  
**Carl D. Perkins Career & Technical Education**

**Secondary Allocation Grant: Quick Reference Guide – Fund Code 400**

**Preparing Students for College and Career**

**Purpose and Priorities of Perkins Secondary Allocation Grant:**

* Assist **school districts** in improving secondary-level programs that meet the definition of career and technical education as contained in the Strengthening Career and Technical Education for the 21st Century Act P.L. 115-224 (Perkins V).
* Support career and technical education programs that are sufficient size, scope and quality to be effective.
* Providing career exploration and career development activities through an organized systematic framework designed to aid students, including the middle school level.

**Required Spending**:

* Fulfill the six categories of **Required Use of Funds from Section 135(b)**. Note that one strategy may satisfy multiple required uses of funds, and multiple strategies may satisfy the same required use, as long as each is met at least once. Refer to [resource guide](https://www.doe.mass.edu/federalgrants/perkins/required-use-of-funds.docx)for more details.
* A portion of each Perkins allocation (no minimum amount is defined) must be spent on **High Quality Professional Development** (HQPD). **HQPD** activities are sustained (not stand-alone, 1-day, or short-term workshops), intensive, collaborative, job-embedded, data-driven, and classroom-focused.

| Categories | Allowable Costs | Unallowable Costs |
| --- | --- | --- |
| 1. Administrator Salaries | * Salaries for administrator(s) overseeing any aspect of the activities funded by the grant (only for time spent on those activities) | * Salaries for administrators for time spent on duties unrelated to grant activities * Administrator salaries and indirect costs combined cannot exceed 5% of grant |
| 1. Instructional/ Professional Staff | * Technical teacher positions * Technical instructional aide positions * Career counselor positions * Other instructional or professional staff providing services in a Perkins program | * Salaries or wages of any instructional/ professional staff whose responsibilities are not directly related to a Perkins program * Any position that has been previously funded with local funds |
| 1. Support Staff Salaries | * Clerical or administrative support directly related to a Perkins program (only for time spent on those activities). Time and activity logs required to document time allocations. | * Salaries for clerical/administrative support for time spent on duties unrelated to grant activities |
| 1. Stipends | * Stipends for any staff employed by the recipient school district to perform tasks outside their work hours and normal duties that support a Perkins program | * Stipends for work that is part of the individual’s normal duties * Stipends for work that is performed during the individual’s normal work day * Stipends for individuals who are not employed by the recipient school district |
| 1. Fringe Benefits | * MTRS (9% of salaries budgeted for staff who pay into MTRS) * Other fringe benefits (*e.g.,* health insurance) | * Costs that are not typically considered to be fringe benefits |
| 1. Contractual Services | * Any contracted arrangement with an entity outside the recipient school district for allowable activities, services and/or products for a Perkins program | * Funding for activities, services and/or products provided by the recipient school district * Funding for activities, services and/or products that have previously secured using local funds * Any expenditure for entertainment or other non-instructional activities |
| 1. Supplies and Materials | * Items with a per unit cost of less than $5,000 that directly improve a Perkins program and benefit students in those programs | * Items with a per unit cost of $5,000 or more * Consumable goods and supplies that are typically and reasonably provided by the recipient school district (*e.g.,* pencils, paper, printer ink) * Computers for administrators * Promotional materials |
| 1. Travel (Conference & Course Registration) | * Conference registration for high-quality professional development (HQPD) * Non-credit course reimbursement for HQPD specific to career technical education * Expenses for in-state transportation, per diem, and lodging if the costs are reasonable and necessary | * Meals unless included in registration fee for conference * Meals for school/district HQPD meetings * Any expenditure for entertainment or non-instructional activities * Out-of-state travel (without DESE approval) |
| 1. Other Costs | * Memberships/subscriptions for HQPD * Fees or dues for instructional CVTE Memberships * Printing/copying for HQPD * Space rental for HQPD * Food for a program-related activity when the activity overlaps a mealtime, or for simple refreshment when it would be impractical or relatively inconvenient for the participants to purchase sustenance | * Fees or dues paid for an individual student * Fees or dues for non-instructional activities such as athletic, social, or recreational events * Cash, credit card, voucher *etc.* provided to an individual student for transportation * Any conveyance to transport students for career technical education student organization events * A course or PD training which outcomes only benefit individual teachers and not programs and students |
| 1. Indirect Costs | * District [indirect cost rates](http://www.doe.mass.edu/Grants/essential.html) | * Indirect rate greater than the percentage assigned to district * Administrator salaries and indirect costs combined cannot exceed 5% of grant |
| 1. Equipment | * Items with a per unit cost of $5,000 or more and a usable life of at least one year that directly improves a Perkins program and benefit students in those programs. | * Equipment used by programs that do not meet the definition of a Perkins program or that are shared between Perkins and non-Perkins programs where Perkins programs do not have priority for the equipment’s use |

**Supplement not Supplant**

Funds made available under Perkins V should supplement and not supplant local/state funds. Perkins V funds are to be used to improve career and technical education programs. The expectation is that local/state funds would provide for the infrastructure, staff, supplies/materials, staff travel, equipment, etc.

**Amendments**

* Required when there is any significant change in program objectives; any increase or decrease in the total amount of the grant; an increase in a line of the budget that exceeds $100 or 10% of the line (whichever is greater), or exceeds $10,000.
* **For grants administered via EdGrants,** request and submit an amendment between the 1st and the 15th of the month as to not collide with the payment request windows. To request an amendment, email your district liaison. **Please only request an amendment when you are ready to submit the amendment in EdGrants.**
* **Amendments for grants administered through the new Grants for Education Management System (GEM$)**,i.e., FY23 FC 400, will be processed in GEM$.