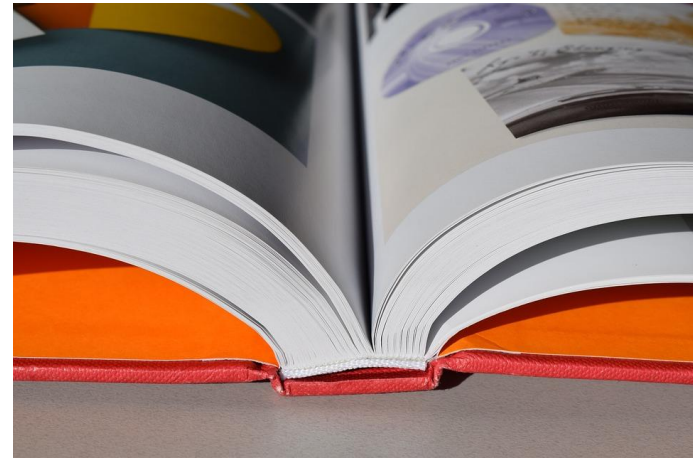


Perkins Updates
and
New Procedure Manual
June 2017

Resources

- Thumb Drive
- Packet
- Website:



<https://edu.wyoming.gov/in-the-classroom/career-tech-ed/>

Definitions

- Career & Technical Education
- Concentrators & Participants
- Special Populations
- Size, Scope & Quality
 - Grant Applications
 - Quality Pathways
 - Measurable
- Supplement, not Supplant

Perkins Distribution Formula

- **\$4,214,921.00**
 - 15% State Leadership/Admin
 - 85% Local Distribution
 - 60% Secondary
 - 40% Post-Secondary
- Secondary Formula
- Post-Secondary Formula

Changes to Grant Application

- Uses of Funds Tab
 - 134b 1-12 (under Perkins law)
- Budget Description Narrative
- End of Year Report
 - Outcomes Tab
- Assurances: Size, Scope & Quality

Changes to Grant Application

eGRANTS MANAGEMENT SYSTEM



You have been granted access to the forms below by your Security Administrator

Administrative

Report Menu

Planning

Planning Tool

 **GMS Access / Select**

LEA Central Data

Funded Applications

Non-Funded Data Collections

Changes to Grant Application

Welcome to the Grants Management System

ng the following steps:

tions must be submitted by July 1, 2017 in substantially approvable form in order to back date funds to July 1st.

ust be submitted by July 1, 2017 in substantially approvable form in order to back date funds to July 1st.

ase of information on final appropriations levels for FY 2017. For example, the US. Department of Education typically would release preliminary FY 2017 allocations for ; because the Department must wait for final appropriations action to publish preliminary allocations, we anticipate that this information will not be available until late final allocations on July 1st. This delay will impact the Consolidated Grant application and IDEA applications.

LOGIN

Email

Password

Forgot P

[New User](#)

UPCOMING

May 2017

June 6, 2017 - June 8, 2017

2017 STAR Conference at Albany C
 School District #1 - Laramie High S
 Laramie WY held on June 6, 7, and
 Bird Registration at \$75 is ending o
 11th. Registration after May 11th v
 \$100. Topics include, Consolidated
 Title I, II, III, and IV updates, Spe
 Education fiscal funds and other to
 Perkins, Digital Learning Plan, Hom
 Education, 21CCLC Annual Coordin
 Training, and many more. A gourm
 bar with homemade snacks will be
 for purchase which will benefit the
 High School. Check-in hours are 9:
 11:00 am on June 6th.

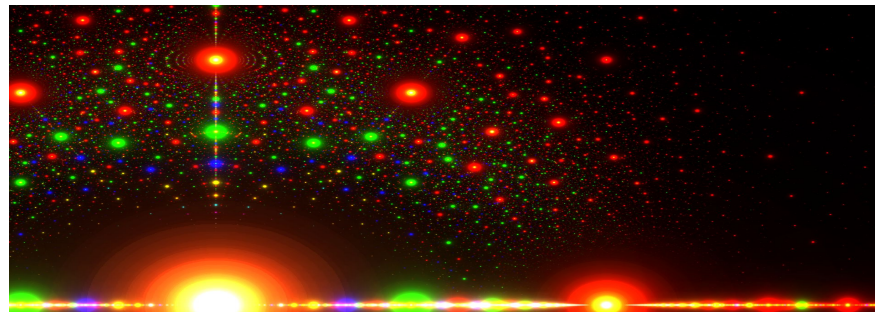
TRAINING

- [GMS Logon and Access Select Training-RECORDING](#)
- [GMS Logon and Access Select Training](#)
- [Changes to the 2017-18 Perkins Grant Application:](#)
[Perkins Program Detail and Perkins Grant Budget Detail](#)



DUNS Numbers

- **Must** update expiration date annually
 - Create amendment in GMS
 - Update expiration date and submit screenshot of update as a attachment



Perkins Annual Report

- Submitted via GMS
 - Create an Amendment
- Disaggregated Data
- Outcomes Tab
 - Starting for 2016-17 (2017-18 grant application)

Obligation of Funds

- Application must be “substantially approvable” to start spending July 1
 - Submitted to WDE
- NOT prior to July 1st of the new program year
- Everything should be obligated by June 30th (e.g. June 30th, 2017 for the 2016-17 program year)

Last Date to Draw Funds

- **September 22nd, 2017**
- Draw funds down to \$0.00



Periodic Expenditure Report (PER)

WDE Comments (4000 character maximum)

RECAP	Amount	Amount Paid to Date by Fund Source	
Grant Award (Allocation)	\$356,572.19	Perkins	\$244,035.55
Approved Budget	\$356,572.19	Total	\$244,035.55
Amount Paid To Date	\$244,035.55		
Expenses To Date	\$271,737.87		
Balance Due LEA	\$27,702.32		
Funds on Hand	(\$27,702.32)		
Final Expenditure <input type="checkbox"/>			

Please upload supporting information files. File names should not include special characters (i.e. #, \$, % etc.)

Uploaded Files:
 The upload folder is empty. Please upload a file if required by the system to submit or if you have been notified by WDE that this is required.

Perkins Five-Year Plan

- Five-Year Plans/Amendments no longer required for 2017-18
 - Integrated into Perkins application on GMS



Performance Improvement Plans

- More Details Required
 - Concrete, measurable strategies
 - Dates
 - Specific steps
 - Allocation of Resources
 - Person Responsible

Performance Improvement Plans

- Timeline
 - PIPs for 2015-16 PY
- Indicators
 - Due January 2017
 - Implemented 2017-18 PY
 - Expected Closeouts May 2018

Monitoring

- New Risk-Based Process
 - All federal programs
 - EDGAR 2 CFR Part 200.331(a)(6)(b)(1-4))
- Timeline, Process & Flowchart
- <https://edu.wyoming.gov/in-the-classroom/career-tech-ed/perkins/>

Monitoring

- Common Findings
 - Advisory Committee Meetings
 - Agenda, Minutes & Sign-In Sheets
 - Time and Effort
 - Time Distribution Policies:
<https://edu.wyoming.gov/in-the-classroom/federal-programs/>
 - Equipment Labeling & Inventory Sheets
 - EDGAR 2 CFR Part 200.313 (d)
 - Individual Memberships

Uses of Funds

- Required/Permissible Uses
- Examples of Non-Allowable
 - Motorized & Non-Motorized (unless pre-approved and documentation provided)
 - Consumables
 - CTSO - some student expenses
 - Individual memberships
 - Infrastructure Expenses (e.g. running a gas line for new stove)

Uses of Funds

- Examples of Allowable
 - CTSO Advisor travel
 - Professional Development
 - Institutional Memberships
 - Career Development/Guidance
 - Support for Special Populations

Uses of Funds

- Salaries
 - 3-Year Rule
 - Exceptions: administrative staff
- Food & Alcohol - **NOT ALLOWED**
- Gifts - **NOT ALLOWED**

PD Grant

- Professional Development Grant
 - Available July/August for current program year
 - Up to \$5,000.00 each
 - Competitive

Procurement

- Micro-Purchase
 - Under \$3500.00, no quote
- Small Purchase
 - Under Formal, over Micro
 - Informal bids
- Formal Purchase
 - Threshold set by district/college
 - Formal RFP

Procurement

- Sole Source Bid Waivers (EDGAR)
 - Approved by WDE
 - Written Request
- Written Approval for Equipment Purchases
 - Equipment Location Tab - Perkins Grant Application

Procurement

_____ is requesting permission for procurement by noncompetitive proposal. We would like to solicit a proposal from the following sole source:

We are requesting express written permission from the Wyoming Department of Education to purchase the following equipment via the sole source listed above **{INCLUDE AS MUCH DETAIL AS POSSIBLE, INCLUDING TOTAL ESTIMATED COST}**:

We can assure that this sole source procurement meets the guidelines set forth in EDGAR [2CFR200.320\(d\)\(5\)\(f\)\(1-4\)](#). The circumstances in which we are requesting permission for procurement by non-competitive proposal include **{INCLUDE AS MUCH DETAIL AS POSSIBLE}**.

If you have questions or need additional information to support our request, please feel free to contact our Perkins Coordinator, _____, at 307-xxx-xxxx. Thank you in advance for your time and support.

Sincerely,

College Designee

51/49 Split Rule

- REPLACING Equipment
 - 51% Local Funds
 - 49% Perkins Funds
- Replacing versus Upgrading

Labeling Equipment

Perkins
FY15

Questions?

<https://edu.wyoming.gov/in-the-classroom/career-tech-ed/>

Tonya.Gerharter@wyo.gov - Tonya

Randall.butt@wyo.gov - Randall