



ESC-20 CTE SSA Members Benefits

- ESC-20 technical assistance in the planning, implementation, expansion, and improvement of CTE programs to ensure sufficient size and scope of CTE programs
 - To include data from district's CLNA
 - Guidance for Program Development
 - Program of Study Audit and Update each year upon request
- District participation in CTE **pre-approved** Statewide Professional Development Conferences
 - Reimbursement, to district only, for summer and mid-winter travel follows these guidelines:
 - Follow district guidelines first – whichever is most restrictive
 - Reimbursement for
 - Registration
 - Hotel (state rate)
 - Travel/mileage/fuel/rental reimbursement (state rate) only for non-district-owned vehicles
 - Meals (at approved state per diem rate)
- Attend/Participate/Request ESC-20 CTE Professional development Opportunities
 - At reduced rate, often free
- Access to Career Assessment and Guidance Resources for students
 - Career Cruising/Xello Interest Inventory and additional Resources
 - Training for staff provided by Xello at grant expense
- Attend ESC-20 CTE SSA Meetings
 - BOY – Workshop 80601/80602 – September 15, 2021
 - MOY – Workshops 80603/80604 – November 2, 2021
 - Mid Year Update/Plan for Summer – Workshop 80606/80607 – January 11, 2022
 - EOY – Final Plans for summer travel -Workshop 80608/80609 – April 13, 2022
 - Final Mtg of year/Final plan for teacher summer state travel – Workshop 80623/80624 June 9, 2022 –
- Recommended to Attend ESC-20 Quarterly CTE Directors Meetings
 - October 26, 2021 – Workshop 80589/80592
 - February 3, 2022 – Workshop 80593/80594
 - April 21, 2022 – workshop 80595/80597
 - August 30, 2022 – Workshop 80598/80599
- Student Industry Certification Technical Assistance
 - Pearson/Adobe/Certiport Certification Testing Site at ESC-20
 - Other testing at ESC-20, call to inquire.
- Technical Assistance with CTE PEIMS coding questions related to Programs of Study, Accountability, CCMR, and CTE Learners
- Technical Assistance with development of CTE Career Clusters, Programs of Study and Foundation High School Graduation Plan with Endorsements (Federal Requirements)
 - Technical Assistance with TEKS/CTE Standards Unpacking, unit planning and YAG development



Reimbursement Process for SSA district travel as a Member of the ESC-20 CTE Perkins SSA

Travel Reimbursement Process- Complete all four steps in the reimbursement process prior to submittal.

STEP 1: Request and receive, preferably by detailed email message, **approval** for conference before registering the participant for midwinter of summer state CTE conference or specialized training.

STEP 2: Submit a cover letter/email letter, with each travel reimbursement request, or create a clear table/spreadsheet for multiple travelers, detailing the amount requested for each traveler, the purpose of the travel, the CTE teacher name, CTE course, and the Program of Study the teacher is supporting or learning as a justification for this travel.

Please include a total amount requested for travel reimbursement.

STEP 3: If requesting travel reimbursement and LEA has paid by school check:

- Submit a copy of the school purchase order (for registration, hotel, etc)
- Submit a copy of the check
- Submit a copy of the invoice, if possible
- Vendor name clearly visible (TIVA, THOS, ATAT, CTAT, etc)
- Complete and submit Step 3 Handout “New EDGAR, General and Fiscal Guidelines”, still important!
- Complete and submit a copy of the Programs of Study with POS clearly marked for each traveler

If requesting travel reimbursement and LEA has paid using a credit card:

- Submit a copy of the school purchase order (for registration, hotel, etc.)
- Copy of the receipt from the company (hotel, TIVA, ATAT, CTAT, etc.)
- Copy of the school check with the number and vendor name visible
- Credit card statement with the exact amount visible
- Please block school credit card number and any other school or personal information
- Complete and submit Step 3 Handout “New EDGAR, General and Fiscal Guidelines”, still important!
- Complete and submit a copy of the Programs of Study with POS clearly marked for each traveler

Make all 20/21 Perkins Travel Reimbursement Requests for the LEA by the **Deadline of August 5, 2022.**

As we have discussed in each of our ESC-20 CTE SSA meeting virtually and F2F, after September 1, 2021, no funds may be flowed to member districts and no purchases may be made that benefit only on member district in the Consortium. All purchases must be made by the Fiscal Agent and must benefit all members.



STEP 4: EDGAR, General and Fiscal Guidelines –

Please initial, sign and submit the following Guarantee each year the District is a member of the ESC-20 CTE Perkins Shares Services Arrangement (SSA)

Authorizing Legislation

This grant program is authorized by Strengthening Career and Technical Education for the 21st Century Grant of 2018, P.L. 155-244 (AKA: Perkins V)

Purpose of the Program

Perkins funds are available to carry out programs that develop more fully the academic and technical skills of secondary students who elect to enroll in career and technical (CTE) programs leading to high wage, high skill and in-demand occupations and postsecondary education

In accordance with Federal EDGAR Guidelines, please check each statement, sign at the bottom and submit this sheet with each reimbursement request.

 X I guarantee and verify all equipment/material our district purchased with Perkins funds are used in accordance with all rules/ guidelines of the Strengthening Career and Technical Education for the 21st Century Act Grant.
“Perkins funds are available to carry out programs that develop more fully the academic and technical skills of secondary students who elect to enroll in career and technical (CTE) programs.”

 X I guarantee and verify that my district will label all equipment and materials purchased with Strengthening Career and Technical Education for the 21st Century Act (Perkins V) funds, (mark as “purchased with federal funds”).
“Subgrantee must follow the criteria per the code of federal regulation 2 CFR 200.302:: Identification, in its accounts, of all federal awards received and expended and the federal programs under which they were received; Records that identify adequately the source and application of funds for federally-funded activities; effective control over, and accountability for, all funds, property and other assets”

 X I guarantee and verify that I have an inventory on file in district of all equipment and materials purchased with Perkins V funds and that inventory can be produced for audit purposes.
“Per 2 CFR 200.302 (b) (4) – “Effective control over, and accountability for all funds, property, and other assets. The non-federal entity must adequately safeguard all assets and assure that they are used solely for authorized purposes.”

 X I guarantee and verify that I have not purchased this same materials or equipment this year or within the past two school years with state or local funds in accordance with federal Perkins V regulations. (Supplement, not Supplant)
“Unless otherwise specified in the Program Guidelines, Supplement, Not Supplant, funds for this program must be used to supplement (increase the level of services) and not supplant (replace) funds from federal, state, and local funds for similar activities. Any program activity required by state law SBOE rules, or local board policy may not be paid for with these funds. State or local fund may not be decreased or diverted for other uses merely because of the availability of these funds. Subgrantees must maintain documentation that clearly demonstrates the supplementary nature of these funds.”

 X I guarantee and verify that I will keep and use these materials and equipment within my CTE programs until they are no longer viable for use. If the asset is worthless, broken, etc. it may not be transferred to another program. An approved form must be completed and submitted to TEA requesting approval to “dispose” of the asset. A copy of this form must be submitted to ESC-20 as the fiscal agent for the SSA.
“Equipment/supplies purchased with state or federal grant funds must be used in the grant period for which it was acquired for as long and the equipment/supplies is needed whether or not the grant continues to be funded by state of federal funds. ... When equipment is no longer needed for its original purpose, first preference for use by another program or project must be given to other programs or projects funded by USDE and second preference must be given to programs of projects funded under Federal awards from other Federal awarding agencies. Equipment/supplies may only be used for other federally funded programs and projects. Use for the original grant should always take priority over other uses.”

 Osmond Anderson , Superintendent
Signature, Title

Richard Milburn Academy
School District



STEP 5: Verification of POS for ESC-20 Perkins SSA Travel Reimbursement Request

Check all POS/ that apply for Perkins SSA travel reimbursement request. Attach supporting documentation, as necessary, for each POS indicated for travel reimbursement. Refer to the SSA reimbursement procedures STEPS 1-4. Attach this form with each travel reimbursement request.

Approved Statewide Programs of Study (POS)	
<p><u>Agriculture, Food, and Natural Resources</u></p> <p><input type="checkbox"/> Agribusiness</p> <p><input type="checkbox"/> Animal Science</p> <p><input type="checkbox"/> Applied Agricultural Engineering</p> <p><input type="checkbox"/> Environmental and Natural Resources</p> <p><input type="checkbox"/> Food Science and Technology</p> <p><input type="checkbox"/> Plant Science</p> <p><u>Architecture and Construction</u></p> <p><input type="checkbox"/> Architectural Design</p> <p><input type="checkbox"/> Construction Management and Inspection</p> <p><input type="checkbox"/> Carpentry</p> <p><input type="checkbox"/> Electrical</p> <p><input type="checkbox"/> HVAC and Sheet Metal</p> <p><input type="checkbox"/> Masonry</p> <p><input type="checkbox"/> Plumbing and Pipefitting</p> <p><u>Arts, AV Technology and Communication</u></p> <p><input type="checkbox"/> Graphic Design and Multimedia Arts</p> <p><input type="checkbox"/> Digital Communication</p> <p><u>Business, Marketing and Finance</u></p> <p><input type="checkbox"/> Accounting and Financial Services</p> <p><input type="checkbox"/> Business Management</p> <p><input type="checkbox"/> Entrepreneurship</p> <p><input type="checkbox"/> Marketing and Sales</p> <p><u>Education and Training</u></p> <p><input type="checkbox"/> Early Learning</p> <p><input type="checkbox"/> Teaching and Training</p> <p><u>Energy</u></p> <p><input type="checkbox"/> Oil and Gas Exploration and Production</p> <p><input type="checkbox"/> Refining and Chemical Processes</p> <p><u>Health Science</u></p> <p><input type="checkbox"/> Exercise Science and Wellness</p> <p><input type="checkbox"/> Health Informatics</p> <p><input type="checkbox"/> Health Diagnostics</p> <p><input type="checkbox"/> Health Therapeutics</p> <p><input type="checkbox"/> Nursing Science</p> <p><input type="checkbox"/> Medical Therapy</p>	<p><u>Hospitality and Tourism</u></p> <p><input type="checkbox"/> Culinary Arts</p> <p><input type="checkbox"/> Lodging and Resort Management</p> <p><input type="checkbox"/> Travel, Tourism and Attractions</p> <p><u>Human Services</u></p> <p><input type="checkbox"/> Family and Community Services</p> <p><input type="checkbox"/> Health and Wellness</p> <p><u>Information Technology</u></p> <p><input type="checkbox"/> Information Technology Support and Services</p> <p><input type="checkbox"/> Networking Systems</p> <p><input type="checkbox"/> Web Development</p> <p><u>Law & Public Safety and Government Administration</u></p> <p><input type="checkbox"/> Emergency Services</p> <p><input type="checkbox"/> Government and Public Administration</p> <p><input type="checkbox"/> Law Enforcement</p> <p><input type="checkbox"/> Legal Studies</p> <p><u>Manufacturing</u></p> <p><input type="checkbox"/> Advanced Manufacturing and Machinery</p> <p><input type="checkbox"/> Mechanics</p> <p><input type="checkbox"/> Manufacturing Technology</p> <p><input type="checkbox"/> Welding</p> <p><u>STEM</u></p> <p><input type="checkbox"/> Biomedical Science</p> <p><input type="checkbox"/> Cybersecurity</p> <p><input type="checkbox"/> Engineering</p> <p><input type="checkbox"/> Programming and Software Development</p> <p><input type="checkbox"/> Renewable Energy</p> <p><u>Transportation, Logistics & Distributions</u></p> <p><input type="checkbox"/> Automotive</p> <p><input type="checkbox"/> Aviation Maintenance</p> <p><input type="checkbox"/> Diesel and Heavy Equipment</p> <p><input type="checkbox"/> Distribution and Logistics</p>



**Important Dates to remember for
2021-2022
Strengthening Career and Technical Education for the 21st Century Act Grant
(aka: Perkins V)**

Critical Events

Grant Description	Event	Reporting Period	Due Date
All	ADC Availability Date	-	05/18/2021
All	Application Availability Date	-	06/16/2021
All	Application Due Date	-	09/03/2021
All	Last Amendment Due Date	-	05/18/2022
Carl D Perkins Technical Grant	Revised Final Expenditure Report	07/01/2021-08/15/2022	11/14/2022
Carl D Perkins Technical Grant	Final Expenditure Report	07/01/2021-08/15/2022	11/14/2022