**Perkins Grant Fiscal Requirements**

**Perkins Act of 2006**

**FY 2018**

1. Career technical education funds are used to supplement rather than supplant state and local funds. Federal funds may not be used for expenditures previously paid out of state/local funds.
2. No more than 5% of the grant may be used for administrative expenditures. At least 95% of the grant must be spent on activities that are directly working with students or curricular development.
3. All budget items must directly relate to a required or allowable use of funds, as well as the college’s five-year Perkins plan, and be for occupationally-specific programs.
4. No general education or learning support costs will be allowed outside of tutoring special populations.
5. All non-administrative budget items must be to improve performance on core indicators.
6. Unallowable expenditures include (but are not limited to):
	1. costs of displays, demonstrations, and exhibits;
	2. food (outside of reimbursements under travel regulations);
	3. costs of meeting rooms, hospitality suites, and other special facilities used in conjunction with shows and other special events;
	4. salaries and wages of employees engaged in setting up and displaying exhibits, making demonstrations and providing briefings;
	5. costs of promotional items and memorabilia, including models, gifts, and souvenirs;
	6. costs of alcoholic beverages;
	7. costs of entertainment, including amusement diversion, and social activities and any costs directly associated with such costs (such as tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities);
	8. fundraising and investment management costs;
	9. individual memberships and subscriptions (only institutional memberships and subscriptions are allowed);
	10. costs of membership in organizations substantially engaged in lobbying;
	11. accreditation related costs;
	12. consumable items not for special populations;
	13. general equipment, including furniture and computers\*;
	14. recruitment activities (this does not preclude encouraging special population students to enter career and technical education);
	15. capital or infrastructure costs; and
	16. placement testing for non applicants.
7. TCSG does not recommend that colleges add new personnel to their Perkins request. All personnel must be linked to a required or allowable use of funds and provide services directly to students, unless paid out of the 5% administrative cost allowance.
8. Perkins personnel cannot be used to provide services that are required to be made available under other Federal, State, or local laws. Personnel may not be paid out of federal funds for tasks previously paid out of state/local funds.
9. Perkins paid personnel (in whole or in part) must complete either two Semi-annual Certifications a year, if they had a single cost objective, or monthly Time and Effort Reports. This determination (and the subsequent forms) shall take into account all positions/contracts held by the individual at the college. Time and Effort Reports must be after-the-fact, realistic, and reconciled quarterly. Variances under 10% quarterly can be adjusted at end-of-year.
10. Preferred personnel work directly with students (clearly addressing improvement on the core indicators) and include the following (notwithstanding #1-17 or any other federal regulations):

Career Services Coordinators / Career Advisors

Disability / Special Needs Coordinators

High School Coordinators

Instructors for new or expanding occupationally-specific programs

Interpreters

Special Population Coordinators

Retention Specialists

1. New personnel will be allowed for preferred positions designed to directly improve performance on core indicators, provided that the college does not spend more than 90% of their budget on personnel.
2. Professional development programs, including initial teacher preparation, for faculty, administrators, and career guidance and academic counselors, must meet the following guidelines to be fundable:
	1. provide in-service and pre-service training on effective integration (provided jointly with academic teachers to the extent practicable), teaching skills based on research, practices to improve parental and community involvement; and use of scientifically based research and data;
	2. are high-quality, sustained, intensive and classroom-focused in order to have an impact on classroom instruction, and are not one-day or short-term workshops or conferences;
	3. will help teachers and personnel to improve student achievement;
	4. will ensure that teachers and personnel stay current with the needs, expectations, and methods of industry, can effectively develop rigorous and challenging integrated curricula (jointly with academic teachers, to the extent practicable), develop a higher level of academic and industry knowledge and skills, and effectively use applied learning; and
	5. must be necessary for the project.
3. Funds, not necessarily from Perkins, must be expended on all 9 Required Uses of Funds.
4. Every college must have a Special Populations Coordinator who serves the needs of special population students. The college will decide how to staff this initiative. The state will not mandate the full- or part-time status, number of positions, or source of funding for this initiative.
5. Every college must have a High School Initiative, including dual enrollment and Programs of Study. The college must have enrollment in at least one of its state-approved Programs of Study. The college will decide how to staff this initiative. The state will not mandate the full- or part-time status, number of positions, or source of funding for this initiative.
6. Colleges receiving rural reserve funds will not need to submit an additional grant application, but will budget for these funds in their Perkins grant submission. Reserve funds do not have to be spent on the high school initiative.
7. Colleges must follow the federal Uniform Grant Guidance.

\*Computers may be purchased for student use in occupational courses. Please be aware that computers should only be used for their approved purpose and must remain in the area for which they were purchased. Perkins equipment must be inventoried annually and must remain where it appears on the college’s inventory.