# Perkins Annual Plan Assurances and Approvals

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| Institution/Consortium: | Click here to enter text. |

## Program Year: 2019-2020

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| As a condition of receiving federal Carl D. Perkins CTE Program funds, the undersigned recipient assures and certifies the following. Failure to comply with these requirements may result in the delay of reimbursements and/or the return of funds.1. The institution will comply with all regulations, policies, guidelines, and requirements included in EDGAR and the Uniform Grant Guidance as they relate to the application, acceptance and use of federal funds. Activities funded will be necessary, reasonable, allocable and legally in compliance with federal regulations. Activities will be limited to postsecondary students enrolled in CTE programs.
2. Perkins funds will be used to supplement state and local funds for career and technical education. Funds will not be used to support any activity or service that was funded by local or non-Perkins during any portion of the preceding academic year. In no case will Perkins funds be used to supplant state or local funds, including services required by federal, state or local law.
3. Program and financial reports and data submissions required for calculation of Perkins performance measurements will be complete, accurate, and submitted according to prescribed deadlines. This includes special populations information and technical skill assessment results.
4. Funded activities must contribute to successful performance of core indicators and be of sufficient size and scope as to be effective.
5. Funded activities will support the required and permissive uses of Perkins funds as described in the institution's 5-Year Local Plan. The specified use of funds will be addressed with either Perkins funds or other institutional funds.
6. Any equipment included in this application should be installed as soon as possible in the program year. Equipment will be visibly tagged as purchased with Perkins funds and inventoried no less than every two years. Equipment is defined as capital items and attractive assets, some of which may be below the institution’s capital outlay threshold.
7. The institution will secure goods and services and request reimbursements for expenditures on a monthly or quarterly basis. Funds must be obligated by June 30, 2020 and submitted for reimbursement no later than July 31, 2020. No requests for reimbursements will be accepted after this date.
8. A position description and personnel activity report (PAR) will be maintained for any faculty or staff position fully or partially funded by Perkins.
9. If a consortium, activities will be funded based on need and not the Pell count of individual members.

Institution Approval  |

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| President/Chancellor: |  |  |  |
|  | Signature |  | Date |
| Chief Financial Officer: |  |  |  |
|  | Signature |  | Date |

 For ADHE Use:

 Received \_\_\_\_\_\_\_\_\_\_ Approved \_\_\_\_\_\_\_\_\_\_