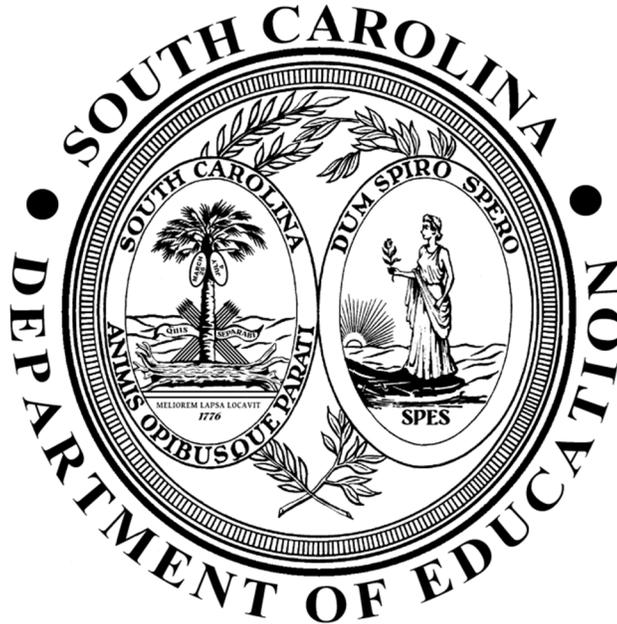


STATE OF SOUTH CAROLINA

DEPARTMENT OF EDUCATION

MOLLY M. SPEARMAN
STATE SUPERINTENDENT OF EDUCATION



USERS GUIDE FOR THE CTE LOCAL APPLICATION

Office of Career and Technical Education

Fiscal Year 2021 Perkins V
School Year 2020-2021

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Career and Technical Education (CTE) Local Application

GENERAL INFORMATION

The CTE Local Application is a requirement of the Strengthening Career and Technical Education for the 21st Century Act which amended the Carl D. Perkins Career and Technical Education Act of 2006 (Perkins IV) and was signed into law on July 31, 2018. The Act represents many years of work on the part of Congress and the U.S. Department of Education, in cooperation with other Federal agencies and State and local agencies affected by its policies, to provide continuing Federal support for rigorous Career and Technical Education (CTE) programs that prepare students for today's competitive workforce. The Act envisions that all students will achieve challenging academic and technical standards and be prepared for high-skill, high-wage, or high-demand occupations in current or emerging professions. The Act also provides an increased focus on the academic achievement of CTE students, an emphasis on improving State and local accountability, and strengthens the connections between secondary and postsecondary education.

Federal (Perkins) funds under Title I of the Basic Grant for Secondary Programs are allocated to eligible recipients (LEAs). Those LEAs desiring to receive Perkins Title I federal funds must submit a Local Application to the South Carolina Department of Education, through the Office of Career and Technical Education, for the use of these funds. Local Applications are required to align with the regional Comprehensive Local Needs Assessment (CLNA) and contain a description of the CTE programs to be funded and how the program satisfies the use of funds specified in the Act. LEAs receiving Perkins funds will also be required to have at least one state approved career and technical education Program of Study.

The approved Career and Technical Education (CTE) Local Application establishes eligibility and is the basis for the reimbursement of federal and state funds to eligible recipients. The CTE Local Plan is a web-based application located on the South Carolina Department of Education's (SCDE) Member Center under Grants Accounting Processing System (GAPS). For FY21, Perkins V The OCTE updated the questions in GAPS to follow the framework outlined in section 134 of the Perkins V legislation. Section 134 outlines the specifics of the local application and the CLNA. One of the most significant changes to the local uses of funds section is the link to the local needs assessment, and the requirement that the allocation of resources be aligned with the results of that assessment. Specifically, the section requires that funds be spent "to develop, coordinate, implement, or improve career and technical education programs to meet the needs identified in the comprehensive needs assessment described in section 134(c)."

Application Section of the CTE Local Application

APPLICATION SECTION OF THE CTE LOCAL APPLICATION

- 1) Located on the SCDE Web Site Member Center [under Grants Accounting Processing System (GAPS)].
- 2) Accessed by the person who has been assigned the **CATE Coordinator's role**.
- 3) Accessing the Application Section:
 - a. On the SC Department of Education's Website, click on "Login" which is on the right side of the blue colored bar running across the top of the screen.
 - b. Log into the SCDE Web Site Member Center using your User ID and Password.
 - c. Under the heading Web Applications, click on Grants Accounting Processing System (GAPS).
 - d. On the *Welcome to Grants Accounting Processing System (GAPS)* page, click on the Application tab at the top of the page.
 - e. Select a Grant. For the FY21 CATE Local Plan, select Perkins Career – Technical Education Vocational Education-Basic Grant to States.
 - f. Select a Sub Grant Period. For the FY21 CATE Local Plan, select **21 CTE Federal (07/01/2020) – (09/30/2021)**.
 - g. Click on the Next button.
 - h. On the *Welcome to the Perkins Local Plan Application* page, click on the Application tab at the top of the page.
 - i. Click on a part (Contact Information, Assurances, Program of Study, Narratives, Programs and Courses) to begin.
 - j. **Application Section** is comprised of the following parts:
 - a) **Contact Information Part**: provide contact information for Person Completing CTE Local Plan and for District CTE Finance person.
 - b) **Assurances Part**: read assurances carefully, download Assurance Signature form, obtain required signatures; upload signed form to Supporting Documents._
 - c) **Narratives Part**: provide a detailed response to each of the items in this part. This section will include the detailed information of the CTE program of study for your LEA. ***Each LEA must offer a program of study, which meets the criteria established by the Perkins V legislation in order to receive Federal (Perkins) funds.***
 - d) **Programs and Courses Part**: identify the CTE courses offered in the LEA.
 - i) CIP Coded Programs and Courses that Make-up the Program;
 - ii) CTE Courses offered that are not part of a CTE Completer Program; and
 - iii) CTE Courses offered at the Middle School level.

Reminder: CTE courses listed in this part determine the CTE courses that you can budget funds for in the Finance Section.
 - f) **Status Page**: provides a link to each page in the Application Section and provides status of each page.

To check on the status of any part of the Application Section, click on Status in the drop-down. Once on the Status page, scroll down to check the status of any page under any part.

- A Status of “PreSubmittal” means that the page is with the person who has the CTE Coordinator’s role.
- A Status of “Submitted” or “ReSubmitted,” means that this page has been submitted to the Office of Career and Technology Education by the person with the CTE Coordinator’s role.
- A Status of “Returned,” means that this page has been returned to the person in the district/multi-district career center who has been assigned the CTE Coordinator’s role.
- A Status of “Approved,” means that this page has been reviewed and approved by the Office of Career and Technical Education.

5) Submitting the Application Section:

Once all pages of the Application section have been completed, click on the Submit button on the bottom of the Status page. Status of each page should change from “PreSubmittal” to “Submitted.”

6) Saving or Printing the Application Section:

Click on the *Export to pdf* button on the Status page to save the Application Section or to print it.

Finance Section of the CTE Local Application

Located on the SCDE Web Site Member Center [under Grants Accounting Processing System (GAPS)].

Accessed by the person who has been assigned the **CATE Coordinator's role**:

Finance Section outlines how the LEA wishes to budget its CTE Federal (Perkins) allocation.

1) Accessing the Finance Section:

- a. On the SC Department of Education's Website, click on "Login" which is on the right side of the blue colored bar running across the top of the screen.
- b. Log into the SCDE Web Site Member Center using your User ID and Password.
- c. Under the heading Web Applications, click on Grants Accounting Processing System (GAPS).
- d. On the *Welcome to Grants Accounting Processing System (GAPS)* page, click on the Finance tab at the top of the page.
- e. Under Sub Grant, select the grant you will review. For the FY21 CTE Local Plan, select **21 CTE Federal (07/01/2020) – (09/30/2021)**.
- f. Under Entity (District or Multi-District Career Center), select the Sub Recipient.
- g. Under Sub Program, select 01-Initial Allocation.
- h. Click on the Next button.
- i. On the *Welcome to the Perkins Local Plan Application* page, click on the Finance tab at the top of the page.
- j. If you are transferring funds to another district or to a multi-district career center, click on **Consortium** in the drop-down. Complete the Consortium Agreement and submit it to the Office of Career and Technical Education (OCTE). ***The Consortium Agreement must be approved before any unbudgeted funds can be budgeted in the Finance Section.*** If you are not transferring funds to another district or to a multi-district career center, proceed to step k.
- k. In the drop-down, click on Budget.
- l. On the Budget page, click on the Create New button to begin budgeting funds.

2. Submitting the Finance Section:

Once all pages of the Finance Section have been completed, click on the Submit button on the bottom of the Budget Summary page. Status of each page should change from “PreSubmittal” to “Submitted to Sub Recipient Finance.”

Contact the person in the LEA’s Finance Office who has been assigned the CTE Finance role and ask him/her to review each page to ensure that the funds have been budgeted under the correct subprogram number, the correct Function number, and the correct Object Code. If all information is correct, the person with the CTE Finance role should click on the Submit button on the bottom of the Budget Summary page. The status of all pages in the Finance Section should change to “Submitted to SCDE Program” or “Submitted to ED Associate”—meaning that the pages have been submitted to the Office of Career and Technical Education.

2) Saving or Printing the Finance Section:

Click on the *Export to pdf* button on the Budget Summary page to save the Finance Section or to print it.

3) Status Key:

- **PreSubmittal:** the page is with the person who has the CTE Coordinator’s role.
- **Returned:** the page has been returned to the person in the district/multi-district career center who has been assigned the CTE Coordinator’s role.
- **Submitted to Sub Recipient Finance:** the page is with the person in the district who has the CTE Finance role.
- **Submitted to ED Associate or Submitted to SCDE Program:** the page has been submitted to the Office of Career and Technical Education.
- **Approved:** the page has been reviewed and approved by the Office of Career and Technical Education.

Subprogram Number and Subprogram Name

As indicated previously, one of the significant changes to the Perkins V legislation is in regards to the Local Use of Funds (Sec. 135). The uses of funds are streamlined in the new legislation from Perkins IV. The majority of the current uses of funds are still covered, although some have fewer explicit clauses. There are also no longer discrete “required” and “permissive” uses of funds subsections, but instead, many of the former “permissive” uses are included as options under required activities.

In addition to the overall requirement that local funds be used to support CTE programs of sufficient size, scope and quality to be effective, the law includes six new “required” activities:

1. provide career exploration and career development activities through an organized, systematic framework;
2. provide professional development for a wide variety of CTE professionals;
3. provide within CTE the skills necessary to pursue high-skill, high-wage or in-demand industry sectors or occupations;
4. support integration of academic skills into CTE programs;
5. plan and carry out elements that support the implementation of CTE programs and programs of study and that result in increased student achievement; and
6. develop and implement evaluations of the activities funded by Perkins.

Key activities such as purchasing equipment and supporting CTSOs, work-based learning, and dual and concurrent enrollment, among numerous others, are included under the elements that support implementation of programs and programs of study.

Furthermore, the option for local recipients to pool funds with other recipients that exists in current law was maintained in Perkins V, but only related to professional development activities. This is also explicitly referenced in the State Leadership permissible uses of funds section as an option that can be incentivized by the eligible agency. Finally, and in line with current law, the 5 percent limit on administrative costs at the local level has been carried over in Perkins V.

Local Uses of Perkins (Federal) funds:

- Subprogram 01- Integration of Academic and Technical Skills
- Subprogram 02- Career Exploration/Work-based Learning
- Subprogram 03- Post-secondary and Career Readiness
- Subprogram 04- Professional Development
- Subprogram 05- Evaluation and Assessment
- Subprogram 06- Initiate and Improve Programs
- Subprogram 11- Equipment
- Subprogram 15- Administrative Costs

REMINDER: If you are using Perkins funds to fund a position, a district job description must be uploaded. The percentage of time devoted to each job duty should be indicated beside the job duty in the job description. A list of job duties/responsibilities is not acceptable. When completing the Activity Description (in the Finance Section), include the name of the person in the position and include the FTE supported with the funds.

REMINDER: If you are using Perkins funds to fund a position, a district job description must be uploaded. The percentage of time devoted to each job duty should be indicated beside the job duty in the job description. A list of job duties/responsibilities is not acceptable. When completing the Activity Description (in the Finance Section), include the name of the person in the position and include the FTE supported with the funds.

FUNCTION NUMBER

Function code 100 is used for activities that directly support **instruction** such as activities dealing directly with the teaching of students or the interaction between teacher and students.

Function code 200 is used for **support services**. Support services are those services that provide administrative, technical, personal (such as guidance, health), and logistical support to facilitate and enhance instruction. Support services should sustain and enhance instruction.

Object Code

Object 100—Salary,
Object 200—Fringe Benefits,
Object 300—Purchased Services,
Object 400—Instructional Supplies,
Object 500—Capital Outlay (Equipment),
Object 600—Other, and
Object 700—Indirect Costs.

Indirect Cost

Indirect cost can be budgeted ONLY as a part of administrative costs which is Subprogram 15-Administration. Therefore, indirect cost is limited to the lesser of 5% percent (administrative limit), actual restricted indirect cost rate, or administrative indirect cost (5% percent minus administrative direct cost). Direct administration costs include salaries, benefits, office supplies, postage, office equipment, and official travel costs for program administration, budgeting and planning, monitoring, evaluation, and divisional level administrative services such as program specific accounting, auditing, or legal services. Generally, direct administration costs differ from indirect charges in that the indirect charges are considered organization-wide costs.

If claiming indirect cost, enter the restricted indirect cost rate for your district as a percent (%) at the top of the indirect cost column (top of column). Use the format: whole number and two decimal places (example: 1.34%).

All allowable indirect cost should be shown only on the administration line (Subprogram 15). Indirect cost is calculated by multiplying the restricted indirect cost rate times the total Title I budget for federal salaries, fixed charges, purchase services, and supplies (no equipment). This is the maximum amount that may be taken, subject to the restrictions outlined in the first paragraph above. Remember that you can only claim indirect cost for federal expenditures and that you cannot budget or claim indirect cost for equipment.

SUBPROGRAMS AND USES OF FUNDS

<i>Subprogram</i>	<i>Uses of Funds</i>
01- Integration of Academic and Technical Skills	Strengthen the academic and career and technical skills of students participating in CTE programs and programs of study by strengthening the academic and CTE components of such programs through the integration of academics with CTE program through a coherent sequence of courses such as a CTE Program of Study to ensure learning in the core academic subjects and career and technology education subjects.
02- Career Exploration/Work-based Learning	Provide career exploration and career development activities through an organized, systematic framework designed to aid students, including in the middle grades, before enrolling and while participating in a career and technical education program, in making informed plans and decisions about future education and career opportunities and programs of study.
03- Post-secondary and Career Readiness	provide within career and technical education the skills necessary to pursue careers in high-skill, high-wage, or in-demand industry sectors or occupations;
04-Professional Development	provide professional development for teachers, faculty, school leaders, administrators, specialized instructional support personnel, career guidance and academic counselors, or paraprofessionals.
05-Evaluation/Assessment	To develop and implement evaluations of the CTE programs carried out with funds under this title, including an assessment of how the needs of special populations students are being met.
06-Initiate/Improve Programs	Plan and carry out elements that support the implementation of career and technical education programs and programs of study and that result in increasing student achievement of the local levels of performance established under section 113.
11-Equipment	To lease, purchase, or upgrade equipment designed to strengthen and support CTE course standards.
15-Administration	To support administrative costs associated with the administration of CTE activities. Funds budgeted for this subprogram are limited to no more than five percent (5%) of the total Title I Basic Grant (Perkins) funds received.

Subprogram Number	Function Code	Subprogram Name	Source of Funds
01	100/200	Integration of Academic and Technical Skills	Perkins Title I
02	100/200	Career Exploration/Work-based Learning	Perkins Title I
03	100/200	Post-secondary and Career Readiness	Perkins Title I
04	100/200	Professional Development	Perkins Title I
05	100/200	Evaluation/Assessment	Perkins Title I
06	100/200	Initiate/Improve Programs	Perkins Title I
11	100	Equipment	Perkins Title I
15	200	Administration	Perkins Title I

SCDE CATE Personnel Contact Information

If you encounter an issue in completing a page of the Finance Section or in submitting to the Office of Career and Technology Education, please send an e-mail to nmswyger@ed.sc.gov or mbenton@ed.sc.gov that includes the steps you took to the point of having the issue and screenshots of pages or error message.

If you have a question about a specific use of EIA funds for your district/multi-district center in regards to CATE equipment needs that is not addressed, please contact Maria Swygert at 803-734-8456, nmswyger@ed.sc.gov or Melissa Benton at 803-734-8287, mbenton@ed.sc.gov.

For Work-Based Learning Activities, please contact Kama Staton at 803-734-8415 or at kstaton@ed.sc.gov.

OCTE Personnel Contact Information	Contact Person
CATE Director	Angel H. Malone 803-734-8412 amalone@ed.sc.gov
Team Lead Federal and State Accountability and Fiscal Compliance	Maria Swygert 803-734-8456 nmswyger@ed.sc.gov
Federal and State Accountability and Data Reporting	Shawn Larrymore 803-734-8450 smlarrym@ed.sc.gov

OCTE Personnel Contact Information	Contact Person
Federal and State Data Reporting	Matthew Sommerville 803-734-8414 msommerville@ed.sc.gov
Accountability and Progress Report Nontraditional Programs Special Populations	Murline Ingram 803-734-4901 mingram@ed.sc.gov
Local Application and Fiscal Compliance	Melissa Benton 803-734-8287 mbenton@ed.sc.gov
LEA Monitoring	Nickolas J. Sumpter 803-734-8438 njsumpster@ed.sc.gov
LEA Monitoring	Kim Fair-Hamilton 803-734-8564 kfhamilton@ed.sc.gov
Professional Development	Jacqueline Wiseman 803-734-8455 jwiseman@ed.sc.gov
Work Based Learning Career Guidance	Kama Staton 803-734-8415 kstaton@ed.sc.gov
Testing and Assessment Business Management and Administration Career Cluster Finance Career Cluster	Dana Depew 803-734-2828 ddepew@ed.sc.gov
Health Science Career Cluster	Angel Clark 803-734-0372 aclark@ed.sc.gov
Information Technology Career Cluster	Andrew Cook 803-734-7168 acook@ed.sc.gov

OCTE Personnel Contact Information	Contact Person
Agriculture, Food and Natural Resources Career Cluster	William E. Keels 803-896-8873 wkeels@clermson.edu
Arts, Audio-Video Technology and Communications Career Cluster Education and Training Career Cluster Hospitality and Tourism Career Cluster Human Services/Family and Consumer Sciences Career Cluster Science, Technology, Engineering and Mathematics Career Cluster	Dr. Eleanor Glover Gladney 803-734-3826 eglover@ed.sc.gov
Arts, Audio-Video Technology and Communication Career Cluster Science, Technology, Engineering and Mathematics Career Cluster Transportation, Distribution and Logistics Career Cluster	B. T. Martin 803-734-3398 btmartin@ed.sc.gov
Architecture and Construction Career Cluster Law, Public Safety, Corrections and Security Career Cluster Manufacturing Career Cluster Science, Technology, Engineering and Mathematics Career Cluster	Steven Watterson 803-734-8267 SWatterson@ed.sc.gov