**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 NarrativeDescribe explicitly the programs, activities, and expenditures that are being invested within Function Code 2210 - Curriculum - Standards & Content. | Standards & ContentTotal |
| --- | --- |
| **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 NarrativeDescribe explicitly the programs, activities, and expenditures that are being invested within Function Code 2210 - Curriculum - Alignment & Articulation. | Alignment & ArticulationTotal |
| --- | --- |
| **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 NarrativeDescribe explicitly the programs, activities, and expenditures that are being invested within Function Code 2230 - Curriculum - Accountability & Assessment. | Accountability & AssessmentTotal |
| --- | --- |
| **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 NarrativeDescribe 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 NarrativeDescribe explicitly the programs, activities, and expenditures that are being invested within Function Code 2240 Professional Development. | Professional DevelopmentTotal |
| --- | --- |
| **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 NarrativeDescribe 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 costIdentify 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 Salaries112 Classified Salaries11X Support Staff Salaries11X Program Coordinator Salaries2XX Licensed Benefits2XXClassified/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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