

# FY23 Perkins Launch Webinar

  
June 8, 2022



# Program team reminders for FY23

---

- Please ensure that collaboration is happening between program and fiscal teams within the district
- The Accelegrants budget is the same this year; we recommend bringing forth your FY22 budget!
- While there is a rolling Perkins application deadline, we strongly recommend submitting early so we can get back on a regular cadence with approvals and disbursement.
  - *Note: if you have summer costs this year you must submit by **Tuesday, June 28, 2022***
- Finally, today is an overview to the application, but we will be hosting weekly **Perkins office hours** to answer LEA questions **every Thursday from 2:30-3pm**
  - The Zoom link can be found in the field memo and on the RIDE CTE website!
- RIDE has updated the **Perkins Allowable/Non-Allowable chart** for FY23 – please make sure that you have reviewed this chart before submission!

# PERKINS V FUNDING FISCAL YEAR 2022 - 2023

## APPLICATION INFORMATION AND FISCAL GUIDANCE

**JUNE 8, 2022**

# PERKINS V - ACCELEGRANTS APPLICATION PERIOD

The FY2023 Perkins V application period begins on Wednesday, June 8, 2022

- **Summer Programs** - to have access to your FY2023 Perkins V allocation effective July 1, 2022 - the application **must** be submitted in Accelegrants on/or before **Tuesday, June 28, 2022**
  - If summer activity is requested - send an email to alert Paul McConnell
- Access to FY23 Perkins V allocations effective July 1, 2022, for requests other than summer programs - the application **must** be submitted in Accelegrants on/or before **Thursday, June 30, 2022**. Applications will be reviewed after summer applications are reviewed and approved.
- FY2023 Perkins V Applications will be accepted on a rolling basis after June 30, 2022 (see below).
- Contingent upon a substantially approvable FY23 Perkins V application prepared by the LEA and entered in the Accelegrants system - an LEA Perkins V application is **only** considered submitted to RIDE on the date the Perkins V Application Status Section in Accelegrants is changed by the superintendent or their designee to “District Superintendent Approved”.
- A FY23 Perkins V application submitted to RIDE as identified above, is considered approved by RIDE on the date the FY23 Perkins V Application Status Section in Accelegrants is changed by RIDE Finance to “RIDE FINAL APPROVED” and a FY23 Grant Award Notice(GAN) has been fully executed.

# PERKINS V - ACCELEGRANTS APPLICATION PERIOD - Continued

The FY2023 Perkins V application period begins on Wednesday, June 8, 2022

- An FY23 Perkins V application submitted on or before June 30, 2022, and subsequently approved by RIDE (defined above) will have an effective approval date of July 1, 2022, to obligate and expend funds.
- An FY23 Perkins V application submitted after June 30, 2022, and subsequently approved by RIDE (defined above) will have an effective approval date to obligate and expend funds consistent with the date the superintendent or designee submitted an approvable application as defined above.
- Obligations and requests for reimbursement from FY23 Perkins V funds can only be for requests for goods/services beginning on the effective approval date of the respective LEA (as applicable) and for goods/services received by June 30, 2023 (refer to the Project Period on your GAN).

# PERKINS V - ACCELEGRANTS APPLICATIONS

## FY23 - Perkins V Applications in Accelegrants:

- **Career & Technical Education - Secondary**
  - Secondary allocation, Carryover funds and other additional funds
- **Career & Technical Education - Secondary Set Aside**
  - LEA's awarded FY23 Teacher Grants
- **Career & Technical Education - Postsecondary**
  - Used for CCRI
- **Career & Technical Education - Special Programs**
  - CTSO programs, DCYF, and DOC

# PERKINS V - ALLOCATION AND CARRYOVER FUNDS

In FY23 - Perkins V Preliminary Allocations will be loaded in Accelegrants as follows:

- Secondary, Secondary Set Aside & Postsecondary Funds - added in Accelegrants on/or before Wednesday, June 8, 2022.
- Carryover Funds - added in Accelegrants after the FY22 Final Expenditure Report (FER) has been submitted by the LEA and approved by RIDE.
  - The FY22 FER is due on or before August 15, 2022.
  - FY22 Unexpended Funds will carry forward into FY23 for each respective LEA.
  - The carryover funds will be included as part of the allocation in the Secondary Funds application.
  - The carryover funds will be available during the FY23 Perkins V Amendment Period in January 2023

# OTHER NOTES

## Perkins V - Guidance:

- **REQUIREMENT:** The signed and dated CTE Program Assurances **must** be uploaded in related documents prior to submitting the app in Acelegrants. An error message will appear in Acelegrants and the application can not be submitted if Assurances are not uploaded.
- Misconception regarding carryover funds:
  - Not necessary to wait for FY22 carryover funds to budget summer programs and/or activity as of July 1, 2022.
  - Use FY23 Secondary Allocation to budget all goods and/or services needed as of July 1, 2022.
  - Carryover funds can be budgeted during the amendment period. Earlier access to carryover funds can be considered in extenuating circumstances.
- Prior to beginning your FY23 Perkins V Application in Acelegrants you must:
  - Select application year 2023
  - Select the application (Secondary, Secondary Set Aside, or Special Programs)
  - Change the application status to in Acelegrants to "Draft Started"
- SECONDARY FUNDS ONLY - To copy forward a budget from FY22 - select Add a Program
  - A menu will come up with all programs from FY22
  - Select the Program and click Add
  - Then select the Program from the Application Section
  - Then select the Program from the Budget Menu
  - Then select Copy 2022 Budget (This will save a lot of time if you are budgeting the same program - it will copy forward all information for that program into FY23.)
  - This will need to be done for each program that will be re-budgeted in FY23.



# OTHER NOTES

## Perkins V - Guidance - continued:

- UCOA Coding - The correct UCOA coding is a high priority and will delay application approval if not correct.
  - The UCOA coding that is approved in your application **must** be the same coding used for requisitions, purchase orders, payments, etc.
- Submitting Application, Budget Approvals, etc.:
  - It is a recommendation - **not a requirement** that 100% of all available Secondary & Postsecondary funds are budgeted when submitting the application at the beginning of FY23.
    - Unapplied for funds can be budgeted during the amendment period (recommended to budget all funds at this time).
    - Carryover rules for each fiscal year will apply as approved annually.
    - All Other CTE Applications **must be** 100% budgeted (Secondary Set Aside, Reserves and Special Programs).
- Whenever possible - all requests must be allocated and/or pro-rated to the correct program/UCOA subject codes
  - Includes but is not limited to - salary & fringe, contracts, fees, materials, transportation, technology, etc.
  - For example: if a CTE Program Coordinator is requested that serves multiple CTE programs within the LEA - the full cost of salary & fringe must be pro-rated to all programs and their respective UCOA Subject Codes.
    - The % of the FTE charged to each program will be determined by the LEA.
- Although a substantially approvable application/budget is submitted in Accelegrants - all budgets are considered requests submitted to RIDE for review and approval. A budget and/or any specific line item request is not considered approved until RIDE has formally reviewed the budget, changed the status in Accelegrants to “RIDE FINAL APPROVED”, and a GAN is issued.
- Expenses charged by the LEA to Perkins V funds with the presumption of, or in anticipation of approval - if a request is ultimately not allowed - the LEA must reallocate the expenditure to an alternate funding source.

# CONTACT INFORMATION

Perkins V - Fiscal Questions (including Accelegrants)

Anthony C. Vescera

Senior Finance Officer for Resource Allocation and Management

Rhode Island Department of Education

[anthony.vescera@ride.ri.gov](mailto:anthony.vescera@ride.ri.gov)

# Transfer of Perkins Funds Between LEAs

---



# Transferring Perkins Funds

RIDE is formalizing the process of transferring annual Perkins funding between partner LEAs. **Please submit this documentation by June 30, 2022.**

R.I. DEPARTMENT OF ELEMENTARY & SECONDARY EDUCATION  
Shepard Building  
255 Westminster Street  
Providence, Rhode Island 02903-3400



## Date

I, \_\_\_\_\_, the Superintendent of \_\_\_\_\_ (the "LEA"), hereby agree on behalf of the LEA to allow RIDE to transfer the LEA's **FYXX** federal Perkins V allocation in the amount of \$ \_\_\_\_\_ to our partner LEA, \_\_\_\_\_ (the "Partner LEA").

I, \_\_\_\_\_, the Superintendent of \_\_\_\_\_ the Partner LEA, accept the transfer of these funds on behalf of the Partner LEA to support CTE programming, and will budget them appropriately in the Accelegrants system administered by RIDE.

LEA

PARTNER LEA

By: \_\_\_\_\_  
Signature

By: \_\_\_\_\_  
Signature

Name (printed): \_\_\_\_\_

Name (printed): \_\_\_\_\_

Title (printed): \_\_\_\_\_

Title (printed): \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

*If an LEA wishes to transfer its annual Perkins allocation to a partner LEA, both LEAs must complete and sign this agreement which can be found [here](#).*

- Return by emailing RIDE at [CTE@ride.ri.gov](mailto:CTE@ride.ri.gov)
- This documentation will be uploaded into the AcceleGrants application for accurate financial record-keeping
- This will be an annual process that will kick off every year when Perkins allocations are announced to LEAs

Once both LEAs have signed, please submit this document to [CTE@ride.ri.gov](mailto:CTE@ride.ri.gov) with the subject line "FY22 Perkins transfer\_LEAname1\_LEAname2."

# Needs Assessment & Progress Monitoring

---



# Inputting 'Needs Assessment & Progress Monitoring' Information from 2022 CLNA

The FY23 funding application's *Needs Assessment and Progress Monitoring* section will contain your 2022 CLNA's SMART Goals and related information that will drive funding decisions for your CTE programs.

DESCRIPTION (CLICK HERE TO SHOW SECTIONS ONLY)

Secondary

District Level ▾

[Budget](#)

[Needs Assessment & Progress Monitoring](#)

[Program Applicant Information](#)

[Important Documents](#)

[Related Documents](#)

# Inputting 'Needs Assessment & Progress Monitoring' Information from 2022 CLNA

## SECTION A: Alignment to Needs Assessment

### INSTRUCTIONS:

Explain how the budget you propose for this school year aligns to each of the SMART goals identified in Section 7 of the Comprehensive Local Needs Assessment. For each SMART goal, paste the goal from the Needs Assessment and provide a brief explanation of how your budget supports that goal. Responses must support Perkins V Section 135.

### SMART GOAL 1

**SMART Goal 1 (copied from Comprehensive Local Needs Assessment):**

\*

How does your proposed budget for this year advance this goal? (100 words or fewer)

\*

### SMART GOAL 2

**SMART Goal 2 (copied from Comprehensive Local Needs Assessment):**

\*

How does your proposed budget for this year advance this goal? (100 words or fewer)

\*

### SMART GOAL 3

**SMART Goal 3 (copied from Comprehensive Local Needs Assessment):**

\*

How does your proposed budget for this year advance this goal? (100 words or fewer)

\*

# Inputting 'Needs Assessment & Progress Monitoring' Information from 2022 CLNA

## SECTION B: Progress Monitoring

### INSTRUCTIONS:

To effectively manage their CTE funds, programs should develop metrics to monitor the program's performance and adjust course as needed throughout the year.

Please identify 3-5 metrics you will use to monitor progress throughout the year. These should be metrics for which you will have data readily available during the school year, and which will provide useful information that can guide your decision-making in managing your program. These metrics may be identical to your SMART Goals above, or may be other measures that connect to your long-term goals. Responses must support Perkins V Section 113.

### METRIC #1

Note: Metric #1 = SMART Goal #1

#### Metric #1

a. Metric name:

\*

b. This metric will help you measure progress toward which long-term goals (such as the SMART goals outlined in the Needs Assessment)?

\*

c. Metric description/definition:

\*

d. Data source:

\*

e. Frequency of measurement (e.g. monthly, quarterly, semesterly, etc.):

\*



# Inputting 'Needs Assessment & Progress Monitoring' Information from 2022 CLNA

## Section B: Progress Monitoring CONTINUED

### METRIC #2 Note: Metric #2 = SMART Goal #2

#### Metric #2

a. Metric name:

\*

b. This metric will help you measure progress toward which long-term goals (such as the SMART goals outlined in the Needs Assessment)?

\*

c. Metric description/definition:

\*

d. Data source:

\*

e. Frequency of measurement (e.g. monthly, quarterly, semesterly, etc.):

\*

### METRIC #3 Note: Metric #3 = SMART Goal #3

#### Metric #3

a. Metric name:

\*

b. This metric will help you measure progress toward which long-term goals (such as the SMART goals outlined in the Needs Assessment)?

\*

c. Metric description/definition:

\*

d. Data source:

\*

e. Frequency of measurement (e.g. monthly, quarterly, semesterly, etc.):

\*

# FY23 CTE Teacher Grant



# FY23 CTE Teacher Grant Instructions

If your LEA was awarded funds for the CTE Teacher Grant, your exact funding amount will be in the **Secondary Set Aside** section of the AcceleGrants application

All Active Applications

## ENTITLEMENT FUNDING APPLICATIONS

[Career Technical Education - Categorical](#)

[Career Technical Education - Secondary](#)

[Career Technical Education - Secondary Set Aside](#)

[Career Technical Education - Special Programs](#)

# FY23 CTE Teacher Grant Instructions

You will need to upload **both your award letter and application** (PDFs) which have already been emailed to you. If you need either of these resent, please contact Carrie Appel:  
[Carrie.Appel@ride.ri.gov](mailto:Carrie.Appel@ride.ri.gov)

## DESCRIPTION (CLICK HERE TO SHOW SECTIONS ONLY)

Secondary Set Aside

District Level

[Budget](#)

[Needs Assessment & Progress Monitoring](#)

[Program Applicant Information](#)

[Important Documents](#)

[Related Documents](#)

# FY23 CTE Teacher grant instructions

- When creating Program Name(s) in Accelegrants:
  - Use **CTE Teacher Certification—Career Cluster Name** if you were awarded funds for CTE Teacher Certification
    - Example: *CTE Teacher Certification—Health Sciences*
    - Repeat for as many different cluster areas as needed
  - Use **CTE Professional Learning—Career Cluster Name** if you were awarded funds for CTE Professional Learning
    - Example: *CTE Professional Learning—Architecture & Construction*
    - Repeat for as many different cluster areas as needed
  - If you were awarded funds for both, you will need to complete this process for each
- Ensure that you have **budgeted to zero**. If you are submitting for both CTE Teacher Certification and Professional Learning, ensure that the correct amounts are allocated for each. Award letter contains details.
- Ensure that the budget section reflects the award amount, is aligned to the correct **Object Code**. Additionally, the UCOA **Subject Code** must align with the specific CTE program area for which the grant was awarded.

# Questions?

---

Today we will be answering general questions about the FY23 Perkins application, but LEA-specific questions will be answered via email or during weekly Thursday office hours

- Perkins office hours: Thursdays, 2:30-3pm
- The Zoom link can be found in the field memo and on the [RIDE CTE website!](#)