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| **Name of Grant Program:** Perkins Postsecondary Allocation Grant | **Fund Code:** 401 |

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| PART III – REQUIRED PROGRAM INFORMATION |

**PART III - NOTES TABLES**

***Please note that there are Special Conditions for this grant this year. These are located at the end of this document.***

College staff should review the Massachusetts Perkins IV Manual at http://www.doe.mass.edu/cte/perkins/perkins\_manual.doc and their Perkins IV Five-Year Local Plan prior to completing the Standard Contract Form and Application for Program Grants and the NOTES TABLES. Staff may contact their liaison in the Office for Career/Vocational Technical Education for technical assistance.

The NOTES TABLES are for describing/explaining proposed budget expenditures because the Department must ensure that all expenditures meet Perkins IV requirements. Specific instructions for each NOTES TABLE, i.e., NOTES TABLE ONE and NOTES TABLE TWO, are provided below.

**Special Note: A minimum of 20% of the allocation funds must be used for secondary-postsecondary linkage activities and services.** The Department may request additional information on the proposed expenditures upon review of the proposed budget and the NOTES TABLES.

**INSTRUCTIONS FOR NOTES TABLE ONE**

**Line Items 1 (Administrators), 2 (Instructional/Professional Staff), 3 (Support Staff), and 4 (Stipends)**

In Column 1, provide sufficient written information to show the connection between the Line Item and closing the achievement gap, if applicable to this Line Item. In Column 2, check yes/no regarding applicability to closing the achievement gap.

In addition, in Column 1, provide sufficient written information to show the connection between the Line Item and one or more of the **REQUIRED** or **PERMISSIVE** **FUND USES** and the **CORE INDICATOR CODES\*** that are listed in the in the APPENDICES at the end of this document. List the applicable **FUND USE CODE** and **CORE INDICATOR CODE** in Columns 3 and 4, respectively.

\* The process for assuring that the proposed budget would meet **REQUIRED FUND USE CODE 9R** (sufficient size, scope, and quality) was explained in the Perkins IV Five-Year Local Plan by each district/college, so it is not necessary to include **9R** in the **NOTES TABLES**.

**Line Item 5 (Fringe Benefits)** -No explanation is required on the NOTE TABLES.

**Line Item 6 (Contractual Services)** - Use the instructions for Line Item 1 for this Line Item.

**Line Item 7 (Supplies and Materials)** - List the items proposed to be purchased. Note that supplies and materials are items costing less than $5,000 per unit *or* having a useful life of less than one year. Use the instructions for Line Item 1 for this Line Item.

**Line Item 8 (Travel)** - Use the instructions for Line Item 1 for this Line Item.

**Line Item 9 (Other Costs)** - Usethe instructions for Line Item 1 for this Line Item.

**Line Item 10 (Indirect Costs)** - No explanation is required on the NOTE TABLES.

**Line Item 11 (Equipment)** - List the equipment to be purchased, its purpose, and estimated dollar amount for each item. Note that equipment is defined as tangible non-expendable items having a useful life of more than one year and an acquisition cost of $5,000 or more per unit. Use the instructions for Line Item 1 for this Line Item.

**NOTES TABLE ONE**

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| Line Item | Column 1 - Written Information | Column 2  Achievement Gap Yes/No | Col. 3  Fund Use Codes  ex. 1R. | Col. 4  Core Indicator  Codes  ex. 1P1 |
| 1. Administrators |  |  |  |  |
| 2. Instructional/Professional Staff |  |  |  |  |
| 3. Support Staff |  |  |  |  |
| 4. Stipends |  |  |  |  |
| 5. Fringe | Do Not Complete |  |  |  |
| 6. Contractual Services |  |  |  |  |
| 7. Supplies and Materials |  |  |  |  |
| 8. Travel |  |  |  |  |
| 9. Other Costs |  |  |  |  |
| 10. Indirect | Do Not Complete |  |  |  |
| 11. Equipment |  |  |  |  |

**INSTRUCTIONS FOR NOTES TABLE TWO**

If **REQUIRED FUND USE CODES** **1R-8R** are not entered on **NOTES TABLE ONE,** the college/district must explain on **NOTES TABLE TWO** how it will meet the requirement to use Perkins funds for the required uses. Example, *“The college is devoting FY2018 technology grant funds for 4R (developing, improving, or expanding the use of technology in career and technical education).”*

**NOTES TABLE TWO**

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| Required Fund Use by FUND USE CODE |  |
| 1R. |  |
| 2R. | As stated in the RFP for this grant, at least 20% of the allocation funds must be used for linkage activities. |
| 3R. |  |
| 4R. |  |
|  |  |
| 6R. |  |
| 7R. |  |
| 8R. |  |
| 9R. | The process for assuring that the proposed budget would meet REQUIRED FUND USE CODE 9R (sufficient size, scope, and quality) was explained in the Perkins IV Five-Year Local Plan by each institution, so it is not necessary to include 9R in the NOTES TABLES. |

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| **APPENDIX A – FUND USE CODES** | |
| **Fund Use Code** | **Required Uses of Funds** |
| 1R. | strengthening the academic, career, and technical skills of students participating in career and technical education programs, by strengthening the academic, career, and technical education components of such programs through the integration of academics with career and technical education programs … |
| 2R. | linking career and technical education at the secondary level and career and technical education at the postsecondary level … |
| 3R. | providing students with strong experience in and understanding of all aspects of an industry, which may include work-based learning experiences … |
| 4R. | developing, improving, or expanding the use of technology in career and technical education … |
| **5R.** | providing professional development to teachers, administrators, and career guidance and academic counselors who are involved in integrated career and technical education programs … |
| 6R. | developing and implementing evaluations of career and technical education programs, including an assessment of how the needs of special populations are being met … |
| 7R. | initiating, improving, expanding, and modernizing quality career and technical education programs, including relevant technology … |
| 8R. | providing activities to prepare special populations, including single parents and displaced homemakers who are enrolled in career and technical education programs, for high skill, high wage, or high demand occupations that will lead to self-sufficiency … |
| 9R. | **Note:** All services and activities provided with Perkins IV funds must be of sufficient size, scope, and quality to be effective. The process for assuring that the proposed budget would meet **REQUIRED FUND USE CODE 9R** (sufficient size, scope, and quality) was explained in the Perkins IV Five-Year Local Plan by each district/college, so it is not necessary to include **9R** in the **NOTES TABLES**. |
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| **Fund Use Code** | **Twenty Permissive Uses of Funds** |
| 1P. | involving parents, businesses, and labor organizations in the design, implementation, and evaluation of programs … |
| 2P. | providing career guidance and academic counseling for students … |
| 3P. | developing local education and business partnerships … |
| 4P. | providing programs (services) for special populations … |
| 5P. | assisting career/vocational technical student organizations … |

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| **Fund Use Code** | **Twenty Permissive Uses of Funds - continued** |
| 6P. | providing mentoring and support services … |
| 7P. | leasing, purchasing, upgrading or adapting equipment, including instructional aids and publications … |
| 8P. | providing teacher preparation programs that address the integration of academic, career, and technical education … |
| 9P. | developing and expanding postsecondary program offerings at times and in formats that are accessible for students, including working students, including through the use of distance education … |
| 10P. | developing initiatives that facilitate the transition of sub-baccalaureate career and technical education students into baccalaureate degree programs … |
| 11P. | providing activities to support entrepreneurship education and training … |
| 12P. | improving or developing new career and technical education courses … |
| 13P. | developing and supporting small, personalized career-themed learning communities … |
| 14P. | providing support for family and consumer sciences programs … |
| 15P. | providing career and technical education programs for adults and school dropouts to complete the secondary school education or upgrade the technical skills of the adults and school dropouts … |
| 16P. | providing assistance to individuals who have participated in services and activities under this Act in continuing their education or training or finding an appropriate job … |
| 17P. | supporting training and activities (such as mentoring and outreach) in nontraditional fields … |
| 18P. | providing support for training programs in automotive technologies … |
| 19P. | pooling a portion of such funds with a portion of funds available to not less than 1 other eligible recipient for innovative initiatives … |
| 20P. | supporting other career and technical education activities that are consistent with the purpose of this Act … |
|  | administrative funds (limited to 5% of grant) … |

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| **APPENDIX B – CORE INDICATOR CODES** |
| 1P1 - Technical Skill Attainment |
| 2P1 - Credential, Certificate, or Degree |
| 3P1 - Student Retention or Transfer |
| 4P1 - Student Placement |
| 5P1 - Nontraditional by Gender Participation |
| 5P2 - Nontraditional by Gender Completion |

**Special Conditions for Receipt of Perkins Funds for Postsecondary Institution in FY 18:**

The Commonwealth has received notification from the United States Department of Education that its Perkins funded programming has failed to meet 90% of the performance threshold for the following Core Indicators for Postsecondary Education for the past three (3) years:

5P1 Nontraditional Participation

5P2 Nontraditional Completion

As a result of this failure to meet Performance standards, the Department is requiring Perkins Postsecondary recipients that did not meet the last three consecutive years of 5P1 and/or 5P2 Core Performance Indicators, are required to adhere to the following conditions to qualify for funding:

1. Specify the categories of students for which there were identifiable disparities or gaps in performance compared to all students or any other categories of students based on your Perkins Core Indicator Data Reports.
2. Identify action steps the postsecondary institution will take to address the failure to meet the 90% performance threshold for all students and how it will address identifiable gaps in performance among categories of students.
3. Provide a timeline with specific action steps about how this year’s Perkins funding will be used to increase Nontraditional Participation and/or Nontraditional Completion.
4. Identify the individual(s) or staff responsible in your institution to oversee the successful and timely completion of each action step. This individual(s) or staff will work in collaboration with ESE staff and the ESE Equity Contractor(s).
5. Target funding in this year’s grant towards increasing Nontraditional Participation and/or Nontraditional Completion.
6. Review and update any previously submitted improvement plans for 5P1 Nontraditional Participation and/or 5P2 Nontraditional Completion.
7. Participate in any professional development activities provided by the Department to address 5P1 Nontraditional Participation and/or 5P2 Nontraditional Completion.

Reports are required on your institution’s progress towards improving performance under these two performance categories. *Quarterly reports are due on October 20, 2017, January 19, 2018, and April 20, 2018. Please send reports to Gary Gomes at:* [*ggomes@doe.mass.edu*](mailto:ggomes@doe.mass.edu)