

## 2021-2022 Perkins Funding Request Guidelines

### What types of costs are **NOT** eligible/allowable?

1. Student expenses or direct expenses to students\* (*see below*)
2. Entertainment
3. Awards and memorabilia
4. Individual memberships
5. Memberships with organizations that lobby
6. College tuition, fees, books
7. Fines and penalties
8. Insurance/self-insurance
9. Expenses that supplant (ask yourself "Where would the funds come from if not Perkins?")
10. Audits, except single audit
11. Contributions and donations
12. Contingencies
13. Facilities and furniture
14. General advertising
15. Alcohol
16. Fundraising
17. General administration

### **\*Student Expenses**

In providing support for a program for individuals who are members of special populations, districts may use Perkins funds to provide direct assistance to students if all of the following conditions are met:

1. Recipients of the assistance must be individuals who are members of special populations who are participating in vocational and technical education programs.
2. Assistance may only be provided to the extent that is needed to address barriers to the individual's successful participation in vocational and technical education programs.
3. Direct financial assistance must be part of a broader, more generally focused effort to address the needs of individuals.
4. Funds must be used to supplement, not supplant.

### What types of costs **ARE** eligible/allowable?

1. Administrative Costs (5%) *Note: This is an expense that we take off the top of the funds received by the college, rather than by each program. It covers part of the costs to operate our office.*
2. Personnel Services (requires time and effort monthly forms to be completed and submitted with timesheets)
  - Direct instruction (tutors and professional experts)
  - Non instructional (student ambassadors)
3. Instructional equipment and software
4. Instructional materials and supplies that are specifically tied to the activities in your application and cannot be purchased through your department/program budget. We cannot fund operational supplies, such as toner, paper, Scantron forms, and pens.

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5. Travel including out of state travel, except for travel to states banned by California. Banned states: Alabama, Idaho, Iowa, Kansas, Kentucky, Mississippi, North Carolina, Oklahoma, South Carolina, South Dakota, Tennessee, and Texas due to their anti LGBTQ laws.
6. Program specific marketing to address gaps/needs

### ***Budget and Implementation Notes:***

- Expenditures Must
  - Meet the purpose of the Act
  - Be necessary and reasonable
- Expenditures May Not be Used for
  - General purposes for the college
  - Maintenance of existing programs

### **Detail required in proposed program budgets**

- Equipment and supplies
  - Vendor quote including tax and shipping. Include 9.5% sales tax even if vendor does not include it.
  - Round up/pad your quote 10% to accommodate for possible price increases.
- Professional Development/Conferences
  - List specific conference(s), dates, location(s), and amount needed for each conference.
  - If multiple faculty to attend, please list number of faculty attending.
- Student tutors
  - Students we hire must have direct contact with other students. They are “tutors” not “workers.” They are only to be working when classes are in session.
  - Provide a breakdown of your student tutor funds needed and pad a bit for wage increases. Carole Stevens will add the appropriate benefits to your budget.
  - If you plan to have other sources of funds for tutors to start off the 2021-2022 fiscal year before using Perkins funds, please note when you anticipate starting to use Perkins funds
- Marketing
  - Plan, timeline, and amount needed for the plan. Include what, where, when and how.
  - Programs that receive marketing funds will coordinate their projects with Jacinta Jocson after approval. Consultation must take place in summer or early fall.
  - Marketing items/projects could include: banners, flyers, flags, tablecloths, bus ads, vehicle wraps, and social media
  - We cannot fund marketing items that are “giveaways” such as pens, t-shirts, note pads, and tote bags.

### **Spending Deadlines for Approved Budget Items:**

- You should know what your approved budget requests are around May 25.
- The goal of Perkins funds is to impact your program as soon as possible within the 2021-2022 fiscal year. Please get your requisitions and quotes to Carole Stevens as early as possible between July 6 and September 10.

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- Professional development/conference guidance
  - COVID-19 travel restrictions had not been revised by Mt. SAC at the time this document was prepared. In general, do not plan to travel July 2021 through December 2021. Travel can be incorporated into your plan for January 2022 through June 2022, and if approved will be pending Mt. SAC travel restriction revision. Online conferences are allowable throughout the year.
  - We are working with Fiscal to incorporate Chrome River into our processes. Contact Carole Stevens for direction. However, the following requirements have not changed:
    - Submit Mt. SAC Perkins C&T form to Carole Stevens **at least 2 months prior** to the conference. We would appreciate submission of paperwork as soon as registration opens.
    - For out of state travel, submit the out of state form to Carole Stevens as soon as registration opens. Out of state travel requires approval from our CCCCCO Grants Monitor
    - Excessive travel expenses for hotels and flights due to delays in submitting paperwork to our office in advance of approved travel is not “reasonable” and as such will be reimbursed at “reasonable” rates.