

March 29, 2023

MEMORANDUM

TO: Eligible Recipients of Perkins Postsecondary
FROM: Letha Bauter – Federal Programs Manager
SUBJECT: **FY24 Perkins Allocation and Options Notice**

Your **FY24 Allocation and Options Notice** for the Perkins V: *Strengthening Career and Technical Education for the 21st Century* is attached. Complete and return the attached FY24 Allocations and Options Notice **by Wednesday, April 12, 2023** to notify the ODCTE of your FY24 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 FY22 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, **FY24 Allocations and Options Notice**. **This form must be completed and signed by Wednesday, April 12, 2023**. 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 FY24 Perkins online application period opened on March 1, 2023. The deadline for submitting the online application is May 05, 2023. 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 three 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 FY24 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 5, 2023.
- 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 5, 2023.

FY24 Allocations Timeline

March 1, 2023	Grant Application Worksheet opened in CTIMS
April 12, 2023	Allocation & Options Notice due
May 5, 2023	Grant Application Worksheet due

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

Letha Bauter – Federal Programs Manager | Email: letha.bauter@careertech.ok.gov | Tel: (405)743-5569
Steve Robison – State Perkins Coordinator | Email: steve.robison@careertech.ok.gov | Tel: (405)743-5523
Debbie Hamble – State Perkins Coordinator | Email: debbie.hamble@careertech.ok.gov | Tel: (405)743-5881
Jordan Duck – State Perkins Coordinator | Email: jordan.duck@careertech.ok.gov | Tel: (405)743-5401
Denise Bethke – Finance Analyst | Email: denise.bethke@careertech.ok.gov | Tel: (405)743-5431



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ALLOCATION AND OPTIONS NOTICE

Perkins V: *Strengthening Career and Technical Education for the 21st Century*

Postsecondary School Districts

FY24 Perkins Federal Allocation for

Please click here and select your district from the drop-down list.

ALLOCATION: The allocation for FY24 as determined by the formula specified under Perkins V: *Strengthening Career and Technical Education for the 21st Century Act* is shown above. A post-secondary recipient's allocation must be \$50,000 or more to be eligible to use these funds independently without forming a consortium or entering into a cooperative arrangement with other post-secondary institutions.

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 May 5, 2023 to complete the FY24 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
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Carl.perkins@careertech.ok.gov



OKLAHOMA
CareerTech