2025-26 PERKINS WORKFORCE GRANTS

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PERKINS GRANT OVERVIEW

- Important Dates

- Perkins Plan

- Perkins Leadership Grants

- Fiscal Updates

- Frequently Asked Questions

PERKINS WORKFORCE GRANTS IMPORTANT DATES

PERKINS WORKFORCE GRANTS TIMELINES

Grant Name	Application Release Date	Priority Deadline	Final Deadline
Perkins Plan	Feb. 20	x	April 3
Perkins Corrections	March 20	x	April 24
Perkins Leadership Block Grant	March 20	x	April 24
Perkins Non-Trad	March 20	April 24	Sept. 18*
Perkins Special Projects	March 20	April 24	Sept. 18*

* Depending on availability of funds

PERKINS PLAN GRANT

PERKINS PLAN

- Initial Planning Numbers

- Application

- Guidelines

- Budget Requests and CLNA

- Program of Study Verification Form

- Leveraging Perkins Plan Award

PERKINS PLAN GRANT

Eligible: CTC Colleges (meet Pell Plus threshold, at least $50,000*)

Funding Available: Initial Planning Numbers

Process: Apply in OGMS, SBCTC Approval

*The availability of funds depends on federal budgets and Workforce Training and Education Coordinating Board (WTECB) policy.

PERKINS INITIAL PLANNING NUMBERS

- February 20th Announcement Email

- Award Formula
  - Training: *Perkins Data, Coding, and Award Formula*
  - Webinars: Perkins Plan/Perkins Webinars
  - Perkins V Cohort Data Dictionary

PERKINS PLAN APPLICATION

1. Complete Application Questions

2. Upload Documents to Attachments in OGMS

   • Assurances

   • Programs of Study Verification Form

PERKINS PLAN APPLICATION

- 2-year revolving app

  - Even Fiscal Years (FY26, FY28): CLNA Progress

 - Odd Fiscal Years (FY27, FY29): CLNA/Sect 134

PERKINS PLAN APPLICATION SECTIONS FY26, 28, 30 (EVEN YEARS-NO CLNA)

1. Improving Equity and Access
2. Evaluation of Student Performance & Accountability
3. Program Size, Scope, and Quality
4. Pathways and CTE Programs of Study
5. Recruitment, Retention, & Training of CTE Educators
6. Required Contents
7. Budget Narrative
8. Resource Alignment and Accountability
9. Grant and Fiscal Accountability

ACTION PLAN PROGRESS

Identify your college's strategies from the CLNA Action Plan for Element 1: Improving Equity and Access. Please describe the progress made and stakeholders involved for each strategy.

Element 1: Improving Equity and Access	Action Plan for Improving Equity and Access
Ratings: 1 Significant gaps and/or multiple gaps exist 2 Some gaps exist and/or we do not have a concrete plan to address them 3 Very few gaps exist, and we have processes in place to close the remaining gaps 4 No gaps exist	Strategies in Priority Order:
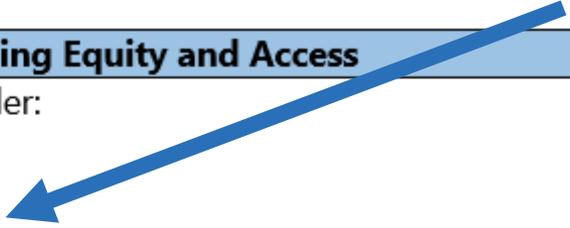
BUDGET REQUESTS AND CLNA

[2 CFR 200.403](#)-Factors Affecting Allowability of Costs

Must be:

(a) Necessary and reasonable for the performance of the Federal award

(c) Consistent with policies and procedures that apply uniformly to both federally-financed and other activities of the non-Federal entity

(g) Adequately documented

BUDGET REQUESTS AND CLNA

Section 135(a)-**Local Use of Funds**

"Each eligible recipient that receives funds...shall use such funds to develop, coordinate, implement, or improve career and technical education programs to **meet the needs identified** in the comprehesive needs assessment."

CLNA AND BUDGET REQUESTS

- <u>Must list the CLNA question</u> which identifies the need for each budget request

- List the CLNA question: 2C, 3B, etc. not Action Plans

- OGMS and OBIS

- Upload Amended CLNA, in OGMS, if needed

CLNA AND BUDGET REQUESTS

- **2C** Business DECA Partial Funding Winter Conference Travel – students and advisors $3432

- Virtual campus mapping software $3500- Section **1A**

- Career Center subscriptions for career databases and publications for CTE students--CLNA **1A**, **2C/2E** non-trad recruitment/support, **4D** Guided Pathways career development

CLNA AND BUDGET REQUESTS

- Funding will support professional development and association memberships to align CTE Programs with industry standards and demands (**3B**) $4,000

- Maintenance Technology Electronic training/demo station ($10,260) (CLNA **3.B**)

PROGRAMS OF STUDY VERIFICATION FORM

- Refer to FY24 and FY25 Programs of Study Verification Form first

- <u>ONLY</u> Submit New, Inactive, or Revised Articulations

- HS Course # or Name

- Last Column

  - New (N), Inactive (I), or Revised (R)

- No changes? Enter "No Changes" and then Upload

LEVERAGING PERKINS PLAN FUNDING

- Perkins Leadership Grants

  - Program Development

  - Professional Development

  - Special Populations

  - CLNA Development and Assessment

- SBCTC Grants and Allocations

PERKINS LEADERSHIP GRANTS

PERKINS LEADERSHIP GRANTS

- Corrections Education

- Leadership Block Grant

- Non-Traditional Gender Employment and Training

- Special Project

CORRECTIONS EDUCATION GRANT

Eligible: WA Community and Technical Colleges with Corrections Centers

Funding Available: $129,000*

Process: Consensus among Corrections Dean and Directors based upon needs/priorities, Apply in OGMS, SBCTC Review and Approval

*The availability of funds depends on federal budgets, Workforce Training and Education Coordinating Board (WTECB) policy, and carryover funding.

LEADERSHIP BLOCK GRANT

Eligible: WA Community and Technical Colleges

Funding Available: $30,000 per college*

Process: Non-Competitive, Apply in OGMS, SBCTC Review and Approval

*The availability of funds depends on federal budgets, previous year carryover funds, and Workforce Training and Education Coordinating Board (WTECB) policy.

NON-TRADITIONAL GENDER EMPLOYMENT AND TRAINING (NON-TRAD) GRANT

Eligible: WA Community and Technical Colleges

Funding Available: $100,000*, up to $20,000 per college

Process: Competitive, apply in OGMS, SBCTC Review and Approval

Non-Trad Project Book

*The availability of funds depends on federal budgets, Workforce Training and Education Coordinating Board (WTECB) policy, and carryover funding.

SPECIAL PROJECT GRANT

Eligible: WA Community and Technical Colleges

Funding Available: TBD*

Process: Competitive, Apply in OGMS, WEC Exec Meeting, SBCTC Review and Approval

*The availability of funds depends on federal budgets, Workforce Training and Education Coordinating Board (WTECB) policy, and carryover funding.

PERKINS LEADERSHIP APPLICATION
BUDGET CATEGORIES

Budget Category	Corrections Education	Leadership Block Grant	Non-Trad	Special Projects
Salary and Wages	X	X	X	X
Employee Benefits	X	X	X	X
Goods and Services	X	X	X	X
Travel	X	X	X	X
Contracts	X	X	X	X
Capital Assets	X			X
Reserve		X		

Note: Budget Categories for Building Rental & Utilizations, Tuition, Student Fees, Indirect, and Admin are not allowed for Perkins Leadership Grants

PERKINS CHANGES

CHANGES

- Annual Reports for FY26 will be due on <u>June 30, 2026,</u> not in July

  - SBCTC will review and modify, if applicable, FY25 reports to prepare

FISCAL UPDATES

FISCAL UPDATES

- Equipment threshold raised to $10,000

- Participant Support budget activity added

- Program Income questions added

- <u>No change</u> to Perkins Indirect

  - Restricted rate applies *(de minimis is 8% of MTDC)*

  - Admin cap remains at 5%

CAPITAL ASSET PROCESS

Property or equipment with a useful life in excess of one year and a per unit acquisition cost of $10,000 or more.

1. Submit request in OGMS (application or addenda) or OBIS (budget revision)
2. SBCTC fiscal and program teams will review
3. SBCTC provides approval
4. Proceed with purchase

Note: Request for approval <u>email is not needed</u>

GOODS & SERVICES

Goods

- Items with an individual acquisition cost of less than $10,000 or a useful life of less than one year necessary to carry out Perkins activities

Services

- Services of a routine nature necessary for carrying out Perkins activities

GOODS & SERVICES—NEED MORE DETAIL

7B. Describe how funds will be used FOR REQUIRED & PERMISSIBLE ACTIVITIES – GOODS AND SERVICES.

Required & Permissible Activities Goods and

Services   135,601.00

Program materials, instructional equipment for CTE program, printed materials, conference registrations, and industry certifications for CTE faculty.

GOODS & SERVICES—BETTER (MISSING CLNA REFERENCE)

7B. Describe how funds will be used FOR REQUIRED & PERMISSIBLE ACTIVITIES – GOODS AND SERVICES.

Required & Permissible Activities Goods and Services 135,601.00

$30,000 – Equipment for Manufacturing Technology, Mechatronics, and Welding programs, less than $10,000 per item

$17,000 - Conference Registrations for professional development. All registrations will be less than $10,000

$88,601 - Program materials, industry certifications for CTE faculty, instructional equipment for CTE programs. All of these expenses will not meet the definition of capital asset.

GOODS & SERVICES—BEST

7B. Describe how funds will be used FOR REQUIRED & PERMISSIBLE ACTIVITIES – GOODS AND SERVICES.

Required & Permissible Activities Goods and Services 135,601.00

$33,000 – Equipment for Manufacturing Technology, Mechatronics, and Welding programs. Each piece of equipment is less than $10,000 per item (CLNA 3A)

$9,000 - Conference Registrations for professional development for ten faculty. (CLNA 5D)

$93,601 - Program materials, industry certifications for CTE faculty, instructional equipment for CTE programs. All of these expenses will not meet the definition of capital asset. (CLNA 3B)

PERKINS PLAN APPLICATION
BUDGET CATEGORIES/ACTIVITIES

Budget Category	Required and Permissible Activities	Administration	Participant Support
Salary and Wages	X	X	
Employee Benefits	X	X	
Goods and Services	X	X	X
Building Rental & Utilizations	X	X	
Travel	X	X	X
Contracts	X	X	
Capital Assets	X		
Tuition			X
Student Fees			X
Indirect		X	

PARTICIPANT SUPPORT

- Support career and technical student organizations, including student preparation for and participation in technical skills competitions aligned with CTE program standards and curricula.

- Support to reduce or eliminate out-of-pocket expenses for special populations participating in CTE and supporting the costs associated with fees, transportation, childcare, or mobility challenges for those special populations.

- Recipients must set their own policy for the request and use of student support funds in line with their approved budget. The classification of items as participant support costs must be documented in the recipient's written policies and procedures and treated consistently across all Federal awards (per 2 CFR 200.456).

PROGRAM INCOME

- Income earned that is directly generated by a Perkins funded activity or earned as a result of a Perkins award.

- Program income can be used in **addition** to the total grant award.

- All program income earned should be used for Perkins-eligible expenditures before invoicing SBCTC.

- Program Income examples:
  - Conference fees charged when Perkins funds the conference.
  - Sale, rental, or usage fees, such as proceeds from a training program operated with Perkins funds.

FREQUENTLY ASKED QUESTIONS

Tips for Successful Applications

ADMINISTRATION

- Administrative activities are those activities necessary for the effective and efficient performance of the college's duties under Perkins, including the supervision of such activities.

- Any cost that supports the management of the Perkins program is administrative in nature.

- Additional Questions contact: Melanie Kielich

ASSURANCES

Find the FY26 Assurances in the Assurances tab in OGMS

1. Download form and complete
   - Perkins Plan--**2** signatures needed
   - Corrections Education--**3** signatures needed
2. Upload the Assurances to the Attachment tab in OGMS
3. Keep the document on file at your institution

CAREER AND TECHNICAL STUDENT ORGANIZATION (CTSO)

Requirements:

- State, Regional, or National Affiliation
- Leadership or Technical Skills Competition

Focus:

- Preparation and participation in competitions
- Increase participation of students in non-trad fields and special populations

DIRECT ASSISTANCE

- Assistance may only be provided to an individual to the extent that it is needed to address barriers to the individual's successful participation in CTE programs.

- Direct financial assistance for individuals must be a part of a broader, more generally focused effort to address the needs of individuals who are members of special populations.

- Funds must be used to supplement, and not supplant, assistance that is otherwise available from non-federal and other federal sources. Grant funds may not be given directly to a student.

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DIRECT ASSISTANCE

- The <u>application process</u> must be <u>broadly marketed</u> and <u>made available to all eligible students</u>.

- Criteria for awarding Perkins funding should be clearly communicated and distribution prioritized by highest need.

- College should document processes to include managing late funding awards (non-Perkins)

DIRECT ASSISTANCE-ELIGIBILITY

The student must:

- ✓ Enrolled at least half-time in a professional-technical program

- ✓ Member of a special population as defined in Perkins V

- ✓ Complete the FAFSA

- ✓ Eligible for the federal Pell Grant

- ✓ Maintain a 2.0 cumulative GPA

- ✓ Complete an annual application for assistance

MEAL ELIGIBILITY REQUIREMENTS

✓ Meals can only be provided to elective/appointive officials and state employees

✓ Conduct official state business or to provide training to state employees/officials

✓ Meals are an integral part of the business meeting or training session

✓ Meeting or training takes place away from the employee's or official's regular workplace

✓ The agency obtains an itemized receipt for the actual costs of the meals with meetings

✓ Documentation of advance for approval for meals

MEMBERSHIP FEES/SUBSCRIPTIONS

- **Faculty/Staff:** Use College Name or Staff Role

- **Student:** Guidelines for Direct Assistance to Students

ONLINE GRANT MANAGEMENT SYSTEM (OGMS)

Contact

- [OGMS Security Contact](#) for access to the 2024-25 Perkins grants

- [Kari Kauffman](#), 360-704-1021, if your Security Contact cannot resolve your question

Resources

- [OGMS User Manual](#) is available under the "[How To](#)" tab

- [Perkins Plan/Perkins Webinars](#)
    - [Recording](#) starting at 1:00:05

PAID INTERNSHIPS/STIPENDS

- Paid Internship
  - Not an acceptable use of funds
  - Intent of Perkins is to provide funding for CTE programs and services that indirectly benefit students

- Stipends
  - Possible
  - Align with gap/needs identified CLNA
  - Prior written approval needed
  - Contact SBCTC

PROFESSIONAL DEVELOPMENT

- Sustained, intensive, collaborative, job-embedded, classroom-focused

- Not stand-alone, 1-day, or short-term workshops

- Ongoing and provides continuing support to staff

- Regularly evaluated for its impact on increased educator effectiveness and improved student academic/technical achievement (Section 3(40)(B)(viii))

- Professional Development Plan

SALARIES, WAGES, & BENEFITS

Examples

- **Career Services Counselor: 50% FTE = Salary: $25,000, Benefits: $11,250.** Advises CTE students, provides in-class career exploration activities, and serves as a liaison between program leads and business/industry partners

- **10 faculty stipends at $1,000 each for curriculum development = $10,000**

- **Disability Specialist: 0.40 FTE = Salary: $24,000, Benefits: $12,000.** Provides recruitment, retention, counseling, and other support services for disabled CTE students

- **CTE Faculty for 40 hours at $35/hour = Salary: $1,400 total, Benefits: $560.** Participation in an industry-based professional development

TRAVEL

- Describe travel in narrative

- Workforce Education Council travel is administrative

- All state travel rules apply

COMMUNITY AND TECHNICAL COLLEGES
Washington State Board

QUESTIONS?

CONTACT INFORMATION

PROGRAM Questions
- •Bill Belden, Policy Associate
- •Kimberly Ingram, Program Administrator

BUDGET Questions
- •Melanie Kielich, Fiscal Grant Administrator
- •Denise Costello, Associate Director Fiscal Mgmt

OGMS Questions
- •Kari Kauffman, Program Coordinator