***Strengthening Career and Technical Education for the***

***21st Century Act* (Perkins V)**

**Required Use of Funds Resource Guide - Fund Codes 400 and 401**

**The Six Categories of Required Use of Funds (Section 135(b)) and Examples of How They Can Be Met**

There are six categories of required use of funds to ensure CTE programs are of sufficient size, scope, and quality to be effective. Applicants must use Perkins funding in whole or part for strategies or activities that meet the required uses of funds and indicate which strategies satisfy each required use on the grant application (Performance, Priorities Tab). Note that one strategy may satisfy multiple required uses of funds, and multiple strategies may satisfy the same required use, as long as each is met at least once. This resource guide provides examples of Perkins grant-funded activities that meet one or more of the six categories of required use of funds.

**Six Categories of Required Use of Funds**

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| **1. Offering students career exploration and career development activities**  Provide career exploration and career development activities through an organized, systematic framework designed to aid students, including in the middle grades, before enrolling and while participating in a career and technical education program, in making informed plans and decisions about future education and career opportunities and programs of study. |
| **2. Providing instructors professional development**  Provide professional development for teachers, faculty, school leaders, administrators, specialized instructional support personnel, career guidance and academic counselors, or paraprofessionals’ Provide within career and technical education the skills necessary to pursue high-skill, high-wage or in-demand industry sectors or occupations. |
| **3. Building the skills students need to pursue careers in high skill, wage or in-demand industries**  Provide within career and technical education the skills necessary to pursue high-skill, high-wage or in-demand industry sectors or occupations. |
| **4. Supporting integration of academic skills into CTE programs and programs of study**  Support integration of academic skills into career and technical education programs and programs of study to support—   1. CTE participants at the secondary school level in meeting [Massachusetts accountability standards](http://www.doe.mass.edu/accountability/); and   b. CTE participants at the postsecondary level in achieving academic skills; |
| **5. Planning and carrying out elements supporting implementation of CTE programs and programs of study that increase student achievement**  Plan and carry out elements that support the implementation of career and technical education programs and programs of study and that result in increasing student achievement of the local levels of performance |
| **6. Developing and Implementing evaluations of Perkins-funded activities**  Develop and implement evaluations of the activities carried out with funds under this part, including evaluations necessary to complete the comprehensive needs assessment. |

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| **Examples of Required Use of Funds** | **1. Offering students career exploration and career development activities** | **2. Providing instructors professional development** | **3. Building the skills students need to pursue careers in high skill, wage, or in-demand industries** | **4. Supporting integration of academic skills into CTE programs and programs of study** | **5. Planning and carrying out elements supporting implementation of CTE programs and programs of study that increase student achievement** | **6. Developing and Implementing evaluations of Perkins-funded activities** |
| Introductory courses or activities focused on career exploration and career awareness, including non-traditional fields | 1. Offering students career exploration and career development activities | 2. Providing instructors professional development | 3. Building the skills students need to pursue careers in high skill, wage, or in-demand industries | 4. Supporting integration of academic skills into CTE programs and programs of study | 5. Planning and carrying out elements supporting implementation of CTE programs and programs of study that increase student achievement | 6. Developing and Implementing evaluations of Perkins-funded activities |
| Readily available career and labor market information, including information on—   * occupational supply and demand; * educational requirements; * other information on careers aligned to Massachusetts or local economic priorities; and * employment sectors | 1. Offering students career exploration and career development activities | 2. Providing instructors professional development | 3. Building the skills students need to pursue careers in high skill, wage, or in-demand industries | 4. Supporting integration of academic skills into CTE programs and programs of study | 5. Planning and carrying out elements supporting implementation of CTE programs and programs of study that increase student achievement | 6. Developing and Implementing evaluations of Perkins-funded activities |
| Programs and activities related to the development of student graduation and career plans. Including but not limited to:   * Curriculum aligned with the requirements for a program of study * Providing students with strong experience in, and comprehensive understanding of, all aspects of an industry * Supporting the integration of employability skills into career and technical education programs and programs of study, including through family and consumer science programs * Developing a continuum of work-based learning opportunities, including simulated work environments * Industry-recognized certification examinations or other assessments leading toward a recognized postsecondary credential * Supporting the integration of arts and design skills, when appropriate, into career and technical education programs and programs of study * Making all forms of instructional content widely available, which may include use of open educational resources * Where appropriate, expanding opportunities for CTE concentrators to participate in accelerated learning programs, including dual or concurrent enrollment programs, early college high schools, and the development or implementation of articulation agreements as part of a career and technical education program of study * Advance knowledge of career opportunities and assists students in making informed decisions about future education and employment goals, including non-traditional fields * Appropriate equipment, technology, and instructional materials (including support for library resources) aligned with business and industry needs, including machinery, testing equipment, tools, implements, hardware and software, and other new and emerging instructional materials | 1. Offering students career exploration and career development activities | 2. Providing instructors professional development | 3. Building the skills students need to pursue careers in high skill, wage, or in-demand industries | 4. Supporting integration of academic skills into CTE programs and programs of study | 5. Planning and carrying out elements supporting implementation of CTE programs and programs of study that increase student achievement | 6. Developing and Implementing evaluations of Perkins-funded activities |
| Career guidance and academic counseling   * Staff that provide information on postsecondary education and career options * Activities for Improving career guidance and academic counseling programs that assist students in making informed academic and career and technical education decisions, including academic and financial aid counseling | 1. Offering students career exploration and career development activities | 2. Providing instructors professional development | 3. Building the skills students need to pursue careers in high skill, wage, or in-demand industries | 4. Supporting integration of academic skills into CTE programs and programs of study | 5. Planning and carrying out elements supporting implementation of CTE programs and programs of study that increase student achievement | 6. Developing and Implementing evaluations of Perkins-funded activities |
| Professional development on:   * supporting individualized academic and career and technical education instructional approaches, including the integration of academic and career and technical education standards and curricula * ensuring labor market information is used to inform the programs, guidance, and advisement offered to students, including information provided under section 15(e)(2)(C) of the Wagner-Peyser Act | 1. Offering students career exploration and career development activities | 2. Providing instructors professional development | 3. Building the skills students need to pursue careers in high skill, wage, or in-demand industries | 4. Supporting integration of academic skills into CTE programs and programs of study | 5. Planning and carrying out elements supporting implementation of CTE programs and programs of study that increase student achievement | 6. Developing and Implementing evaluations of Perkins-funded activities |
| Providing teachers, faculty, school leaders, administrators, specialized instructional support personnel, career guidance and academic counselors, or paraprofessionals, as appropriate, with opportunities to advance knowledge, skills, and understanding of:   * all aspects of an industry, including the latest workplace equipment, technologies, standards, and credentials * pedagogical practices, including, to the extent the eligible recipient determines that such evidence is reasonably available, evidence-based pedagogical practices | 1. Offering students career exploration and career development activities | 2. Providing instructors professional development | 3. Building the skills students need to pursue careers in high skill, wage, or in-demand industries | 4. Supporting integration of academic skills into CTE programs and programs of study | 5. Planning and carrying out elements supporting implementation of CTE programs and programs of study that increase student achievement | 6. Developing and Implementing evaluations of Perkins-funded activities |
| Supporting school leaders and administrators in:   * managing career and technical education programs in the schools, institutions, or local educational agencies * the implementation of strategies to improve student achievement and close gaps in student participation and performance in career and technical education programs | 1. Offering students career exploration and career development activities | 2. Providing instructors professional development | 3. Building the skills students need to pursue careers in high skill, wage, or in-demand industries | 4. Supporting integration of academic skills into CTE programs and programs of study | 5. Planning and carrying out elements supporting implementation of CTE programs and programs of study that increase student achievement | 6. Developing and Implementing evaluations of Perkins-funded activities |
| Training teachers, faculty, school leaders, administrators, specialized instructional support personnel, career guidance and academic counselors, or paraprofessionals, as appropriate to:   * provide appropriate accommodations for individuals with disabilities, and students with disabilities who are provided accommodations under the Rehabilitation Act of 1973 or IDEA * effectively teach students, including a particular focus on students with disabilities and English learners, which may include universal design for learning, multi-tier systems of supports, and positive behavioral interventions and support | 1. Offering students career exploration and career development activities | 2. Providing instructors professional development | 3. Building the skills students need to pursue careers in high skill, wage, or in-demand industries | 4. Supporting integration of academic skills into CTE programs and programs of study | 5. Planning and carrying out elements supporting implementation of CTE programs and programs of study that increase student achievement | 6. Developing and Implementing evaluations of Perkins-funded activities |
| Training for the effective use of community spaces that provide access to tools, technology, and knowledge for learners and entrepreneurs, such as makerspaces or libraries | 1. Offering students career exploration and career development activities | 2. Providing instructors professional development | 3. Building the skills students need to pursue careers in high skill, wage, or in-demand industries | 4. Supporting integration of academic skills into CTE programs and programs of study | 5. Planning and carrying out elements supporting implementation of CTE programs and programs of study that increase student achievement | 6. Developing and Implementing evaluations of Perkins-funded activities |
| Sustainable relationships among education, business and industry, and other community stakeholders, including industry or sector partnerships in the local area, where applicable, that are designed to facilitate the process of continuously updating and aligning programs of study with skills that are in demand in the State, regional, or local economy, and in collaboration with business outreach staff in one-stop centers, as defined in section 3 of WIOA, and other appropriate organizations, including community-based and youth-serving organizations | 1. Offering students career exploration and career development activities | 2. Providing instructors professional development | 3. Building the skills students need to pursue careers in high skill, wage, or in-demand industries | 4. Supporting integration of academic skills into CTE programs and programs of study | 5. Planning and carrying out elements supporting implementation of CTE programs and programs of study that increase student achievement | 6. Developing and Implementing evaluations of Perkins-funded activities |
| Efforts to recruit and retain career and technical education program teachers, faculty, school leaders, administrators, specialized instructional support personnel, career guidance and academic counselors, and paraprofessionals | 1. Offering students career exploration and career development activities | 2. Providing instructors professional development | 3. Building the skills students need to pursue careers in high skill, wage, or in-demand industries | 4. Supporting integration of academic skills into CTE programs and programs of study | 5. Planning and carrying out elements supporting implementation of CTE programs and programs of study that increase student achievement | 6. Developing and Implementing evaluations of Perkins-funded activities |
| Where applicable, coordination with other education and workforce development programs and initiatives, including career pathways and sector partnerships developed under WIOA and other Federal laws and initiatives that provide students with transition-related services, including IDEA | 1. Offering students career exploration and career development activities | 2. Providing instructors professional development | 3. Building the skills students need to pursue careers in high skill, wage, or in-demand industries | 4. Supporting integration of academic skills into CTE programs and programs of study | 5. Planning and carrying out elements supporting implementation of CTE programs and programs of study that increase student achievement | 6. Developing and Implementing evaluations of Perkins-funded activities |
| Expanding opportunities for students to participate in:   * distance career and technical education * blended learning programs * competency-based education programs | 1. Offering students career exploration and career development activities | 2. Providing instructors professional development | 3. Building the skills students need to pursue careers in high skill, wage, or in-demand industries | 4. Supporting integration of academic skills into CTE programs and programs of study | 5. Planning and carrying out elements supporting implementation of CTE programs and programs of study that increase student achievement | 6. Developing and Implementing evaluations of Perkins-funded activities |
| Partnering with a qualified intermediary to improve training, the development of public-private partnerships, systems development, capacity-building, and scalability of the delivery of high-quality career and technical education | 1. Offering students career exploration and career development activities | 2. Providing instructors professional development | 3. Building the skills students need to pursue careers in high skill, wage, or in-demand industries | 4. Supporting integration of academic skills into CTE programs and programs of study | 5. Planning and carrying out elements supporting implementation of CTE programs and programs of study that increase student achievement | 6. Developing and Implementing evaluations of Perkins-funded activities |
| Support to reduce or eliminate out-of-pocket expenses for special populations participating in career and technical education, including those participating in dual or concurrent enrollment programs or early college high school programs, and supporting the costs associated with fees, transportation, child care, or mobility challenges for those special populations | 1. Offering students career exploration and career development activities | 2. Providing instructors professional development | 3. Building the skills students need to pursue careers in high skill, wage, or in-demand industries | 4. Supporting integration of academic skills into CTE programs and programs of study | 5. Planning and carrying out elements supporting implementation of CTE programs and programs of study that increase student achievement | 6. Developing and Implementing evaluations of Perkins-funded activities |

**Who to contact:**

* For programmatic questions, please contact the **Office for College, Career, and Technical Education (CCTE)** which oversees High Quality College and Career Pathways. Please contact the CCTE Office at 781-338-3910 or [CCTE@mass.gov](mailto:CCTE@mass.gov) or go to the [list of CCTE district liaisons](http://www.doe.mass.edu/ccte/cvte/liaisons.html).
* For Perkins Fund Code 400 & 401 **grant application questions**, please contact the [Federal Grant Programs](https://www.doe.mass.edu/federalgrants/) office, which oversees federal grants, at 781-338-6230 or contact your [federal grants liaison](http://www.doe.mass.edu/federalgrants/liaisons.xlsx) directly.
* For programmatic and grant questions related to correctional agencies, please contact Karen DeCoster, Corrections Education Specialist in the **Office for Adult & Community Learning Services (ACLS),**at 781-338-3815 or [KarenA.DeCoster@mass.gov](mailto:KarenA.DeCoster@mass.gov).