Funding, Allowability, and Reimbursement Overview
Overview of Presentation

The purpose of this presentation is to provide an overview of Career and Technical Education funding streams for the District of Columbia.

Presentation Topics Include:

- Funding Streams
- Allowability
- Reimbursements and Travel

This presentation is meant to be informative, but not authoritative. Questions concerning eligibility, monitoring, and/or accountability should be directed to DC CTE.
Funding Streams
Carl D. Perkins Grant

Purpose

- Implement, grow, and support CTE systems
- Requires alignment with workforce, secondary, and postsecondary systems
- Relies on labor market information to guide choices
- Intended to support ALL students, not just a few

How It’s Allocated

- Federal formula grant
- Formula considers overall student size and percentage of students meeting at-risk status.
Carl D. Perkins Innovation Grant

**Purpose**
- To provide limited annual awards to support growth and expansion of CTE programs
- Depend on identified needs and goals within the CTE State Plan
- Funding areas often vary by year

**How It’s Allocated**
- Need-based allocations, utilizing Perkins Reserve funds
- Light-weight application and reserved for Perkins recipients only
- Funding amounts vary annually and depend on state CTE priorities
Career Academy Grant

**Purpose**
- Create, grow, and sustain Career Academy programs
- Must receive Academy approval by DC CTE before grant eligibility opens

**How It’s Allocated**
- Formula funded

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**2022-2023 Funding Formula**
Numerator: total number of CTE Students (Participants + Concentrators)
Denominator: total number of CTE Students in DC (Participants + Concentrators)
*All student counts from most recent CAR Data Collection (DCI and KIPP use NAF enrollments for FY22)*

**2024+ Funding Formula**
Numerator: Total number of LEA CTE Academy Students (weighted 30% Participants / 70% Concentrators)
Denominator: Total number of DC CTE Academy Students (weighted 30% Participants / 70% Concentrators)
*All student counts from most recent CAR Data Collection*
Industry Recognized Credential Grant

**Purpose**
- Intended to remove financial barriers for students wishing to earn an IRC or license
- Can be used to directly fund student support
- Could include testing preparation materials, workbooks, and vouchers

**How It’s Allocated**
- Formula Funded

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**2022-2023 Funding Formula**
Numerator: Total number of LEA CTE Students (weighted 40% Participants / 60% Concentrators)
Denominator: Total number of DC CTE Students (weighted 40% Participants / 60% Concentrators)
*All student counts from most recent CAR Data Collection (DCI and KIPP use NAF enrollments for FY22)*

**2024+ Funding Formula**
Numerator: Total number of LEA CTE Students (weighted 30% Participants / 70% Concentrators)
Denominator: Total number of DC CTE Students (weighted 30% Participants / 70% Concentrators)
*All student counts from most recent CAR Data Collection*
Work-Based Learning Enhancement Grant

**Purpose**
- Intended to support all CTE Work-Based Learning activities
- Connect students with the world of work through engagement events

**How It’s Allocated**
- Each LEA receives $15,000 annually for each DC CTE approved program of study.
Middle School Expansion Grant

**Purpose**

- Expand Middle grades CTE programming across the district
- Could fund in-school courses, after school clubs, and summer camp programming
- Two-year seed funding grant

**How It’s Allocated**

- Competitive grant

*Francesca Glover, Middle School Coordinator*
Allowability
Federal Grant Programs

Examples of Most Used ALLOWABLE Expenditures
- Professional Development
- Supplies & Materials
- Travel & Training for CTE POS (Conference fees)

Examples of UNALLOWABLE Expenditures
- Supplies & Materials
- Alcoholic Beverages

DC CTE LEA Examples of Use
- Salaries & Benefits
- Contractor provided support to CTE students @ cosmetology, engineering, hospitality & tourism
- Lab coats to be housed in classroom
Local Grant Programs

**Examples of Most Used ALLOWABLE Expenditures**
- Other Objects (Catering services for Academies POS)
- Supplies & Materials
- Services for Career Academies

**Examples of UNALLOWABLE Expenditures**
- Furniture/modular equipment
- Alcoholic Beverages

**DC CTE LEA Examples of Use**
- Academy shirts for AOHT students at Wilson
- Bus transportation for AOE students to colleges and WBL events
- Online Exams
Grant and Funding Resources

Your first line resource for funding requirements, grant components, travel documents, and the Allowability Chart is available at https://careertechdc.org/funding
Reimbursement Pro-Tips

In order to have the smoothest reimbursement experience, consider the following:

- Detailed description of services
- Bi-Monthly reimbursement schedule
- Always refer to the allowability chart, first, and then call or email with additional questions BEFORE making the expenditure!
Reimbursement Description Example

These are examples from actual reimbursement requests for Supplies and Materials.

Not acceptable:
- Lab Supplies: 2 Academies
- License Fee

Acceptable:
- Purchases iPads for CTE students in the Auto Tech program at Ballou.
- Purchased Edvoteck-Green florescent protein, e. coli, ships ambient, GFP/Chromo kits for Biotech CTE students at McKinley Tech
Travel Reimbursements
Travel Reimbursement Requests

When making a reimbursement request for travel, create a single PDF packet for each traveler and include the following documents:

- Travel Expense Form
- Description of Event (copy of the conference announcement or flier will suffice)
- Lodging Invoice /Bill
- Copy of the GSA Per Diem and Lodging page for the host city
- Receipts for food
- Transportation Receipt (e.g., Airline, Train)
- Receipts for any miscellaneous expenses
  - Parking Fee (vehicle parking at airport)
  - Luggage Fee
  - Toll Fees
  - Ground Transportation (e.g., Uber, Lyft)
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