Perkins V Grant Information
and
Application Instructions

Applications Due: May 15

Grant Period: July 1 through June 30

Contents

Strengthening CTE for the 21st Century Act (Perkins V)

Under the Strengthening CTE for the 21st Century Act (referred to as Perkins V), grant applicants are required to take a new approach to:

- How CTE program decisions are made,
- How quality pathways are implemented, and
- How successful student outcomes can be achieved for every student.

To assist with this, the required Comprehensive Local Needs Assessment (CLNA) process provides an opportunity to:

- Gain broad stakeholder involvement on decision-making;
- Have a vehicle for data analysis; and driving decisions for a two-year period, and
- Ultimately achieve positive student outcomes (Perkins performance indicators)

The CLNA provides the framework for **data-driven decision-making.** Through a robust data analysis, gaps in student or program outcomes are identified. Stakeholders provide perspective on the root cause of those gaps, as well as evidence-based practices designed to reduce the data gaps. The Perkins application and budget, in turn, must focus on activities that will close gaps and improve outcomes for **all** students.

Equitable practices must be carefully considered throughout the CLNA process; taking a deep look into what is and is not working for certain groups of students defined in the Perkins law (Special Population groups) and the Every Student Succeeds Act (ESSA).

This approach requires grant applicants to embrace a continuous improvement approach that continuously moves the needle forward on student outcomes.

Perkins Grant Eligibility

Local Education Agencies (LEAs) who wish to apply for the grant **must**:

1. Have a preliminary and final formula allocation of at least: $15,001*
    a. The formula is applied to every public and public charter district that offers K-12th grade.
    b. The preliminary allocation information posted to the DPI Perkins website helps districts determine if they may be eligible to apply for funds.*
2. Have employed a licensed CTE Coordinator, who leads and coordinates LEA CTE programs, including the Perkins grant application and budget, quality career pathway development and implementation, and CTE data collection.*

3. Offer students at least one career pathway that meets the requirements of size, scope, and quality (SSQ), that reflects local, regional, or state labor market needs.*
4. Conduct the comprehensive local needs assessment (CLNA) as laid out in Sec.134 of the law.
5. The ability to abide by state, federal and grant program assurances.

* Agencies who do not meet all of the requirements may join with another agency to form a consortium that meets the requirements, and conducts the CLNA, application and budget as a consortium.

Comprehensive Local Needs Assessment (CLNA)

In order to be eligible to apply for or receive funds, an applicant must conduct a comprehensive local needs assessment (CLNA) process at least every two years. [Section 134(c)]

The CLNA Process

The CLNA is conducted every two years to inform local education agency's (LEA) priorities for a two-year period. The CLNA process must include:

- Analyzing disaggregated LEA CTE data to identify data gaps in outcomes between student population groups; and
- Significant stakeholder consultation as outlined in the CLNA guide.

The CLNA results serve as the driver of goals and initiatives to improve and modernize (not maintain) CTE programs and quality career pathways, ensuring that the skills taught are rigorous, aligned with industry and labor market needs and are accessible to all students for a two-year period.

There are four main focus areas of the CLNA:

- Performance on federal accountability indicators;
- Educator recruitment, retention, and training;
- Progress toward equity and access; and
- Career pathway evaluation of progress including SSQ elements.

As data in each focus area is evaluated, gaps and the root causes of those gaps must be identified. A gap is when data (or information gained) reflects a significant difference between "what is" and "what should be." Data gaps tend to reflect unaddressed needs, which can impact an individual, group, school, or an entire community. Examining the gaps closely, through a root cause analysis process, with broad stakeholder representation, helps uncover what is **truly** needed to address the root cause of the gap and identify solutions. [The Comprehensive Local Needs Assessment Guide](), provides detailed information on the CLNA requirements.

The application must include information on the CLNA findings. An applicant's 2-yr strategic plan; outlining goals, outcome measures, activities that will be implemented to address the root causes of gaps, and a budget that aligns with approved activities is part of the application. Only purchases ***aligned*** with addressing root causes of data gaps will be approved. For this reason any agency who joins a consortium, must be a member of the consortium in both year 1 and year 2 of the grant application cycle.

What does ***aligned*** mean?

- ***Data gaps*** described in the application must connect to the data reviewed
- ***Root causes*** described must address the reason for the specific data gaps noted in the findings
- ***Goals*** must ***reflect*** reduction in the data gap (thus increasing positive outcomes)
- ***Activities*** must tie to mitigating the root cause of the data gap
- ***Purchases*** must support the activity identified to mitigate the root cause of the data gap.

Data Gap ➡️ **SMART Goals** (the outcome you wish to achieve related to the data)

⬇️

Root Cause of the data gap

⬇️

Activities that will address the root cause

⬇️

Budget line items (purchases that support the activity) ↖️

Career Pathways Evaluation of Progress

Size, Scope, and Quality (SSQ)

Perkins law requires that grant recipients offer CTE career pathways that are of sufficient SSQ to be effective and that funds may only be used to support such programs. In Wisconsin:

- ***Size*** means that an applicant offers at least one career pathway that aligns with state, regional, and/or local labor market needs.

- ***Scope*** means that the pathway must, at minimum, consist of two CTE aligned courses from introductory to more advanced, that is available to students through their LEA, and explored through academic and career planning (ACP) service delivery and advising.

- ***Quality*** means the career pathway has at least three quality elements as detailed in [Appendix A: Size, Scope and Quality]() document. To be approved for funding a career an

LEA pathway must, **at the time of application**, meet **three** out of the five elements, and be fully described in the application as explained in Appendix A SSQ. Elements include:

- ❑ A **progressive sequence of at least two CTE courses** aligned to the career pathway (required). Be prepared to list at least two high school CTE courses in a sequence from introductory to more advanced and taught by a CTE teacher; and
- ❑ A **work-based learning (WBL)** experience aligned to the sequence of courses and the pathway. Indicate the WBL activity available to students that meets the Perkins V WBL definition; **or**
- ❑ Ability to attain an **industry-recognized credential (IRC)** which is deemed *required* or *highly* valued by employers in the pathway; **or**
- ❑ A dual-credit college course aligned to the sequence and *required* for the pathway; **and/or**
- ❑ An active **CTSO** aligned to the coursework scope and sequence, curriculum and the skills necessary in the pathway, with state/national membership dues paid in the most recent year and aligned to the pathway curriculum.

Budgeting

Grant recipients are responsible for the integrity of the grant, ensuring that expenditures follow the purpose and the intent of the law. The following resources provide information on budgeting requirements and applicable regulations:

- Perkins V Act and the Perkins V Wisconsin State Plan
- Education Department General Administration Regulations (EDGAR)
- Uniform Grant Guidance (UGG) and the
- Wisconsin Uniform Financial Accounting Requirements (WUFAR)

The DPI Allowable Cost Checklist for Federal Funds is a good resource to help agencies determine allowability of an expense under the UGG and EDGAR. These financial resources should be referenced prior to creating grant-related budgets to avoid delays in approval. See the Perkins Budgeting with Crosswalk document for assistance with appropriate budgeting for aligned to focus areas and activities. Budgets should be reviewed by the district business manager prior to submission to ensure proper coding.

Budget Amendments and Claiming

Budget amendment requests (only) may be submitted, after the initial review and approval of the grant application and budget. Amendments may not be made to an approved application, only to budget line items.

- A budget amendment request is **required** following the “final allocation” notification in . early October, with the amendment due by Nov 1.
- Additional budget amendment requests may be made throughout the grant period (up to June 30), to reflect actual spending, or other extenuating circumstances, but must always align to the CLNA data gaps and mitigating the root cause in order to achieve the goal, through the previously approved activity. The purpose is NOT to make major changes to the already approved budget with new purchases, but rather to accurately reflect spending on already approved items.
- A **message** posted to the WISEgrants message board **must** accompany all amendment requests. The message must detail line items that have been removed or added, along with the rationale, and the stakeholders involved in the decision.
- 10% Rule: Under rules set forth by the Federal UGG, subrecipients are allowed to claim an overage of claim form line items without submitting a budget amendment as long as the accumulated line item overage does not exceed 10% of the approved budget (and is within the approved total budget amount). The WISEgrants system is designed to allow this flexibility. Therefore, it will stop a claim when the total overage exceeds the allowed 10%, without having received approval through the budget amendment process

Wisconsin Uniform Financial Accounting Requirements

WUFAR is the coding system used by Wisconsin to ensure budgets and claims are uniformly understood and implemented. The WISEgrants system houses a list of commonly used codes for Perkins related expenses. To assist applicants, appropriate codes are programmed in and may be selected from the dropdown menu when entering the Perkins budget. Common Perkins WUFAR combinations are listed and available to view in the WISEgrants system.

Application and Budget Instructions (Year 1)

Pre-Application Tasks

A. Obtain access to the WISEgrants portal (February)

CTECs and other personnel who require access to the WISEgrants portal must first have a professional WAMS ID. To register, users should use a work email connected to their WAMS account. The WAMS "A Quick-Start Guide" can assist with this process.

Access to the system as a "user" is granted to the FA CTEC by the FA Security Administrator. Approvals should include both view and edit privileges. Note: Access previously granted to an individual carries over automatically from one year to the next. The Guide to Accessing New and Existing Grants provides detailed guidance on accessing WISEgrants.

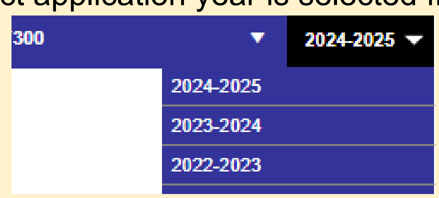
B. Complete the Perkins grant CTEC Contact Form (March)

This form is completed separately from the WISEgrants portal. The Google form link can be found on the DPI Perkins Application webpage. The form must include the contact information for the fiscal agent CTE Coordinator (CTEC) and status of CTEC's license.
Agencies who serve as the fiscal agent (FA) for a consortium, must also submit the district designee (DD) contact information spreadsheet via the contact form as instructed. The form should not be submitted until the member DD information is fully completed and uploaded.

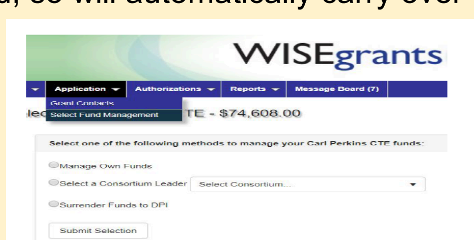
C. Fund Management Selection and Authorization (March).

Follow Year 1 Flow Chart

1) Once logged in, make sure the correct application year is selected from the upper right hand corner.

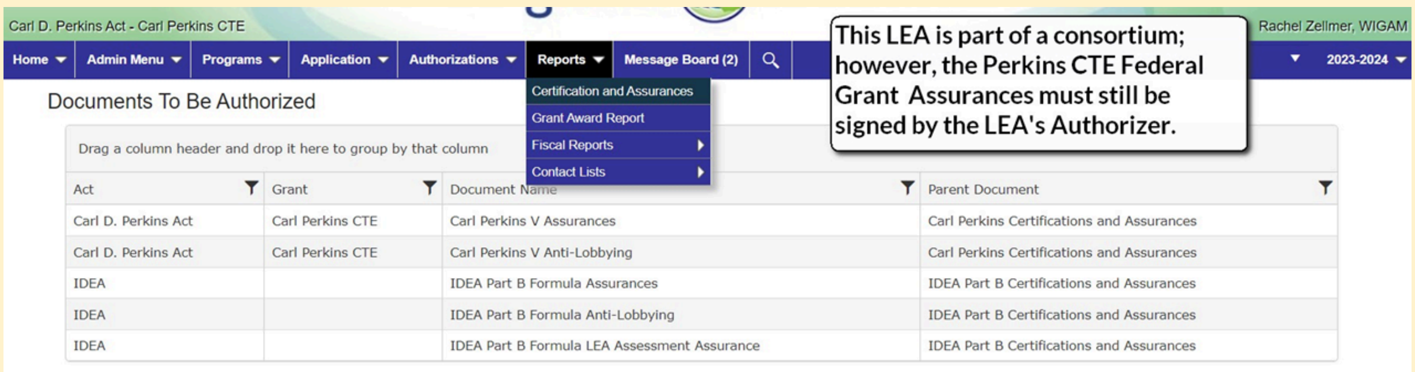


2) District Authorizers (usually an administrator or business manager) must select if the agency will manage their own funds, if they will join a consortium, or if they will surrender their funds back to DPI. Selections are made for a 2yr period, so will automatically carry over to year 2 of the 2-yr grant cycle.



3) FA Authorizers as well as consortium member authorizers must sign assurances through the “Authorizations” drop down, agreeing to fulfill all grant requirements. Also, an agency who chooses to join a consortium, must sign the ***Verification*** document, confirming that the LEA does in fact wish to join the consortium selected for a 2yr period. This must be done before the funds can be transferred to the consortium FA. [Agencies must take care to fill this out correctly at the time of selecting the consortium as funds will be automatically transferred.]

[A consortium is a group of LEAs that come together for purposes of meeting the minimum allocation requirement, or for another locally determined reason. LEAs that join a consortium have participated in the consortium CLNA process prior to application, thus relinquishing their allocated funds. Allocations are consolidated and used for the purpose of benefiting all members according to the consortium’s CLNA strategic plan (priorities). The grant application is completed by the FA CTE Coordinator, who is responsible for the grant application, reporting, developing quality pathways, and fiscal monitoring including the inventory of equipment.]



Application Tasks (March-April)

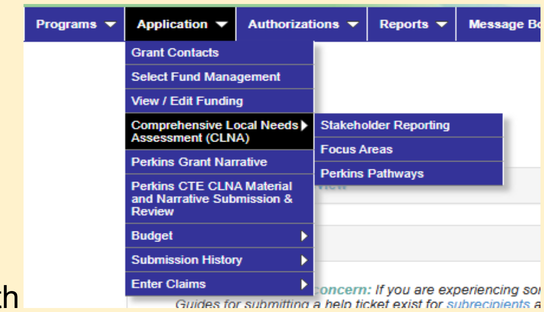
Once the fund management selection is completed with the appropriate assurances signed, the fiscal agent (FA) (applicant) will be able to see the application page by selecting **“Application”** from the blue menu bar.

The application consists of **three main sections**: 1) The Comprehensive Local Needs Assessment (CLNA); 2) Perkins Grant Narrative (completed every 4yrs); and 3) Budget.

Within the CLNA section are the subsections for: Stakeholder Reporting, Focus Areas and Perkins Pathways. Applicants select the subsection to complete. Once all subsections are completed, the FA may submit the application.

A. CLNA Stakeholder Reporting

Enter information for the stakeholders from every required group that participated in the CLNA and application process. Information includes the type of stakeholders, the names, and how they



participated. A summary and description of th e overall stakeholder engagement strategy implemented should also be provided.

B. CLNA Focus Areas

For the **Comprehensive Local Needs Assessment** enter the following information for each focus area: a) performance on federal accountability indicators; b) educator recruitment, retention, and training; and c) progress toward equity and access

. Consult the WISEgrants instructions in the system for further detail:

1. **Data:** *“In the text area below, applicants must provide a <u>description</u> of the data analyzed related to "Student Performance on Accountability Indicators" and applicable data tied to the Every Student Succeeds Act (ESSA). Within the description, provide information on the type of student performance data reviewed and that the data is relevant to the focus area.”*

   This means to only enter the data reviewed for the CLNA process and how it was disaggregated (according to demographic and special population groups). **Do not** provide the data findings, but rather, the types of data sets reviewed, how and from where the data was obtained for each focus area.

2. **Findings:** *In the text area below, applicants must provide the outcome of the Comprehensive Local Needs Assessment (CLNA) related to "Student Performance on Accountability Indicators" through a summary of what was learned, with a focus on the results of the root cause analysis related to student data gaps. The needs identified must be clearly related to student performance within the findings.*

   This means:
   a. Provide an explanation of which demographic groups experienced data gaps **<u>and</u>** the root cause (the **<u>main</u>** reason) of those gaps. Do not copy and paste information from one focus area to the next, rather, share information specific to each focus area.

   b. Provide Goal(s) with outcome measure (in the form of a number or percent) related to reducing the data gap, thus improving outcomes; and

   c. Provide activities (or strategies) from the drop down menu that will be implemented to address the root cause, thus resulting in reducing the data gap. Perkins required activities may be selected from the drop down menu or “other” may be selected to enter a more specific activity. There must be a direct link between the root cause of a data gap and the activity that will be implemented. “Other” activities should not be a general all inclusive activity, but rather a balance between general and specific.

Finally, indicate if Perkins funds will be used to support the activity by checking the box. Only check the box if Perkins funds will be used for the activity.

C. CLNA Career Pathways

This section must include:

1. Information that reflects that the pathway meets the quality element requirements (Appendix A SSQ). LEAs may not use funds for a pathway that does not meet SSQ. Applicants will first select the pathway they wish to have approved, from the drop down menu and provide evidence that the pathway meets labor market information for the region or State. Agencies who have Regional Career Pathway(s) created with assistance from the regional collaborative, will only need to provide the link to their approved pathway map as evidence of LMI needs and meeting the SSQ requirements.

   [Consortia will be required to list member LEAs that **meet the SSQ requirements** for the given career pathway. The SSQ information for each member district is not required to be entered for the application, however, the information must be maintained by the FA with supporting documentation, verifying that each member district listed meets the SSQ requirements for the pathway. This supporting information may be required as part of a monitoring process later in the grant year.]

2. **Size, Scope and Quality** evidence must be provided as outlined in the Appendix A SSQ document. Evidence may only include what is available at the time of the application, not in the future.

3. The **Pathway evaluation of progress** questions is the same information asked for in the CLNA focus areas. In this section the **data, findings and goals with outcomes** must be **specific to the career pathway**. The activities must be targeted to addressing the root cause of data gaps. Only indicate “**Y**” if the activity will be supported with Perkins funds within the grant year.

Clicking **Submit** sends the application to the DPI reviewer. Once approved by the reviewer, you may move on to the budget.

D. Budget (May-June)

Once the information entered is accepted (approved) by the reviewer, the budget section will “open”.

This allows the applicant to enter budget items needed to implement the aligned activity.
The budget for the application must be developed based on the preliminary allocation. Purchases must clearly tie to the activity that addresses the root causes of the data gaps reflected in the CLNA results. Applicants must consult with their business office personnel prior to submitting the application to ensure proper coding and allowability of items. The required budget documentation includes:

1. Selecting the **budget area** (e.g. Personnel, Purchase Services, Capital Objects)
2. Selecting the **"type"** of purchase: ***Administration*** is used for expenses that deal with administering the grant, such as completing the application and reports. The ***"CTE program"*** refers to instruction related costs.
3. The remaining budget dropdown options are categories and function codes according to Wisconsin Uniform Financial Accounting Requirements (WUFAR). Selections made will determine what additional fields are required. Required fields are indicated by a red arrow (**<**). Capital items and equipment items must include the **unit** being purchased (how many).
4. Item **description** refers to what is being purchased (usually the **name** of the item, such as registration with the name of a conference and how many are attending. Another example would be the name of the equipment or supplies being purchased). Descriptions are for the purpose of clarifying the purchase, **not** the *reason* for the purchase. The reason should be clear according to the activity selected).
5. Drop down options for activities include those where a Y (indicating the Perkins funds will be used). Select the activity from the drop-down options. Make sure that the purchase will address the root cause of data gaps. If a budgeted purchase does not align with the activity identified to address the root cause and close a gap, the budget will be returned to remove the item.
6. For **Career Pathway purchases**, those career pathways identified in the pathway section will be provided in the drop-down options, as will the activities that have a Y indicated.

[Consortia: The school district name will be required for certain expenses, particularly equipment. Also, only districts that meet SSQ for the pathway, may use funds for pathway related purchases]

Applicants must budget at least 90% of their preliminary allocation and 100% of their final allocation.

Narrative Section (first year of 4yr. cycle)

Responses to Narrative questions are are collected every 4yrs, beginning with the 2019-2020 application as required under Perkins V.

Application Instructions Year 2

Pre-Application Tasks

A. Obtain access to the WISEgrants portal (February).

Individuals who had access to WISEgrants in the previous year (“users”), automatically maintain their access unless the FA Security Administrator changed access rights. Access to the system as a user is granted to the FA CTEC by the FA Security Administrator. Approvals should include both view and edit privileges. The Guide to Accessing New and Existing Grants provides guidance on accessing WISEgrants.

B. Complete the Perkins grant CTEC Contact Form (March)

This form is completed separately from the WISEgrants portal. The Google form is completed each year, and the link can be found on the DPI Perkins Application webpage. The form must include the contact information for the FA CTE Coordinator (CTEC) and the current status of CTEC’s license.

Agencies who serve as the fiscal agent (FA) for a consortium, must also submit the district designee (DD) contact information spreadsheet via the contact form as instructed. The form should not be submitted until the member DD information is fully completed and uploaded.

C. Fund Management Selection

Selections from yr 1 automatically carry over in yr 2 of the grant. However, assurances must be signed again by the FA and each member district of a consortium.

Application Tasks (March-April)

Keeping in mind that the CLNA results and the grant application are part of a two-year cycle based on the CLNA results provided in yr 1, applicants will have an opportunity to 1) edit activities for each focus area, and 2) provide a new budget to support approved activities. Follow year 2 flowchart.

A. Stakeholder Engagement

This information is copied over from the CLNA Year 1 application and is not editable.

B. Comprehensive Local Needs Assessment Focus Areas

CLNA information will copy over from the yr. 1 application.

Focus Areas

Overview - Year 2 of the CLNA Cycle

Perkins V requires that a Comprehensive Local Needs Assessment (CLNA) be conducted every two years with the results included in the grant application [Sec 134]. FY 2025-2026 is Year 2 of the current cycle.

The focus area information regarding Data Evaluated, Root Cause, and Program Goals display the responses from the last approved FY 2024-2025 Perkins CTE formula application. No changes can be made to these responses in Year 2.

Applicants budget Perkins CTE formula funds based on Activities flagged as "Y" under each focus area section. All activities carried over from FY 2024-2025 into FY 2025-2026 have Perkins Funded flags set to "N." Applicants must change the Activities flag to "Y" if FY 2025-2026 Perkins CTE formula funds will be used to implement the activity.

Applicants may add new Focus Area activities in FY 2025-2026 by clicking on the "Add Activity" button. All changes to activities must be approved by DPI before the applicant can access the Perkins CTE formula budget, submitted for review through the Perkins CTE CLNA Material Submission & Review page.

Note: Any FY 2025-2026 activity tied to a Perkins-funded budget line item cannot be removed when the application is in submitted status. Activities tied to an approved Perkins-funded budget line item cannot be removed until the corresponding budgeted line item(s) have been deleted and the application changes approved by DPI.

This includes applicant's CLNA data, findings, goals, outcomes and activities.
Editable fields include activities selected in yr 1 which default to "N" (not using Perkins funds). Activities may be be edited to "Y" (using Perkins funds) by clicking on pencil and checking the box. Applicants will also have the ability to add new activities that align with CLNA findings. In order to be approved, an added activity must address the root cause of the data gap explained in the "findings" section. [Keep in mind that any DPI reviewer recommended changes provided in the yr 1 application, must be followed through on in yr 2 when possible.]

+ Add Activity | Export to Excel

#	Added	Activity	Perkins Funded?		
1	2024-2025	Integration of rigorous academic skills into career pathways instruction to support students in meeting WI academic standards and Perkins performance indicators.	N		
2	2024-2025	Other - Provide programs, strategies and activities that increase access, student engagement that close the gaps in student achievement for students who are of special populations.	N		

C. Career Pathways Evaluation Section

Career Pathway information will also be copied over from year 1.

Perkins Pathways

Overview - Year 2 of the Perkins Pathways

Perkins V requires that Perkins Pathways be determined every two years with the results identified in the grant application [Sec 134]. FY 2025-2026 is Year 2 of the current cycle.

The Pathways panel displays information approved on the latest FY 2024-2025 Perkins Application.

Under each Pathway, the "Labor Market Information," "LMI Alignment," "Evaluation of Progress" and "Program Goals" display the information approved under those sections on the latest FY 2024-2025 Perkins Application.

The "Activities" panel under each Perkins Pathway displays the approved FY 2024-2025 activities. The user must identify if the activity will be funded by Perkins in FY 2025-2026 by clicking on the Pencil icon and checking "The Activity is supported with Perkins funds." Only items flagged as Yes will show up as activity options within the Perkins budget. Users are able to add new activities under any existing Pathway.

A new Career Pathway that meets SSQ may be added in FY 2025-2026 as long as a CLNA/Pathway Evaluation has been completed. No other updates may be made to previously approved career pathways in FY 2025-2026.

Note: Any activity tied to a Perkins-funded budget line item cannot be removed when the application is in submitted status. Activities tied to an approved Perkins-funded budget line item cannot be removed until the corresponding budgeted line item(s) have been deleted and the application changes approved by DPI.

The SSQ information is not editable. A new pathway may be added for approval if it meets the SSQ requirements. For any newly added pathway, the applicant will be asked to provide evidence as to which three out of the five elements are available to support the pathway in meeting SSQ (refer to Appendix A). Once the SSQ section is completed for the new career pathway, the applicant must provide the CLNA Evaluation of Progress results. This must include the: Data evaluated and the findings which includes: data gaps found; the root causes of the gaps, the goal(s) and activity(ies) for which Perkins funds will be used to mitigate the root cause and close the data gap.

Pathways

Click on "Edit" to flag Pathways Activities for Perkins CTE funding in FY 2023-2024

Add New Pathway

Pathway	Added	View Pathway Information	Edit Activity Funding	D
Agriculture, Food, and Natural Resources	2022-2023	View	Edit	
Architecture and Construction	2022-2023	View	Edit	
Business Management and Admin	2022-2023	View	Edit	

Editable fields in yr 2 for existing pathways include the ability to add a new activity and identify whether or not Perkins funds will be used for the activity.

Once the activities are edited to reflect activities and spending for year 2, the pathway will reflect a Y the Y via highlight.

Perkins Pathways

Add New Pathway

Pathway	Added	Readiness	Perkins Funded Activities	View Pathway Information	Edit Activity Funding	Delete
Agriculture, Food, and Natural Resources	2024-2025	Completed	1 - View	View	Edit	✕
Architecture and Construction	2024-2025	Completed	0 - View	View	Edit	✕
Business Management and Admin	2024-2025	Completed	0 - View	View	Edit	✕
Education and Training	2024-2025	Completed	0 - View	View	Edit	✕
Health Science	2024-2025	Completed	0 - View	View	Edit	✕

D. Budget (May-June)

All budgeted items must be newly entered according to the activities selected for each focus area and career pathway. Alignment between the purchased item, the activity and the root cause of the data gap must be clear. See yr 1 for details on entering budget line items and use the Perkins V Budgeting with Activity Crosswalk as a reference. All budgets should be approved by FA Business Managers prior to submission.

Resources

Miscellaneous Resources Links:

Consortium FAQ

Appendix A: Size, Scope and Quality

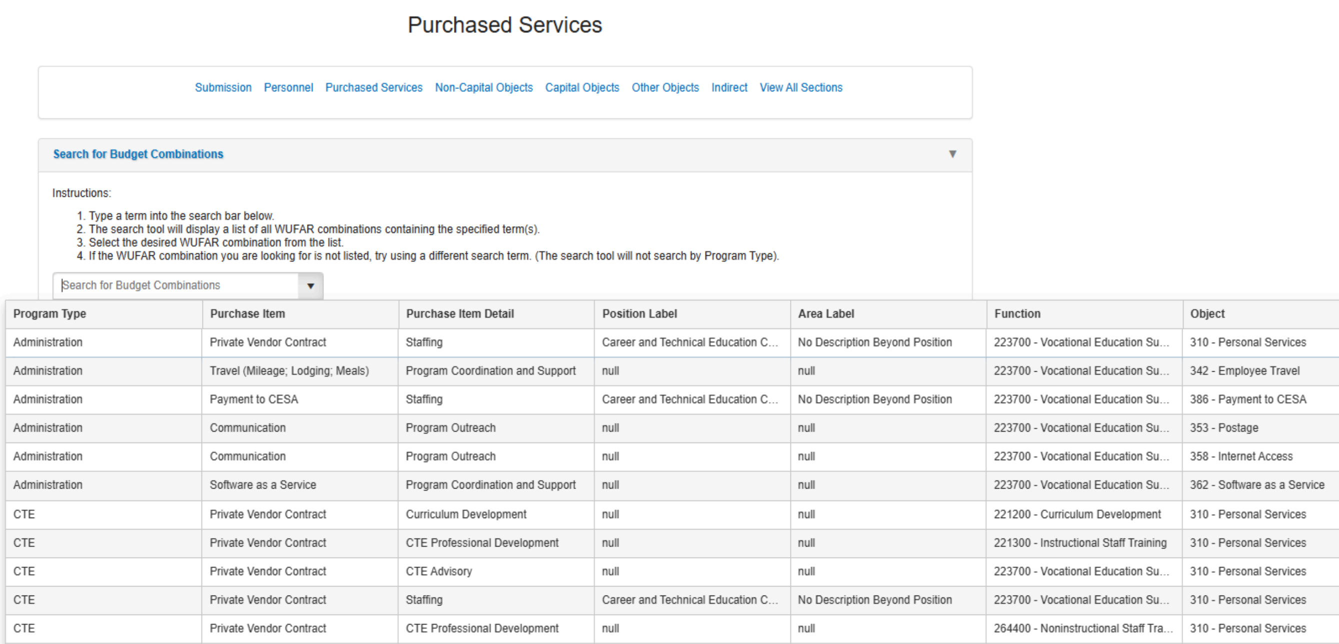
Perkins V Budgeting with Activity Crosswalk

CTE and Perkins Grant Terms

Application Resources and Activities List

WISEgrants Budgeting Examples

Search for possible budget combinations by clicking on “Search for Budget Combinations”


Purchased Services

Submission Personnel Purchased Services Non-Capital Objects Capital Objects Other Objects Indirect View All Sections

Search for Budget Combinations

Instructions:

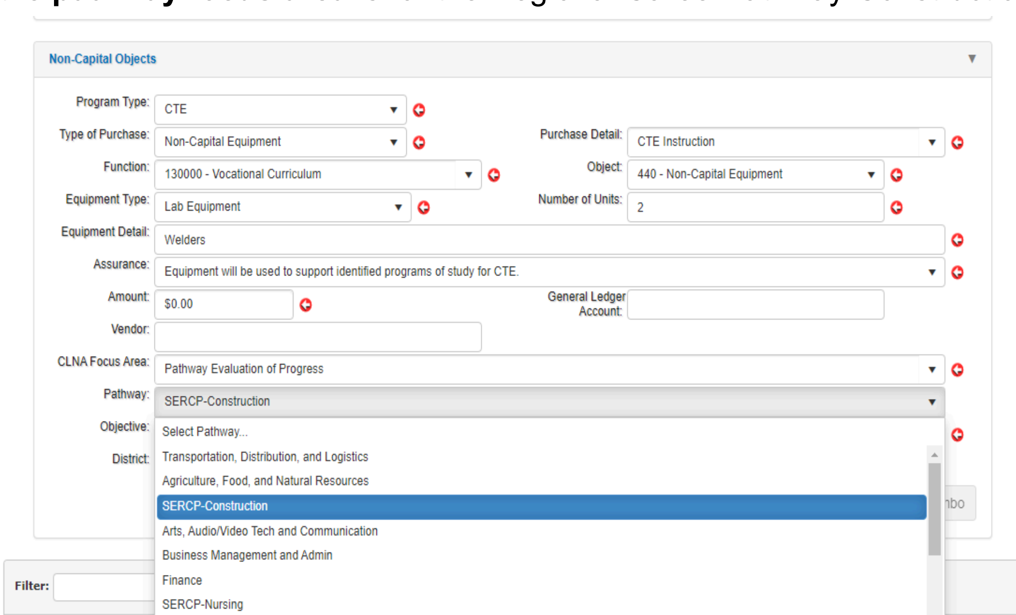
1. Type a term into the search bar below.
2. The search tool will display a list of all WUFAR combinations containing the specified term(s).
3. Select the desired WUFAR combination from the list.
4. If the WUFAR combination you are looking for is not listed, try using a different search term. (The search tool will not search by Program Type).

Search for Budget Combinations

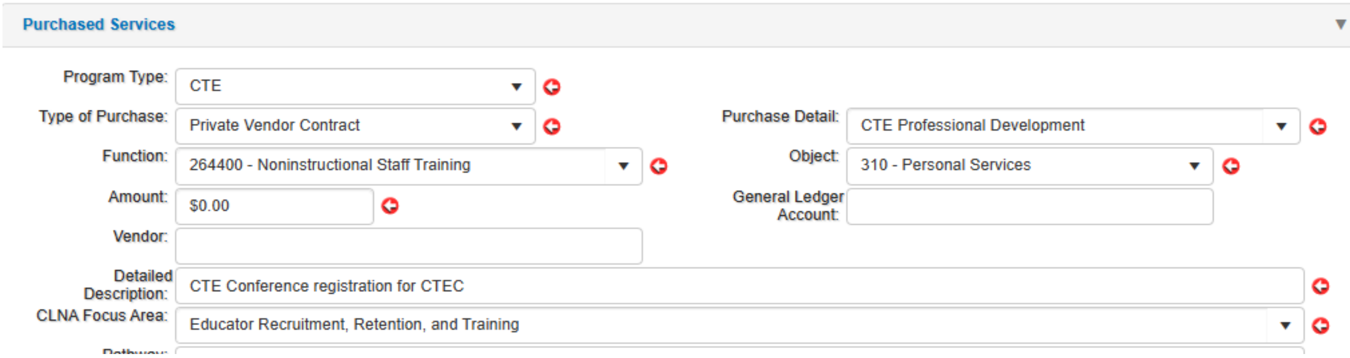
Program Type	Purchase Item	Purchase Item Detail	Position Label	Area Label	Function	Object
Administration	Private Vendor Contract	Staffing	Career and Technical Education C...	No Description Beyond Position	223700 - Vocational Education Su...	310 - Personal Services
Administration	Travel (Mileage; Lodging; Meals)	Program Coordination and Support	null	null	223700 - Vocational Education Su...	342 - Employee Travel
Administration	Payment to CESA	Staffing	Career and Technical Education C...	No Description Beyond Position	223700 - Vocational Education Su...	386 - Payment to CESA
Administration	Communication	Program Outreach	null	null	223700 - Vocational Education Su...	353 - Postage
Administration	Communication	Program Outreach	null	null	223700 - Vocational Education Su...	358 - Internet Access
Administration	Software as a Service	Program Coordination and Support	null	null	223700 - Vocational Education Su...	362 - Software as a Service
CTE	Private Vendor Contract	Curriculum Development	null	null	221200 - Curriculum Development	310 - Personal Services
CTE	Private Vendor Contract	CTE Professional Development	null	null	221300 - Instructional Staff Training	310 - Personal Services
CTE	Private Vendor Contract	CTE Advisory	null	null	223700 - Vocational Education Su...	310 - Personal Services
CTE	Private Vendor Contract	Staffing	Career and Technical Education C...	No Description Beyond Position	223700 - Vocational Education Su...	310 - Personal Services
CTE	Private Vendor Contract	CTE Professional Development	null	null	264400 - Noninstructional Staff Tra...	310 - Personal Services

Example 1: Non-Capital Objects

Notice in this example, drop down selections are: ***program type***> CTE (not Administration), the **type of purchase** entered > non-capital equipment, the **purchase detail** > it will be used for instruction, and that the **equipment type** > for lab, the **equipment detail** is “welders”, and that the **pathway focus area** is for the Regional CareerPathway-Construction.



Example 2: Purchased Services: Here the correct way to code a purchase for conference registration is via private vendor for CTE PD for non-instructional staff training. The Detailed description should include the name of the conference, how many are attending, who, and the location of the conference. Teachers would be coded as instructional staff.



Purchased Services

Program Type: CTE

Type of Purchase: Private Vendor Contract

Purchase Detail: CTE Professional Development

Function: 264400 - Noninstructional Staff Training

Object: 310 - Personal Services

Amount: $0.00

General Ledger Account:

Vendor:

Detailed Description: CTE Conference registration for CTEC

CLNA Focus Area: Educator Recruitment, Retention, and Training

Examples: Line Item **Description** Field:

Private vendor/personal services: Include the **name of the conference**, **content area personnel**, and **number attending**. PD must be those activities that are sustained, intensive, collaborative, job-embedded, data-driven, and classroom-focused.

Travel for PD or meetings: Include the name of the conference, in or out of state, content area personnel, and number of attendees.

Field trips: The name of business or industry being visited.

Consultants or Instructors: Name of consultant group, person or agency.

Supplies and Equipment and Software: Name the items being purchased. Equipment requires the # purchased. Example of description for equipment and supplies:

- ☐ **Incorrect** description: “Misc. equipment”. “Instructor would like new lab”
- ☐ **Incorrect** description: The purchase of equipment is to give students experience and align curriculum
- ☐ **Correct description:** “Food processors (2), mixers (2).”

WISEgrants Functionality Tips and Tricks

- Always select the application year (upper right), prior to navigating to the application
- The WISEgrants pages are set to **timeout at 40 minutes**. However other things can impact this such as having multiple tabs open or needing to clear cache. To avoid losing important information, draft responses separately, then copy and paste into the fields within the WISEgrants portal fields. Dedicate uninterrupted time to do this work.
- Save **<u>often</u>** and Log Out when done entering information for a period of time. Clear the cache if blocked from accessing the website, log out and then back in.
- It is never a good practice to have two tabs open at once, especially between years. This will cause the system to close and even crash, possibly resulting in lost information.
- Application sections are editable until submission. Once applications are approved by the reviewer, it may not be edited without a request to “unlock” the section. Therefore, make sure all information is accurate and complete before submission.
- This includes whether or not activities will use Perkins funds (Y or N). Ns and Ys may not be edited once approved. One strategy is that an activity should be general enough to address the root cause of the data gap, but not indicate a specific purchase that may change with a budget amendment.
- Applicants will be prevented from submitting a budget if there are activities for which Perkins will be used (as indicated by a Y), but have not yet been budgeted for.

Post-Application Monitoring Process

Grant recipients may be selected by the DPI CTE team to participate in a monitoring process. The purpose of monitoring is to follow up with grant recipients to make sure grant requirements, and the education offered through the grant is in line with the Perkins V Act and the Wisconsin State Plan. Further details for single district and consortium member evidence of SSQ elements for each pathway listed may be required for review.