

Contract Committee Review Request
 MUST BE COMPLETED IN FULL

Date: 4/12/2024

Contract/Agreement Vendor:

Name of Vendor & Contact Person

Vendor Email Address

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.

Reason/Audience to benefit

BOE Date Amount of agreement

Person Submitting Contract/Agreement for Review:

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:

Cabinet Team Member:

Funding Source:

Fund/Project OCAS Coding

Consent

Action

Accept and approve the receipt of the Perkins V: Strengthening Career and Technical Education Allocation in the amount of \$186,369.00 for secondary students during the 2024-25 SY. No cost to district. S.James

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.

April 12, 2024

MEMORANDUM

TO: Eligible Recipients of Perkins Secondary
FROM: Letha Bauter Federal Programs Manager
SUBJECT: **FY25 Perkins Allocation and Options Notice**

Your **FY25 Allocation and Options Notice** for the Perkins V: *Strengthening Career and Technical Education for the 21st Century* is attached. **FY25 Allocations and Options Notice by April 22, 2024** to notify the ODCTE of your FY25 status.

Some recipients will notice an increase or decrease in funding due to ANY one or more of the following factors: 1) use of the most current version of the 2021 Census data, 2) a reduction in the amount of carryoverfunds available for the allocation formula, and/or 3) changes in the FTE enrollment split (using FY23 CareerTech enrollment) with the local technology center.

Returning the Allocation and Options Form:

Using Adobe Sign, you will be prompted to digitally accept and sign the following document, **FY25 Allocations and Options Notice**. **This form must be completed and signed by Wednesday, April 22, 2024**. If you are unable to sign digitally, please contact your State Perkins Coordinator OR the ODCTE office.

When signing the document, please follow the instructions below:

- If you are the fiscal agent of a technology center cooperative or a secondary consortium, OR are using the funds independently:
 - After reading the Perkins Assurances included with this Allocation and Options Notice form, check the appropriate box to indicate your status on the Allocation and Options page AND type in your consortium name.
 - If your organization is the fiscal agent of a consortium or cooperative, obtain a copy (digital or paper) of the signed Allocations and Options Notice page from every partner school for your files.
- If you are a member of a technology center cooperative or secondary consortium:
 - After reading the Perkins Assurances included with this Allocation and Options Notice form, check the appropriate box to indicate your status on the Allocation and Options Notice AND type in your consortium name.
 - Keep a copy for your files.
 - Send a signed copy of the Allocation and Options Notice form to your fiscal agent immediately.
- If you are **declining** the funds:
 - Check the appropriate box on Step 1 to decline the allocation on the **Allocation and Option Notice**. Then, proceed to Step 3 for signatures.
 - Keep a copy for your files.

Grant Application Information:

The FY25 Perkins online application period opened on March 1, 2024. The deadline for submitting the online application is May 13, 2024. Perkins V grants are on a four-year cycle, allowing schools to complete a budget narrative and the budget only. We are currently on year one of our four-year cycle.

The budgets for a stand-alone school will be updated once we receive your completed Allocation and Option Notice. The total budget for a consortium will be updated only when we receive the signed Allocation and Options Notices from ALL consortium members.

CTIMS

- If you or your staff are new to using CTIMS for the FY25 Perkins application and need a CTIMS login, please send an email to ctimssupport@careertech.ok.gov with the first and last name(s), email address(es), title, and the role the person will hold (local coordinator, local finance, local superintendent/president) so the account(s) can be set up in time to meet the required due date of May 13, 2024.
- Online resources are located at:
<https://oklahoma.gov/careertech/educators/legislation-assistance/perkins/grant-application-information.html>
- Submit the online application, including ALL required local approvals, no later than May 13, 2024.

FY25 Allocations Timeline

March 1, 2024	Grant Application Worksheet opened in CTIMS
April 22, 2024	Allocation & Options Notice due
May 13, 2024	Grant Application Worksheet due

If you have questions or concerns regarding the FY24 Allocations and Options Notice, please contact the team. ODCTE Federal Legislation Assistance, Perkins

Letha Bauter – Federal Programs Manager | Email: letha.bauter@careertech.ok.gov | Tel: (405)743-5569
Steve Robison – Perkins Compliance Manager | Email: steve.robison@careertech.ok.gov | Tel: (405)743-5523
Lisa Quisenberry – State Perkins Coordinator | Email: lisa.quisenberry@careertech.ok.gov | Tel: (405)743-5881
Shelby Sanders – State Perkins Coordinator | Email: shelby.sanders@careertech.ok.gov | (405)743-5576
Jordan Duck – State Perkins Coordinator | Email: jordan.duck@careertech.ok.gov | Tel: (405)743-5401
Denise Bethke – Perkins Financial Analyst | Email: denise.bethke@careertech.ok.gov | Tel: (405)743-5431



ALLOCATION AND OPTIONS NOTICE

Perkins V: *Strengthening Career and Technical Education for the 21st Century*
Secondary School Districts
FY25 Perkins Federal Allocation for

Broken Arrow - \$186,369



ALLOCATION: The allocation for FY25 as determined by the formula specified under Perkins V: *Strengthening Career and Technical Education for the 21st Century Act* is shown above. A secondary recipient's allocation must be \$15,000 or more to be eligible to use these funds independently without forming a consortium or entering into a cooperative arrangement. If the amount of a secondary allocation is ***less than \$15,000 and followed by an asterisk***, a recipient may accept the allocation without entering into a cooperative or a consortium.

STEP 1: ACCEPT/DECLINE ALLOCATION

- We will accept the allocation. By accepting, I agree to follow the Assurances included with this form.
- We will decline the allocation. (Skip Step 2 and proceed to Step 3)

STEP 2: OPTION

Only complete this step if allocation is accepted on step 1. Check one of the appropriate boxes for how the allocation will be used. If declining allocation, please skip to Step 3.

- We will use the funds independently.
- We will be the **fiscal agent** of _____ cooperative/consortium.
NOTE: Perkins law states that a fiscal agent of a consortium or cooperative **shall not** sub-grant back to the participating recipients the allocation amount they contributed. Review your budget and planned distribution of funds to consortium members to avoid this possible audit and non-compliance. Contact our office if assistance is needed.
- We will be a **member** of the _____ cooperative/consortium and will **forward a copy of this completed document to the cooperative/consortium fiscal agent district.**

STEP 3: FISCAL AGENT SIGNATURE

Fiscal agents submitting this Allocation and Options Notice have until 5 P.M. on April 22, 2024 to complete the FY25 Perkins Application. Once you have digitally signed this form, it will be automatically submitted to the ODCTE Federal Legislation Assistance Office. No further action required.

Print/Type Name of Superintendent

Written or Digital Signature of Superintendent

Date

ODCTE
Federal Legislation Assistance Office
Perkins
1500 West Seventh Avenue Stillwater, OK
74074-4364
Carl.perkins@careertech.ok.gov



OKLAHOMA
CareerTech