Local Application Guide

Purpose: The Local Application process is designed to address performance shortfalls, facilitate local planning for CTE, provide direction in the use of Federal funds for CTE, and document how applicants meet the assurances specified in the law.

Before submitting your Local Application, ensure that:

- All parts are complete.
- Specific needs identified in the CLNA are addressed.
- Justification using evidence from the CLNA is included for any expenditure (please be as specific and thorough as possible. It should be clear which specific programs/activities will be supported with your budget).
- The district's operating agreement and signature page are uploaded.

General Grant Properties

- Please check that all information in this tab is correct.

Activity Program Descriptions and Budget- *Perkins V Local Uses of Funds § 135(a)(b) (1)-(6)*

Eligible recipients are required to expend Perkins funds in the six categories listed below. If no Perkins funds are budgeted for a required use, the eligible recipient should explain how local, or state funds are used to meet the requirement. A detailed budget for each Activity or Program is highly recommended. This can be placed in the Activity or Program Description box.

The six requirements for the use of funds are:

1) Career exploration and career development activities through an organized systematic framework;
2) Professional development for career-technical education professionals;
3) Provide within career-technical education the skills necessary to pursue high-skill, high-wage, or in demand sectors or occupations;
4) Support integration of academic skills into career-technical education programs and programs of study;
5) Plan to carry out elements that support implementation of career-technical education program and programs of study that result in increased student achievement; and
6) Develop and implement an evaluation of the activities funded by Perkins including evaluations necessary to complete the comprehensive needs assessment.

Budget

The below information provides reminders/guidance around using funds across various budget categories.

Administration

- A maximum of 5% of an entity's total allocation can be used for administration.
- Indirect/Direct costs- Direct administration costs include salaries, benefits, office supplies, postage, office equipment, and official travel costs for program administration.

Personnel

- Recipients must provide details for salaries and stipends provided through Perkins
    - Salary information should include name, title, salary, whether the position is fully or partially funded with Perkins, and a justification for funding the position using evidence from the CLNA.
    - Stipend information should include name/position, purpose, amount

Travel

- Specific plans for travel funds (i.e. conference name, anticipated number of attendees, total cost per event)

Contractual Services

- Include any contracted arrangement with an entity outside of the eligible recipient for allowable activities, services and/or products for a Perkins program

Equipment

- Equipment budget should include a list of specific equipment and/or a plan for how the eligible recipient determines which programs will be reviewed for equipment needs during the next fiscal year (e.g. rotation schedule).

Materials

- All equipment and materials must be allocable to Perkins Section 135 *(D) appropriate equipment, technology, and instructional materials (including support for library resources) aligned with business and industry needs, including machinery, testing equipment, tools, implements, hardware and software, and other new and emerging instructional materials.*

    -Materials must be for student use only

    -Consumable materials that are not program-specific / general-purpose assets are unallowable

    -All materials must be aligned with business and industry needs

Programs of Study

> ***Postsecondary only; secondary will complete as part of adoption forms**

- Postsecondary recipients should ensure that each grant question is answered for each Perkins funded pathway. Program of study questions should be completed by the instructor. Responses should include strategies where possible and avoid more general statements (i.e. "we will continue to work on improving….")
- Secondary does not need to complete this section as the content is rolled over from adoption form submissions. Secondary recipients should ensure that adoption forms are complete and up to date.

Grant Questions

- All 9 questions in this section are required.
- Responses should include strategies where possible. General statements should be avoided.

-Example:

Question: Provide a description of how the eligible recipient will improve the academic and technical skills of students participating in career and technical education programs.

> Instead of the following type of response:

- CTE teachers will continue to support the rigor in their pathways.
- CTE teachers will continue to follow and cover all state standards in their courses.

> Include specific strategies in your response:

- CTE teachers will attend PLCs with academic teachers.
- CTE instructional staff will attend the following professional development opportunity focused on academic integration.

Indicators/Improvement Plans

- Right click on each 2022-23 indicator that shows as 'Plan Needed'. Make sure to fill out all information on all four tabs. Additional guidance on improvement plans will be shared in the Local Application webinar.

Terms and Conditions

- Must review and complete this section before submitting your app.