



April 3, 2020

Guidance for Regional Career and Technical Education Planning Partnerships (RPPs)

Application Process

Regional career and technical education planning partnerships (RPPs) were established ([281.46.10 \(258\)](#)) to assist school districts in providing an effective, efficient, and economical means of delivering high-quality secondary career and technical education programs. To that end, each RPP is to submit an annual application to the Department of Education.

The process for submitting RPP applications for the 2020-21 school year will be similar to last year. Applications will be completed in *Iowa Grants* and will be due on October 15, 2020. We anticipate that the application will be available in *Iowa Grants* by May 1, 2020. A notification will be sent to all RPP Coordinators once the application is available.

The following items are to be submitted as part of the application:

- RPP Bylaws
- Membership List Including Identification of Officers
- Multi Year plan
- Minutes with approval of multi-year plan
- Schedule of Future Meetings
- Schedule of Program Approvals
- RPP Budget Explanation and Approval
- Minutes approving budget for 2020-2021

The RPP budget will include two sections:

1. How the RPP plans to use 2020-2021 RPP funds;
2. How the RPP plans to use unspent RPP funds from the 2019-2020 school year.

RPP Uses of Funds

46.10(6) Secondary career and technical education funds. An approved regional career and technical education partnership may use funds received from state and federal sources on behalf of school districts and community colleges participating in the regional career and technical education planning partnership for the following:

- a. To convene, lead, and staff the regional career and technical education planning partnership. A partnership may use state career and technical education funds allocated to the partnership pursuant to rule 281—46.9(258) for no more than one full-time equivalent staff position.

b. To offer regional career and technical education professional development opportunities; coordinate, maintain, and support a career guidance system pursuant to 281—Chapter 49 and related work-based learning opportunities for students; and purchase career and technical education equipment and curricular resources to include standard classroom consumable supplies directly related to and necessary for the course curriculum, other than basic consumable supplies that will be made into products to be sold or used personally by students, teachers, and other persons. All expenditures on allowable uses specified under this paragraph must conform to the requirements of the federal Carl D. Perkins Career and Technical Education Improvement Act of 2006, codified at 20 U.S.C.

§2301 et seq., as amended, and subsequent reauthorizations. [ARC 2947C, IAB 2/15/17, effective 3/22/17; see Delay note at end of chapter; ARC 4163C, IAB 12/5/18, effective 1/9/19]

Additional Guidance Related to Allowable Consumable Supplies

Use of RPP Funds for purchases of consumables is allowed. The intent of consumable purchases is to support high-quality career and technical education programs.

Purchases of consumable supplies to be made into products to be sold or to be used personally by students, teachers, or other persons, as well as purchases of materials to be used for a fundraiser, are not allowed.

For example (Not allowed):

- The class raises bedding plants to sell. The profit goes back to the account that pays for the supplies and cannot go back to the RPP fund. Whether there is a profit or not, this would not be acceptable uses for these funds.
- The class runs a bistro/café and charges for the food.
- Upgraded materials for student projects. The cost for material upgrades is the student's responsibility.

If you have specific questions regarding RPP applications, please contact Dennis Harden at dennis.harden@iowa.gov or Jane Bradley at jane.bradley@iowa.gov.