

**Consolidated
Career Technical Education (CTE) Program
Policies and Procedures
for
Strengthening Career and Technical Education for the
21st Century Act (Perkins V)
and
New Mexico NextGen CTE Pilot**



**New Mexico Public Education Department
College and Career Readiness Bureau**

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INTRODUCTION

The Public Education Department (PED), College and Career Readiness Bureau (CCRB), is the agency responsible for Career and Technical Education (CTE) in New Mexico. As such, the CCRB oversees the administration of federal and state funds and implementation of the activities as outlined in the Strengthening Career and Technical Education for the 21st Century Act, herein to be referred to as *Perkins V*, and state legislative funds (NMSA 22.1.12), herein to be referred to as *NextGen*.

The policies within this manual address how secondary and postsecondary agencies apply for federal funding through Perkins V and how secondary agencies apply for state funding through NextGen.

Federal funding is available for building and improving CTE programs at public secondary school districts, state charter schools, community colleges, technical institutions, or other 2-year postsecondary institutions, that provide rigorous and relevant CTE.

State funding is available through a seven-year pilot CTE program, commencing in 2019-20. Funds are available for public secondary school districts and state charter schools, to leverage federal programming and to improve CTE support programs such as math integration, career exploration, employability skill development or other CTE programs that may not qualify for federal funding.

APPLY FOR FUNDING

Comprehensive Local Needs Assessment

POLICY 2020.100.1

A Comprehensive Local Needs Assessment (CLNA) of the labor market needs of the community establishes funding priorities for all CTE programming.

It is the policy of the federal Perkins V Act, and the PED, that the CLNA must be conducted prior to the beginning of the application cycle. Regional priorities identified by the CLNA determine priority programs of study.

Using a regional approach to the CLNA increases systems alignment and builds stronger programs of study and career pathways for students. The CLNA is based on labor market information and current job market trends. Stakeholder participation from postsecondary, secondary and business and industry partners is essential to completing the CLNA.

The CLNA will be conducted every two years to update and reflect the changing labor needs of the region. For a review of the CLNA priority sectors chosen by each of 10 regions in New Mexico, or for information on the CLNA process visit: www.nmcteclna.com.

Consolidated CTE Application

POLICY 2020.200.1

Local Educational Agencies (LEAs) seeking funding must use the PED's Grant Management System to apply.

The consolidated application, found in the Grant Management System [on the NM CTE website](#), is a common application for LEAs to apply for federal and state funding, or both (for secondary LEAs only).

Perkins	NextGen
GMS Access Procedures: <ol style="list-style-type: none">1. Request an Account on the login page at https://cte.ped.state.nm.us/2. After receiving account credentials, log into the GMS and begin application.3. Complete the application online and submit prior to the deadline.	GMS Access Procedures: <p><i>NextGen applicants must access the GMS using the Perkins V procedures.</i></p>

Calculation of Funding Allocations

POLICY 2020.300.1

Funds are allocated according to a funding calculation and are available to all qualifying institutions that complete an acceptable application, consistent with guidelines.

Perkins	NextGen
<p>Funding Formula Procedures:</p> <p>Pursuant to Perkins V, the PED calculates funding allocations for the Perkins basic grant pursuant to sections 131 (secondary) and 132 (postsecondary) of the Act.</p> <p><i>The secondary funding allocation</i> formula allocates 30 percent of funding in proportion to the number of people ages 5 through 17 who reside in the district, and 70 percent in proportion to the number of people ages 5 through 17 who reside in the district and are from families below the poverty level.</p> <p>New Mexico allows small, rural school districts and state charter schools to apply for Perkins funding via a U.S. Department of Education waiver in accordance with 131 (c) (2).</p> <p><i>The postsecondary funding allocation</i> formula is based upon the number of unique students receiving Federal Pell Grant recipients and/or recipients of assistance from the Bureau of Indian Education, who are enrolled in programs meeting the requirements of Section 135 offered by such institution or consortium in the preceding fiscal year, compared to the sum of the number of such recipients enrolled in such programs in the state for such year.</p>	<p>Funding Formula Procedures:</p> <p>Pursuant to NextGen, the PED calculates funding allocations for state funding using a formula similar to that used for federal funding.</p> <p><i>The secondary funding allocation</i> formula allocates 30 percent of funding in proportion to the number of people ages 5 through 17 who reside in the district and 70 percent in proportion to the number of people ages 5 through 17 who reside in the district and are from families below the poverty level.</p> <p>Eligible recipients include districts, district charters, and state charters. District charters may apply as individual entities. District charter budgets will be calculated based on high school enrollment data compared to the high school enrollment data of the district.</p> <p>Each year, PED will establish a portion of that year’s NextGen allocation for new applicants. Applicants that have not received CTE funds for the prior two fiscal years will be eligible to participate in the new applicant pool.</p>

<p>New Mexico allows small, rural postsecondary institutions to apply for Perkins funding via a regional association, such that they are in a consortia in accordance with 132 (3).</p>	
<p>Competitive Awards Procedures:</p> <p>Competitive awards will be allocated through a <i>competitive</i> application process. The Request for Application (RfA) will outline grant guidelines and requirements as specified by the CCRB.</p> <p>Distributed funds that are awarded but not expended in the first 12 months of the grant period will be redistributed. Redistribution awards will be determined using a competitive process to address statewide CTE needs.</p> <p>Redistribution award letters are issued after PED reconciles all fiscal year books, and evaluates competitive applications, typically in early spring.</p>	<p>Competitive Awards Procedures:</p> <p>Each year, PED will establish a portion of that year’s NextGen allocation for competitive awards. Funds that are not claimed via application completion by the application deadline will be added to the competitive pool for redistribution to participating LEAs.</p> <p>Award decisions are determined by CCRB, using a rubric to score applications. Highest scoring applications will receive funding until funding is depleted.</p>

Use of Funds

POLICY 2020-400.1

The CCRB evaluates and oversees the programs, activities, and services described in the application. Subgrantees uses of funds must align to the restricted as defined by relevant law.

Federal funds must align to the restricted uses defined by in the Perkins Act. Perkins funds may be used to strengthen CTE programs and related supports for programs identified as priorities in the regional CLNA. No Perkins funds may be used for programs of study that do not align with the regional priorities.

State funds must be aligned to NMSA 22.1.12, NextGen requirements. NextGen funds are awarded to support CTE programs of study that align to the priority sectors identified in the regional CLNA.

NextGen funds, not to exceed 50 percent, may be designated as LEA choice. These funds can be used to strengthen programs of study that do not align to the priority sectors identified in the regional CLNA

Related CTE supports, in alignment with the requirements of NMSA 22.1.12, may be funded with NextGen funds, with or without a fully developed program of study.

Perkins	NextGen
<p>Use of Funds Procedures:</p> <p>Funds may be used to:</p> <ol style="list-style-type: none"> 1. Provide career exploration and career development activities through an organized, systematic framework designed to aid students, including in the middle grades, before enrolling 1. and while participating in a CTE program, in making informed plans and decisions about future education and career opportunities and programs of study; 2. Provide professional development for teachers, faculty, school leaders, administrators, specialized instructional support personnel, career guidance and academic counselors, or paraprofessionals; 3. Provide within CTE the skills necessary to 4. pursue careers in high-skill, living-wage, or in-demand industry sectors or occupations; 5. Support integration of academic skills into CTE programs and programs of study; 6. Plan and carry out elements that support the implementation of CTE programs and programs of study and that result in increasing student achievement of the local levels of performance established under section 113. 	<p>Use of Funds Procedures:</p> <p>NextGen allocation may be used to support any uses listed in Perkins column on the left.</p> <p>Additionally, funds may be used to:</p> <ol style="list-style-type: none"> 1. Provide professional development, supplies, materials, equipment and purchased services for programs that were not identified as priority sectors on the CLNA. 2. Guide career exploration via curriculum, tools and resources as needed for students in middle and high school. 3. Provide soft skills training by a Career Technical Student Organization (CTSO), or via an online training platform. 4. Provide math integration curriculum and materials to improve math achievement in secondary schools. 5. Provide resources to teachers who want to pursue credentials to teach Dual Credit courses in CTE concentrations.

Size, Scope and Quality Requirement

POLICY 2020.500.1

CCRB application and performance reviews assure that recipients provide a CTE program that is of such size, scope and quality as to meet the expectations of the relevant funding source. CCRB staff evaluates each program of study from a statewide labor market perspective.

CCRB will evaluate the CTE Regional Association within which the LEA applies, in order to allow for a broad view of the program’s size, scope, and quality. To evaluate size and scope, applications will set goals for the percentage of students who are CTE concentrators. CTE concentrator counts will be evaluated in terms of the expected number of job openings, and the state will encourage the prioritization of funding into those programs that offer the best prospects for future employment.

New Mexico Definitions		
Living Wage	High Skill	In Demand
<p>New Mexico defines living wage careers for CTE programs of study as careers leading to a wage that can sustain a family. The federal guideline for reduced price lunch is 185% of the federal poverty guideline, and New Mexico defines a family as a household of three or more. Therefore, for a career to qualify as living wage, the <u>median salary</u> for that career, in New Mexico, must meet or exceed 185% of the federal poverty guideline for a family of three. For 2020-21 wages as defined by this standard are \$38,443 annually. For reference, the 2019 mean salary in NM was \$47,040.00.^[1]</p>	<p>High skill careers are found in occupations requiring completion of an apprenticeship, an industry-recognized certificate or credential, or a postsecondary certificate or degree.</p>	<p>Careers are considered in demand when demand for particular careers exceeds supply. State, regional or local labor market data must document the demand. When demand exceeds projected employment supply, the program of study must lead to a living wage or high skill career. Such a program might also adequately prepare learners for the in-demand career, but the living-wage or high-skill career, not the in-demand career, must be the target career for the program.</p>

^[1] https://www.bls.gov/oes/2019/may/oes_nm.htm

Criteria for Secondary

Perkins	NextGen
<p>Criteria for Size:</p> <p>Evaluate each program of study from a regional labor market perspective. A key consideration is an analysis of the number of recent high school and postsecondary program of study concentrators, to determine if the regional program is too large for the expected job opportunities in the state.</p> <p>To determine if a secondary program is of sufficient size, it must include at least two aligned courses within an approved program of study sequence. Evaluation of adequate size also depends on the amount of physical equipment available, the amount of monetary award, the number of staff involved, and the average number of students served each year.</p>	<p>Criteria for Size:</p> <p><i>Same demonstration as Perkins definition.</i></p>

Perkins	NextGen
<p>Criteria for Scope:</p> <p>Programs of study shall demonstrate sufficient scope to allow students to earn a <i>minimum of two credits in a sequential program of study</i>. Local school boards review and approve curriculum that meet local, state and industry standards. Articulation agreements are in place with alignment of curriculum that provides a seamless transition from high school to postsecondary CTE programs. Pursuant to 22-13-1.1 NMSA 1978, all secondary students (9-12) will have a Next Step Plan in place that lists postsecondary and career interests.</p>	<p>Criteria for Scope:</p> <p><i>Same demonstration as Perkins definition.</i></p>

Perkins	NextGen
<p>Criteria for Quality:</p> <p>Providing professional development for teachers to prepare or enhance their certification CTE with emphasis on techniques for improving students’ reading and mathematics skills:</p> <ul style="list-style-type: none"> • The percentage of CTE concentrators who completed and who reported placement in postsecondary education, advanced training, employment, and/or the military in the second quarter following the program year in which they left secondary education shall be at 75 percent or higher. • Research-based best practices (i.e., Project Lead the Way, Advanced Careers, CASE Curriculum) will be utilized to implement on-going high school reform. • Licensing and credentialing of teachers according to the provisions of the New Mexico Accountability Workbook will define “highly qualified” professionals. • Program will prepare students to earn industry-related credentials (company certificates, industry/trade certificates/credentials, state regulations, licenses or certificates) upon completion of the program of study requirements. 	<p>Criteria for Quality:</p> <p><i>Same demonstration as Perkins definition.</i></p>

Criteria for Postsecondary

Perkins	NextGen
<p>Criteria for Size:</p> <p>To determine if a postsecondary program is of sufficient size, consider the number of statewide program completers in relation to the number of projected job openings, as published by the Department of Workforce Solutions. Consider the possibility that a program could be too large, as well as too small.</p> <p>Also consider appropriate student/teacher ratios in laboratory settings based upon the number of available workstations in compliance with the Occupational Safety and Health Administration (OSHA) and Office for Civil Rights (OCR) guidelines.</p> <p>A CTE concentrator is defined as a student who:</p> <ul style="list-style-type: none"> • Completes at least 12 academic or CTE credits, of which 9 credits are CTE, within a single program area that is comprised of 12 or more academic and CTE credits and terminates in the award of a degree, a certificate, or an industry-recognized credential OR • Completes a short-term CTE program of less than 12 credit units that terminates in a degree, a certificate, or an industry-recognized credential. 	<p>Criteria for Size:</p> <p><i>Postsecondary institutions are not eligible for NextGen funding.</i></p>

Perkins	NextGen
<p>Criteria for Scope:</p> <p>Students will be provided with the opportunity to earn industry certifications and/or state approved licensure that is accepted in industry, or the opportunity to earn postsecondary credentials that are accepted at other postsecondary institutions and by industry.</p> <p>Students that have declared a major should have a clearly articulated program of study detailing courses and other qualifications that yield degree or certificate completion, and that position such students for transfer to 4-year institutions in accordance with articulation processes and policies.</p>	<p>Criteria for Scope:</p> <p><i>Postsecondary institutions are not eligible for NextGen funding.</i></p>

Perkins	NextGen
<p>Criteria for Quality:</p> <p>Quality programs of study lead to living wage, high-skill and/or in-demand occupational outcomes.</p> <p>Students will be provided with an opportunity to participate in CTE programs that are classified as high skill, living wage, and/or high demand. Academics are an integral component of all Perkins-funded CTE programs.</p>	<p>Criteria for Quality:</p> <p><i>Postsecondary institutions are not eligible for NextGen funding.</i></p>

Review and Approval of Eligible Recipient’s Application

POLICY 2020-600.1

The Consolidated CTE Application is designed to support the improvement of existing state-approved CTE programs and the development of new programs for secondary and postsecondary institutions.

Each program of study incorporates secondary and postsecondary elements to provide a CTE program that will result in industry-recognized credentials, and/or associate degrees.

The program of study must have an aligned, non-duplicative sequence of courses that encompasses rigorous content including with challenging academic standards and relevant technical knowledge and skills needed to prepare for careers in current or emerging professions.

Perkins	NextGen
<p>Evaluation Procedure:</p> <ol style="list-style-type: none"> 1. The approval of programs of study is embedded in the Consolidated CTE Application. 2. The application is submitted by the recipients through the online Grant Management System. 3. Program of study courses are required to meet graduation requirements and must be aligned with state standards and benchmarks. 4. Program of study courses are aligned to pathways and career clusters identified by the CLNA. 5. A program of study must include two aligned CTE courses. 6. A CTE completer is defined as two CTE courses <i>plus</i> a capstone CTE course. Capstone courses are designated as Advanced Placement, Dual Credit, or Work-Based Learning. 7. The program of study course curriculum must include industry-recognized standards and credentials. In certain fields, 	<p>Evaluation Procedure:</p> <ol style="list-style-type: none"> 1. The approval of programs of study is similar to Perkins, with the following exceptions: <ol style="list-style-type: none"> a. A portion of NextGen funds may be used to support programs of study that are not identified in the CLNA. b. A complete program is not required. A single CTE course may be proposed as an intermediate step in building a program of study. c. Other CTE support programs may also receive funding, without a program of study.

<p>National Skills Standards will also be used.</p> <ol style="list-style-type: none"> 8. The CCRB coaches review and evaluate the applications using a state-approved application rubric. 9. CCRB sends the rubric to the eligible recipient’s project director or point of contact to discuss necessary revisions. 10. The applicant makes necessary revisions to the application and sends the revisions to the CCRB for approval. 11. Upon the CCRB approval, an application is authorized for implementation. 	
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Requesting New Credentials/Certifications

POLICY 2020-700.1

The CCRB has identified core indicators of performance for CTE students at the secondary and postsecondary level that are valid and reliable, and that include student attainment of an industry-recognized credential, a certificate, or a degree. A listing of available CTE student industry certification codes for secondary students can be found in the Student Teacher Accountability Reporting System (STARS) or its successor (Nova).

A subgrantee may request the offering of additional certifications within a program of study not currently listed.

Perkins	NextGen
<p>New Credentials Procedure:</p> <ol style="list-style-type: none"> 1. The subgrantee must submit a formal letter to the CCRB director requesting the new certification/credential. 2. Within the formal request, the institution must include a justification and validation statement verifying which New Mexico industries recognize the requested certification/credential. 	<p>New Credentials Procedure:</p> <p><i>Same New Credentials procedure as Perkins V.</i></p>

3. The subgrantee must provide the following supporting documentation regarding the new certification/credential:
 - a. A letter of support from one or more employer(s) on business letterhead that recognizes the proposed certification/credential as valid
 - b. Industry advisory board minutes reflecting where the certification was discussed and recommended
 - c. Workforce labor market data
 - d. Verification that the requested certification/credential is portable to other employers
 - e. The CTE instructor(s)/programs meet all certification/credentialing conditions
4. Upon receipt of the formal request and supporting documentation, the CCRB staff will review and provide a recommendation for approval or denial to the CCRB director.
5. Upon receipt of the recommendation for approval or denial, the CCRB director will make a final determination.
6. The subgrantee will be advised in writing of the approved/denied request for the new certification/credential.
7. If approved, the certification/credential codes will be added to the recognized credential list.

GRANT MANAGEMENT

Coaching

POLICY 2020.800.1

In order to ensure timely and efficient grant management, CTE coaches will assess subgrantees' progress in establishing budget authority, spend-down activity, and expenditure claims submitted through the Operating Budget Management System (OBMS).

For the purpose of internal auditing, communications records will be maintained.

Perkins	NextGen
<p>Coaching Procedure:</p> <ol style="list-style-type: none"> 1. Subgrantees are advised of their initial planning awards via web posting on the Administrative Services Division (ASD) page, and through email correspondence. The information for board approval is written into the context of the email, so that this item may be placed on the appropriate board's agenda for approval. 2. Coaches follow up as needed via phone and/or email to assist subgrantees in establishing budget authority. 3. Once budget authority has been established, coaches approve Budget Adjustment Requests (BARs) through OBMS for spend-down/expenditures when the application is substantially or fully approved. 4. Subgrantees will spend down allocated funds from July 1 through June 30 of the program year. 5. Coaches will oversee subgrantee spending plans. 6. Coaches will regularly communicate with subgrantees regarding their expenditure status. 7. CTE coaches will begin conducting close out activities for the basic grant in June. 	<p>Coaching Procedure:</p> <p><i>Same Coaching Procedure as Perkins definition.</i></p>

Special Populations

POLICY 2020-900.1

The PED will continue its provision of educational services under statutory regulations provided by the Individuals with Disabilities Education Act (IDEA) which ensures services to children with disabilities and governs how states and public agencies provide services to persons with disabilities. Additionally, the CCRB will continue implementation of activities under the direct legal parameters covering non-discrimination, planning and program development purposes.

Perkins V, Section 3, defines Special Populations as:

- individuals with disabilities
- individuals from economically disadvantaged families including low-income youth and adults
- individuals preparing for non-traditional fields; single parents, including single pregnant women; out-of-workforce individuals
- English learners
- homeless individuals described in section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a)
- youth who are in, or have aged out of, the foster care system
- youth with a parent who is a member of the armed forces and is on active duty.

Perkins	NextGen
<p>Addressing Special Populations</p> <p>1. To ensure equal access to activities for members of special populations, the CCRB will:</p> <p style="margin-left: 20px;">a. Provide funds to eligible secondary and postsecondary entities that have adopted policies of nondiscrimination.</p> <p style="margin-left: 20px;">b. Ensure that curriculum development, programs of study development, professional development, program articulation between secondary and postsecondary and industry partners, collaborative interactions pertaining to programs developed and/or implemented in conjunction with Workforce Investment</p>	<p>Addressing Special Populations</p> <p><i>Same Criteria for Addressing Special Populations as in Perkins V.</i></p>

<p>Opportunity Act, and career technical student organizations are:</p> <ul style="list-style-type: none"> • Available to any and all special population students who qualify for CTE programs in New Mexico. • Has included descriptors in their local applications of their plan(s) for reaching and serving special populations. <p>2. To ensure non-discrimination against students on the basis of their status as members of special populations, the CCRB will:</p> <ol style="list-style-type: none"> a. Continue implementation of activities under the direct legal parameters covering non-discrimination, Office of Civil Rights guarantees. b. Be diligent in assuring that eligible entities have appropriate assurances in place to prevent discrimination against special populations during activities such as monitoring and compliance visits, professional development activities, and other activities implemented in conjunction with Perkins funding. c. Offer training for eligible entities with regard to providing special populations equal access to programs and avoiding discrimination against students in special populations. d. Provide technical assistance on site for compliance with Office of Civil Rights regulations, at the time of the compliance reviews. <p>3. To ensure special populations are provided with programs designed to meet or exceed State adjusted levels of performance, and prepare them for further learning and for high skill, living wage, or high demand occupations, the CCRB will:</p>	
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- a. Ensure applicants from eligible entities enable special populations and all other participating students the opportunity to engage with programs of study that will be included in the data collection that encompasses the State's levels of performance.
- b. Ensure applicants from eligible entities complete plans for offering Programs of Study that prepare special populations and all other participating students the opportunity to gain skills and knowledge that may lead to high-skill, living-wage, or high demand occupations.
- c. Ensure eligible entities provide data to the CCRB for the intent and purposes of evaluation, planning and program development that will reflect aligned sequences of courses that may include articulated / dual credit opportunities which can result in graduation, a diploma, industry recognized certification, or degree thus preparing special populations and all other participating students for high-skill, living-wage, high-demand occupations.
- d. Provide technical assistance to support subgrantees based on Consolidated Annual Report data.
- e. Support expansion of the Next Step Plans which include special populations and all other participating students with requisite information on the benefits of lifelong learning and for transitioning into self-sufficiency.

**Entities are encouraged to contact the Methods of Administration Coordinator at the CCRB if they should need consultation on any specific issue or question.

Supplement - Not Supplant

POLICY 2020-1000.1

The PED ensures that institutions shall supplement non-federal funds expended for CTE activities, and not supplant non-federal funds.

Perkins	NextGen
<p>Supplement v. Supplant Criteria:</p> <ol style="list-style-type: none"> 1. Federal funds cannot be used to pay for services, staff, programs, or materials that would otherwise be paid for with state or local funds. 2. Always ask: “What would have happened in the absence of federal funds?” 3. Supplanting may be presumed if Perkins funds are used to provide services the subgrantee is required to make available under other federal, state or local laws. 4. Supplanting may be presumed if Perkins funds are used to provide services the subgrantee provided with state or local funds in the prior year. 5. Supplanting may be presumed if the subgrantee provides services for non-CTE students with non-federal funds and provides the same services to CTE students using Perkins funds. 6. PED’s Administrative Services Division will provide consultation as needed regarding “supplement, not supplant” issues. 	<p>Supplement v. Supplant Criteria:</p> <ol style="list-style-type: none"> 1. State funds may supplant federal funds, but care should be taken to ensure long-term sustainability. 2. Conversion from state to federal funding generally requires a 365 day waiting period. 3. If the pilot project is terminated by the legislature, supplant provisions will not apply and CTE programs that meet federal guidelines can immediately transition to Perkins funding.

FISCAL RESPONSIBILITIES

Assurances and Accountability

POLICY 2020.1100.1

It is the policy of the PED to ensure eligible subrecipients use allocated funds to improve CTE programs. By signing application assurances, subrecipients acknowledge that they will be held accountable for meeting the required uses pursuant to Perkins V and NMSA 22.1.12 (NextGen).

Thus, subrecipients of funds must maintain evidence that funding is being used to meet the allowable uses and to provide such evidence during monitoring or technical assistance sessions.

All expenditures must be used for the current program year, and for benefiting current year students. The institution must support all use of funds with data, rationale, and a plan, and the institution must have the capacity to measure student/program improvement resulting from the use of these funds.

Perkins	NextGen
<p>Procedures for Accountability:</p> <p>The CCRB ensures compliance with the required use of funds, EDGAR and Uniform Grant Guidance by:</p> <ol style="list-style-type: none"> 1. Evaluating Basic Grant applications utilizing the Basic Grant Evaluation Rubric. The CCRB coaches will request necessary revisions, amendments, or adjustments be made prior to granting substantial approval. 2. Ensuring that the Program of Study budgets align with approved activities within the application. 3. Confirming that account expenditures align with Uniform Grant Guidance and EDGAR requirements. 4. Pre-approving all items in the Program of Study budget prior to Requests for Reimbursement (RfRs) are submitted. 5. Ensuring that RfRs are supported by the submission of a detailed ledger and 	<p>Procedures for Accountability:</p> <p><i>All Perkins V Accountability measures pertain to NextGen funding.</i></p> <p><i>In addition, all NextGen funding must adhere to state procurement and NMSA 22.1.12 rules and regulations.</i></p>

<p>support documentation justifying claim. Claims are evaluated against the Program of Study budget as approved in the Basic Grant application.</p> <p>In the event of disagreement, differences may be reconciled or may result in non-payment due to expenditure without prior approval. In the event that an institution leaves <i>15 percent or more in funding unexpended, the institution may be placed on a Financial Cash Management Plan.</i></p>	
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Financial Management/Accounting System Overview

POLICY 2020.1200.1

All recipients must ensure the proper disbursement of and accounting for CTE funds. Subgrantees must use the Operating Budget Management System (OBMS) for budget and reimbursement accountability.

Perkins	NextGen
<p>Financial Management Procedures:</p> <ol style="list-style-type: none"> 1. CCRB and its subgrantees use OBMS, an online system that provides financial management services, such as budget management, Budget Adjustment Request (BAR) tracking, actuals reporting, reimbursement request, grants management, and data warehousing. 2. PED uses this system to submit budgets, track and trace budget items, and enhance reporting. OBMS notifies users of opened budgets, BAR/grant application releases, submission due dates and approval status. 	<p>Financial Management Procedures:</p> <p><i>NextGen funds also are managed using OBMS. All applicable reporting and documentation procedures that pertain to Perkins V pertain to NextGen as well.</i></p>

Financial Accountability

POLICY 2020-1300.1

All subrecipients must have a financial management system in place to track the expenditure and accounting of grant funds. Certain fiscal controls and procedures must be in place to ensure that all financial management system requirements are met. Failure to meet a requirement may result in having to return funds to the awarding agency or termination of the award.

According to financial requirements, the CCRB must expend and account for federal funds, including Perkins funds, in accordance with state laws and procedures for expending and accounting for state funds. In addition, financial management systems, including records documenting compliance with federal statutes, regulations, and the terms and conditions of the federal award, must be sufficient to allow required reports to be prepared and for the tracing of funds that have been used according to federal statutes, regulations and terms and conditions of the federal award.

Grantees and subgrantees must maintain source documentation for at least five years. Accounting records must be supported by such source documentation as cancelled checks, paid bills, payrolls, time and attendance records, contract and subgrant award documents, etc.

Perkins	NextGen
<p>Procedures for Financial Accountability:</p> <p>CCRB and all subrecipients will comply with applicable methods and procedures for payment that minimize the time elapsing between the transfer of funds and disbursement, in accordance with the Cash Management Improvement Act, <i>31 CFR Part 205</i>.</p> <p>Generally, subrecipients will receive payment from PED on a reimbursement basis. However, in the rare occurrence that a recipient receives an advance in federal grant funds from the PED, the recipient will remit interest earned on the advanced payments deposited into interest-bearing accounts annually to the PED. In turn, the PED will reimburse the federal award. The recipient may retain interest amounts up to \$500 per year for administrative expenses.</p>	<p>Procedures for Financial Accountability:</p> <p><i>NextGen subgrantees must follow all New Mexico State financial accountability guidelines and processes.</i></p>

Reimbursements

POLICY 2020-1400.1

At the beginning of a grant year, the subgrantee loads its budget into OBMS and each grant and funding source is coded so that it can be easily tracked. Subgrantees send a Request for Reimbursement (RfR) to the Fiscal Grants Management office for approval. Once approved, Fiscal Grants Management produces a voucher for expenditures that are to be reimbursed, and sends it to the Department of Finance and Administration (DFA), which generates payment using state funds from CCRB’s subaccount within New Mexico’s own state account. Thus, when DFA disburses funds, it is coming from CCRB’s subaccount of CTE funds. The Audit and Accounting Bureau checks the system on a timely routine basis and draws the approved reimbursement voucher amount from the appropriate funding stream and uses the federal funds to reimburse the initial state-funds expended for Perkins purposes. For example, the Audit and Accounting Bureau draws Perkins funds from the G5 system to reimburse state funds deposited into subrecipient’s bank accounts for allowable Perkins expenditures.

Perkins	NextGen
<p>RfR Procedures:</p> <ol style="list-style-type: none"> 1. Only subrecipients who establish budget authority prior to expending funds may be reimbursed for allowable expenditures. 2. Subrecipients are encouraged to submit RfRs at least twice a month. 3. All RfRs must be accompanied by supporting documentation. CCRB staff conducts a review that includes, but is not limited to, ensuring compliance with federal laws, regulations and cost principles including Perkins and Omni Circular requirements. 4. The CCRB will approve or deny the RfR within 10 business days. If approved, CCRB sends the RfR to the Fiscal Grants Management office electronically. 	<p>RfR Procedures:</p> <p><i>NextGen subgrantees must New Mexico Public Education procedures for submitting and receiving reimbursement for allowable expenses.</i></p>

5. The PED's Fiscal Grants Management office reviews the RfR to ensure the expenditure(s) complies with state law and aligns with the approved budget. However, it is within Fiscal Grants Management's discretion to conduct a more detailed review if necessary.
6. Fiscal Grants Management usually reviews and approves RfRs within 10 business days and prepares a payment voucher that is sent to DFA to reimburse the subrecipients directly using state funds. DFA ensures there is an original signature on the RfR from Fiscal Grants Management and that the recipient established budget authority.
7. DFA releases state funds electronically to the recipient's bank depository after it is approved by DFA (typically within five business days), These funds are released from PED's subaccount of general funds within New Mexico's state account. All subrecipients must have bank depository information on file with the DFA, including signed forms approving the release of funds to the bank depository, signed by the Chief Financial Officer, and the bank name and account number.
8. On a monthly basis, the Audits and Accounting Bureau performs reconciliation between CCRB's general ledger and the federal G5 system to determine the amount of any reimbursements.
9. The Audits and Accounting Bureau then draws the approved reimbursement voucher amount(s) processed by the DFA from the appropriate funding stream in the G5 system (identified by the Project ID code), and uses the federal funds to

<p>reimburse the initial state-funds used for local reimbursement. For example, the Audit and Accounting Bureau draws Perkins funds from the G5 system to reimburse state funds deposited into subrecipient’s bank accounts for allowable Perkins expenditures. Thus, within New Mexico’s accounting system, allowable Perkins expenditures are charged, collected, and reported against federal funds.</p>	
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Budget Authority

POLICY 2020-1500.1

Subrecipients who have submitted a *substantially approved* application can establish budget authority and begin to obligate funds. Funds may be obligated after July 1, before an award letter is delivered and before *full approval* of the application.

<p>Planning Amount Procedures:</p> <p>Planning awards are estimated using the Perkins Act formula and award estimates received from the Department of Education.</p> <p>Planning amounts are posted in the CCRB grant management system and announced through an allocation table that is posted to the PED website, Administrative Services Division.</p>	<p>Planning Amount Procedures:</p> <p>Planning amounts are based on legislative appropriations and PED allocations for new, existing, and competitive awards.</p> <p>Formula calculations (above) are posted in the CCRB grant management system and announced through an allocation table that is posted to the PED website, Administrative Services Division.</p>
<p>Preliminary Budget Authority Procedures:</p> <p>Planning amounts can be used to establish preliminary budget authority, prior to June 30 of the preceding fiscal year.</p>	<p>Preliminary Budget Authority Procedures:</p> <p>Planning amounts can be used to establish preliminary budget authority, prior to June 30 of the preceding fiscal year.</p>

<p>After the application reaches substantial approval, typically in early to mid summer, LEAs may begin obligating funds (after July 1).</p> <p>After application reaches full approval, LEAs will receive email notification, which allows them to submit Requests for Reimbursements (RfRs) if a planning budget was established.</p>	<p>After the application reaches substantial approval, typically in early to mid summer, LEAs may begin obligating funds (after July 1).</p>
<p>Final Award Letter Procedures:</p> <p>Final award letters are distributed when CCRB receives the final award letter from the U.S. Department of Education, typically in October.</p> <p>LEAs that did not establish budget authority using the planning amounts will establish budget authority based on the final award letter.</p> <p>LEAs that did establish a planning budget will complete a BAR to revise their budget to the final amount.</p>	<p>Final Award Letter Procedures:</p> <p>After application reaches full approval, LEAs will receive an award letter for both formula and competitive award amounts. LEAs that did not establish budget authority using the planning amounts will establish budget authority based on the final award letter.</p> <p>LEAs that did establish a planning budget will complete a BAR to revise their budget to the final amount.</p> <p>After award letter is received, subgrantees may submit Requests for Reimbursements (RfRs).</p>
<p>Adjusted Application Procedures:</p> <p>LEAs shall update their application to reflect the final award amount.</p>	<p>Adjusted Application Procedures:</p> <p>LEAs shall update their application to reflect the final award amount.</p>

Grant Spend Down

POLICY 2020-1600.1

Perkins	NextGen
<p>Budget and Spend Down Procedures:</p> <ol style="list-style-type: none"> 1. Subgrantees are advised of their planning awards via web posting on the Administrative Services Division (ASD) page, usually in April, for each ensuing grant year. Posting provides information by fund and entity. The information for board approval is written into the content of an email so that this item can be placed on board’s agenda for approval. PED realizes board policies that may require a <i>formal award letter</i> from the PED before it grants approval to spend funds. <ol style="list-style-type: none"> a. Planning awards are based on the estimates from the federal government and formula calculations as specified in the Act. b. Planning awards are to be considered a good faith commitment from PED to subgrantees. 2. Once budget authority has been established, CTE coaches approve Budget Adjustment Requests (BARs) for spend-down/expenditures only after the LEA receives an official final award letter from the PED. 3. Requests for Reimbursement (RfRs) cannot be submitted until the subgrantee’s application is <i>fully approved</i>. 4. The application must be amended to show allocation of the amounts listed in the final award letter. 	<p>Budget and Spend Down Procedures:</p> <ol style="list-style-type: none"> 1. Once budget authority has been established, coaches approve Budget Adjustment Requests (BARs) for spend-down/expenditures only after the LEA receives an official final award letter from the PED. 2. Requests for Reimbursement (RfRs) cannot be submitted until the subgrantee’s application is <i>fully approved</i>. 3. The application must be amended to show allocation of the amounts listed in the final award letter.

REPORTING RESPONSIBILITIES

Performance Data

POLICY 2020-1700.1

The CCRB requires each eligible agency that receives a CTE allocation to annually prepare and submit complete, accurate and reliable performance data.

Secondary data is collected by the PED through the Student Teacher Accountability Reporting System (STARS) or its successor (Nova). Data is imported from each district’s Student Information System (SIS).

Postsecondary data is calculated by the institutional researcher (IR) at each recipient institution and transferred to the CCRB using a secure transfer protocol.

Data calculated and reported to the CCRB are used to populate the Annual Performance Report and Performance Improvement Plan forms.

Procedures - Secondary

Perkins	NextGen
<p>Performance Data Reporting Procedures:</p> <ol style="list-style-type: none"> 1. Data is submitted by districts through their student information system and uploaded to STARS. Data is validated by PED program managers to ensure that district level data is complete, accurate and reliable. 2. Detailed technical instructions for data calculations are published annually in the Business Rules Guide. This is an internal document that is developed in collaboration with the PED Information Technology Department (ITD) staff. The ITD staff uses these business rules to calculate data by school, district, regional association, and state. 	<p>Performance Data Reporting Procedures:</p> <ol style="list-style-type: none"> 1. Data is submitted by districts through their student information system and uploaded to STARS. Data is validated by PED program managers to ensure that district level data is complete, accurate and reliable.

<p>3. Data to be calculated by ITD include:</p> <ul style="list-style-type: none"> a. Participant counts – count of CTE participants, disaggregated by subgroups as specified in the Act. b. Concentrator counts – count of CTE concentrators, as defined in the business rules, disaggregated by subgroups specified in the Act. c. Performance Indicator counts – numerator and denominator counts for each performance indicator. Performance indicators are specified in the New Mexico State Plan and negotiated annually by CCRB. Each count will be disaggregated by subgroups specified in the Act. d. Data changes – Increases or reductions in excess of 15 percent are highlighted. <p>4. Upon timely submission of the data, the CCRB will test the submitted data to ensure data are complete, accurate and reliable. Validation checks will include:</p> <ul style="list-style-type: none"> a. comparison of CTE participants to total headcount b. comparison of CTE participants to CTE concentrators c. year over year change for CTE participants, concentrators, and all indicators d. comparison of gender and race disaggregation subtotals for participants, concentrators, and all indicators. <p>5. Initial calculations are delivered to CCRB for review. Final disaggregation of all performance indicators by school and district will be calculated by ITD.</p> <p>6. If the CCRB finds problems with data, the secondary LEA will receive a follow</p>	
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<p>up phone call and/or email. A notation will also be placed on the institution’s risk-based monitoring evaluation.</p> <p>7. CCRB may withhold Perkins funding claims for institutions failing to submit data until such data are submitted and approved by the CCRB.</p>	
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Procedures – Postsecondary

Perkins	NextGen
<p>Performance Data Reporting Procedures:</p> <ol style="list-style-type: none"> 1. Each postsecondary institutional researcher (IR) will receive a password to access the CCRB secure transfer site for data submission. If the IR has not received such password, they must contact CCRB. 2. Detailed technical instructions for data calculations are published annually in Data Reporting Methodology Guidelines and distributed by the CCRB directly to IRs no later than May 1. These guidelines are developed in collaboration with members of the New Mexico Association for Institutional Research and Planning. 3. Data submission includes a signed assurances page. The IR and Perkins director both sign to assure that the submitted data are complete, accurate and reliable. 4. Contents of the data submission to be completed by the institutional researcher include: <ol style="list-style-type: none"> a. General Information – this captures the institution’s general information; 	<p>Performance Data Reporting Procedures:</p> <p><i>Postsecondary institutions are not eligible for NextGen funding and no reporting is required.</i></p>

<p>e.g., contact name, title, phone, address, etc.</p> <ul style="list-style-type: none"> b. CTE courses – a list of all course codes and titles used to determine CTE participation. c. Participant counts– count of CTE participants, disaggregated by subgroups specified in the Act. d. Economically disadvantaged CTE students – unduplicated count of CTE participants who receive Pell and/or BIE grants. e. Concentrator counts – count of CTE concentrators, as defined in the business rules, disaggregated by subgroups specified in the Act. f. Performance Indicator counts – numerator and denominator counts for each performance indicator. Performance indicators are specified in the New Mexico State Plan and negotiated annually by CCRB. Each count will be disaggregated by subgroups specified in the Act. g. Data changes explanation – Increases or reductions in excess of 15 percent require a written explanation. <p>5. Upon timely submission of the data, the CCRB will test the submitted data, to ensure data are complete, accurate and reliable. The CCRB will provide feedback to IRs if tests suggest problems in the dataset. Validation checks will include:</p> <ul style="list-style-type: none"> a. comparison of CTE participants to total headcount b. comparison of CTE participants to CTE concentrators 	
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<ul style="list-style-type: none"> c. year over year change for CTE participants, concentrators, and all indicators d. comparison of gender and race disaggregation subtotals for participants, concentrators, and all indicators. <p>6. CCRB may withhold Perkins funding claims for institutions failing to submit data until such data are submitted and approved by the CCRB.</p>	
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Annual Performance Reports

POLICY 2020-1800.1

Each subgrantee shall prepare and submit an Annual Performance Report (APR) regarding the progress in program effectiveness, accomplishments, data performance and financial responsibility. The window for submission of the APR opens **October 1st** and the **deadline to submit is December 31st**.

Perkins	NextGen
<p>APR Submission Procedures:</p> <ol style="list-style-type: none"> 1. Each institution will complete a program evaluation for each program of study. 2. Grant administrators shall access the CCRB Grant Management Site (GMS) to complete the APR. 3. Grant administrators should request an account at the GMS: https://cte.ped.state.nm.us/Account/Login. 4. Each year, CCRB negotiates with the Department of Education to establish performance indicator targets for the state. 	<p>APR Submission Procedures:</p> <p><i>All Perkins V Performance Report procedures also pertain to NextGen funding.</i></p>

<ol style="list-style-type: none"> 5. The annual performance report requires subgrantees to reflect upon performance and to address their performance on the negotiated performance indicators. 6. Upon timely submission of the APR, CCRB coaches review and provide feedback on the quality of the reporting. 7. Institutions failing to submit the APR by the stated deadline will receive a follow-up phone call and/or email. A notation will also be placed on the institution’s risk-based monitoring evaluation. 8. CCRB may withhold CTE reimbursements for institutions failing to submit APRs until the past due APR is submitted and approved by the CCRB. 	
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Performance Improvement Plans

POLICY 2020.1900.1

Any subgrantee that has inadequate performance on established metrics shall submit a performance improvement plan.

If an eligible Perkins subgrantee fails to meet at least 90 percent of an agreed upon local level of performance for any of the federal core indicators of performance the eligible recipient shall develop and implement a program improvement plan that includes an analysis of the performance disparities and actions that will be taken to resolve the deficiencies.

NextGen subgrantees who failed to meet enrollment targets and/or have not used state funds in a productive and prudent manner to support CTE programs will be asked to provide a Performance Improvement Plan (PIP) as directed by the regional CCRB coach.

Perkins	NextGen
<p>PIP Procedures:</p> <ol style="list-style-type: none"> 1. If the subgrantee performance on all indicators is greater than 90% of target, no PIP is necessary. (Between 90% and 	<p>PIP Procedures:</p> <p><i>NextGen subgrantees that fail to meet target goals and/or have not used state funds in a productive and prudent manner will:</i></p>

<p>100% of the target is referred to as <i>Safe Harbor</i>.)</p> <ol style="list-style-type: none"> 2. Upon timely submission of the APR, a performance plan will be required within the Grant Management System for each missed indicator. 3. Institutions required to submit a PIP will also submit performance updates at the end of the school year and at the first 40 day reporting period of the following school year. 4. CCRB may withhold CTE reimbursements for institutions failing to submit PIPs until the past due PIP is submitted and approved by the CCRB. 	<ol style="list-style-type: none"> 1. Submit an action plan to CCRB coaches for the upcoming semester. 2. Revise the action plan as requested by CCRB coaches upon review to improve overall CTE program performance. 3. Submit artifacts and a report detailing how the action plan impacted performance on CTE goals.
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Reporting Economically Disadvantaged Students

POLICY 2020-2000.1

Each postsecondary institution that receives an allocation under Perkins shall annually prepare and submit to the CCRB a count of economically disadvantaged CTE (CTE) students.

If a postsecondary institution has not been a recipient of Perkins funds and wishes to apply for funding, the institution must pre-qualify by submitting their counts for the reporting year preceding the application year. CCRB will use their economically disadvantaged CTE student counts to determine a planning amount.

Perkins	NextGen
<p>Reporting Economically Disadvantaged:</p> <ol style="list-style-type: none"> 1. Each subgrantee project director will receive a password to access the secure data transfer website for data submission. 2. Contents of the submission include: <ol style="list-style-type: none"> a. Total unique students b. CTE participants – All students participating in CTE (as defined in section 3(5) of the Act), disaggregated by gender, race, ethnicity, and special populations as defined in the Act 	<p>Reporting Economically Disadvantaged:</p> <p><i>This is NOT a requirement of NextGen.</i></p>

<p>c. Economically disadvantaged students – Such students identified as being CTE participants and also recipients of the Federal Pell Grant and/or recipients of assistance from the Bureau of Indian Education (BIE)</p>	
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PROGRAM MONITORING

Monitoring Purpose and Procedures

POLICY 2020-2100.1

The PED is responsible for monitoring grant recipients to ensure compliance with local and federal regulations.

Monitoring is the regular and systematic examination of all aspects associated with the administration and implementation of a program of study in an effort to ensure high-quality CTE. Monitoring may include virtual, desk-top and on-site reviews.

Following a monitoring visit, the CCRB will notify subgrantees of required corrective actions (as needed), which includes due date, and a required resolution plan.

Perkins	NextGen
<p>Formal Monitoring Procedures:</p> <ol style="list-style-type: none">1. The CCRB identifies sites for formal monitoring visits based on program implementation, fund spend down, asset inventory, continuous improvement and other criteria listed in the monitoring document. Criteria also include how districts, schools and institutions carry out the priorities of the regional Comprehensive Local Needs Assessment. Monitoring may also include adherence to federal Office for Civil Rights (OCR) assurances.2. Written notification of monitoring will be sent to selected institutions. The correspondence will include suggested dates for monitoring and related documentation and artifacts needed to complete the process.3. At least three weeks prior to the visit, the monitoring team lead will provide an agenda for monitoring.4. Monitoring visits may include:	<p>Formal Monitoring Procedures:</p> <ol style="list-style-type: none">1. NextGen monitoring will be done whenever a site is identified for federal monitoring, to evaluate program effectiveness and adherence to state NMSA 22.1.12 requirements.2. CCRB coaches will also conduct desk-top audits and provide technical assistance to maintain compliance with NMSA 22.1.12 stipulations and requirements.

<ul style="list-style-type: none"> a. An introductory meeting and overview b. Review of requested documentation/artifacts c. Classroom/lab observations d. Interviews with instructors, CTE students, and other institution personnel e. An exit meeting to summarize the monitoring. 	
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Resolution of Monitoring Findings and Corrective Actions

POLICY 2020-2200.1

Subgrantees who receive formal on-site or desk-top monitoring shall have 30 days to review and, if necessary, dispute monitoring findings of non-compliance. Corrective action plans will be conducted with the assistance, if needed, of the CCRB coaching team.

Perkins	NextGen
<p>Monitoring Resolution Procedures:</p> <ol style="list-style-type: none"> 1. Within thirty (30) days after the conclusion of the monitoring visit, CCRB will send written correspondence to the subgrantee. The correspondence will provide an overview of any findings, recommendations, and corrective actions. 2. If applicable, subgrantees will have 30 days to develop a Corrective Action Plan that delineates strategies and a timeline for correcting any findings. 3. CCRB will be available to provide targeted technical assistance to ensure the plan is sufficient, manageable, and timely. 4. CCRB will consider all findings resolved only after the subgrantee has provided sufficient evidence that the Corrective Action Plan has been fully implemented. 5. A closeout letter will be issued to indicate that all findings have been resolved and to 	<p>Monitoring Resolution Procedures:</p> <p><i>NextGen subgrantees that receive findings specifically related to implementation of 22.1.12 shall follow the procedures outlined for Perkins monitoring.</i></p>

<p>document which conditions or restrictions have been lifted.</p> <p>6. A subgrantee’s failure to sufficiently implement its Corrective Action Plan within the determined timeframe may lead to special conditions or restrictions on the subgrantee’s ability to submit claims for reimbursements or to receive grant funds in the future. Special conditions may include:</p> <ul style="list-style-type: none">a. Additional reportingb. Additional onsite monitoringc. Mandatory technical assistanced. Withholding or suspension of grant funds, with appropriate written notification	
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REDISTRIBUTION OF UNOBLIGATED FUNDS

Redistribution Purpose and Procedures

POLICY 2020-2300.1

Funds that were allocated to subgrantees but remain unexpended at the end of the program year shall revert to the NM PED and may be redistributed in the subsequent grant year.

Perkins	NextGen
<p>Redistribution Procedures:</p> <ol style="list-style-type: none"> 1. The CCRB shall redistribute Perkins funds in accordance with section 112(a)(1).and 112(c) Unexpended funds will first be applied to fund the Reserve account, in accordance with 112(c). <ol style="list-style-type: none"> a. If the remaining funds at the end of the first 12 months of the grant period are under 15% of distribution funds, the redistribution amount will only fund Reserve awards and no additional redistribution formula process will occur. b. If subgrantees revert more than 15% of distribution funds, then a formula distribution will occur for the redistribution amount in excess of the 15% limit on Reserves. 2. Any unused funds remaining in the state’s administrative or leadership budget (non-state match) will remain at the state level for the expenditure in the subsequent year within the 27-month period of availability. 	<p>Redistribution Procedures:</p> <p>NextGen funds that revert will be added to the available funding for the subsequent fiscal year, to the extent that they do not revert to the general fund, as determined by General Services Division.</p>

Redistribution Application Procedures

POLICY 2020-2400.1

Any remaining funds in excess of the 15% limit for Perkins Reserve shall be allocated according to the formulas described in the Act, to the extent that the award amount exceeds \$5,000 per subgrantee.¹

A Universal Chart of Accounts (UCOA) fund number will be established for redistribution funds. The proper UCOA fund number must be used for redistribution funds.

Perkins	NextGen
<p>Redistribution Application Procedures:</p> <ol style="list-style-type: none"> 1. Any remaining funds available for redistribution will be awarded to entities that applied for funds during the year in which the funds originated. <ol style="list-style-type: none"> a. Only institutions that receive an award in the first 12 months of a program year are eligible for redistribution in the subsequent 12-month period of the 27-month performance period of the award. b. No redistribution shall be awarded if the subgrantee’s Basic award amount is less than Five Thousand Dollars (\$5,000). 2. Eligible subgrantees shall submit a redistribution budget to their CCRB coach. <ol style="list-style-type: none"> a. In order to strengthen the academic and career and technical skills of students participating in CTE programs, the CCRB will approve the areas in which the expenditures should occur and be monitored. The state, based upon performance measures and anticipated workforce needs, might indicate where the funds will be 	<p>Redistribution Application Procedures:</p> <p>NextGen funds that revert will be added to the available funds for competitive awards.</p>

¹ Note for GY18: Because of the COVID-19 Pandemic, redistribution funds scheduled to expire 9/30/2020 have been extended to 9/30/2021. GY19 funds will be distributed in accordance with these updated policies.

<p>expended in order to improve CTE programs.</p> <p>b. Using an evaluation rubric, CCRB coaches score the applications for accuracy, completeness and strategies identified for improving performance as outlined in the Perkins core indicators.</p> <p>3. The RfR is approved by CCRB coach and then the PED's fiscal grants management manager, prior to DFA approval for reimbursement.</p> <p>4. Subgrantees have until Sept. 30 of the current year to expend Redistribution funds.</p>	
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EQUIPMENT PURCHASE, DEFINITION, USAGE, DISPOSITION

POLICY 2020-2500.1

Subgrantees of are required to maintain equipment management policies and procedures. All equipment purchased with CTE funds shall be used for the specified and approved CTE program and upon receipt must be located within that program for use by current year students. The subgrantee is responsible for maintaining local inventory of equipment as well as implementing a control system to ensure adequate safeguards to prevent loss, damage or theft of the equipment. The title to equipment acquired under a subgrant will vest upon acquisition by the subgrantee.

Equipment Definition

Equipment with a per unit price over \$5,000, including shipping, must be pre-approved by the CCRB coach using the *Equipment Over \$5,000 federal approval form*. The accounting treatment defines the capitalization of an asset as the entire cost of the asset, to include shipping and other fees, installation and set-up, all costs incurred to ensure the equipment is completely useable and functioning.

Once approved, the subgrantee can proceed with the purchase, receive the equipment, inventory it properly, and request reimbursement from the PED. The Equipment Over \$5,000 form must be attached to the RfR as one of the required documents, which also includes the paid invoice or cancelled check.

Perkins	NextGen
<p>Equipment Purchase Procedures:</p> <ol style="list-style-type: none"> 1. The subgrantee is responsible for purchasing equipment approved by the CCRB for use in CTE programs that have been accepted in the subgrantees' application for funding. All local and state laws, regulations, and procedures must be followed in the purchase of equipment. After a subgrantee has been notified that the equipment has been approved for purchase, a signed purchase order must be executed. 2. Equipment purchased by subgrantees with funds provided by Perkins must meet all federal and state occupational safety and health administration rules and regulations. Subgrantees must comply 	<p>Equipment Purchase Procedures:</p> <p><i>NextGen subgrantees must adhere to the Perkins V equipment purchase procedures.</i></p>

<p>with all equipment installation and maintenance rules and regulations provided by the vendor when the purchase is made.</p> <ol style="list-style-type: none">3. The subgrantee is responsible for developing a systematic method for continual updating of equipment to avoid obsolescence and fluctuating equipment budgets/purchases from year to year.4. Equipment needs to be received and be operational in <i>sufficient time to impact activities for current program students</i>.5. All equipment purchased with Perkins funds will be identified as institution-purchased equipment with a permanent label/tag. Equipment must be tagged upon receipt by the subgrantee. The assigned identification tag must be attached with the inventory number identified.6. Property records shall be accurately maintained for each item of equipment. The records shall include the following information:<ol style="list-style-type: none">a. Description of equipmentb. Acquisition date and cost of propertyc. Serial number or other identification numberd. Location, including a room numbere. Any disposal data including the date of disposal or sale price of the property	
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Use of Equipment Purchased with Perkins Funds

Perkins	NextGen
<p>Equipment Purchase Procedures:</p> <ol style="list-style-type: none"> 1. Equipment purchased for a specific CTE program must be located in the specified and approved program. CTE equipment may be used for other instructional programs if the other use of the equipment is after school hours or on weekends and does not interfere with the CCRB approved CTE program. 2. The subgrantee shall be solely responsible for the repair and/or replacement of any item lost, damaged, stolen or destroyed. No reimbursement shall be made by the PED to the subgrantee for any loss, damage, theft, or destruction of the equipment. 3. A control system for all equipment shall be in effect by the subgrantee to ensure adequate safeguards for the prevention of loss, damage, theft, or destruction of the equipment. The subgrantee will be responsible for replacing or repairing equipment that is lost, damaged, destroyed or stolen. 4. Adequate maintenance procedures, such as maintenance contracts, shall be implemented by the subgrantee to keep the equipment in good working condition. The cost of such maintenance is the responsibility of the subgrantee. 	<p>Equipment Purchase Procedures:</p> <p><i>NextGen subgrantees must adhere to Perkins V Equipment Purchase Procedures.</i></p>

Equipment Disposition

Perkins	NextGen
<p>Equipment Disposition Procedures:</p> <p>When there is no longer a need for a specific piece of equipment to accomplish the purpose of the CTE program, or if the equipment becomes worn out or obsolete, the subgrantee shall notify the CCRB coach of equipment to be disposed and adhere to <i>Uniform Grant Guidance 2 C.F.R. §200.313</i></p>	<p>Equipment Disposition Procedures:</p> <p><i>NextGen subgrantees must adhere to State of New Mexico and district procedures for Equipment Disposition.</i></p>