

CAREER AND TECHNICAL EDUCATION

Career and Technical Education (CTE) is supported financially through federal and state funding sources. Contained in this booklet are the various monetary resources to assist schools with implementing CTE curriculum, maintaining CTE operations, starting new programs, ensuring student safety, and providing work-based learning opportunities for students.

Finance Guide

PERKINS- Formula Funds

Description

The Strengthening Career and Technical Education for the 21st Century Act (Perkins V) secures the principal source of federal funding to support career and technical education programs. When the LEA is written and the budget prepared, all Perkins funding must directly address the findings from the Comprehensive Local Needs Assessment. The intent of Perkins V is to support local education agencies with implementing identified strategies to meet the local needs and goals determined through the conduction of the Comprehensive Local Needs Assessment. The primary use of Perkins funds received by the eligible recipient is to develop, coordinate, implement or improve career education and improve student academic and technical performance. Perkins V cannot be used to maintain career education programs.

Details

When creating your budget and spending your funds, keep in mind that all costs must meet the Local Required Uses of Funds, as outlined in Perkins V.

Funding

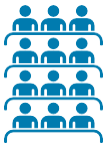
The Perkins formula is identified in Perkins V legislation and is based on poverty and enrollment.



Poverty

Certified DHHR poverty data per district for students K-12.

70%



Enrollment

Certified enrollment for K-12 students per district.

30%

Federal Perkins Dollars

100%

District Breakdown

County

% of students served

Multi-County

% of students served

District funds are distributed based on the percentage of students served in each county and multi-county.

PERKINS V FUNDING GUIDANCE

Local Required Uses of Funds - Perkins V

When creating your budget and spending your approved budget, keep in mind that all costs must meet these criteria:

- » Provide career exploration and career development activities (6 uses);
- » Provide professional learning for educators (9 uses);
- » Provide the skills necessary for students to pursue high skill, high wage or in-demand occupations or Sectors;
- » Support the integration of academics into CTE (2 uses);
- » Support implementation of programs resulting in increased student achievement (20 uses); and
- » Evaluation of activities.

Basic Costs Principles

The general principles 2 CFR 200 state that for costs to be allowable, they must be:

- » Reasonable and necessary (i.e. sound business practices were followed, and purchases were comparable to market prices);
- » Allocable to the federal award (meaning that the federal grant program, in this case Perkins, derived a benefit in proportion to the funds charged to the program – i.e. 50% of an instructor’s salary is paid with Perkins funds, then that instructor must spend at least 50% of their time on a Perkins program);
- » Legal under state and local law;
- » Properly documented (and accounted for on a consistent basis with generally accepted accounting principles);
- » Consistent with the provisions of the grant program; and
- » Not used for cost-sharing or matching any other grant agreement.

Supplanting Prohibited

A presumption would arise that supplanting has occurred if a school used Perkins V funds to provide services that the county:

- » was required to make available under other federal, state, or local laws;
- » provided with non-federal funds in the prior year; or
- » provided with non-federal funds for non-CTE students but charged to Perkins V funds for CTE students.

Perkins V- Required Uses of Funds

R1 - Career exploration and career development

- A. introductory courses or activities
- B. career and labor market information
- C. student graduation and career plans
- D. career guidance and academic counselors
- E. advance knowledge of career opportunities including
- F. non-traditional
- G. experience or comprehensive understanding of industry

R2 - Professional development

- A. Academic and CTE instructional approaches (integration)
- B. Utilizing labor market information
- C. Comprehensive understanding of industry
- D. Supporting leaders in managing CTE programs
- E. Strategies to improve student achievement
- F. Advance understanding in pedagogical practices
- G. Appropriate accommodations for disabilities
- H. Frameworks to effectively teach students
- I. Effective use of community spaces

R3 - High skill, high wage or in-demand occupations

R4 - Integration of academics

- A. CTE students meeting state academic standards
- B. CTE postsecondary student achievement

R5 - Increased student achievement

- A. Curriculum alignment with program of study
- B. Relationships with business and industry
- C. Expand postsecondary credit opportunities
- D. Equipment, technology and instructional materials
- E. Work-based learning opportunities
- F. Industry recognized examinations
- G. CTE personnel recruitment
- H. Career pathways and transition-related services
- I. Distance and/or blended learning CTE programs
- J. Competency-based education programs
- K. Academic, career, and financial aid counseling
- L. Integration of employability skills
- M. Increase access and engagement in STEM programs
- N. Adults or out-of-school youth to complete secondary education
- O. Career technical student organizations (CTSO)
- P. Forms of instructional content widely available
- Q. Integration of arts and design skills
- R. Qualified intermediary to improve training
- S. Reduce or eliminate out-of-pocket expenses for special populations
- T. Activities to improve CTE

R6 - Evaluation of activities

**Administrative costs shall not be more than 5%*

SECONDARY BLOCK- Formula Funds

Description

Secondary block funds are based on a formula that is allocated to institutions to support career and technical education. The secondary block grant may be used to support career and technical education courses and programs of study that serve students in grades 6-12 and meet secondary education programs of study or CTE courses outlined in West Virginia Board of Education policy 2520.13 related to Career and Technical Education.

Details

LEA's will be required to specify allocations for secondary block funds. Former grant allocations for electronic resources, drug testing, new programming, and travel have been rolled into the secondary block allocation. Please ensure to account these specific expenses in your budget. Allocation categories include but are not limited to the following:








- » **Curriculum:** Electronic resources (Career Safe, Tooling U, GMetrix, PassAssured, WIN/Key Train, etc.), curricula (including textbooks), instructional resource materials, CTE related school district memberships in business, technical, and professional organizations. (TCTW, PLTW, and National Technical Honor Society)
- » **New Program Start-Up/Sustainability:** Salary costs for new program instructor, instructional equipment, and supplies for new program and/or sustainability of existing programs.
- » **Professional Learning:** CTE related training for teachers, faculty, administration, and counselors, industry specific trainings and experiences for instructors.
- » **Travel and Transportation:** Student transportation to CTE related activities, instructor travel for CTE related professional learning, supervise clinicals, and/or meet with business/industry.
- » **Equipment and Supplies:** CTE instructional equipment, uniforms, Personal Protective Equipment (PPE), CTE instructional supplies (including consumables), maintenance/repair costs for existing CTE equipment.
- » **Middle School Initiatives:** Support CTE programs and courses offered at the middle school with equipment, supplies, curriculum, and resources.
- » **Special Populations:** Remedial services to include curriculum modifications, equipment modifications, supportive personnel instructional aids and devices and, non-traditional student recruitments activities.
- » **Assessment and Credentials:** Industry recognized certification tests, industry recognized credential exams, program of study performance assessments, and state-approved technical assessment retakes.
- » **CTE Recruitment:** Publications and advertising, activities to encourage CTE enrollment and awareness, selling and marketing costs.
- » **Personnel:** Stipends for educators to conduct CTE related work (after-hours), salaries for new CTE instructors, and supportive personnel for special populations (not for long term employment).
- » **Work-Based Learning:** Activities and initiatives related to career learning, career preparation, and career experiences, industry trainings, stipends for site/district coordination, industry tour costs, and student transportation costs.
- » **Drug Testing:** Costs associated with drug testing students in Simulated Workplace courses.
- » **Other:** Other CTE related costs not specified on this list. (Require a description).

Funding

The Secondary Block formula is based on a statewide allocation formula of CTE performance and enrollment.

SECONDARY BLOCK- Formula Funds




Funding Categories

	Hold Harmless Minimum amount of funding each county or multi-county receives for serving CTE students.	5%
	Enrollment Percentage of students enrolled in grades 6-12.	15%
	Participation Percentage of students that completed at least one CTE course. » Middle School (Grades 6-8) – 7% » High School (Grades 9-12) – 13%	20%
	Concentrators Percentage of students that completed two CTE courses within a program of study.	20%
	Completion Percentage of students that completed a state approved CTE program of study.	20%
	Performance Percentage of workforce ready students according to the state CTE technical assessment.	20%
	Work-Based Learning Funding category: Will begin collecting data the 2023-2024 school year.	0%

District Secondary Block

100%

Funding Breakdown

Category Breakdown		
District	Comparable Districts	State
		
% of students served compared to district enrollment	% of students served compared to districts of similar size	% of students served compared to total served statewide
Categories are calculated using district, comparable districts, and state data.		
District Breakdown		
County % of students served	Multi-County % of students served	
District funds are distributed based on the percentage of students served in each county and multi-county.		

*Percentages are subject to change upon annual review.

EQUIPMENT REPLACEMENT- Formula Funds

Description

Equipment replacement funds are allocated from WVDE to support schools in maintaining, updating, and/or replacing outdated equipment within the CTE classroom.

Details

Equipment utilized in each program of study should be evaluated each year by the instructors, administration, and more importantly, the advisory boards for each program. Based on these evaluations, a school may determine if equipment needs updated, repaired, or replaced. These funds are to be used when the school finds that a piece of equipment needs service to be updated or repaired, or if the equipment needs replaced. The school must complete a *LEA form 6* and submit to WVDE for approval, prior to the purchase.

Funding

The formula used to allocate equipment replacement funds is the same formula used to allocate secondary block funds.



MULTI-COUNTY ADMINISTRATION- Formula Funds

Description

Funds that are sent to multi-county career centers to cover administrative costs associated with managing financial budgets and grants within their fiscal agent's purview.

Details

This grant is to be sent to the fiscal agent for the multi-county career center to cover administrative costs associated with financial management and operations.

Funding

The fiscal agent is awarded the multi-county administration grant to provide financial services to the multi-county career centers.



ACE PROGRAM BLOCK- Formula Funds

Description

State funds that are allocated to institutions to support Advanced Career Education (ACE) programs.

Details

ACE Program Block funds are awarded to institutions to implement instruction for ACE programs. Schools will be expected to complete a financial report at the end of the year denoting how funds were expended.

Funding Categories



Base Funding

Minimum amount of funding each school receives for serving ACE students based on program level.

30%



Enrollment

Percentage of students enrolled in ACE programs per FTE.

25%



Comparable Program

Funding based on number of students served in an ACE program.

25%



Program Level

Percentage of ACE students served compared to programs of same level.

15%



Graduates

Percentage of students graduating ACE programs per FTE.

5%

ACE Program Block

100%

FTE Calculation

Calculated FTE



FTE is calculated based on the WVDE minimum required contact hours.

Program Levels

Program Levels



ACE programs are divided into three levels based on operational cost.

*Percentages are subject to change upon annual review.

MODERNIZATION GRANT

Description

Competitive grants issued by WVDE in the spring of each year to CTE programs through an application process. These funds are used to upgrade current secondary CTE program environments, equipment, and/or instruction. Modernization grants may not exceed \$15,000.

Details

Grant funds are awarded based on the request. Therefore, a Modernization grant must be spent on the requested items specified in the grant application.

MINI MODERNIZATION GRANT

Description

Competitive grants issued by WVDE in the fall of each year to CTE programs through an application process. These funds are used to upgrade current secondary CTE program environments, equipment, and/or instruction. Mini Modernization grants may not exceed \$5,000.

Details

Grant funds are awarded based on the request. Therefore, a Mini Modernization grant must be spent on the requested items specified in the grant application.

ACE MODERNIZATION GRANT

Description

Competitive grants issued by WVDE to ACE programs through an application process, which may not exceed \$10,000. These funds are used to upgrade current ACE program environments, equipment, and/or instruction.

Details

Grant funds are awarded based on the request. Therefore, an ACE Modernization grant must be spent on the requested items specified in the grant application.



Application



CTE Classroom Upgrades

ECONOMIC PROJECTS IMPACTING COMMUNITIES (EPIC) GRANT

Description

Competitive grants issued by WVDE to CTE programs through an application process. These grants combine CTE programs and local communities into a partnership that develops an innovative community impact project that positively impacts local economies.

Details

An EPIC grant is awarded based on the application. The application specifically requests for schools to showcase their ability to develop, design, or construct an innovative community impact project for public, private, commercial, or residential use. To be eligible for an EPIC grant:

- » must have CTE programs in a CTE center, high school, and/or specialized school;
- » must have local community partnerships; and
- » must have signatures of support from all partners.

Funding

This is a competitive grant process. Grant funding amounts will vary each year.



TECHNOLOGY CENTERS THAT WORK (TCTW) GRANT

Description

A partnership between WVDE and the Southern Regional Education Board (SREB) to support local high schools and career centers in preparing every child to be college and career ready through the High Schools That Work (HSTW) or Technology Centers That Work (TCTW) initiatives.

Details

These funds are used to support school improvement initiatives.

- » Math4Life training series or Powerful Instructional Practices (PIP);
- » SREB Summer Staff Development Conference;
- » Project-Based Learning (PBL) workshop series;
- » Advanced Career (AC) curriculum in a high-demand area in the state;
- » SREB Virtual Training; or
- » Networked Improvement Communities.

Expectations for schools to be considered active HSTW/TCTW:

- » Participate in the HSTW/TCTW Student Perception Surveys; survey cost will be covered by WVDE.
- » Complete an online Annual Report and submit to WVDE.
- » Participate (as an active team) in a SREB - Schools That Work Network Activity.

Funding

High Schools That Work (HSTW) and Technology Centers That Work (TCTW) grants are available by application.



CTE ACADEMIC TEACHERS GRANT

Description

Career centers may receive funds to support the personnel cost of an academic English/Language Arts (ELA) teacher and/or a math teacher to collaborate with CTE instructors to integrate academics into the programs of study, expand on academic concepts embedded into the content skill sets (CSS), and support academic retention within CTE programs.

Details

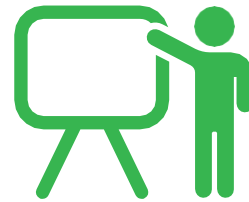
This grant is to be used to pay the salaries of the CTE ELA and/or math teachers only. CTE ELA and math teachers are only available to career centers.

Funding

The CTE Academic Teachers grant is based on the total amount requested to support the salaries of these positions.



Career Centers



ELA & Math Instructors

PRE-ENGINEERING GRANT

Description

Competitive grants issued by WVDE to CTE Science, Technology, Engineering, Arts, and Math (STEAM) pathways through an application process. These grants focus on CTE STEAM related initiatives and pathways.

Details

A Pre-Engineering grant is awarded based on the application. The application specifically requests for schools to showcase their ability to develop and design a STEAM pathway focused on nontraditional career fields. To be eligible for a Pre-Engineering grant:

- » Must have CTE STEAM programs in a CTE center, middle/high school, and/or specialized school.

Funding

This is a competitive grant process. Grant funding amounts will vary each year.



SPECIAL PROJECT GRANT

Description

These grants are attainable when additional funding becomes available throughout the school year. A Special Project Grant, when available, is used to support specific career trainings, purchase or upgrade instructional equipment, provide professional learning, etc.

Details

These funds are used to support initiatives based on a specified industry training need or to further support career and technical education. Some special project funding includes: Albert Yanni and Hospitality Administration.

Funding

Special Project grants are available by application.



Advanced Career Education (ACE) Funding Sources

ACE ADVANTAGE BLOCK

Description

Funds will be allocated to county boards of education for each ACE student enrolled in a program of study based on FTE. The per pupil allocation will vary by county. These funds will be utilized to reduce tuition costs for program offerings at the institution.

Details

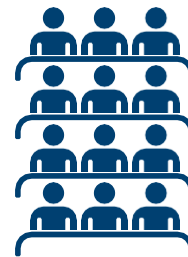
ACE Advantage funds are awarded to institutions to operate and manage ACE programs. This includes salaries/stipends, equipment, curriculum, testing fees, etc. The intent of ACE Advantage funds is to reduce and/or eliminate the overall cost for a student to attend an ACE program. The legislature provides this additional funding to support operational costs. Schools will develop a plan of “how” the funds will be applied to support the intent of the legislation (lowering the cost). Schools may choose to reduce tuition for all programs, not charge books/fees, eliminate tuition, etc. Schools will submit their ACE Advantage plan to WVDE annually.

Funding

The ACE Advantage Block is part of the state aid funding formula based on FTE.



Career Centers



ACE Instruction