

FY22 Perkins Budget Application Checklist

No Budget Spreadsheets	Budget request info will only be directly submitted in the Budget Details tab within the GMS.
Justifications	The same format as last year however, 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 2021-2022 school year, we ask that local plans, including CTE-CLNA Action Plans, and budgets aligned with those action plans be submitted by June 15, 2021. If you foresee difficulties meeting this timeline due to COVID-19 restrictions, please contact your regional specialist to discuss possible flexibilities. Please keep in mind, budget applications turned in late, will be reviewed last.

Completing the Perkins Budget Application

Note: Perkins grant allocation amounts and approved program letters will be shared in April from Kim Roth via email when available with instructions for completing the Perkins Budget Application.

- 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:

Know:

- Top 5 Perkins Budget Request Red Flag Issues
- Using Perkins Funds to Support CTE Programs
- FY22 Grand Deadlines and Work Cycle
- How to Write a Perkins Justification
- Identifying the Correct Fiscal Year for Perkins Budget Requests

Do:

- Perkins Consortium Agreement Forms- General Use
- Perkins Consortium Agreement- Eastern Statewide Consortium Member Districts
- Perkins Local Plan Forms (customized for either single district entities or consortia)
- Perkins Budget Tab Worksheet (not for upload, simply for gathering info)
- Quick Guide to Budget Application Codes

Helpful tip: Reviewing 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.

- Gather the needed budget request details using the Perkins Budget Worksheet.**
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](#)
- CTE Administrators- need to coordinate any updates needed to the Local Plan.**
- Consortium Directors need to gather Consortium Agreement Documents from each member district to be included in the Perkins Budget Application.**
- Complete the Perkins Budget Application within the [Grants Management System](#) prior to June 15th, 2021.**
- 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.