

Perkins Basic Grant Allowability Procedures

Introduction

Under the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards Subpart E, Cost Principles (34 CFR 200.403), costs must meet specific criteria to be allowable under the Federal award.

To be allowable under the Federal Perkins Grant, the Career Education Finance section ensures costs:

- are necessary and reasonable to the Perkins Grant
- are allocable to the Perkins Grant
- conform to any limitations or exclusions of the Perkins Grant
- are consistent with policies and procedures of the Department
- are accorded consistent treatment
- are determined in accordance with generally accepted accounting principles (GAAP)
- are not included as a cost or used to meet cost sharing or matching requirements of any other Federal program
- are adequately documented

SEA Procedures—General

Once the Career Education Finance section receives the Grant Award Notice from the U.S. Department of Education for the Perkins Grant, the following general procedures are followed:

- The Career Education Finance section determines the breakdown of the Perkins Grant (Administration, Leadership, and Local Funds).
- The Career Education Finance section provides the Accounting section with the breakdown of the Perkins Grant to be entered in the SAM II Accounting system.
- The Career Education Finance section uses the following resources to assist in determining the allowability of costs under the Perkins Grant:
 - Perkins Act
 - EDGAR
 - Uniform Grant Guidance
 - Program Memorandums from the U.S. Department of Education
 - Email and Phone Correspondence from the U.S. Department of Education
- The Career Education Finance section along with the Coordinator and Assistant Commissioner of the Office of College and Career Readiness review and approve all Perkins Grant expenditures to ensure compliance with Federal requirements and regulations regarding allowability.
- The Career Education Finance section forwards all approved Perkins Grant expenditures to the Accounting section for final review and approval before payment is made.

SEA Procedures—Administration

- The Career Education Finance section works with the Office of College and Career Readiness to establish the Perkins Grant budget for Administration funds.
- The Career Education Finance section works with the Accounting section to set up the payroll for the employees in the Office of College and Career Readiness who work on the Perkins Grant and are paid from Administration funds.
- The Career Education Finance section provides the Office of College and Career Readiness the account codes for the Perkins Grant expenditures which are paid from Administration funds.
- The Career Education Finance section along with the Office of College and Career Readiness ensures the allowability of Perkins Grant expenditures which are paid from Administration funds as follows:
 - Salaries—amounts charged to the Perkins Grant for salaries are supported by job descriptions that are kept on file, time and effort records that are maintained, and the salary report that is signed semi-annually by the Assistant Commissioner of the Office of College and Career Readiness.
 - Travel—costs charged to the Perkins Grant for travel are supported by the Department’s travel policy, a justification statement on the employee’s expense report, and an Out of State Authorization Form.
 - Equipment/Supplies—costs charged to the Perkins Grant for equipment/supplies are supported by the Department’s procurement policy, a DPR with attached supporting documentation, and/or an IT Purchase Request Form.
 - Contracted Services—costs charged to the Perkins Grant for contracted services are supported by the Department’s procurement policy, a DPR with attached supporting documentation, and an approved contract through the FormHog Contract System.

SEA Procedures—Leadership

- The Career Education Finance section works with the Office of College and Career Readiness to establish the Perkins Grant budget for Leadership funds.
- The Career Education Finance section works with the Accounting section to set up the payroll for the employees in the Office of College and Career Readiness who work on the Perkins Grant and are paid from Leadership funds.
- The Career Education Finance section provides the Office of College and Career Readiness the account codes for the Perkins Grant expenditures which are paid from Leadership funds.
- The Career Education Finance section along with the Office of College and Career Readiness ensures the allowability of Perkins Grant expenditures which are paid from Leadership funds as follows:
 - Salaries—amounts charged to the Perkins Grant for salaries are supported by job descriptions that are kept on file, time and effort records that are maintained, and the salary report that is signed semi-annually by the Assistant Commissioner of the Office of College and Career Readiness.
 - Travel—costs charged to the Perkins Grant for travel are supported by the Department’s travel policy, a justification statement on the employee’s expense report, and an Out of State Authorization Form.

- Contracted Services—costs charged to the Perkins Grant for contracted services are supported by the Department’s procurement policy, a DPR with attached supporting documentation, and an approved contract through the FormHog Contract System.

SEA Procedures—Local Funds

- The Career Education Finance section runs the Perkins Grant formula (secondary and postsecondary) and calculates the allocation for each eligible LEA.
- The Career Education Finance section provides the LEAs with their Perkins Grant allocations along with the required Federal identification information on the Career Education Finance webpage and in an email to the Perkins Grant contacts.
- The Career Education Finance section loads the Perkins Grant allocations into the ePeGS on-line system where LEAs budget and request Perkins Grant funds.
- The Career Education Finance section reviews and approves the LEAs Perkins Grant plan and budget and payment request and final expenditure reports (FERs) to ensure compliance with Federal requirements and regulations regarding allowability.
- The Career Education Finance section posts the following guidance documents on the Career Education Finance webpage to assist the LEAs with their allowability procedures:
 - General Federal Guidance Manual
 - Uniform Grant Guidance Document
 - List of Allowable and Unallowable Costs
 - Food Costs Guidance Document
 - Administrative Memorandums Regarding Federal Costs
- The Career Education Finance section provides LEAs with information to assist with their allowability procedures through the following methods:
 - Email and Phone Correspondence
 - Face-to-Face Meetings
 - Training and Conference Presentations
- The Career Education Finance section monitors the LEAs Perkins Grant annually (desk and on-site) to ensure compliance with Federal requirements and regulations regarding allowability.
- The Career Education Finance section uses a Perkins Finance Worksheet for monitoring the LEAs which verifies the following requirements for the allowability of costs:
 - Perkins Grant funds are spent according to the approved plan, budget, and FER
 - Perkins Grant funds are obligated and expended during the period of availability
 - Perkins Grant funds are expended for allowable activities
 - Perkins Grant funds are used to supplement and not supplant non-Federal funds
 - Perkins Grant funds used for program administration do not exceed 5% of the total Perkins Grant expenditures
 - Perkins Grant funds are supported by the LEAs written procurement procedures
 - Perkins Grant funds are supported by the LEAs written allowability procedures
 - Perkins Grant funds are supported by the LEAs written travel policy and justification documentation
 - Perkins Grant funds used for meals adhere to the guidance on food costs