2007-08 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. The worksheets have been password protected with the exception of the cells in which you will submit information. 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.

Because this is a transition year, neither the state nor the locals will be subject to performance commitments. While there is a section on the forms for expected measurable outcomes, these cells have been locked indicating that you do not need to enter information. The state will run baseline data during the year but the institution will be responsible only to the point that the funded activities were completed. You will still need to provide how needs were identified and what data was used to develop activities even though there will be no performance targets.

MEASURED core indicators are numbered 1P1 through 5P2. However, for consistency, we have assigned similar numbering to admin, programs of study, all indicators, and PIV preparation.

Plans are due on than June 15 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.

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. Admin and 1st Quarter maximums will be calculated from this number.
- Line 27-28: After president and CFO have signed, a page with original signatures must be returned to ADHE before the application will be considered complete.

SECTION 2 – ANNUAL PLAN SUMMARY

- This section replaces the individual core indicator sections from last year's application. This section summarizes all core indicators rather than having individual sections for them. It also includes a section for each of the required uses of funds. Much of this information can be taken from the transition plan.
- 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 dollars in a given core indicator area, note how the institution will plan to meet the required objective.
- Part B: Briefly summarize the strategies for required use of funds. These strategies will be reflected in the activities submitted. If no funds are to be expended in a given area, notehow the institution is meeting the requirement.
- Part C: Briefly summarize plans to expend funds in permissive use categories.

- Part D: Describe actions necessary to assure quality data submissions.
- 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 13-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: Note that "NM" is entered in the performance field. This indicates that there will be "no measurement" for this indicator for this program year.
- 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 carries forward from Perkins III. You may not count 2007-08 as the first year because we are now under PIV.
- Line 12: Enter information that will help state staff justify continued approval of the activity. This information will need to be generated locally as you will not have previous year's performance data available at the time the activity is requested.
- Line 17: Describe the activity, including details of services acquired or materials purchased.
- Line 20-21: Enter the required or permissive use category from the drop down list.
- Line 22: Enter the ADHE tracking category form the drop down list. This is a category for use by ADHE and not specifically part of the Perkins law.
- Lines 26-29: No information is required. Success will be measured by whether the activity was completed in the manner approved.
- Line 34: Enter CIP codes that will be affected by this activity.
- Column C: Enter budget information for the activity. Note that Equipment and Supplies have been combined, and Administration is now a separate category. 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 13-Annual Plan Budget.
- Line 62: Future amendments will be described here.
- Line 71: Discussions throughout the year will be noted in this section.

SECTIONS 10 through 12 – 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, such as professional development activities, or special populations. Note that Line 33 is already entered as "All" CIP codes since all Perkins concentrators will be affected by this activity.
- Section 11: Include activities related to developing or expanding programs of study with secondary and postsecondary linkages.
- Section 12: Include activities that are specific to the transition year and which better prepare the institution to be successful when indicators are measured in 2008-09. This could include data, special populations identification, etc.

SECTIONS 13 – ANNUAL PLAN BUDGET

- Column A: Enter every activity number included in the Annual Plan Workbook.
- Column B: Determine whether funds are required or permissive. Enter R if the activity is required use of funds or P if permissive. This will help categorize expenditures on the End of Year Disposition of Funds report.
- Budget figures should exactly match what is entered on each activity.
- Column C: Administration has been separated into its own category.
- Columns H-K: 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. Admin and 1stQ maximums will auto-calculate on Lines 23-24.

SECTION 13a – AMENDED ANNUAL PLAN BUDGET

- If a budget is amended, complete Section 14 in its entirety and enter the current levels of funding as a result of the amendment. This can be done by cutting and pasting.)
- Line 23: Note the activities that have been revised so that state staff can locate the portions of the Annual Plan Workbook that need to be reviewed and approved.

SECTION 14a-d – ANNUAL PLAN BUDGET REIMBURSEMENT

- Reimbursement should be requested quarterly. If there are special circumstances, contact state staff.
- One sheet for each quarter is provided in this section. Expenditures submitted for reimbursement must include information in every column with the exception of purchases tht do not have to be inventory-tagged.
- Column A: Enter activity number from activity pages.
- Column B: Enter the budget category that is to be charged with the expenditure. Select from the dropdown box. Budget category is the main major category; not the sub-categories.
- Column D: Transaction date is the date that the expense was paid for with institution funds.
- Column E: The vendor/employee/contractor/etc. that was paid by the institution.
- Column H: Purchase Order number if applicable
- Column I: Invoice number or source document that the institution paid. This could also be payroll records or other documents other than an invoice.

- Column J: Inventory number assigned if appropriate.
- Column K: Amount to be reimbursed
- Line 36: All entries in Column G will auto-total. This is the amount that ADWE will reimburse the institution for.
- Lines 38-39: Sign and date and forward to ADHE.

SECTION 15 – 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, 2008 which is also the last date that a request for reimbursement of funds will be accepted by ADWE.

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