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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 2019**

**Local Application**

**Program Improvement Funds**

**Report Deadline: 5:00 p.m. C.D.T., August 16, 2019**

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**2018-2019**

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Program Income Report

Appendix V (Excel Sheet) Separate

Advisory Committee Meeting Dates

1. **Final Report Requirements**

All documents must be submitted electronically with all signatures,no later than **August 16, 2019.** No hardcopy is required and should be submitted to [vbrown@ksbor.org](mailto:vbrown@ksbor.org) or [twood@ksbor.org](mailto:twood@ksbor.org). Once your report is approved, you will receive a final copy with KBOR signatures.

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
* 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
* Advisory Committee Meeting Dates Appendix V
* Copy of minutes from one meeting per each program Appendix W
* Time & Effort Reports Appendixes X, Y, Z

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).

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 16**.

1. **Final Narrative Instructions**
   1. Identify your institution using the full approved name in each section. In subsequent sentences, abbreviations can be used.
   2. Bold the name of your institution the first time you use it.
   3. Use third person narrative, e.g. “The college did this.” vs. “We did this.”
   4. Do not use student, faculty, or staff names in the narrative. Refer to programs or classes.
   5. Do not refer to another section, e.g. “See #1.” Instead, include the narrative in both sections.
   6. Do not use bullets or numbered outline form.
2. **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 P**

**FY19 Perkins Program Improvement Grant**

**Final Expenditure Report for 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.

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| --- | --- | --- | --- | --- | --- | --- |
| **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**

**FY19 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**

**FY19 Perkins Program Improvement Grant**

**Final Narrative Report**

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

**Directions**

* 1. *Identify your institution using the full approved institution name in each section. In subsequent sentences, abbreviations can be used.*
  2. *Bold the name of your institution the first time you use it.*
  3. *Use third person narrative, e.g. “The college did this.” Vs. “We did this.”*
  4. *Do not use student, faculty, or staff names in the narrative. Refer to programs or classes.*
  5. *Do not refer to another section, e.g. “See #1.” Instead, include the narrative in both sections.*
  6. *Do not use bullets or numbered outline form.*
  7. ***Tell us how this grant benefited CTE/Perkins Programs at your 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.