



# 2024-25 PERKINS WORKFORCE GRANTS

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# PERKINS WORKFORCE GRANTS OVERVIEW

- Important Dates
- Perkins Plan/CLNA
- Perkins Leadership Grants
- Frequently Asked Questions



**COMMUNITY AND  
TECHNICAL COLLEGES**  
*Washington State Board*

# IMPORTANT DATES

# PERKINS WORKFORCE GRANTS TIMELINES

Grant Name	Application Release Date	Priority Deadline	Final Deadline
Perkins Plan	Feb. 29	x	April 11
Perkins Corrections	April 4	x	May 2
Perkins Leadership Block Grant	April 4	x	May 2
Perkins Non-Trad	April 4	May 2	Nov. 30*
Perkins Special Projects	April 4	May 2	Aug. 1*

\* Depending on availability of funds



# PERKINS PLAN GRANT

# PERKINS PLAN

- Initial Planning Numbers
- Application
- Guidelines
- CLNA and Budget Requests
- Program of Study Verification Form
- Leveraging Perkins Plan Award

# PERKINS PLAN GRANT



**Eligible:** CTC Colleges (meet Pell Plus threshold)



**Funding Available:** Initial Planning Numbers, at least \$50,000\*



**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 28<sup>th</sup> Announcement Email
- Award Formula
  - [Perkins Data, Coding, and Award Formula](#)
  - Webinars: [Perkins Plan/Perkins Webinars](#)



# PERKINS PLAN APPLICATION REVISIONS

- Office of Career, Technical, & Adult Education
  - Monitoring of Workforce Training Board
  - May 2023
  - 2-year revolving app
    - Odd Fiscal Years (FY25, FY27): Section 134(b)(1-9)
    - Even Fiscal Years (FY26, FY28): CLNA Progress

# PERKINS PLAN APPLICATION SECTIONS FY25, 27, 29 (ODD YEARS WITH CLNA)

1. Evaluation of Student Performance & Accountability
2. Required Contents (Section 134(b)(1-9))
3. Budget Narrative
4. Resource Alignment and Accountability
5. Grant and Fiscal Accountability

# **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

# PERKINS PLAN APPLICATION

- Upload Documents to Attachments in OGMS
  - CLNA
  - Assurances
  - Programs of Study Verification Form

# PERKINS PLAN APPLICATION

## BUDGET CATEGORIES/ACTIVITIES

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

# PERKINS PLAN GRANT GUIDELINES

- Combined Fiscal and Program Guidelines
- Document: Guidelines Updates and Additions

# CLNA AND BUDGET REQUESTS

## 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 comprehensive needs assessment."

# CLNA AND BUDGET REQUESTS

## 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





# PROGRAMS OF STUDY VERIFICATION FORM

## Changes

- ONLY 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

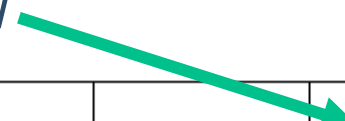
## Updates

- CTE Dual Credit Database

# PROGRAMS OF STUDY VERIFICATION FORM

## REVISED

NEW



Program of Study or Career Cluster	High School or District Name	College Course Name/ College Course #	High School Course # or Name	College Program CIP Code	New (N) Inactive (I) Revised (R)
Finance	Sample High School	Principles of Accounting/ ACCT101	ACCT 1	520302	N
		Accounting Technology/ ACCT103	ACCT 2	520204	R
	Template School District – 4	Principles of Accounting/ ACCT101	Accounting	520302	I

## PREVIOUS

Program of Study or Career Cluster	High School or District Name	College Course Name/ College Course #	High School Course #	College Program CIP Code	New Articulation (Yes/No)
Finance	Sample High School	Principles of Accounting/ ACCT101	ACCT 1	520302	No
		Accounting Technology/ ACCT103	ACCT 2	520204	Yes
	Template School District – 4	Principles of Accounting/ ACCT101	ACCT 1	520302	No

# LEVERAGING PERKINS PLAN FUNDING

- Perkins Leadership Grants
  - Program Development
  - Professional Development
  - Special Populations
- [SBCTC Grants and Allocations](#)



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*Washington State Board*

# PERKINS LEADERSHIP GRANTS

# PERKINS LEADERSHIP GRANTS

- Corrections Education
- Leadership Block Grant
- Non-Traditional Gender Employment and Training
- Special Project

# PERKINS LEADERSHIP GRANT GUIDELINES

- Combined Fiscal and Program Guidelines
- Document: Guidelines Updates and Additions

# 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 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\*



**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



# 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: [Denise Costello](#)



# ASSURANCES

- Find the FY25 Assurances in the Assurances tab in OGMS
- Download form and complete
  - Perkins Plan--2 signatures needed
  - Corrections Education--3 signatures needed
- Upload the Assurances to the Attachment tab in OGMS

# 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





# CAPITAL ASSET PROCESS

Property or equipment with a useful life in excess of 1 year and a per unit acquisition cost of \$5,000 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 email is not needed

# GOODS & SERVICES

## Goods

- Items with an individual acquisition cost of less than \$5,000 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 32,318.00**

CTE program equipment used in program instruction and enhancement that does not meet capital equipment outlay definition; small equipment and materials for classroom instruction that do not meet capital equipment outlay definition; supplies for program review; program brochures and educational planners for CTE programs; printing and postage for materials used in CTE programs and student recruitments.

# GOODS & SERVICES—GOOD

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

**Required &  
Permissible Activities  
Goods and Services 8,321.00**

Professional Development: To address data gaps in 2P1, faculty will establish a professional development plan specific to the indicator to increase educator effectiveness and improved student academic and technical achievement. Funding may support conferences, industry partnerships, trainings specific to closing equity gaps, job-embedded training, and effective teaching strategies for classroom engagement. Funding will support professional development plans that demonstrate data informed planning and can report on the impact of educator effectiveness.

# GOODS & SERVICES—GREAT

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

**Required &  
Permissible Activities**  
**Goods and Services** 140,407.00

Funds will be used to support the following:

Career Services: Focus 2 Career \$2,564.00

Career Services: Sensory Tools \$2,000.00

Career Services: Being Undocumented in the Workforce \$3,000.00

Career Services: State Work-Study Community Service Program \$3,000.00

Career Services: Equitable Access to Career Events \$2,000.00

Dental Assistant Lab Equipment - to start program, none of which qualifies as Capital Assets \$45,000.00

Medical Assistant Computers for Lab (10 @ \$700 each) \$7,000.00

Medical Assistant Welch Allyn Thermometers \$1,650.00

Paramedic/EMT Stryker Stair Chair \$4,000.00

Paramedic/EMT Child Airway Manikins \$1,000.00

Paramedic/EMT Infant Airway Manikins \$1,000.00

Paramedic/EMT Adult Airway Manikins \$3,000.00

Paramedic/EMT Infant IO Trainer \$1,000.00

# 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

## 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

# QUESTIONS?



# CONTACT INFORMATION

## PROGRAM Questions

- [Bill Belden](#), Policy Associate
- [Kimberly Ingram](#), Program Administrator

## BUDGET Questions

- Vacant, Contract Specialist
- [Denise Costello](#), Associate Director Fiscal Mgmt

## OGMS Questions

- [Kari Kauffman](#), Program Coordinator