Technical Assistance Guidelines for the Carl D. Perkins Funds

Department of Career and Technical Education

North Dakota cte
For fiscal year 2015 there will be 26 Carl D. Perkins consortiums, 10 single districts and 9 postsecondary institutions. Each of these entities is required to have a 5-year local plan on file, a program of study and an annual budget.

- Individual staff members are assigned to be a technical assistant (TA) to one or more consortium, single district or postsecondary institution. Assignments for the current year are on the Carl D. Perkins Allocation listing that is available from the fiscal office.

- The TA is to be familiar with the Carl D. Perkins Act, including the required uses and permissive uses of funds.

- The TA will confirm that there is a current Program of Study on file.

- The TA with check the status of the consortium/single district accountability performance.

- The TA is to review the 5-year local plan of the consortium/single district to determine that the consortium/single district is allocating its resources in accordance to the Act.

- The TA is to contact their assigned consortium/single district to inform them that they are the state staff member responsible for providing technical assistance to the consortium.

- The TA is responsible for making sure that the proposed budget/expenditures align with the consortium’s 5-year local plan.

- The TA is responsible for making contact with the consortium/single district making sure that the procedures listed below are being followed. Contact is best by meeting with them directly by attending their consortium meetings and then by phone or email to follow up with issues that occur. Such contacts are to be documented on the monthly Activity Report and the appropriate Consortium Visit form completed.

- It is the TA’s responsibility to make sure that all equipment requests are processed. The equipment and instructional materials requests are to be approved/disapproved by the appropriate supervisor in a timely manner. Equipment and Instructional materials request forms should arrive with the annual plans. Once processed, the equipment form is to be reattached to the annual plan and submitted to the fiscal office. The fiscal office will process the completed annual plan and will return all pertinent information to the eligible recipient.

Equipment and instructional materials request forms that arrive in our office separate from the time frame of the annual plan or revised budgets should be approved/disapproved by the appropriate supervisor. The TA is responsible for mailing or faxing a copy of the form to the fiscal agent and must place a copy of the form in the fiscal office consortium file.
As stated in DCTE’s 5-year State Plan the consortium has procedures to follow in determining how their allocated funds will be utilized.

**Consortium Procedures:**

A) Each member (school district) of the consortium shall be represented by one individual.

B) One member (school district) of the consortium shall be designated the fiscal agent for the consortium and a representative from that district, area career and technology center, or postsecondary institution shall be designated the consortium manager.

C) A consortium shall hold at least two meetings annually to conduct the business of the consortium. Preferably a meeting would be held in April or May to address the new fiscal year information and another meeting in October to address revisions.

D) Consortium accountability data will be reviewed as part of the planning process. Priorities for the use of funds will focus on meeting the accountability measures and shall be mutually beneficial to all consortium members. Needs shall be supported by the intent of the Carl D. Perkins Act.

E) Members shall set priorities consistent with Section 135 (required use of funds) and in event all requirements have been met, consortium members may propose priorities for permissive use of funds and determine which activities will be approved for the year. Funds may not be reallocated (sub-granted) to individual members of the consortium for purposes benefiting individual members of the consortium.

**Issues to be considered or addressed by the technical assistant:**

1. Do current/proposed expenditures align with the consortium’s 5-year plan including the required Program of Study? If not, have the priorities changed? (In which case the plan should be amended.)

2. Are performance measures being met? If not, funds should be reallocated to address any deficiencies.

3. Are the consortium procedures for completing the annual plan & revised budget as outlined in the previous section adhered to? Are the consortium procedures being followed? Do representatives from each of the LEA’s in the consortium meet regularly to determine priorities for uses of funds?

4. Supplanting: Assure that Carl D. Perkins funds are not being used to replace state or local funding. This may require going back to the previous year’s records.

5. Are funds allocated equitably? If funds are expended primarily in one program area, what is the justification for this fund allocation? (Suggestion: review consortium records for multiple years to determine if patterns of inequity exist. Some consortiums may give priority to a different program area each year.)

6. If funds are allocated to salaries, verify with the appropriate supervisors that these individuals have the appropriate certification.
Fiscal Year Activity Schedule for Carl Perkins Funding

July 1 - Beginning of fiscal year

March - Carl D. Perkins allocations determined by DCTE

April 1 - Annual plans are mailed to eligible recipients by the fiscal office

May 15 - Annual plans and 5-year local plans are to be returned to the fiscal office

May/June – Carl Perkins funding is presented to the State Board for approval

July 1 – Approved plans are returned to eligible recipients by the fiscal office

October - Revised budgets sent to eligible recipients by the fiscal office

February 1 – All approved equipment must be purchased or at least ordered. Exception: if the district was able to secure a price break on previously approved equipment, requests for expenditure of the saved funds may be requested after February 1 and the purchases should be made ASAP.

Late May/Early June – Final reimbursement claims mailed to eligible recipients by the fiscal office. (Claims may be submitted earlier if the consortium has expended all of its Perkins funds, check with the fiscal office).

June 30 – End of fiscal year.

Definitions:

Consortium Manager: The individual responsible for taking care of business within the consortium. It may be the fiscal agent’s business manager, the superintendent, or some other person as assigned.

DCTE: Department of Career and Technical Education.

Eligible Recipient: An entity such as a local education agency, an area career & technical center, an educational service agency, a consortium, a postsecondary institution or state agency that is eligible to receive funding under the Carl D. Perkins Act.

Fiscal Agent: The school district of the consortium who has been designated to be the recipient of the funds and will be responsible for the disbursement of the funds to member schools and for managing the operation of the consortium activities.

Fiscal Year: July 1 through June 30

LEA: Local Education Agency

TA: Technical Assistant, the CTE staff member responsible for assisting consortiums

Supplanting: Using federal funds to replace state or local funding