



New CTE Program of Study Application Questions and Answers

1. Is prior approval required to use Perkins funds to develop a new Career and Technical Education Program of Study?

Yes. This is allowable if the plan is to use Perkins funds to develop the new program for future approval as a complete CTE Program of Study (CTE POS).

According to the Perkins State Plan, beginning in January of 2009, Perkins funds can only be used to pay for expenses associated with CTE POS, or with previously approved CTE programs that have been identified for development into CTE POS. However, in some cases, Perkins funds can be used to initiate new programs that are neither currently approved CTE Programs of Study nor were previously identified for development into CTE Programs of Study. The use of Perkins funds for such CTE POS initiation and development can only be used with prior authorization and written approval from ODE staff charged with Perkins administration.

2. Can a new CTE Program of Study be developed without a secondary or post-secondary component?

No. A CTE Program of Study must have a secondary and post-secondary component. Perkins funds may be used to develop only one of those components or the funds may be used to develop both components simultaneously. In either case, ODE must be assured that there will be both components (secondary and post-secondary) present when the proposed CTE Program of Study is fully developed.

3. Can a new CTE Program of Study be developed without a business/industry partner?

No. A CTE Program of Study must have industry partners. Partners may not yet be fully identified and developed at the time the **Application for a Start-Up Program of Study** is submitted, but ODE must be assured that there will be both partners (business partners and education partners) present when the proposed CTE POS is fully developed.

4. What is the application process for approval to use Perkins funds to develop a new CTE Program of Study?

A. Approval will be based on two key criteria:

1. The proposed CTE Program of Study must be new to the secondary or post-secondary institution. New programs are those that have not existed at the institution for a period of at least 3 years as a previously approved CTE program or as a CTE POS.
2. The proposed CTE Program of Study must address a local, state, or regional workforce need and/or shortage in a high wage, high demand career, or it must focus on an emerging workforce need.

B. A written request must be sent to the ODE staff charged with Perkins administration. The request must include the following information:

1. A description of the proposed CTE Program of Study including the standards or outcomes the program will address.
2. Local, regional, or state data that demonstrates the need for such a POS. In the case of emerging careers, this can include pertinent demographic data, information from popular or professional media, statements from potential employers, input from local workforce development organizations, survey results, and/or national statistics related to the career.
3. A three year budget that identifies the short term (year one) and long term (years two and three) expenditures associated with establishment of the POS. The budget should indicate all proposed funds that will be used to develop the proposed CTE Program of Study. Perkins funds may be used, but must not exceed 30% of the total amount used to develop the program and the program must become a CTE Program of Study within three years. Perkins funds can only be used on Perkins eligible expenditures.
4. Written and signed assurances from appropriate administrators that attest to the financial support that will be provided and sustained from sources other than Perkins funds (program sustainability).
5. Written and signed assurances from secondary and post-secondary institutions that attest that the proposed CTE Program of Study will have a secondary and post-secondary component, as well as industry partners, when fully developed.

5. What will happen once a request is submitted to ODE to use Perkins funds to develop a new CTE Program of Study?

ODE will review the information and contact the applicant, institutional partners, or regional CTE coordinator if further clarification is required. Perkins funds can only be used after the recipient has received written notification of the approval. The written notification will include specifics about the total funds that are authorized, the allowable uses of those funds, and the timeline for use of those funds.

6. What should be included when developing the short and long term budgets?

The budget should include all costs associated with the startup of a new CTE Program of Study – with the exception of personnel and general classroom set up costs, such as furniture and utilities.

You may want to consider some of the following costs:

- Specialized equipment, furniture, tools and supplies
- Professional development needs including stipends, mentors and substitute costs
- Costs associated with collaboration with postsecondary and advisory committee members
- Non-monetary in-kind donations
- Facility upgrades and retooling

7. How can an eligible recipient use the Perkins Funds on the startup CTE Program of Study?

Once the eligible recipient has figured the entire cost of the startup for the first year, they may use Perkins funds to pay for up to 30% of that total cost. Of course they may only spend Perkins funds on those items typically allowed as a Perkins expenditure.

Example:

An industry group has approached a high school and local community college with the need for the industry in the local area. The goal is to create a CTE Program of Study. The community college has an instructional program in the CTE area. The focus of the New CTE POS Application is on developing the high school component. The school district has agreed to provide four classes that will be offered to students. The proposed first year budget in the application is as follows:

| New Program of Study Total Cost – Year One | | |
|---|---------------|------------------------------|
| Item | Cost | Potential Source |
| Specialty Equipment | 23,000 | Perkins |
| Specialty Furniture | 31,000 | In-Kind Industry |
| Electrical Drops / Plumbing Needs | 10,000 | In-Kind Industry |
| Professional development - Conf – Atlanta GA | 5,000 | School District |
| Curriculum development – release time & sub | 1,000 | School District |
| Consumable supply budget | 4,000 | School District |
| Equipment supply budget | 1,500 | School District |
| Mentor networking | 500 | In-Kind Industry |
| Mentor shadowing @ school & in the industry | 10,000 | In-Kind Industry |
| Advisory committee | 200 | Perkins |
| Alignment and Articulation PLC meetings, stipends | 1,600 | Perkins |
| Professional development – OACTE | 2,200 | Perkins |
| | | |
| Total | 90,000 | \$90,000x30%=\$27,000 |

In this example, Perkins funds may be used for up to \$27,000 of these costs, as long as those costs are allowable expenditures under Perkins law.

8. How will ODE track progress on the development of an approved new CTE Program of Study?

- A. All progress will be reported annually to the ODE staff in charge of Perkins administration. For each year in which Perkins expenses are permitted, the following information must be provided:
1. A detailed description of the activities related to the development of the new CTE Program of Study with total expenditures used in each activity. This must include Perkins funds and other matching funds.
 2. An analysis of data related to the Perkins performance measures.
 3. A detailed description of adjustments to be implemented in consideration of performance and outcomes to date.
 4. A discussion of the challenges encountered with development and how those challenges were addressed.
 5. An outline of the work that will be completed in the next year.

9. What will happen if the local non-Perkins funding match is reduced or eliminated?

A key requirement of the Perkins funding support for the development of new CTE Programs of Study is a matching local financial commitment. If any group is unable to meet its initial financial obligations, the applicant may be required to reduce or eliminate the use of Perkins funds to further develop the program.

10. What will happen if the applicant is not able to have a completed CTE Program of Study within three years?

This is the primary outcome of the agreement. *If the applicant is not able to complete that agreement within three years, they may be asked to return all or part of the Perkins funds that were used to develop the proposed CTE Program of Study.* ODE should be notified in advance of annual reporting if there are possible circumstances that would prevent the program from becoming a CTE Program of Study.