**2018-2019 Perkins RESERVE Budget Narrative**

Utilize this document as your **2018-2019 Perkins RESERVE Budget Narrative**. This will replace the District CIP Budget Narrative system.

You will submit this 2018-2019 Perkins RESERVE Budget Narrative through the Shartsheet submission system.

<https://app.smartsheet.com/b/form/7fa50476922449d8ada27bc8d4635637>

Other supportive Perkins Budget Narrative and Financial information can be found at:

[http://www.oregon.gov/ode/learning-options/CTE/FedFund/Pages/PerkinsIVFiscalManagementResources.aspx](https://www.oregon.gov/ode/learning-options/CTE/FedFund/Pages/PerkinsIVFiscalManagementResources.aspx)

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| **Function Code** | **Description** |
| Curriculum - Standards & Content Function Code 2210 | Academic and industry-based content and standards for CTE Programs of Study. Curriculum |
| Curriculum - Alignment & Articulation Function Code 2210 | Standards alignment and articulation between secondary and postsecondary CTE Programs of Study partners. |
| Curriculum - Accountability & Assessment Function Code 2230 | CTE program accountability and evaluation including technical skill assessment and attainment. |
| Curriculum - Student Support Services Function Code 2100 | 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. |
| CTE Professional / Personnel Development Function Code 2240 | CTE Professional / Personnel Development |
| Support Services - Central Activities - Function Code 2600 | Support Services - Central Activities - INDIRECT |

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 RESERVE Budget Narrative  Describe explicitly the programs, activities, and expenditures that are being invested within Function Code 2210 - Curriculum - Standards & Content. | Standards & Content  Total |
| --- | --- |
| **Curriculum - Standards & Content.**  **Function Code 2210**  Regional or district Strategy for CTE program development and implementation. Reference the following in your narrative;   * CTE program, * Function Code/Core 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 RESERVE Budget Narrative  Describe explicitly the programs, activities, and expenditures that are being invested within Function Code 2210 - Curriculum - Alignment & Articulation. | Alignment & Articulation  Total |
| --- | --- |
| **Curriculum - Alignment & Articulation**  **Function Code 2210**  Regional or district Strategy for CTE program development and implementation. Reference the following in your narrative;   * CTE program, * Function Code/Core 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 RESERVE Budget Narrative  Describe explicitly the programs, activities, and expenditures that are being invested within Function Code 2230 - Curriculum - Accountability & Assessment. | Accountability & Assessment  Total |
| --- | --- |
| **Curriculum - Accountability & Assessment**.  **Function Code 2230**  Regional or district Strategy for CTE program development and implementation. Reference the following in your narrative;   * CTE program, * Function Code/Core 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 RESERVE Budget Narrative  Describe explicitly the programs, activities, and expenditures that are being invested within Function Code 2100 Student Support Services. | Student Support Services  Total |
| --- | --- |
| **Curriculum - Student Support Services**.  **Function Code 2100**  Regional or district Strategy for CTE program development and implementation. Reference the following in your narrative;   * CTE program, * Function Code/Core 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 RESERVE Budget Narrative  Describe explicitly the programs, activities, and expenditures that are being invested within Function Code 2240 Professional Development. | Professional Development  Total |
| --- | --- |
| **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/Core 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 RESERVE Budget Narrative  Describe explicitly the programs, activities, and expenditures that are being invested within Function Code 262X Scientifically Based Research. | Scientifically Based Research  Total |
| --- | --- |
| **Scientifically Based Research**.  **Function Code 262X**  Regional or district Strategy for CTE program development and implementation. Reference the following in your narrative;   * CTE program, * Function Code/Core 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 RESERVE 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 2210.  Curriculum - Alignment & Articulation 2210.  Curriculum – Accountability & Assessment 2230.  Curriculum – Student Support Services 2100.  Professional Development 2240.  Scientifically Based Research 262X. | Staffing / personnel cost  Total |
| --- | --- |
| **Primary regional or district staffing / personnel cost**  Explicitly describe for all employees funded by Perkins IV\*;  • Function Code/Core 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  \*Time and effort records are required to be maintained in your local office.  \*\* Submission of Job Descriptions for all personnel on Perkins funding is required at the time of the Budget Narrative submission. |  |

| Approved Indirect Rate for 2018-2019 CIP Perkins RESERVE Budget Narrative [5.00 %]  **Support Services - Central Activities - Function Code 2600** | Indirect Rate [5%]  Total |
| --- | --- |
| Approved Indirect Rate for 2018-2019 Budget Narrative [5.00 %]  **690 Grant Indirect Charges** |  |

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| Perkins RESERVE grant allocation for 2018-2019 Budget Narrative | Perkins RESERVE Budget Narrative Total: |
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