

Perkins Principles

PERKINS CONSORTIUM GUIDELINES



MISSION

To prepare Kansas students for lifelong success through rigorous, quality academic instruction, career training and character development according to each student's gifts and talents.

VISION

Kansas leads the world in the success of each student.

MOTTO

Kansans Can

SUCCESS DEFINED

A successful Kansas high school graduate has the

- Academic preparation,
- Cognitive preparation,
- Technical skills,
- Employability skills and
- Civic engagement

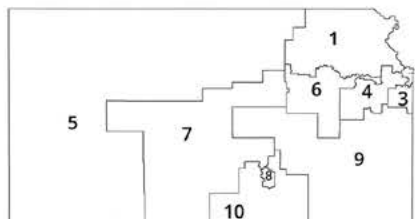
to be successful in postsecondary education, in the attainment of an industry recognized certification or in the workforce, without the need for remediation.

OUTCOMES

- Social-emotional growth
- Kindergarten readiness
- Individual Plan of Study
- Civic engagement
- Academically prepared for postsecondary
- High school graduation
- Postsecondary success



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Kansas leads the world in the success of each student.

Jan. 25, 2024

PERKINS PRINCIPLES

Perkins Consortium Guidelines

Stand-alone Perkins District

A district qualifies as a stand-alone district (eligible recipient) under Perkins if it generates at least **\$15,000** in Perkins funding.

Consortium Requirements

If a district generates less than **\$15,000** in Perkins funding and wants to participate in Perkins, it must join or create a consortium. The consortium, as a collective, must generate a minimum of **\$15,000** to qualify as an eligible recipient.

Consortium Membership Changes

- **Changes in Membership:** If a member district leaves the consortium (whether it's the fiscal agent or not), the consortium does not automatically dissolve.
- **Fiscal Agent Discontinuation:** If the fiscal agent decides to stop providing fiscal agent services, this also does not result in automatic dissolution.
- **Future Steps for Remaining Members:** The remaining consortium members must decide on the next steps: they can either continue within the existing consortium or establish a new consortium.

Additionally, districts that meet the **\$15,000** funding threshold may opt to leave the consortium and operate as a stand-alone district.

Fiscal Agent Guidelines

Eligibility to Serve as Fiscal Agent

Any entity chosen by the consortium may serve as the fiscal agent. The fiscal agent can be a member of the consortium, or a contracted third party.

Funding Limitations

A fiscal agent is not permitted to award itself Perkins funding. While the fiscal agent may be the one to receive the funding, the fiscal agent is not the subrecipient, the consortium is the subrecipient.

Delegation of Authority

A district acting as the fiscal agent within a consortium may delegate operational tasks to another entity, provided there is a written agreement between the parties. Eligible recipients may contract for administrative work, with a cost cap of up to 5%.

Changing the Fiscal Agent

Any member of the consortium can initiate a change of the fiscal agent by submitting a change form to the Kansas State Department of Education (KSDE).

Examples of Potential Fiscal Agents

Districts

- Service centers
- Community colleges
- Nonprofit organizations
- Technical colleges
- Educational partners
- Financial institutions

Changing Consortia

Consortium Membership Change Process

Submission Requirement

Each district making a change must submit a change form to the Kansas State Department of Education (KSDE).

- **Fiscal Agent Change:** Only one member needs to submit the form.
- **Membership Changes:** Each district involved in the change must submit an individual form.

Change Form Option

The form provides the following four options:

1. **New Consortium Membership:** District is joining _____ consortium – this option is for current standalones who are joining a consortium. Or a district who previously has not participated in Perkins and is joining a consortium.
2. **Consortium Transfer:** District is changing from _____ consortium to _____ consortium – this option is for districts who are changing/moving between consortiums (most commonly used option).
3. **Standalone Transition:** District is leaving _____ consortium and will be a standalone district for Perkins grants – minimum \$15,000 allocation is required for this option.
4. **Opting Out of Perkins:** District is leaving _____ consortium and will no longer participate in/be eligible for Perkins grants – KSDE staff will be reaching out to districts who opt out of Perkins to ensure they understand limitations.

Mutual Benefit Guidelines

Fund Distribution

- **Allocated Funds:** Funds allocated to a consortium shall be used only for purposes and programs that are mutually beneficial to members of the consortium and can only be used for programs authorized under Perkins V.
- **Fund Reallocation:** Such funds may not be reallocated to individual members of the consortium for purposes of or programs benefiting only one member of the consortium.
- **Braiding local funds:** With Perkins funds is highly discouraged because the purchased item belongs to the consortium and will not be the property of the district even if local funds are braided. Consortium has title to equipment.

Frequently Asked Questions (FAQs)

- **Q: Can equipment be housed at one location? A:** Yes, if the consortium agrees. (KSDE suggests the consortium captures agreements in meeting minutes or some other written form).
- **Q: Can an item be purchased one year and housed at District A, and another item the next year at District B? A:** Yes, provided the consortium agrees and there is a clear understanding that:
 - The items are owned by the consortium.
 - The items must be available to benefit the consortium.

Professional Development

- **Contracting Limitations:** The fiscal agent cannot award a contract to itself.
- **Procurement Process:** Consortiums may choose to have service centers provide professional development. The procurement process must follow the fiscal agent's established procedures.
- **Professional Development by Service Centers:** Costs must be necessary, reasonable and allocable. Funds should be used to develop, coordinate, implement, or improve CTE Programs tied back to the Comprehensive Local Needs Assessment. Professional development must be sustained, intensive, collaborative, job-embedded, data-driven, classroom focused and evidence based.
- **Contracting for Fiscal Administration:** The fiscal agent may contract with a service center or another entity to administer the fiscal portion of the grant.
- **Effective Use of Resources:** The goal is for districts to utilize Perkins resources as **effectively and efficiently** as possible.

Perkins Reserve Guidelines

Eligibility for Perkins Reserve Grants

Perkins reserve grants may be awarded to eligible recipients to support career and technical education in alignment with the purposes outlined in 20 U.S.C. 2322(c)(1-2).

Definition of an Eligible Recipient: An "eligible recipient" is defined as:

- A **local educational agency** (including public charter schools operating as local educational agencies).
- An **area career and technical education school**.
- An **educational service agency**.
- An **Indian Tribe, Tribal organization, or Tribal educational agency**.
- A **consortium** eligible to receive assistance under Section 131 (20 U.S.C. 2302(21)).

Minimum Allocation Requirement:

- A local educational agency cannot receive funds under Section 2351 unless its allocation under the stationary formula exceeds **\$15,000**.
- Local educational agencies may form a consortium with other agencies to meet this minimum allocation requirement (20 U.S.C. 2351).

Limitations for Consortia:

- School districts that are part of a consortium are not eligible for assistance under Section 2351.
- Consortia members are not eligible at this time to receive Perkins reserve grants.

Grant Subawards in Kansas: The Kansas State Department of Education (KSDE) will only subaward Perkins reserve grants to eligible recipients, which include standalone school districts, and consortiums.

Inventory Guidelines

Principle: To ensure accountability, all items purchased through the consortium must be properly inventoried and tracked moving forward.

Inventory Requirements

- **Timeframe for Inventory:** Include items purchased within the past seven years (or as far back as records allow).
- **Value Threshold:** Focus on items with an original purchase value of \$5,000 or more.

Reimbursement and Purchasing Guidelines

Use of Consortium Funds

- **Fund Allocation:** Consortium funds are allocated to the fiscal agent; individual member districts do not have separate allocations. While the fiscal agent may be the one to receive the funding, the fiscal agent is not the subrecipient, the consortium is the subrecipient.
- **Reallocation Restrictions:** Reallocation or reimbursement to member districts is not permitted for general purchases.
- **Purchasing Responsibility:** Purchases for supplies, equipment, and professional development registration must be completed directly by the fiscal agent.
- **Item Ownership:** Supply and equipment items may be shipped to member districts but remain the property of the consortium, not the individual districts.
- **Professional Development Costs:** Actual costs related to professional development (e.g., substitutes, mileage, lodging, and per diem) may be reimbursed.

Invoice Process

- **Authorized Purchases:** If the consortium agrees to a purchase and authorizes a specific district to buy an item, the district may make the purchase, with the fiscal agent paying the invoice directly.
- **Important Considerations:**
 - **Item Ownership:** The purchased item remains the property of the consortium.
 - **Inventory Requirements:** The item must be inventoried by the consortium.
 - **Receipt Submission:** It is recommended to submit receipts to confirm the purchase.

Example Scenario

- **Authorization:** Consortium X authorizes District A to purchase a camera with a cost no greater than \$1,200.

Paths for Purchasing:

1. **Fiscal Agent Purchase (Preferred):** The fiscal agent orders the camera and ships it directly to District A.
2. **District Purchase with Fiscal Agent Payment:** District A places the order and invoices the fiscal agent for payment.
3. **Reimbursement:** If District A pays for the camera upfront, reimbursement occurs after:
 - The consortium approves the item.
 - The item is properly inventoried.
 - Receipts are submitted/documented.

Timeline

Key Dates

- **December 15:** Release of application.
- **April 1:** Part 1 of the local plan is due.
- **May 1:** Part 2 (expenditures) is due.
- **July 1:** KSDE sends out award letters.

Application Process

- **Estimated Time:** The application will take approximately 2 to 3 weeks to complete.

Consortium Change Form Deadline

- **Initial Deadline:** KSDE initially requested the Consortium Change Form to be submitted by **December 1, 2024**.
- **Extension Allowed:** Extensions are now permitted, and the form may be submitted after this date as long as it is completed before starting the application.

Qualtrics Link Distribution:

Once consortium membership is finalized, each Local Education Agency (LEA) will receive a Qualtrics link for their application.

Preparation Resources

- Consortia can begin preparing their applications before completing application in Qualtrics.
- Available Resources:
 - A PDF version of the application.
 - Guidance documents.
 - Recorded instructional videos.
 - Weekly training sessions (available from December through April).

Disposition Form

Updated Disposition Threshold: Recent changes to the Uniform Grant Guidance have increased the disposition threshold from \$5,000 to \$10,000 (effective July 1, 2025).

Equipment Transfers for Dissolving Consortiums

- **Continuing Districts:** When a consortium dissolves, equipment may be transferred to districts that will continue to participate in Perkins.
- **Non-Continuing Districts:** If districts are not continuing with Perkins, all equipment must be returned to the consortium.

Q&A Session Dates

Tuesday, Nov. 19, 2024 4-5 p.m.

Topic: Perkins Q&A Session

Time: This is a recurring meeting Meet anytime

Join Zoom Meeting

<https://ksde.zoom.us/j/85442258570>

Meeting ID: 854 4225 8570

Passcode: 053902

Wednesday, Nov. 20, 2024 3:30-4:30 p.m.

Topic: Perkins Q&A Session

Time: This is a recurring meeting Meet anytime

Join Zoom Meeting

<https://ksde.zoom.us/j/85442258570>

Meeting ID: 854 4225 8570

Passcode: 053902

Monday, Nov. 25, 2024 10-11 a.m.

Topic: Perkins Q&A Session

Time: This is a recurring meeting Meet anytime

Join Zoom Meeting

<https://ksde.zoom.us/j/85442258570>

Meeting ID: 854 4225 8570

Passcode: 053902

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