Sample Template….

The actual Annual CTE Action Plan & Budget Narrative may be an online tool.

**2020-2021 Perkins BASIC Grant Annual CTE Action Plan**

In meeting the Career and Technical Education Act of 2018 (Perkins V) eligible recipients submit a Perkins V grant application (4-year strategic plan for CTE) based on their needs assessment and stakeholder engagement. All investments are tied to the local needs assessment.

On an annual basis, the local eligible recipient will submit the Annual CTE Action Plan that addresses the specific goals that will be targeted from the 4-year strategic plan for CTE. For the 2020-2021 school year please identify the specific tasks, activities, deliverables that will be implemented. The specific tasks, activities, deliverables may or may not be included within the 2020-2021 Perkins Budget Narrative. Be mindful of the importance of Perkins funds being utilized to remove the barriers to historically underserved students and providing a options for students to gain access to CTE Program of Study and a career pathway.

**Vision for CTE:**

Oregon will reimagine and transform learner experiences in order to enhance their future prospects; empower their communities; and ensure equity in an inclusive, sustainable, innovation-based economy.

All tasks, activities and deliverables need to be connected to the Perkins V core element of CTE being a high-impact strategy because it equips learners with the fundamental skills, mindsets, and opportunities necessary to:

1. experience and benefit from **high-quality education** leading to meaningful careers,
2. be empowered with the information to **navigate career pathways,**
3. **transition seamlessly** between technical and academic learning in education and workplace,
4. learn from a range of **knowledgeable experts** who contextualize learning, and
5. access **flexible learning** opportunities to gain necessary skills.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **2020-2021 Perkins BASIC Grant Annual CTE Action Plan**  Grant Recipient Name: | | | | Add addition rows as needed. |
| Identify the specific tasks, activities and deliverables. | Budget amount as appropriate | What long term goal from the 4-year strategic plan for CTE is being addressed?  Cite your goal #. | What is being done? | How will you measure / assess your progress?  What will be your evidence? |
|  |  |  |  |  |
|  |  |  |  |  |
| This table “Annual CTE Action Plan” and the appropriate reflection will be the “Annual Report” submitted at the end of the grant cycle. | | | | |

**2020-2021 Perkins BASIC Budget Narrative**

Sample Template….

The actual Annual CTE Action Plan & Budget Narrative may be an online tool.

Utilize this document as your **2020-2021 Perkins BASIC Budget Narrative**. .

All Perkins V investments in equipment, tasks, activities and deliverables need to be connected to the Perkins V core element of CTE being a high-impact strategy because it equips learners with the fundamental skills, mindsets, and opportunities necessary to:

1. experience and benefit from **high-quality education** leading to meaningful careers,
2. be empowered with the information to **navigate career pathways,**
3. **transition seamlessly** between technical and academic learning in education and workplace,
4. learn from a range of **knowledgeable experts** who contextualize learning, and
5. access **flexible learning** opportunities to gain necessary skills.

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| **Function Code** | **Description** |
| Curriculum – Standards, Content, Alignment and Articulation.  **Function Code 2210** | Industry-based content standards and supportive academic standards that support CTE Programs of Study and career pathways for students transitioning between secondary, post-secondary and career options. |
| Curriculum - Student Support Services, Work Based Learning and Career Exploration Activities  **Function Code 1131** | Provide students with relevant career-related learning experiences, and access to educational opportunities for careers that are nontraditional for a student’s gender; access to CTE learning environments for high wage, high demand careers that lead to self-sufficiency.  Support of Work Based Learning opportunities and experiences of student including and Career Exploration Activities. |
| CTE Professional / Personnel Development  **Function Code 2240** | CTE Professional / Personnel Development |
| Scientifically Based Research.  **Function Code 262X** | Scientifically Based Research Study and Analysis – Publishable peer review products |
| Indirect - Support Services - Central Activities –  **Function Code 2600** | INDIRECT - Support Services - Central Activities - Administrative – 5% limit |

Use the following Object Codes:

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| --- | --- |
| **Object Code** | **Description** |
| 111 Licensed Salaries | 111 Licensed Salaries includes licensed coordinators and employees in the bargaining unit |
| 112 Classified Salaries | 112 Classified Salaries for work performed by "Classified Employees". |
| 11X Support Staff Salaries | 11X Salaries associated with "Support Staff and Support Personnel". |
| 11X Program Coordinator Salaries | 11X Salaries associated with "Program Coordinators / Regional Coordinators". |
| 2XX Licensed Benefits | 2XX Benefits associated with "Licensed Employees" not included in the gross salary. |
| 2XXClassified/Support Staff Benefits | 2XX Benefits associated with "Classified Employees" and "Support Staff" not included in the gross salary. |
| 2XX Program Coordinators Benefits | 2XX Benefits associated with "Program Coordinators / Regional Coordinators" not included in the gross salary. |
| 12X Substitute Salaries | 12X Substitute Salaries for employees who are hired on a temporary or substitute basis. |
| 31X Local Instructional Services | 3XX Local CTE Instructional Services (Purchased) |
| 31X Regional Instructional Services | 3XX Regional CTE Instructional Services (Purchased) |
| 34X Travel | 34X Travel costs (e.g., mileage, hotel, registration, per diem, meals, car rentals, etc). |
| 410 Consumable Supplies and Materials. | 410 Consumable Supplies and Materials. This area includes expenditures for ALL supplies for the operation of a CTE program. NOTE.... Follow Perkins expenditure guideline for appropriate use of funds. |
| 460 Non-consumable Equipment Items | 460 Non-consumable Equipment Items. Expenditures for equipment with a current value of less than $5,000 or for items which are “equipment-like”. This object category could be used when a district desired to treat these items as equipment for budgeting, physical control, etc., without either violating the capital equipment issues of Perkins. |
| 470 Computer Software | 470 CTE Computer Software. Expenditures for published computer software. Include licensure and usage fees for software here. The Cloud is considered software and would be coded here. |
| 480 Computer Hardware | 480 CTE Computer Hardware. Expenditures for non-capital computer hardware, generally of value not meeting the capital expenditure criterion. An iPad or e-reader needed to access e-textbooks is considered hardware and would be coded here. |
| 541 Initial /Additional Equipment - Depreciable \*\*\*Requires ODE Approval\*\*\* | 541 CTE Depreciable Equipment (Single pieces of equipment or technology items over $5,000) to enhance and improve CTE Programs of Study. |
| 690 Grant Indirect Charges | 690 Grant Indirect Charges |

| Perkins BASIC Budget Narrative  Describe explicitly the programs, activities, and expenditures that are being invested within Function Code 2210 - Curriculum – Standards, Content, Alignment and Articulation. | Function Code 2210 |
| --- | --- |
| **Curriculum – Standards, Content, Alignment and Articulation.**  **Function Code 2210**  Regional or district Strategy for CTE program development and implementation. Reference the following in your narrative;   * CTE program, * Function Code/CTE Element * Object Code * Describe the expense (Manufacture, model #, activity, cost, total number of items, calculations to reach item total).   Do not include primary regional or district staffing / personnel cost in this section will be presented in a subsequent section.  You may group items into Object Code specific categories, yet maintain the detail as to what program and school items are being allocated. |  |

| Perkins BASIC Budget Narrative  Describe explicitly the programs, activities, and expenditures that are being invested within Function Code 1131 Student Support Services, Work Based Learning and Career Exploration Activities | Function Code 1131 |
| --- | --- |
| **Curriculum - Student Support Services, Work Based Learning and Career Exploration Activities**  **Function Code 1131**  Regional or district Strategy for CTE program development and implementation. Reference the following in your narrative;   * CTE program, * Function Code/CTE Element * Object Code * Describe the expense (Manufacture, model #, activity, cost, total number of items, calculations to reach item total).   Do not include primary regional or district staffing / personnel cost in this section will be presented in a subsequent section.  You may group items into Object Code specific categories, yet maintain the detail as to what program and school items are being allocated. |  |

| Perkins BASIC Budget Narrative  Describe explicitly the programs, activities, and expenditures that are being invested within Function Code 2240 Professional Development. – 20% of the Grant | Function Code 2240  20% of the Grant |
| --- | --- |
| **Professional Development**.  **Function Code 2240**  Regional or district Strategy for CTE program development and implementation. Reference the following in your narrative;   * CTE program, * Function Code/CTE Element * Object Code * Describe the expense / deliverable (calculations to reach item total, professional development location).   Do not include primary regional or district staffing / personnel cost in this section will be presented in a subsequent section.  You may group items into Object Code specific categories, yet maintain the detail as to what program and school items are being allocated. |  |

| Perkins BASIC Budget Narrative  Describe explicitly the programs, activities, and expenditures that are being invested within Function Code 262X Scientifically Based Research. | Function Code 262X |
| --- | --- |
| **Scientifically Based Research**.  **Function Code 262X**  Regional or district Strategy for CTE Scientifically Based Research Study and Analysis – Publishable peer review products.  Reference the following in your narrative;   * CTE program, * Function Code/CTE Element * Object Code * Describe the expense / deliverable (calculations to reach item total).   Be specific to Scientifically Based Research 262X.  Do not include primary regional or district staffing / personnel cost in this section will be presented in a subsequent section. |  |

| Perkins BASIC Budget Narrative - Primary regional or district staffing / personnel cost  Identify the activities and expenditures that are being invested within the following Function Codes:  Curriculum – Standards, Content & Alignment 2210  Curriculum – Student Support Services & Work Based Learning 1131.  Professional Development 2240.  Scientifically Based Research 262X. | Cost by Function Code Area  Limit to 30% of the total grant |
| --- | --- |
| **Primary regional or district staffing / personnel cost ---** Limit to 30% of the total grant.  Explicitly describe for all employees funded by Perkins V\*;  • Function Code/CTE Element  • Object code  • Staff assignment / duties  • FTE by percent use  • Hourly rate,  • Calculation to reach item total.  **Object Codes**  111 Licensed Salaries  112 Classified Salaries  11X Support Staff Salaries  11X Program Coordinator Salaries  2XX Licensed Benefits  2XXClassified/Support Staff Benefits  2XX Program Coordinators Benefits  \* Submission of Job Descriptions for all personnel on Perkins funding is required at the time of the Budget Narrative submission.  \*\*Time and effort records are required to be submitted annually with the Perkins Fiscal Report. |  |

| Approved Indirect Rate for 2020-2021 CIP Perkins BASIC Budget Narrative [5.00 %]  **Support Services - Central Activities - Function Code 2600** | Indirect Rate [5%]  Total |
| --- | --- |
| Approved Indirect Rate for 2020-2021 Budget Narrative [5.00 %]  **690 Grant Indirect Charges** |  |

|  |  |
| --- | --- |
| Perkins Basic grant allocation for 2020-2021 Budget Narrative | Perkins BASIC Budget Narrative Total: |
|  |  |