

## Perkins Program Guidance During COVID-19

### Purpose

The purpose of this document is to provide guidance to Eligible Recipients (Regional CTE Centers/LEAs) and Eligible Institutions (Postsecondary Perkins Recipients) as they bring this fiscal year (FY20) to a close and begin preparing for and developing the FY21 – FY25 four-year Perkins V grant application cycle.

### Fiscal Guidance

The [Agency of Education COVID-19-Related Financial Guidance](#) was updated on May 27, 2020, to incorporate information from the U. S. Department of Education’s “[Fact Sheet: Select Questions Related to Use of Department of Education Grant Funds During the Novel Coronavirus Disease 2019.](#)” The Agency of Education (AOE) guidance provides relevant information for Perkins V recipients, including:

- the use of federal funds to continue to pay employees normally paid with federal funds,
- tracking costs related to COVID-19,
- reporting costs related to mental health services for students and families,
- completion of Time and Effort for teachers paid partially or fully with federal grants,
- accounting for changes in a staff member’s duties due to working remotely,
- charging the cost of airfare to an event that is now cancelled or moved to an online format, and
- carry over of unspent grant funds.

### FY20 Perkins Grant Extensions

Vermont will maintain the current grant timeline with the performance period ending on June 30, 2020.

Each year, Perkins recipients return unspent/unobligated funds 60 days after the close of the fiscal year. The AOE has the option of (1) placing these returned funds into the Reserve account and holding a competitive grant application process for those funds or (2) redistributing the aggregate of returned funds via the Perkins distribution formula to each recipient.

This year, assuming certain public health restrictions are relaxed or lifted, we encourage you to use funds to support summer opportunities, particularly those that would serve students that weren’t able to complete credentials or skill demonstrations during the school year.

We will be running the aggregate of returned/unspent funds through the Perkins allocation formula, rather than running a competitive grant application process. In October, we will

### Contact Information:

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announce the amounts of re-distributed funds for each center. Each recipient will be asked to submit an amendment to their Perkins plan to account for the re-allocated funds.

We will hold a competitive process for new (FY21) funds in the Perkins Reserve.

## **Comprehensive Local Needs Assessment**

**Please Note:** Information on Comprehensive Local Needs Assessment may be subject to change if or when additional guidance from the U. S. Department of Education is provided.

Each applicant for Perkins funds is still expected to complete as much of the CLNA process as possible. Social distancing and other public health precautions must be observed in the process of completing the CLNA.

While the analysis of labor market and community needs is still an important component of the CLNA, due to the impact that the COVID-19 pandemic is having on the economy and the workforce it is not prioritized for this year. We will permit revised CLNA labor market and community needs findings in FY22, once a fuller picture of the aftermath of the virus emerges.

## **Personal Protective Equipment Donations**

If the Personal Protective Equipment (PPE), other medical supplies or equipment, or equipment that may be used to produce medical supplies **purchased with Federal funds** are not needed for program activities at the time of donation or loan, eligible recipients and institutions may donate or loan these much-needed items to public health agencies, as well as licensed private nonprofit hospitals and other licensed health providers. Eligible recipients and institutions must maintain appropriate documentation of the disposition of all donated or loaned items, and make the records available during monitoring, audits or other reviews. These records should include the following:

- (1) a description of the types and quantities of the equipment or supplies that were donated or loaned;
- (2) the source (the Federal program(s) funds involved) and the amount of Federal funding used to purchase the equipment or supplies;
- (3) the entity or entities to which the equipment or supplies were donated or loaned; and
- (4) the date of the donation or loan, and, if loaned, the date the loaned item(s) were returned to the grantee or subgrantee.

The grantee and subgrantee must maintain the records for a minimum of three years and until the resolution of any audit, monitoring, or oversight conducted relative to the donation or loan.