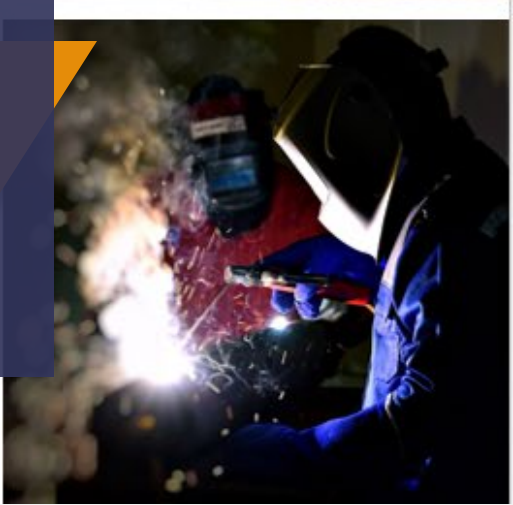
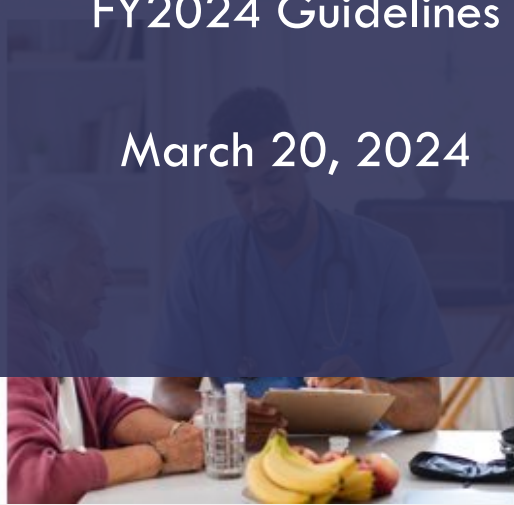




POSTSECONDARY PERKINS ADMINISTRATOR COHORT MEETING

FY2024 Guidelines

March 20, 2024



TODAY'S AGENDA

- Welcome and Introductions
- Overview of FY2025 Perkins Local Application Components
- Break
- Data Analysis
- Lunch Break (Resources and Professional Development)
- AmpliFund Overview
- Break
- Application Workshop: Pair and Share
- Wrap up and Adjournment

WELCOME AND INTRODUCTION: ICCB CTE STAFF

- Tasha Allan, Senior Director for CTE
- Janelle Washington, Director for CTE
- Felita Murphy, Associate Director for CTE
- Katie Velez, Assistant Director for CTE
- Ahja Howard, Research Analyst

ICE BREAKER: NEVER HAVE I EVER

Instructions:

Raise your hand if you have **not** done the following things...

ICE BREAKER: NEVER HAVE I EVER

1. Been to a PAC Meeting
2. Broken a bone
3. Spoken in front of a large group
4. Carried on a full conversation when you thought you were on mute
5. Submitted a Perkins Application before
6. Been out of the country
7. Accidentally “replied all” to an email with something less than professional.
8. Seen an episode of The Office (US version)
9. Remembered what ICSPS stands for
10. Read the Perkins V law
11. Pretended that your camera “wasn’t working” when in actuality you just rolled out of bed...

PERKINS APPLICATION RESTRUCTURING COMMITTEE

GOALS FOR THE COMMITTEE

Gather Participant Feedback

- Share experiences, opinions, and ideas - both positive and negative

Final Outcomes

- Restructure application according to feedback in compliance with Perkins
- Provide technical assistance to address additional feedback

SUMMARY OF CHALLENGES

Written Feedback and Focus Groups

The number of documents

Repetitive questions

Questions not required by Perkins

Lack of organization, make the entire application one document

Redundancy

Need to streamline and simplify the questions

Revise the Program of Study Narrative

Eliminate CLNA Outcomes Review

Programs of study in two locations

Flow of the Annual Work Plan (numbering format)

PERKINS APPLICATION RESTRUCTURING HIGHLIGHTS

- Streamlined materials
- Scheduled Annual due dates for Perkins application for the FY25-28 period to assist with local planning
 - FY2025 Application: May 17, 2024
 - FY2026 Application: May 16, 2025
 - FY2027 Application: May 15, 2026
 - FY2028 Application: May 14, 2027

PERKINS APPLICATION RESTRUCTURING COMMITTEE

- Andy Binanti
- Daniela Broderick
- Ellen Burns
- Lori Cox
- Dr. De rosier- Cook
- Jonita Ellis
- Jane Fleming
- Alyson Gaspar
- Christine Hayda
- Cathrine Hoekstra
- Elizabeth G Hogan-Wells
- Megan Hughes
- Corinne Johnston
- Brad O'Brien
- Katelynn Ohrt
- Molly Rittenhouse
- Maria Rosa
- Michael Rose
- Jodi Schoen
- Kristina Shelton
- Kristy Stephenson
- Anna Wandtke
- Lisa Wright

OVERVIEW: APPLICATION

APPLICATION SUBMISSION

Thursday, 3/14/2024: Application opens in the AmpliFund system

Friday, 05/17/2024, 5:00 p.m.: Application closes in the AmpliFund system

The AmpliFund system will not accept late submissions; therefore, colleges are unable to request an extension.

INTERNAL CONTROLS QUESTIONNAIRE AND PROGRAMMATIC RISK ASSESSMENT

ICQ

- The ICQ available on the [GATA portal for grantees](#). The ICQ is a college-wide assessment that affects all grants your institution receives from the ICCB and is typically completed by someone in your college's fiscal office.
- Must be completed to process the Notice of State Award and Uniform Grant Agreement can be processed.

PRA

- The CTE/Perkins PRA is program-specific and is typically completed by the college's Perkins Administrator.
- Due by May 30, 2024
- The PRA will be provided as a document at a later date.

GUIDELINES

- The annual guidelines document is meant to assist in completing the Local Application.
- Each section of the Guidelines provides more detailed information on the required components of the Application than what is provided in this presentation.
- Budget FAQ, Programmatic Monitoring, and Reporting information can be found in the Guidelines, as well.
- [Illinois Postsecondary Perkins 4-Year Local Application FY25-28 Guidelines](#)

WHAT'S DUE MAY 17, 2024?

WHAT'S DUE?

FY2025

Application Cover Page

Comprehensive Local Needs Assessment (CLNA)

Four-year Application, FY25-28 (includes CLNA Outcomes Review & Application Narrative)

Annual Work Plan

Uniform Budget

Acknowledgement of Grant Processes

APPLICATION COVER PAGE

- **Basic Contact Information** (name, title, phone number, email)
 - Primary Perkins contact: Perkins lead contact; responsible for all communications and reporting to the ICCB
 - Secondary Perkins contact(s): Any person(s) that has/have responsibilities concerning the grant development or process
 - Grant Fiscal Contact
 - General College Grant Contact
- **Number of students served**
 - Total number served through Perkins dollars in fiscal year 2024.
 - Note: Estimated and duplicated counts are acceptable but please note which you are using
- **Allocations**
 - Begin developing your application using your allocation amounts from fiscal year 2024
 - We will email FY25 allocations after we receive the federal allocation
 - Update to the FY25 allocation amount prior to submitting

NOTE: If there any changes to the Perkins contacts during the fiscal year, notify your institution's ICCB CTE liaison or the ICCB.cte@illinois.gov inbox.

COMPREHENSIVE LOCAL NEEDS ASSESSMENT (CLNA)

- The CLNA is designed as the foundation of Perkins V implementation at the local level- **it drives the development and implementation of the Perkins V local application**, including funding prioritization.
- Opportunity to take an in depth, holistic look at your entire local and regional CTE system and **identify areas where targeted improvements can lead to increased opportunities for student success.**
- **You must integrate the following CLNA components throughout your Application in the CLNA Outcomes Review, Application Narrative, Annual Work Plan, and Performance Data Analysis.**
 - Identified equity gaps
 - Identified institutional, community, and local workforce needs
 - Programs of study focus/foci
 - Stakeholder input in/participation with identified activities, objectives, and goals

FOUR-YEAR APPLICATION, FY2025-2028

Focus on multi-year components

CLNA Outcomes Review

Application Narrative

FOUR-YEAR APPLICATION

CLNA Outcomes Review

- **In addition to providing a copy of your completed CLNA, you must complete the CLNA Outcomes Review, essentially a summary of what you gleaned from completing the CLNA.**
- For each component identify what data was used, what equity gaps were uncovered, and then provide a narrative overview of the results of that component and a high-level summary of your plan of action for addressing any identified gaps.
- Questions to consider:
 - How does it differ from the CLNA completion for FY21 and FY23?
 - How have local/regional need shifted?
 - Describe the equity gaps that you uncovered
 - Were you surprised by any results?
 - Was stakeholder input helpful in this process?
 - What institutional processes were used in conducting your assessment?

FOUR-YEAR APPLICATION

Application Narrative

Develop long-term goals for the FY25-28 application period

Develop annual objectives for FY25, FY26, FY27, and FY28

Align goals and objectives to the Illinois State Perkins Plan

Six Components

1. Work-based Learning
2. Career Exploration, Development, and Guidance
3. Supporting Special Populations Students
4. Early College Credit
5. Enhanced Curriculum and Instruction
6. Recruitment, Retention, and Professional Preparation, Development, and Training

ANNUAL WORK PLAN, FY25

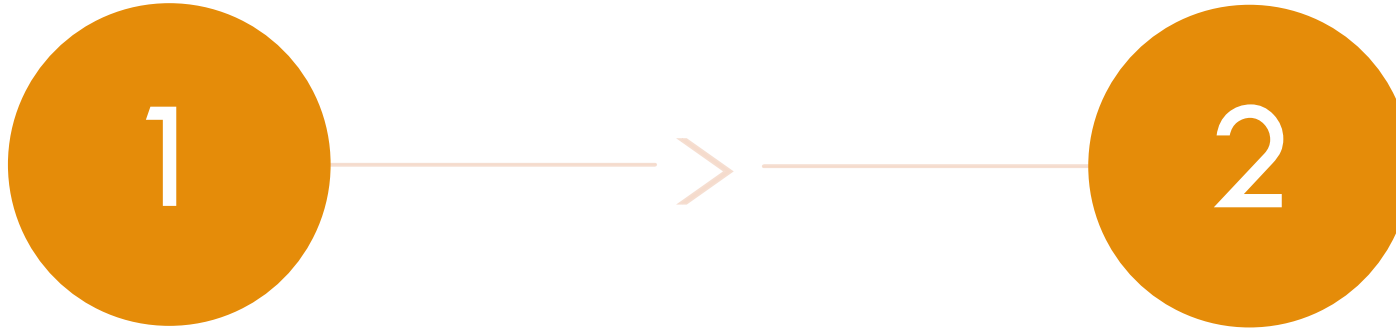
Two Components

Annual Accountability
Report

Annual Activity Plan

ANNUAL WORK PLAN

Annual Accountability Report



Step 1: Performance Data Report

1. Conduct a data analysis using PODS 2.0 and any other relevant internal data
 - Disaggregate data by:
 - student populations
 - special populations
 - each core indicator (1P1, 2P, 3P1) according to CTE programs, program of study, or Career Cluster
2. Enter the Aggregate Actual Level of Performance (ALP) from PODS 2.0 in the Fiscal Year 2023 Data column of the Performance Data Analysis Table for each Performance Indicator
3. Answer questions 2-4 in the Performance Data Analysis Narrative Table

Step 2: Performance Improvement Plan (PIP)

- Complete for any performance indicator falling below the State Determined Level of Performance (SDLP)
- ✓ **Tip:** PODS 2.0 indicates whether a PIP is required for each performance indicator

ANNUAL WORK PLAN

Annual Activity Plan

- Follows the format of the Four-Year Application Narrative
- Use to develop FY25 activities that help achieve long-term goal and the annual objective for each component: Work-based Learning, Career Exploration, Development, and Guidance, Supporting Special Populations Students, Early College Credit, Enhanced Curriculum and Instruction, and Recruitment, Retention, and Professional Preparation, Development, and Training.
- Applicants must develop at least one activity for each question (additional activities are allowed)
- Answer all subsequent questions

Tips

- ✓ **Activities must relate to the question being asked**
- ✓ **Activities must align to the long-term goal and annual objective**
- ✓ **Do not complete the quarterly reporting section at the time of application**

ANNUAL WORK PLAN

Annual Activity Plan: Programs of Study

- **Program of Study Focus:** Select a fiscal year 2025 program of study focus informed by the CLNA
 - Program of study must be approved or will be submitted for approval in FY25
 - Answer all questions
 - For the final question about supporting the implementation of CTE programs and programs of study, click to select a strategy derived from Perkins and develop an activity
- **Emerging Programs of Study:** List any new programs of study that will be developed and submitted for approval in FY25 and address all requirements of a program of study listed in the table
- **Programs of Study Inventory:** Add all programs of study that have been approved by ICCB through the Programs of Study Approval Process

UNIFORM BUDGET

Spreadsheet



Contains 10 Expenditure Account Categories

Personnel (200.430)

Fringe Benefits (200.431)

Travel (200.475)

Equipment (200.1/200.439)

Supplies (200.1)

Contractual Services (200.318)

Consultant/Professional Services (200.459)

Training and Education (200.473)

Other (requires ICCB approval)

Indirect Costs/General Administration (limited to 5% of the college's allocation)



Cross-check the budget with the Annual Work Plan

- All Perkins funded activities should be described in the budget
- Personnel, Fringe Benefits, and Travel require sufficient detail
- Briefly detail remaining activities because sufficient detail should be included in the Annual Work Plan
- Include the Work Plan Activity Plan Number
 - Not required for Fringe Benefits or Indirect Cost

ACKNOWLEDGEMENT OF GRANT PROCESSES

- Agreement between the ICCB and the college that the Perkins Administrator has read and understood the following grant deadlines and procedures:
 - Reporting
 - Budget Modifications
 - Expenditures, Payment Requests, and Funding Deadlines
 - Supplanting
- Each box on the form must be checked as acknowledged and understood.
- Perkins Administrator must complete the Signatory Certification
 - Acknowledges responsibility for communicating all grant requirements and expectations to other staff and administrators at the institution.
 - Certifies that the deadlines, requirements, and procedures have been read, acknowledged and understood by the Perkins Administrator.

QUESTIONS?

AMPLIFUND OVERVIEW

AMPLIFUND: PRE-AWARD

AMPLIFUND BUDGET

- In addition to the Uniform Budget Spreadsheet, the budget must be entered into AmpliFund
 - Use the information in the "Section A" tab of the completed FY2025 Postsecondary Perkins Uniform Budget to complete the budget in AmpliFund
 - The AmpliFund budget must have only one line item for each expenditure category – **the total of the expenditure category from the Section A tab**
 - Do not enter individual expenditures!

AMPLIFUND: POST-AWARD

REPORTING PERIODS

Tips

- Use AmpliFund [Post-Award Grantee Instructions](#) and [video tutorial](#)
- Submit Budget and Performance Reporting Periods Individually
- Make sure achievement dates are within the reporting period
- Select all in the Expenses Closeout section to pull the achievements into the reporting period
 - You must have a number 1 in the # of Achievements Period to Date column for the Quarter 2 Expenses Goal and Quarter 2 Performance Goal before submitting

ICCB'S VIEWPOINT IN AMPLIFUND – SUBMITTING REPORTING PERIODS TOGETHER

Reporting Period Start Date	Reporting Period End Date	Reporting Period Type	Status
10/1/2023	12/31/2023	Budget/Performance	Closed

Status: Closed

Expenses



Achievements



ICCB'S VIEWPOINT IN AMPLIFUND – SUBMITTING REPORTING PERIODS INDIVIDUALLY

Reporting Period Start Date	Reporting Period End Date	Reporting Period Type	Status
10/1/2023	12/31/2023	Budget	Closed
10/1/2023	12/31/2023	Performance	Closed

Status: Closed

Achievements



ICCB'S VIEWPOINT IN AMPLIFUND - ACHIEVEMENTS

Achievements Analytics

Goal	Type	# of Achievements Period to Date
Quarter 1 Expenses	Milestone	0
Quarter 2 Expenses	Milestone	1
Quarter 3 Expenses	Milestone	0
Quarter 4 Expenses	Milestone	0
Quarter 1 Performance	Milestone	0
Quarter 2 Performance	Milestone	1
Quarter 3 Performance	Milestone	0
Quarter 4 Performance	Milestone	0
Closeout Report	Milestone	0

Achievements Closeout

Select	Goal	Goal Type	Description	Last Achievement
<input checked="" type="checkbox"/>	Quarter 2 Expenses	Milestone	Quarter 2 Financial Report	12/31/2023
<input checked="" type="checkbox"/>	Quarter 2 Performance	Milestone	Quarter 2 Programmatic Report	12/31/2023

BUDGET MODIFICATIONS

AmpliFund Amendment Requests

- Remember to select all expenditure categories being included in the modification
- Enter the exact total that the categories will be after the modification and not what is being added or subtracted. For example, if Supplies was \$300 and you need to subtract \$100. You would enter \$200, not \$-100.
- Include the justification for the budget modification in the box in AmpliFund.
- A revised uniform budget document must be attached in AmpliFund. Use the same document that was submitted at the time of application but revise the document to include all proposed changes. This means the Section A tab needs to be updated as well as all tabs for all corresponding budget categories included in the modification.

AMENDMENT REQUEST EXAMPLES

Incorrect

Category Budget

	Category Proposed Budgeted	Category Total Current Budgeted	Category Total
1. Personnel (Salaries and Wages)	-\$11,689.28		\$349,961.53
2. Fringe Benefits	-\$4,595.50		\$70,765.37
4. Equipment	-\$682.57		\$83,419.00
5. Supplies	\$16,967.35		\$69,624.53

Correct

Category Budget

	Category Proposed Budgeted	Category Total Current Budgeted	Category Total
1. Personnel (Salaries and Wages)	\$338,272.25		\$349,961.53
2. Fringe Benefits	\$66,169.87		\$70,765.37
4. Equipment	\$82,736.43		\$83,419.00
5. Supplies	\$86,591.88		\$69,624.53

QUESTIONS?

BREAK TIME!

PERKINS PLANNING

Two Approaches

Backwards Design

- Develop long-term goals and objectives
- Determine how to measure the outcomes
- Develop annual activities

Activity Mapping

- Start with common local activities
- Connect them to Annual Work Plan requirements, long-term goals, and annual objectives

PAIR AND SHARE

Collaborate across the State!

- Talk amongst yourselves about some of the long-term goals and annual objectives you are considering for FY25-28
- Talk about some of the activities you are planning for FY25 or successful activities or purchases you have made previously

CLOSEOUT