Arkansas Department of Higher Education

The Carl D. Perkins Career and Technical Education Improvement Act of 2006

Guidelines for Submission of

PYE09 Annual Plan

Due: June 1, 2008, 5:00 p.m.

www.adheperkins.com

For more information, contact:

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PYE09 ANNUAL PLAN WORKBOOK INSTRUCTIONS

The decision has been made to continue using an Excel Workbook as the format for the Annual Plan. Below are instructions for use in helping you complete the Annual Plan Workbook. The worksheets are to be retained in a single workbook—not to be broken apart—so that the plan can be posted to the website. You will note that in several cases described below, a dropdown box has been provided for your use. Please use them so that information will be consistent across your plan.

MEASURED core indicators are numbered 1P1 through 5P2. However, for consistency, we have assigned similar numbering to administration, all indicators, programs of study, professional development, and special populations.

Plans are due on than June 1 and should be emailed to Gloria. She will be responsible for the first read, followed by a second read done jointly with Monieca. Comments or questions will be entered directly into the Annual Plan Workbook and returned to you for comment/revisions. Note that a request for reimbursement of funds spent prior to the date that the PYE 09 Annual Plan was submitted in "substantially approvable" form will not be approved.

SECTION 1 – ASSURANCES AND APPROVALS

- Line 3: Use the dropdown box for entering institution name in this and all sections.
- Line 20: Enter amount of basic grant. The 5% Administration will be calculated from this number.
- Line 26-27: After president and CFO have signed, a page with signatures must be returned by fax or mail to ADHE before the application will be considered complete.

SECTION 2 – ANNUAL PLAN SUMMARY

- This section describes how current year funds will be spent in accordance with the 5-Year Local Plan. It includes a section for each core indicator and the use of funds.
- Part A: Briefly summarize the strategies for successful achievement of each core indicator. These strategies will be reflected in the activities submitted. If you do not plan to spend current-year Perkins dollars in a given core indicator area, please describe how the institution will address any deficiencies. If the goal is to simply maintain current results, simply enter "Maintenance through use of institutional funds."
- Part B: Briefly summarize the strategies for required use of funds. These strategies will be reflected in the activities submitted. If you do not plan to spend current-year Perkins dollars in a given required usage area, please describe how the institution will use non-Perkins funds to address these required areas.
- Part C: Briefly summarize plans to expend funds in permissive use categories. If you do not plan to spend dollars in a given core indicator area, no entry is required.
- Part D: Describe actions necessary to assure quality data submissions. This includes a description of how special populations will be identified and reported.
- Part E: Describe any other pertinent information that will assist state staff in approving the annual plan.

SECTION 3 – ADMINISTRATIVE FUNDS

- Line 10: Describe how administrative funds will be used.
- Line 17: Enter amount to be used for administration.
- Line 18: Will auto-total to indicate total cost of activity. This is the amount that should be entered in Section 14-Annual Plan Budget.

SECTIONS 4 through 9 – ACTIVITIES BY CORE INDICATOR AREA

- Individual activities that relate to the core indicator areas are detailed in individual sections. These worksheets are numbered by the core indicator area plus a two-digit number (1P1-01).
- An individual activity worksheet should be completed for each activity.
- A worksheet is provided for the first activity in each core indicator area. If you are requesting approval for more than one activity, you will need to duplicate the worksheet and assign the next sequential number. Note that each section area has the worksheet tab colored. This will help in visually keeping your activities together by indicator area. (If you need help with Excel, please call for assistance.)
- Line 4: Enter the negotiated performance target.
- Line 7: Enter the activity number and activity name.
- Line 10: Indicate if this is a continuation and, if yes, the number of years funded. Number of years funded includes years funded under Perkins III.
- Line 12: Describe the activity, including details of services acquired or materials purchased. Limit to description of how funds will be used; not why. "Why" is explained in Section 2-Annual Plan Summary.
- Line 16-17: Enter the required or permissive use category from the drop down list.
- Lines 21: This will either be the specific core indicator measurement for activities numbered 1P1 through 5P2. For activities numbered 6P1-9P1, it will be a measurement related to the specific activity and not necessarily related to a core indicator measurement.
- Line 22: Enter the expected performance level.
- Line 23: Enter the date that the performance will be measured. All core indicator activities will be no later that June 30, 2009. Non core-indicator activities may have a date that extends beyond the end of the current program year.
- Line 28: Enter CIP codes that will be affected by this activity. Place an X in "All" if all programs will be measured.
- Column C: Enter budget information for the activity. Columns D-G will allow for future budget amendments (or quarterly reimbursement reconciliations) and Column H is where end of year final information will be entered. Subtotals for each budget category and the grand total for the activity will auto-calculate. Information in the budget section is what must be transferred to Section 14-Annual Plan Budget.
- Line 57: Future amendments will be described here. (Amendments are required if the scope of the activity substantially changes or if a single budget category exceeds 10% of the currently approved amount. Note that in most cases, two activities will require an amendment…the one that money is taken from in order to increase another activity.)
- Line 67: Discussions throughout the year will be noted in this section.

SECTIONS 10 through 13 – ACTIVITIES IN TARGETED AREA

- Information is entered in the same manner as for Sections 4-9.
- Section 10: Include activities that span across all indicators in this section unless the activity is for programs of study, professional development activities, or special populations. (While activities in these areas will affect all indicators, separate activity sections have been provided for them.)
  - Note that Line 33 is already entered as "All" CIP codes since all Perkins concentrators will be affected by this activity.
  - This activity will be considered successful if there is improvement across all indicators from the previous year.
- Section 11: Include activities related to developing or expanding programs of study with secondary and postsecondary linkages.
  - This activity will be measured according to the content of the activity and not related to a specific core indicator. The intent is to recognize that this type activity may require more than a single program year to demonstrate results in core indicator areas.
- Section 12: Include activities related to professional development.
  - This activity will be measured according to the content of the activity and not related to a specific core indicator. The intent is to recognize that this type activity may require more than a single program year to demonstrate results in core indicator areas.
- Section 13: Include activities related to improving the performance of special populations.
  - This activity will be measured according to the content of the activity or a specific core indicator, depending upon the nature of the activity. The intent is to recognize that this type activity may require more than a single program year to demonstrate results in core indicator areas.

SECTIONS 14 – ANNUAL PLAN BUDGET

- Column A: Enter every activity number included in the Annual Plan Workbook.
- Budget figures should exactly match what is entered on each activity.
- Column B: Administration has been separated into its own category. The entry for admin should be in Column B; it is not spread across the budget categories, regardless of how it is used.
- Columns G-J: Equipment and Supplies have been combined. State definition for capital and inventoriable items is noted in a comment box for reference. Expenditures in this category are those that will be inventory-verified on compliance visits.
- Line 20: Total of activities should auto-calculate to the total of the basic grant.
- Line 22: Enter the amount of the basic grant. 5% administration will auto-calculate on Line 23.

SECTION 14a – AMENDED ANNUAL PLAN BUDGET

- If a budget is amended, complete Section 14a in its entirety and enter the current levels of funding as a result of the amendment.
- Line 23: Enter the number of any activity being amended. The details of the amendment should be entered on the activity page(s). This entry simply tells state staff which activities to review and approve.
- Line 26-28: State staff will review, approve and note any pertinent comments.

SECTION 15 – ANNUAL PLAN BUDGET REIMBURSEMENT

- Reimbursement may be requested as often as monthly but should be requested no less than quarterly.
- Reimbursement forms and instructions are available for download from the Perkins website. At the conclusion of the program year, all forms will be transferred to the workbook for audit purposes.

SECTION 16 – END OF YEAR DISPOSITON OF FUNDS REPORT

This form will be used to report final financial information for the program year. It will be due August 15, 2009 which is also the last date that a request for reimbursement of funds will be accepted by ADWE.

- Line 8: Enter 5% administration in its entirely in Cell B8. Admin is not spread across the budget categories, regardless of how it is used.
- Lines 9-18: Note that we will begin using core indicators rather than required/permissive use of funds for the end of year disposition of funds. This recognizes the increased emphasis on achieving performance measures and is more in line with the way most college business offices track Perkins expenditures. Enter the actual amount spent per core indicator area. (This should match the totals of the individual activity sheets.).
- Line 19: Will auto-calculate all entries by category and will only be accurate if the entries for each activity have been reconciled at the end of the program year.
- Line 23: Enter the most recently approved amount for each budget category.
- Line 27: Actual expenditures as of June 30, 2009 and shown on Line 19 will be auto-entered here.
- Line 28: Enter any funds that were unused and will not be requested for reimbursement.
- Line 29: Because reimbursement is now used, it will be rare that funds will be returned. However, if amendments are not approved and actual expenditures exceed by 10% the most recently approved amount, funds in excess of the 10% must be returned to the State of Arkansas.
- Line 30: Is the sum of actual funds spent, unused funds, and returned funds. This should total Line 23 which is the total of the grant.

NOTES WORKSHEET

- This worksheet is used by state staff, is the source for dropdown box information, and other miscellaneous information.