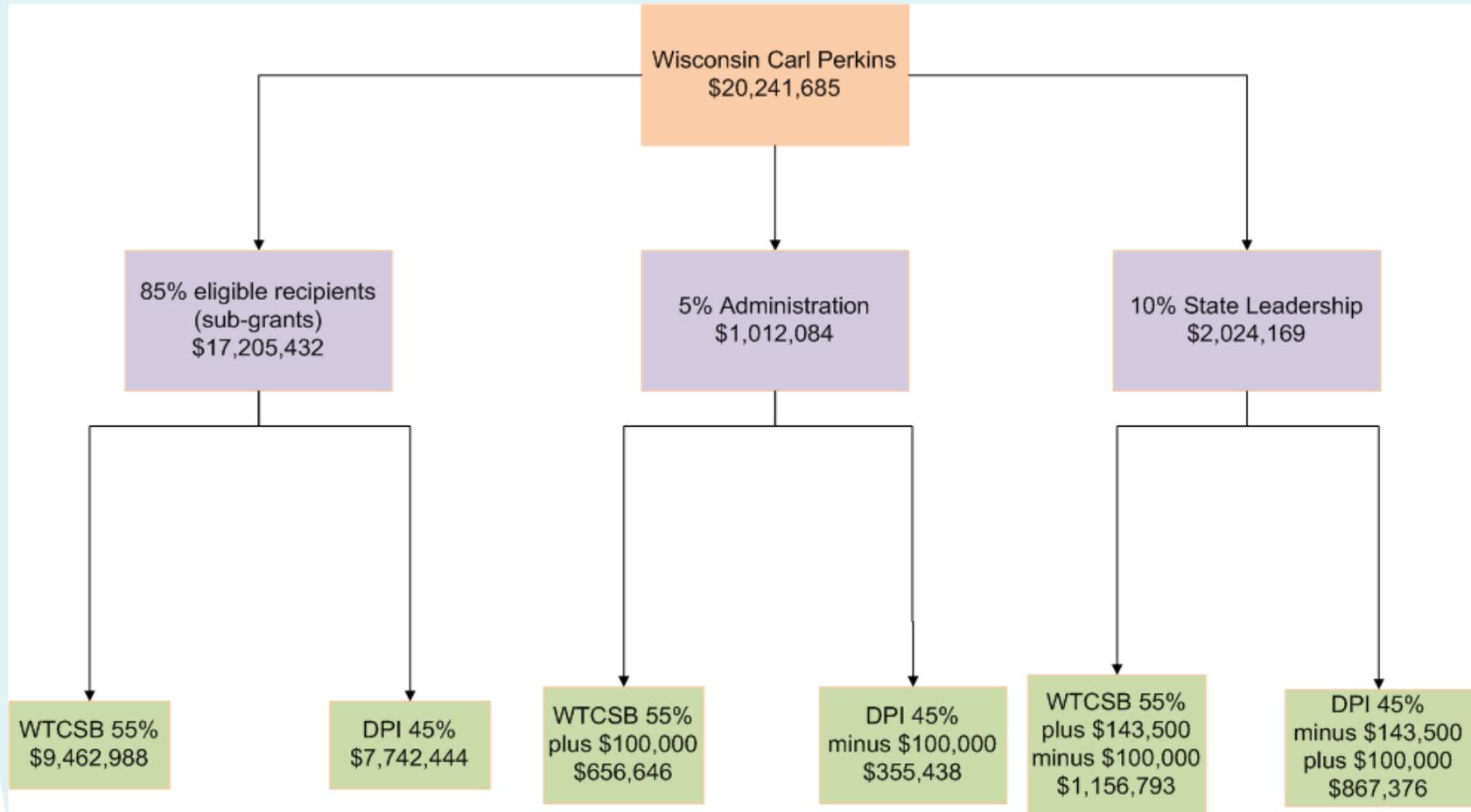


Administering Perkins Grants



Funding to Wisconsin



Funding to Wisconsin Schools

- Planning numbers are released around mid-November
- 30% based on student enrollment & 70% based on poverty
- Total Amount Available x 30% = Total available to be evenly divided based upon district enrollment numbers
- Total Amount Available x 70% = Total available to be evenly divided based upon poverty count

It's Time to Clarify

- Office of Management and Budget (OMB) published new guidance for the Federal award programs (AKA “Super Circular”)
- Effective for the 2015-16 Fiscal Year
- The “Omni-Circular” has a major emphasis on “strengthening accountability” by improving policies that protect against waste, fraud, and abuse

Omni-Circular

- Streamlines existing OMB guidance for Federal awards
- Increases threshold for performance of a federal single audit from \$500,000 to \$750,000 total federal awards.
 - Decreases number of federal programs audited by independent audit firms
- Provides clarity to requirements of pass-through entities

Omni-Circular

- DPI is awarded the federal grant and sub-awards to local educational agencies
 - DPI is the pass-through entity
- The pass-through entity is required to evaluate each sub-recipient's risk of noncompliance with Federal statutes, regulations, and the terms and conditions of the sub-award and to monitor compliance

Omni-Circular

With the decrease in number of federal single audits performed, and the requirement to evaluate sub-recipient's risk of noncompliance and monitor it, DPI is revising their current monitoring procedures to be in compliance with the new Omni-Circular

Administration for Carl Perkins

Perkins Law on Administration Expenditures

SEC. 135. LOCAL USES OF FUNDS (d)
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.

Perkins Law on Administration Expenditures

- The activities listed under this section is all the required and permissible uses funds
- Also listed/found in your Carl Perkins application in the Summary of Uses of Funds section

Perkins Law on Administration Expenditures

The term ‘administration’, when used with respect to an eligible agency or eligible recipient, means activities necessary for the proper and efficient performance of the eligible agency or eligible recipient’s duties under this Act, including the supervision of such activities. Such term does not include curriculum development activities, personnel development, or research activities.

Let's Talk WUFAR

Please reference the [Wisconsin Uniform Financial Accounting Requirements \(WUFAR\) booklet](#). On page 10-1 (page 58 in Adobe), is where you see the breakdown of the different reporting categories.

Capital Objects

What is a capital object?

A capital object is buildings and equipment. This includes rental for these items as well. Fiscal agents should refer to the [Equipment Uses for Carl Perkins](#) document and follow its guidance.

What items in Perkins would generally be coded here?

- Property with a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.
- An LEA may use its own definition of equipment provided that such definition would at least include the equipment defined in the previous dot point.

What should not be coded here:

- Consumable materials, like supplies.
- Anything that is not intended to last for at least one year.

*Please refer to pages 11-6 through 11-8 of the WUFAR booklet it identifies and describes all of the codes for **capital objects**.*

Non-capital Object

What is a non-capital object?

A non-capital object is usually items that are consumable or items that have the characteristics of equipment but with a small unit cost (items less than the district's capitalization threshold) that makes it infeasible to maintain property records on an individual item basis.

What items in Perkins would generally be coded here?

- Materials and supplies
- Textbooks
- Small unit cost items (computers, iPads, printers)

What should not be coded here:

- Anything that meets the definition of equipment.
- Anything that is clearly a service.

*Please refer to pages 11-5 through 11-6 of the WUFAR booklet it identifies and describes all of the codes for **non-capital objects**.*

What is salary and fringe?

The gross amount (i.e. the amount before deductions) paid to district employees. Include here salary and wage payments for paid time off for sick leave, vacation, holidays, sabbaticals, etc. Payroll related benefits such as insurance, FICA, retirement are coded under object 200 “Employee Benefits.” Stipends paid to district employees are recorded here.

What items in Perkins would generally be coded here?

- *CTE licensed* teachers identified in your Carl Perkins Application
- CTE coordinator

What should not be coded here:

- Non-licensed CTE teachers
- Amounts paid to individuals not considered district employees for personal services

*Please refer to pages 11-1 through 11-2 of the WUFAR booklet it identifies and describes all of the codes for **salary and fringe**.*

Purchased Service

What is a purchased service?

A purchased service is a payment for services rendered by personnel who are not on the payroll of the fiscal agent.

What items in Perkins would generally be coded here?

- Trainer/facilitator that does work for the fiscal agent hired for a specific service or intention.
- Employee travel expenses (transportation, meals and lodging).

What should not be coded here:

- Tangible objects
- Funds routed to other school districts

*Please refer to pages 11-2 through 11-5 of the WUFAR booklet it identifies and describes all of the codes for **purchased services**.*

Equipment

Carl Perkins Law on Equipment

Perkins “SEC. 135. LOCAL USES OF FUNDS, “(c) PERMISSIVE (7) for leasing, purchasing, upgrading or adapting equipment, including instructional aids and publications (including support for library resources) designed to strengthen and support academic and technical skill achievement

Carl Perkins Law on Equipment

Perkins “SEC. 315. LIMITATION FOR CERTAIN STUDENTS
No funds received under this Act may be used to provide career and technical education programs to students prior to the seventh grade, except that equipment and facilities purchased with funds under this Act may be used by such students.

Defining Equipment

- Equipment is defined as property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.
- An LEA may use its own definition of equipment provided that such definition would at least include the equipment defined in the previous sentence.

Defining Equipment

- Acquisition Cost is defined as the net invoice price of the equipment, including the cost of modifications, attachments, accessories, or auxiliary apparatus necessary to make the equipment usable for the purpose for which it was acquired.
- Other charges such as the costs of installation, transportation or taxes may be included in or excluded from the unit acquisition cost in accordance with the regular accounting practices of LEAs.

Rules on Equipment

- It must logically relate to, and be necessary for, the Career and Technical Education Program of Study being taught as long as needed, whether or not the project or program continues to be supported by federal funds.
- You cannot purchase equipment if your Program of Study is only in the developmental stage of General Foundations.

Rules on Equipment

- It is acceptable to make the equipment available for use in other projects or programs currently or sponsored by the federal government as long as it does not interfere with the Career and Technical Education program for which the equipment was originally purchased.
- When no longer needed for the original project or program, the equipment must be used in connection with other federally sponsored programs.

Rules on Equipment

- Equipment that is no longer used in projects or programs currently or previously sponsored by the federal government AND has a current per fair market value of **less than \$5,000** may be retained, sold, or otherwise disposed of, with no further obligation.
- If current per unit fair market value is **in excess of \$5,000** you should contact Roselynn Bittorf at roselynn.bittorf@dpi.wi.gov.

Managing Equipment

Procedures for managing equipment whether acquired in whole or in part with grant funds, until disposition takes place must, at a minimum, meet the following requirements:

1. Property records must be maintained that include a description of the property, a serial number or other identification number, the source of property, who holds title, the acquisition date, and cost of the property, percentage of federal participation in the cost of the property, the location, use and condition of the property, and any ultimate disposition data including the date of disposal and sale price of the property.

Managing Equipment

2. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.
3. A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft shall be investigated.
4. Adequate maintenance procedures must be developed to keep the property in good condition.
5. If the grantee or subgrantee is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.

Budget Modifications

When to do one?

- Whenever there are changes to how you are going to spend your money (shifts between WUFAR codes) you must complete a budget modification *unless the 10% rule applies*
- This why we require a budget modification after reallocation numbers are released (mid-December) because when allocation amounts change, so do budgets
- Reallocation budget modifications need to be submitted to DPI by April 15

What is the 10% rule?

- No modification is necessary if you don't exceed 10% in an object category.

Example:

- You have \$3,000 in purchased services and \$3,000 in capital objects
- 10% of \$3,000 is \$300
- Therefore you could shift up to \$300 from one to the other and no budget modification would be needed.

But what if they are not in the same series?

- The 10% rule still applies even when you are working between the 200 series (Other Support Services) and 130 series (Instructional Services).
- *However, any shifting between the 223 series (admin) and another series always require a modification, even if the changes fall within 10%*

But what if they are different amounts?

Example:

- You have \$3,000 in purchased services and \$1,000 in capital objects
- What do you think?

How to do one?

- Complete a Budget Modification (PI-1303-A) form found on our website at <http://cte.dpi.wi.gov/files/forms/xls/f1303-a.xls>
- Make sure to select the correct fiscal year from the *fiscal reporting year* dropdown at the top of the form.
- Electronically submit the budget modification through Accellion secure file transfer to Denise Byrd at Denise.Byrd@dpi.wi.gov

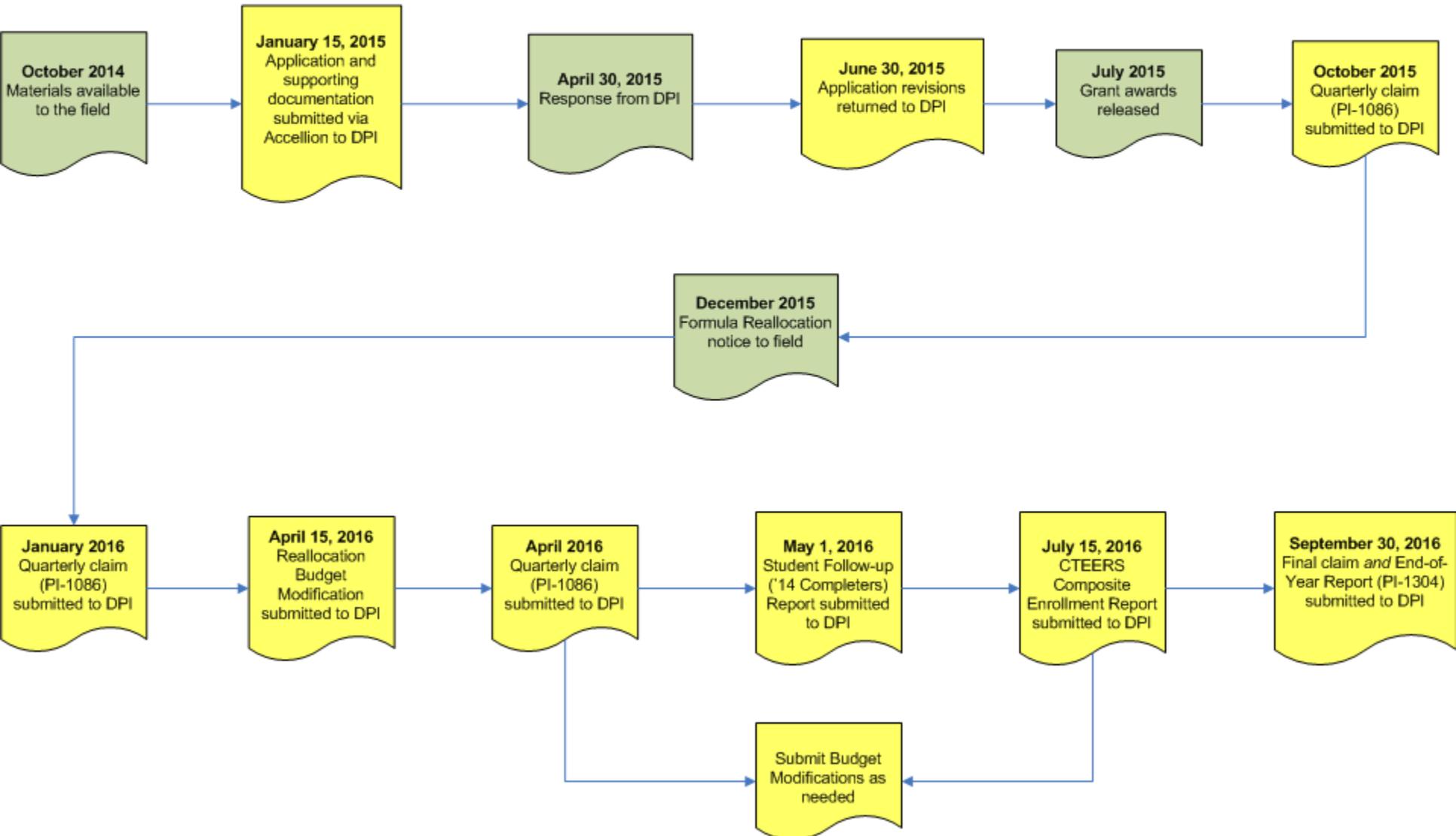
Why to do one?

- As claims are submitted to Federal Aids, they need to match your budget. Any discrepancy would hold up your claims.

COLOR KEY
Green = DPI
Yellow = Applicant/Grantee

Carl Perkins Timeline

2015-16 Application and Related Reports (Rev. 10/14)



Questions?

For more information on Carl Perkins or CTE, please visit our website at
<http://cte.dpi.wi.gov/>

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