

Appendix J
FLDOE Division of Workforce Education
Guidelines and Operational Procedures to
Award Funds to Local Eligible Recipients

Appendix J.1

THE GUIDELINES AND OPERATIONAL PROCEDURES FOR THE DISTRIBUTION OF FUNDS FOR CARL D. PERKINS SECONDARY EDUCATION PROGRAMS

State Requirements:

The Carl D. Perkins Career and Technical Education Act of 2006, Section 131(a) requires that states allocate funds to secondary education programs made available under section 112(a)(1) . According to Section 131, the requirements for distribution of funds for secondary education programs are as follows:

(1) **Thirty Percent.**—Thirty percent shall be allocated to such local educational agencies in proportion to the number of individuals aged 5 through 17, inclusive, who reside in the school district served by such local educational agency for the preceding fiscal year compared to the total number of such individuals who reside in the school districts served by all local educational agencies in the state for such preceding fiscal year, as determined on the basis of the most recent satisfactory ---

(A) data provided to the Secretary by the Bureau of the Census for the purpose of determining eligibility under title I of the Elementary and Secondary Education Act of 1965; or

(B) student membership data collected by the National Center for Education Statistics through the Common Core of Data survey system.

(2) **Seventy Percent.**—Seventy percent shall be allocated to such local educational agencies in proportion to the number of individuals aged 5 through 17, inclusive, who reside in the school district served by such local educational agency and are from families below the poverty level for the preceding fiscal year, as determined on the basis of the most recent satisfactory data used under section 1124(c)(1)(A) of the Elementary and Secondary Education Act of 1965, compared to the total number of such individuals who reside in the school districts served by all the local educational agencies in the State for such preceding fiscal year.

Florida will utilize the most recent satisfactory data provided by the Secretary of the Bureau of the Census for the purpose of determining eligibility under Title 1 of the Elementary and Secondary Education Act of 1965 to proportionally allocate funds to each secondary (7-12) district. (<http://www.census.gov/hhes/www/saipe/saipe.html>). These data from the U.S. Census Small Area Income and Poverty Estimates (SAIPE) are used to estimate the number of children in poverty and total number of children ages 5 through 17, in each school district.

The operational procedures for calculating the current year allocations are posted in the section entitled “**STEPS for Calculating Secondary Allocations**” at the end of this document.

Data Needed for Determining County Allocations:

1. Previous year's allocation chart containing information for each eligible LEA
 - a. Required to compare the allocation between current and past year.
2. State of Florida's secondary percentage and amount of funds to be allocated
 - a. Required to determine the amount to use in the formula.
3. The most recent satisfactory data provided by the Secretary of the Bureau of the Census for the purpose of determining eligibility under Title 1 of the Elementary and Secondary Education Act of 1965 to proportionally allocate funds to each secondary (7-12) district. (<http://www.census.gov/hhes/www/saipe/saipe.html>).

Detailed Criteria

Key Definitions:

Local Education Agency (LEA) - Florida's public school districts, community colleges and public and private colleges and universities.

Secondary Education – Students in grades seven -12 enrolled in career and technical education courses in Florida middle and high school programs.

Aid to Districts – The total of all allocated and unallocated federal funds received from the US DOE for state administration and implementation of career and technical education programs.

Proportionate Share – The amount made available to each county after the statutorily required percentages for 5 - 17 year olds in the county and living in poverty have been applied to each district's ratios for the same population groups.

Total Population – A county's aggregate population count as determined by the Census Bureau.

Poverty – The income level determined by the Census Bureau as being below established federal thresholds.

Location of excel file and name

The location of file and name used to do this calculation.

- Excel file should be stored on the I:\PERKINS\Secondary\08-09\Allocation Worksheet

Statutory Authority

- Carl D. Perkins Career and Technical Education Act of 2006
 - Section 131
 - Section 132
 - Section 135
- Workforce Education – Request for Application (RFA)
 - Secondary Education Programs

STEPS for Calculating Secondary Allocations

| STEP | DESCRIPTION |
|------|--|
| 1 | The state must determine the % and amount of aid to districts secondary programs from the federal allocation. |
| 2 | <p>Download data from the Census Bureau website for the specific data elements identified in the prescribed formula as described in section 132 of the Act (i.e. ratio of 5-17 yr olds and ratio of population in poverty, for each county).</p> <p>The following required (A-L) columns are entered into the spreadsheet in the following order:</p> <p><u>Columns</u> <u>Category:</u> A District</p> <p><u>Columns</u> <u>Category:</u> B # of Ind aged 5-17 residing in the School District served C Cumulative total of Column B D Proportionate Share (%) of Column B & C E 30% of Secondary Allocation (\$) F \$ Amt Allocated per School District</p> <p>Note: Columns B – F (Individuals Aged 5-17 Who Reside in Florida's School District's)</p> <p><u>Columns</u> <u>Category:</u> G # of Ind aged 5-17 residing in School District Served & Families below Poverty Level H Cumulative total of Column G I Proportionate Share (%) of Column G & H J 70% of Secondary Allocation (\$) K \$ Amt Allocated per School District</p> <p>Note: Columns G – K (Individuals Aged 5-17 Years Who Reside in Florida's School Districts AND from Families with Income Levels Below the Poverty Line)</p> <p><u>Columns</u> <u>Category:</u> L Total Secondary Amt Allocated Per School District</p> |
| 3 | Enter each district into Column A of the spreadsheet. |
| 4 | <p>Using the information from the US Census Bureau for the category Individuals Aged 5-17 Who Reside in the school district served; enter each districts data in Column B.</p> <p>NOTE: The cumulative total is reflected at the end of Column B.</p> |
| 5 | Enter the cumulative total from Column B in each cell of Column C. |
| 6 | Divide Column B by Column C to determine the district's Proportionate Share (%) and enter in Column D for each district. |
| 7 | Enter 30% of the total secondary allocation in each cell of Column E. |

STEPS for Calculating Secondary Allocations

| STEP | DESCRIPTION |
|------|---|
| 8 | Multiply Column D by Column E to determine the \$ Amt Allocated per School District and enter in Column F. |
| 9 | Using the information from the US Census Bureau for the category Individuals Aged 5-17 Years Who Reside in Florida's School Districts AND are from Families who are Below the Poverty Level; enter each districts data in Column G. NOTE: The cumulative total is reflected at the end of Column G. |
| 10 | Enter the cumulative total from Column G in each cell of Column H. |
| 11 | Divide Column G by Column H to determine the district's Proportionate Share (%) and enter in Column I for each district. |
| 12 | Enter 70% of the total Secondary Allocation in each cell of Column J. |
| 13 | Multiply Column I by Column J to determine the \$ Amt Allocated per School District and enter in Column K. |
| 14 | Add columns F and K to determine total allocation per school district |
| 15 | Enter the total Secondary allocation per school district in Column L. The cumulative total is reflected at the end of Column L. |

Note: In the event that the calculation formula for allocating funds results in a rounding error causing the total amount (sum of eligible recipient allocations) to differ from the actual sector allocated amount, adjustments will be made to account for the error.

If the calculation formula results in a total amount that is less than the actual sector allocated amount, the eligible agency with the lowest allocated amount will have the difference added to their allocation.

If the calculation formula results in a total amount that is greater than the actual sector allocated amount, the eligible agency with the highest allocated amount will have the difference subtracted from their allocation.

THE GUIDELINES AND OPERATIONAL PROCEDURES FOR THE DISTRIBUTION OF FUNDS FOR POSTSECONDARY EDUCATION PROGRAMS

State Criteria

The Carl D. Perkins Career and Technical Education Act of 2006, section 132(a)(2) requires states to use a prescribed formula to allocate funds. The formula as stated in the law indicates that eligible institutions shall be allotted a proportionate amount of funds made available under section 112(a)(1) based on the sum of individuals who are Federal Pell Grant recipients and recipients of assistance from the Bureau of Indian Affairs enrolled in career and technical educational programs and meeting the requirements of section 135. Section 132 (b) affords states the latitude to submit a waiver from the prescribed postsecondary distribution as stated in the Act for a more equitable distribution. Florida's waiver request was approved and an alternate distribution formula to calculate the allocation of postsecondary funds was implemented.

This alternate formula for postsecondary programs is based upon criteria relating to the number of individuals attending institutions and enrolled in postsecondary career and technical education programs within the state of Florida who received need-based postsecondary financial aid provided from public funds as specified under the Act.

Funds will be allocated to eligible agencies who provide postsecondary career and technical education programs. Funds are distributed based on each eligible agency's proportion of students enrolled in career and technical education who are economically disadvantaged. The **categories** used to identify these students are as follows:

1. Recipients of Pell Grants,
2. Recipients of Student Education Opportunity Grants (SEOG),
3. Participants in a federal vocational work-study program
4. Participants in the Job Training Partnership Act (JTPA) Program replaced in future years with participants receiving services above the core level in Title I of the Workforce Investment Act (WIA),
5. Recipients of Temporary Aid to Needy Families (TANF)
6. Recipients of Food Stamps
7. Recipients Welfare Transition and Wages

Funds are allocated to postsecondary school district and community college programs to carry out career and technical education activities described in section 135 the Act.

Postsecondary funds are calculated using the following criteria:

1. State of Florida determines the percentage and amount of funds available under section 112 (a) (1) for the postsecondary sector and allocates such funds utilizing an alternate formula permitted under section 132 of the Act.
2. Economically disadvantaged unduplicated student data is obtained from the Bureau of Community College and Technical Center Information System (CCTC-MIS). This data is provided for Community College and School District Postsecondary Programs and has

predetermined selection criteria appropriate for the seven (7) categories approved in the alternate formula.

- a. The data is compiled from the CCTC -MIS.
 - i. Source of Community College data is the Student Data Base end-of-term and Florida Education and Training Placement Information Program's (FETPIP) Economically Disadvantaged Student Information.
 - ii. Source of School District data is the Workforce Development Information System (WDIS).
 - b. For consistency in the data this information should be requested from CCTC-MIS in November of the preceding grant year (example: 2008-2009 grant year data must be requested in November 2007).
3. The operational procedures for calculating the allocations are in the section entitled, "STEPS for Calculating Postsecondary Allocations" at the end of this document.

Data Needed for Determining County Allocations

1. Previous year's allocation chart containing information for each eligible LEA
 - a. Required to compare the allocation between current and past year.
2. State of Florida's Postsecondary percentage and amount of funds to be allocated
 - a. Required to determine the amount to use in the formula.
3. Most recent data from the Community College and Technical Center Management Information System (CCTC -MIS).
 - a. Required to determine the data and proportionate share of the Community College and School District economically disadvantaged student information per Local Education Agency (LEA).
 - b. Data from (CCTC- MIS) must be requested in writing in advance (at least 30 days) prior to the need.
 - c. The advance written request must be submitted to the Bureau of Community College and Technical Center MIS office.
 - d. CCTC - MIS data extracted has predetermined selection criteria for obtaining the appropriate data categories.

Key definitions

Local Education Agency (LEA) - Florida's public school districts, community colleges and public and private colleges and universities.

Proportionate Share - Individual county's total for the (7) required data categories divided by the grand total of each participating agency's required (7) data categories.

Economically Disadvantaged Student (EDS) – Individuals who meet the criteria and are included in the (7) statutorily required data categories.

Location of excel file and Name

The location of file and name used to do this calculation.

- Excel file is stored on the I: Drive-Grant Admin/PERKINS/08-09/Postsecondary

Statutory Authority

Federal

- Carl D. Perkins Act of 2006, Section (132) (a) (2)
- Workforce Education – Request for Application (RFA), Career and Technical Education Postsecondary Programs

STEPS for Calculating Postsecondary Allocations

| STEP | DESCRIPTION | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---------|--|---------|-----------|---|--------|---|---------------------------------------|---|------|---|------|---|-----------|---|----------|---|------|---|-------------|---|--------------------|---|------------|---|-------------------------|---|------------|---|---------------------|---|-----------------------|
| 1 | The state must determine the % of funds that will be allocated to School District Technical Centers and Community Colleges. Develop separate spreadsheets for each, repeating steps 2-11. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | <p>The following required (A-N) columns are entered into the spreadsheet in the following order:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;">Columns</th> <th style="text-align: left; border-bottom: 1px solid black;">Category:</th> </tr> </thead> <tbody> <tr><td>A</td><td>Agency</td></tr> <tr><td>B</td><td>Offer Postsecondary Programs (Yes/No)</td></tr> <tr><td>C</td><td>Pell</td></tr> <tr><td>D</td><td>SEOG</td></tr> <tr><td>E</td><td>Workstudy</td></tr> <tr><td>F</td><td>WIA/JTPA</td></tr> <tr><td>G</td><td>TANF</td></tr> <tr><td>H</td><td>Food Stamps</td></tr> <tr><td>I</td><td>Welfare Transition</td></tr> <tr><td>J</td><td>EDS TOTALS</td></tr> <tr><td>K</td><td>Total of District or CC</td></tr> <tr><td>L</td><td>% of Total</td></tr> <tr><td>M</td><td>Total Amt Allocated</td></tr> <tr><td>N</td><td>Qualified Allocations</td></tr> </tbody> </table> | Columns | Category: | A | Agency | B | Offer Postsecondary Programs (Yes/No) | C | Pell | D | SEOG | E | Workstudy | F | WIA/JTPA | G | TANF | H | Food Stamps | I | Welfare Transition | J | EDS TOTALS | K | Total of District or CC | L | % of Total | M | Total Amt Allocated | N | Qualified Allocations |
| Columns | Category: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| A | Agency | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| B | Offer Postsecondary Programs (Yes/No) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| C | Pell | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| D | SEOG | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| E | Workstudy | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| F | WIA/JTPA | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| G | TANF | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| H | Food Stamps | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| I | Welfare Transition | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| J | EDS TOTALS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| K | Total of District or CC | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| L | % of Total | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| M | Total Amt Allocated | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| N | Qualified Allocations | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | Enter each postsecondary agency into Column A of the spreadsheet. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | Determine which district or community college offer postsecondary programs by entering Yes or No in Column B. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | <p>Enter the EDS category information (C-I) for each agency.</p> <p>NOTE: The agency's individual EDS totals are reflected in Column J and cumulative total provided.</p> <p>EDS information provided by CCTC -MIS & WDIS</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | Post the cumulative total number of EDS for "all" agencies in each cell of Column K. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 | Divide Column J by the cumulative total of disadvantage students in Column K to derive the percentage of local proportionate shares for Column L. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | Post the total distribution amount for School Districts or Community Colleges in Column M. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9 | Multiply each agency's percentage from Column L by the total distribution amount from Column M to determine the possible amt allocated for Column N. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Note: In the event that the calculation formula for allocating funds results in a rounding error causing the total amount (sum of eligible recipient allocations) to differ from the actual sector allocated amount, adjustments will be made to account for the error.

If the calculation formula results in a total amount that is less than the actual sector allocated amount, the eligible agency with the lowest allocated amount will have the difference added to their allocation.

If the calculation formula results in a total amount that is greater than the actual sector allocated amount, the eligible agency with the highest allocated amount will have the difference subtracted from their allocation.

Appendix J.3

THE GUIDELINES AND OPERATIONAL PROCEDURES FOR THE DISTRIBUTION OF FUNDS FOR CARL D. PERKINS - RURAL & SPARSELY POPULATED

State Criteria

Florida may elect to allocate a portion of its Reserve Funds (Carl D. Perkins Career and Technical Education Act of 2006, section 112 (c)) to aid programs in rural and sparsely populated areas. Rural areas are defined by the State and documented by the Rural Economic Development Initiative, known as **REDI**, which recognizes those rural or economically distressed counties or communities designated pursuant to sections 288.0656 and 288.06561, Florida Statutes as REDI qualified. The REDI program is administered within the Office of Tourism, Trade and Economic Development. The designation of the REDI counties is updated periodically. To view a map of the REDI counties visit website: <http://www.florida-arts.org/grants/RuralEconomicDevelopmentInitiative.htm>.

Only rural counties as identified by the Rural Economic Development Initiative (REDI) shall be considered for participation in this funding. Rural Areas are defined by the State as those counties with 75,000 or less population. For purposes of allocating Reserve Fund dollars, counties that meet the 75,000 or less population threshold are eligible for these funds.

Each county is funded according to the relative share of the Florida Labor Force population as measured by Florida's Labor Market Statistics' Local Area Unemployment Statistics (LAUS) report. Funds allocated for Rural and Sparsely Populated Areas are distributed proportionately by the number of individuals in the labor force for each of the rural counties identified as Rural Areas by REDI. Labor force data represents the number of potential working age population in the county.

Funds are allocated for secondary and postsecondary career and technical education in identified Rural and Sparsely Populated Areas to carry out activities described in the Carl D. Perkins Career and Technical Education Act of 2006, section 135 – Local use of funds.

Rural and Sparsely Populated funds are calculated using the following criteria:

1. State of Florida determines what percentage of the Reserve funds will be allocated to the Rural and Sparsely Populated category.
2. Identify the eligible counties as defined by the State and documented by the REDI.
3. Each eligible county will receive a base allocation of \$25,000, to ensure that the applicants have a minimum allocation to achieve the requirements outlined in the application.

4. The remaining amount will be allocated based on proportionate share of the Florida's Labor Force populations as identified by the most recent data, State of Florida Labor Force Summary from the Agency for Workforce Innovation-Labor Market Statistics report.
 - a. The data by county can be downloaded from the Agency for Workforce Innovation (AWI), State of Florida Labor Force Summary at this website: <http://www.labormarketinfo.com/library/laus.htm>
 - b. For consistency in the data this information should be downloaded from the AWI website in November of the preceding grant year.
 - c. Select the Statewide and All Areas – Annual Averages: most recent year data chart.
 - d. Use the Labor Force population data per county.
 - e. A hard copy of the data report must be kept on file.
 - f. Update the data source reference information on the excel spreadsheet.

5. Each eligible county must submit a grant application under specific guidelines as outlined in the RFA (see the Rural Application).
 - a. Determination as to which LEA (school district, community college or both) will apply for the allocation must be done through a letter of agreement between the school district and community college serving that district.

Data Needed for Determining County Allocations

1. State of Florida percentage of the Reserve funds to be allocated as Rural and Sparsely Populated
 - a. Required to determine the amount to use in the formula and base allocation.
2. Most recent Agency for Workforce Innovation-Labor Market Statistics information for each county - State of Florida Labor Area Unemployment Statistics, Labor Force Summary chart from the website: <http://www.labormarketinfo.com/library/laus.htm>
 - a. Required to determine the labor force population data and to proportionate share of the population and allocation the remaining funds available.

Key definitions

Rural Areas - Rural Areas are defined by the State as those counties with 75,000 or less population

Labor Force Population - Florida's estimate of civilian labor force by place of residences, as produced by AWI.

Base Allocation - The core amount determined by the State to be the minimum amount for each county to which will be added a proportionate share amount of remaining funds available.

Proportionate Share - Individual county's Labor Force population number divided by the total of all county Labor Force population number.

Location of excel file and Name

The location of file and name used to do this calculation.

- Excel file should be stored @ I:\PERKINS\Rural\08-09\Allocation Formula.xls

Statutory Authority

Federal

- Carl D. Perkins Career and Technical Education Act of 2006
- Section 112 - Within State Allocation – (c) Reserve Option

State

- Florida's Carl D. Perkins approved State Plan
- Workforce Education – Request for Application (RFA)
 - Rural and Sparsely Populated Area

STEPS for Calculating Rural Allocations

| STEP | DESCRIPTION | | | | | | | | | | | | | | | | | | |
|----------------|--|----------------|------------------|---|--------|---|-------------|---|------------------------------|---|---|---|-----------------------------|---|--|---|-------------------------------|---|------------------------|
| 1 | The state must determine the % and amount of reserve funds that will be allocated for Rural counties. | | | | | | | | | | | | | | | | | | |
| 2 | <p>Identify all rural counties available to receive funding according to the Division of Cultural Affairs at the REDI website http://www.florida-arts.org/grants/RuralEconomicDevelopmentInitiative.htm.</p> <p>The following required columns A-M are labeled on the spreadsheet in the following order:</p> <table border="0" data-bbox="162 630 974 966"> <thead> <tr> <th><u>Columns</u></th> <th><u>Category:</u></th> </tr> </thead> <tbody> <tr> <td>A</td> <td>County</td> </tr> <tr> <td>B</td> <td>Labor Force</td> </tr> <tr> <td>C</td> <td>Cumulative total of Column B</td> </tr> <tr> <td>D</td> <td>Proportionate Share of Column B & C (%)</td> </tr> <tr> <td>E</td> <td>Base Allocation of \$25,000</td> </tr> <tr> <td>F</td> <td>Total Rural Allocation minus Cumulative Base</td> </tr> <tr> <td>G</td> <td>\$ Amt Allocated without Base</td> </tr> <tr> <td>H</td> <td>Total \$ Amt Allocated</td> </tr> </tbody> </table> | <u>Columns</u> | <u>Category:</u> | A | County | B | Labor Force | C | Cumulative total of Column B | D | Proportionate Share of Column B & C (%) | E | Base Allocation of \$25,000 | F | Total Rural Allocation minus Cumulative Base | G | \$ Amt Allocated without Base | H | Total \$ Amt Allocated |
| <u>Columns</u> | <u>Category:</u> | | | | | | | | | | | | | | | | | | |
| A | County | | | | | | | | | | | | | | | | | | |
| B | Labor Force | | | | | | | | | | | | | | | | | | |
| C | Cumulative total of Column B | | | | | | | | | | | | | | | | | | |
| D | Proportionate Share of Column B & C (%) | | | | | | | | | | | | | | | | | | |
| E | Base Allocation of \$25,000 | | | | | | | | | | | | | | | | | | |
| F | Total Rural Allocation minus Cumulative Base | | | | | | | | | | | | | | | | | | |
| G | \$ Amt Allocated without Base | | | | | | | | | | | | | | | | | | |
| H | Total \$ Amt Allocated | | | | | | | | | | | | | | | | | | |
| 3 | Enter each county into Column A of the spreadsheet. | | | | | | | | | | | | | | | | | | |
| 4 | Using Florida's Labor Force population numbers for each county (AWI Labor Market Statistics website): http://www.labormarketinfo.com/library/laus.htm , enter the latest available year's annual average LABOR FORCE data into Column B. | | | | | | | | | | | | | | | | | | |
| 5 | Enter the cumulative total from Column B into each cell of Column C. | | | | | | | | | | | | | | | | | | |
| 6 | Divide Column B by Column C to determine the county's Proportionate Share (%) and enter in Column D for each county. | | | | | | | | | | | | | | | | | | |
| 7 | Allocate the base amount of \$25,000 to each county in Column E. NOTE: The cumulative total is reflected at the end of Column E. | | | | | | | | | | | | | | | | | | |
| 8 | Subtract the cumulative total of Column E from the total Rural Allocation to determine the total remaining allocation. Enter the total remaining allocation amount into each cell of Column F. NOTE: The remaining allocation is what will be divided into proportionate shares for each county as determined by the Labor Force population data. | | | | | | | | | | | | | | | | | | |

| | |
|----|---|
| 9 | Multiply Column D by Column F for each county to determine \$ Amt allocated without Base. Enter the \$ Amt into Column G. |
| 10 | Add Column E and Column G for each county to determine the \$ Amt allocated with Base and enter into Column H. |
| 11 | Produce an allocation chart to be included in the Rural Request for Application (RFA). |

Note: In the event that the calculation formula for allocating funds results in a rounding error causing the total amount (sum of eligible recipient allocations) to differ from the actual sector allocated amount, adjustments will be made to account for the error.

If the calculation formula results in a total amount that is less than the actual sector allocated amount, the eligible agency with the lowest allocated amount will have the difference added to their allocation.

If the calculation formula results in a total amount that is greater than the actual sector allocated amount, the eligible agency with the highest allocated amount will have the difference subtracted from their allocation.

Appendix J.4

THE GUIDELINES AND OPERATIONAL PROCEDURES FOR THE OVERALL SECTOR DISTRIBUTION OF FUNDS AVAILABLE UNDER THE CARL D. PERKINS CAREER AND TECHNICAL EDUCATION ACT OF 2006

State Requirements:

The Carl D. Perkins Career and Technical Education Act of 2006, Section 112 (a) (1) requires that states allocate at least 85% of funds made available under the state allotment (section 111) to local secondary and postsecondary eligible recipients. The Act does not prescribe how such funds are split between secondary and postsecondary eligible recipients but does require these funds must be distributed according to the formulas described in sections 131 and 132, the in-state secondary and postsecondary distribution formulas.

The State of Florida will fund career and technical education programs based on the relative need in each sector: district secondary programs, district postsecondary certificate programs, and community college certificate and degree programs. Florida will continue to use student participation in career and technical programs at each level, measured by contact hours and converted to full-time equivalent (FTE) students, for the State allocation formula. The full-time equivalent student enrollment in career and technical education is used for developing a formula for distributing the funds.

A three-year average FTE will be calculated for sectors listed above. Annual sector allocations may change based on changes in reported FTE. The average of 2004-2005, 2005-2006, and 2006-2007 will be used to distribute basic grant funds for 2008-2009. This is a significant change from Perkins III, which locked in the percentage allocation to secondary (53%) and postsecondary (47%) sectors for all the program years of Perkins III. The new funding distribution model in Perkins IV provides equity and awards funds annually based on relative need and career and technical education activity in each sector. It is important to note that adjustments may be made to this calculation based on the formula developed for distribution of any reserve funds.

The amounts of funds appropriated for each level will be derived by using the following FTE categories to determine each sector's percentage of basic grant funds:

1. District Secondary FTE (7-12): the number of grades 9-12 Career Education FTE reported by local educational agencies and calculated grades 7-8 Career Education FTE based on course enrollments of 7th and 8th graders reported by local educational agencies; the number of grades 9-12 ESE FTE reported by local educational agencies; and Dual Enrollment FTE reported by local educational agencies. Only eligible courses meeting the requirements of the Act will be used for this calculation.
2. District Postsecondary FTE: the number of Vocational Certificate (PSAV) and Applied Technology Diploma (ATD) FTE reported by local educational agencies.
3. Community College Certificate and Degree FTE: The number of postsecondary vocational (PSV) FTE and postsecondary adult vocational (PSAV) FTE reported by community colleges.

The operational procedures for calculating the current year sector allocations are posted in the section entitled “**STEPS for Calculating Sector Allocations**” at the end of this document.

Data Needed for Determining Sector Allocations:

1. Previous year’s overall sector allocation chart containing information for sector
 - a. Required to calculate 3 year average for each sector
2. Most recent Secondary Career Education Data available requested by the Bureau of Accountability and Research to the Office of Accountability, Research and Measurement. The request will be made annually in September. The following FTE category data should be requested for eligible courses:
 - a. 7-8 CTE FTE (program cost reporting code 102)
 - b. 9-12 CTE FTE (program cost reporting code 300)
 - c. 9-12 ESE FTE (program cost reporting codes 113, 254, 255)
 - d. 9-12 Dual Enrollment FTE (program cost reporting codes 103B, 103C)
3. Most recent District Postsecondary data requested by the Bureau of Accountability and Research to the Office of Community College and Technical Center Management Information Systems (CCTCMIS). The request is typically made in August. The following FTE category data should be requested:
 - a. PSAV FTE
 - b. PSV FTE
4. Most recent Community College data requested by the Bureau of Accountability and Research to CCTCMIS. The request is typically made in August. The following FTE category data should be requested:
 - a. PSAV FTE
 - b. PSV FTE

Detailed Criteria

Key Definitions:

Local Education Agency (LEA) - Florida’s public school districts, community colleges and public and private colleges and universities.

Full Time Equivalent (FTE) – a way to measure student enrollment or membership at an educational institution and FTE measures are used to determine eligibility under the Florida Education Finance Program (FEFP)

Location of excel file and name

The location of file and name used to do this calculation:

- Excel file is stored at the following location:
J:\Perkins\Perkins 2006 Reauthorization\2008-13 State Plan\Appendix G - Allocations to LEAs
- File is named "Overall Sector Allocation Draft.xls"

Statutory Authority

- Carl D. Perkins Career and Technical Education Act of 2006
Section 112
- 2008-2013 State Plan for the Administration of the Carl D. Perkins Career and Technical Education Act of 2006

STEPS for Calculating Overall Sector Funding Distributions

| STEP | DESCRIPTION |
|------|--|
| 1 | The state must determine the % and amount (no less than 85%) that will be allocated to support secondary and postsecondary career and technical education programs. |
| 2 | Use previous year's worksheet and save as a new file name. |
| 3 | Change the "years" at the top of the worksheet to the previous 3 years. For example, to calculate the 09-10 sector allocation the 05-06, 06-07 and 07-08 FTE data should be utilized to determine the appropriate average. |
| 4 | Enter the most recent FTE data in the appropriate line item for secondary, district postsecondary and community college. For example, to calculate the 09-10 sector allocation, enter the 07-08 FTE data. The 06-07 FTE data and 05-06 FTE data would remain unchanged. |
| 5 | Calculate the 3 year average per FTE category for secondary, district postsecondary and community college and enter average in the "3-YR Average FTE" column |
| 5 | Calculate the cumulative total for each column and enter the total secondary CTE, total district postsecondary CTE and total community college CTE . |
| 6 | Calculate the cumulative total for each column and enter in the "Total CTE FTE" row |
| 7 | <p>Determine the percentage of basic grant funds for each delivery system using the three-year average FTE in career-technical programs utilizing the following formulas:</p> <p style="margin-left: 40px;">Secondary District Percentage (%) =</p> $\frac{\text{Total Secondary CTE FTE 3 Year Average}}{\text{Total CTE FTE 3 Year Average}}$ <p style="margin-left: 40px;"><i>(District Secondary FTE (7-12) + District Postsecondary FTE + Community College Certificate and Degree FTE)</i></p> <p style="margin-left: 40px;">Postsecondary District Percentage (%) =</p> $\frac{\text{Total District Postsecondary FTE 3 Year Average}}{\text{Total CTE FTE 3 Year Average}}$ <p style="margin-left: 40px;"><i>(District Secondary FTE (7-12) + District Postsecondary FTE + Community College Certificate and Degree FTE)</i></p> |

STEPS for Calculating Overall Sector Funding Distributions

| STEP | DESCRIPTION |
|------|---|
| | <p><i>Postsecondary Community College Percentage (%) =</i></p> $\frac{\text{Total Community College FTE 3 Year Average}}{\text{Total CTE FTE 3 Year Average}}$ <p><i>(District Secondary FTE (7-12) + District Postsecondary FTE + Community College Certificate and Degree FTE)</i></p> |
| 8 | Enter each sector's percentage allocation in the "3-Yr Average FTE" column, which should total 100%. |
| 9 | Provide the Bureau of Grants Administration with individual sector percentage allocations to develop budgets and run secondary and postsecondary formulas distributions. For more information, see the Guidelines and Operational Procedures related to distribution of funds to secondary eligible recipients and postsecondary eligible recipients. |

Appendix J.5

THE GUIDELINES AND OPERATIONAL PROCEDURES FOR THE DISTRIBUTION OF RESERVE FUNDS TO SUPPORT CAREER PATHWAYS CONSORTIA AVAILABLE UNDER THE CARL D. PERKINS CAREER AND TECHNICAL EDUCATION ACT OF 2006

State Requirements-

The Carl D. Perkins Career and Technical Education Act of 2006, Section 202 (a) states: *an eligible agency receiving an allotment under Sections 111 and 201 may choose to consolidate all, or a portion of, funds received under Section 201 with funds received under Section 111 in order to carry out activities described in the State plan submitted under Section 122.*

During the 2006-2007 Perkins IV transition year, the State of Florida maintained a separate Title II Tech Prep delivery system and allocated funds based on the Perkins III Tech Prep distribution formula. For 2008-2013, the State of Florida has chosen to consolidate all Title II funds with Title I funds. Eligible recipients shall file a single plan/application for funding pursuant to Section 134. Leveraging Tech Prep's initiatives and Florida's ongoing statewide articulation in a consolidated system will position the State to meet its goal to convert stand-alone CTE programs to programs of study which incorporate the elements identified in the Act. Programs of study will assist students to seamlessly transition from secondary to postsecondary education and training.

The primary purpose of consolidating the two separate delivery systems is to infuse the recognized core Tech Prep elements into a statewide systematic framework. The Division of Workforce Education recognizes the critical role of a consortia infrastructure and intends to award reserve funds to eligible recipients, who would be required to utilize such funds to support a career pathways consortium.

Career Pathways Consortia Requirements-

Eligible members of a Career Pathways Consortium may be school districts, district technical centers, and community colleges. Consortia may be comprised of the same membership as under Tech Prep but it is not a requirement. Consortium membership is a local decision based on the needs and priorities of the service delivery area. Determination of consortium fiscal agent will be a local decision based on the needs and priorities of the consortium members.

Consortium members will be required to allocate a minimum of 1.5% of their Basic Grant Funds to support the Consortia and carry-out its mandated requirements. It is important to note that participation in a Career Pathways Consortium is considered voluntary. LEAs that do not choose to participate in a consortium will not be eligible to apply for Career Pathways Reserve Fund allocations. In addition, non-participating LEAs will be required to carry-out the identical requirements as the Career Pathways Consortium at a required 3% of their Basic Grant funds and may be required to adhere to other funding expenditure restrictions. Reserve fund allocations that are not applied

for by eligible recipients, will be “rolled forward” as “aid to district” funds the following fiscal year.

Career Pathways Consortia Formula Distribution-

During program year 2008-2009, \$2,293,992 of the reserve will be divided among the eligible sectors (District Secondary Sector, District Postsecondary Sector and the Postsecondary Community College Sector) in the same manner as they are distributed under Section 112 (a)(1) utilizing the identical percentage distribution. For more information on the overall sector percentage distribution, please refer to the *Guidelines and Operational Procedures for the Overall Sector Distribution of Funds Available Under the Carl D. Perkins Career and Technical Education Act of 2006* located in Florida’s Perkins IV State Plan (2008-2013), Appendix J.4.

Secondary School District Allocation-

The district secondary sector allocation will be distributed in the following manner: Each eligible school district recipient will receive a base allocation of \$5,000 to ensure that the applicants have a minimum allocation to achieve the requirements outlined in the application. The remaining amount will be allocated based on each LEA’s proportionate share of individuals aged 5-17 who reside in Florida’s school districts. This formula distribution parallels part of the formula used to award Perkins basic secondary funds as prescribed in Section 131 of the Act. This formula distribution was selected as it was the most inclusive and equitable method for awarding funds to District Secondary eligible recipients. This data was obtained from the current year Perkins Secondary Basic calculations worksheet, which utilizes the most recent satisfactory data provided by the Secretary of the Bureau of Census for the purpose of determining eligibility under Title I of the Elementary and Secondary Education Act of 1965 to proportionally allocate funds to each secondary (7-12) district.

Postsecondary Sector School District and Community College Allocations-

The postsecondary sector allocation will be distributed in the following manner: Each eligible postsecondary school district recipient (technical centers) will receive a base allocation of \$5,000 to ensure that the applicants have a minimum allocation to achieve the requirements outlined in the application. The remaining amount will be allocated based on each LEA’s proportionate share of students enrolled in career and technical education who are economically disadvantaged. This formula distribution is identical to the formula used to award Perkins Basic postsecondary funds as prescribed in Section 132 of the Act. It was determined to be the most equitable method for awarding funds to postsecondary school district recipients. This data was obtained from the current year Perkins Postsecondary Basic calculations worksheet, which utilizes economically disadvantaged unduplicated data, which is obtained annually from the Bureau of Community College and Technical Center Information System (CCTC-MIS).

Each eligible postsecondary community college recipient will receive a base allocation of \$10,000 to ensure that the applicants have a minimum allocation to achieve the requirements outlined in the application. The remaining amount will be allocated based on each agency’s proportionate share of students enrolled in career and technical education who are economically disadvantaged. This formula distribution is identical to the formula used to award Perkins basic postsecondary funds as prescribed in Section 132 of the Act. It was determined to be the most equitable method for awarding funds to postsecondary community college recipients. This data was obtained from the

current year Perkins Postsecondary Basic calculations worksheet, which utilizes economically disadvantaged unduplicated data which, is obtained annually from the Bureau of Community College and Technical Center Information System (CCTC-MIS).

Data Needed for Determining Sector Allocations:

1. Future program year's Basic Grant overall sector allocation percentages containing information for sector
 - a. Request each sector's percentage allocation from the Bureau of Accountability and Research in November prior to the program year (for example, November 2007 request for 2008-2009 program year)
2. Basic Grant LEA level allocations for district secondary education programs, postsecondary community colleges and postsecondary district technical centers.
 - a. Request Basic Grant LEA level allocation charts from the Bureau of Grants Administration in November prior to the program year. (For example, November 2007 request for 2008-2009 program year)
 - b. Request Basic Grant LEA proportionate share ratio data from the Bureau of Grants Administration.

Detailed Criteria

Key Definitions:

Local Education Agency (LEA) - Florida's public school districts, community colleges and public and private colleges and universities.

Location of excel file and name

The location of file and name used to do this calculation:

- Excel file is stored at the following location:
I:\PERKINS\Career Pathways\Career_Pathways_Allocations.xls
- File name is "Career Pathways Allocations"

Statutory Authority

- Carl D. Perkins Career and Technical Education Act of 2006
Section 202 (a)(b)(c)
- 2008-2013 State Plan for the Administration of the Carl D. Perkins Career and Technical Education Act of 2006

STEPS for Calculating Career Pathways Consortia Secondary Funding Distributions

| STEP | DESCRIPTION | | | | | | | | | | | | | | | | | | | | | | |
|----------------|---|----------------|------------------|---|--------------------|---|--|---|---|---|--|---|---|---|--|---|---|---|---|---|-----------------------------------|---|--|
| 1 | The state must determine the % and amount of the Reserve Funds that will be allocated to support the Career Pathways Consortia. | | | | | | | | | | | | | | | | | | | | | | |
| 2 | Use previous years worksheet and save as a new file name. See "Location of Excel file and Name" in previous section | | | | | | | | | | | | | | | | | | | | | | |
| 3 | Open the second tab of the worksheet called "Sec." Insert the total dollar amount of the allocation for the program year under "Allocation" located under the "Sector Allocation of Reserve Funds for Career Pathways Consortia" in the worksheet. | | | | | | | | | | | | | | | | | | | | | | |
| 4 | Enter the appropriate sector distribution percentages in each field. (See data provided from the Bureau of Accountability and Research) | | | | | | | | | | | | | | | | | | | | | | |
| 5 | <p>Once each sector percentage has been determined, calculate the amount to be allocated to each sector and enter under "Allocation" located under "Sector Allocation of Reserve Funds for Career Pathways Consortia" in the worksheet.</p> <p>The following required columns A-J are labeled on the spreadsheet in the following order:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 15%;"><u>Columns</u></th> <th style="text-align: left;"><u>Category:</u></th> </tr> </thead> <tbody> <tr> <td>A</td> <td>Secondary District</td> </tr> <tr> <td>B</td> <td>Minimum Reserve BASE Allocation per District</td> </tr> <tr> <td>C</td> <td>Proportionate Share (%) Based on Individuals Age 5-17 who reside in Florida's Districts</td> </tr> <tr> <td>D</td> <td>Total Secondary Career Pathways Consortia Reserve Allocation</td> </tr> <tr> <td>E</td> <td>Total Secondary Career Pathways Consortia Reserve Allocation minus Total Reserve Base</td> </tr> <tr> <td>F</td> <td>Reserve Amount (\$) Allocated per School District without Minimum Base</td> </tr> <tr> <td>G</td> <td>Reserve Funds Per District including Base</td> </tr> <tr> <td>H</td> <td>Secondary Basic Grant Funds Allocated per School District</td> </tr> <tr> <td>I</td> <td>1.5% Match from Basic Grant Funds</td> </tr> <tr> <td>J</td> <td>Total Potential Funds Per District for Career Pathways Consortia</td> </tr> </tbody> </table> | <u>Columns</u> | <u>Category:</u> | A | Secondary District | B | Minimum Reserve BASE Allocation per District | C | Proportionate Share (%) Based on Individuals Age 5-17 who reside in Florida's Districts | D | Total Secondary Career Pathways Consortia Reserve Allocation | E | Total Secondary Career Pathways Consortia Reserve Allocation minus Total Reserve Base | F | Reserve Amount (\$) Allocated per School District without Minimum Base | G | Reserve Funds Per District including Base | H | Secondary Basic Grant Funds Allocated per School District | I | 1.5% Match from Basic Grant Funds | J | Total Potential Funds Per District for Career Pathways Consortia |
| <u>Columns</u> | <u>Category:</u> | | | | | | | | | | | | | | | | | | | | | | |
| A | Secondary District | | | | | | | | | | | | | | | | | | | | | | |
| B | Minimum Reserve BASE Allocation per District | | | | | | | | | | | | | | | | | | | | | | |
| C | Proportionate Share (%) Based on Individuals Age 5-17 who reside in Florida's Districts | | | | | | | | | | | | | | | | | | | | | | |
| D | Total Secondary Career Pathways Consortia Reserve Allocation | | | | | | | | | | | | | | | | | | | | | | |
| E | Total Secondary Career Pathways Consortia Reserve Allocation minus Total Reserve Base | | | | | | | | | | | | | | | | | | | | | | |
| F | Reserve Amount (\$) Allocated per School District without Minimum Base | | | | | | | | | | | | | | | | | | | | | | |
| G | Reserve Funds Per District including Base | | | | | | | | | | | | | | | | | | | | | | |
| H | Secondary Basic Grant Funds Allocated per School District | | | | | | | | | | | | | | | | | | | | | | |
| I | 1.5% Match from Basic Grant Funds | | | | | | | | | | | | | | | | | | | | | | |
| J | Total Potential Funds Per District for Career Pathways Consortia | | | | | | | | | | | | | | | | | | | | | | |
| 6 | Enter each district into Column A of the spreadsheet | | | | | | | | | | | | | | | | | | | | | | |
| 7 | Allocate the base amount of \$5,000 per district in column B | | | | | | | | | | | | | | | | | | | | | | |
| 8 | Enter the proportionate share data in column C. The Bureau of Grants Administration will provide data for this column. | | | | | | | | | | | | | | | | | | | | | | |
| 9 | Enter the total secondary career pathways consortia reserve allocation in column D. | | | | | | | | | | | | | | | | | | | | | | |

STEPS for Calculating Career Pathways Consortia Secondary Funding Distributions

| STEP | DESCRIPTION |
|------|---|
| 10 | Subtract the cumulative total column B from the total secondary career pathways consortia reserve allocation and enter amount in column E. (Column D – Total of Column B = amount entered in column E.) |
| 11 | Multiply column C by column E to determine the amount allocated per school district without minimum base and enter amount in column F. |
| 12 | Add columns F and column B to determine amount allocated per school district including the Base and enter in column G. |
| 13 | Enter secondary basic grant funds allocated per school district in column H. The Bureau of Grants Administration will provide data for this column. |
| 14 | Once column H amounts are entered, the amounts in column I will pre-populate because the formula is built into worksheet. For quality control purposes, multiply amounts listed under column H by 1.5% and to verify amounts in column I. |
| 15 | Add amounts in column G and column I to determine total potential funds per district for Career Pathways Consortia and enter amounts in column J. |

STEPS for Calculating Career Pathways Consortia Postsecondary School District (Technical Center) Funding Distributions

| STEP | DESCRIPTION | | | | | | | | | | | | | | | | | | | | | | |
|----------------|---|----------------|------------------|---|-------------------------------|---|--|---|--|---|--|---|---|---|--|---|---|---|--|---|-----------------------------------|---|--|
| 1 | The state must determine the % and amount of the Reserve Funds that will be allocated to support Career Pathways Consortia. | | | | | | | | | | | | | | | | | | | | | | |
| 2 | Use previous year's worksheet and save as a new file name. See "Location of Excel file and Name" in previous section | | | | | | | | | | | | | | | | | | | | | | |
| 3 | Open the sixth tab of the worksheet called "PSec-SD" and insert the total dollar amount allocation for the program year under "Allocation" under the "Sector Allocation of Reserve Funds for Career Pathways Consortia" in the worksheet. | | | | | | | | | | | | | | | | | | | | | | |
| 4 | Enter the appropriate sector distribution percentages in each field. (See data provided from the Bureau of Accountability and Research) | | | | | | | | | | | | | | | | | | | | | | |
| 5 | <p>Once each sector percentage has been determined, calculate the amount to be allocated to each sector and enter under "Allocation" under "Sector Allocation of Reserve Funds for Career Pathways Consortia" in the worksheet.</p> <p>The following required columns A-J are labeled on the spreadsheet in the following order:</p> <table border="0"> <thead> <tr> <th><u>Columns</u></th> <th><u>Category:</u></th> </tr> </thead> <tbody> <tr> <td>A</td> <td>Postsecondary School District</td> </tr> <tr> <td>B</td> <td>Minimum Reserve BASE Allocation per District</td> </tr> <tr> <td>C</td> <td>Proportionate Share (%) Based on each district's number of economically disadvantaged CTE students</td> </tr> <tr> <td>D</td> <td>Total Postsecondary School District Career Pathways Consortia Reserve Allocation</td> </tr> <tr> <td>E</td> <td>Total Secondary School District Career Pathways Consortia Reserve Allocation minus Total Reserve Base</td> </tr> <tr> <td>F</td> <td>Reserve Amount (\$) Allocated per School District without Minimum Base</td> </tr> <tr> <td>G</td> <td>Reserve Funds Per District including Base</td> </tr> <tr> <td>H</td> <td>Postsecondary School District Basic Grant Funds Allocated per Agency</td> </tr> <tr> <td>I</td> <td>1.5% Match from Basic Grant Funds</td> </tr> <tr> <td>J</td> <td>Total Potential Funds Per District for Career Pathways Consortia</td> </tr> </tbody> </table> | <u>Columns</u> | <u>Category:</u> | A | Postsecondary School District | B | Minimum Reserve BASE Allocation per District | C | Proportionate Share (%) Based on each district's number of economically disadvantaged CTE students | D | Total Postsecondary School District Career Pathways Consortia Reserve Allocation | E | Total Secondary School District Career Pathways Consortia Reserve Allocation minus Total Reserve Base | F | Reserve Amount (\$) Allocated per School District without Minimum Base | G | Reserve Funds Per District including Base | H | Postsecondary School District Basic Grant Funds Allocated per Agency | I | 1.5% Match from Basic Grant Funds | J | Total Potential Funds Per District for Career Pathways Consortia |
| <u>Columns</u> | <u>Category:</u> | | | | | | | | | | | | | | | | | | | | | | |
| A | Postsecondary School District | | | | | | | | | | | | | | | | | | | | | | |
| B | Minimum Reserve BASE Allocation per District | | | | | | | | | | | | | | | | | | | | | | |
| C | Proportionate Share (%) Based on each district's number of economically disadvantaged CTE students | | | | | | | | | | | | | | | | | | | | | | |
| D | Total Postsecondary School District Career Pathways Consortia Reserve Allocation | | | | | | | | | | | | | | | | | | | | | | |
| E | Total Secondary School District Career Pathways Consortia Reserve Allocation minus Total Reserve Base | | | | | | | | | | | | | | | | | | | | | | |
| F | Reserve Amount (\$) Allocated per School District without Minimum Base | | | | | | | | | | | | | | | | | | | | | | |
| G | Reserve Funds Per District including Base | | | | | | | | | | | | | | | | | | | | | | |
| H | Postsecondary School District Basic Grant Funds Allocated per Agency | | | | | | | | | | | | | | | | | | | | | | |
| I | 1.5% Match from Basic Grant Funds | | | | | | | | | | | | | | | | | | | | | | |
| J | Total Potential Funds Per District for Career Pathways Consortia | | | | | | | | | | | | | | | | | | | | | | |
| 6 | Enter each district into Column A of the spreadsheet | | | | | | | | | | | | | | | | | | | | | | |
| 7 | Allocate the base amount of \$5,000 per district in column B | | | | | | | | | | | | | | | | | | | | | | |
| 8 | Enter the proportionate share data in column C. See Bureau of Grants Administration to provide data for this column. | | | | | | | | | | | | | | | | | | | | | | |

STEPS for Calculating Career Pathways Consortia Postsecondary School District (Technical Center) Funding Distributions

| STEP | DESCRIPTION |
|-----------|---|
| 9 | Enter the total postsecondary school district career pathways consortia reserve allocation in column D. |
| 10 | Subtract the cumulative total column B from the total postsecondary school district career pathways consortia reserve allocation and enter amount in column E. (Column D – Total of Column B = amount entered in column E.) |
| 11 | Multiply column C by column E to determine amount allocated per school district without minimum base and enter in column F. |
| 12 | Add columns F and column B to determine amount allocated per school district including the Base and enter in column G. |
| 13 | Enter postsecondary school district basic grant funds allocated per school district in column H. See the Bureau of Grants Administration to provide data for this column. |
| 14 | Once column H amounts are entered, the amounts in column I will pre-populate because formula is built into worksheet. For quality control purposes, multiply amounts listed under column H by 1.5% and to verify amounts in column I. |
| 15 | Add amounts in column G and column I to determine total potential funds per district for Career Pathways Consortia and enter amounts in column J. |

STEPS for Calculating Career Pathways Consortia Postsecondary (Community College) Funding Distributions

| STEP | DESCRIPTION | | | | | | | | | | | | | | | | | | | | | | |
|----------------|---|----------------|------------------|---|---------------------------------|---|--|---|--|---|--|---|---|---|---|---|---|---|--|---|-----------------------------------|---|--|
| 1 | The state must determine the % and amount of the Reserve Funds that will be allocated to support Career Pathways Consortia. | | | | | | | | | | | | | | | | | | | | | | |
| 2 | Use previous year's worksheet and save as a new file name. See "Location of Excel file and Name" in previous section | | | | | | | | | | | | | | | | | | | | | | |
| 3 | Open the fourth tab of the worksheet called "Psec-CC" and insert the total dollar amount allocation for the program year under "Allocation" under the "Sector Allocation of Reserve Funds for Career Pathways Consortia" in the worksheet. | | | | | | | | | | | | | | | | | | | | | | |
| 4 | Enter the appropriate sector distribution percentages in each field. (See data provided from the Bureau of Accountability and Research.) | | | | | | | | | | | | | | | | | | | | | | |
| 5 | <p>Once each sector percentage has been determined, calculate the amount to be allocated to each sector and enter under "Allocation" under "Sector Allocation of Reserve Funds for Career Pathways Consortia" in the worksheet.</p> <p>The following required columns A-J are labeled on the spreadsheet in the following order:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Columns</u></th> <th style="text-align: left;"><u>Category:</u></th> </tr> </thead> <tbody> <tr> <td>A</td> <td>Postsecondary Community College</td> </tr> <tr> <td>B</td> <td>Minimum Reserve BASE Allocation per Agency</td> </tr> <tr> <td>C</td> <td>Proportionate Share (%) Based on each agency's number of economically disadvantaged CTE students</td> </tr> <tr> <td>D</td> <td>Total Postsecondary Community College Career Pathways Consortia Reserve Allocation</td> </tr> <tr> <td>E</td> <td>Total Postsecondary Community College Career Pathways Consortia Reserve Allocation minus Total Reserve Base</td> </tr> <tr> <td>F</td> <td>Reserve Amount (\$) Allocated per agency without Minimum Base</td> </tr> <tr> <td>G</td> <td>Reserve Funds Per Agency including Base</td> </tr> <tr> <td>H</td> <td>Postsecondary Community College Basic Grant Funds Allocated per Agency</td> </tr> <tr> <td>I</td> <td>1.5% Match from Basic Grant Funds</td> </tr> <tr> <td>J</td> <td>Total Potential Funds Per Agency for Career Pathways Consortia</td> </tr> </tbody> </table> | <u>Columns</u> | <u>Category:</u> | A | Postsecondary Community College | B | Minimum Reserve BASE Allocation per Agency | C | Proportionate Share (%) Based on each agency's number of economically disadvantaged CTE students | D | Total Postsecondary Community College Career Pathways Consortia Reserve Allocation | E | Total Postsecondary Community College Career Pathways Consortia Reserve Allocation minus Total Reserve Base | F | Reserve Amount (\$) Allocated per agency without Minimum Base | G | Reserve Funds Per Agency including Base | H | Postsecondary Community College Basic Grant Funds Allocated per Agency | I | 1.5% Match from Basic Grant Funds | J | Total Potential Funds Per Agency for Career Pathways Consortia |
| <u>Columns</u> | <u>Category:</u> | | | | | | | | | | | | | | | | | | | | | | |
| A | Postsecondary Community College | | | | | | | | | | | | | | | | | | | | | | |
| B | Minimum Reserve BASE Allocation per Agency | | | | | | | | | | | | | | | | | | | | | | |
| C | Proportionate Share (%) Based on each agency's number of economically disadvantaged CTE students | | | | | | | | | | | | | | | | | | | | | | |
| D | Total Postsecondary Community College Career Pathways Consortia Reserve Allocation | | | | | | | | | | | | | | | | | | | | | | |
| E | Total Postsecondary Community College Career Pathways Consortia Reserve Allocation minus Total Reserve Base | | | | | | | | | | | | | | | | | | | | | | |
| F | Reserve Amount (\$) Allocated per agency without Minimum Base | | | | | | | | | | | | | | | | | | | | | | |
| G | Reserve Funds Per Agency including Base | | | | | | | | | | | | | | | | | | | | | | |
| H | Postsecondary Community College Basic Grant Funds Allocated per Agency | | | | | | | | | | | | | | | | | | | | | | |
| I | 1.5% Match from Basic Grant Funds | | | | | | | | | | | | | | | | | | | | | | |
| J | Total Potential Funds Per Agency for Career Pathways Consortia | | | | | | | | | | | | | | | | | | | | | | |
| 6 | Enter each community college into Column A of the spreadsheet | | | | | | | | | | | | | | | | | | | | | | |

STEPS for Calculating Career Pathways Consortia Postsecondary (Community College) Funding Distributions

| STEP | DESCRIPTION |
|------|---|
| 7 | Allocate the base amount of \$10,000 per agency in column B |
| 8 | Enter the proportionate share data in column C. See the Bureau of Grants Administration to provide data for this column. |
| 9 | Enter the total postsecondary community college career pathways consortia reserve allocation in column D. |
| 10 | Subtract the cumulative total column B from the total postsecondary community college career pathways consortia reserve allocation and enter amount in column E. (Column D – Total of Column B = amount entered in column E.) |
| 11 | Multiply column C by column E to determine amount allocated per community college without minimum base and enter in column F. |
| 12 | Add columns F and column B to determine amount allocated per community college including the Base and enter in column G. |
| 13 | Enter postsecondary community college basic grant funds allocated per community college in column H. See the Bureau of Grants Administration to provide data for this column. |
| 14 | Once column H amounts are entered, the amounts in column I will pre-populate because formula is built into worksheet. For quality control purposes, multiply amounts listed under column H by 1.5% and to verify amounts in column I. |
| 15 | Add amounts in column G and column I to determine total potential funds per community college for Career Pathways Consortia and enter amounts in column J. |

Note: In the event that the calculation formula for allocating funds results in a rounding error causing the total amount (sum of eligible recipient allocations) to differ from the actual sector allocated amount, adjustments will be made to account for the error.

If the calculation formula results in a total amount that is less than the actual sector allocated amount, the eligible agency with the lowest allocated amount will have the difference added to their allocation.

If the calculation formula results in a total amount that is greater than the actual sector allocated amount, the eligible agency with the highest allocated amount will have the difference subtracted from their allocation.