



**MEMORANDUM**

**DATE:** July 30, 2024  
**TO:** Hennepin West Consortium  
**FROM:** Karl Ohrn, State Director Career Technical Education

Michelle Kamenov, Supervisor, Career and Technical Education,  
Minnesota Department of Education

**SUBJECT:** State FY25 Hennepin West Consortium Perkins Application Approval and Grant Award, July 1, 2024– June 30, 2025

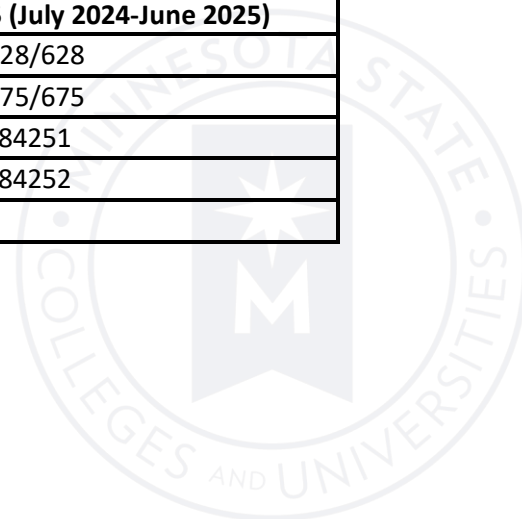
Congratulations! Your Perkins consortium application for funding has been approved. Minnesota State and Minnesota Department of Education (MDE) CTE staff jointly reviewed the application with the respective Perkins Consortium Coordinators and recommended suggestions for meeting goals, strategies, outcomes and measurements. The approved application will be available at <https://www.minnstate.edu/system/cte/perkins-consortia.html>.

Minnesota received the first installment of the *Strengthening Career and Technical Education for the 21<sup>st</sup> Century Act* (Perkins V) grant award for Federal Fiscal Year 2024 from the US Department of Education; Office of Career, Technical, and Adult Education (OCTAE) and an estimate of funds that will be allocated to the state in the second installment after October 1, 2024.

Based on the estimated total Minnesota allocation from OCTAE of **\$21,458,646.00** and the initial award to Minnesota from OCTAE received July 1 of **\$9,801,923.00**, funds available for your consortium for the period July 1, 2024 through June 30, 2025 are as follows:

Perkins Total Allocation for the Hennepin West Consortium for SFY25 (July 2024-June 2025)		
\$676,436.69	Secondary Basic Allocation	FIN 428/628
\$68,306.10	Secondary Reserve Allocation	FIN 475/675
\$905,335.58	Postsecondary Basic Allocation	GL 384251
\$68,306.10	Postsecondary Reserve Allocation	GL 384252
\$1,718,384.47	Consortium Total	

**Funding Considerations**



Please keep in mind that the approved consortium plan determines how total Perkins funds will be allocated. These funds **cannot** be redistributed on a formula basis to school districts or among college(s), campuses or departments. When these funds are being spent, the consortium must adhere to the federal requirements under the Perkins Act, Section 135, the Minnesota State Plan and the state fiscal requirements of the Minnesota Department of Education and Minnesota State, whichever is appropriate.

Please remember that you must account for your Basic and Reserve funds separately (through a separate FIN code on the secondary side and through a separate GL on the postsecondary side) and that Reserve funds must be used for the expenditures approved in your application (Narrative #11) in accordance with SECTION 112(c) of the Act.

Because state and federal fiscal years do not align, states receive federal Perkins funds on a *forward funding* basis. As such, Minnesota consortia may access a *portion* of their State FY25 allocation prior to the start of the federal fiscal year. Fiscal hosts must ensure that no more than the portion of the consortium’s allocation made available through forward funding is spent prior to October 1, 2024. For your consortium, this means that no more than the following amounts may be expended in each funding category during the period of July 1 through September 30, 2024. The amounts shown below are not in addition to your allocation above, but represent the forward-funded portion of that allocation.

Of your allocation, do not spend more than the following amounts prior to October 1, 2024:

\$308,984.10	Secondary Basic Forward Funding	FIN 428/628
\$31,201.00	Secondary Reserve Forward Funding	FIN 475/675
\$413,540.99	Postsecondary Basic Forward Funding	GL 384251
\$31,200.99	Postsecondary Reserve Forward Funding	GL 384252
\$784,927.08	Consortium Total – Forward Funding	

**Treatment of Funds within Financial Systems**

**Secondary** Basic FIN 428/628 and Secondary Reserve FIN 475/675 – These funds are accessed through MDE’s SERVS Financial System. More information will be coming from MDE with detailed information on submitting a “Placeholder Application”. This step is necessary in order to access funds in SERVS.

**Postsecondary** guidance is as follows:

1. Basic Grant G/L 384251 – To be used for the basic grant award for the fiscal year.
2. Reserve Funds G/L 384252 – To be used for the reserve funds award for the fiscal year.
3. Due to the transition to WorkDay, additional guidance will be provided soon.
4. Sub-grants – To receive information on how to handle basic or reserve funds that are sub-granted to another college or school district, please contact Lor Vang, grant accountant at [lor.vang@minnstate.edu](mailto:lor.vang@minnstate.edu), 651-201-1599.

If you have any further questions on the approval of your application or the award, please contact Karl Ohrn at (651-201-1650), [karl.ohrn@minnstate.edu](mailto:karl.ohrn@minnstate.edu) or Michelle Kamenov at (651-582-8434), [michelle.kamenov@state.mn.us](mailto:michelle.kamenov@state.mn.us).

C: Consortium Superintendents and Presidents  
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Consortium Perkins Contacts, Secondary and Postsecondary  
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