



LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM

**Changing Lives,
Creating Futures**

Monty Sullivan
System President

Officers:
Willie L. Mount
Chair

Alterman L. "Chip" Jackson
First Vice Chair

Vacant
Second Vice Chair

Members:
Ellis Bourque, III
Tari T. Bradford
Cynthia Butler-McIntyre

Joseph Hollins
Patrick T. Johnson
Jennifer Lee
Erika McConduit
Michael J. Murphy
Paul Price, Jr.
Stanton W. Salathe
Stephen C. Smith
Stephen Toups
Matthew Wood

Student Members:
David Payne
Jamie Zeringue

Louisiana
Community
& Technical
College System

265 South Foster Drive
Baton Rouge, LA 70806

Phone: 225-922-2800
Fax: 225-922-1185

www.lctcs.edu

TO: Dr. Monty Sullivan
President

THROUGH: Joseph F. Marin ^{JFM}
Vice President of Operations


FROM: Susana Schowen ^{SS}
Vice President of Education

Dr. Brittney Williams ^{BBW}
State Director, Career and Technical Education

DATE: July 19, 2023

SUBJECT: Perkins V Memorandum of Understanding between LCTCS and
the Louisiana Department of Education

APPROVED

 8/9/23
LCTCS BOARD OF SUPERVISORS

FOR BOARD ACTION

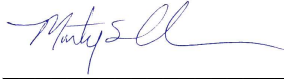
Recommendation: Staff recommends that the Board approve the Memorandum of Understanding (MOU) between the LCTCS Board of Supervisors and the Louisiana Department of Education (LDOE) for administration of the secondary portion of the Strengthening Career and Technical Education for the 21st Century Act (Perkins V) funds for the fiscal year beginning July 1, 2023 and ending June 30, 2024. The LDOE has approved and signed the MOU.

Background: LCTCS serves as the sole state agency for the administration of the Strengthening Career and Technical Education for the 21st Century Act (Perkins V) funds. These funds are distributed to eligible recipients at both secondary and postsecondary levels. Additional funds are provided for leadership and administration activities. LCTCS and LDOE have developed a memorandum of understanding that outlines the responsibilities of each system as it relates to the administration and use of funds at the secondary level. Fiscal Year 2023-2024 will be the twentieth year that LCTCS and LDOE have worked collaboratively to meet the intent of the Perkins legislation.

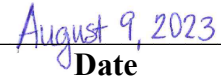
Fiscal Impact: This MOU transmits \$11,068,067.40 of Federal Carl D. Perkins funds to the Louisiana Department of Education.

History of Prior Actions: Each program year the LCTCS enters into an MOU between the LCTCS and the LDOE to administer the secondary portion of the Strengthening Career and Technical Education for the 21st Century Act (Perkins V). The LDOE submits a grant narrative and budget annually for approval.

Benefits to the System: This agreement provides for the administration the secondary portion of the Strengthening Career and Technical Education for the 21st Century Act (Perkins V). LCTCS, as the responsible state agency, will work cooperatively with LDOE to provide quality career and technical educational programs to secondary students.



Approved for Recommendation to the Board
Dr. Monty Sullivan,



Date

MEMORANDUM OF UNDERSTANDING BETWEEN
THE BOARD OF SUPERVISORS OF THE LOUISIANA COMMUNITY AND TECHNICAL
COLLEGE SYSTEM AND
THE LOUISIANA DEPARTMENT OF EDUCATION
FOR ADMINISTRATION OF THE STRENGTHENING CAREER AND TECHNICAL EDUCATION
FOR THE 21ST CENTURY ACT (Perkins V)

The following is a Memorandum of Understanding between the Board of Supervisors of the Louisiana Community and Technical College System (henceforth referred to as the LCTCS) and the Louisiana Department of Education (henceforth referred to as the LDOE) pertaining strictly to the secondary portion of the Strengthening Career and Technical Education for the 21st Century Act (henceforth referred to as Perkins V).

Recognizing the separate and unique roles and missions of these two entities, the LCTCS and the LDOE have agreed to enter into this Memorandum of Understanding. Through this Memorandum of Understanding, pursuant to the terms and conditions provided below, the LCTCS delegates to the LDOE the responsibility for the day-to-day administration of the secondary allocation of the Perkins V funds and the components of the Perkins V State Plan for Louisiana. It is hereby recognized that the LCTCS is the federally recognized eligible agency for Perkins V, and therefore, is responsible for fulfilling all federal duties charged by the federal government related to the administration of Perkins V, including monitoring and enforcement. As such, the LCTCS has the authority to make ultimate decisions regarding the administration of Perkins V.

A.) Allocation of Perkins V Funds – FY2023-2024

1. It is acknowledged that 85 percent of the funds made available under the state allotment must flow to eligible recipients. It is also acknowledged that 15 percent of the 85 percent will be placed in the Reserve Fund allocated to the LCTCS. Of the remaining flow through funds, forty-four percent (44%) of these flow-through funds will be allocated by the LCTCS to eligible postsecondary recipients and fifty-six percent (56%) of the funds will be allocated by the Louisiana Department of Education (henceforth referred to as the LDOE), to eligible secondary recipients.
2. The LDOE has agreed to the amount for the administration of the Perkins V State Plan as shown in Appendix A. These funds shall be used in accordance with activities described in Section 112(a)(3) of the Perkins Act.
3. The LDOE shall match state administration funds received on a dollar-for-dollar basis from non-federal sources.
4. The LDOE has agreed to the allocation for State Leadership as shown in Appendix A. State Leadership mandated and permissive activities are detailed in Section 124 of the Perkins Act. The State Leadership allocation shall be determined after the reduction of the mandated allocations detailed in the Act.
5. Allocation amounts are provided in Appendix A.

B.) Responsibilities of the LDOE

Responsibilities to Secondary Subrecipients (Oversight)

1. While each **agency** shall be responsible for the day-to-day administration of its portion of the Perkins V funds, LCTCS is the eligible agency for Perkins V, and therefore, is ultimately responsible for fulfilling all federal duties charged by the federal government related to administering Perkins V. As such, the LDOE, although not limited to, shall be responsible for:
 - a. Meeting all federal, state, and the LCTCS requirements for processing and overseeing award of allocations to eligible secondary school systems. This encompasses the actual award process, budget approvals, budget revisions, and payment of reimbursement requests from the local secondary eligible recipients in a timely manner. This shall include appropriate programmatic and financial "close-out" reporting for the fiscal year. Please see Appendix B for applicable dates.
 - b. Programmatic development and continuous oversight of all expenditures of the "flow-through" secondary Perkins V funds. The LDOE shall require all secondary recipients to maintain detailed records of all such expenditures, including audits as may be required by federal and state rules, regulations, guidelines, policies, or the applicable annual plans. The LDOE shall ensure that secondary Perkins V funds are expended as intended by federal, state and LCTCS program requirements and guidelines, including the components of the Perkins V State Plan for Louisiana.
 - c. Conducting fiscal and programmatic monitoring of eligible subrecipients. Please see Appendix C for applicable details.
 - d. Upon request, the LDOE will provide school system Perkins's data reports. These may include data reports on performance indicators, CTE participants, and CTE Concentrators disaggregated by gender, race, subpopulations, and career clusters for each secondary school district, as well as a summative report for the state. This data reporting will only utilize the definitions used to report Performance Indicators to the Department of Education.
 - e. Forming joint ventures with the LCTCS to create a seamless statewide career and technical education system that, to the extent possible, minimizes duplication of efforts and administrative costs in providing career and technical education services. Collaboration between the LDOE and the LCTCS maximizes the amount of funds invested in direct career and technical educational services to students. This includes, but is not limited to participation, in joint statewide technical assistance/professional development, and workshops developed for the benefit of meeting the programmatic elements of Perkins V, Louisiana Perkins V State Plan, and improving the delivery of career and technical education.
 - f. The LDOE will participate in Quarterly Perkins Regional Coalition meetings and will provide statewide Jump Start updates at those meetings, as needed, for better alignment and consistency of regional, state and federal CTE funding.

Responsibilities to LCTCS for Perkins Administration (Accountability)

1. Collaborative development of definitions and data collection methods to meet new reporting requirements for Perkins V in partnership with the LCTCS. This will include setting new performance targets for core indicators.
2. Meeting all data and programmatic requirements to ensure timely compliance mandated through the federal Perkins V legislation and required for submission in the United States Department of Education's Consolidated Annual Report (CAR). Required data, narrative and any responses are to be submitted to LCTCS no later than COB December 1, 2023.
2. Each fiscal year, the LDOE agrees to meet with the LCTCS to discuss procedures related to the fiscal management of Perkins funds received by the Department.
3. Each fiscal year, the LDOE shall develop and present an annual budget, budget narrative, grant narrative/ plan, and supporting budget documentation for use of State Administration and State Leadership funds. The application for funding will be submitted to the LCTCS no later than August 30, 2023. Funds will be drawn monthly, and quarterly activity reports will be completed. eGrants will be used for all grant applications, reports, revisions and reimbursement requests.
4. The LDOE will be allowed to make budget revisions. All budget revision requests will be submitted for approval via eGrants. Final budget revisions must be submitted for approval by May 15, 2024.
5. Indirect costs of the secondary Perkins V funds allotted to the LDOE will be recoverable by the LDOE from its administrative/leadership funds and will be used in accordance with federal requirements. The total direct and indirect costs associated with administration shall not exceed 5% as mandated in Perkins V.
6. Unexpended flow-through, leadership and administration funds remaining at the close of the fiscal year shall revert to the LCTCS for re-allocation as described in Section 112.
7. Any secondary Perkins V expenditures/costs determined to be recoverable by the LCTCS, or the appropriate federal agency, shall be recovered from secondary Perkins subrecipients. The LDOE agrees to hold harmless the LCTCS for any claims by the appropriate federal agency for recovery of postsecondary Perkins V funds in any instance in which such claims are determined by the appropriate federal agency, or in a final judgment by a court of competent jurisdiction in any instance in which a formal legal proceeding is filed, to have been caused solely by the LDOE's negligence.
8. Any and all information/equipment related to Perkins V shall remain the property of the federal Perkins V, shall be appropriately tagged and inventoried as federal property (in accordance with federal and state requirements), and shall be made immediately available to the LCTCS or appropriate federal agency or office upon request.

Responsibilities to LCTCS for Methods of Administration (MOA)

9. Conducting, among secondary eligible recipients, the Methods of Administration (MOA) compliance monitoring as required by Office for Civil Rights for Title IV, IX, and 504. Aiding in completion of biennial civil rights report, including but not limited to, providing any information or reports as needed to complete the biennial civil rights report.
10. Assistance with any new or ongoing requests from the Office for Civil Rights relative to secondary compliance issues, including providing responsive information and reports as needed and upon request.

C.) Responsibilities of the LCTCS

1. The LCTCS will provide the LDOE the specific requirements for the Consolidated Annual Report (CAR) at least 30 days prior to the deadline for the narrative to be submitted.
2. The LCTCS will provide the LDOE with the eGrants application for Prior Year Reallocated funds no later than November 1, 2023.
3. The LCTCS will ensure that Perkins regional teams determine the regional clusters and submit the attestation documents prior to the Super App submission deadline. The LCTCS will provide the department with the completed attestation documents prior to the Super App submission deadline.
4. The LCTCS will extend an invitation to meetings in which the LCTCS and Perkins Regional Coordinators discuss Perkins Eligible CTE Programs of Study.
5. The LCTCS will work with the LDOE to ensure there is equitable representation of secondary school programs in Perkins Eligible CTE Programs of Study in the regionally agree upon career clusters including representation of CTE programs offered at the secondary level but not the post-secondary level.
6. Perkins Regional Coalition coordinators will work with secondary school system partners to secure additional data required to complete the regional Comprehensive Local Needs Assessment as stated in the Louisiana Perkins V State Plan.
7. The LCTCS will provide the LDOE with technical assistance relative to the LCTCS expectations for secondary school systems to complete the Local Needs Assessment.
8. The LCTCS will provide the LDOE with a copy of the Comprehensive Local Needs Assessment for each regional team and Attestation forms from each subrecipient.
9. LCTCS will provide LDOE with a document including the approved Programs of Study for each region no later than June 1st. This document will include, at minimum, the LDOE course codes, State Focus list IBCs, and post secondary courses for each Program of Study.

This agreement is effective July 1, 2023 and terminates June 30, 2024. For each following fiscal year, a Memorandum of Understanding shall be extended between the LCTCS and the LDOE, upon written agreement of both parties, effective July 1 of each year until the end of the effective date of the *Strengthening Career and Technical Education for the 21st Century Act*.

Dr. Cade Brumley, Superintendent
Louisiana Department of Education

Willie Mount, Chair
LCTCS Board of Supervisors

Dr. Monty Sullivan, President
Louisiana Community and Technical College System

APPENDIX A: FY 2023-2024 PERKINS BUDGET

Line Number	Budget Item	Percent of Funds	Amount of Funds
1	Total Perkins V Allocation		\$24,553,966.00
2	State Administration Total	5%	\$1,227,698.30
3	• Secondary (set amount)		\$408,788.00
4	• Postsecondary		\$818,910.30
5	State Leadership (prior to set asides)	10%	\$2,455,396.60
6	• Individuals in State Institutions	=<2% of Total Allocation)	\$491,079.32
6a	– Adult Correctional Institutions		\$483,025.62
6b	– Juvenile Justice Facilities		\$4,665.25
6c	– Institutions that Serve Individuals with Disabilities		\$3,388.45
7	• Nontraditional Training and Employment and Equity		\$150,000.00
8	• Special Populations Recruitment	.1%	\$2,455.40
9	<i>Remaining Leadership</i>		\$1,811,861.88
10	• Secondary Leadership	40%	\$724,744.75
11	• Postsecondary Leadership	60%	\$1,087,117.13
12	Local Formula Distribution	85%	\$20,870,871.10
13	• Reserve	15%	\$3,130,630.66
15	• Secondary Recipients	56%	\$9,934,534.65
16	• Postsecondary Recipients	44%	\$7,805,705.79
17	State Match (from non-federal funds)		\$1,227,698.30

Secondary \$11,068,067.40

Post-Secondary \$13,485,898.60 (includes support for all individuals in state institutions)

APPENDIX B: FY 2023-2024 Due Dates

For fiscal year 2023-2024, the following due dates apply:

Date	Item Due to LCTCS
July 31, 2023	Annual Budget, narrative and plan provided to LCTCS Annual budget and budget narrative in eGrants LCTCS submits MOU to LCTCS Board of Supervisors for approval
October 2, 2023	*Schedule of subgrantees to receive a fiscal audit or programmatic monitoring visit during fiscal year *Schedule of subgrantees to be monitored for Methods of Administration (MOA) compliance *Meeting with LCTCS regarding fiscal management and monitoring procedures for fiscal year
October 16, 2023	Completion of prior year close out including Submission of Maintenance of Effort MOE reports for prior year Submission of a project completion report for prior fiscal year Submission of a Program Income Certification for prior fiscal year
December 1, 2023	Consolidated Annual Report (CAR) Data (Enrollment and Performance) and Narrative submitted to the LCTCS
May 15, 2024	Final budget revisions due for state leadership and administration funds Copy of local recipient allocations for upcoming year
July 15, 2024	Final Reimbursement Requests for state leadership and administration funds
July 30, 2024	*Annual report summarizing results of audits and monitoring visits (prior year)

* *Monitoring items*

Reimbursement requests: By 15th of each month

Quarterly report: By 15th of each quarter

APPENDIX C: REQUIRED DOCUMENTATION

The following monitoring documentation will be provided by the LDOE to the LCTCS on the dates identified in Appendix B.

LDOE must adhere to the Office of Management and Budget (OMB) Uniform Grant Guidance (UGG) and Education Department General Administrative Regulations (EDGAR)

1. Written Cash Management Procedures - must explain the process used to request reimbursement of Federal funds.
2. Written Allowability Procedures
 - i. Procedures must explain the process used throughout the grant development and budget process - Procedures should serve as a “roadmap” that is used from beginning to end.
 - ii. Procedures should indicate which employees are responsible for preparing and approving the budget, approving and expending funds, and reporting payments and final expenditures.
 - iii. Procedures should be a training tool and guide for employees.

Perkins Financial Monitoring Documentation:

1. Schedule of subgrantees to receive fiscal monitoring during 2023-2024.
2. Copy of reports issued as a result of audit activity including follow up and resolution reports.
3. Annual report summarizing fiscal monitoring results.

Perkins Programmatic Monitoring Documentation:

1. Provide risk assessment and monitoring checklists used to make determinations of compliance.
2. Schedule of subgrantees to receive programmatic monitoring during 2023-2024.
3. Copy of reports issued as a result of monitoring, including follow up and resolution reports.
4. Annual report summarizing programmatic monitoring results.

Methods of Administration (MOA) Documentation:

1. Identification of at least one program person charged with the responsibility of MOA monitoring.
2. Schedule of subgrantees to be visited during 2023-2024.
3. Copy of reports issued as a result of monitoring, including report of findings and voluntary compliance plans.
4. Annual report summarizing programmatic monitoring results.

Grant Management Documentation:

1. Annual budget and budget narrative with enough detail to demonstrate that proposed activities and expenditures are aligned with Perkins V and EDGAR requirements.
2. Consolidated Annual Report (CAR) narrative.
3. Consolidated Annual Report (CAR) data (enrollment and performance).
4. Local recipient allocations.
5. Quarterly and project completion reports with enough detail as evidence the activities and expenditures within the approved budget and narrative have been completed.
6. Program Income Certification.

Other documentation may be requested in order to maintain LCTCS oversight

DRAFT

Signature: 

Email: bbaptistewilliams@lctcs.edu

Signature: 
Susana Schowen (Aug 3, 2023 14:41 CDT)

Email: susanaschowen@lctcs.edu

Signature: 
Joseph J. Marin (Aug 3, 2023 16:35 CDT)

Email: jmarin@lctcs.edu

Perkins V Memorandum of Understanding between LCTCS and LDOE

Final Audit Report


2023-08-03

Created:	2023-08-03
By:	Katie Waldrop (katiewaldrop@lctcs.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAaTtHo91Zal8atK6t4vV7i-Sa6uf_iAE-

"Perkins V Memorandum of Understanding between LCTCS and LDOE" History

 Document created by Katie Waldrop (katiewaldrop@lctcs.edu)

2023-08-03 - 7:13:13 PM GMT- IP address: 24.158.216.220

 Document emailed to Brittney Williams (bbaptistewilliams@lctcs.edu) for signature


2023-08-03 - 7:14:40 PM GMT

 Email viewed by Brittney Williams (bbaptistewilliams@lctcs.edu)


2023-08-03 - 7:19:28 PM GMT- IP address: 104.47.58.126

 Document e-signed by Brittney Williams (bbaptistewilliams@lctcs.edu)


Signature Date: 2023-08-03 - 7:19:42 PM GMT - Time Source: server- IP address: 76.165.120.2

 Document emailed to Susana Schowen (susanaschowen@lctcs.edu) for signature

2023-08-03 - 7:19:43 PM GMT

 Email viewed by Susana Schowen (susanaschowen@lctcs.edu)

2023-08-03 - 7:41:17 PM GMT- IP address: 104.28.32.108

 Document e-signed by Susana Schowen (susanaschowen@lctcs.edu)

Signature Date: 2023-08-03 - 7:41:47 PM GMT - Time Source: server- IP address: 64.237.95.142

 Document emailed to Joseph Marin (jmarin@lctcs.edu) for signature


2023-08-03 - 7:41:49 PM GMT

 Email viewed by Joseph Marin (jmarin@lctcs.edu)

2023-08-03 - 9:35:04 PM GMT- IP address: 68.105.38.238

 Document e-signed by Joseph Marin (jmarin@lctcs.edu)


Signature Date: 2023-08-03 - 9:35:15 PM GMT - Time Source: server- IP address: 68.105.38.238

 Document emailed to Katie Waldrop (katiewaldrop@lctcs.edu) for signature

2023-08-03 - 9:35:17 PM GMT

 Email viewed by Katie Waldrop (katiewaldrop@lctcs.edu)

2023-08-03 - 10:34:09 PM GMT- IP address: 104.47.58.126

 Document e-signed by Katie Waldrop (katiewaldrop@lctcs.edu)

Signature Date: 2023-08-03 - 10:34:30 PM GMT - Time Source: server- IP address: 24.158.216.220

 Agreement completed.

2023-08-03 - 10:34:30 PM GMT