

Section 2

Perkins Annual Cycle (PYE21)

This timeline is specific to PYE21. It will be revised annually to reflect appropriate dates.

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| February 2020 | Funding Announced by ADHE <i>(Based on Concentrators from two previous academic years back (PYE19 concentrators provide basis for PYE21 funding).)</i> |
| March 1, 2020 | Consortia MOU Submitted to ADHE <i>(Applies only to colleges receiving less than \$50,000.)</i> |
| May 1, 2020 | Needs Assessment and Stakeholder Consultation Completed <i>(Must be completed before development of Local Application. Information is not entered into Portal but must be documented for compliance.)</i> |
| July 1, 2020 | Local Application Submitted with Local Performance Targets <i>(Portal opens April 9; LA must be approved prior to submission of Annual Plan.)</i> |
| August 1, 2020 | Annual Plans and Improvement Plans Submitted to ADHE <i>(Improvement Plan is based on most recent year data [PYE19]; Annual Plan is how funds will be spent in upcoming program year [PYE21]. Portal is open from June 1-September 30.)</i> |
| July 1, 2020 | Program Funds Available for Approved Plans <i>(Firm date; cannot be changed. Plans may be designated as “substantially approvable” but at least 75% of funds must be allocated in order to be considered “substantial.”)</i> |
| October- November 2020 | 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> |
| November 1, 2020 | 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 2021.)</i> |
| January 1, 2021 | Equipment Purchase Deadline <i>Equipment should be in place so that maximum benefit is realized during the program year.</i> |
| February- March 2021 | Compliance Reviews Continue <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> |

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| April 1, 2021 | 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 2021.)</i> |
| May 1, 2021 | Amendment Deadline <i>(This is a firm date; Perkins Portal closes at midnight.)</i> |
| June 30, 2021 | Deadline to Obligate Funds <i>(Firm date; cannot be changed. Date of obligation varies by type of expense; see EDGAR 76.707.)</i> |
| July 31, 2021 | 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. Portal closes at midnight.)</i> |
| August 15, 2021 | Perkins Annual File-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> |
| August 15, 2021 | Perkins Annual File-Technical Skills Assessment 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> |
| November 30, 2021 | 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> |
| December 31, 2021 | Federal CAR Report Submitted by ADHE <i>This is a firm date and no action is required by college.</i> |
| January 31, 2022 | 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> |
| February 28, 2022 | End of Year Program Year Report <i>(Outcomes for each Annual Plan activity are submitted into Portal.)</i> |
| May 31, 2022 | Improvement Plan Submitted <i>(If improvement plan is required, it will be submitted with PYE22 Annual Plan.)</i> |

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| 10th of Each Month | <p>Requests for Reimbursements Submitted to ADHE <i>(College must submit at least quarterly. Requests received after 10th of the month will be processed the following month.)</i></p> |
| October, January, April | <p>Quarterly Reconciliation of Budgets and Expenditures <i>Federal grant management requires that budgets be reconciled (projected to actual) no less than quarterly. Amendments reflecting substantial changes in scope must be submitted into Perkins Portal as needed and prior to obligation of funds.)</i></p> |