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**Kansas Board of**

 **Regents**

***The Carl D. Perkins***

***Career and Technical Education Act of 2006***

***Public Law 109-270***

**Guidelines for**

**Final Report and Submittal Forms**

**FY 2018**

**Local Application**

**Program Improvement Funds**

**Report Deadline: 5:00 p.m. C.D.T., August 17, 2018**

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**2017-2018**

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1. **Final Report Requirements**

A final narrative and final expenditure report forms must be submitted no later than **August 17**. The Final Report, once approved by KBOR, should also be submitted electronically with all signatures (president & preparer’s signature on the Budgeted Breakdown of Expenses and on the Budget Matrix).

* For the final Perkins funding report, submit the required documents, in electronic format, to your KBOR Perkins liaison. The president’s signature is not required at this time.
* Your KBOR liaison will work with each institution to make any adjustments or changes, and you will be notified when it is unofficially approved. Documents must be submitted by COB August 17, 2018.
* Upon review and approval by KBOR staff, a signed (President’s signature) copy of the Budgeted Breakdown of Expenses and Budget Matrix will be requested. The final documents, with all signatures, may be emailed to lleite@ksbor.org or etincher@ksbor.org. No hardcopy will be required. You will receive a review document with KBOR signatures upon final approval.
1. **Final Report Documents** (some reports part of original Application or Progress Reports, templates can be found on kansasregents.org):
* Perkins Program Improvement Activity and Progress Report Appendix I
* Final Budget Matrix Form Appendix L
* Final Budgeted Breakdown of Expenses Appendix M
* Professional Development Report Appendix N
* Institutional Goal Outcomes Final Report Appendix O
* Final Expenditure Report for Equipment <$5,000 Appendix P
* Final Expenditure Report for Equipment >$5,000 Appendix Q
* Final Narrative Report Appendix R
* Program Income Report Appendix S
* Articulation Agreement List with Secondary Appendix T
* Articulation Agreement List with Post-Secondary Appendix U
* Advisory Committee Meeting Dates Appendix V
* Copy of minutes from one meeting per each program Appendix W
* Time & Effort Reports Appendixes X and Y

**If a required report is completed by another division within the Institution (i.e., the Business Office), the Perkins Coordinator should verify the report is completed and submitted on or before the due date(s).**

1. **Perkins Accounting**

**Perkins funds cannot be encumbered or expended across fiscal years**. For example, funds in the current

fiscal year cannot be expended or encumbered for travel occurring in the following fiscal year.

Federal regulations require any Federal funds must be expended within three days of receipt (electronic drawdown). **In addition, sub-grantees may not obligate (or encumber) more than 25% of their allocated funds between the award date and September 30th of the award year.**

All requests for reimbursement (electronic drawdown) must be completed on or before **mid-June** of the award year. Recipients will be notified of the specific date via email. Any unspent funds will result in a required Corrective Action Plan if more than 10% of funds are not spent in a fiscal year or if any amount of funds has not been drawn down in 2 consecutive years. See the handbook for further details on General Perkins Postsecondary Accounting Practices.

Grant funds which are not expended or encumbered by June 30th of the award year must be returned to KBOR no later than **August 17**.

1. **Handbook**

For further information on the Perkins Program Improvement Grant, please see the “Handbook for Carl D. Perkins Grants” at [**www.kansasregents.org**](http://www.kansasregents.org)

**Appendix O**

**INSTITUTIONAL GOAL OUTCOMES FOR FY18 PROGRAM IMPROVEMENT GRANT FUNDS (Final Report)**

**Institution\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Step 1: Institutional Goals**

Each grant recipient must identify 3-5 institutional goals that are overarching and define the major scope on how grant funds will be used to improve programs and performance across all Perkins funded programs. In Step 2, you will briefly outline the actual outcome of the goals and the factors that may have affected the outcome.

*Identified* ***institutional goals*** *that will be met as a result of the use of FY18 Carl D. Perkins* ***program improvement*** *federal grant funds.*

Goal 1.

Goal 2.

Goal 3.

Goal 4.

Goal 5.

**Step 2: Actual Outcome**

|  |  |  |
| --- | --- | --- |
| Goal Number | Positive and/or negative factors that affected the outcome  | Actual Outcome |
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**Appendix P**

**FY18 Perkins Program Improvement Grant**

**Final Expenditure Report for Non-Capitalized Equipment (Unit Cost of $501 - $4,999)**

**and**

**Significant Technology Items**

**Institution\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

INSTRUCTIONS: This document is to provide KBOR with the initial placement of equipment and highly walkable items purchased for under $5,000. Items in this category do not need to have a KBOR tag but must be tracked according to the purchasing institutions federally mandated procedures.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Institutions****Property I.D. Number** | **Name of Equip., Serial No. & Model No.** | **Purchase Date** | **No. of Items / Quantity** | **Cost Per Unit** | **Total Cost** | **Program & Location**(Campus Building)(Identify by each Item) |
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**Appendix Q**

**FY18 Perkins Program Improvement Grant**

**Final Expenditure Report -- Equipment Inventory (Unit Cost of $5,000 or more)**

**Institution\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

INSTRUCTIONS: Equipment purchased with Perkins funds for over $5,000 should have KBOR equipment tags requested by the end of the grant year.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of Equip., Serial No. & Model No.** | **Purchase Date** | **No. of Items / Quantity** | **Cost Per Unit** | **Amount paid by Perkins** | **Total Cost** | **Program & Location**(Campus Building)(Identify by each Item) | **KBOR Issued Tag #** |
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**Appendix R**

**FY18 Perkins Program Improvement Grant**

**Final Narrative Report**

**Institution\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. During the grant year, did your institution use Perkins funds to support initiatives to facilitate the transition of sub baccalaureate career and technical education students into baccalaureate programs? If so, please describe. [Goal 2]
2. Please describe how your institutions used Perkins funds to support career and technical education programs that offer experience in, and understanding of, all aspects of an industry for which students are preparing to enter. [Goal 3]
3. During the grant year, how did your institution develop, approve, or expand the use of technology in career and technical education? [Goal 4]
4. During the grant year what professional development did your faculty, counselors and administration participate in and what was the benefit to the CTE students? [Goal 5]
5. During the grant reporting year, how did your institution provide preparation for non-traditional fields in current and emerging professions, and other activities that expose students, including special populations, to high skill, high wage occupations?

[Goal 6]

1. Describe how your institution worked to improve, expand and modernize the quality of CTE programs. [Goal 7]
2. During the grant reporting year, how did your institution provide support for programs for special populations that lead to high skill, high wage and high demand occupations? [Goal 9]
3. During the grant reporting year, did your institution use Perkins funds to provide assistance to individuals who have participated in Perkins assisted services and activities in continuing their education or training or finding appropriate jobs?
4. During the reporting year, how did your institution provide support for career and technical education programs that improve the academic and career and technical skills of students through the integration of academics with career and technical education?
5. Describe how your institution used partnerships with other local educational agencies, institutions of higher education, adult education providers, employers, and labor organizations to enable students to achieve state academic standards and career and technical skills?
6. During the grant year how were Perkins funds used to improve career guidance and academic counseling programs?
7. Describe how Perkins funds were used throughout the grant year to establish agreements, including articulation agreements between secondary schools and postsecondary career and technical education and training opportunities for students?
8. Did your institution use Perkins funds to support career and technical student organizations? If so, please describe.
9. Please describe how your institution used Perkins funds to support partnerships between education and business, or business intermediaries, including cooperative education and adjunct faculty arrangements at the secondary and postsecondary levels.
10. Did your institution use Perkins funds to improve the recruitment and retention of career and technical education teachers, faculty, administrators, or career guidance and academic counselors, and help in the transition from business and industry, including small business into academics? If so, please describe.
11. Did your institution use Perkins funds to support occupational and employment information resources? If so, please describe.