

Section 2

Perkins Annual Cycle (PYE24)

This timeline is specific to PYE24. It will be revised annually to reflect appropriate dates.

<p>March 2023</p>	<p>Consortia MOU Submitted to ADHE <i>(Applies only to colleges receiving less than \$50,000.)</i></p> <p>Local Application Submitted with Local Performance Targets <i>(LA must be approved prior to submission of Annual Plan. By law the Comprehensive Local Needs Assessment and Local Application must be updated at the end of the second year of Perkins V.)</i></p>
<p>April 2023</p>	<p>April 1 – Spring Term Special Population Survey <i>(Required only if institution does not collect data electronically. Data is collected and held for submission in the Perkins Annual File 1 – Special Populations file due into AHEIS in August 2023).</i></p> <p>Funding for PYE24 Announced by ADHE</p>
<p>July 2023</p>	<p>July 1 – Annual Plans and Improvement Plans Submitted to ADHE <i>(Improvement Plan is based on most recent year data [PYE22]; Annual Plan is how funds will be spent in upcoming program year [PYE24].)</i></p> <p>July 1 – Program Funds Available for Approved Plans <i>(Firm date; cannot be changed. Plans may be designated as “substantially approvable” but at least 90% of funds must be allocated to be considered “substantial.”)</i></p> <p>Updated Indirect Cost Letter Submitted to ADHE</p> <p>July 25, 2023 – Final Reimbursement Request Deadline for Funds from Year Just Ended (PYE23) <i>(This is a firm date due to end of year federal reporting schedule fixed by Arkansas Division of Career Education.)</i></p>
<p>August 2, 2023</p>	<p>Perkins Annual File I-Special Populations Submitted into AHEIS <i>(Includes results of spring special pops data collected manually or during registration; data is submitted from preceding fall and spring terms. This date may vary; see AHEIS manual for exact date.)</i></p> <p>Perkins Annual File II -Supplemental Credentials Submitted into AHEIS <i>(Includes results received by the college from July 1-June 30. May include students currently enrolled or already graduated. Report when results are received; not when assessment was taken. This date may vary; see AHEIS manual for exact date.)</i></p>

	<p>Reimbursements – July 2023</p> <p>Monthly PARs required for activity positions.</p>
September 2023	<p>Reimbursements – August 2023</p> <p>Monthly PARs required for activity positions.</p>
October 2023	<p>Compliance Reviews <i>(Includes review of needs assessment and stakeholder engagement documentation, progress on current Annual Plan activities and update on any activities required under an improvement plan. Type of review is based on risk.)</i></p> <p>Quarterly Reconciliation of Budgets and Expenditure <i>(Federal grant management requires that budgets be reconciled (projected to actual) no less than quarterly.)</i></p> <p>Reimbursements – September 2022</p> <p>Monthly PARs required for activity positions.</p>
November 2023	<p>November 1 – Fall Term Special Population Survey <i>(Required only if institution does not collect data electronically. Data is collected and held for submission in the Perkins Annual File I-Special Populations file due into AHEIS in August 2024.)</i></p> <p>Compliance Reviews (continued) <i>(Includes review of needs assessment and stakeholder engagement documentation, progress on current Annual Plan activities and update on any activities required under an improvement plan. Type of review is based on risk.)</i></p> <p>November 30 – End of Year Program Report – Narrative (EYPR-Narrative) <i>(This report is available in the Perkins Portal. End of year reports must be submitted and approved for ALL institutions before the local application process may begin.)</i></p> <p>November 30 – State Accountability Reports Produced by ADHE <i>(This is an approximate date and no action required by college. These reports will be used to determine if an improvement plan will be required when submitting the following Annual Plan.)</i></p> <p>Reimbursements – October 2023</p> <p>Monthly PARs required for activity positions.</p>
December 2023	<p>December 31 – End of Year Program Report – Data (EYPR-Data)</p>

	<p><i>(This report is available in the Perkins Portal. End of year reports must be submitted and approved for ALL institutions before the local application process may begin.)</i></p> <p>December 31 – Federal CAR Report Submitted by ADHE <i>(This is a firm date, and no action is required by the college.)</i></p> <p>Reimbursements – November 2023</p> <p>Monthly PARs required for activity positions.</p>
January 2024	<p>January 1 – Equipment Purchase Deadline <i>(Equipment should be in place so that maximum benefit is realized during the program year.)</i></p> <p>January 31 – Local Accountability Reports Produced by ADHE Institutions Notified of Improvement Plan Status <i>(Based on previous year results; college must address improvement plan areas before spending funds on non-improvement plan performance measures.)</i></p> <p>Quarterly Reconciliation of Budgets and Expenditure <i>(Federal grant management requires that budgets be reconciled (projected to actual) no less than quarterly.)</i></p> <p>Reimbursements – December 2023</p> <p>Monthly PARs required for activity positions.</p>
February 2024	<p>Compliance Reviews (continued) <i>(Includes review of needs assessment and stakeholder engagement documentation, progress on current Annual Plan activities and update on any activities required under an improvement plan. Type of review is based on risk.)</i></p> <p>Reimbursements – January 2024</p> <p>Monthly PARs required for activity positions.</p>
March 2024	<p>Compliance Reviews (continued) <i>(Includes review of needs assessment and stakeholder engagement documentation, progress on current Annual Plan activities and update on any activities required under an improvement plan. Type of review is based on risk.)</i></p> <p>Consortia MOU Submitted to ADHE <i>(Applies only to colleges receiving less than \$50,000.)</i></p> <p>Reimbursements – February 2024</p> <p>Monthly PARs required for activity positions.</p>

<p>April 2024</p>	<p>April 1 – Spring Term Special Population Survey <i>(Required only if institution does not collect data electronically. Data is collected and held for submission in the Perkins Annual File I-Special Populations file due into AHEIS in August 2024.)</i></p> <p>Funding for PYE25 Announced by ADHE</p> <p>Quarterly Reconciliation of Budgets and Expenditures <i>(Federal grant management requires that budgets be reconciled (projected to actual) no less than quarterly.)</i></p> <p>Reimbursements – March 2024</p> <p>Monthly PARs required for activity positions.</p>
<p>May 2024</p>	<p>Local Application Submitted with Local Performance Targets <i>(LA must be approved prior to submission of Annual Plan. By law the Comprehensive Local Needs Assessment and Local Application must be updated at the end of the second year of Perkins V.)</i></p> <p>Reimbursements – April 2024</p> <p>Monthly PARs required for activity positions.</p> <p>May 15 - Deadline to Obligate Funds <i>(Firm date; cannot be changed. Date of obligation varies by type of expense; see EDGAR 76.707.)</i></p>
<p>June 2024</p>	<p>Reimbursements – May 2024</p> <p>Monthly PARs required for activity positions.</p>
<p>July 2024</p>	<p>July 25 - Final Reimbursement Request Deadline for Funds from Year Just Ended <i>(This is a firm date due to end of year federal reporting schedule fixed by Arkansas Division of Career Education.)</i></p>