



LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM

*Changing Lives,
Creating Futures*

Monty Sullivan
System President

Officers:

Stephen Toups
Chair

Paul Price, Jr.
First Vice Chair

Willie L. Mount
Second Vice Chair

Members:

Tari T. Bradford

Helen Bridges Carter

Timothy W. Hardy

Alterman L. "Chip" Jackson

Erika McConduit

Michael J. Murphy

Joe Potts

Stanton W. Salathe

Stephen C. Smith

Mark D. Spears, Jr.

Craig Spohn

Vincent St. Blanc, III

Student Members:

Samantha Rushlow

Shanco "Shawn" Williams

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

FROM: Chris Broadwater
Vice President for Workforce Policy

Patricia Felder
State Director Career Technical & Adult Education

THROUGH: Joseph F. Marin
Chief Operating Officer

SUBJECT: Memorandum of Understanding between LCTCS and the Board
Of Elementary and Secondary Education Career & Technical
Education Programs

DATE: August 5, 2019

FOR BOARD ACTION

Recommendation: Staff recommends approval of the Memorandum of Understanding (MOU) between the LCTCS Board of Supervisors and the Board of Elementary and Secondary Education (BESE) for administration of the secondary career and technical education portion of the Carl D. Perkins funds for the fiscal year beginning July 1, 2019 and ending June 30, 2020. BESE is also scheduled to approve and sign the MOU at their August Board meeting.

Background: LCTCS serves as the sole state agency for the administration of the Carl D. Perkins Career and Technical Education Act 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 BESE 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 2019-2020 will be the sixteenth year that LCTCS and BESE have worked collaboratively to meet the intent of the Perkins legislation.

Performance: Each program year the LCTCS enters into an MOU between the LCTCS and BESE to administer the secondary portion of the Carl D. Perkins Career and Technical Education Act funds. BESE submits a work plan and budget annually for approval.

APPROVED
SK 8/14/19
LCTCS BOARD OF SUPERVISORS

Fiscal Impact: This MOU transmits \$10,243,253 of Federal Carl D. Perkins funds to the Louisiana Department of Education.

Benefits to System: This agreement provides for the administration of the secondary portion of the Carl D. Perkins Act funds. LCTCS, as the responsible state agency, will work cooperatively with BESE to provide quality career and technical educational programs to secondary students.



Approved for Recommendation to the Board
Dr. Monty Sullivan, President

8-14-19

Date

MEMORANDUM OF UNDERSTANDING BETWEEN
THE BOARD OF SUPERVISORS OF THE LOUISIANA COMMUNITY AND TECHNICAL
COLLEGE SYSTEM AND:
THE BOARD OF ELEMENTARY AND SECONDARY 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 Board of Elementary and Secondary Education (henceforth referred to as BESE) pertaining strictly to the secondary portion of the Strengthening Career and Technical Education for the 21st Century Act (henceforth referred to as the Perkins V Program).

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

A.) Allocation of Perkins V Program Funds – FY20

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 13 percent of the 85 percent will be placed in the Reserve Fund. 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 LDOE to eligible secondary recipients.
2. The BESE, through the Louisiana Department of Education (henceforth referred to as the LDOE), has agreed to the amount for administration of the Perkins State Plan as shown in Appendix A. These funds shall be used in accordance with activities described in Section 112(a)(3).
3. The LDOE shall match state administration funds received on a dollar-for dollar basis from non-federal sources.
4. The LDOE shall also receive 40 percent of the federal allocation allowed for State Leadership, unless jointly agreed upon by LCTCS and LDOE. State Leadership mandated and permissive activities are detailed in Section 124 of the Perkins Act. State Leadership allocation shall be determined after the reduction of the mandated allocations for equity and corrections.
5. Allocation amounts are provided in Appendix A.

B.) Responsibilities of BESE

1. While each board shall be responsible for the day-to-day administration of its portion of the Perkins V Program funds, LCTCS is the eligible agency for the Perkins V Program, and therefore, is ultimately responsible for fulfilling all federal duties charged by the federal government related to administering the Perkins V Program. As such, the BESE, through the LDOE, although not limited to, shall be responsible for:
 - a. Meeting all current and future federal, state, and LCTCS requirements for processing and overseeing award of allocation 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 due dates.
 - b. Programmatic development and continuous oversight of all expenditures of the "flow-through" secondary Perkins V Program funds. 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 BESE through the LDOE shall ensure that secondary Perkins V Program funds are expended as intended by federal, state and LCTCS program requirements and guidelines, including the components of the Perkins State Plan for Louisiana.
 - c. Conducting fiscal and programmatic monitoring of eligible subrecipients. Please see Appendix C for applicable documentation required.
 - d. Conducting, among secondary eligible recipients, the Methods of Administration (MOA) compliance monitoring as required by Office of 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. Please see Appendix C for applicable documentation required.
 - e. Assistance with any new or ongoing requests from the Office of Civil Rights relative to secondary compliance issues, including providing responsive information and reports as needed and upon request.
 - f. Collaborative development of definitions and data collection methods to meet new reporting requirements for the Perkins V in partnership with LTCTS. This will include setting new performance targets for core indicators and selection of the quality indicator cited in Section 113 (2)(A)(iv).
 - g. 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). For the December 2019 CAR, only disaggregated participant and concentrator data for program year 2018-2019 will be reported along with required narrative responses. Required narrative and any responses are to be

- submitted to LCTCS no later than COB November 15, 2019. Data will be submitted through ED Facts no later than COB December 2, 2019.
- h. Providing the Louisiana Perkins State Director and LCTCS Director of CTE with a user-id and password for the CATE data system and the Electronic Grants Management System (read only).
 - i. 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 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 workshops developed for the benefit of meeting the programmatic elements of Perkins V, Louisiana's Perkins State Plan, and improving the delivery of career and technical education.
 - j. LDOE will participate in Quarterly Perkins regional meetings and will provide statewide Jump Start updates at those meetings for better alignment and consistency of regional, state and federal CTE funding.
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 BESE shall develop and present an annual budget, budget narrative, and plan for use of State Administration and State Leadership funds. The plan will be submitted to the LCTCS State Director of Perkins Program in a timely manner for presentation to the LCTCS Board of Supervisors and no later than August 31. Funds will be drawn monthly, and quarterly activity reports will be completed. eGrants will be used for all grant applications, reports, revisions and claims.
 4. BESE 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 of each year.
 5. Indirect costs of the secondary Perkins V Program funds allotted to the BESE will be recoverable by BESE 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 end of the close of the fiscal year shall revert to the LCTCS for re-allocation as described in Section 112.
 7. Any secondary Perkins V Program expenditures/costs determined to be recoverable by the LCTCS shall be recovered from secondary Carl D. Perkins subrecipients. The BESE agrees to hold harmless the LCTCS and postsecondary Perkins V Program funds.
 8. Any and all information/equipment related to the Perkins V Program shall remain the property of the federal Perkins V Program, 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.

This agreement is effective July 1, 2019 and terminates June 30, 2020. For each following fiscal year, a Memorandum of Understanding shall be extended between the LCTCS and the BESE, 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.

Steve Toups, Chair
LCTCS Board of Supervisors

Dr. Gary Jones, President
Board of Elementary and Secondary Education

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

John White, Superintendent
Louisiana Department of Education

APPENDIX A: FY 20 PERKINS BUDGET

Louisiana State Expenditure Plan
2019-2020

Based on July 1, 2019 Allocation Amount

Recorded in Perkins Portal Submission

	\$ 22,096,640
	2019-2020
	Allocation
Local Formula Distribution (=>85% of Allocation)	\$ 18,782,144
Reserve (=<15% of Flow Through)	\$ 2,441,679
Secondary - Basic (56% of Remaining Flow Through)	\$ 9,150,661
Postsecondary - Basic (44% of Remaining Flow Through)	\$ 7,189,805
State Leadership (=<10% of Total Allocation)	\$ 2,209,664
Nontraditional (Not less than \$60,000 and not more than \$150,000)	\$ 147,896
Special Populations Recruitment (Lesser of .01% of Leadership Allocation or \$50,000)	\$ 2,210
State Institutions (=<2% of Total Allocation)	\$ 364,932
Adult Corrections	\$ 358,979
Juvenile Justice (LDOE Formula)	\$ 3,476
Institutions that Serve Individuals with Disabilities (LDOE Formula)	\$ 2,477
Remaining Leadership	\$ 1,694,626
Secondary Leadership (40%)	\$ 677,851
Postsecondary Leadership (60%)	\$ 1,016,776
State Administration (=<5% of Total Allocation)	\$ 1,104,832
Secondary Admin (set amount)	\$ 408,788
Postsecondary Admin (set amount)	\$ 696,044
Total Allocation	\$ 22,096,640
Required State Match	\$ 1,104,832

APPENDIX B: FY 20 Due Dates

For fiscal year 2019-2020, the following due dates apply:

Date	Item Due to LCTCS
August 31	Annual Budget, narrative and plan provided to LCTCS for presentation to Board of Supervisors Annual budget and budget narrative in eGrants
September 30	*Schedule of subgrantees to receive a fiscal audit or programmatic monitoring visit during fiscal year
September 30	*Schedule of subgrantees to be monitored for Methods of Administration (MOA) compliance
September 30	*Meeting with LCTCS regarding fiscal management and monitoring procedures for fiscal year
October 15	*Submission of Maintenance of Effort MOE reports for prior year
November 15	Consolidated Annual Report Narrative submitted to LCTCS
December 2	Performance data submitted to ED Facts CTE Participant and Concentrator data submitted to LTCS
May 15	Copy of local recipient allocations
May 15	Final budget revisions due for state leadership and administration funds
October 31	Submission of a project completion report for prior fiscal year
October 31	Submission of a Program Income Certification for prior fiscal year
July 15	Final Reimbursement Requests for state leadership and administration funds
July 30	*Annual report summarizing results of audits and monitoring visits

* *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 LDOE to LCTCS on the dates identified in Appendix B.

Fiscal Audit Documentation

1. Written fiscal audit procedures
2. Schedule of subgrantees to receive fiscal monitoring during 2019-2020
3. Copy of reports issued as a result of audit activity including follow up and resolution reports
4. Annual report summarizing results of fiscal monitoring results

Programmatic Monitoring Documentation:

1. Provide monitoring checklist used to make determinations of compliance
2. Schedule of subgrantees to receive programmatic monitoring during 2019-2020
3. Copy of reports issued as a result of monitoring including follow up and resolution reports
4. Annual report summarizing results of 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
3. Copy of reports issued as a result of monitoring including report of findings and voluntary compliance plans
4. Annual report summarizing results of programmatic monitoring results

Grant Management Documentation:

1. Annual budget and budget narrative with enough detail to demonstrate proposed activities and expenditures are aligned with Perkins V and EDGAR requirements.
2. Consolidated Annual Report (CAR) narrative
3. Consolidated Annual Report (CAR) data
4. Local recipient allocations
5. Quarterly and project completion report with enough detail to clearly understand which 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.