

WEBINAR: Perkins & State EIA: *Budgeting the Local Application*

Tuesday, September 08, 2026

Melissa S. Benton

Office of Career Readiness (OCR)



**SOUTH CAROLINA
DEPARTMENT OF EDUCATION**

Today we will....



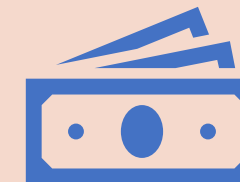
Learn how to develop the FY27 Local Application, Perkins, and State EIA Budget.



Discuss the required supporting documents and documents that may be applicable to Districts based on positions listed within the budget.



Share examples for each Perkins subprogram.



Focus on Perkins and State EIA Guidelines; what is allowable or unallowable with both funding sources.

Career and Technical Education (CTE) Funding Sources

Perkins Fund 207- Federal *Budget Entered in GAPS*

- Reimbursement by submitting Quarterly Claims to SCDE.
- Perkins Funds *Do Not Carryover.*

State EIA Fund 329- State Equipment *Budget uploaded in spreadsheet in GAPS*

- Funds distributed to each District in October. Carryover for 1 year

State EIA Fund 328- Certifications

- Base Funds distributed to District in October. Carryover for 1 year.
- Funds distributed Jan/Feb based on number of students who sat for certification prior school year. Carryover for 1 year.



Federal Perkins Allocations - Subfund 207

TITLE I – CAREER AND TECHNICAL EDUCATION BASIC GRANTS TO STATES

Allocation Formula:

- Federal Career and Technical Education (CTE) funds are distributed to the SCDE based on a statutory formula to develop more fully the academic, career, and technical skills of secondary and postsecondary students who elect to enroll in CTE programs.
- Funds allocated via formula are then distributed to local educational agencies (LEAs) or other eligible recipients that have currently approved local plans/applications.

Legal References:

Strengthening Career and Technical Education for the 21st Century Act (Perkins V)
Title I; as amended; (PL 115–224, § 6,) 20 U.S.C. § 2301 et seq.



Federal Perkins Allocations

Sub Fund 207 – Funding Notes:

- Budget built in GAPS - connected to SCIES (South Carolina Enterprise Information System)
- Funding should be tied to Local Needs Assessment
- 15-month grant ends on September 30th
- Reimbursement only
- No Consumable Items
- Federal funds do not carry forward



Perkins V local funds must be used to:

Develop, coordinate, implement, or improve	Develop, coordinate, implement, or improve CTE programs
Address	Address needs identified in the CLNA
Support	Support programs of sufficient size, scope, and quality to be effective.



GRANTS ACCOUNTING PROCESSING

SYSTEM

GAPS



www.ed.sc.gov

https://www.ed.sc.gov

Home

About

Data & Reports

State Board of Education

Newsroom

Contact

Select Language

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SOUTH CAROLINA

DEPARTMENT OF EDUCATION

Districts & Schools

Educators

Family & Community

An exceptional education for every South Carolina child

SCDE STRATEGIC PLAN

MISSION

VISION

VALUES

The logo of the South Carolina Department of Education, featuring a circular seal with a palm tree, an open book, and the year 1868. The text "SOUTH CAROLINA" and "DEPARTMENT OF EDUCATION" is written around the perimeter of the seal.

South Carolina Department of Education :: Web Application Portal



1868

APPLICATIONS & SURVEYS

My Applications

Melissa Benton (MBenton)

Applications

District & Entity Information Management Systems (DEIMS)

EPMS

Grants Accounting Processing System (GAPS)

Human Capital Dashboard



Grant Accounting Processing System - South Carolina Department of Education (GAPS)



Grant Accounting Processing System | CTE Administrator | Member Center | Logout

Home

Application

Finance

Admin

Welcome to the Grants Accounting Processing System (GAPS)

Below are some basic instructions for the navigation tabs:

Home	Navigates you to GAPS home page
Application	The SCDE Program Office will notify you if the application is to be entered directly into GAPS – Currently, this only applies to the Perkins Local Plan Application submission.
Finance	Budget, Budget Amendments, Expenditures and Expenditure Refunds are processed in this section.

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Click FY27 in the Dropdown



Application Sub Grant | CTE Administrator | Member Center | Logout

Home

Application

Finance

Admin

Application Sub Grant

Grant

Perkins V - Career and Technical Education - Basic Grant to States

Sub Grant Period

26 CTE Federal (207) 7/1/2025 - 9/30/2026

26 CTE Federal (207) 7/1/2025 - 9/30/2026

27 CTE Federal (207) 6/15/2026 - 9/30/2027

Next

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Select: 27 CTE Federal (207) 7/01/2026-9/30/2027

SOUTH CAROLINA
STATE DEPARTMENT
OF EDUCATION

Application Sub Grant | CTE Administrator | Member Center | Logout

Home

Application

Finance

Admin

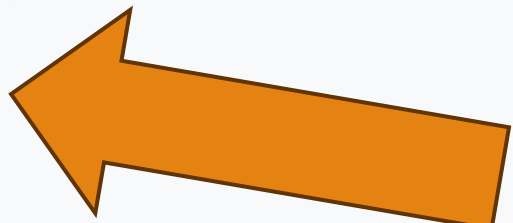
Application Sub Grant

Grant

Perkins V - Career and Technical Education - Basic Grant to States ▾

Sub Grant Period

26 CTE Federal (207) 7/1/2025 - 9/30/2026 ▾
26 CTE Federal (207) 7/1/2025 - 9/30/2026
27 CTE Federal (207) 7/1/2026 - 9/30/2027
Next



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Contact Information. Make sure it's accurate.

CTE Coordinator & Finance Contact

CTE Coordinator

Contact Information

Entity:

Local Application Completion Contact Information

Provide contact information below for the person responsible for completing the local application.

Prefix *

Mr. ▾

First Name *

Middle Name

Last Name *

Suffix

▾

Position *

Assistant Director ▾

Telephone Number *

Mailing Address *

Mailing City *

Mailing State *

South Carolina ▾

Mailing Zip *

Copy if same as Mailing Address

☐

Physical Address *

Physical City *

Physical State *

South Carolina ▾

Physical ZIP *

Email Address *

Next

Finance Contact

Contact Information

Entity:

Local Application Completion Contact Information

Provide contact information below for the person responsible for completing the local application.

Prefix *

Mr. ▾

First Name *

Middle Name

Last Name *

Suffix

▾

Position *

Assistant Director ▾

Telephone Number *

Mailing Address *

Mailing City *

Mailing State *

South Carolina ▾

Mailing Zip *

Copy if same as Mailing Address

☐

Physical Address *

Physical City *

Physical State *

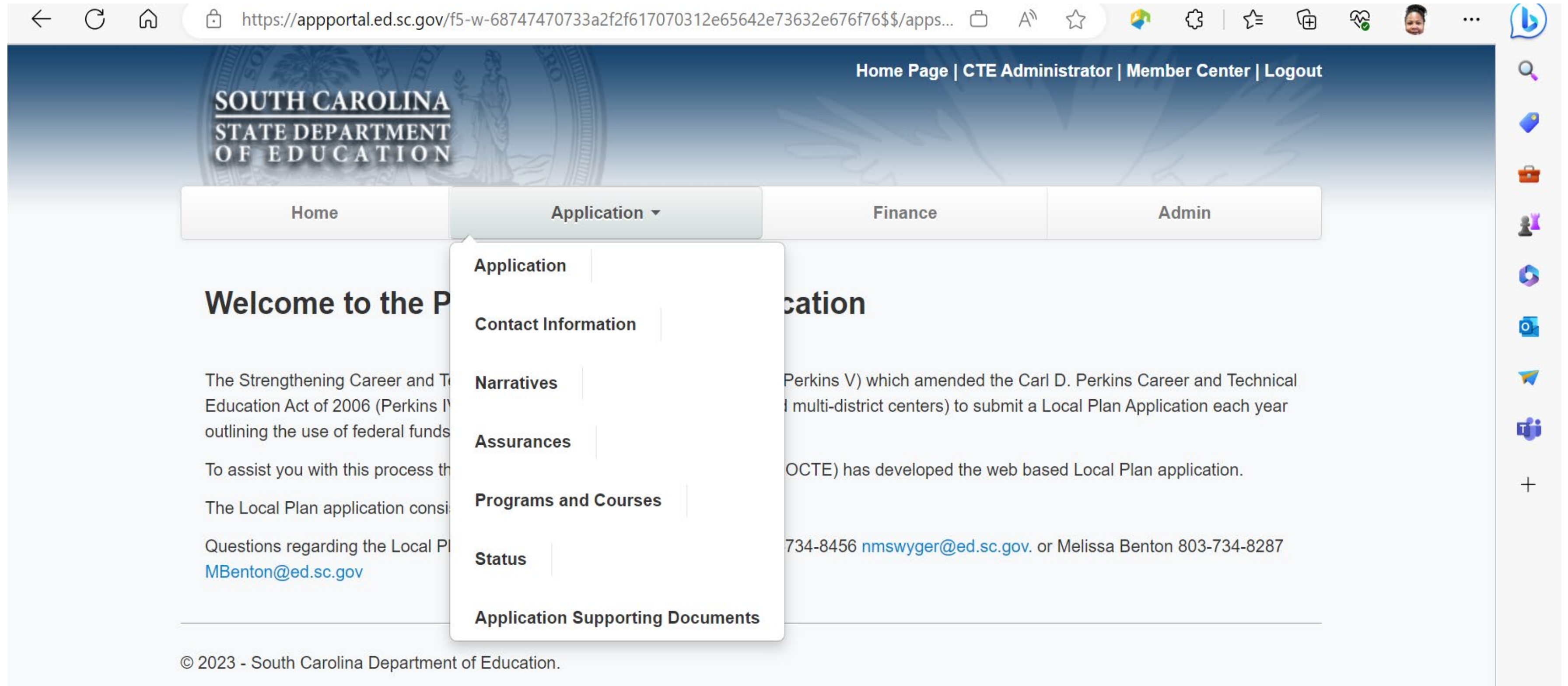
South Carolina ▾

Physical ZIP *

Email Address *

Next

Application Section



Application Section

Contact information- Make sure information is two different persons with different contact information, job title, emails, phone numbers, etc.

Narrative- List information from CLNA, Advisory Council and Committees and details of Program of Study

Assurances- Make sure they are signed and uploaded into supporting documents of GAPS. (Finance Director and Superintendent).

CTE Directors, please read the assurances (i.e. Advisory Council requirement listed)

Programs & Courses- List all CTE courses and programs for your District only.

Status- Check the status of each question in application

Application Supporting Documents- FY27 State EIA & FY27 Federal Assurances (Signatures from Superintendent & Finance Director), Completed and Signed Program of Study (POS) Form (*signatures from CTE Coordinator and Post Secondary Representative*), MOA, Master Schedule



Required Documents to Be Uploaded in Application Section GAPS

FY27 State Assurances

FY27 Federal Assurances

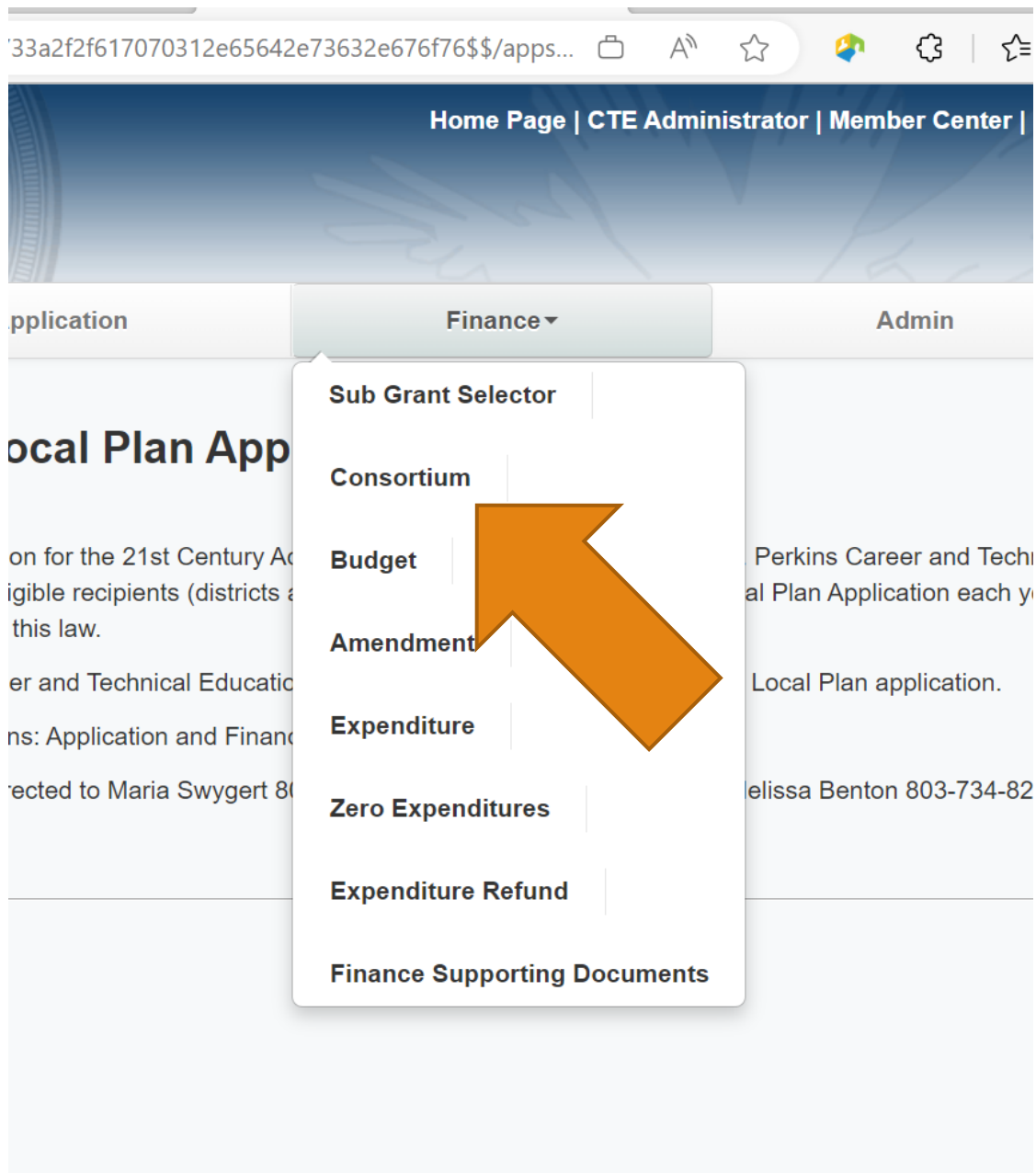
FY27 Program of Study (POS) Form

FY27 Memorandum of Agreement/Understanding (MOA/MOU)

FY27 Master Schedules *(use PowerSchool to pull this schedule)*



Consortium funds must be transferred before beginning your budget.



- MUST TRANSFER FUNDS BEFORE EITHER DISTRICT BEGINS BUDGETING
- REMINDER TO SIGN THE CONSORTIUM AGREEMENT

**Office of Career and Technical Education and Student Transition Services
Consortium Agreement**

ie of Consortium: _____

Serving as the Fiscal Agent: _____

ie of Member LEA: _____

nsfer of Funds

LEA agrees to transfer to the consortium the LEA's FY _____ allocation for either the federal Title I –Strengthening Career and Technical Education for the 21st Century Act (Perkins V) or the state EIA allocation. The consortium's fiscal agent will submit application on behalf of the consortium to the South Carolina Department of Education (SCDE) for elected funding. The fiscal agent of the consortium will serve as the applicant and coordinate services and activities detailed in the grant application for the shared goals of all consortium member LEAs.

istrict and Consortium hereby mutually agree to the following conditions:

The fiscal agent agrees to file a Perkins Local Application as part of the annual grant application and required reports with the SCDE.

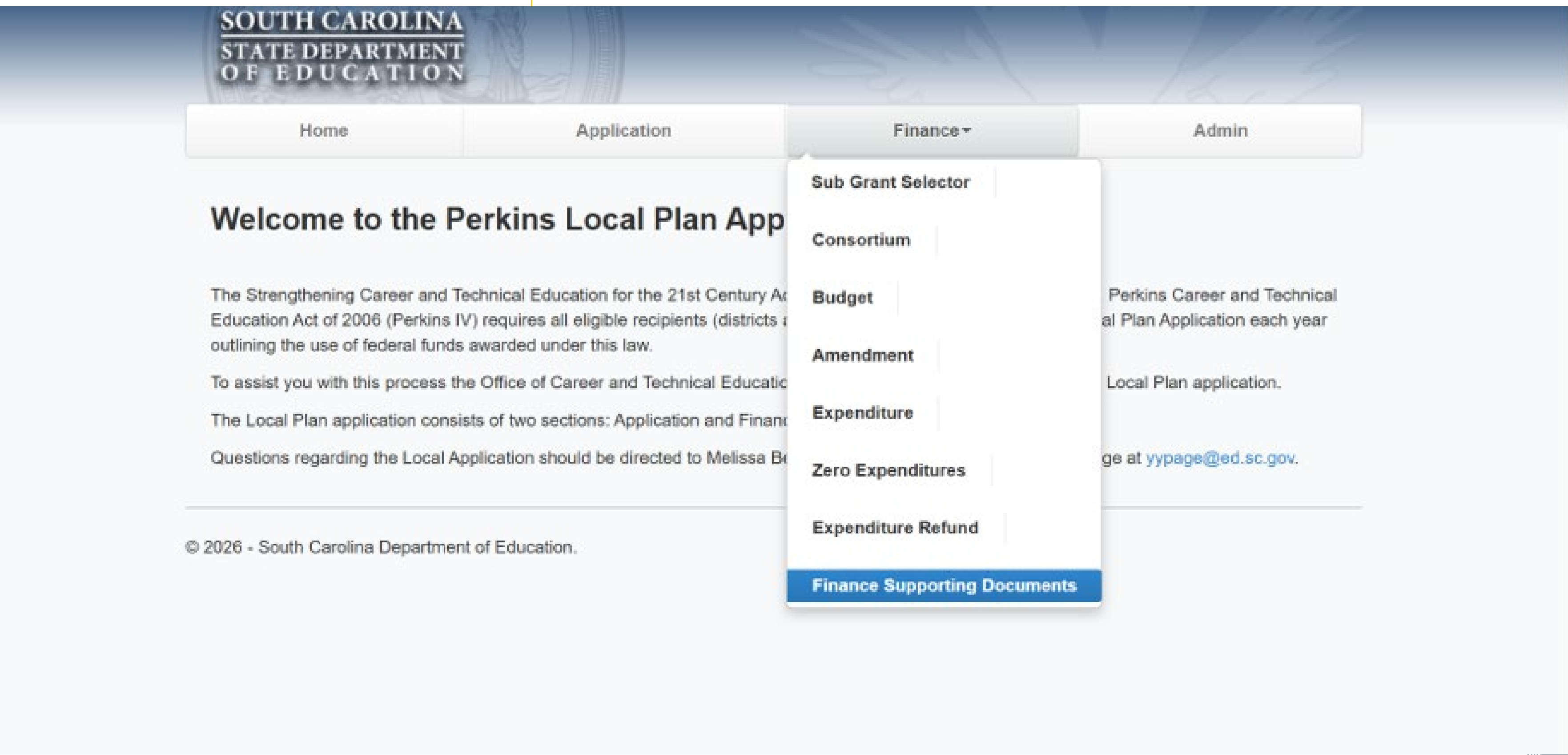
The fiscal agent is responsible for the use of all grant funds and ensuring that the project is carried out by the consortium members in accordance with federal and state law.

Each member LEA is legally responsible to carry out the activities it agrees to perform



Click the following:

Finance Supporting Documents Link in GAPS



Required Documents to Be Uploaded in Finance Supporting Documents Link in GAPS

FY27 New Updated State EIA Spreadsheet (**No PDFs allowed**)

Any job descriptions for Perkins or State EIA (*if applicable*)

Amended FY27 State EIA Spreadsheets

Misc. (Equipment Quotes, Purchase Orders etc.)

FY26 Carryover Funds Spreadsheets (**No PDFs allowed**)

Emails with Perkins Narrative Approvals in the Same Subprogram, Function Code, Object Code



- **No Spreadsheets allowed for FY27 Perkins Budget. All details must be entered into FY27 GAPS.**
- **Please, do not write “See Spreadsheet” in GAPS for Perkins Budget. List in details what you will purchase on the page in GAPS.**
- ***The line item(s) will be returned for the needed details. No consumables are allowed for Perkins budgets.***

Consortium Agreement

Best Practice

Sub Program Name	Function Name	Object Name	Amount
03 - Post-secondary and Career Readiness	100 - Instruction	300 - Purchased Services	\$10000.00
School Name	CIP Code & Name	Course Code & Name	Option Name
N/A	N/A	N/A	N/A

Describe the Activity for which funds will be budgeted

This money will be transferred to [redacted] School District in the amount of \$ 10,000 as Consortium Agreement to support [redacted] Students attending [redacted] Career Center.

Describe how the activity listed above will improve performance on the Perkins Indicators

Students attending [redacted] Career Center will be Career Ready. They are taking courses such as Culinary Arts, Cosmetology, Welding, Carpentry, Auto Mechanics, Building Construction to enhance their career aspirations after high school. These students go in the work force ready to work.



- Perkins

Best Practice

-Please notice the details.

-Please submit details and lists of items that will be purchased.

06 - Initiate/Improve Programs	100 - Instruction	400 - Supplies and Materials	\$21806.12
School Name	CIP Code & Name	Course Code & Name	Option Name
	510000 - Health Science	5560 - Health Science Clinical Study	N/A
N/A	Describe the Activity for which funds will be budgeted		
Laerdal Medial Corporation- Simulated Nursing Ann Manikin and SimPad Control System- Total=21,806.12			

- 1 Nursing Anne Manikin Medium 1 Adult, Female, Full-Body Manikin, 1 Female Multi-Venous IV Training Arm-Left, 1 Female Blood Pressure Training Arm-Right, 1 Blood Pressure Cuff, 1 Male Genitalia, 1 Female Genitalia, 3 Urinary Connector Valves, 3 Anal Connector Valves, 4 Clamps, 1 100cc Slip Tip Syringe, 1 Can Manikin Lubricant, 1 Hospital Gown and Directions for Use
\$5,983.12
- 1 SimPadPlusSystem SimPad PLUS System Bundle Includes SimPad PLUS Remote Control, SimPad PLUS Link Box, AC Adapter, Battery, Headset & Microphone, Wrist Strap, Manikin Strap, Ethernet Cable, Protective Sleeve, LLEAP for SimPad PLUS License and USB Cable.
\$4,986.18
- 1 All In One Panel PC For use as an Instructor Computer with LLEAP software, or a LLEAP, SimPad or SimPad Plus Patient Monitor
\$2,678.06
- 1 Mobile Router
\$224.66
- 1 Nursing Anne Manikin On-Site Installation A professional product installation by a trained Laerdal Service Engineer or an authorized Laerdal Service Provider. Includes unpacking and set up of the simulator and accessories, including Laerdal supplied PCs. Installation of the Laerdal Application Software and a complete product quality inspection with full functional test.
\$2,449.00
- 210-EDFX100 Flexible Training Course
\$3,947.06

Describe how the activity listed above will improve performance on the Perkins Indicators

The Simulated Nursing Manikin will be used to teach and practice skills needed to attain Certified Medical Assistant Credentials.



Positions Funded with Perkins Funds

Just 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.

Ex. Camo Benton, FTE .50

- ***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 Semi-Annual Certification or PAR must be completed.*



Positions Funded with Perkins Funds:

A Semi-Annual Certification or PAR must be completed.

What is a semi-annual certification?

- A statement that individual(s) worked solely on activities related to single cost objective
- Completed at least every six months
- Signed and dated by employee and supervisor with first-hand knowledge of work performed

What should a Semi-Annual Certification look like?

Complete top portion.

Semi-Annual Certification Activity Report for Employees Working on a Single Cost Objective School Year 2006-07

School/District Office: _____ Suzy Wrong _____
Federal Program: _____ Title I _____
For the Six-Month Period of _____ August 06-January 07 _____
Month/Year

I certify that the employee(s) listed below worked 100% of their time on activities authorized by the federal program stated above.

A Semi-Annual Certification or PAR must be completed.

- **A Personnel Activity Report (PAR) is a formal record used to document the time and effort employees spend on specific activities, particularly for federal grants or program-funded work.**

PERSONNEL ACTIVITY REPORT (PAR)

Name: _____

Emp ID: _____

Pay Period: _____

Position: _____

Week Hours: _____

Location: _____

Total Hours Per Week: _____

		Position 1		Position 2		Position 3		Position 4		Position 5					
		Title:		Title:		Title:		Title:		Title:					
		Funding Source:		Funding Source:		Funding Source:		Funding Source:		Funding Source:					
Day	Date	Start Time	End Time	Hours Worked	% of Time	Hours Worked	% of Time	Hours Worked	% of Time	Hours Worked	% of Time	Hours Worked	% of Time	Total Hours	PAR Lines Used
Sunday															
Monday															
Tuesday															
Wednesday															
Thursday															
Friday															
Saturday															
Sunday															
Monday															
Tuesday															
Wednesday															
Thursday															
Friday															
Total Number of Hours															

Note: The purpose of this form is to ensure that grants are managed properly by accurately reporting the percentage of time worked on a specific activity to be in compliance with the Office of Management and Budget (OMB) Circular 101.

Employee Signature and Date: _____

Supervisor Signature and Date: _____

Examples of Job Descriptions

Work-Based Learning

NOTE: This is for informational purposes only. Every job description does not look exactly like this, but must include percentages for each performance responsibility.
(See sample below.)

JOB DESCRIPTION

TITLE:	Work-Based Learning Coordinator
QUALIFICATIONS & REQUIREMENTS:	1. Minimum of a Bachelor's Degree from an accredited college or university 2. Valid Teaching Credential 3. Highly developed human relations and communications skills 4. Knowledge of work-based learning initiatives, including career counseling 5. Knowledge of current educational research and best practices in career and technology education 6. Demonstrated leadership skills 7. Demonstrated ability to work cooperatively as a member of a team 8. Demonstrated proficiency in written and oral communications 9. Demonstrated proficiency in current productivity software 10. Experience in budget planning preferred
REPORTS TO:	Director of Career and Technology
JOB GOAL:	To establish and maintain effective contacts between education and job service, business, industry, vocational rehabilitation, Chamber of Commerce, technical education, and other service agencies to provide real-world opportunities in the form of shadowing, cooperative learning, internships, and apprenticeships to all students enrolled in career and technology education programs in Staton County, while serving as a Work-Based Learning Coordinator at Benton Career and Technology Center.
SUPERVISES:	Work-Based Learning Students at Benton Career and Technology Center.
TERMS OF EMPLOYMENT:	205 days; salary based on credentials and previous work experience
<u>PERFORMANCE RESPONSIBILITIES:</u>	
1. Manages high school work-based learning program. (20%) 2. Assists students in developing an employment portfolio, which may increase future employability. (10%) 3. Assists students in career decision making. (10%) 4. Provides supplemental instruction to students/classes relevant to the world of work. (10%) 5. Promotes development of employability skills. (10%) 6. Provides participants with experiences in the realities of the workplace. (10%) 7. Promotes awareness and cooperation between career and technology programs and the industries they serve. (10%) 8. Maintains student and school records of work-based learning participation and accountability. (5%) 9. Maintains records for utilization of local and federal work-based learning funds. (5%) 10. Completes and submits reports as required/requested. (5%) 11. Identifies and tracks students who appear to be potential dropouts. (5%)	
EVALUATION:	Performance of this job will be evaluated annually in accordance with the provisions of the Board's Policy on Evaluation of Professional Personnel.

Career Specialist

Career Specialist Job Description

Position:	Career Specialist; FTE .20
Summary:	Provides career planning services to students. Works with students to identify and explore career ideas, plans, and goals. Presents overall programs and ideas to students to promote career planning and participation in center events to students in the CTE Program.
<u>Duties and Responsibilities:</u>	
• Interviews with all applicants to discuss career planning and/or employment opportunities, requirements, interests, and procedures. <i>~10% of time devoted</i> • Counsels applicants with unusual problems, disabilities, or other restrictions. <i>~10% of time devoted</i> • Prepares announcements regarding examinations, career opportunities and/or briefs; prepares advertising copy and correspondence for recruitment purposes. <i>~10% of time devoted</i> • Orients a variety of users regarding purposes and goals of the school's placement services. <i>~10% of time devoted</i> • Conducts career planning and placement classes, workshops, or seminars: may participate in planning and development of classes, workshops or seminars. <i>~ 10% of time devoted</i> • Prepares reports for local, state, and federal offices dealing with statistical computation regarding oversupply and shortage of various employment categories. <i>~ 25% of time devoted</i> • Maintains records and files and submits reports as required. <i>~ 25% of time devoted</i>	
<u>Knowledge, Skills, and Abilities:</u>	
• Knowledge of career planning practices and techniques. • Knowledge of interviewing techniques and related career and job search skills. • Knowledge of human behavior, individual differences, motivation, and attitudes. • Skill in both verbal and written communication.	
<u>Minimum Qualifications:</u>	
• Bachelor's degree in social science, counseling, education or related field and additional qualifications as the board may find appropriate and acceptable.	
Salary Range: The salary is based on the qualifications and experience of the selected candidate.	

Examples of Job Position in Perkins 207 Grant

Budget Details

Sub Recipient: [REDACTED]

Sub Grant Title: 25 CTE Federal (207)

Award Period: 7/1/2024 - 9/30/2025

Entity Name	Sub Program Code	Function Code	Object Code	Approval Status	Budget Amount
[REDACTED]	02 - Career Exploration/Work-based Learning	200 - Support Services	100 - Salaries	Approved	\$47,098.00

Perkins Indicator

3S1 - Postsecondary Placement
4S1 - Non-traditional Program Enrollment
5S1 - Program Quality – Attained Recognized Postsecondary Credential

Activities Description

These funds will be used to provide the salary for a CATE Coordinator

Describe how the Activity (above) will improve performance on the Perkins Indicators

The CATE Coordinator would advise students on career choices, counsel students on the importance of academic and occupational skills attainment, provide resume writing, interview activities, furnish occupational information to students on both traditional and nontraditional career opportunities, plan work-based learning, and provide CATE instructor support. These activities will increase academic and technical skills attainment

Name	FTE %
[REDACTED]	0.50

Budget Details

Sub Recipient: [REDACTED]

Sub Grant Title: 25 CTE Federal (207)

Award Period: 7/1/2024 - 9/30/2025

Entity Name	Sub Program Code	Function Code	Object Code	Approval Status	Budget Amount
[REDACTED]	02 - Career Exploration/Work-based Learning	200 - Support Services	200 - Employee Benefits	Approved	\$18,976.82

Perkins Indicator

3S1 - Postsecondary Placement

Activities Description

These funds will be used to provide fringe benefits for a CATE Coordinator.

Describe how the Activity (above) will improve performance on the Perkins Indicators

The CATE Coordinator would advise students on career choices, counsel students on the importance of academic and occupational skill attainment, provide resume writing, and interview activities, furnish occupational information to students on both traditional and nontraditional career opportunities, plan work-based learning, and provide CATE instructor support. These activities will increase academic and technical skills attainment.

PERKINS V BUDGET SUBPROGRAM CODES

01 / Integration of Academic and Technical Skills

02 / Career Exploration

03 / Post-Secondary and Career Readiness

04 / Professional Development

05 / Evaluation and Assessment

06 / Initiate and Improve Programs

11 / Equipment

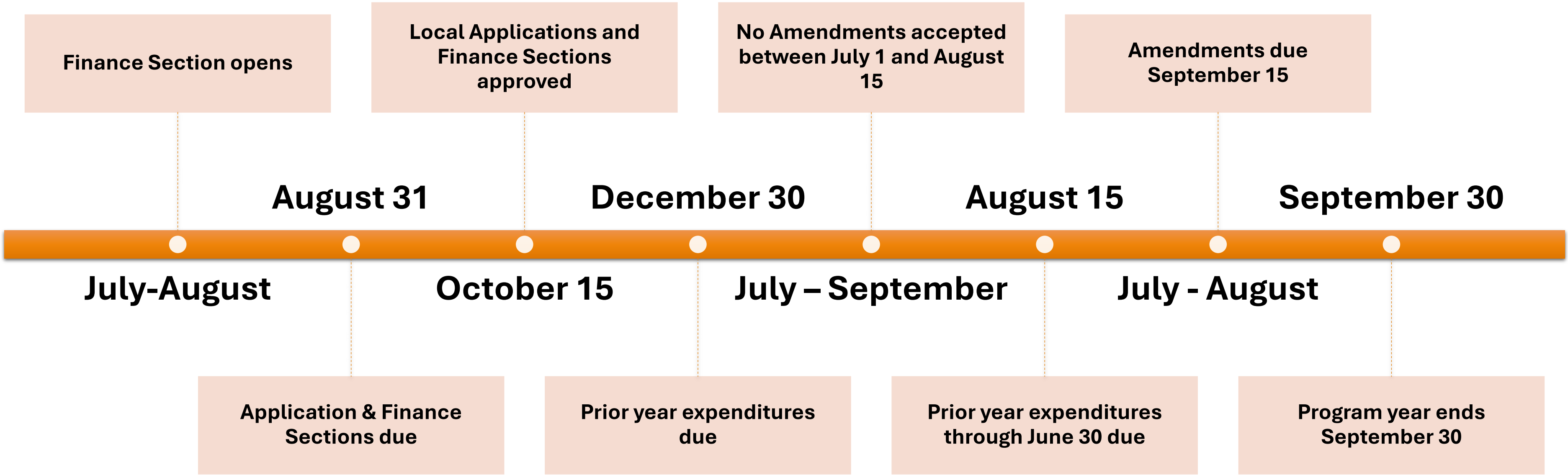
15 / Administrative Cost (less than 5%)



Sub Program Code	Function Code	Sub Program Name
01	200	01 - Integration of Academic and Technical Skills
04	200	04 - Professional Development
06	100	06 - Initiate/Improve Programs
06	200	06 - Initiate/Improve Programs
15	200	15 - Administration
15	400	15 - Administration



Federal CTE Funding Timeline (15 month)



Amendments & Claims

➤ **Amendments:**

- Due no later than June 30th (1st through 4th quarter claims) and September 15th (5th quarter claims)
- Any Amendments submitted between July 1 through August 15 will not be reviewed until August 16th – no exception

➤ **Claim Your Expenditures:**

- All claims through June 30th must be submitted by August 15th
– no exception
- All claims from July 1st through September 30 are due December 30th
– no exception



Funding and Budget Development

Function Numbers and Object Codes

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.

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

Only Select Secondary Indicators

Should align with
Your District's Improvement Plan, if one
was required.

Secondary Level:

- 1S1: Four-Year Graduation Rate
- 2S1: Academic Proficiency in Reading/Language Arts
- 2S2: Academic Proficiency in Mathematics
- 2S3: Academic Proficiency in Science
- 3S1: Post-Program Placement
- 4S1: Non-traditional Program Concentration
- 5S1: Program Quality – Attained Recognized Postsecondary Credential



Subprogram 01: Integration of Academic and Technical Skills

Typical Expenses

Subprogram 01:

- Curriculum development,
- Academic/CTE integrated lesson plans,
- Instructional materials that connect academic standards to CTE content,
- STEM integration activities, literacy, and math support within CTE courses,
- Dual credit curriculum alignment

Subprogram 01: Integration of Academic and Technical Skills



Funds to cover registration fees for VEX competitions



2- Part-Time Math and ELA for CTE Students (to help meet Perkins indicators for the District) – Positions & Fringes



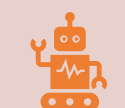
Student organizations conference support for registration and lodging



CTE instructors will work with new Academic Integration Consultants to rewrite curriculum to include concise pacing guides and core academic integrated standards within CTE lessons.



Employ two full time CTE Academic Integration Consultants



Implement drone certification program for high school students to gain a drone pilot license.

Subprogram 02 - Career Exploration / Work-Based Learning

Typical Expenses

- Career fairs,
- assessments,
- job shadowing,
- internships,
- apprenticeships,
- apprenticeships,
- employer engagement activities,
- work-based learning coordinators,
- transportation for WBL experiences,
- career awareness events,
- guest speakers.

Subprogram 02: Career Exploration

Funds will be used for instructor salaries for 7th and 8th grade CTE Exploratory camp during the summer

Print marketing brochures/banners for CTE courses district wide and to promote awareness of career pathways.

Girls in Engineering and Manufacturing Camp for nontraditional exposure

Middle school students will also be transported to tour the local Career and Technology Center

Fund positions to support CTE Summer Camps for secondary students from all District middle and high schools.

.5 % Gross Salary for Career Guidance Counselor for Career Center

.3 Work-Based Learning Coordinator Salary



Subprogram 03: Post-Secondary and Career Readiness

Typical Expenses

Subprogram 03:

- Industry certification preparation materials,
- certification testing fees,
- dual enrollment support,
- college and career transition activities,
- employability skills development,
- career pathway advising,
- articulation activities,
- credential attainment support

Subprogram 03: Post-Secondary and Career Readiness



Future Farmers of America state and national competitions



CTE student organizations and accompanying instructors to pay for travel, lodging, and registration for both state and national level (70% student/30% staff split)



Fund one Special Populations Program Consultant



Support student participation in approved state and national CTSO competitive events.



Teacher Assistant position for Culinary and FACS to help teacher with class



Pay part, .4 of Career Guidance salary & fringes

Subprogram 04: Professional Development

Typical Expenses

Subprogram 04:

- Conference registration,
- CTE Educator training,
- industry externships,
- travel for approved Professional Development,
- Cluster Specific Workshops,
- Curriculum training,
- Assessment training,
- Training on new equipment or technology,
- Counselor, and administrator CTE training.

Subprogram 04: Professional Development

Instructors and administrators will attend professional development conferences and workshops that are specific to their content area

Provide continuing education for instructors and professional development through SREB.

Pay subs to cover teachers for professional development

Pay for teachers to attend EBS, HSTW, ISTE, Ed Tech, FYI, SCASA, SCABE, SREB etc. and PLTW teacher training



Subprogram 05: Evaluation and Assessment

Typical Expenses

Subprogram 05:

- Technical skill assessments,
- program evaluations,
- credential readiness assessments,
- data analysis tools,
- needs assessments,
- Perkins accountability reporting activities,
- assessment software,
- program improvement monitoring.

Subprogram 05: Evaluation and Assessment



FUNDS WILL BE USED TO PURCHASE MASTERY CONNECT, A CURRICULUM MANAGEMENT TOOL FOR MANAGING DATA FROM ASSESSMENTS, BENCHMARKS, AND CLASSROOM PROJECTS, AND ALIGNING IT WITH INDUSTRY STANDARDS AND CERTIFICATION



FUNDS WILL BE USED FOR CNA EXAMS



FUNDS WILL BE USED FOR PROSTART



Subprogram 06: Initiate and Improve Programs

Typical Expenses

Subprogram 06:

- New program startup costs,
- curriculum development for new courses,
- program expansion,
- innovative instructional strategies,
- program redesign based on CLNA findings,
- special population support,
- development of innovative programs of study.

Subprogram 06: Initiate and Improve Programs

Renew instructional software Shop Pro Diagnostic Pro

Program Participation Fee for Project Lead The Way Engineering

iCEV Software Package (Teacher Subscription \$850.00 and Student Subscriptions \$10.00 ea.)

MBA Research Center online access fee for Marketing courses in high schools

Classroom set of books for the Culinary Arts programs

Purchase software for Game Design course

Desktop computers (4.0Ghz, 8GT/s FSB); qty 91; \$1,892.83 ea.-will be purchased for PLTW curriculum

20 MacBooks to incorporate higher levels of technology into the Computer Science course



Subprogram 11: Equipment

Typical Expenses

Subprogram 11:

- Industry-standard instructional equipment,
- lab equipment,
- simulators,
- specialized CTE technology,
- tools and machinery used by students in approved CTE programs

Subprogram 11: Equipment



Hamilton Beach 32100A Digital Food Dehydrator 5-tray

Deep Vat Fryer (qty 1) 4500 per.

Blood Pressure Simulator

Ammco Brake Lathe

Vectrax knee milling machine for the Machine Technology classroom.

Welding Booths

Geriatric Mannequin

Subprogram 15: Administrative Costs

Typical Expenses

Subprogram 15:

- Grant administration,
- fiscal management,
- required reporting,
- monitoring activities,
- administrative supplies (i.e. technology equipment, related to Perkins administration, and clerical support for the grant)
- administrative costs are limited to 5% of the Perkins allocation.

Subprogram 15: Administrative Cost

(less than 5%)



Funds will be used for administrative travel to support the district's CTE programs, administrative travel for professional development, travel to support CTSO student competition and leadership activities.



CTE administrator to oversee CTE programs, surveys, student placement, data, enrollment.



Updated laptop and printer for the CTE Coordinator



Travel for CTE administrator to visit programs across the District for technical assistance

Perkins Subprogram Review

What Do You Remember?

What Should Go Under Each Perkins V Subprogram?

Where To Budget Different Things?

What Should Go Under Each Perkins V Subprogram?

Quick Examples

- Industry certification exam vouchers → 03 Postsecondary and Career Readiness
- Teacher attending ACTE conference → 04 Professional Development
- Welding simulator purchase → 11 Equipment
- Job shadowing transportation → 02 Career Exploration/WBL
- Developing a new HVAC program → 06 Initiate and Improve Programs
- NOCTI or technical skill assessment fees → 05 Evaluation and Assessment
- Math-in-CTE curriculum project → 01 Integration of Academic and Technical Skills
- Perkins coordinator administrative time → 15 Administrative Costs (within the 5% cap)

What Perkins V: Can & Cannot Pay For? \$\$\$\$\$\$\$\$\$



Perkins Can Pay For

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 five percent (administrative limit), actual restricted indirect cost rate, or administrative indirect cost (five percent minus administrative direct cost).

<5%

Certifications Can Be Paid For

- Certifications recognized by Office of Career Readiness (OCR), which are listed in the Tiered Credentials

Perkins Can Pay and Cannot Pay For

Perkins Can Pay

- **CTE Student Competitions**
- Perkins funds may be used to pay for participating CTE student and advisor travel, lodging, and registration to State, National and/or International Competitions.
- Participation in a competition is **REQUIRED** to claim funds for reimbursement.
- Competition participation will be verified.

Cannot Pay For

- **CANNOT PAY FOR**
- *Perkins funds **CANNOT** be used to purchase the following:*
- *Food or meals—are not allowable expenses.*
- *The purchase of personal jackets/clothing for participation is NOT allowable.*

Perkins Can Pay and Cannot Pay For

Perkins Can Pay



Equipment for CTE Courses



Perkins funds may be used to purchase or lease technology needed for CTE courses.



Perkins funds may be used to purchase instructional software (related to a specific CTE course).



Equipment lists should be used to determine appropriate and allowable equipment purchases for CTE courses.



All equipment purchased must support the CTE course standards.

Cannot Pay For

- *Consumables NOT ALLOWABLE*
- *Reminder: Some of the items listed on the equipment lists are considered to be consumable supplies.*
- *Consumables are supplies that are used in the day-to-day operations of the instructional program and are **NOT** allowable purchases with Perkins funds.*

Perkins Can Pay and Cannot Pay For

Perkins Can Pay



Textbooks



Perkins funds may be used to purchase a classroom set (minimum of 25) of textbooks for a CTE course.



The textbooks must remain in the classroom and are NOT assigned to students for them to take home.

Cannot Pay For

- **WORKBOOKS CANNOT Be Purchased**
- Workbooks are considered a consumable item and not an allowable purchase with Perkins funds.

Perkins Can Pay and Cannot Pay For

Perkins Can Pay



Positions



Perkins funds may be used for the salary/fringe of an instructor **ONLY** for the first year of a new state approved CTE course (*new to the district.*)

Cannot Pay For

- *Perkins funds CANNOT be used to supplement the salary of any position required by the Education and Economic Development Act (EEDA), such as a Regional Workforce Advisor (formerly Regional Education Center director), career specialist, or career development facilitator.*
 - *The EEDA is a state law and federal funds cannot be used to carry out requirements of a state law.*
- *Perkins funds CANNOT be used to supplement the salary of a Regional Career Specialist, a position required by the EEDA, a state law.*

Perkins Can Pay and Cannot Pay For

Perkins Can Pay

Substitutes

- Perkins funds may be used to cover the cost of a substitute for a CTE instructor when the instructor is required to attend CTE related professional development opportunities or CTE student competitions.

. Work-Based Learning Activities

- Funds may be budgeted under Work-Based Activities to support a district's work-based learning opportunities.

Cannot Pay For

- **CANNOT Pay for Work-Based Credit Courses**
- Perkins funds **CANNOT** be spent for instructional supplies/equipment
- Perkins funds **CANNOT** be used to reimburse a student for mileage and gas to travel to a worksite.

Perkins funds are *NOT* to be used for the following:

Purchase of a copier, unless listed on a CTE course's equipment list;

Training of career development facilitators;

Activities conducted by a Regional Workforce Advisor (formerly Regional Education Center Coordinator);

Student expenses or direct assistance to students such as scholarships, student tuition, fees, or cords for graduation;

5Student tuition/registration costs for students taking dual credit/dual enrollment courses;

Directly reimbursing a student for gas or travel expenses;

Organization memberships for individual teachers or students;

Food or meals;

Magazine subscriptions;

Promotional items such as bumper stickers, caps, tee shirts, books, pencils/pens, cups/mugs, etc.;



Perkins funds are ***NOT*** to be used for the following:

Entertainment, plaques, recognition awards, or memorabilia;

GED supplementary materials;

Alcohol;

Installation of equipment, to include labor;

Lease, renovation, or building of classroom facilities;

Upgrade of classroom wiring or to network a classroom or facility;
and

Standard classroom furniture, files, and equipment not specific and unique to the instructional program (tables, chairs, desks)



Perkins Funds Do NOT Carryover

The Perkins federal funds are a fifteen-month grant.

Last day to receive services or goods on site is September 30, 2026.



To Do:



Make sure to use the recommendations of business and industry members of Advisory Council & Committees to purchase equipment & training



Double check with District Finance to make sure the budgeted items have the correct subprogram, function and object code



Consumables not allowable for Perkins, but for State EIA Funding



Give detailed descriptions on what you are budgeting, so that your Finance Section can be approved by the Office of Career and Technical Education (OCTE) when first submitted



Amend funds when things change for the budgeted line item

Important Perkins Reminders

1. **PLEASE NOTE** any expenditures encumbered prior to **June 30** must be claimed by **August 15** - there is no exception to this date.

2. Any expenditures from **July 1** through **September 30** must be claimed by **December 30** at the latest.

3. Every effort should be made to spend **all** Perkins funds as approved in the LEA's local plan.



FY27 CTE Local Application Checklist

FY27 CHECKLIST FOR SUBMITTING THE CTE LOCAL APPLICATION

Program Year: _____ District/Multi-District Center Name _____

Name: _____ Email Address _____

1. Assurance Signature Form

____ The Assurance Signature form has been signed (all required signatures) AND uploaded to the supporting documents section of the application.

a. _____ FY27 Updated Federal Assurances (*Please sign the document dated 1-2-26.*)

b. _____ FY27 Updated State Assurances (*Please sign the document dated 1-2-26.*)

2. Program of Study (POS)

____ At least ONE CTE program of study is identified for your LEA. Each LEA must offer a program of study which meets the criteria established by the Perkins V legislation to receive Federal (Perkins) funds.

a. _____ FY27 Program of Study (POS) Form should have the signatures of the District CTE Director and Post Secondary Representative

3. Programs and Courses

a. Identify the CTE courses offered in the LEA.

b. CIP Coded Programs and Courses that Make-up the Program;

c. CTE Courses offered that are not part of a CTE Completer Program; and

d. 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.

4. Before beginning the Finance Section:

a. **Transfer Funds (if applicable)**

____ Transfer funds to another district before starting the Finance Section in GAPS.

b. **Consortium Agreement Form**

____ If funds are being transferred to another district or to a multi-district career center (mdcc), the Consortium Agreement form has been completed, signed, AND uploaded to the supporting documents section of the application

5. Perkins Accountability Indicators

____ If the district/mdcc met/did not meet 90% of the State's performance goal for each Perkins Accountability Indicator was a Local Improvement Plan submitted to the OCTE proving an explanation of how the Perkins funds will be used to support improvement of each Perkins Indicator which was not met. The Subprogram(s) where the funds are budgeted is/are identified.

6. Use of Funds/Activities

____ a. Funds have been budgeted for students to be Career Ready. (*i.e. Work-Based Learning, CTSO's, Equipment, Credentials, Certifications, Career Exploration, Program Specific Software, etc.*)

____ b. Funds have been budgeted for PERMISSIBLE Subprograms.

____ c. Funds have been budgeted to support improvement for EACH Perkins Indicator not met by the district/mdcc.

____ d. A job description has been uploaded to the supporting documents section of the application for EACH position funded with Perkins funds.

1 | Updated 9-01-26 Questions? Contact Melissa Benton mbenton@ed.sc.gov or Luna Page ylpage@ed.sc.gov



FY27 CTE Local Application Checklist

7. 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.”

8. Finance Section Funding Plan

___ a. ALL equipment or supplies to be purchased are allowable and clearly identified in the budget of the Finance Section. There are details listed in the Finance section of GAPS what will be purchased for Perkins and on a spreadsheet for State EIA Funds.

___ b. The TOTAL amount of funds allocated to the district/mdcc is budgeted.

___ c. Funds are budgeted to support each Perkins Accountability Indicator that was NOT met. All selected indicators are Secondary Indicators (Indicators have the letter “S” and *not* the letter “P” for Postsecondary.)

___ d. The district’s/multi-district center’s entire Perkins allocation is budgeted in FY27 GAPS.

9. 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 Readiness (OCR).

10. Status Key:

- a. **PreSubmittal:** the page is with the person who has the CTE Coordinator’s role.
- b. **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.
- c. **Submitted to Sub Recipient Finance:** the page is with the person in the district who has the District CTE Finance role.
- d. **Submitted to ED Associate or Submitted to SCDE Program:** the page has been submitted to the Office of Career Readiness (OCR).
- e. **Approved:** the page has been reviewed and approved by the Office of Career Readiness (OCR).



FY27 CTE Local Application Checklist

11. Required Documents to be Uploaded in Application Section

- a. _FY27 State Assurances
- b. _FY 27 Federal Assurances
- c. _FY 27 Program of Study (POS) Form
- d. _FY27 Memorandum of Agreement (MOA)
- e. _FY27 Master Schedules

12. Required Documents to be Uploaded in Finance Supporting Documents

- a. _FY27 New Updated State EIA Spreadsheet (No PDF Allowed)
- b. _Any Job Descriptions for Perkins or State EIA (if applicable)
- c. _Amended FY27 State EIA Spreadsheets (if applicable)
- d. _Misc. (Equipment Quotes, Purchase Orders, etc.)
- e. _FY26 Carryover Funds Spreadsheets (No PDF Allowed)
- f. _Emails with Perkins Narrative Approvals in the Same Subprogram, Function Code, and Object Code



Definitions and Meanings of Words in the Local Application and Perkins Finance Section

10. Status Key:

- a. **Pre-Submittal:** the page is with the person who has the CTE Coordinator's role.
- b. **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.
- c. **Submitted to Sub Recipient Finance:** the page is with the person in the district who has the CTE Finance role.
- d. **Submitted to ED Associate or Submitted to SCDE Program:** the page has been submitted to the Office of Career and Technical Education.
- e. **Approved:** the page has been reviewed and approved by the Office of Career and Technical Education.



State CTE Funding

State CTE EIA (329)
Industry Credentials (328)



State CTE EIA 329

REVENUE 3529 CAREER AND TECHNICAL EDUCATION SUBFUND 329 EIA

- **Allocation Formula:**
 - School district and multi-district career center allocations are determined based on the most recent data for students enrolled in approved career and technical education (CTE) courses.
 - The formula includes a minimum allocation of \$250,000 for all school districts and official multi-district career centers.
- **Legal References**
 - S.C. Code Ann. §§ 59-53-1950 and 59-53-1960 (2005)
 - General Appropriations Act for 2025-26, Proviso 1A.51



State Education Improvement Act (EIA)

Subfund 329 - Use of Funds:

- The purchase of career and technical equipment
- The up-fitting of facilities and the purchase of consumables
- Regional career specialists
- Consumable items
- Evidence-based initiatives - High Schools that Work and Project Lead the Way

Funding Notes

- State funds Carryover for an additional 12 months
- Budget not entered into GAPS – Spreadsheet Upload



State EIA

Funds

329

Consumables can be purchased

Fund 329 – can pay for HSTW,
Work-Based Learning, Equipment

State EIA funds carryover for 12
months



State EIA Spreadsheet

Best Practice

-List the details of what you will purchase.

1	Subprogram Number 19--Object 400											
2	Subprogram Number	School	CATE Course Utilizing Equipment	Course Code	CATE Teacher	Equipment Description	QTY	Unit Price	Total Cost	EIA Equipment Subfund 329 Object 400	Actual Cost	Over (Under) Budget
3	19	UCCC	Automotive Technology 1, 2, 3, & 4	6030 6031 6032 6033	Miles Alexander	Consumables and small tools to include brake cleaner, antifreeze, hand cleaner, wheel weights, brake fluid, couplers, gaskets, shop towels, brake tools, jump starter, gasket maker, oil, transmission fluid, zip ties, cutting discs, air fittings, power steering fluid, razor blades, etc.	NA	\$5,000.00	\$5,000.00	\$5,000.00		\$5,000.00
4	19	UCCC	Automotive Collision Repair 1, 2, 3, & 4	6020 6021 6022 6023	Kenneth Timothy	Consumables and small tools to include paint booth filters, drill bits, touch up brushes, body filler, hardner, glazing putty, thinner, mixing cups, cup lids, spreaders, wax remover, grease remover, spray cup system, lid and liner kit, tack cloth, scuff pads, interface pads, towels, razor blades, polishing pads, foam finishing pads, reducer, sandpaper discs, draw pins, spray gun cleaning kit, plastic sheeting, guide coat, primer surfacer, primer hardner, air hose, sanding blocks, air filter cleaner, etc.	NA	\$2,000.75	\$2,000.75	\$2,000.75		\$2,000.75
5	19	UCCC	Building Construction 1, 2, 3, & 4	6060 6061 6062 6063	Kyle Robinson	Consumables and small tools to include various sizes and types of wood, OSB, screws, nails, blades, bits, siding, dowel rods, PVC, tape measures, shingles, felt sheathing, hinges, vents, door, trim, corded jigsaw, paint sprayer, cordless orbital sander, cordless jigsaw, lithium power tool battery, flashing folding tool, etc.	NA	\$10,000.00	\$10,000.00	\$10,000.00		\$10,000.00
6	19	UCCC	Machine Tool 1, 2, 3, & 4	6230 6231 6232 6233	Karl Jennings	Consumables and small tools to include square tubing, sheet metal, c-channel, angle, round aluminum, brass bar, tag inserts, tag tool holder, sanding belts, inserts, flanged nuts, pry bar set, grease gun, endmills, drill bits, welding rods, clamping set, welding wire, wire, torch tips, needle scaler, various shapes and sizes of metal, etc.	NA	\$10,000.00	\$10,000.00	\$10,000.00		\$10,000.00
7	19	UCCC	Agricultural Science and Technology Equine Science Introduction to Veterinary Science Agricultural Mechanics Animal Science Equipment Operation and Maintenance	5624 5679 5613 5660 5603 5621	Tecola Augustine and Jetta Cameron	Consumables, small tools, and project supplies to include potting soil, compost, animal feed, grooming supplies, quickrete, fencing staples, wood glue, pipe glue, lumber, pine boards, screws, nails, wood stain, PVC, paint pails, gravel, river dirt, hay, seeds, plants, fertilizer, welding elctrodes, etc.	NA	\$10,000.00	\$10,000.00	\$10,000.00		\$10,000.00
8								\$37,000.75	\$37,000.75	\$37,000.75	\$0.00	\$37,000.75
9												
10												
11												
12												
< > Totals SP 18-100 SP 18-200 SP 19-300 SP 19-400 +												



Industry Credentials (328)

REVENUE 3528 INDUSTRY CERTIFICATIONS/CREDENTIALS SUBFUND 328 EIA

- **Allocation Formula:**
 - The funds appropriated for Industry Certifications/Credentials must be allocated to school districts based upon the number of national industry exams administered in the prior school year. (Certifications Administered to Completers entered into PowerSchool)
 - Each district will receive \$10,000 base in October.
 - Additional allocation based on Proviso dispersed in February
- **Legal References**
 - General Appropriations Act for 2025-26,
 - Proviso 1A.50
- **Funding Notes**
 - State funds Carryover for an additional 12 months
 - Budget not entered into GAPS – Spreadsheet Upload



Industry Certifications & Credentials

- The certifications will no longer be listed in the Student Reporting Procedures Guide (SRPG).
- SRPG will be for PowerSchool reporting information only.
- The Tiered Certification List will be the official source of approved Tiered Certifications.
- CTE Funds listed in the Tiered Credential List are allowable uses of funds.

All certifications and credentials listed are listed in the QR code and bit.ly link below.



- <https://bit.ly/sctieredcertifications>



State EIA Funds 328 Certification Funds

1

Funds can be used for
certifications listed in the
Tiered Credentials

2

State EIA funds carryover for
12 months

3

Certification Baseline funding
will be sent to Districts in
October 2026



Reminder: Amend Funds in GAPS

- **AMEND! AMEND! AMEND!**



Examples of Ways to Submit Amendments in GAPS &

***By Email (if it's from and to the same
subprogram, function and object code in
GAPS and State EIA Spreadsheet)***

Example of a Detailed Perkins Amendment in GAPS

CATE Amendment - Details One to One

From:

Sub Program Code *

02 - Career Exploration/Work-based Learning

Function Code *

200 - SUPPORT SERVICES

Object Code *

300 - Purchased Services

To:

Sub Program Code *

11 - Equipment

Function Code *

100 - Instruction

Object Code *

500 - Capital Outlay

School Name *

[Redacted]

CIP Code - Name / Course Code - Name *

470604 - Automotive Technology / 6033 - Automotive Technology 4

Total Amendment Amount

\$0.00

Amendment Amount

\$2,756.38

Reason for change

I am requesting a transfer of funds from Sub-Program 02-Career Explorations/Work-Based Learning to Sub-Program 11-Equipment. The funds will be utilized to purchase a Launch X-431 Scan Tool for the Automotive Technology 4 Program (6033). "The Launch Scan Tool is aimed at assisting technicians with OE-level, accurate vehicle diagnostic, ADAS calibrations, IMMO functionality, remote tech-to-tech collaborative diagnostics, FCA security, gateway access and compliance, heavy-duty truck diagnostics, and more."

Return or Deny



State EIA Amendment via Email



Benton, Melissa
12-17-25, 11:01 AM

Hello, Mr. Cam Jetta,

Please upload this approval to the FY26 Finance supporting documents of GAPS for future accountability for monitoring and auditing.

This amendment is approved to use the Fund 329 to purchase the following:
To spend \$56,941.90 total with 329 funds that were not spent to buy computers for

(1) Business Education Lab at Benton High School, (1) Business Ed. Lab at the BCSD Career Center and (1) Media Tech Lab at the BCSD Career Center

(24) Dell Pro Micro QCM 120 Computers- \$1005.48 each Andrew Jackson High Business Ed. Lab

(24) Dell Pro Micro QCM 120 Computers- \$1,005.48 each BCSD Career Center Bus. Ed. Lab

(4) Apple M-4 Silver Computers - \$2,169.72 each BCSD Career Center Media Technology Lab.

Melissa S. Benton
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