Consortium members agree that available Perkins dollars will be used in alignment with state and federal policy to fund Career and Technical Education (CTE) programs implemented during the 2019-2020 school year, expansion of current CTE programs, or the continuation of previous CTE programming including technical training providers and contractors.

Supported programs must focus on at least one high-wage, high-demand career pathway program of study that culminates in students’ ability to earn a statewide basic or advanced credential. In Orleans, the approved Perkins priority skill clusters (a.k.a., career clusters) are: skilled crafts, digital media/ IT, and health sciences.

**Fiscal Agent**

1. YouthForce NOLA will serve as the fiscal agent on behalf of the consortium. YouthForce NOLA will serve as the direct grant manager, serving as the sole entity engaging in all direct interface with the eGMS system. The primary roles and responsibilities will include:
   a. Maintain records of all payments and receivables
      i. Submit payment to schools once funding from the state is received
      ii. Record of funds received vs amount awarded to ensure sufficient funds are allocated
   b. Monitor paperwork and other related documents connected with Perkins grant-funded programs
   c. Receive the appropriate documentation from the school regarding reimbursements and reporting requirements, including
      i. Signed consortium agreement
      ii. Application
      iii. Budget
      iv. Audit reports of schools
   d. Oversee the job of invoicing, accounting, reporting – direct interface with eGMS system
      i. Submit original Carl Perkins application for Consortium
      ii. Submit amended Carl Perkins application for extra funds received, if applicable
      iii. Invoice Louisiana Department of Education for funds to be received via submitting reimbursement request
      iv. Submit periodic expense reports
      v. Collect final reports for auditing purposes
   e. Stay informed about upcoming deadlines and deliverables for compliance
   f. Manage and support grant requirements and implementation

As Fiscal Agent, YouthForce NOLA will collect a 5% administrative fee.

**All Consortium Members**

1. Sign and submit Consortium Agreement, either accepting or rejecting participation in the consortium.

**Consortium Members Receiving Funding**

1. Submit invoices, receipts, and purchase orders on a quarterly basis
   a. Scan invoices and receipts with associated Excel budget line listed on document and email to Fiscal Agent.
   b. Make sure all expenses are submitted for reimbursement no later than May 31, 2020.
2. Complete and submit grant reports in a timely and accurate manner
   a. Submit annual review summary within 30 days of grant closure to YouthForce NOLA.
By signing below, my school and/or organization agree to join the Orleans Parish Carl Perkins Consortium and certify that to the best of my knowledge the information contained in submissions will be accurate.

<table>
<thead>
<tr>
<th>Name</th>
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