



Instructional Services SSA

Title I, Part C

Strengthening Career and Technical Education for the 21st Century Act (Perkins V)

2023-2024

Note: Due to various factors, including the volume of participation from districts, contract negotiations for products and services being purchased and delivered within this contract, possible funding changes for districts or ESC Region 11, and other factors, this contract is offered in good faith but does not become binding until September 1, 2023, on either the district or ESC Region 11. This contract is contingent upon the continued availability of appropriations and is subject to cancellation by either party upon thirty (30) days' written notice to the other party. Payment for valid fees or charges rendered by the ESC Region 11 prior to written notice of termination shall be due to ESC Region 11. Early acceptance of this contract is necessary so that ESC Region 11 can plan and prepare to deliver these services. An alternative contract may be offered if this contract cannot be delivered as stated.

The Instructional Services Division offers the following services and discounts to school districts/charter schools that sign the **Title I, Part C Strengthening Career and Technical Education for the 21st Century (Perkins V) SSA Contract**:

Title I, Part C (Perkins V)

The purpose of these funds is to provide professional development and services in accordance with the Standard Application System (SAS) Title I, Part C (Perkins V) application.

Budgeting and Accounting Conditions:

- All funds must be accounted for in the official accounting records of the Education Service Center Region 11.
- All funds must be budgeted, expended and reported in accordance with the Financial Accountability System Resource Guide and Perkins V applicable laws and regulations.
- Financial records are to be maintained for 7 years from the end of the project and are subject to federal and state audit.

Services included at No Additional Fee

- The Education Service Center Region 11, in conjunction with LEA consortium members, shall prepare for submission to the Texas Education Agency, the Title I, Part C. Strengthening Career and Technical Education for the 21st Century (Perkins V) Application for federal career and technical education funds. The Education Service Center Region 11 shall complete appropriate follow-up with LEA consortium members and officials of the Texas Education Agency to ensure that all parts of the application are complete.
- The Education Service Center Region 11 shall prepare appropriate amendments to the Title I, Part C. Strengthening Career and Technical Education for the 21st Century (Perkins V) Application as needed. Amendment preparation services include preparing and transmitting the amendment document, as well as necessary follow-up with officials of the Texas Education Agency.
- Education Service Center Region 11 will provide training and/or technical assistance on the evaluation requirements and process for monitoring program effectiveness throughout the year.

- The Education Service Center Region 11 shall serve as the administrative and fiscal agent for the career and technical education consortium. Five percent of each member LEA's basic grant allocation shall be retained for administrative costs incurred by the Education Service Center Region 11.
- The ESC Region 11 Title I, Part C. Strengthening Career and Technical Education for the 21st Century (Perkins V) Shared Services Arrangement (SSA) assists participating members with educational services for Career and Technical Education (CTE) students and potential CTE students in grades 7 through 12 addressing the six required uses of funds as stipulated by the Strengthening Career and Technical Education for the 21st Century Act (Perkins V). Utilizing federal Perkins V Career and Technical Education funds, the consortium offers the following services:
 - Accountability Measures Assistance
 - Technical assistance with PEIMS coding for CTE
 - Technical assistance with OCR and MOA and CLNA compliance reports and strategic planning/evaluation for CTE program improvement
 - Training and/or materials for teachers regarding non-traditional employment and the elimination of bias in CTE programs
 - Technical assistance with required needs assessment
 - CTE Career Guidance and Counseling
 - Training and/or technical assistance in alignment of pathways with the U.S. Department of Education Career Clusters and Texas Programs of Study
 - Training and/or technical assistance using Career Aptitude and Interest Inventory assessments with 7th and/or 8th grade students for creation of required four-year student plans
 - Professional Development
 - Professional development for teachers reinforcing academic integration and applied learning techniques
 - Licensure and certification guidance and assistance in acquisition of curriculum and/or support materials associated with licensure/certifications of business and industry and alignment to business and industry needs
 - Assistance to members in providing students in career and technical education the skills necessary to pursue careers in high-skill, high-wage, or in-demand industry sectors or occupations.
 - Training members to support integration of academic skills into career and technical education programs
 - Training districts to plan and carry out elements that support the implementation of career and technical education programs and programs of study and that result in increasing student achievement
 - Perkins SSA funds must be expended in a manner that ensures mutually beneficial use of said funds to support all LEA members
 - Providing ESC staff to manage and support SSA agreement

District/Charter Responsibilities

- Demonstrate fulfillment of the nine requirements listed in the application guidelines with Perkins funds or a combination of Perkins and other funds;
- Attend Education Service Center Perkins V SSA meetings (twice annually, at a minimum);
- Conduct and submit a program evaluation and needs assessment as described in Title I Part C Perkins V Grant (Career and Technical Education) program specific Provisions and Assurances;
- Appoint district contact person.
- Maintain accurate records of all purchases made in accordance with Financial Accountability System Guide that are under the shared ownership of SSA members.

- Ensure all secondary students participate in career assessment activities and have the opportunity to participate in Programs of Study.
- Ensure LEA establishes and maintains a CTE business advisory council that meets at least two times per year.
- Assume responsibility for liabilities associated with establishing and implementing Perkins V program.

Note: In order for districts to be eligible for this SSA, they must meet the following criteria:

- **Title I, Part C, Carl D. Perkins Grant Career and Technical Education**
 - Have a CTE allotment
 - SSA participation is mandatory if district/charter takes allotment of less than \$15,000

TEA Applicant Guidelines for Shared Services Arrangement Membership

- To become part of the ESC Region 11 Shared Services Arrangement(s) (SSA) all applicants applying for a grant permitting an SSA are required to complete the TEA Applicant Designation and Certification (ADC) form and submit it through eGrants before being allowed access to the automated application. On this form, district/charter must indicate how the district/charter will apply for that grant: apply as an independent project, apply as the financial agent for a SSA (Consortium), apply as a member of an SSA, or not apply at all.
- A district/charter response to the TEA Applicant Designation and Certification (ADC) form is required to set up your application in the eGrants system. The response eliminates the required signature of each member on the SSA (Certification for Consortium Projects) schedule in the application and the need to complete a Notice of Intent to Apply. The response to this form is binding for the entire project period. Districts/charters are advised to complete the process of obtaining local board approval before submitting the Applicant Designation and Certification (ADC) form.

Notes

- If the Shared Services Arrangement is terminated, assets acquired using Strengthening Career and Technical Education Act (Perkins V) funds will be distributed, as appropriate, among member LEAs. Assets should be tracked and not disposed of without prior approval from ESC Region 11.
- As the fiscal agent, ESC Region 11 may purchase goods and services necessary to administer and operate the ESC Region 11 Perkins V SSA. All instructional materials purchased by ESC Region 11 using ESC Perkins V funds shall be deemed the property of the ESC Region 11 Perkins V SSA.
- In the unlikely event that the SSA dissolves, ESC Region 11 shall apply for roll-forward funds and provide allowable activities and services to the original SSA members or develop a new SSA.

ESC Region 11 Contact

Director of Instructional Services
(817) 740-7583



EDGAR, General, and Fiscal Guidelines

In accordance with federal EDGAR guidelines, please check the statement and sign at the bottom.

_____ I guarantee and verify that the equipment and material we are purchasing with these funds are used in accordance with all rules and guidelines of the grant.

Signature _____

Printed Name _____

District _____