

KBOR CAREER & TECHNICAL EDUCATION CARL D. PERKINS GRANTS
INSTRUCTIONS AND GUIDELINES
JULY 1, 2006-JUNE 30, 2007

The following reports are to be submitted during this fiscal year. It is the responsibility of the designated institution contact person to have direct contact with the institution's fiscal agent for completion of any required financial reports.

GRANT REIMBURSEMENT (FORM 240)

Grants are paid on a reimbursement basis. To access grant monies, you must complete a Financial Form 240 (request for federal money) sent to the institutions/LEA each month from Career and Technical Education fiscal staff. The completed form is due by the 15th for the next month's payment. Monies are usually released starting with October 1.

FINAL EXPENDITURE REPORT

The K-VED-1 Final Program Expenditures Report (July 1, 2006 to June 30, 2007) is due July 15, 2007. All monies expended and unliquidated encumbrances as of June 30, 2007 must be included.

CARL PERKINS PROGRESS REPORT

A completed electronic copy must be submitted by November 1, 2006 and again on March 1, 2007. These forms are available on the CTE web page on the KBOR website.

FINAL PERFORMANCE REPORT

A completed electronic copy must be submitted by July 15, 2007. The forms are available on the CTE web page on the KBOR website. You will also need to submit one copy of any product(s) developed, if applicable.

The following are additional deadlines during this fiscal year.

BUDGETS – ALL GRANTS

Equipment Purchases: All equipment, if budgeted, must be purchased or encumbered prior to December 1, 2006.

Budget Revisions: All revisions for all grant budget line item changes should be made as they occur but must be made by May 1, 2007. (Contact a Perkins consultant prior to sending the request.) A brief explanation and direct reference to the original budget line items are necessary. Submit a copy of the approved budget with requested revisions.

KBOR Carl Perkins Program Improvement Contacts

QUESTIONS CAN BE ADDRESSED TO:

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http://www.kansasregents.org/adult_ed/career.html