

REQUEST FOR APPLICATION

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# Program Guidelines

## 2021-2022 Carl D. Perkins Community and Technical Colleges Consolidated Grant

Authorized by Strengthening Career and Technical Education for the  
21<sup>st</sup> Century Act (PL 115-224, Enacted July 31, 2018)

Application Closing Date—5:00 p.m., Central Time  
August 30, 2021

TEXAS EDUCATION AGENCY

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**College, Career, and Military Preparation Division**  
**1701 North Congress Avenue**  
**Austin, Texas 78701**

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# Introduction to the Program Guidelines

TEA, as the pass-through entity<sup>1</sup>, is the grantee<sup>2</sup> from the U.S. Department of Education (USDE) and TEA awards subgrants to non-federal entities<sup>3</sup> such as local educational agencies (LEAs), including school districts, charter schools, and education service centers, and to a lesser degree institutions of higher education (IHEs), and nonprofit organizations (NPOs) who are the agency's subgrantees<sup>4</sup>. These guidelines apply to all subgrantees of TEA, regardless of whether referenced herein as subgrantee or grantee. For purposes of this document, TEA may use the terms grantee and subgrantee synonymously for its subrecipients.

This part of the request for application (RFA), Program Guidelines, is to be used in conjunction with the [General and Fiscal Guidelines](#) and any application instructions. The Standard Application System (SAS) consists of Application Part 1 (PDF – narrative schedules) and Application Part 2 (Excel - budget schedules) to be completed in order for the applicant to be eligible for funding.

For applicants selected for funding, all guidelines and instructions will be incorporated by reference into the Notice of Grant Award (NOGA).

## Reference to the General and Fiscal Guidelines

The Program Guidelines provide information specifically relevant to this grant program. The [General and Fiscal Guidelines](#) provide information relevant to all TEA grant programs. Throughout the Program Guidelines, cross-references are given to applicable sections of the [General and Fiscal Guidelines](#). It is critical that you review all referenced sections of the [General and Fiscal Guidelines](#) when preparing your application.

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<sup>1</sup> Pass-through entity is defined as a non-Federal entity that provides a subaward to a subrecipient to carry out part of a federal program. (2 CFR 200.74)

<sup>2</sup> Grantee is defined as the legal entity to which a grant is awarded and that is accountable to the federal government for the use of the funds provided. The term “grantee” does not include any secondary recipients, such as subgrantees and contractors that may receive funds from a grantee. (34 CFR 77)

<sup>3</sup> Non-federal entity is defined as a state, local government, Indian tribe, institution of higher education, or nonprofit organization that carries out a federal award as a recipient or subrecipient. (2 CFR 200.69)

<sup>4</sup> Subgrantee is defined by TEA to be the same as a subrecipient which is defined as a non-federal entity that receives a subaward from a pass-through entity to carry out part of a federal program; but does not include an individual that is a beneficiary of such program. (2 CFR 200.93) Subgrantee is defined in 34 CFR 77 as the legal entity to which a subgrant is awarded and that is accountable to the grantee for the use of the funds provided.

# Contact for Clarifying Information

## Program Contact

Alexis Bauserman, Director  
College, Career, and Military Preparation Division  
Alexis.Bauserman@tea.texas.gov  
Phone: (512) 936-6410

## Funding Contact

Lisa Gonzales, Grants Administration Division  
lisa.gonzales@tea.texas.gov  
Phone: (512) 463-9491

# US Department of Education and/or State Appropriations

The following is provided in compliance with the US Department of Education Appropriations Act:

## Perkins Formula Grant

Category	Amount
Total funds available for this project	\$30,274,864
Percentage to be financed with federal funds	100%
Amount of federal funds	\$30,274,864
Percentage to be financed from nonfederal sources	0%
Amount of nonfederal funds	\$0

## Perkins Nontraditional Grant

Category	Amount
Total funds available for this project	\$45,000
Percentage to be financed with federal funds	100%
Amount of federal funds	\$45,000
Percentage to be financed from nonfederal sources	0%

Amount of nonfederal funds	\$0
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## Perkins Administration Grant

Category	Amount
Total funds available for this project	\$1,780,874
Percentage to be financed with federal funds	100%
Amount of federal funds	\$1,780,874
Percentage to be financed from nonfederal sources	50%
Amount of nonfederal funds	\$1,780,874

# Grant Timeline

For all dates related to the grant, including reporting dates, see the [TEA Grant Opportunities](#) page. If a report due date falls on a weekend or holiday, the report will be due the following business day. All dates except the grant ending date may vary slightly as conditions require.

# Grant at a Glance

This section provides detailed information about the grant program.

## Program Purpose, Goals, and Objectives

The purpose of this Act is to develop more fully the academic knowledge and technical and employability career and technical skills of secondary education students and postsecondary education students who elect to enroll in career and technical education programs and programs of study, by—

1. building on the efforts of States and localities to develop challenging academic and technical standards and to assist students in meeting such standards, including preparation for high skill, high wage, or high in-demand occupations in current or emerging professions;
2. promoting the development of services and activities that integrate rigorous and challenging academic and career and technical instruction, and that link secondary education and postsecondary education for participating career and technical education students;
3. increasing State and local flexibility in providing services and activities designed to develop, implement, and improve career and technical education;
4. conducting and disseminating national research and disseminating information on best practices that improve career and technical education programs and programs of study, services, and activities;
5. providing technical assistance that—
  - a. promotes leadership, initial preparation, and professional development at the State and local levels; and
  - b. improves the quality of career and technical education teachers, faculty, administrators, and counselors;

6. supporting partnerships among secondary schools, postsecondary institutions, baccalaureate degree granting institutions, area career and technical education schools, local workforce investment boards, business and industry, and intermediaries;
7. providing individuals with opportunities throughout their lifetimes to develop, in conjunction with other education and training programs, the knowledge and skills needed to keep the United States competitive; and
8. increasing the employment opportunities for populations who are chronically unemployed or underemployed, including individuals with disabilities, individuals from economically disadvantaged families, out-of-workforce individuals, youth who are in, or have aged out of, the foster care system, and homeless individuals.

## Eligible Applicants

See the [General and Fiscal Guidelines](#), Eligibility Requirements.

The eligible applicant is the Texas Higher Education Coordinating Board.

## Shared Services Arrangement

See the [General and Fiscal Guidelines](#), Shared Services Arrangements.

Shared services arrangements (SSAs) are not allowed.

## Cost Share or Matching Requirement

See the [General and Fiscal Guidelines](#), Cost Share/Match Requirement.

P.L. 109-270 requires Perkins funds that are expended for state-level administration to be matched dollar-for-dollar from non-federal funds. This requirement applies only to the Perkins Administration Grant.

## Supplement, Not Supplant

For supplement, not supplant guidance, see the Supplement, Not Supplant Handbook on the Grants Administration Division's [Administering a Grant](#) page.

The supplement, not supplant provision does apply to this grant program.

## Limitation of Administrative Funds

See the [General and Fiscal Guidelines](#), Administrative Costs.

NOTE: Administrative funds include **both** direct administrative costs **and** allowable indirect costs.

The authorizing statute limits the amount of funds that may be budgeted to administer the program, including direct administrative costs and indirect costs, to not more than 5% of the total grant awarded for any fiscal year.

Applies to the Perkins Administration Grant only.

## Pre-Award Costs

See the [General and Fiscal Guidelines](#), Pre-Award Costs.

Pre-award costs are permitted, if requested, from August 1, 2021, to stamp-in date.

## Application Requirements and Assurances

This section identifies the two types of requirements in which applicants must comply to be eligible for funding:

- Statutory requirements (requirements defined in the authorizing statute)
- TEA program requirements (requirements defined by TEA program staff)

### Statutory Requirements

See the [General and Fiscal Guidelines](#), Statutory Requirements.

Per Section 22.0834 of the Texas Education Code (TEC), any person offered employment by any entity that contracts with TEA or receives grant funds administered by TEA (i.e., a grantee or subgrantee) is subject to the fingerprinting requirement. TEA is prohibited from awarding grant funds to any entity, including nonprofit organizations, that fails to comply with this requirement. For details, refer to the [General and Fiscal Guidelines](#), Fingerprinting Requirement.

The following requirements are defined in the statute that authorizes this program. The applicant must comply with each of these requirements in the application to be considered for funding:

### Perkins Formula Grant

Funds made available to eligible recipients under this part shall be used to support career and technical education programs that are of sufficient size, scope, and quality to be effective and that—

1. 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;
2. provide professional development for teachers, faculty, school leaders, administrators, specialized instructional support personnel, career guidance and academic counselors, or paraprofessionals;
3. provide within career and technical education the skills necessary to pursue careers in high-skill, high-wage, or in-demand industry sectors or occupations;
4. support integration of academic skills into career and technical education programs and programs of study to support;

5. 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; and
6. develop and implement evaluations of the activities carried out with funds under this part, including evaluations necessary to complete the comprehensive needs assessment required under section 134(c) and the local report required under section 113(b)(4)(B).

### **Perkins Nontraditional Grant**

Funding awarded through this grant must be used for services that prepare individuals for non-traditional fields.

### **Perkins Administration Grant**

Funding awarded through this grant must be used for costs to administer the Carl D. Perkins State Plan, including:

1. Developing the state plan;
2. Reviewing local applications;
3. Monitoring and evaluating program effectiveness;
4. Assuring compliance with all applicable federal laws;
5. Providing technical assistance; and
6. Supporting and developing state data systems relevant to provisions of the Carl D. Perkins Act.

P.L. 109-270 requires Perkins funds used for state-level administration to be matched dollar-for-dollar with non-federal funds.

### **Program-Specific Assurances**

See the [General and Fiscal Guidelines](#), Provisions and Assurances.

The program-specific assurances for this grant program are listed in the Application Part 1.

### **Allowable Activities and Use of Funds**

See the [Administering a Grant](#) page for general guidance on allowable activities and use of funds.

Allowable activities and use of funds for this grant may include but are not limited to the following:

### **Perkins Formula Grant**

The Texas Higher Education Coordinating Board must distribute 100 percent of the Formula Grant to community and technical colleges to fund career and technical education.

The following formula grant sections apply to community and technical college subgrantees.

## **Field Trips**

Field trips may be funded under the grant program. Only the following types of field trips are allowable:

- Educational purposes that address specific CTE course and/or program related outcomes.
- Field trips must be open to all students participating in the CTE course or program.

## **Advisory Council**

An advisory council may be funded under the grant program. Only the following types of advisory councils are allowable:

- The role of the advisory council is to participate in the design, implementation, and evaluation of CTE programs, including establishing effective programs and procedures to enable informed and effective participation in CTE programs. The advisory council includes representatives of business and industry (including small businesses), and to the extent possible, labor organizations, higher education representatives and faculty, administrators, representatives of special populations, CTE and academic teachers, students, and community partners.

## **Hosting or Sponsoring of Conferences**

Conferences may be hosted or sponsored under the grant program. Conferences must be managed to minimize costs to the grant award. The following types of conference are allowable:

- Professional development for CTE programs, or for the dissemination of technical information.

Hosting or Sponsoring of Conferences will require a written justification form to be maintained locally and made available to TEA upon request. To access the cost of Hosting or Sponsoring of Conferences Justification form, refer to the [Administering a Grant page](#).

## **Out-of-State Travel**

Out-of-state travel costs are allowable. Out-of-state travel costs should be minimal. Travel costs are allowable as long as the expenses for transportation, lodging, subsistence, and related items are only incurred by employees on official business of the grantee and follow the grantee's regular business operations and written travel policy.

Out-of-State Travel will require a written justification form to be maintained locally and made available to TEA upon request. To access the Out-of-State Travel Justification form, refer to the [Administering a Grant page](#).

## **Perkins Nontraditional Grant**

### **Advisory Council**

An advisory council may be funded under the grant program. Only the following types of advisory councils are allowable:

- The role of the advisory council is to participate in the design, implementation, and evaluation of CTE programs, including establishing effective programs and procedures to enable informed and effective participation in CTE programs. The advisory council includes representatives of business and industry (including small businesses), and to the extent possible, labor

organizations, higher education representatives and faculty, administrators, representatives of special populations, CTE and academic teachers, students, and community partners.

## **Hosting or Sponsoring of Conferences**

Conferences may be hosted or sponsored under the grant program. Conferences must be managed to minimize costs to the grant award. The following types of conference are allowable:

- Information distribution and training on funded CTE projects

Hosting or Sponsoring of Conferences will require a written justification form to be maintained locally and made available to TEA upon request. To access the cost of Hosting or Sponsoring of Conferences Justification form, refer to the [Administering a Grant page](#).

## **Out-of-State Travel**

Out-of-state travel costs are allowable. Out-of-state travel costs should be minimal. Travel costs are allowable as long as the expenses for transportation, lodging, subsistence, and related items are only incurred by employees on official business of the grantee and follow the grantee's regular business operations and written travel policy.

Out-of-State Travel will require a written justification form to be maintained locally and made available to TEA upon request. To access the Out-of-State Travel Justification form, refer to the [Administering a Grant page](#).

## **Perkins Administration Grant**

### **Advisory Council**

An advisory council may be funded under the grant program. Only the following types of advisory councils are allowable:

- The role of the advisory council is to participate in the design, implementation, and evaluation of CTE programs, including establishing effective programs and procedures to enable informed and effective participation in CTE programs. The advisory council includes representatives of business and industry (including small businesses), and to the extent possible, labor organizations, higher education representatives and faculty, administrators, representatives of special populations, CTE and academic teachers, students, and community partners.

## **Hosting or Sponsoring of Conferences**

Conferences may be hosted or sponsored under the grant program. Conferences must be managed to minimize costs to the grant award. The following types of conference are allowable:

- Professional development for career and technical education representatives, and for the dissemination of technical information and assistance.

Hosting or Sponsoring of Conferences will require a written justification form to be maintained locally and made available to TEA upon request. To access the cost of Hosting or Sponsoring of Conferences Justification form, refer to the [Administering a Grant page](#).

## Out-of-State Travel

Out-of-state travel costs are allowable. Out-of-state travel costs should be minimal. Travel costs are allowable as long as the expenses for transportation, lodging, subsistence, and related items are only incurred by employees on official business of the grantee and follow the grantee's regular business operations and written travel policy.

Out-of-State Travel will require a written justification form to be maintained locally and made available to TEA upon request. To access the Out-of-State Travel Justification form, refer to the [Administering a Grant page](#).

## General Allowable Activities and Use of Funds

- Refer to the Statutory Requirements section for allowable uses of funds for Formula, Nontraditional, and Administration Grants.

## Unallowable Activities and Use of Funds

In general, refer to the Budgeting Cost Guidance Handbook on the [Administering a Grant](#) page for unallowable costs.

In addition, unallowable activities and use of funds for this grant may include but are not limited to the following:

- Debt service (lease-purchase)
- Travel for students to conferences – Unallowable for Formula, Nontraditional, and Administration Grants
- Cost of Membership in Any Civic or Community Organization- Unallowable for Formula, Nontraditional, and Administration Grants
- Travel Costs for Officials, such as Vice Presidents and Deans, and Administrative Assistants- Unallowable for Formula, Nontraditional, and Administration Grants
- Travel Costs for Officials such as Executive Director, Superintendent, or Board Members – Unallowable for Formula, Nontraditional, and Administration Grants
- The Texas Higher Education Coordinating Board may not use Perkins Formula Grant funds for field trips, out-of-state travel, advisory council, hosting or sponsoring of conferences, stipends for non-employees, and non-employee costs for conferences
- Field Trips – Unallowable for Nontraditional and Administration Grants

## Performance Measures

The applicant agrees to collect data and report on the following mandatory performance measures:

1. 1P1: Postsecondary Placement
2. 2P1: Earned Recognized Postsecondary Credential
3. 3P1: Non-traditional Program Concentration

## Federal Grant Requirements

### Equitable Access and Participation

See the [General and Fiscal Guidelines](#), Equitable Access and Participation.

This requirement does apply to this federally funded grant program.

### Private Nonprofit School Participation

See the [General and Fiscal Guidelines](#), Private Nonprofit School Participation.

This requirement does not apply to this federally funded grant program.

### Maintenance of Effort

See the [General and Fiscal Guidelines](#), Maintenance of Effort.

This requirement applies to the Administration Grant. A dollar-for-dollar match of state funds must be maintained. In addition, the Perkins law contains a maintenance of effort requirement for state funds provided for career and technical education.

# Attachments

See the following sections of the [General and Fiscal Guidelines](#):

- Required Fiscal-Related Attachments
- Required Program-Related Attachments

This section describes the two types of attachments that may be required to be submitted with the application: fiscal-related attachments and program-related attachments.

### Required Fiscal-Related Attachments

See the [General and Fiscal Guidelines](#), Required Fiscal-Related Attachments, for a general description of fiscal-related documents that can be required as attachments to the application.

### Required Program-Related Attachments

See the [General and Fiscal Guidelines](#), Required Program-Related Attachments, for a general description of program-related documents that can be required as attachments to the application.

No program-related attachments are required for this grant program.