



FY24 Fall Perkins Administrator Cohort Meeting

Forum for Excellence

September 20, 2023

9:30 am – 4:30 pm

TODAY'S AGENDA



Welcome and Introductions



Grant Administration- Payment Requests and Monitoring (no changes from last fiscal year), Budget Modifications and Reporting (in Amplifund)



CLNA 101 – Back to the Basics



Joint lunch + Learn with Adult Education (Ability to Benefit)



Building a Diverse CTE Leadership Pipeline Toolkit, Advance CTE

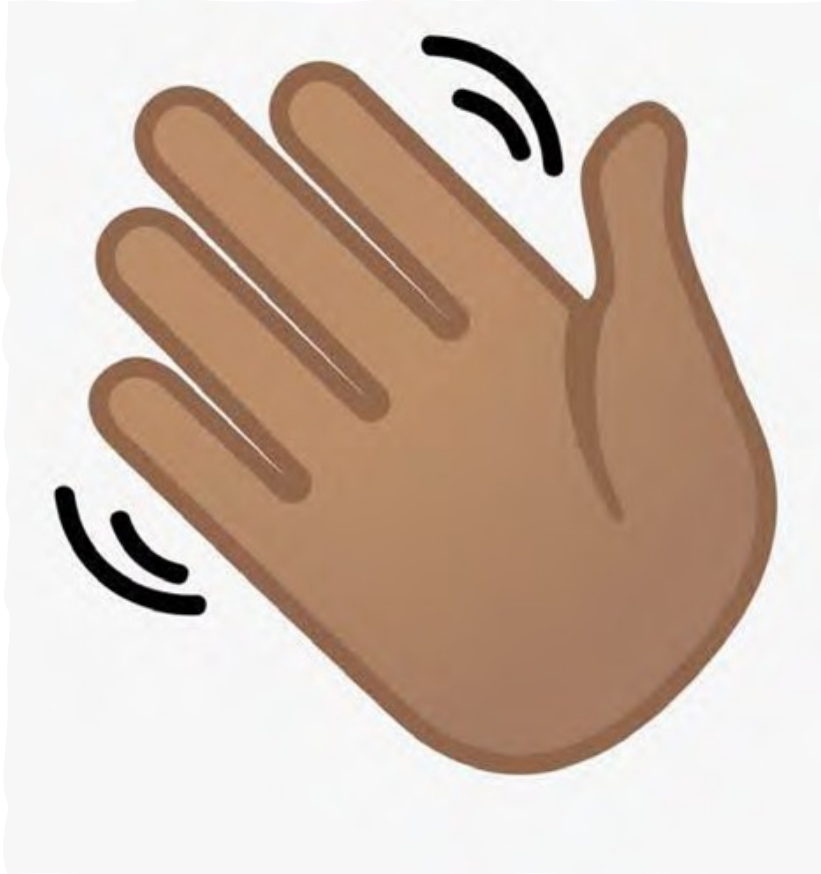


Secondary + Postsecondary Connections – EFE/Perkins Administrator Joint Learning Session (Perkins V State Plan)



Wrap up and Adjournment

Introductions: ICCB CTE Team



- **Natasha Allan**, Senior Director for CTE
- **Janelle Washington**, Director for CTE
- **Ann Storey**, Associate Director for CTE
- **Dana Wynn**, Associate Director for CTE
- **Ahja Howard**, Research Analyst for CTE

GRANT
ADMINISTRATION
:
Top 5 Things to
Know for FY24

Payment Requests

Monitoring

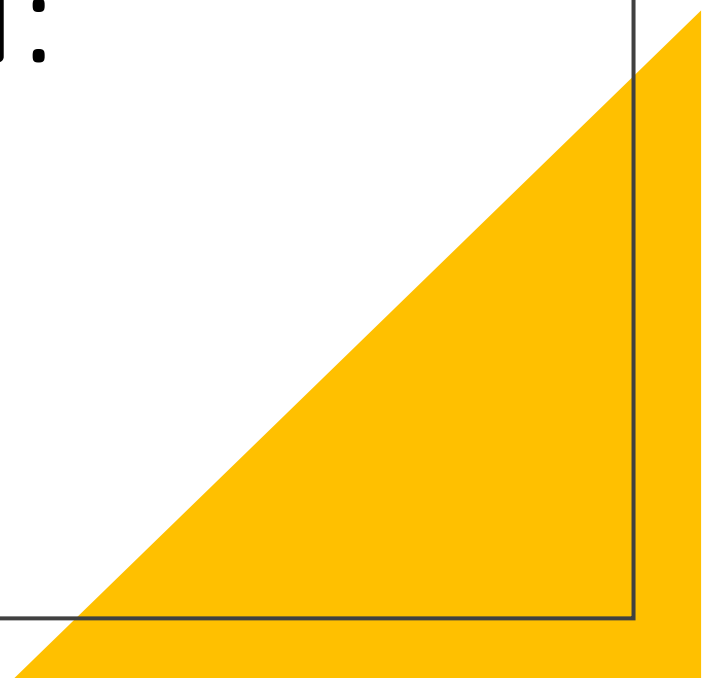
AmpliFund

Reporting

Budget Modifications

GRANT ADMINISTRATION: Payment Requests

Ann Storey, ICCB



Payment Requests

Federal funds must be requested using the Request for Payment form provided by the Board. Vouchers will be processed upon submission of the Grantee's Request for Payment form.

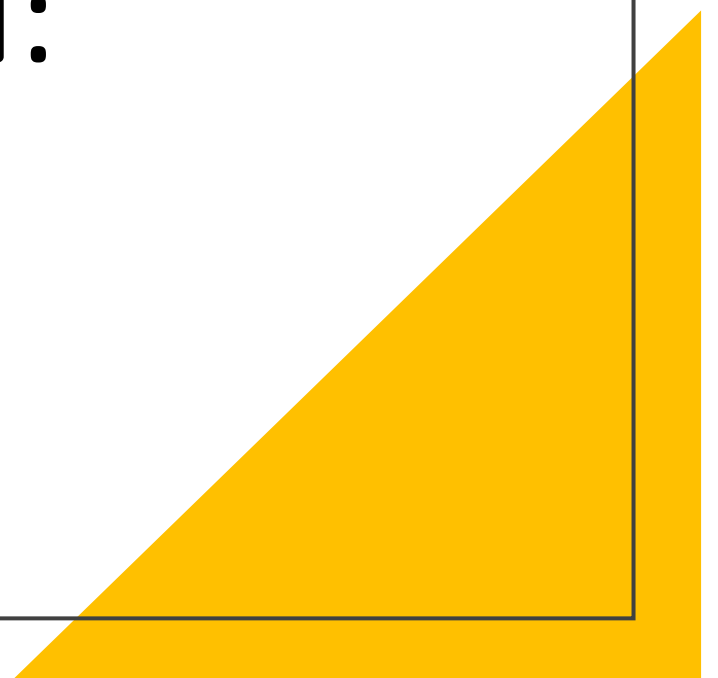
There is no limit to the number of payment requests that can be submitted during the fiscal year.

Final payment requests are due to the ICCB by **August 1** of each year.

Payment requests and questions should be submitted to ICCB Grants Management at ICCB.grantpayments@illinois.gov.

GRANT ADMINISTRATION: Monitoring

Ann Storey, ICCB



Programmatic Monitoring

Monitoring will still utilize a risk-based assessment.

Fiscal and programmatic risk factors will be assessed separately.

Programs will be assessed individually.

Risk is assessed based on factors including the following:

- Unspent funds
- Timely submission of quarterly reports/budget modifications
- Experience of relevant leadership
- Significant technical assistance needs

Grantees will **not** receive a joint programmatic/fiscal report. Reports will be separate as they were in years past.

Monitoring Procedures



Elevated Risk:

- Grantee’s institutional risk score was in the top 20% of all Perkins grantees.
- Grantees designated as “elevated risk” will undergo an on-site monitoring visit from ICCB fiscal and program staff for a review of all Perkins grants awarded to the grantee by the ICCB during the applicable monitoring period.
- Grantees will be required to complete the self-assessment portion of the Monitoring Tool and submit documentation specific to the Documentation Checklist.
- Grantees will receive a formal monitoring report.

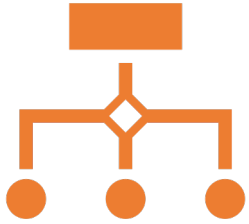
Moderate Risk:

- Grantees designated as “moderate risk” will undergo a desk review from ICCB fiscal and program staff for a review of all Perkins grants awarded to the grantee by the ICCB during the applicable monitoring period.
- Grantees will be required to complete the self-assessment portion of the Monitoring Tool and submit documentation specific to the Documentation Checklist.

Low Risk:

- Grantees will receive targeted technical assistance as it relates to all Perkins grants awarded by the ICCB.
- Grantees will not receive a formal monitoring report.

WHAT GRANTS WILL BE MONITORED?



The risk-based monitoring system applies to all grants you receive through the ICCB. Thus, your ICCB CTE liaison will be monitoring your Fiscal Year 2022 Perkins Basic grant, as well as any Perkins Title I Leadership grants your institution received.

If the Perkins Administrator is not the contact for a specific Leadership grant, then the applicable person(s) will be contacted.



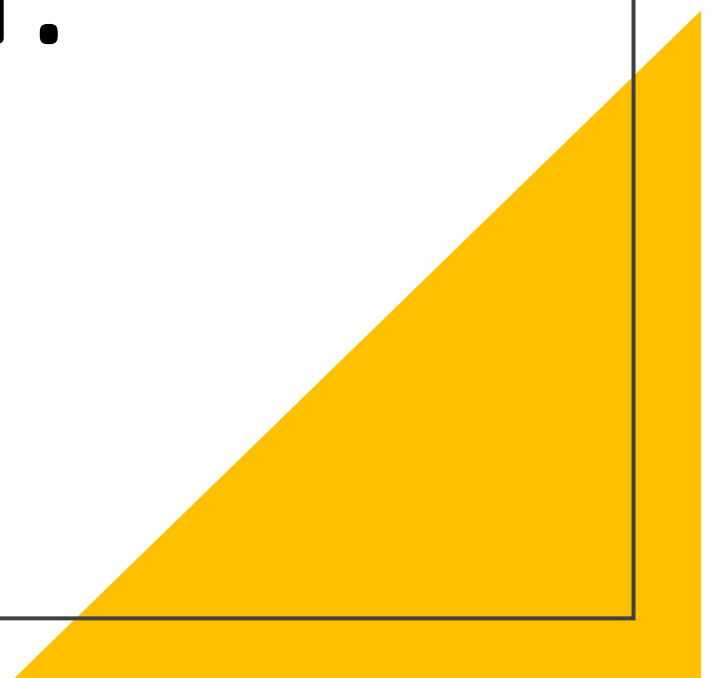
All Title I Leadership grants will be monitored in accordance with their respective scope, assessment, and deliverable outcomes. Requested information could include the following:

- Budgetary and reporting items
- Applicable performance outcomes
- Required grant deliverable outcomes
- Supplemental documentation specific to the grant and/or grantee

GRANT ADMINISTRATION:

AmpliFund

Janelle Washington, ICCB



Functionality Overview



Topic	Description	Location
Grant Details	<ul style="list-style-type: none"> Accessing Grants 	Grants >All Grants >[Grant Name]
Performance Plan	<ul style="list-style-type: none"> Review Performance Plan Enter Achievements 	Grants >All Grants >[Grant Name] > Post-Award >Performance Plan
Financials	<ul style="list-style-type: none"> Review Budget Enter Expenses 	Grants >All Grants >[Grant Name] > Post-Award >Financial
Reporting Periods	<ul style="list-style-type: none"> Submit Reporting Period (Expenses & Achievements) 	Grants >All Grants >[Grant Name] > Post-Award >Management > Reporting Periods
Amendments	<ul style="list-style-type: none"> Only Budget Category Amendment Types Allowed 	Grants >All Grants >[Grant Name] > Post-Award >Management > Amendments

Grant Details

[Video Tutorial](#)

Enter Expenses

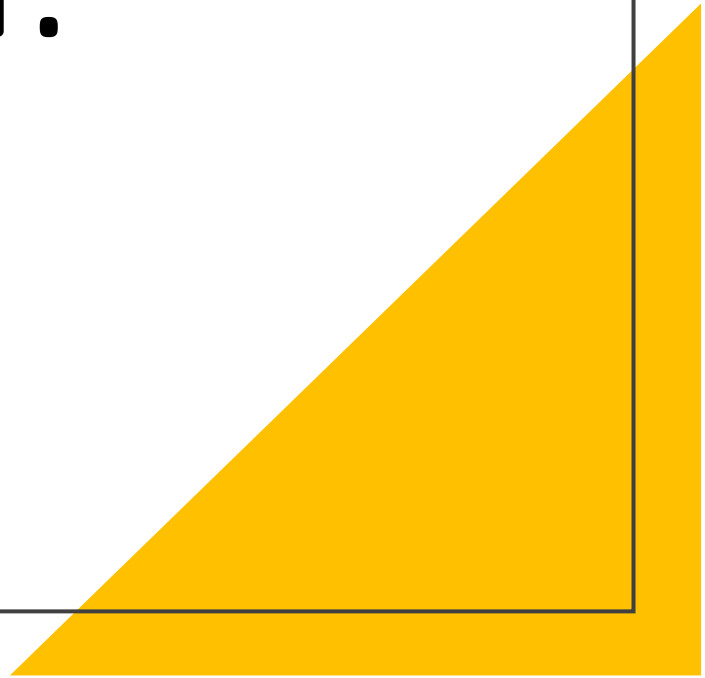
[Video Tutorial](#)

Enter Achievements

[Video Tutorial](#)

GRANT ADMINISTRATION: Reporting

Ann Storey, ICCB



Risk Conditions + Reporting

- Grant recipients were to complete an institutional assessment, the **Internal Controls Questionnaire (ICQ)**, as well as a grant-specific **programmatic risk assessment**.
- These assessments determine the recipient's risk-level.
- ICQ risk conditions: affect all grants at an institution
- Grant-specific programmatic assessment: individual grants (i.e. Perkins)
- Colleges can have:
 - Fiscal or programmatic risk conditions
 - Fiscal and programmatic risk conditions
 - Neither fiscal nor programmatic risk conditions

Reporting

Colleges are required to submit programmatic and financial quarterly reports 30 days after the end of a quarter (2 CFR 200.329)

- Programmatic reporting is located within the Annual Work Plan template.
- Financial reporting will be completed in AmpliFund.
- Both are due in AmpliFund on the following schedule:

QUARTERLY REPORTING SCHEDULE		
Report	Period	Due Date
Quarter 1	July 1 – September 30	October 30
Quarter 2	October 1 – December 31	January 30
Quarter 3	January 1 – March 31	April 30
Quarter 4/Final	April 1 – June 30	July 30

Submitting Quarterly Reports

Programmatic Reporting for Fiscal Year 24 will require multiple steps, including:

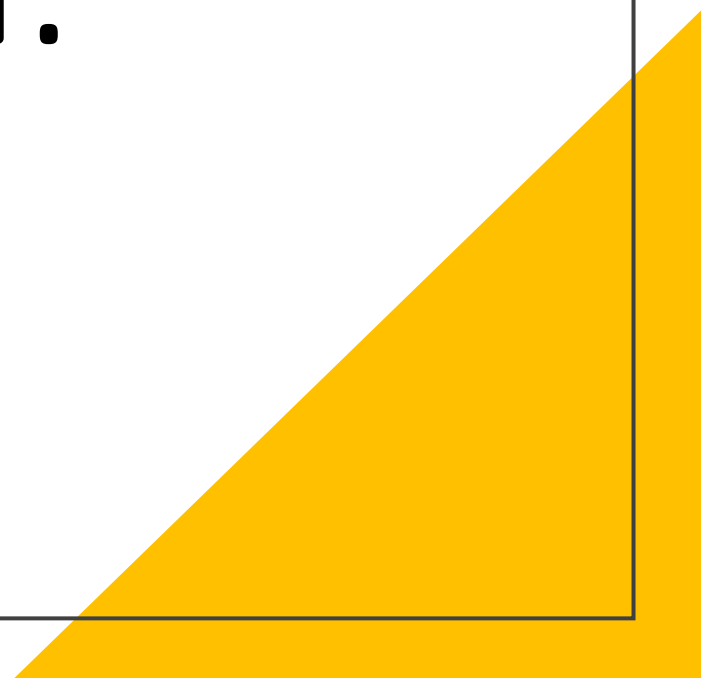
- Completion of the Quarterly Reporting sections in the Annual Workplan
- Submission of the Annual Workplan to AmpliFund

Submit Reporting Periods

[Video Tutorial](#)

GRANT ADMINISTRATION: Budget Modifications

Dana Wynn, ICCB



Budget Modifications



Grantees are allowed to make modifications up to ten percent (10%) or \$1,000 (**whichever is higher**) of any specific line, prior to seeking approval.

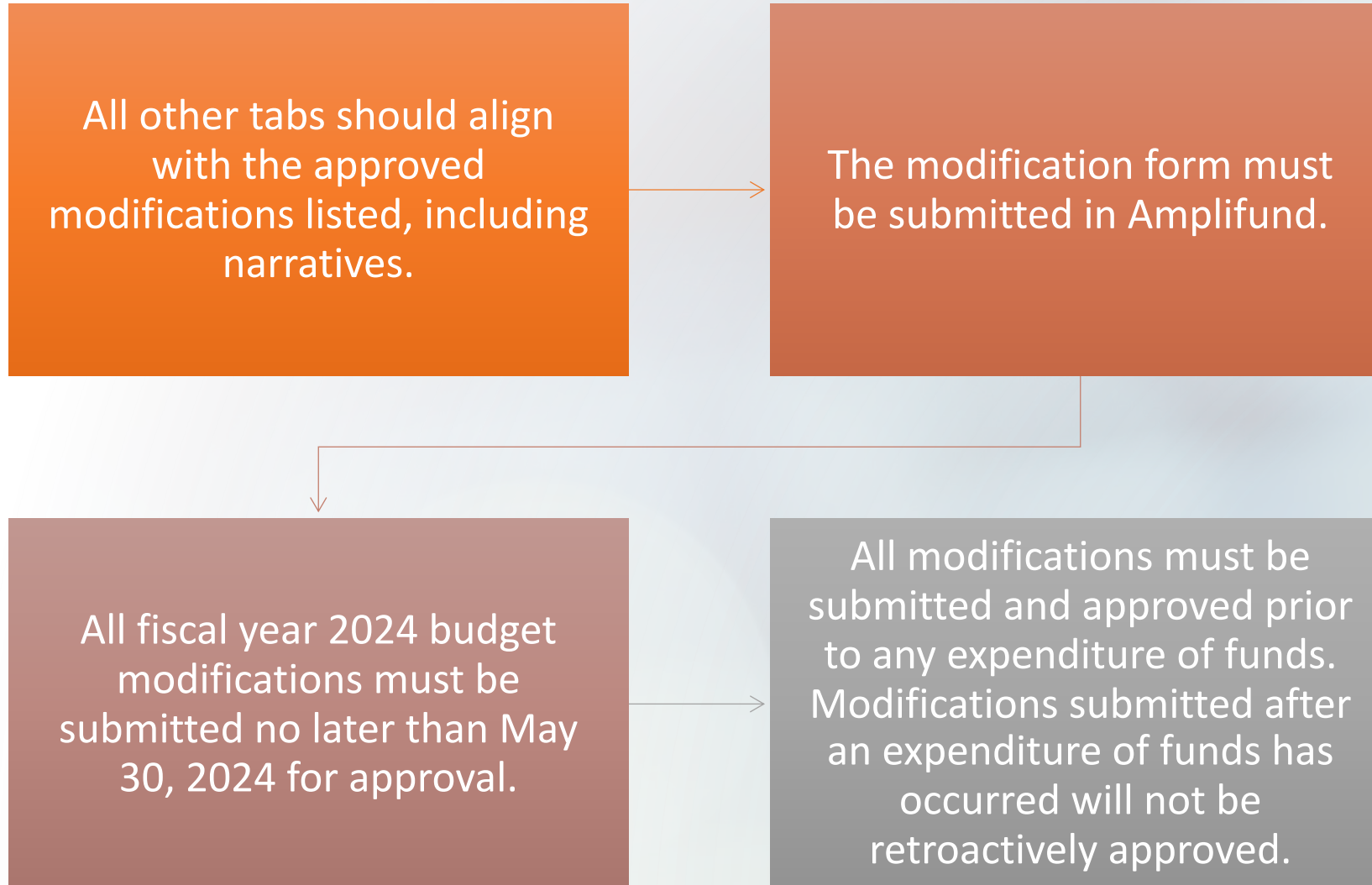


Modifications that are greater than ten percent (10%) or \$1,000 (whichever is higher) from any specific line OR that require a major change in scope, require the submission of a budget modification request.



The template will be emailed to you, along with your signed grant agreement, by Grants Management.

Budget Modifications



Budget Modifications

Like quarterly reports, budget modifications, or amendments, will require multiple steps.

- Complete the modification form in the original Excel format and make the updates on the uniform budget document.
- Complete the amendment in AmpliFund and upload the modification form and uniform budget to AmpliFund.

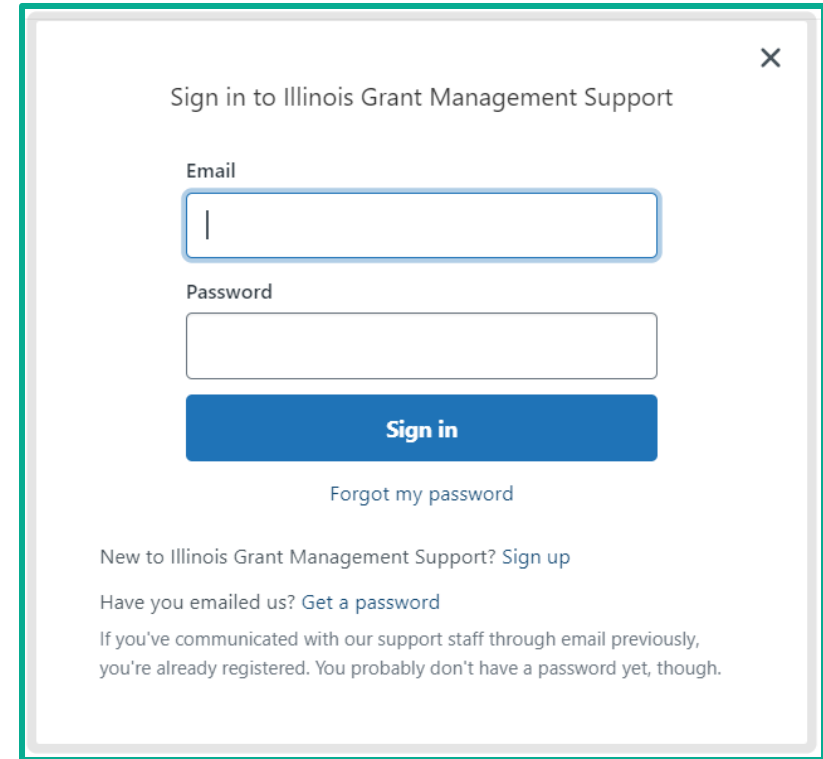
Submit Amendments

[Video Tutorial](#)

Customer Support

Create AmpliFund Support Account

1. Go to <https://il-amplifund.zendesk.com>
2. Click the **Sign up** link
3. Enter your **full name**
4. Enter your **email address**
5. Complete the **I'm not a robot** check
6. Click the **Sign up** button
7. An email from support@zendesk.com will be sent to you via email
8. Click the link to set your password



Sign in to Illinois Grant Management Support

Email

Password

Sign in

[Forgot my password](#)

[New to Illinois Grant Management Support? Sign up](#)

[Have you emailed us? Get a password](#)

If you've communicated with our support staff through email previously, you're already registered. You probably don't have a password yet, though.

AmpliFund Illinois Support Portal

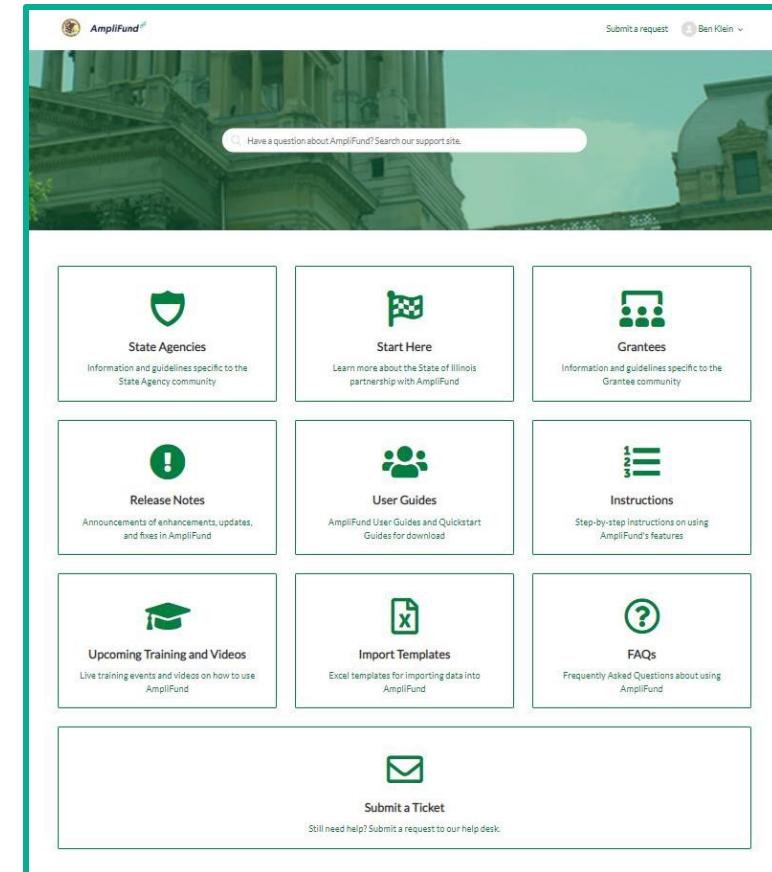


Submit a support ticket:
support@il-amplifund.zendesk.com

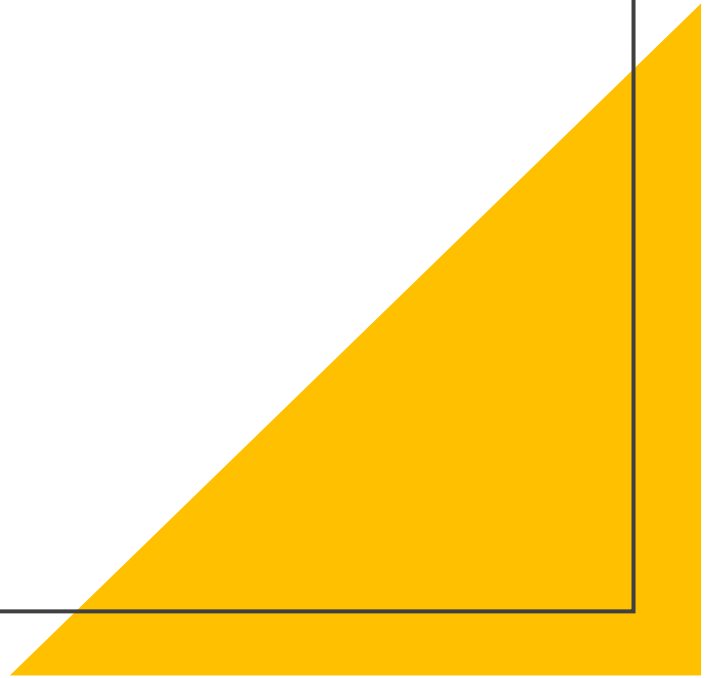
Visit the support portal:
<https://il-amplifund.zendesk.com>

Supported Browsers:

- Google Chrome (current supported releases)
- Mozilla Firefox (current supported releases)
- Microsoft Edge (current supported releases)
- Apple Safari 10+



**Additional Resources: Programs
of Study Reminders and
AmpliFund Links**



APPROVAL REMINDERS

Dual Credit

- Dual credit is a required component of a fully-developed program of study.
- Dual credit must be offered for program certificates and degrees.

Quality Component 3: Instructional Sequence

- Remember to include a list of participating high schools.
- Remember to include a course sequence.

Quality Component 4: Work-Based Learning

- Remember to address both parts of the component: Work-based learning and CTSOs **or** team-based challenge.

CTSOs and Team-Based Challenges

- A fully-developed program of study must include either a CTSO or a team-based challenge.
- CTSOs that are not nationally recognized can be used to meet Quality Component 4; however, Perkins funds may only be utilized to support nationally recognized CTSOs.
- In the absence of a CTSO, team-based challenges may be incorporated.
- "Team-based challenges should require students to utilize and demonstrate competency with work-based knowledge and skills as they work to solve an authentic work-based problem as members of a collaborative team." ([P-20 Network](#))

Revision Tips



Submit revisions as quickly as possible, especially if utilizing funds in FY24.



Email revisions to ICCB.posapproval@illinois.gov. Please CC your Perkins liaison.



Type revisions into original approval form.



Type revisions in bold or different color font.



Include the feedback form sent by liaison.



Label and attach any additional evidence.



Perkins Post-Award Guide

AmpliFund Virtual Office Hour



**SAVE
THE
DATE**

OCTOBER 24, 2023
AT 11:00AM



Virtual link will be emailed to the Perkins
Administrators Listserv

ICCB CTE STAFF CONTACT INFORMATION

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Break



ICAPS and Ability to Benefit Information

What is the difference between IET and ICAPS?

- ▶ IET = Integrated Education and Training
 - ▶ Federal level name
 - ▶ Required in the IL State Plan (2019) which implements the Perkins V Law
 - ▶ CTE world
- ▶ ICAPS = Integrated Career & Academic Preparation System
 - ▶ Illinois' version of IET
 - ▶ Modeled off Washington state's I-BEST model
 - ▶ Illinois requires collaborative-teaching additionally
 - ▶ Been utilized since approximately 2012
 - ▶ Adult Ed world

Components of an ICAPS

3 required pieces:

1 - Adult Education services (often in the form of a support class)

2 - Workplace skills (employability skills)

3 - Workforce Training (on-the-job, apprenticeships, clinicals, CTE coursework, etc.)

IL additionally requires a collaborative-teaching component.

Collaborative Teaching requirement

- ▶ Collaborative Teaching - ICAPS requires 25% collaborative teaching. This means the adult education support course teacher and the CTE course teacher need to work together for at least 25% of their teaching requirements.
 - ❑ Pre-planning
 - ❑ Checking on attendance/missing students
 - ❑ Sharing curriculum
 - ❑ Possibly co-teaching in the same classroom
 - ❑ Support services for shared students

- ▶ Key Piece: The CTE instructor is the expert in CTE content; the Adult Ed instructor is the expert in the Adult Ed content!

List of approved ICAPS

We have 125 approved ICAPS at community colleges across the state of IL.

We have only 1 community colleges that does NOT have an approved ICAPS, but they have submitted for approval, so they are in progress. 😊

of ICAPS in each Pathway (across the state):

Health Science - 51

Manufacturing - 32

Information Technology - 17

Trans., Distribution, & Logistics - 15

Business Management & Administration - 4

Architecture & Construction - 3

Education & Training - 2

Law, Public Safety, Corrections & Security - 1

Why should my college offer an ICAPS?

- ▶ Increased enrollment (think special pop.s)
- ▶ Increased tuition
- ▶ Fill seats to make a class → happy instructor
- ▶ Benefit current CTE students
- ▶ Expand exposure to your program
- ▶ Provides opportunity for internal collaboration
- ▶ Provides discussion opportunity for employer advisory committees

ICAPS and Ability to Benefit (ATB)

Ability to Benefit can be another funding source for ICAPS students, but also for students that come to CTE without a high school diploma.

Talk with your financial aid office about ATB options provided at your institution.

ATB Basics

Students without a High School Diploma can qualify 3 ways:

- 1 - take and achieve a pre-set score on a pre-approved test from US Department of Education
- 2 - take and pass 6 credit hours
- 3 - qualify through a state defined process plan - IL was approved for this in May 2022.

ATB Information

Since the approval of the IL State-Defined Process Plan, ICCB has:

- presented at a variety of conferences on the plan
- created and recorded modules about the plan available on the ICCB website
- created and shared a User Guide for the plan on the ICCB website
- Patty Zuccarello and I will be available throughout the Forum to share QR Codes to access these resources at a table in the hallway.

More ATB Information

- ▶ Implementing the IL State Plan requires a Team:
 - Financial Aid staff
 - Adult Education staff
 - CTE staff
 - Registration staff
 - Marketing staff
 - Testing staff
 - Advising staff
 - Various support services staff
 - Administrative Buy-in (President ??)

More ATB Information - again

- ▶ Webinars about the Modules - Dates and times below
 - ▶ Monday, October 23 at 1:00 pm
 - ▶ Wednesday, November 8 at 1:00 pm
 - ▶ Monday, December 4 at 1:00 pm
 - ▶ Wednesday, January 31 at 1:00 pm
- ▶ More information coming soon! Check the ICCB ATB Website for details - https://www2.iccb.org/adult_ed/provider-resources/

Questions?

1- Your CTE Liaison (ICAPS)

2 - Angela Gerberding (ICAPS and ATB)

Director of Work-Based Learning, ICCB

Angela.gerberding@illinois.gov

217-558-2162

3 - Aimee Julian and Brittany Boston (ICAPS)

IL Center for Specialized Professional Support

Aimee - alafoll@ilstu.edu

Brittany - bnfeese@ilstu.edu