

Delaware Department of Education

Workforce Support Team
Career & Technical Education and STEM Office

Perkins: How Funds Can be Used

(Appendix C & D of the CTE Fiscal and Accountability Policy)



Learning that works
for Delaware

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APPENDIX C – REQUIRED USES OF FUNDS

Required Uses of Funds

Following is a list of the six (6) required use of Perkins V funds (see [Section 135\(c\)](#)). Required activities may also be accomplished through other federal, state, or local funding sources. Funding descriptions for use in the Consolidated or Postsecondary Grant Application are underlined below for each category.

1. **Career Guidance**: Provide ***career guidance and academic counseling*** including in the middle grades, before enrolling and while participating in a career and technical education program of study, in making informed plans and decisions about future education and career opportunities and programs of study. Permissible use of these funds may include:
 - a. introductory courses or activities focused on career exploration and career awareness, including non-traditional fields;
 - b. readily available career and labor market information;
 - c. programs and activities related to the development of student graduation and career plans;
 - d. career guidance and academic counselors that provide information on postsecondary education and career options;
 - e. activities that advance knowledge of career opportunities and assists students in making informed decisions about future education and employment goals, including in non-traditional fields; or
 - f. strong experience in, and comprehensive understanding of, all aspects of industry.
2. **Professional Learning**: Provide ***professional development*** for teachers, faculty, school leaders, administrators, specialized instructional support personnel, career guidance and academic counselors, or paraprofessionals. Permissible use of these funds may include:
 - a. professional development on supporting individualized academic and CTE instructional approaches, including the integration of academic and CTE standards and curriculum;
 - b. professional development on ensuring labor market information is used to inform the programs of study, guidance, and advisement offered to students;
 - c. opportunity to advance knowledge, skills, and understanding of all aspects of an industry, including the latest workplace equipment, technologies, standards, and credentials for teachers, faculty, school leaders, administrators, specialized instructional support personnel, career guidance and academic counselors, or paraprofessionals, as appropriate;
 - d. support for school leaders and administrators in managing career and technical education programs in the schools, institutions, or local educational agencies of such administrators or school leaders;
 - e. support for the implementation of strategies to improve student achievement and close gaps in student participation and performance in CTE programs;
 - f. opportunity to advance knowledge, skills, and understanding in pedagogical practices, including, to the extent the eligible recipient determines that such evidence is reasonably available, evidence-based pedagogical practices for teachers, faculty, specialized instructional support personnel, career guidance and academic counselors, principals, school leaders, or paraprofessionals;
 - g. training teachers, faculty, school leaders, administrators, specialized instructional support personnel (including career guidance and academic counselors), or paraprofessionals, as appropriate to provide appropriate accommodations for individuals with disabilities, and

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- students with disabilities who are provided accommodations under the [Rehabilitation Act of 1973](#) (29 U.S.C. 701 et seq.) or the [Individuals with Disabilities Education Act](#);
- h. training teachers, faculty, specialized instructional support personnel (including career guidance and academic counselors), and paraprofessionals in frameworks to effectively teach students, including a particular focus on students with disabilities and English learners, which may include universal design for learning, multi-tier systems of supports and positive behavioral interventions and support; or
 - i. training for the effective use of community spaces that provide access to tools, technology, and knowledge for learners and entrepreneurs, such as makerspaces or libraries.
3. **POS Skills:** Provide within CTE the *skills necessary* to pursue high skill, high wage, or in-demand industry sectors or occupations.
 4. **POS Articulation:** Support *integration of academic skills* into CTE programs of study to support students at the secondary level and the post-secondary level.
 5. **POS Support:** Plan and carry out elements that support the *implementation of CTE programs of study* and that result in increasing student achievement of the local levels of performance established under [Section 113](#). Permissible use of these funds may include:
 - a. curriculum aligned with the requirements for a program of study;
 - b. partnerships with local stakeholders to support CTE programs of study including industry or sector partnerships in the local area, where applicable, that are designed to facilitate the process of continuously updating and aligning programs of study with skills in demand in the State, regional, or local economy, and in collaboration with business outreach staff in one-stop career centers, community-based and youth-serving organizations;
 - c. opportunities for CTE concentrators to participate in accelerated learning programs including dual or concurrent enrollment programs, early college high schools, and the development or implementation of articulation agreements as part of a CTE program of study;
 - d. appropriate equipment, technology, and instructional materials (including support for library resources) aligned with business and industry needs, including machinery, testing equipment, tools, implements, hardware and software, and other new and emerging instructional materials;
 - e. a continuum of work-based learning opportunities, including simulated work environments;
 - f. industry-recognized certification exams or other assessments leading toward a recognized postsecondary credential;
 - g. efforts to recruit and retain career and technical education program teachers, faculty, school leaders, administrators, specialized instructional support personnel, career guidance and academic counselors, and paraprofessionals;
 - h. coordination with other education and workforce development programs and initiatives, including career pathways and sector partnerships developed under the [Workforce Innovation and Opportunity Act \(29 U.S.C. 3101 et seq.\)](#) and other Federal laws and initiatives that provide students with transition-related services, including the [Individuals with Disabilities Education Act \(20 U.S.C. 1400 et seq.\)](#);
 - i. expansion of opportunities for students to participate in distance CTE and blended-learning programs;
 - j. expansion of opportunities for students to participate in competency-based education programs;
 - k. improvement of career guidance and academic counseling programs that assist students in making informed academic and CTE decisions, including academic and financial aid counseling;

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- l. support for the integration of employability skills into CTE programs of study, including through family and consumer science programs;
 - m. support for programs and activities that increase access, student engagement, and success in science, technology, engineering, and mathematics (STEM) fields (including computer science and architecture) for students who are members of groups underrepresented in such subject fields;
 - n. provision of CTE, in a school or other educational setting, for adults or out-of-school youth to complete secondary school education or upgrade technical skills;
 - o. support for career and technical student organizations (CTSOs), including student preparation for and participation in technical skills competitions aligned with CTE program standards and curriculum;
 - p. wide availability of all forms of instructional content, which may include use of open educational resources;
 - q. support for the integration of arts and design skills, when appropriate, into CTE programs of study;
 - r. partnership with a qualified intermediary to improve training, the development of public-private partnerships, systems development, capacity-building, and scalability of the delivery of high-quality CTE;
 - s. support for reduction or elimination of out-of-pocket expenses for special populations participating in CTE, including those participating in dual or concurrent enrollment programs or early college high school programs, and supporting the costs associated with fees, transportation, childcare, or mobility challenges for those special populations; or
 - t. other activities to improve CTE programs of study.
6. **POS Evaluation:** 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\(b\)\(4\)\(B\)](#).

APPENDIX D – SPENDING CAPS / ALLOWABLE AND NON-PERMISSIVE USES OF FUNDS

Funds allocated under the [Strengthening Career and Technical Education for the 21st Century Act](#) (Perkins V) must be used to support the development, coordination, implementation, and continuous improvement of Career and Technical Education (CTE) Programs of Study (POS) based on the needs of the eligible recipient or institution. The goals and needs of Perkins eligible institutions are identified in the comprehensive local needs assessment (CLNA) (see [Section 134\(c\)](#)) and local application (see [Section 134\(b\)](#)). Federal Perkins V funds must be used to supplement, and not supplant, state or local funds and be allocated in accordance with the required uses of funds (see [Appendix C](#)) and to support CTE POS that are of sufficient size, scope, and quality (see [Section 135\(b\)](#)).

Recommended Spending Caps




To encourage a balanced use of funds, the Delaware Department of Education recommends the following spending caps. If the recommended spending cap is to be exceeded, an explanation should be included in the budget description within the Consolidated or Postsecondary Grant Application.






Category	Recommended Spending Cap
Support for Career and Technical Student Organizations (CTSO)	All CTSO expenses must be directly related to the CTE program of study (POS) and total no more than 5% of the total Perkins allocation.
Equipment	All equipment expenses must be directly related to the CTE POS and total no more than 50% of the total Perkins allocation (with the exception of new POS startup). Supplanting rules apply.
Substitutes	Substitute expenses that are directly related to CTE POS, CTE improvement and/or enhancement, or address the demonstrated needs of students and total no more than 5% of the total Perkins allocation.
Middle School	Related expenses for middle school CTE courses that demonstrate alignment with high school CTE POS and total no more than 30% of the total Perkins allocation.
Travel	Travel expenses for professional development that are directly related to CTE POS, CTE improvement and/or enhancement, or address the demonstrated needs of students and total no more than 10% of the total Perkins allocation.

Allowable and Non-Permissive Uses of Funds





Examples of allowable, allowable with considerations, and non-permissive uses of Perkins V funds follow. This list is not exhaustive, but is meant to serve as a supplement to the Perkins V required uses of funds (see [Appendix C](#)) and as additional guidance for the use of funds in alignment with the CLNA and local application. Please contact the DDOE CTE & STEM policy advisor (see [Appendix B](#)) to discuss the use of federal or state funds for CTE POS development, implementation, and continuous improvement.

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Strengthening Career and Technical Education for the 21 st Century (Perkins V) Allowable and Non-Permissive Uses of Funds Guidance		
 Allowable	 Allowable, with Considerations	 Non-Permissive

Allowable?	Budget Item	Additional Guidance
	<p>ACADEMIC SKILLS</p> <p>See required uses of funds, Appendix C.</p>	<p>May be used to:</p> <ul style="list-style-type: none"> Support the integration of academic skills into Career and Technical Education (CTE) programs of study (POS).
	<p>ADMINISTRATION</p>	<p>May be used for:</p> <ul style="list-style-type: none"> Indirect and direct administrative costs when, taken together, do not exceed 5% of the total grant (e.g., establishing equitable access and supports for every student; development of the CLNA and local application; supervision of local application activities; ensuring compliance with Perkins V; and providing professional development to close gaps in students participation and performance).
	<p>AUDIT SERVICES</p>	<p>May be used for:</p> <ul style="list-style-type: none"> A portion of the audit fees directly attributed to auditing the Perkins grant, charged against administrative costs, not to exceed 5% of the total grant.
	<p>CAREER GUIDANCE</p> <p>See required uses of funds, Appendix C.</p>	<p> May be used to:</p> <ul style="list-style-type: none"> Provide career guidance and academic counseling including in the middle grades, before enrolling and while participating in a CTE POS, in making informed plans and decisions about future education and career opportunities and programs of study; and Provide career exploration and career development activities through an organized, systematic framework; and







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		<ul style="list-style-type: none"> • Provide students with strong experience in, and comprehensive understanding of, all aspects of an industry. <p> May not be used for:</p> <ul style="list-style-type: none"> • Renewal of annual career and academic resource subscriptions.
	<p>CAREER & TECHNICAL STUDENT ORGANIZATIONS (CTSO)</p>	<p> May be used to:</p> <ul style="list-style-type: none"> • Support CTSO advisor costs (e.g., advisor travel, registration, instructional materials and supplies); and • Support state approved CTSO efforts to increase the participation of students, especially those in nontraditional fields and students who are members of special populations. <p> May not be used for:</p> <ul style="list-style-type: none"> • Food for banquets, awards, or goodwill gestures; • Lodging, food, or transportation to conferences and other CTSO events for CTSO students; • Non-instructional activities such as athletic, social, or recreational events; • Promotional materials (e.g., t-shirts, pens, cups, key chains); • Student dues and registration fees; or • Supplies or uniforms for personal ownership or usage.







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	<p>CAPITAL EXPENDITURES</p>	<p> Capital expenses (outlay, over \$1,000) must have:</p> <ul style="list-style-type: none"> • Property records, including acquisition date, cost, source, % of federal funds used to purchase the item, location, use and condition of the equipment and ultimate disposition; • Adequate safeguards to prevent loss, damage, or theft; and • Adequate maintenance procedures. <p> May not be used for:</p> <ul style="list-style-type: none"> • Capital assets (non-instructional equipment, building, land) and expenditures to make improvement to capital assets (modifications, accessories, or auxiliary apparatus); or labs, except as part of a new POS; • Consumable items; • Contingency or "petty cash" funds; • Equipment for administrative or individual use; • Equipment and supplies for building maintenance; • Facility construction; • Fines and penalties; or • Funding activities that would supplant (replace) requirements of the eligible recipient or institution.
	<p>EXTENDED LEARNING OPPORTUNITIES</p>	<p>May be used for:</p> <ul style="list-style-type: none"> • Off-site educational enrichment opportunities and work-based learning (WBL) open to all students participating in the CTE POS.
	<p>EVALUATION</p> <p>See required uses of funds, Appendix C.</p>	<p>May be used to:</p> <ul style="list-style-type: none"> • Develop and implement evaluations of the activities carried out with funds under this part, including evaluations necessary to complete the CLNA and local application.
	<p>FACILITY RENTAL & FOOD</p>	<p>May not be used for:</p> <ul style="list-style-type: none"> • Award ceremonies; • Banquets; or • Program advisory committee meetings.









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	<p>FURNITURE AND STORAGE</p>	<p> May be used for:</p> <ul style="list-style-type: none"> • Industry specific furniture or workstations; or • Reasonable accommodations for CTE POS students. <p> May not be used for:</p> <ul style="list-style-type: none"> • Furniture, files, or equipment not meeting the criteria above; • General storage files or cabinets not designed to store specific tools or equipment; or • Standard classroom furniture or instructional materials not unique to the CTE POS.
	<p>MAINTENANCE AND REPAIR</p>	<p> May be used for:</p> <ul style="list-style-type: none"> • Maintenance, repair, or upkeep of equipment to ensure efficient operating conditions. Costs must not add to the permanent value of the property nor appreciably prolong its intended life. <p> May not be used for:</p> <ul style="list-style-type: none"> • Improvements that add to the permanent value of the buildings or equipment, or appreciably prolong their intended life. Such improvements should be treated as capital expenditures.










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	<p>MATERIALS AND SUPPLIES</p>	<p> May be used for:</p> <ul style="list-style-type: none"> • Non-consumable material and supplies representative of CTE POS industry standards; and • Consumable materials and supplies for new CTE POS start-up. <p> May not be used for:</p> <ul style="list-style-type: none"> • Consumable, routine and general office and program supplies; • Instructional aides, uniforms, tools or other items to be retained by students; or • Multiple copies of textbooks, except for new CTE POS not previously provided by the school tied to current industry standards.
	<p>MEMBERSHIP, SUBSCRIPTIONS, AND PROFESSIONAL ACTIVITIES</p>	<p> May be used for:</p> <ul style="list-style-type: none"> • Affiliate membership fees providing access for all students. • CTE-related organization subscriptions to business, professional, and technical periodicals. <p> May not be used for:</p> <ul style="list-style-type: none"> • Contributions and donations; • Individual dues or membership fees to professional organizations or societies; • Individual student such as dues, registration fees, license or certification fees; or • Memberships in civic or community organizations.








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	<p>INDUSTRY CERTIFICATIONS AND LICENSES FOR STUDENTS</p>	<p> May be used for:</p> <ul style="list-style-type: none"> • Industry-recognized certifications and licenses for students in a CTE POS under the following conditions: <ol style="list-style-type: none"> 1) the certification or license is recognized through a state-approved CTE POS; 2) equitable and non-discriminatory criteria are established to ensure access for every student; and 3) the certification or license is preceded by a technical assessment, which the student has passed, and the technical assessment fee and the certification or license fee are not separate fees. <p> May not be used for:</p> <ul style="list-style-type: none"> • Individual student assessments.
	<p>POSTSECONDARY COSTS</p>	<p> May be used for:</p> <ul style="list-style-type: none"> • Dual enrollment costs where a postsecondary institutions offer flat-rate pricing for all students. <p> May not be used for:</p> <ul style="list-style-type: none"> • Tuition costs, university fees, or distance learning fees for individual students.
	<p>PROFESSIONAL LEARNING</p> <p>See required uses of funds, Appendix C.</p>	<p> May be used to:</p> <ul style="list-style-type: none"> • Provide professional development for CTE teachers, faculty, school leaders, administrators, specialized instructional support personnel, career guidance and academic counselors, or paraprofessionals (e.g., to close gaps in students participation and performance; pedagogical practices; accommodations and effective teaching strategies for students with disabilities).




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		 <p>May not be used for:</p> <ul style="list-style-type: none"> • Certification or examination fees of individual staff; or • Costs of a course or training in which outcomes only benefit individual staff.
	PROFESSIONAL SERVICES	<p>May be used for:</p> <ul style="list-style-type: none"> • Professional and consultant services directly related to the development, implementation, evaluation, or continuous improvement of CTE POS.
	<p>POS IMPLEMENTATION AND SUPPORT</p> <p>See required uses of funds, Appendix C.</p>	<p> May be used to:</p> <ul style="list-style-type: none"> • Plan and carry out elements that support the implementation of state-approved CTE POS and that result in increasing student achievement of the local levels of performance established under Perkins Section 113. <p> May not be used for:</p> <ul style="list-style-type: none"> • Any purchase for a CTE POS that is not state-approved.
	POSTSECONDARY COSTS	<p> May be used for:</p> <ul style="list-style-type: none"> • Dual enrollment costs where a postsecondary institutions offers a flat-rate cost for all students. <p> May not be used for:</p> <ul style="list-style-type: none"> • Tuition costs, university fees, or distance learning fees for individual students.
	SPECIAL POPULATIONS	<p>May be used to:</p> <ul style="list-style-type: none"> • Provide nontraditional career exploration and awareness courses or activities; • Provide students with transition-related services; • Provide programs and activities to increase access for underrepresented students in STEM;

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		<ul style="list-style-type: none"> • Provide professional development for teachers, principals, school leaders, administrations, and career and guidance counselors, or paraprofessionals in such topics as strategies to close gaps in students participation and performance, pedagogical practices, accommodations and effective teaching strategies for students with disabilities; • Provide CTE for adults or out-of-school youth to complete secondary school education or upgrade technical skills; and • Reduce or eliminate out-of-pocket expenses such as transportation, child care, and other fees for special populations.
	STIPENDS	<p>May be used for:</p> <ul style="list-style-type: none"> • Stipends for staff employed by the eligible recipient or institution to perform tasks outside of work hours and normal duties that support a CTE POS and where follow-up activities and deliverables are required.
	TRANSPORTATION OF STUDENTS	<p> May be used to:</p> <ul style="list-style-type: none"> • Transport students enrolled in CTE POS to extended learning opportunities. <p> May not be used to:</p> <ul style="list-style-type: none"> • Directly pay for transportation of an individual student enrolled in a CTE POS to an internship site, college, or CTSO event; or • Provide transportation of students to CTSO events.
	TRAVEL COSTS	<p> May be used for:</p> <ul style="list-style-type: none"> • CTE staff travel to related conferences, professional development, and extended learning opportunities. <p> May not be used for:</p> <ul style="list-style-type: none"> • Individual travel costs outside of the United States.

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	VEHICLE LEASE OR PURCHASE	 May be used to: <ul style="list-style-type: none">• Purchase, lease, or lease-to-purchase a vehicle to provide all CTE students with extended learning opportunities and WBL opportunities through all CTE POS.  May not be used to: <ul style="list-style-type: none">• Purchase, lease, or lease-to-purchase a vehicle to provide transportation to CTSO events or non-CTE education activities.
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