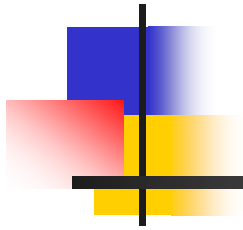


Career and Technical Education VCCS Perkins Update



W. Terry Dougherty
Grants Administrator

Office of Career and Technical Education Services



CTE Federal Carl D. Perkins Act of 2006
VCCS Grant Award 2009 Carry-Over Funds

*Carl D. Perkins Career and Technical Education
Act of 2006 Federal Funds – Reallocated*

- \$82,387.15 - Title I Postsecondary Education
- \$68,199.17 – Title II Tech Prep Education



CTE Federal Carl D. Perkins Act of 2006 VCCS Grant Award 2009 Carry-Over Funds

- **Carry-Over Funds Reimbursement Requests:**
 - must have Approved Local Plan and Budget.
 - must be Actual SY 2010 – 2011 Expenditures.
 - must have been Encumbered by June 30, 2011.
 - must be Appropriate Use of Federal Funds to improve Career and Technical Education Programs.



CTE Federal Carl D. Perkins Act of 2006 VCCS Grant Award 2009 Carry-Over Funds

- Federal Perkins VCCS Grant Award 2009 Funds cannot be carried over to next school year.
- Reimbursement requests not submitted by deadline of Aug. 31, 2011, will result in forfeiture of remaining allocated funds.
- Unspent funds must be returned to the federal government.



CTE Federal Carl D. Perkins Act of 2006
VCCS Grant Award 2010 Funds (SY 2010-11)

*Carl D. Perkins Career and Technical Education
Act of 2006 Federal Funds – Allocation*

- \$3,226,086.98 - Title I Postsecondary Education
- \$2,347,810.00 – Title II Tech Prep Education



CTE Federal Carl D. Perkins Act of 2006
VCCS Grant Award 2010 Funds (SY 2010-11)

- **SY 2010-11 Funds Reimbursement Requests:**
 - must have Approved Local Plan and Budget.
 - must be Actual SY 2010 – 2011 Expenditures.
 - must have been Encumbered by June 30, 2011.
 - must be Appropriate Use of Federal Funds to improve Career and Technical Education Programs.



CTE Federal Carl D. Perkins Act of 2006
VCCS Grant Award 2010 Funds (SY 2010-11)

- Federal Perkins SY 2010-2011 Funds cannot be carried over to next school year.
- Reimbursement requests not submitted by deadline of Sep. 30, 2011, will result in forfeiture of remaining allocated funds.
- Unclaimed funds must be reallocated for the next grant award year (SY 2011-12).



CTE Federal Perkins Act – Title I and II Grant Award Expenditures Restrictions

- Federal Perkins funds cannot be used for:
 - capital improvements, upgrades or improvements to physical structures, buildings, classrooms, laboratories and etc.
 - purchasing used, reconditioned or repaired equipment.
 - equipment repairs or to purchase repair parts for equipment.



CTE Federal Perkins Act – Title I and II Grant Award Expenditures Restrictions

- Federal Perkins funds cannot be used for:
 - installation of equipment unless installation is included in the original purchase price.
 - purchasing materials, supplies and/or commodities that are consumed or materially altered when used (i.e., welding gases, paint and solvents, lumber, sheet metal, batteries, printer cartridges, and etc.).



CTE Federal Perkins Act – Title I and II Grant Award Expenditures Restrictions

- Federal Perkins funds CAN be used for:
 - purchasing new equipment.
 - purchasing classroom reference set of textbooks.
 - purchasing computer upgrades.
 - purchasing software licenses and upgrades.
 - rechargeable batteries if part of the original purchase of equipment (i.e., digital camera, portable drill, etc.).



CTE Federal Perkins Act – Title I and II Grant Award Equipment Expenditures

- Equipment means any instrument, machine, apparatus, or set of articles that meets all of the following criteria:
 - Retains its original shape, appearance, and character with use;
 - Does not lose its identity through fabrication or incorporation into a different or more complex unit or substance;
 - It is non-expendable



CTE Federal Perkins Act – Title I and II Grant Award Equipment Expenditures

- Equipment means any instrument, machine, apparatus, or set of articles that meets all of the following criteria:
 - Under normal use, it can be expected to serve its principal purpose for at least one year; and
 - Excludes supplies and materials as defined by the Virginia Department of Planning and Budget's Expenditure Structure, Part II.A 1300, Supplies and Materials, May, 2000.



CTE Federal Perkins Act – Title I and II Grant Award Equipment Expenditures

- Equipment purchased must be listed in the current state edition - Recommended Equipment Approved for Career and Technical Education Programs.

http://www.doe.virginia.gov/instruction/career_technical/equipment/index.shtml



CTE Federal Perkins Act – Title I and II Grant Award Meals/Snacks Reimbursements

- Federal 2 CFR Part 225 Cost Principles for State, Local, and Indian Tribal Governments (OMB Circular A-87)
 - Attachment B, Part 27 – Meetings and Conferences. Costs of meetings and conferences, the primary purpose of which is the dissemination of technical information, are allowable.



CTE Federal Perkins Act – Title I and II Grant Award Meals/Snacks Expenditures

- Meals/Refreshments Requirements:
 - Must be a Perkins education program related meeting and/or conference.
 - Must provide the dissemination of Perkins education program information (i.e., training, professional development, technical assistance).
 - Agenda must clearly specify the nature of the technical training, instruction or professional development provided.



CTE Federal Perkins Act – Title I and II Grant Award Meals/Snacks Reimbursements

- Meals/Refreshments Requirements:
 - Meal and/or refreshment needs to be incorporate within the meeting and/or conference time period.
 - “Working Meal” must specify the exact training and/or professional development being provided during the meal.
 - Attendees listing must indicate name and relationship with the Perkins education program.



CTE Federal Perkins Act – Title I and II Grant Award Meals/Snacks Reimbursements

- Meals/Refreshments Requirements:
 - If any meal is at the beginning or ending of the meeting and/or conference time period, sufficient justification must be provided.
 - Meal and/or refreshment costs must be reasonable and within state per diem meal rates.



CTE Federal Perkins Act – Title I and II Grant Award Meals/Snacks Reimbursements

- Valid Meals/Refreshments Expenditure:
 - Tech Prep Advisory Meeting: 11 am - 3 pm
 - Agenda provided with time periods and detailed meeting agenda items.
 - Lunch “Working Meal” was from 12 to 12:30 pm with detailed training and/or professional development provided during the meal.

Sample of Approved Agenda

Steering Committee Meeting
October 7, 2010 12:00 PM – 2:30 PM – Working Lunch

AGENDA

- I. **Welcome**
- II. **Introductions of New Staff**
- III. **Review/Approval of Minutes = 05/27/10**
- IV. **Career Coach Report**
- V. **New Programs/Events**
 - A. Dream It! Do It! – Mini Grants
 - B. Career Futurist Event – Sophomores – AHS, CHS, JRHS
- VII. **Chancellor's Grant - FY'11 (2010-2011) Discussion during Working Lunch**
- VII. **Tech Prep Grant – FY'11 (2010-2011)**
 - A. Consortium Charter
 - B. Part I – Narrative – Discussion during Working Lunch
 - C. Part II – Activities – Career Pathways Criteria - Discussion during Working Lunch
- IX. **Financial Report #1**
 - A. Tech Prep Budget – '10-'11
 - B. Chancellor's Budget – '10-'11



CTE Federal Perkins Act – Title I and II Grant Award Meals/Snacks Reimbursements

- Valid Meals/Refreshments Expenditure:
 - Attendees list stated names and relationship to Perkins educational program.
 - Meal and/or refreshment cost was reasonable and within state per diem meal rates.



CTE Federal Perkins Act – Title I and II Grant Award Meals/Snacks Reimbursements

- Invalid Meals/Refreshments Expenditure:
 - Tech Prep Advisory Meeting: 11:30 am - 3 pm with no agenda time periods or items.
 - Meal started meeting, without justification.
 - Meeting only discussed past minutes, new budget and upcoming conferences without any training and/or professional development.
 - Attendees list only provided names without any relationship to Perkins educational program.



CTE Federal Perkins Act – Title I and II Grant Award Meals/Snacks Reimbursements

- Invalid Meals/Refreshments Expenditure:
 - Career Advise Presentation: 11:45 am-12:30 pm
 - Agenda provided an “Introduction to the Green Building Industry.”
 - Presentation was open to any student who wished to attend.
 - Pizza and drinks provided.



Contact Information

W. Terry Dougherty
Grants Administrator

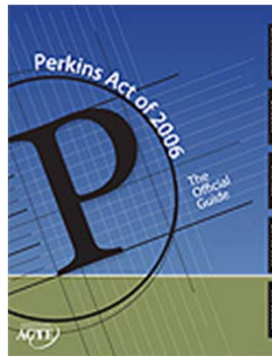
Virginia Department of Education
Office of Career and Technical Education Services
P.O. Box 2120
Richmond, VA 23218-2120

Telephone: (804) 225-3349

E-Mail: Terry.Dougherty@doe.virginia.gov

VCCS Updates

- Fiscal Reimbursement Forms Grants 2011-2012 have been posted on Perkins and Tech Prep Grants page (screenshot of updates on next slide)
- We have two extra Perkins Act of 2006, the Official Guide at the system office if someone needs one.



Instructions: Mail original form

Agenda and participant names must be attached as separate documents.

A separate form must be completed for each event for which grant funds were used to provide food or beverages.

Mail to: MaChere Dickerson, Financial Analyst

Virginia Community College System

101 N. 14th Street - 17th Floor

Richmond Va 23219

Working Lunches Reimbursement Form for Tech Prep/Perkins

Food and meals are allowable expenses under state Tech Prep and Perkins fiscal regulations. However, to use grant funds to provide meals for Tech Prep or Perkins sponsored events, the following criteria must be met. See grant guidelines for more details.

1. Food and meals must be **essential**. (i.e. lunch at noon for training from 10:00 am to 2:00 pm). Receptions and snacks CANNOT be funded unless an afternoon snack is part of a hotel package for an all-day conference and NOT a separate cost.
2. The length of the event must be such as to justify a need for a meal to be served. A meeting must be two hours or more in duration to justify expenditure of grant funds for food. **(Justification must be provided in the space below.)**
3. Meals provided with Tech Prep or Perkins funds must include a training component such as informational presentation or facilitated discussion. This criterion must be met regardless of the age or type of population being served the meal.

A completed copy of this form and required documentation for use of grant fund to purchase meals should be attached to the fiscal forms submitted by college business officers for reimbursement of Tech Prep or Perkins grant funds.

Name of Grant: Tech Prep Perkins Name of Organizer: _____

College: _____ Name of Event: _____

Date of Event: MM/DD/YY Start Time: _____ End Time: _____

Type of training provided during meal(s): Presentation Facilitated Discussion
 Other (Please specify): _____

What type of meal was provided? Breakfast Lunch Dinner

Describe the instructional objective(s) for the instructional activity that occurred during the working meal(s). If more than one meal was provided for the event, list one or more instructional objectives for each meal. **(Provide meal justification here.)**

Documentation Required: Agenda (Please attach.) Names of participants (Please attach.)