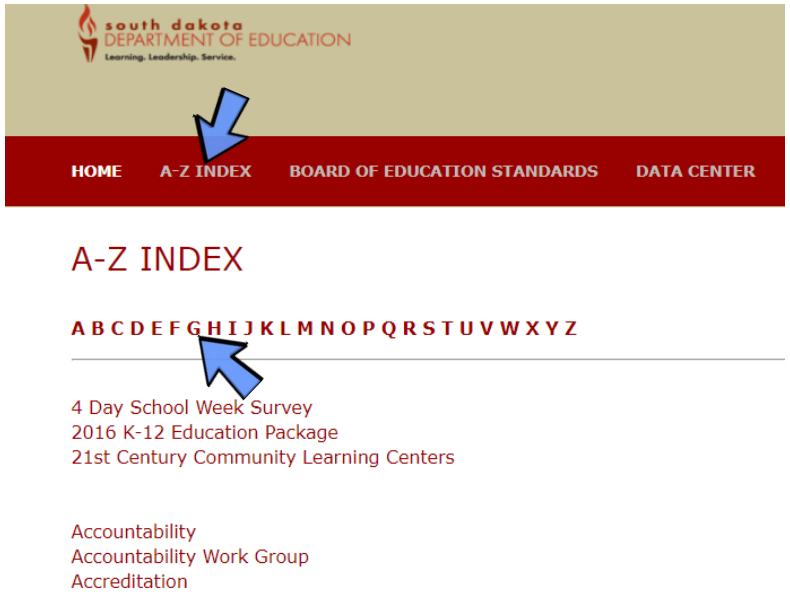
Accessing the Grants Management System

1. GO TO THE A-Z INDEX ON THE SD DEPARTMENT OF ED WEBSITE

2. SELECT 'G' FOR GRANTS



Then, select…

GED Program
Graduation Requirements (adopted in 2009)
Graduation Requirements (adopted in 2018)
Grant Allocations
Grants Management System (GMS) for Federal Grant Programs
Grants Management System (GMS) Training Videos
Guide to Inspiring Partnerships Between Home and School

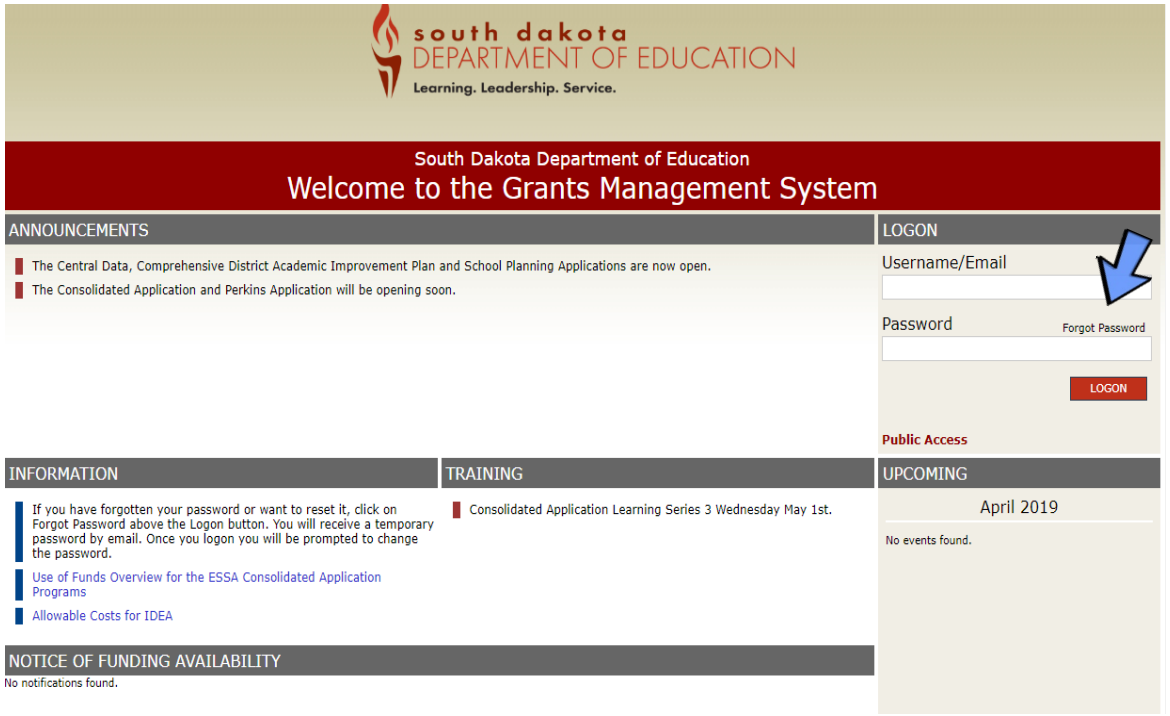
Head Start
Health and Physical Education
Home School

Idle Free School Zones – EPA
IDEA Flow Through Funds Application
iCAN

Accessing the Grants Management System (GMS)

LOG IN

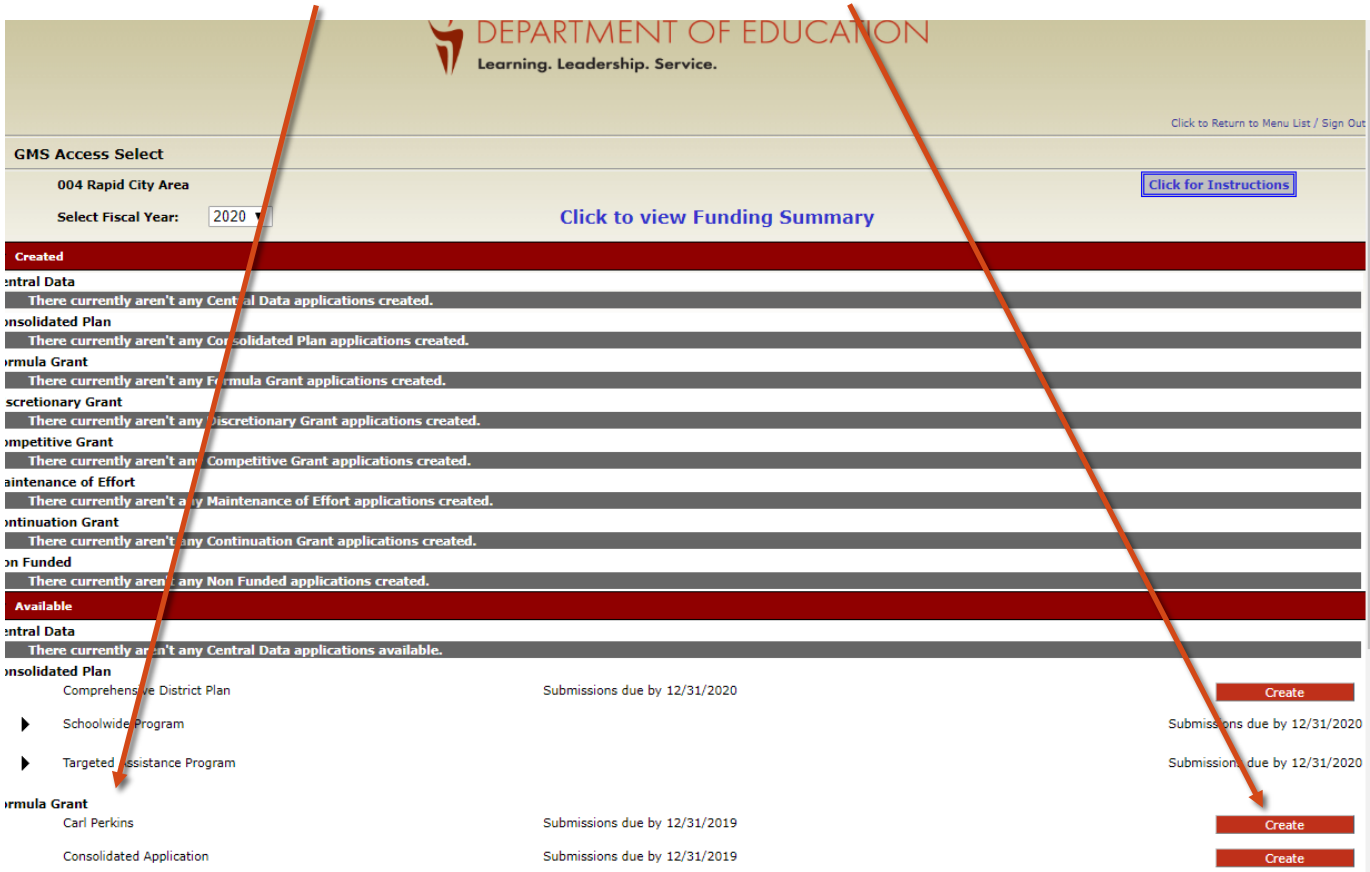
CHANGE PASSWORD IF NEEDED



Create an Application

SELECT: GMS ACCESS/SELECT

FIND ‘CARL PERKINS’. SELECT ‘CREATE’.



- Contact Information
- Allocation
- Consortium Info
- Program Info

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Overview

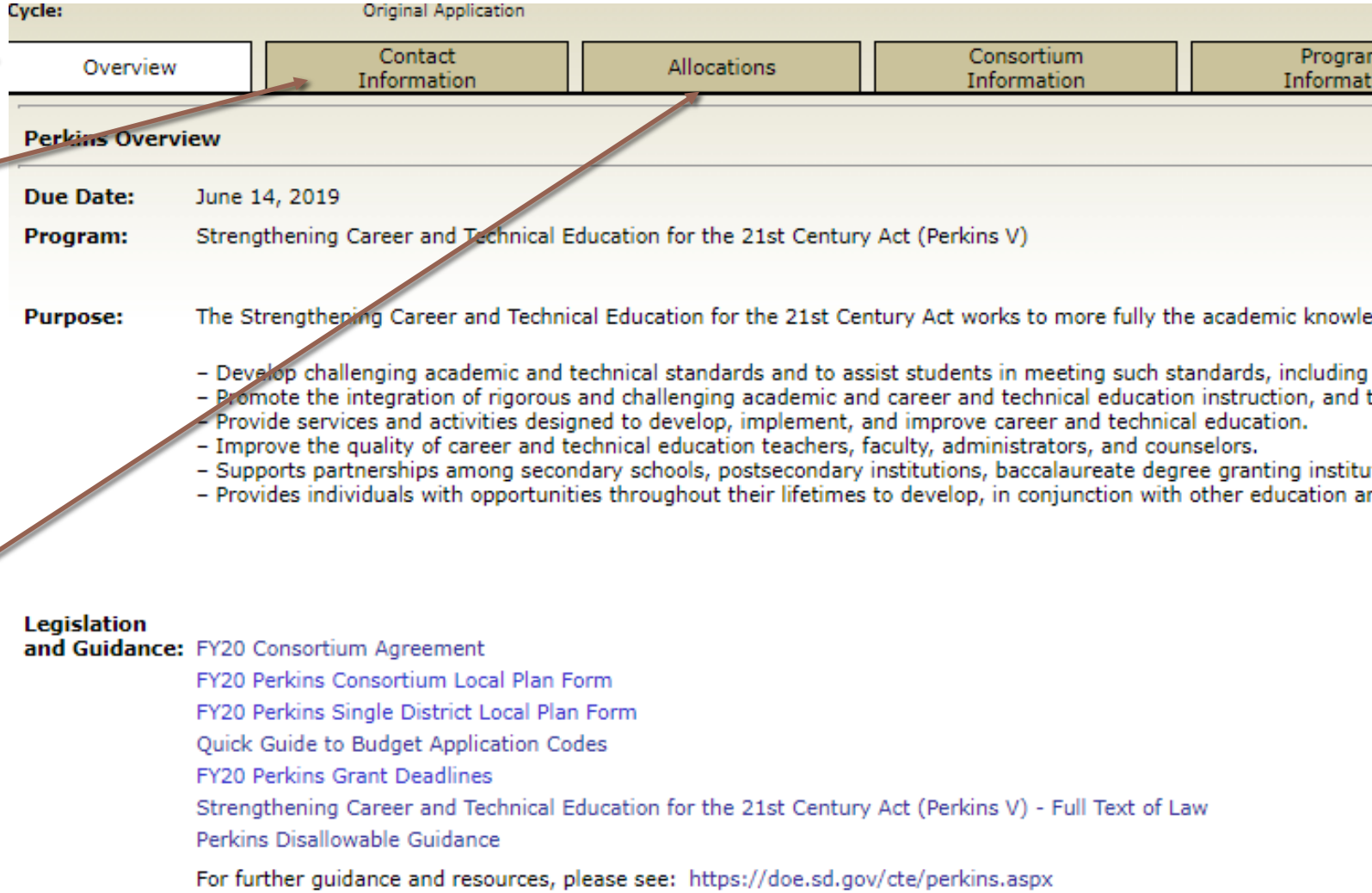
- General Info

Contact Information Tab

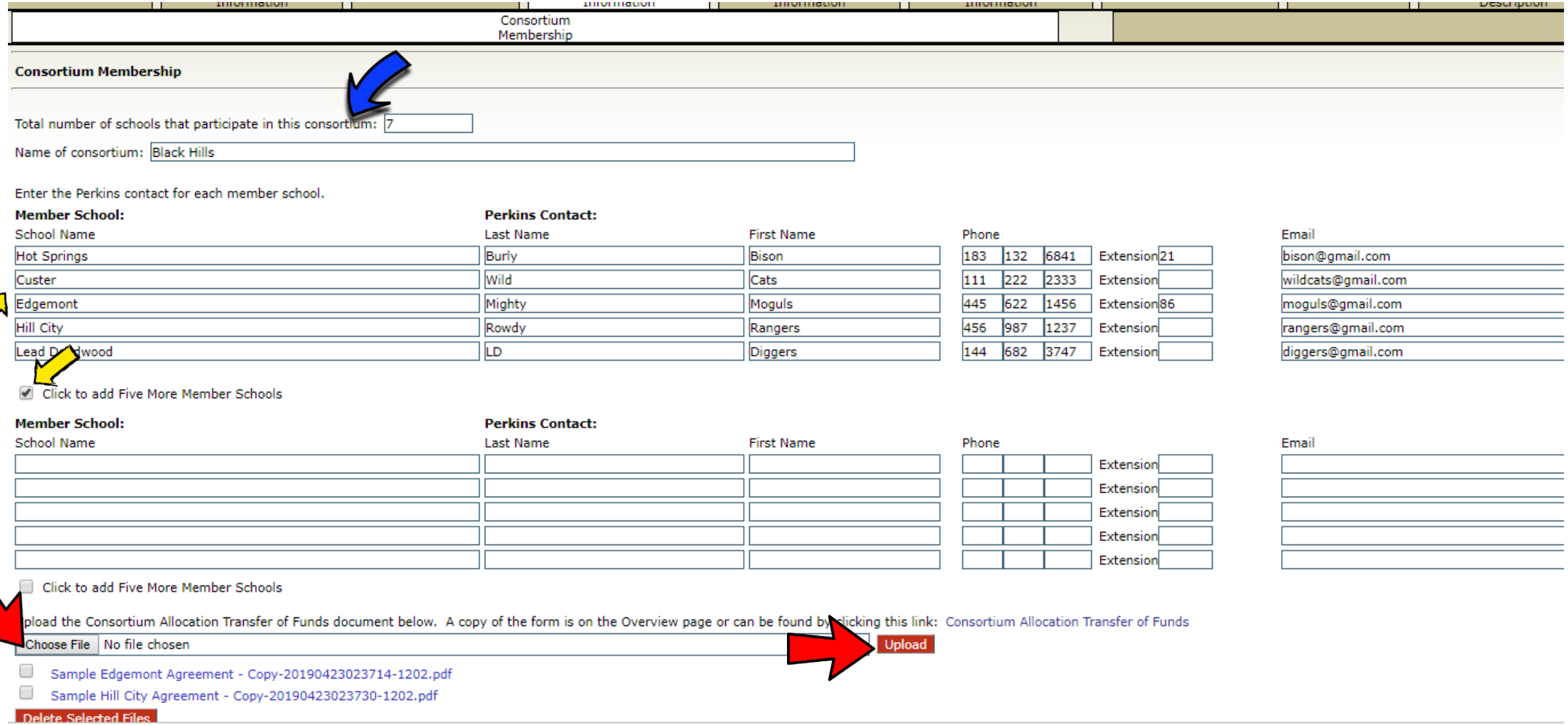
- Comes from Central Data Application (if blank, complete the Central Data Application)

Allocations Tab

- For information purposes



Consortium Membership Tab



Consortium Membership

Consortium Membership

Total number of schools that participate in this consortium: 7

Name of consortium: Black Hills

Enter the Perkins contact for each member school.

Member School:	**Perkins Contact:**										
School Name	Last Name	First Name	Phone			Extension		Email			
Hot Springs	Burly	Bison	183	132	6841	Extension	21	bison@gmail.com			
Custer	Wild	Cats	111	222	2333	Extension		wildcats@gmail.com			
Edgemont	Mighty	Moguls	445	622	1456	Extension	86	moguls@gmail.com			
Hill City	Rowdy	Rangers	456	987	1237	Extension		rangers@gmail.com			
Lead Deadwood	LD	Diggers	144	682	3747	Extension		diggers@gmail.com			

Click to add Five More Member Schools

Member School:	**Perkins Contact:**										
School Name	Last Name	First Name	Phone			Extension		Email			
						Extension					
						Extension					
						Extension					
						Extension					
						Extension					

Click to add Five More Member Schools

pload the Consortium Allocation Transfer of Funds document below. A copy of the form is on the Overview page or can be found by clicking this link: Consortium Allocation Transfer of Funds

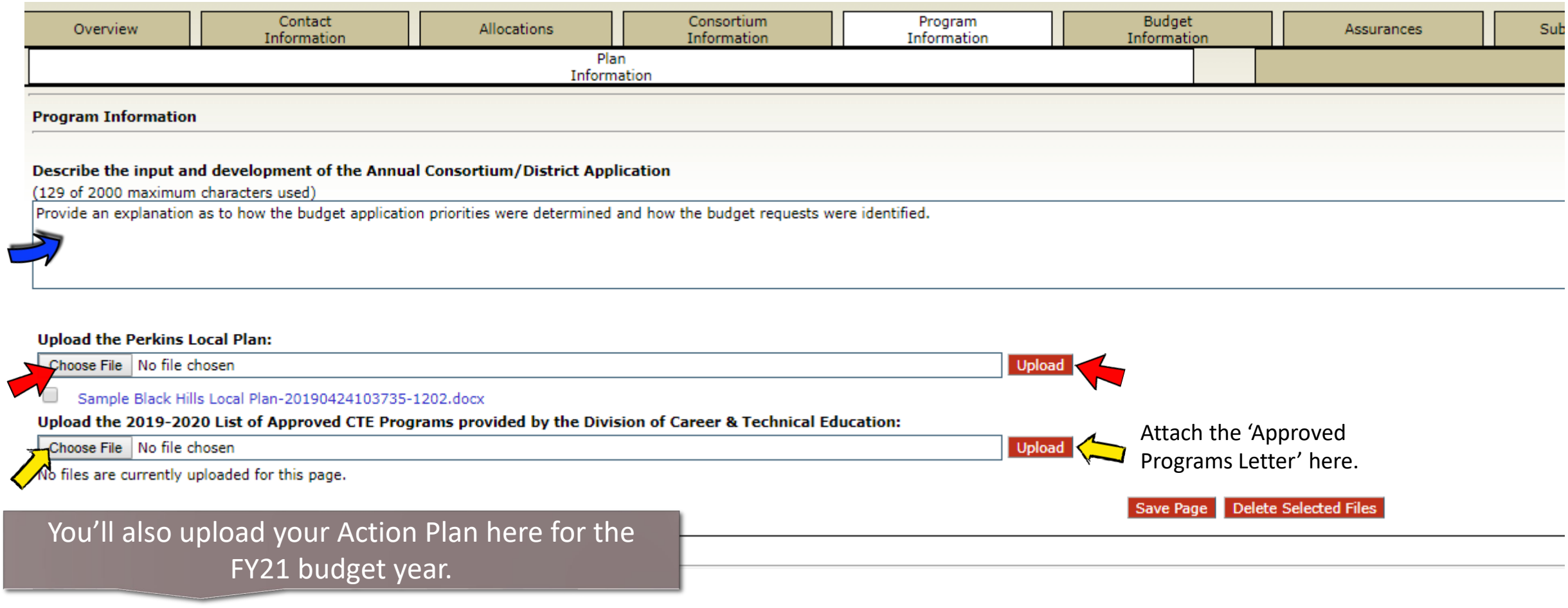
Choose File | No file chosen Upload

Sample Edgemont Agreement - Copy-20190423023714-1202.pdf

Sample Hill City Agreement - Copy-20190423023730-1202.pdf

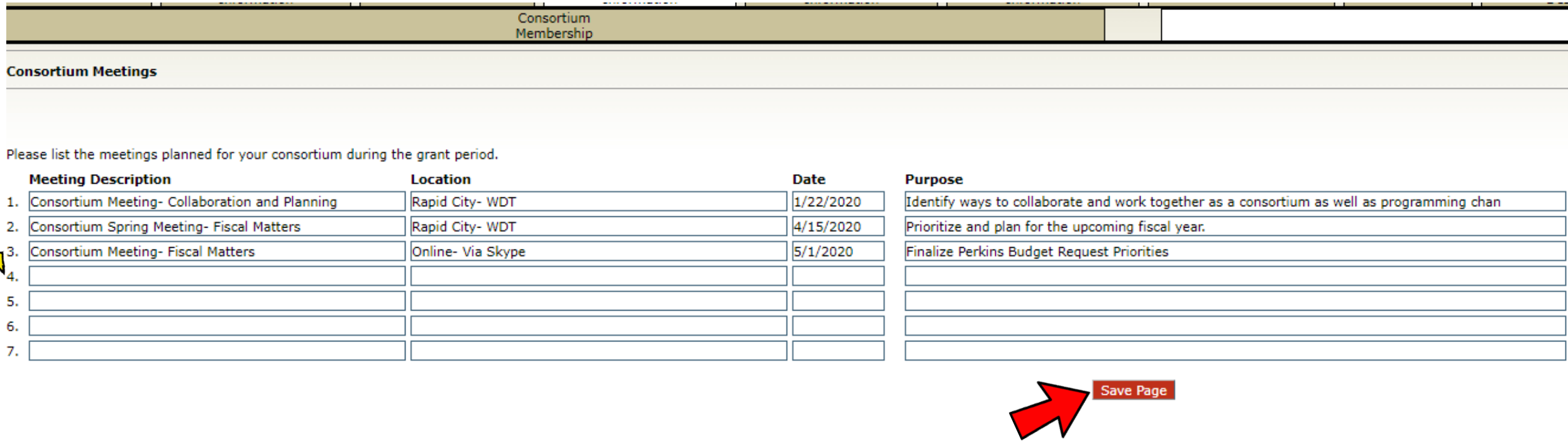
Delete Selected Files

Plan Information Tab



You'll also upload your Action Plan here for the FY21 budget year.

Consortium Meeting Tab



Budget Tab

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Key Resources

- How to Write a Justification
- Quick Guide to Budget Application Codes
- Budget Tab Worksheet (Under the Budget Application and Preparation tab)

How to Write A Perkins Justification

Step 1: Identify the Use of Funds the request is aligned to.

Step 2: Identify Standards the request is aligned to.

Step 3: Write a short description

Follow the Format!

Link to Document

How to… Write a Perkins Justification

Step 1: Identify the Use of Funds which the item aligns to.

- **A-** 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 CTE program, in making informed plans and decisions about future education and career opportunities and programs of study. See Section 135 for further details.
- **B-** Provide **professional development** for teachers, faculty, school leaders, administrators, specialized instructional support personnel, career guidance and academic counselors, or paraprofessionals.
- **C-** Provide within CTE the **skills necessary to pursue careers** in high-skill, high-wage, or in-demand industry sectors or occupations.
- **D-** Support **integration of academic skills** into CTE programs and programs of study.
- **E-** Plan and carry out elements that support the implementation of CTE programs and programs of study and that result in **increasing student achievement on performance indicators**.
- **F-** Develop and implement **evaluation of the activities** carried out with funds under this part, including evaluations necessary to complete the local needs assessment and the local report.

☛ *For example, your request for industry equipment would **increase skills needed to pursue a career(C)** and will also **integrate academics (D)** by involving the use of extensive math.*

Use of funds ↙ **Standards** ↙ **Short Explanation**

↳ ***CD*** ***BT2.1, BT5.1*** Purchasing framing circular saws will allow students to learn skills used in the construction of structures. These saws are exactly what are used at home building construction sites daily for framing, roofing, siding and various other building tasks. Students will practice work place math skills while using the equipment as well. This request supports the Action Plan in that it allows the program to more closely align to industry grade equipment and skills.

Budget Tab Worksheet

- ***NOT*** for upload!
- Simply a tool designed to help districts/consortia gather the information needed for the budget tab.

Link to Document - Under Budget Application and Preparation

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Perkins Budget Tab Worksheet

NOT for upload. *Simply an information gathering worksheet.*

Learning that works for South Dakota CTE

Once logged into the Grants Management System, the Budget Detail tab will look like this:

Use the table below to gather and prepare the necessary information to enable quick and easy entry into the GMS Perkins Budget Application. Look up the Activity Codes, Object Codes and Use of Funds list here.
Follow the 'How to Write a Perkins Justification' expectations found here.

The first line is an example. Feel free to add lines as needed. This document will NOT be uploaded into the GMS or submitted in any way to DCTE.

Activity Code	Object Code	Career Cluster	Expenditure Description (District) Item Name	Justification (Use of Funds Standards Brief Explanation/Clarifications)	Perkins Funds
1130	470	Ag, Food & Natural Resources	**(Belle Fourche)** OPCOM Farm GrowWall Hydroponics System. Found here	C,D **ADPS 2.1, ADPS 2.4, ADPS 2.5** The hydroponics grow wall will allow students to learn hydroponic agricultural production including management of the growing environment. No consumables will be purchased such as nutrients or ph adjusters. Multiple science standards and concepts will be imbedded into the learning experience as well.	$950.00

Quick Guide to Perkins Budget Application Codes

- ✓ Activity Codes
- ✓ Object Codes
- ✓ Use of Funds Codes

Link to Document

Quick Guide to Perkins V Budget Application Codes and Abbreviations

Activity Codes

Code	Description	Details
1130	**High School Programs**	Learning experiences concerned with knowledge, skills, appreciations, attitudes and behavioral characteristics considered to be needed by all students in terms of understanding themselves and their relationships with society and the various occupations and/or professions which normally may be achieved in the high school years. Includes costs associated with multi-district/career and technical programs if offered for credit.
1500	**Postsecondary Instructional Programs**	Occupational programs for postsecondary career and technical education.
2210	**Improvement of Instruction Services**	Activities which are designed primarily for assisting instructional staff in planning, developing and evaluating the process of providing learning experiences for students. These activities include curriculum development, techniques of instruction, child development and understanding, staff training, and applicable ESSA costs, etc.
2400	**Program Administration**	Activities concerned with overall administrative responsibility for a single school or a group of schools.
2550	**Student Transportation Services**	Activities concerned with the conveyance of students to and from school, as provided by state law. Included are trips between home and school and trips to school activities. (To separate trips for school activities, a cost per mile should be charged to account 6510).

Object Codes Descriptions

100	**Salaries**	Amounts paid to employees of the LEA who are considered to be in positions of a permanent nature or hired temporarily, including personnel substituting for those in permanent positions. This includes gross salary for personal services rendered while on the payroll of the LEAs.
200	**Employee Benefits**	Amounts paid by the LEA on behalf of employees. These amounts are not included in the gross salary, but are over and above. Such payments are fringe benefit payments; and, while not paid directly to employees, nevertheless are part of the cost of salaries and benefits. Examples are: (1) Group Health or Life Insurance, (2) Contributions to Employee Retirement, (3) Social Security, (4) Worker's Compensation, and (5) Payments Made to Personnel on Sabbatical Leave.
300	**Purchased Services**	Amounts paid for personal services rendered by personnel who are not on the payroll of the LEA, and other services which the LEA may purchase. While a product may or may not result from the transaction, the primary reason for the purchase is the service provided.
330	**Transportation Services**	Expenditures for transporting children to school and official travel of LEA employees. This includes mileage, airfare, meals, hotel, and other expenses associated with traveling on business for the LEA.

Budget Detail Tab

#1- GATHER BUDGET TAB WORKSHEETS

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Perkins Budget Tab Worksheet

NOT for upload. *Simply an information gathering worksheet.*

CTE

Once logged into the Grants Management System, the Budget Detail tab will look like this:

Use the table below to gather and prepare the necessary information to enable quick and easy entry into the GMS Perkins Budget Application. Look up the Activity Codes, Object Codes and Use of Funds list here.
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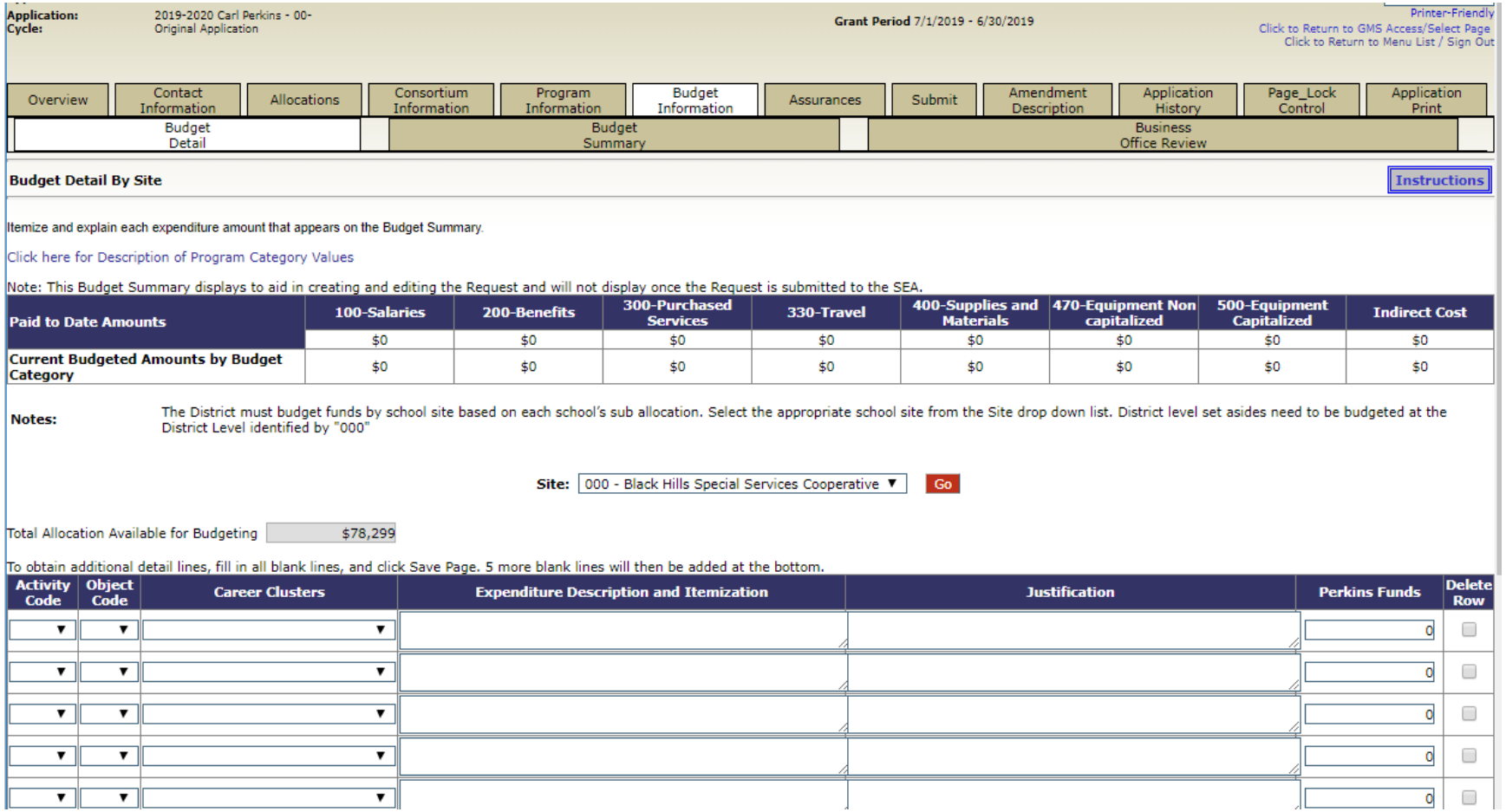
The first line is an example. Feel free to add lines as needed. This document will NOT be uploaded into the GMS or submitted in any way to DCTE.

Activity Code	Object Code	Career Cluster	Expenditure Description	Justification (Use of Funds Standards Brief Explanation/Clarifications)	Perkins Funds
1130	470	Ag, Food & Natural Resources	OPCOM Farm GrowWall Hydroponics System. Found here	C,D ADPS 2.1, ADPS 2.4, ADPS 2.5 The hydroponics grow wall will allow students to learn hydroponic agricultural production including management of the growing environment. No consumables will be purchased such as nutrients or ph adjusters. Multiple science standards and concepts will be imbedded into the learning experience as well.	$950.00

#2- SELF-CHECK!

- ✓ Top 5 Perkins Red Flags
- ✓ How to Write a Perkins Justification

#3- Enter into the GMS Budget Details Tab



Application: 2019-2020 Carl Perkins - 00-
Cycle: Original Application

Grant Period 7/1/2019 - 6/30/2019

Printer-Friendly
Click to Return to GMS Access/Select Page
Click to Return to Menu List / Sign Out

Overview | Contact Information | Allocations | Consortium Information | Program Information | Budget Information | Assurances | Submit | Amendment Description | Application History | Page_Lock Control | Application Print

Budget Detail | Budget Summary | Business Office Review

Budget Detail By Site — Instructions

Itemize and explain each expenditure amount that appears on the Budget Summary.

Click here for Description of Program Category Values

Note: This Budget Summary displays to aid in creating and editing the Request and will not display once the Request is submitted to the SEA.

Paid to Date Amounts	100-Salaries	200-Benefits	300-Purchased Services	330-Travel	400-Supplies and Materials	470-Equipment Non capitalized	500-Equipment Capitalized	Indirect Cost
	$0	$0	$0	$0	$0	$0	$0	$0
Current Budgeted Amounts by Budget Category	$0	$0	$0	$0	$0	$0	$0	$0

Notes: The District must budget funds by school site based on each school's sub allocation. Select the appropriate school site from the Site drop down list. District level set asides need to be budgeted at the District Level identified by "000"

Site: 000 - Black Hills Special Services Cooperative ▼ Go

Total Allocation Available for Budgeting $78,299

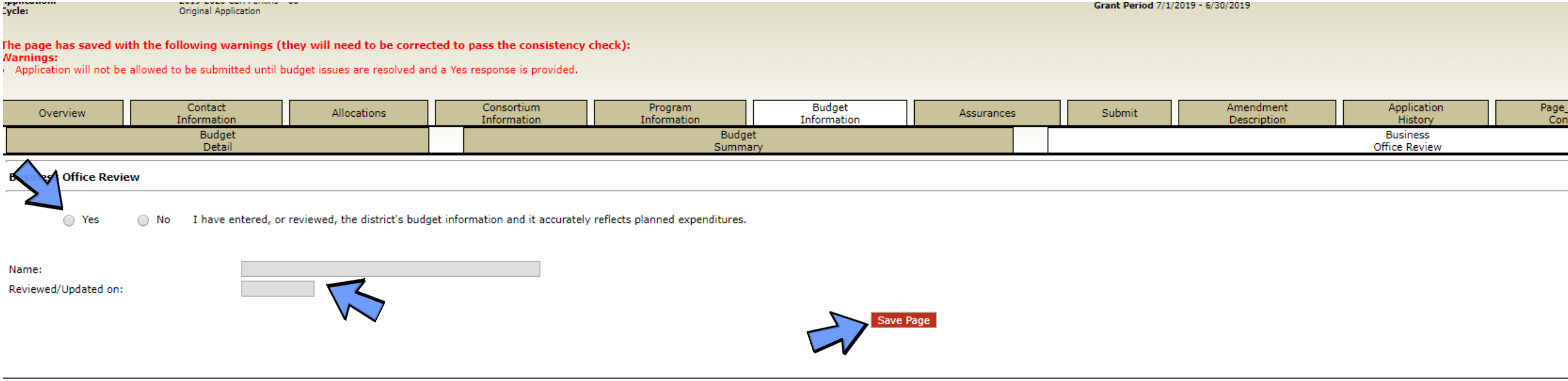
To obtain additional detail lines, fill in all blank lines, and click Save Page. 5 more blank lines will then be added at the bottom.

Activity Code	Object Code	Career Clusters	Expenditure Description and Itemization	Justification	Perkins Funds	Delete Row
▼	▼	▼			0	☐
▼	▼	▼			0	☐
▼	▼	▼			0	☐
▼	▼	▼			0	☐
▼	▼	▼			0	☐

Budget Summary & Business Office Review

The Budget Summary Tab will auto populate for you as you enter budget requests into the Budget Details tab.

Business Office Review Tab- Completed by the fiscal agent's business manager.



- Assurances
- Submit
- Reviews

PERKINS BUDGET APPLICATION TRAINING

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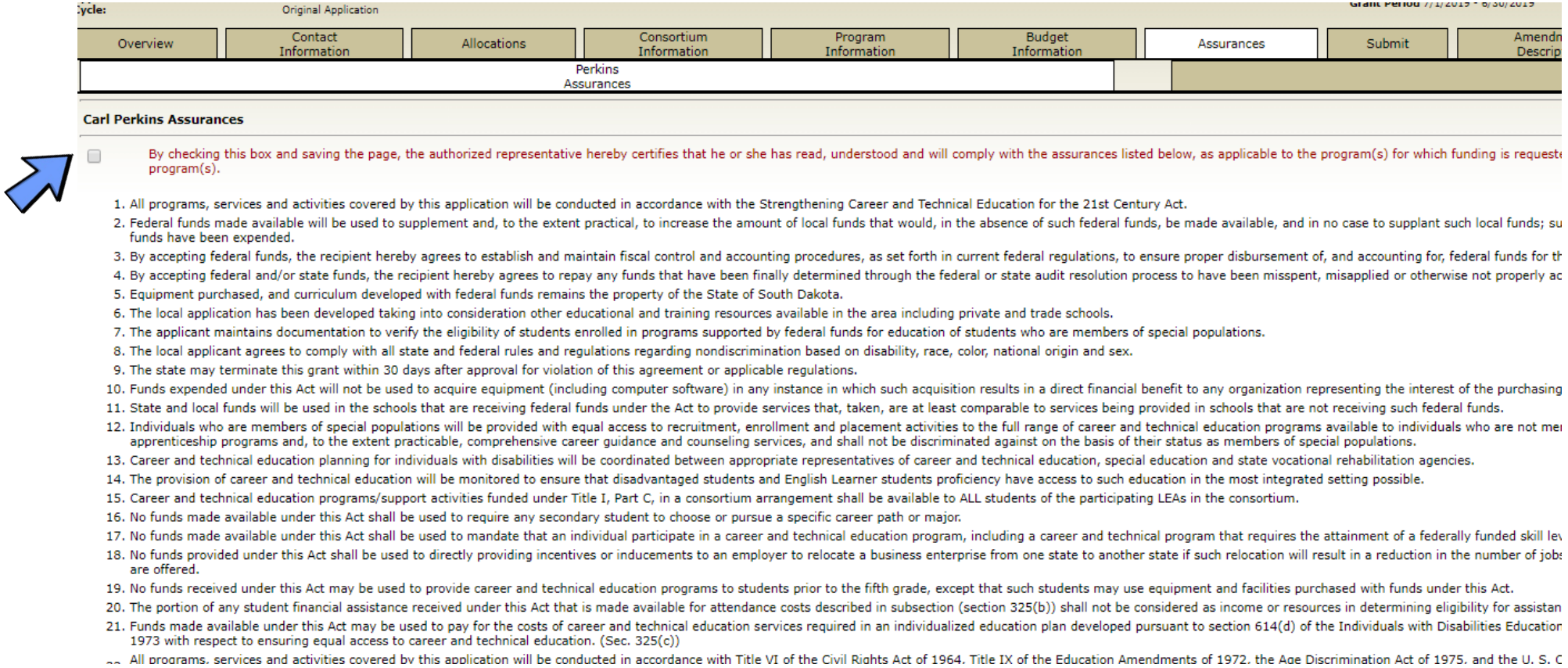
Assurances- Read, Understand, Check if you Agree.



ycle: Original Application

Grant Period 7/1/2019 - 6/30/2019

Overview | Contact Information | Allocations | Consortium Information | Program Information | Budget Information | Assurances | Submit | Amendn Descrip

Perkins Assurances

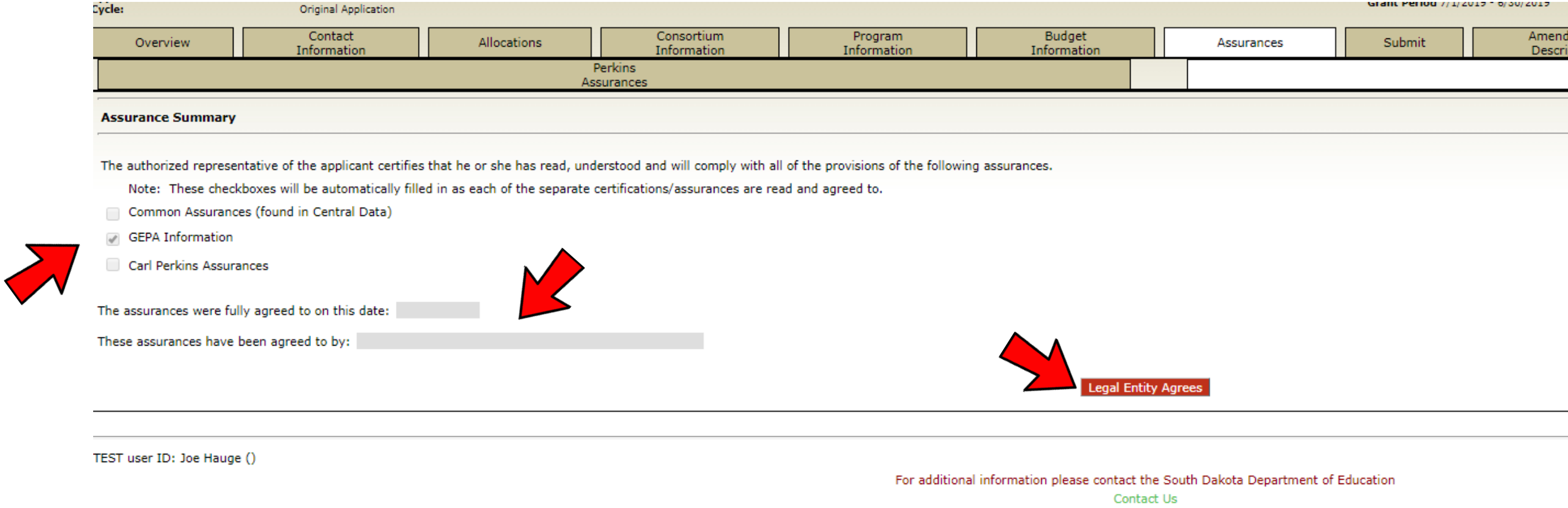
Carl Perkins Assurances

☐ By checking this box and saving the page, the authorized representative hereby certifies that he or she has read, understood and will comply with the assurances listed below, as applicable to the program(s) for which funding is request program(s).

1. All programs, services and activities covered by this application will be conducted in accordance with the Strengthening Career and Technical Education for the 21st Century Act.
2. Federal funds made available will be used to supplement and, to the extent practical, to increase the amount of local funds that would, in the absence of such federal funds, be made available, and in no case to supplant such local funds; su funds have been expended.
3. By accepting federal funds, the recipient hereby agrees to establish and maintain fiscal control and accounting procedures, as set forth in current federal regulations, to ensure proper disbursement of, and accounting for, federal funds for th
4. By accepting federal and/or state funds, the recipient hereby agrees to repay any funds that have been finally determined through the federal or state audit resolution process to have been misspent, misapplied or otherwise not properly ac
5. Equipment purchased, and curriculum developed with federal funds remains the property of the State of South Dakota.
6. The local application has been developed taking into consideration other educational and training resources available in the area including private and trade schools.
7. The applicant maintains documentation to verify the eligibility of students enrolled in programs supported by federal funds for education of students who are members of special populations.
8. The local applicant agrees to comply with all state and federal rules and regulations regarding nondiscrimination based on disability, race, color, national origin and sex.
9. The state may terminate this grant within 30 days after approval for violation of this agreement or applicable regulations.
10. Funds expended under this Act will not be used to acquire equipment (including computer software) in any instance in which such acquisition results in a direct financial benefit to any organization representing the interest of the purchasing
11. State and local funds will be used in the schools that are receiving federal funds under the Act to provide services that, taken, are at least comparable to services being provided in schools that are not receiving such federal funds.
12. Individuals who are members of special populations will be provided with equal access to recruitment, enrollment and placement activities to the full range of career and technical education programs available to individuals who are not mer apprenticeship programs and, to the extent practicable, comprehensive career guidance and counseling services, and shall not be discriminated against on the basis of their status as members of special populations.
13. Career and technical education planning for individuals with disabilities will be coordinated between appropriate representatives of career and technical education, special education and state vocational rehabilitation agencies.
14. The provision of career and technical education will be monitored to ensure that disadvantaged students and English Learner students proficiency have access to such education in the most integrated setting possible.
15. Career and technical education programs/support activities funded under Title I, Part C, in a consortium arrangement shall be available to ALL students of the participating LEAs in the consortium.
16. No funds made available under this Act shall be used to require any secondary student to choose or pursue a specific career path or major.
17. No funds made available under this Act shall be used to mandate that an individual participate in a career and technical education program, including a career and technical program that requires the attainment of a federally funded skill lev
18. No funds provided under this Act shall be used to directly providing incentives or inducements to an employer to relocate a business enterprise from one state to another state if such relocation will result in a reduction in the number of jobs are offered.
19. No funds received under this Act may be used to provide career and technical education programs to students prior to the fifth grade, except that such students may use equipment and facilities purchased with funds under this Act.
20. The portion of any student financial assistance received under this Act that is made available for attendance costs described in subsection (section 325(b)) shall not be considered as income or resources in determining eligibility for assistan
21. Funds made available under this Act may be used to pay for the costs of career and technical education services required in an individualized education plan developed pursuant to section 614(d) of the Individuals with Disabilities Education 1973 with respect to ensuring equal access to career and technical education. (Sec. 325(c))

22. All programs, services and activities covered by this application will be conducted in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the U. S. C

Assurance Summary Tab…Review and Agree



Submit Tab

- ✓ Run Consistency Check
- ✓ Fix Errors (if it shows any)
- ✓ Submit the Application
- ✓ Celebrate!! You're Done.
- ✓ Watch your Inbox…. For follow up questions!