



COVID-19 Guidance: Career and Technical Education/Perkins

Introduction

*This guidance is intended to provide general information to public schools, area education agencies (AEAs), and community colleges regarding fiscal and operational issues related specifically to Career and Technical Education and Perkins. **This guidance applies to the current COVID-19 situation and should not be broadly construed as applicable to other situations.***

Perkins V Applications

Comprehensive Local Needs Assessment and Local Perkins Applications

Will the deadline for submitting the Comprehensive Local Needs Assessment and Local Perkins V Applications be extended? The Comprehensive Local Needs Assessment (CLNA) is a new requirement that must be completed to receive federal funds provided to states through the Strengthening Career and Technical Education for the 21st Century Act of 2018 (commonly known as Perkins V). Staff from the Career and Technical Education Bureau have been conducting a number of trainings around the state both in person and virtually to ensure that everyone is fully aware of the requirements for completing the CLNA.

Currently, the recommended date for completing the CLNA is September 4, 2020 with a due date of September 11, 2020 for the final submission of Perkins V Local Applications. We are extending the due date for CLNA completion to **September 23, 2020** with the final submission of the Perkins V Local Application being **September 30, 2020**.

We encourage those that are completing the CLNA to continue working with educators virtually to gather the appropriate information for the CLNA. In addition, we are suggesting that you consider gathering information from your local business and industry partners through surveys or virtual meetings as opposed to in person. We will make available sample questions that you can use as a guide for reaching out to business and industry.

Finally, additional training and facilitation are being held virtually via Zoom. Information regarding these trainings can be found on the Department of Education website at <http://perkins.educateiowa.gov> along with a link to request CLNA training or facilitation.

The Local Perkins V Application will be available in Iowa Grants by May 1, 2020 and will remain open until September 30, 2020.

For specific information regarding the CLNA process, training, or facilitation, please contact Katy Blatnick-Gagne at katy.blatnick-gagne@iowa.gov. For specific information regarding the Perkins V Local Application, please contact Jeff Fletcher at jeff.fletcher@iowa.gov.

Advisory Committees

Should advisory committees be cancelled or postponed? Advisory committees are an important component of all CTE programs. Valuable input and recommendations for successful CTE program development and implementation can be gathered from those that serve on individual program advisory committees. During

this time, it is recommended that advisory committees continue utilizing technology such as Zoom or other virtual platforms to convene.

What are the implications if advisory committees are not held this spring? It is recommended that advisory committees continue utilizing technology such as Zoom or other virtual platforms to convene.

Claims

Will Perkins funds still be required to be spent out in full by the end of June? Grantees should continue to purchase according to the local application budget for 2019-2020 and exhaust the allocation to the extent possible. At this time, there are no anticipated changes to the 2019-2020 processes currently in place. Continue to submit claims quarterly (April 15 and June 15). Final claims should be submitted by July 31, 2020. Amendments to budgets are allowed and will need to be made as necessary if anticipated expenditures are modified. Review the list of allowable and unallowable expenditures on the [Perkins Technical Assistance website](#). If you have questions, contact Amy Vybiral at amy.vybiral@iowa.gov.

Can we carry forward unspent FY2020 allocations? Carry forward amounts will continue to be handled as in past years.

School is closed and I can't meet the due date for a negotiated claim. What should I do? The Department will be flexible on due dates and will process claims as materials are received.

Since we won't be able to spend our funds on professional development due to cancellations, can we redirect our Perkins funds to purchase equipment for our Career Academies and our high schools? Yes. Perkins funds can be redirected from professional development to purchase allowable equipment for CTE programs and courses. Amendments to budgets are allowed and will need to be made as necessary if anticipated expenditures are modified. Review the list of allowable and unallowable expenditures on the [Perkins Technical Assistance website](#).

Are we able to use FY2020 Perkins funds to pay CTE personnel who are not working? As per [COVID-19 Guidance: Frequently Asked Questions](#) issued by the Department, districts and AEAs should continue to use the funding stream(s) that were being used prior to the shut down period. This is to fulfill the legal requirement to have an appropriately licensed and prepared workforce when school returns. Until we hear otherwise from the federal level, this includes use of federal program funds. This is applicable to community colleges as well.

How are we to provide documentation for Perkins claims if we don't have access to scanners, VPN, or access to buildings in order to submit claims? Department staff are continuing to process claims and reimbursements against state and federal grants, including but not limited to those related to ESSA Title programs, Perkins, Regional Planning Partnerships, K-3 At-Risk, and the Computer Science Professional Development Incentive. In preparing claims for submission, some grantees have indicated that it may be difficult for them to provide copies of source documents due to their particular work situation.

While some grants or programs may typically require a copy of source documentation such as paid invoices, at a minimum, a PDF (or Excel) from the General Ledger for the particular project could be provided as documentation for expenditures, at least for the short term. Including a document with a general description of the expenditures would also be helpful to the reviewers. Other options might also be possible depending on access to source documents, such as photos or use of apps that allow a phone's camera to be used to scan a document.

May we use Perkins if we have to cancel activities or events necessary and reasonable to implement CTE due to a public health emergency? Yes. Recipients who incur costs related to the cancellation of Perkins-related events, travel, or other activities due to a public health emergency, can charge these costs to their award. Every effort needs to be made to recover these costs related to cancellations to the extent possible prior to charging to the federal funds.

We are interested in information regarding concurrent enrollment and how things are being addressed during the COVID-19 situation. Questions pertaining to concurrent enrollment are addressed in the following guidance document: [COVID-19 and Delivery of Postsecondary Coursework through Concurrent Enrollment and the Postsecondary Enrollment Options Program](#).