Allowable and unallowable uses of Perkins funds

Each Applicant that receives funds under Section 135 of The Perkins Act must use those funds to improve career and technical education programs.

**Required Uses of Funds**

Funds made available to Applicants must be used to support career and technical education programs that:

1. strengthen the academic and career and technical skills of students participating in career and technical education programs, by strengthening the academic and career and technical education components of such programs through the integration of academics with career and technical education programs through a coherent sequence of courses, such as career and technical programs of study described in section 122(c)(1)(A), to ensure learning in:
   a. the core academic subjects (as defined in section 9101 of the Elementary and Secondary Education Act of 1965); and
   b. career and technical education subjects;
2. link career and technical education at the secondary level and career and technical education at the postsecondary level, including by offering the relevant elements of not less than 1 career and technical program of study described in section 122(c)(1)(A);
3. provide students with strong experience in and understanding of all aspects of an industry, which may include work-based learning experiences;
4. develop, improve, or expand the use of technology in career and technical education, which may include:
   a. training of career and technical education teachers, faculty, and administrators to use technology, which may include distance learning;
   b. providing career and technical education students with the academic and career and technical skills (including the mathematics and science knowledge that provides a strong basis for such skills) that lead to entry into the technology fields; or
   c. encouraging schools to collaborate with technology industries to offer voluntary internships and mentoring programs, including programs that improve the mathematics and science knowledge of students;
5. provide professional development programs that are consistent with section 122 to secondary and postsecondary teachers, faculty, administrators, and career guidance and academic counselors who are involved in integrated career and technical education programs, including:
   a. in-service and pre-service training on:
      i. effective integration and use of challenging academic and career and technical education provided jointly with academic teachers to the extent practicable;
      ii. effective teaching skills based on research that includes promising practices;
      iii. effective practices to improve parental and community involvement; and
      iv. effective use of scientifically based research and data to improve instruction;
   b. support of education programs for teachers of career and technical education in public schools and other public school personnel who are involved in the direct delivery of
educational services to career and technical education students, to ensure that such teachers and personnel stay current with all aspects of an industry;

c. internship programs that provide relevant business experience; and
d. programs designed to train teachers specifically in the effective use and application of technology to improve instruction;

6. develop and implement evaluations of the career and technical education programs carried out with funds under this title, including an assessment of how the needs of special populations are being met;

7. initiate, improve, expand, and modernize quality career and technical education programs, including relevant technology;

8. provide services and activities that are of sufficient size, scope, and quality to be effective; and

9. provide activities to prepare special populations, including single parents and displaced homemakers who are enrolled in career and technical education programs, for high skill, high wage, or high demand occupations that will lead to self-sufficiency.

**Permissible Uses of Funds**

Once the Applicant has addressed all the required elements, they may use funds:

1) to involve parents, businesses, and labor organizations as appropriate, in the design, implementation, and evaluation of career and technical education programs authorized under this title, including establishing effective programs and procedures to enable informed and effective participation in such programs;

2) to provide career guidance and academic counseling, which may include information described in section 118, for students participating in career and technical education programs, that:
   a) improves graduation rates and provides information on postsecondary and career options, including baccalaureate degree programs, for secondary students, which activities may include the use of graduation and career plans; and
   b) provides assistance for postsecondary students, including for adult students who are changing careers or updating skills;

3) for local education and business (including small business) partnerships, including for:
   a) work-related experiences for students, such as internships, cooperative education, school-based enterprises, entrepreneurship, and job shadowing that are related to career and technical education programs;
   b) adjunct faculty arrangements for qualified industry professionals; and
   c) industry experience for teachers and faculty;

4) to provide programs for special populations;

5) to assist career and technical student organizations;

6) for mentoring and support services;

7) for leasing, purchasing, upgrading or adapting equipment, including instructional aides and publications (including support for library resources) designed to strengthen and support academic and technical skill achievement;
8) for teacher preparation programs that address the integration of academic and career and technical education and that assist individuals who are interested in becoming career and technical education teachers and faculty, including individuals with experience in business and industry;
9) to develop and expand postsecondary program offerings at times and in formats that are accessible for students, including working students, including through the use of distance education;
10) to develop initiatives that facilitate the transition of sub-baccalaureate career and technical education students into baccalaureate degree programs, including:
   a) articulation agreements between sub-baccalaureate degree granting career and technical education postsecondary educational institutions and baccalaureate degree granting postsecondary educational institutions;
   b) postsecondary dual and concurrent enrollment programs;
   c) academic and financial aid counseling for sub-baccalaureate career and technical education students that informs the students of the opportunities for pursuing a baccalaureate degree and advises the students on how to meet any transfer requirements; and
   d) other initiatives:
      i) to encourage the pursuit of a baccalaureate degree; and
      ii) to overcome barriers to enrollment in and completion of baccalaureate degree programs, including geographic and other barriers affecting rural students and special populations;
11) to provide activities to support entrepreneurship education and training;
12) for improving or developing new career and technical education courses, including the development of new proposed career and technical programs of study for consideration by the eligible agency and courses that prepare individuals academically and technically for high skill, high wage, or high demand occupations and dual or concurrent enrollment opportunities by which career and technical education students at the secondary level could obtain postsecondary credit to count towards an associate or baccalaureate degree;
13) to develop and support small, personalized career-themed learning communities;
14) to provide support for family and consumer sciences programs;
15) to provide career and technical education programs for adults and school dropouts to complete the secondary school education, or upgrade the technical skills, of the adults and school dropouts;
16) to provide assistance to individuals who have participated in services and activities under this Act in continuing their education or training or finding an appropriate job, such as through referral to the system established under section 121 of Public Law 105-220 (29 U.S.C. 2801 et seq.);
17) to support training and activities (such as mentoring and outreach) in nontraditional fields;
18) to provide support for training programs in automotive technologies;
19) to pool a portion of such funds with a portion of funds available to not less than 1 other eligible recipient for innovative initiatives, which may include:
   a) improving the initial preparation and professional development of career and technical education teachers, faculty, administrators, and counselors; b) establishing, enhancing, or supporting systems for:
      i) accountability data collection under this Act; or ii) reporting data under this Act;
   b) implementing career and technical programs of study described in section 122(c)(1)(A); or
   c) implementing technical assessments; and
20) to support other career and technical education activities that are consistent with the purpose of this Act.

**Non-Permissible Uses of Funds**

Individuals with other barriers to educational achievement have been eliminated from the definition of Special Populations. Therefore, developmental activities are no longer allowed.

**Administrative Costs**

Each eligible recipient receiving funds under this part shall not use more than 5 percent of the funds for administrative costs associated with the administration of activities assisted under this section.

**APPENDIX I  CARL D. PERKINS GRANT COST GUIDELINES**

Funds must be expended for reasonable and necessary costs in conducting grant activities. Reasonable means a cost is consistent with prudent business practice and comparable to current market value. Necessary means the cost is essential for the Awarded Applicant to accomplish the objectives of the project. The Awarded Applicant must comply with the applicable Federal Cost Principles in expending grant funds. See the last section of this appendix for a link to Federal Cost Principles.

This appendix addresses certain specific costs only and is not intended to be all-inclusive.

**Advertisements**

Advertisements are allowed for recruiting grant personnel only as long as the advertisement is not in color and not excessively large.

Advertisements are allowed for communication with the public and press when the costs are considered necessary as part of the outreach effort for the grant.

**Advisory Council**

An advisory council may be funded under the grant program. Only the following types of advisory councils are allowable:

- The advisory council includes representatives of business and industry (including small businesses), and to the extent possible, labor organizations, higher education representatives and faculty, administrators, representatives of special populations, CTE and academic teachers, students, and community partners;
- The role of the advisory council is to participate in the design, implementation and evaluation of CTE programs, including establishing effective programs and procedures to enable informed and effective participation in CTE programs.

**Alcoholic Beverages**

Alcoholic beverages are not allowable under any circumstances.

**Audit Fees**

Audit fees are allowable in accordance with the following:
Audit fees and expenses are allowable only when the audit is required by and performed in accordance with 2 CFR Chapter I, Chapter II, Part 200, Subpart F, Audits (posted online at https://www.whitehouse.gov/omb/circulars_default); and Audit fees and expenses may not be charged as a direct cost when such audit services costs are part of the Awarded Applicant’s indirect cost pool.

Awards for Recognition and Incentives for Participation
Minimal-cost certificates, plaques, ribbons, small trophies, or instructionally related items to be used in the classroom (such as pens and pencils) are acceptable incentives for participation in program activities or awards for recognition.

The following items may be donated by others but may NOT be purchased with grant funds: Gifts or items that appear to be gifts;
- Souvenirs, memorabilia, or promotional items, such as T-shirts, caps, tote bags, imprinted pens, and key chains;
- Door prizes, movie tickets, gift certificates, passes to amusement parks, and similar items; and
- Food of any kind (snacks, beverages, refreshments, meals, and so on).

Calendars and Calendaring Systems
Calendaring systems to manage personal calendars – whether paper calendars, personal digital assistants (PDAs), or electronic or software calendars – are not allowable costs.

Cellular Telephones for Personal Use
A cellular telephone for personal use is not an allowable cost.

Ceremonies, Banquets, or Celebrations
Costs associated with ceremonies, banquets, or celebrations are not allowable.

Conflict of Interest
Any purchase or expenditure that would pose a conflict of interest, real or perceived, is not allowable.

Construction, Remodeling, or Renovation
These costs are not allowed unless specifically authorized in the authorizing program statute and unless specifically approved in the applicable grant application.

Donations
Donations to other organizations or to other units within the Awarded Applicant institution are not allowable.

Employee Service Awards
Employee service awards cannot be paid from grant funds.
Entertainment, Recreation, Social Events
Costs associated with any type of entertainment, recreation, or social event are not allowable.

Field Trips
Field trips may be funded for educational purposes that address specific CTE course and/or program-related outcomes. Field trips must be open to all students participating in the CTE course or program.

Costs for the field trip must be reasonable. Any entrance fees and transportation costs must be reasonable in comparison to the intended objectives of the trip.

Unallowable Costs Related to Field Trips
The following costs are not allowable:

- Field trips that supplant and do not supplement local or state expenditures or activities;
- Field trips that are not reasonable in cost or are not necessary to accomplish the objectives of the grant program; and
- Field trips during which more than 25 percent of the time is spent at the location is used for entertainment or recreation of field trip participants.

Fines and Penalties
Fines and penalties are not allowable.

Food and Beverage Costs
Expenditures on food must be reasonable in cost, necessary to accomplish program objectives, and an integral part of the instructional program.

Food Costs for Participant Meetings/ Training
Unless otherwise specified, a limited amount of funds may be expended on light meals for participant meetings or training events under very limited circumstances. The use of grant funds for this purpose is specifically limited to light, working lunches for participants when the working lunch is noted on an agenda, clearly described, and mandatory. The purpose of a working lunch should be to shorten the overall meeting or training time and to facilitate accomplishing the objectives of the meeting or training and the overall program.

A working or light meal described below is considered to be reasonable in cost when the cost of the meal including tax does not exceed $20 per person; therefore, the Awarded Applicant will not be reimbursed for more than $20 per person, including tax. Any amount over $20 per person must be paid from other allowable funding sources. The $20 per person does not include any mandatory service fee or set-up fee. Anything termed a gratuity or tip is not reimbursable.

Specifically, grant funds may be expended for the following costs, provided that the Awarded Applicant maintains adequate and sufficient documentation that the costs were necessary and reasonable to further the intent and objectives of the grant.
• Light Meal during an All-Day Meeting or Training Session: Light meal (not to exceed $20 per person, including tax) for participants who are cloistered in an all-day (at least six-hour) meeting or training session. Awarded Applicant must document that it was impractical for participants to obtain meals on their own (for example, because of an isolated location or distance to eateries) and that their attendance at the meeting or training session was essential to accomplishing the objectives of the grant. Awarded Applicant must maintain an agenda that clearly identifies the topics discussed during the meeting or training session and the time allocated to each topic, including the meal period.

• Working meal during an All-Day Meeting or Training Session: Light meals during a working meeting (not to exceed $20 per person, including tax). A working meal is defined as an activity in which staff or participants are engaged in exercises or activities during the normal meal time. Awarded Applicant must maintain an agenda that shows that no other opportunity for a meal was provided and that clearly identifies the exercise or activity the participants were engaged in. Awarded Applicant should also retain a representative sample of the work product, if any, that was generated as a result of the working session.

No other food costs, including food and beverages for refreshments, breaks, or snacks, are permitted.

Allowable Food Costs for Parents and/or Students
The following costs are allowable:
• Nutritional snacks for children in child care while parents are participating in grant activities; and
• Food necessary to conduct nutrition education programs for parents.

Full meals for parents or students are not allowable for these purposes under any circumstances. Expenditures must be reasonable in cost, necessary to accomplish program objectives, and an integral part of the instructional program.

Unallowable Food Costs
The following costs are not allowable:
• Refreshments of any kind, including beverages, breaks, and snack foods, except as necessary for parental involvement activities to encourage attendance by parents;
• Refreshments or meals at an awards banquet or function;
• Any food costs that are not necessary to accomplish the objectives of the grant program;
• Any food cost associated with an event in which a guest speaker or other individual conducts a presentation and the participants are not actively engaged in performing activities; and
• Gratuities or tips.
Fundraising Activities
Costs of organized fundraising, including solicitation of gifts and bequests, endowment drives, financial campaigns, and similar expenses incurred to raise capital or to obtain contributions are not allowable. Costs associated with attending or sponsoring training on fundraising are not allowable.

Gifts
Gifts or items that appear to be gifts are not allowable.

Hosting or Sponsoring of Conferences
Conferences may be hosted or sponsored under the grant program. Conferences must be managed to minimize cost to the grant award. The following types of conference are allowable:

- Professional development for CTE programs, or for the dissemination of technical information.

Hosting or sponsoring of conferences will require pre-authorization and justification. Please submit request to the Coordinating Board.

Legal Fees
Legal fees and expenses are allowable only as necessary for the administration of the grant program. Retainer fees are not allowable costs. Legal expenses for claims against the federal or state government are not allowable.

Lobbying
Any costs incurred for lobbying are not allowable.

Memberships
Membership in business, technical, and professional organizations related to the grant program are allowable. Membership must be in the name of the Awarded Applicant and not in the name of an individual.

Memberships in civic and community organizations and in organizations that are substantially engaged in lobbying are not allowable costs.

Printing Costs
Printing costs are allowable when they are reasonable and necessary. Any multi-color printing must be reasonable in cost and must be necessary to carry out the objectives of the grant program.

Promotional Items, Memorabilia, and Souvenirs
Promotional items, memorabilia, and souvenirs are not allowable costs.

Salaries, Wages, and Employee Benefits
Salaries and wages are allowable for personnel who work on the grant provided the appropriate time and activity reports (e.g., time and effort reports) are maintained in accordance with the applicable
federal cost principles and submitted to the Awarded Applicant’s accounting office to document charges to payroll. Benefits are allowable in the same proportion as salaries and wages.

**Social Events**
The costs associated with social events of any kind are not allowable.

**Training or Technical Assistance on Grant Writing**
Funds may not be used for training or technical assistance on grant writing or for costs associated with writing other grant applications.

**Transportation Costs**
The cost of transporting students (or parents, if appropriate for the particular grant program) to or from grant activities is an allowable expenditure.

**Travel Costs**
The Awarded Applicant shall have written policies and procedures for employees who travel on Perkins business and seek travel reimbursement with Perkins funds. Personnel are required to travel at the federal lodging and per diem rates or the Awarded Applicant’s rates, whichever are more stringent. Employees may be reimbursed at the per diem rates or for actual costs not to exceed the per diem rates. At the institutional discretion, employees who exceed the per diem rates may be reimbursed for the difference with other non-federal funds that are available to the Awarded Applicant. Site-specific information on rates for in-state and out-of-state travel is available at the U.S. General Services Administration website at [http://www.gsa.gov/portal/category/100120](http://www.gsa.gov/portal/category/100120).

Personnel shall be reimbursed for actual car mileage at the current rate established by the Texas Comptroller of Public Accounts (CPA) or at a rate established by the Awarded Applicant, whichever is more stringent. Information about the rate is available at the CPA website at [https://fmx.cpa.state.tx.us/fm/travel/travelrates.php](https://fmx.cpa.state.tx.us/fm/travel/travelrates.php).

**Out-of-State Travel**
Out-of-state travel costs are allowable under the grant program. Out-of-state travel costs should be minimal. Travel costs are allowable as long as the expenses for transportation, lodging, subsistence, and related items are only incurred by employees on official business of the grantee and follow the grantee’s regular business operations and written travel policy.

Out-of-state travel will require pre-authorization and justification, as defined in Appendix K, Revisions to Program Plan or Budget.

**Allowable Travel Expenses**
The following travel expenses are allowable:
• **Mileage** reimbursement is allowable for travel necessary to carry out the objectives of the grant project. If institutional policy reimburses at a lower rate, the Awarded Applicant must claim that lower rate;

• **Airfare** is allowable at the lowest fare available;

• **Car rental** fee (at destination) is not allowable unless other transportation such as taxi or shuttle is not available for performing official business or unless car rental is more cost effective than alternate modes of travel. Gasoline for the rental car is allowable;

• **Airport parking** is allowable;

• **Taxi fares** for official business are allowable. Tips cannot be reimbursed;

• **Itemized miscellaneous business expenses** (such as business phone calls, printing, or materials) for carrying out official business of the meeting, conference, or workshop are allowable; and

• **Registration fees** to attend workshops or conferences are allowable. Social events or recreational events available at a cost above the basic registration fee may not be paid from grant funds.

• Awarded Applicant may claim less than the maximum meal reimbursement rate for a duty point and use the amount of the reduction to increase the maximum lodging reimbursement rate for the duty point. This is allowable for in-state and out-of-state travel.

• **Travel costs for executive officers** (including the president, vice presidents, deans, and administrative assistants) or administrative support staff may *not* be funded under the grant program.

**Unallowable Travel Expenses**
The following travel expenses are not allowable:

• Any travel expenses associated to foreign travel;

• First-class air fare;

• Per Diem (meals and lodging) for meeting, conference, or workshop participants who live in the same city where the event is held (Automobile mileage is allowable.);

• Tips or gratuities of any kind;

• Alcoholic beverages;

• Entertainment, recreational, or social events;

• Any expense for other persons;

• Automobile mileage or taxi fares for other than official business;

• Personal accident insurance or personal effects coverage for rental cars; and

• Rental car for personal use or for purposes not associated with the official business of the meeting, conference, or workshop.

**Travel Documentation**
Travel costs must be properly documented to be reimbursable. Travel costs not supported by proper documentation are not allowable grant charges and are subject to disallowance by state and federal auditors and monitors.
**Federal Cost Principles**
The applicable cost principles as established by the Federal Office of Management and Budget (OMB) are posted online at eCFR — Code of Federal Regulations and are as follows:

<table>
<thead>
<tr>
<th>Type of Entity</th>
<th>Applicable Cost Principles</th>
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<tbody>
<tr>
<td>• Open-enrollment charter schools operated by an institution of higher education (i.e., college or university)</td>
<td>eCFR — Code of Federal Regulations</td>
</tr>
<tr>
<td>• Institutions of higher education (IHEs)</td>
<td>eCFR — Code of Federal Regulations</td>
</tr>
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- [2017-2018 Annual Application for Perkins Funds](#)  
- [Perkins Funding Timeline](#)  
- [Purchasing Guidelines when using Perkins funding](#)  
- [Travel expense policies and guideline](#)