

Contract Committee Review Request
MUST BE COMPLETED IN FULL

Date: July 13, 2022

Contract/Agreement Vendor: Oklahoma Department of Career and Technology Education Craig Maile

Name of Vendor & Contact Person

Craig.Maile@careertech.ok.gov

Vendor Email Address

Four grants awarded to Broken Arrow Public Schools that will support students and teachers.

Describe Contract (Technology, program, consultant-prof Development, etc.)

Please use Summary below to fully explain the contract purchase, any titles, and details for the Board of Education to review.

BAPS Secondary Students

Reason/Audience to benefit

July 18, 2022

BOE Date

No Cost to District

Amount of agreement

Person Submitting Contract/Agreement for Review: Sharon James

PLEASE SEND THROUGH APPROPRIATE APPROVAL ROUTING BEFORE SENDING TO BOARD CLERK

Principal **&/or** Director or Administrator:

Does this Contract/Agreement utilize technology? **YES/NO**
 If yes, Technology Admin:

Leadership Team Member:

Funding Source:
Fund/Project OCAS Coding

Consent

Action

Accept and approve the receipt of the 421 Carl Perkins funding. Broken Arrow Public Schools was awarding the Perkins V: Strengthening Career and Technical Education grant, for the 2022-23 fiscal year, in the amount of \$124,124.00. Broken Arrow Public Schools was awarded the following 424 grants from the Oklahoma Department of Career Technology and Education.

- Career Development and Programs of Study (\$50,000 year 1 and \$50,000 year 2)
- Innovative Strategies to Recruit & Retain (\$20,000 year 1 and \$15,000 year 2)

Grant requests were written by Julie Sunderland and Sharon James

- High Growth and Emerging Technology (\$35,699.55 year 1 and \$25,949.85 year 2)

Grant requests were written by Julie Sunderland, Amy Presley and Tyler Utt

Summary This area must be complete with full explanation of contract

*The Contract/Agreement should be received **at least 2 weeks prior** to a Board Meeting to ensure placement on the Agenda. The Contract Committee meets most Tuesdays at 8:00a.m. All Contracts/Agreements, regardless the amount, must be first approved by the Contract Committee and then presented to the Board of Education for approval and signature. The item will be placed on Electronic School Board for the board agenda by Janet Brown. By following this process, the liability of entering into an agreement is placed with the district rather than an individual.*



July 1, 2022

Dr. Janet Vinson, Superintendent
Broken Arrow School System
701 S. Main St.
Broken Arrow, OK 74012-4399

Dear Dr. Vinson:

The review of your local application for FY23 **Secondary** federal funds under the Perkins V: Strengthening Career and Technical Education for the 21st Century Act is complete, and your application is fully approved.

- Please read the enclosed **Grant Award Notification** carefully, including any attachments, for the terms and conditions of your grant. Your organization will be responsible for meeting the administrative, financial and programmatic reporting requirements of the award. Understanding the award notice and grant documents helps to ensure successful implementation of the award.
- The **Specific Comments** section on page 6 may also contain information that will affect the status of your funding and reimbursement along with comments made to improve your application next year.

Please make a copy of this document available to your Perkins local coordinator and your finance office. If you are the fiscal agent for a consortium or a cooperative arrangement, you must notify the other schools concerning the status of the application.

Please contact your area Carl Perkins Regional Coordinator using the contact information provided in this document if you have any questions. You may also wish to contact your CareerTech Regional Coordinator or Program Specialist if you need assistance.

Sincerely,

Debbie Hamble
Carl Perkins Coordinator, Northeast Region



**OKLAHOMA
CareerTech**

1500 West Seventh Avenue
Stillwater, OK 74074-4398
405.743.6881 tel
debbie.hamble@careertech.ok.gov
www.okcareertech.org

Letha Thurman Bauter
Federal Programs Manager



**OKLAHOMA
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www.okcareertech.org

GRANT AWARD NOTIFICATION

The original source of these funds is the U.S. Department of Education. For federal reporting purposes, the Catalog of Federal Domestic Assistance (CFDA) number is 84.048A.

I. AUDITABLE REQUIREMENTS FOR THE USES OF FUNDS

Application

This application is based on the Oklahoma State Plan for FY23. Although you may amend your application every year, you will have a formal opportunity to resubmit your budget annually when the funding is allocated. Funding levels will change each year.

If you are approved to use federal funds for a new program, please remember that there is no assurance that these funds will be available to continue funding the program. All new program requests must have a Form 2 submitted to and approved by the Oklahoma Department of CareerTech prior to state and federal funding approval.

All programs must be operated according to established policies of the Oklahoma State Board of Career and Technology Education.

At the discretion of the Federal Programs staff, materials and/or equipment purchased within two years of a program closing or failing to meet federal or Oklahoma Department of CareerTech guidelines, may be collected and reassigned.

Section 311 requires that funds made available under this Act for vocational and technical education activities shall **supplement, and shall not supplant**, non-Federal funds expended to carry out vocational and technical education activities.

II. EXPENDITURES

- A. **Not all types of equipment are allowed with these funds.** Please check with your Carl Perkins Coordinator before making purchases if you are unsure of approval.
- B. **DO NOT purchase basic program or consumable items with these funds.**
- C. Please refer to the **Carl Perkins Local Use of Funds Guidebook** and the **Carl Perkins Allowable/Non-Allowable Expenditures Listing** for definitions, things to consider, and both allowable and non-allowable items.

Local Use of Funds Guidebook:
[local-use-of-funds-document.docx \(live.com\)](#)

Carl Perkins Allowable/Non Allowable Expenditures Listing: [carl-perkins-allowable-non-allowable-list-document \(oklahoma.gov\)](#)

III. TIME AND EFFORT & SEMI-ANNUAL CERTIFICATION

Any time an individual's salary is **completely paid** with federal funds, the school/individual must keep semi-annual certification records.

Any time a **portion** of an individual's salary is paid with a federal grant:

- A. The individual must keep local Time and Effort records of their activities related to the program. Their job description must also reflect these responsibilities.
- B. Keep in mind that with either a decrease or increase in these FY23 federal funds, the district will need to maintain the same local funding amount, if any, for this position in order to avoid supplanting in future years.
- C. For additional information on whether any of your salaried positions require Time and Effort records, please contact the Perkins staff. Resources are also available at:

[Forms \(oklahoma.gov\)](#)

IV. CONSORTIUM / COOPERATIVE FISCAL AGENTS

- A. As a reminder, the Perkins law states that a fiscal agent of a consortium or Co-op **shall not** sub-grant back to the participating recipients the exact allocation amount they contributed. Review your budget and planned distribution of funds to consortium members to avoid this possible audit situation and automatic rejection of your application. Contact the ODCTE Perkins Administration office for additional assistance.
- B. If partner schools make their own purchases, they **MUST** use a local project code between 002 -298. They must submit **DETAIL** and **SUMMARY** Expenditure Reports (not Analysis reports) to the fiscal agent, along with any required vendor invoices.
- C. When a fiscal agent is reimbursing a partner school, the fiscal agent **MUST** use the Object Code 500 in CTIMS and 591 in their expenditure reports to designate such payments.

V. IMPORTANT DATES & INFORMATION

A. AGREEMENTS:

The local Perkins Finance Coordinator is responsible for completing the budget Agreement and submitting Invoices in the CTIMS grant management system. No CTIMS Invoices will be reimbursed until the budget Agreement is approved by the Perkins Administration Division.

1. Agreements should be completed and approved in CTIMS **no later than September 15, 2022.**
2. All OCAS object codes entered into CTIMS should be rounded to the appropriate **hundred level** (ex: 100, 500, 600 etc.). Schools will still be able to enter more detailed object codes (“code to the bold”) into their financial software.
3. Submit any Agreement **budget revisions** by using the CTIMS Budget Adjustment Process. Final budget revisions for materials/equipment purchases are due by **March 15, 2023.**
4. Any equipment item, including accessories, components, shipping and installation, exceeding \$5,000 MUST use the Object Code 700 series in the Agreement, otherwise the CTIMS Invoice will be rejected, and your reimbursement will be delayed.
5. For every expenditure, you must include the program name (and school if applicable) AND a clear identifier in the CTIMS budget line-item description (**NOT** “*supplies*” or “*technology*”) which should include make & model # of equipment.
6. Budget adjustments made during the year must be submitted through the CTIMS online grant management system to the Perkins Administration Division office and receive approval **PRIOR** to creating an Invoice for reimbursement.

B. INVOICING:

1. Claim reimbursement documentation will be reviewed by ODCTE to help ensure the expense claimed is a an allowable, necessary & allocable expense. CTIMS Invoices must be fully submitted and approved through the CTIMS online grant management system by the deadlines below or the fiscal agent could forfeit their reimbursement rights to the amount expended during the respective fiscal year.
 - a. **CTIMS Invoices should, at a minimum, be submitted within 30 days of the end of each quarter.** They can be submitted more often. The schedule for each quarter is listed below:
 - First Quarter CTIMS Invoices (July 1 – September 30) – **by October 31, 2022**
 - Second Quarter CTIMS Invoices (October 1 – December 31) – **by January 31, 2023**
 - Third Quarter CTIMS Invoices (January 1 – March 31) – **by April 28, 2023**
 - Fourth Quarter/Final CTIMS Invoices (April 1 – June 30) – **by July 31, 2023**
 - b. The deadline to submit Invoices is August 1, 2023.
 - c. Recipients are expected to expend (not just encumber) all funds for equipment/materials/supplies as soon as possible so these items can be utilized during the current fiscal year. All invoices for these items must be submitted no later than April 1, 2023.

- d. Invoices requiring reimbursement by June 30, 2023, must be fully submitted and approved no later than May 2, 2023.
2. Every CTIMS Invoice must include the corresponding expenditure/accounting reports and invoices/receipts.
 - a. Fiscal Agents for Secondary schools and Technology Centers must submit both a Detailed Expenditure Report and a Summary Expenditure Report.
 - Fiscal Agents of a consortium must submit accounting reports and required vendor invoices from each member district that has been reimbursed for Perkins expenses by the fiscal agent
 - b. Collegiate Fiscal Agents should mark or highlight on their accounting reports which line items match the CTIMS budget.
3. NO FOOD OR LODGING OF ANY KIND will be reimbursed.
4. Paid vendor invoices for all goods and services **REGARDLESS OF COST** must be submitted with the CTIMS Invoice for reimbursement. This includes any vendor invoices paid by member districts of a consortium who have been reimbursed by the fiscal agent. The State Carl Perkins Administration reserves the right to request additional receipts and documentation as deemed necessary.
5. Submit the vendor invoices in the EXACT SAME ORDER as the expenditure/accounting reports.
6. Be sure that all required documentation is included with your invoice by checking the attachment section before submitting claims for payment.
 - a. **DO NOT** include copies of purchase orders, requisitions, or checks. This may cause your Invoice to be returned for correction and delay reimbursement.

VI. INDIRECT AND ADMINISTRATIVE COSTS

Indirect Cost is a calculated amount that can only be charged by applying the appropriate IDC rate to actual allowable expenditures, not to the budgeted amounts. IDC and direct administrative cost will only be reimbursable once the recipient has expended funding on allowable items, and ODCTE will only pay the allowed percentages on the amount expended as of the date of the invoice.

- For **secondary LEAs**, the appropriate IDC rate is your approved rate on file with Oklahoma Department of Education for the current year. For **Colleges**, use the rate approved by your financial governing body. Current IDC rate approval letters must be attached to your application prior to any invoice submission.
- For all recipients, the IDC rate cannot exceed the state's restricted 8% rate (set by USDOE). You may use whichever rate is less.

NOTE: Your IDC amount is considered as a part of your directly charged 5% Administrative categories but does not include disallowed categories (such as Equipment).

We use a Perkins **Indirect Cost Calculation Worksheet** as part of our application review process to give districts an opportunity to utilize the allowable 5% Administrative cap and assure staying within the budgeted amounts for allowable IDC. This worksheet is linked below for your use in determining cumulative administrative costs (IDC + Direct) throughout the year.

[indirect-cost-calculation-worksheet-document.xlsx \(live.com\)](#)

FY23 NEXT STEPS FOR Broken Arrow School System

Your local application for FY23 **Secondary** federal funds under Perkins V: Strengthening Career and Technical Education for the 21st Century Act is **APPROVED**. Please read the information below as it will affect the status of your funding and reimbursement. You may begin incurring expenditures, on Worksheet approved budget items, against your allocation/consortium total of **\$124,124**.

SPECIFIC COMMENTS:

STEM mentor must not exceed \$7,000 in expenses, including both salary and benefits. This issue will need to be resolved during the Agreement phase.

REQUIRED DOCUMENTATION FOR YOUR RECORDS: SUBAWARD FUNDING AGREEMENT/WORKSHEET CONTRACT

CONTRACT – SUBAWARD FUNDING AGREEMENT

Once the ODCTE administration has approved your organization's FY23 Carl Perkins application in CTIMS, the CTIMS system will email the **Local Finance Coordinator** that the Agreement process is active and ready for OCAS coding and budget adjustments. Receipt of that email from the CTIMS system is the indicator that your **Subaward Funding Agreement/Contract** has all the electronic approval signatures added by the CTIMS system for this project. For instructions on printing/saving this Contract, click on the link below and then select the “Subaward Funding Agreement” section for specific instructions.

[guidebook-quick-reference-sub-award-funding-agreement \(oklahoma.gov\)](#)

Copies of this Contract are normally needed for your audit records.

AGREEMENT

The Local Finance Coordinator should login to CTIMS and set up the budget **Agreement**, which is the process of adding the appropriate OCAS coding to the budget line items. Agreements should be submitted in CTIMS **no later than September 15, 2022.**

- Be sure to attach your organization's Rate Agreement Letter if the organization is planning on claiming any IDC

Once the Agreement is created and fully approved by the Perkins Administration office, CTIMS Invoices can be submitted for reimbursement through the Invoicing for Reimbursement process.

Purpose

The purpose of this Act is to develop more fully the academic and career and technical skills of secondary students and postsecondary students who elect to enroll in career and technical education programs, by—

- (1) building on the efforts of States and localities to develop challenging academic and technical standards and to assist students in meeting such standards, including preparation for high skill, high wage, or in-demand occupations in current or emerging professions;
- (2) promoting the development of services and activities that integrate rigorous and challenging academic and career and technical instruction, and that link secondary education and postsecondary education for participating career and technical education students;
- (3) increasing State and local flexibility in providing services and activities designed to develop, implement, and improve career and technical education;
- (4) conducting and disseminating national research and disseminating information on best practices that improve career and technical education programs and programs of study, services, and activities;
- (5) providing technical assistance that –
 - a. promotes leadership, initial preparation, and professional development at the State and local levels; and
 - b. improves the quality of career and technical education teachers, faculty, administrators, and counselors;

- (6) supporting partnerships among secondary schools, postsecondary institutions, baccalaureate degree granting institutions, area career and technical education schools, local workforce investment boards, business and industry, and intermediaries;
- (7) providing individuals with opportunities throughout their lifetimes to develop, in conjunction with other education and training programs, the knowledge and skills needed to keep the United States competitive; and
- (8) increasing employment opportunities for populations who are chronically unemployed or underemployed, including individuals with disabilities, individuals from economically disadvantaged families, out-of-workforce individuals, youth who are in, or have aged out of, the foster care system, and homeless individuals.

Performance Indicators

For the FY23 Local Application, each eligible recipient shall identify in their Comprehensive Local Needs Assessment, the Core Indicators of Performance* for CTE concentrators at the **secondary** level that are valid and reliable, and that include, at a minimum, measures of each of the following:

- Four-Year Graduation Rate
- Extended Graduation Rate (measured by extended year adjusted cohort graduation rate)
- Academic Proficiency in Reading/Language Arts, Mathematics, and Science
- Postsecondary Placement
- Non-traditional Program Concentration
- Program Quality - Participated in Work-Based Learning

Core Indicators of Performance* for **postsecondary** CTE concentrators and collegiate AAS students must measure, at a minimum, the attainment of:

- Postsecondary Placement
- Earned Recognized Postsecondary Credential
- Non-Traditional Program Concentration

* <https://cte.ed.gov/accountability/core-indicators>

Monitoring Risk Assessments

CareerTech will use a risk-based approach to determine the subrecipients to be monitored each fiscal year. A comprehensive risk assessment will be conducted involving all potential subrecipients before each year's award decision. Depending on the level of risk posed by the subrecipient, the following monitoring tools will be used by CareerTech to ensure proper accountability and compliance:

- Desk Reviews - Review of the programmatic and financial activity of the subrecipient. These reviews are the least invasive and will consist of lower risk subrecipients.
- Desk Reviews with training and technical assistance - These reviews result from desk audits for which it is determined need additional training and technical assistance in programmatic and/or financial matters.
- Onsite / Virtual Reviews – Review of the programmatic and financial activity of the subrecipient either through an onsite visit or a virtual meeting. These reviews are more comprehensive and consists of the higher risk subrecipients.

Each year, 20% of all subrecipients will be monitored with all being monitored over a five-year period. Based on the results of the risk assessment, a determination will be made as to the type of monitoring that is appropriate for each subrecipient: a desk review; a desk review with training and technical assistance; or an onsite / virtual visit.

Carl Perkins Subrecipient Monitoring Policy link

[Monitoring \(oklahoma.gov\)](#)

TECHNICAL ASSISTANCE

If you need assistance at any time in FY23 you may contact any Perkins Administration staff representative by email or by phone.

- Steve Robison steve.robison@careertech.ok.gov 405-743-5523
- Jordan Duck jordan.duck@careertech.ok.gov 405-743-5401
- Debbie Hamble debbie.hamble@careertech.ok.gov 405-743-6881
- Letha Bauter, Manager letha.bauter@careertech.ok.gov 405-743-5569
- Denise Bethke, Financial Analyst denise.bethke@careertech.ok.gov 405-743-5431

Secondary schools and Technology Centers may also consult with your CareerTech Regional Coordinator or program specialist.



OKLAHOMA
CareerTech

July 5, 2022

Mr. Chuck Perry, Superintendent
Broken Arrow School System
1901 E Albany St.
Broken Arrow, OK 74012-9275

Dear Mr. Perry:

The review of your grant application for the Career Development and Programs of Study project using the FY23 Reserve Funds under the federal Strengthening Career and Technical Education for the 21st Century Act of 2018 is complete. **Your submission has been selected and approved for funding.** Please read the following pages carefully as new information is included.

Please make a copy of this emailed document available to your grant contact person and your finance office. If there are other recipients involved in this project, you must notify them concerning the status of the innovative grant application.

The *Career Development and Programs of Study* grant coordinator is Shawna Nord. She can be contacted by telephone at (405) 743-5524 or by e-mail at shawna.nord@careertech.ok.gov. You may also contact Jordan Duck by telephone at (405) 743-5401 or by e-mail at jordan.duck@careertech.ok.gov if you have questions or need technical assistance.

Sincerely,

Jordan Duck
Perkins Innovative Grant/Perkins Coordinator
Oklahoma Department of CareerTech
Jordan.duck@careertech.ok.gov
(405) 743-5401

Letha Bauter
Federal Programs Manager
Oklahoma Department of CareerTech
letha.bauter@careertech.ok.gov
(405) 743-5569

1500 West Seventh Avenue
Stillwater, OK 74074-4398
www.okcareertech.org
(405) 377-2000 • Fax: (405) 743-6809

FY23 INNOVATIVE GRANT NEXT STEPS FOR

Broken Arrow School System

Your grant application for the project using the Secondary FY23 Reserve Funds under the federal Perkins V: Strengthening Career and Technical Education for the 21st Century Act is **APPROVED**. Please read the information below as it will affect the status of your funding and reimbursement. You may begin incurring expenditures, on Worksheet approved budget items, against your allocation/consortium total of \$50,000.

AGREEMENT

The Local Finance Coordinator should login to CTIMS and set up the **Budget Agreement**, which is the process of adding the appropriate OCAS coding to the budget line items. Agreements should be submitted in CTIMS **no later than September 15, 2022.**

- Be sure to attach your organization's Rate Agreement Letter if the organization is planning on claiming any IDC.

Once the Agreement is created and fully approved by the Perkins Administration office, CTIMS Invoices can be submitted for reimbursement through the Invoicing for Reimbursement process.

PURPOSE

The purpose of this Act is to develop more fully the academic and career and technical skills of secondary students and postsecondary students who elect to enroll in career and technical education programs, by--

- (1) building on the efforts of States and localities to develop challenging academic and technical standards and to assist students in meeting such standards, including preparation for high skill, high wage, or in-demand occupations in current or emerging professions;
- (2) promoting the development of services and activities that integrate rigorous and challenging academic and career and technical instruction, and that link secondary education and postsecondary education for participating career and technical education students;
- (3) increasing State and local flexibility in providing services and activities designed to develop, implement, and improve career and technical education;
- (4) conducting and disseminating national research and disseminating information on best practices that improve career and technical education programs and programs of study, services, and activities;
- (5) providing technical assistance that –
 - a. promotes leadership, initial preparation, and professional development at the State and local levels; and
 - b. improves the quality of career and technical education teachers, faculty, administrators, and counselors;
- (6) supporting partnerships among secondary schools, postsecondary institutions, baccalaureate degree granting institutions, area career and technical education schools, local workforce investment boards, business and industry, and intermediaries;

- (7) providing individuals with opportunities throughout their lifetimes to develop, in conjunction with other education and training programs, the knowledge and skills needed to keep the United States competitive; and
- (8) increasing employment opportunities for populations who are chronically unemployed or underemployed, including individuals with disabilities, individuals from economically disadvantaged families, out-of-workforce individuals, youth who are in, or have aged out of, the foster care system, and homeless individuals.

MONITORING

CareerTech will monitor each recipient mid-cycle to assure worksheet goals are being achieved. If deemed appropriate technical assistance will be provided. The following monitoring tools will be used by CareerTech to ensure proper accountability and compliance:

- Desk Reviews - Review of the programmatic and financial activity of the subrecipient.
- Desk Reviews with training and technical assistance - These reviews result from desk audits for which it is determined need additional training and technical assistance in programmatic and/or financial matters.
- Onsite / Virtual Reviews – Review of the programmatic and financial activity of the subrecipient either through an onsite visit or a virtual meeting.

Based on the results of the assessment, a determination will be made as to the type of monitoring that is appropriate for each subrecipient: a desk review; a desk review with training and technical assistance; or an onsite / virtual visit.



Jordan Duck
Perkins Innovative Grants / Perkins Coordinator
Oklahoma Department of CareerTech
Jordan.duck@careertech.ok.gov
(405) 743-5401



Letha Bauter
Federal Programs Manager
Oklahoma Department of CareerTech
Letha.batuer@careertech.ok.gov
405-743-5569



July 8, 2022

Mr. Chuck Perry, Superintendent
Broken Arrow High School
1901 E Albany St.
Broken Arrow, OK 74012-9275

Dear Mr. Perry:

The review of your grant application for the High Growth and Emerging Technology project using the FY23 Reserve Funds under the federal Strengthening Career and Technical Education for the 21st Century Act of 2018 is complete. **Your submission has been selected and approved for funding.** Please read the following pages carefully as new information is included.

Please make a copy of this emailed document available to your grant contact person and your finance office. If there are other recipients involved in this project, you must notify them concerning the status of the innovative grant application.

The *High Growth and Emerging Technology* grant coordinator is Tonja Norwood. She can be contacted by telephone at (405) 743-5187 or by e-mail at tonja.norwood@careertech.ok.gov. You may also contact Jordan Duck by telephone at (405) 743-5401 or by e-mail at jordan.duck@careertech.ok.gov if you have questions or need technical assistance.

Sincerely,

A handwritten signature in cursive script that reads "Jordan Duck".

Jordan Duck
Perkins Innovative Grant/Perkins Coordinator
Oklahoma Department of CareerTech
Jordan.duck@careertech.ok.gov
(405) 743-5401

A handwritten signature in cursive script that reads "Letha Bauter".

Letha Bauter
Federal Programs Manager
Oklahoma Department of CareerTech
letha.bauter@careertech.ok.gov
(405) 743-5569

1500 West Seventh Avenue
Stillwater, OK 74074-4398
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(405) 377-2000 • Fax: (405) 743-6809

FY23 INNOVATIVE GRANT NEXT STEPS FOR

Broken Arrow High School

Your grant application for the project using the Secondary FY23 Reserve Funds under the federal Perkins V: Strengthening Career and Technical Education for the 21st Century Act is **APPROVED**. Please read the information below as it will affect the status of your funding and reimbursement. You may begin incurring expenditures, on Worksheet approved budget items, against your allocation/consortium total of \$35,699.55.

AGREEMENT

The Local Finance Coordinator should login to CTIMS and set up the **Budget Agreement**, which is the process of adding the appropriate OCAS coding to the budget line items. Agreements should be submitted in CTIMS **no later than September 15, 2022.**

- Be sure to attach your organization's Rate Agreement Letter if the organization is planning on claiming any IDC.

Once the Agreement is created and fully approved by the Perkins Administration office, CTIMS Invoices can be submitted for reimbursement through the Invoicing for Reimbursement process.

PURPOSE

The purpose of this Act is to develop more fully the academic and career and technical skills of secondary students and postsecondary students who elect to enroll in career and technical education programs, by--

- (1) building on the efforts of States and localities to develop challenging academic and technical standards and to assist students in meeting such standards, including preparation for high skill, high wage, or in-demand occupations in current or emerging professions;
- (2) promoting the development of services and activities that integrate rigorous and challenging academic and career and technical instruction, and that link secondary education and postsecondary education for participating career and technical education students;
- (3) increasing State and local flexibility in providing services and activities designed to develop, implement, and improve career and technical education;
- (4) conducting and disseminating national research and disseminating information on best practices that improve career and technical education programs and programs of study, services, and activities;
- (5) providing technical assistance that –
 - a. promotes leadership, initial preparation, and professional development at the State and local levels; and
 - b. improves the quality of career and technical education teachers, faculty, administrators, and counselors;
- (6) supporting partnerships among secondary schools, postsecondary institutions, baccalaureate degree granting institutions, area career and technical education schools, local workforce investment boards, business and industry, and intermediaries;

- (7) providing individuals with opportunities throughout their lifetimes to develop, in conjunction with other education and training programs, the knowledge and skills needed to keep the United States competitive; and
- (8) increasing employment opportunities for populations who are chronically unemployed or underemployed, including individuals with disabilities, individuals from economically disadvantaged families, out-of-workforce individuals, youth who are in, or have aged out of, the foster care system, and homeless individuals.

MONITORING

CareerTech will monitor each recipient mid-cycle to assure worksheet goals are being achieved. If deemed appropriate technical assistance will be provided. The following monitoring tools will be used by CareerTech to ensure proper accountability and compliance:

- Desk Reviews - Review of the programmatic and financial activity of the subrecipient.
- Desk Reviews with training and technical assistance - These reviews result from desk audits for which it is determined need additional training and technical assistance in programmatic and/or financial matters.
- Onsite / Virtual Reviews – Review of the programmatic and financial activity of the subrecipient either through an onsite visit or a virtual meeting.

Based on the results of the assessment, a determination will be made as to the type of monitoring that is appropriate for each subrecipient: a desk review; a desk review with training and technical assistance; or an onsite / virtual visit.



Jordan Duck
Perkins Innovative Grants / Perkins Coordinator
Oklahoma Department of CareerTech
Jordan.duck@careertech.ok.gov
(405) 743-5401



Letha Bauter
Federal Programs Manager
Oklahoma Department of CareerTech
Letha.batuer@careertech.ok.gov
405-743-5569



OKLAHOMA
CareerTech

OKLAHOMA DEPARTMENT OF CAREER
AND TECHNOLOGY EDUCATION

July 8, 2022

Mr. Chuck Perry, Superintendent
Broken Arrow School System
701 S. Main St.
Broken Arrow, OK 74012-4399

Dear Mr. Perry:

The review of grant application for the ISRR-Other 424 project using the FY23 Reserve Funds under the federal Strengthening Career and Technical Education for the 21st Century Act of 2018 is complete. **Your submission has been selected and approved for funding.** Please read the following pages carefully as new information is included.

Please make a copy of this emailed document available to your grant contact person and your finance office. If there are other recipients involved in this project, you must notify them concerning the status of the innovative grant application.

The *ISRR-Other 424* grant coordinator is Craig Maile. He can be contacted by telephone at (405) 743-5448 or by e-mail at Craig.Maile@careertech.ok.gov. You may also contact Jordan Duck by telephone at (405) 743-5401 or by e-mail at Jordan.Duck@careertech.ok.gov if you have questions or need technical assistance.

Sincerely,

Craig Maile
Professional Development & SREB Manager
Oklahoma Department of CareerTech
Craig.Maile@careertech.ok.gov
(405) 743-5448

Letha Bauter
Federal Programs Manager
Oklahoma Department of CareerTech
Letha.Bauter@careertech.ok.gov
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FY23 INNOVATIVE GRANT NEXT STEPS FOR

Broken Arrow School System

Your grant application for the project using the Secondary FY23 Reserve Funds under the federal Perkins V: Strengthening Career and Technical Education for the 21st Century Act is **APPROVED**. Please read the information below as it will affect the status of your funding and reimbursement. You may begin incurring expenditures, on Worksheet approved budget items, against your allocation/consortium total of \$20,000.

AGREEMENT

The Local Finance Coordinator should login to CTIMS and set up the **Budget Agreement**, which is the process of adding the appropriate OCAS coding to the budget line items. Agreements should be submitted in CTIMS **no later than September 15, 2022.**

- Be sure to attach your organization's Rate Agreement Letter if the organization is planning on claiming any IDC.

Once the Agreement is created and fully approved by the Perkins Administration office, CTIMS Invoices can be submitted for reimbursement through the Invoicing for Reimbursement process.

PURPOSE

The purpose of this Act is to develop more fully the academic and career and technical skills of secondary students and postsecondary students who elect to enroll in career and technical education programs, by--

- (1) building on the efforts of States and localities to develop challenging academic and technical standards and to assist students in meeting such standards, including preparation for high skill, high wage, or in-demand occupations in current or emerging professions;
- (2) promoting the development of services and activities that integrate rigorous and challenging academic and career and technical instruction, and that link secondary education and postsecondary education for participating career and technical education students;
- (3) increasing State and local flexibility in providing services and activities designed to develop, implement, and improve career and technical education;
- (4) conducting and disseminating national research and disseminating information on best practices that improve career and technical education programs and programs of study, services, and activities;
- (5) providing technical assistance that –
 - a. promotes leadership, initial preparation, and professional development at the State and local levels; and
 - b. improves the quality of career and technical education teachers, faculty, administrators, and counselors;
- (6) supporting partnerships among secondary schools, postsecondary institutions, baccalaureate degree granting institutions, area career and technical education schools, local workforce investment boards, business and industry, and intermediaries;

- (7) providing individuals with opportunities throughout their lifetimes to develop, in conjunction with other education and training programs, the knowledge and skills needed to keep the United States competitive; and
- (8) increasing employment opportunities for populations who are chronically unemployed or underemployed, including individuals with disabilities, individuals from economically disadvantaged families, out-of-workforce individuals, youth who are in, or have aged out of, the foster care system, and homeless individuals.

MONITORING

CareerTech will monitor each recipient mid-cycle to assure worksheet goals are being achieved. If deemed appropriate technical assistance will be provided. The following monitoring tools will be used by CareerTech to ensure proper accountability and compliance:

- Desk Reviews - Review of the programmatic and financial activity of the subrecipient.
- Desk Reviews with training and technical assistance - These reviews result from desk audits for which it is determined need additional training and technical assistance in programmatic and/or financial matters.
- Onsite / Virtual Reviews – Review of the programmatic and financial activity of the subrecipient either through an onsite visit or a virtual meeting.

Based on the results of the assessment, a determination will be made as to the type of monitoring that is appropriate for each subrecipient: a desk review; a desk review with training and technical assistance; or an onsite / virtual visit.



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