



Agenda

Perkins Monitoring Process

Documentation

Risk Assessment Process

Q/A

Monitoring Process

The Perkins monitoring process is a three-step process consisting of the following steps:



1) Submission of a self-assessment based on the survey in the electronic compliance tracking system;



2) A telephone interview (desk review), and in some instances; and



3) An on-site review



Selection Criteria

Selection Criteria for Full Review

- 1. Thirty percent (30%) of all Career Technical Planning Districts and 30% of postsecondary Perkins subrecipient fiscal agents are selected each year for submission of the self-assessment.
- 2. The department's staff will select 20% of the one-third to participate in a full review. Recipients selected for a full review may require the submission of additional supporting documentation.
- 3. Eligible recipients are randomly selected. However, the selection criteria will automatically include recipients identified as high-risk by way of the risk-assessment process.
- 4. If there is no substantive evidence to support a compliant rating, this represents a noncompliant finding, and a Corrective Action Plan is required. Corrective action plans are due 30 days from notification.

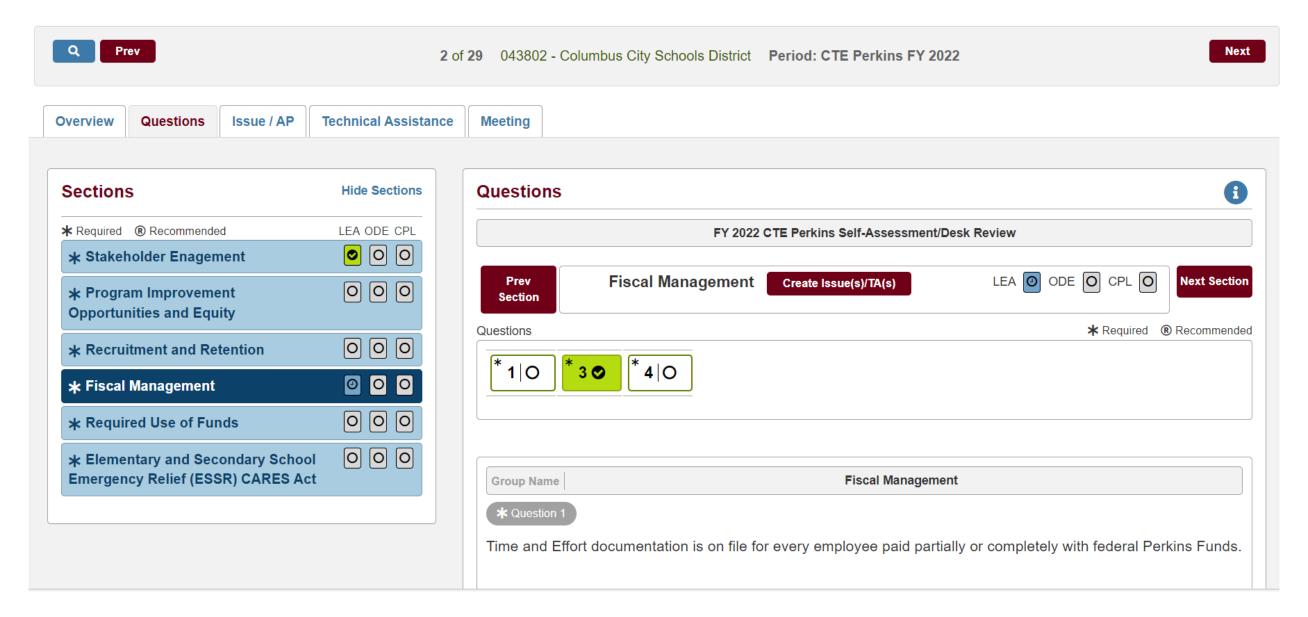
Note: During the Carl D. Perkins grant monitoring process, the departments staff will review the completed secondary and postsecondary self-assessments, previous site visit reports, previous Corrective Action Plans, performance data, Comprehensive Local Needs Assessment and Local Application content in the Comprehensive Continuous Improvement Plan (CCIP), Education Management Information System (EMIS) reports and any other relevant information

Monitoring Sections

- (A) Stakeholder Engagement
- (B) Program Improvement Opportunities and Equity
- (C) Recruitment and Retention
- (D)Fiscal Management (Treasurers)
- (E) Require Use of Funds
- (F) Elementary and Secondary School Emergency Relief Coronavirus Aid, Relief, and Economic Security (CARES) Act (Secondary)



Fiscal Management



Fiscal Management (continued)

- A system is in place for tracking the purchase, location and disposal of equipment purchased using federal Perkins Funds.
- Required Use of Funds (Section 135)
- Budget Ledger (BUDLED) Report for Perkins expenditures (reviewing for allowable costs)

Documentation

Stakeholder

Perkins Program

Fiscal

Records Retention

Required and Supporting Documents

Personnel Expenses

Supplies

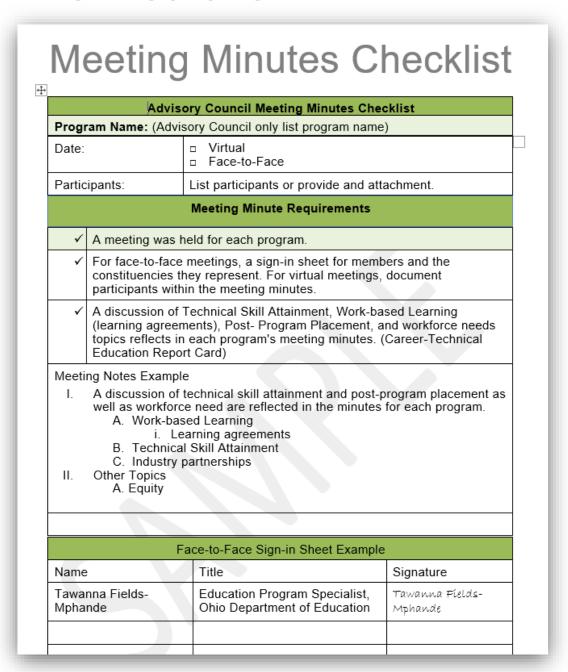
Supplement

Stakeholder Documentation

Required Evidence

Yearly Stakeholder Meeting

Advisory Committee
 Meeting(secondary)



Program Documentation

Supportive Evidence

Program Improvements

Fiscal Documentation

Required Evidence

Personnel Documentation

Budget Ledger (BUDLED)

Name of educational entity: OI	DE School District Cou	nty: <u>Franklin</u>
Employee: Jane Smith		
Position: Federal Grant Coo	ordinator .	
Certification Period: 07/01/1	4 through <u>06/30/15</u>	
Type of Schedule: <u>x</u> Daily	y Weekly Biweekly	Other:
Program or Cost Objective		Distribution of Time
Title I		45%
Special Education		10%
Non-federally funded activity		45%
	TOTAL	4000/
	TOTAL	100%
above percentages during the	consistent with the attached s	chedule and as distributed in the
I certify that I performed work of above percentages during the Jane Smith Employee Signature	consistent with the attached s Certification Period.	
above percentages during the Jane Smith Employee Signature I certify that I have first-hand k	consistent with the attached so Certification Period. 06/02/15 Date cnowledge that the above emp	
Jane Smith Employee Signature certify that I have first-hand k with the attached schedule and	consistent with the attached so Certification Period. 06/02/15 Date cnowledge that the above emp	chedule and as distributed in the

Budget Ledger

Current Year: July 1, 2022 – June 30, 2023

Cost directly tied to Perkins Local Application

Detailed report that includes all Perkins expenditures

Personnel Documentation

Semi-Annual Certification

Time and Effort

Stipends

Stipends

District employed staff

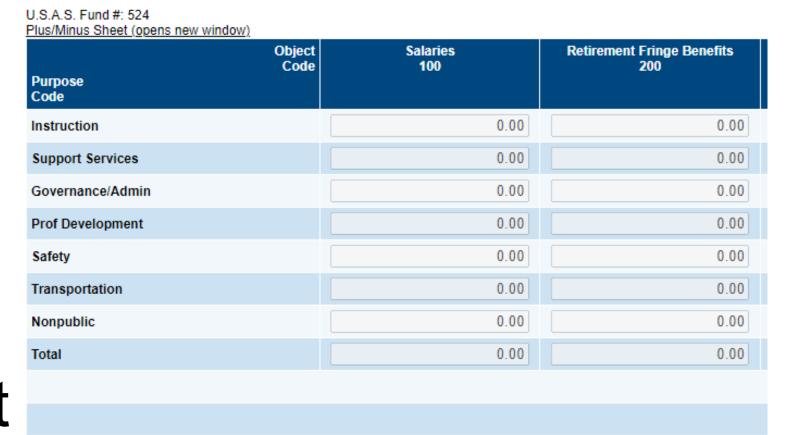
 Support Perkins performing task outside their normal work hours or duties

-Signed Agreement



Perkins V Allowable Use of Funds

- Instructor 3-year
 Maximum
- 5% Administrative Cost
- Advertising & Public Relations
- Supplies and Equipment



Supplies

Acquisition cost less than \$5000

Instruction

Non-consumable

BUDLED Report

Common examples of unallowable supplies:

- Animal feed
- Arts and crafts supplies
- Card stock
- Chemicals for medical/bioscience labs
- Disposable products plates, cups, bowls, forks, knives, spoons, serving utensils, gloves, pastry bags, brown bags, aluminum hotel pans, pizza circles
- Fasteners Nails, Screws, bolts, rivets, thumb tacks, paper clips, staples
- Live plants, animals, and insects
- Glue wood, construction
- Individual memberships

- Motor Oil
- Notebooks or student workbooks
- Pencils, pens, markers
- Paper-computer, copy, construction, graphing
- Parchment or wax paper, plastic wrap
- Printable paper rolls
- Printer ink/cartridges
- 3-D Pinter Filament
- Refills for any other Testing Kits
- Rewards
- Sewing supplies -tracing paper, hand and machine needles

Perkins V Expenditures

Comprehensive Local Needs Assessment

Enhance CTE

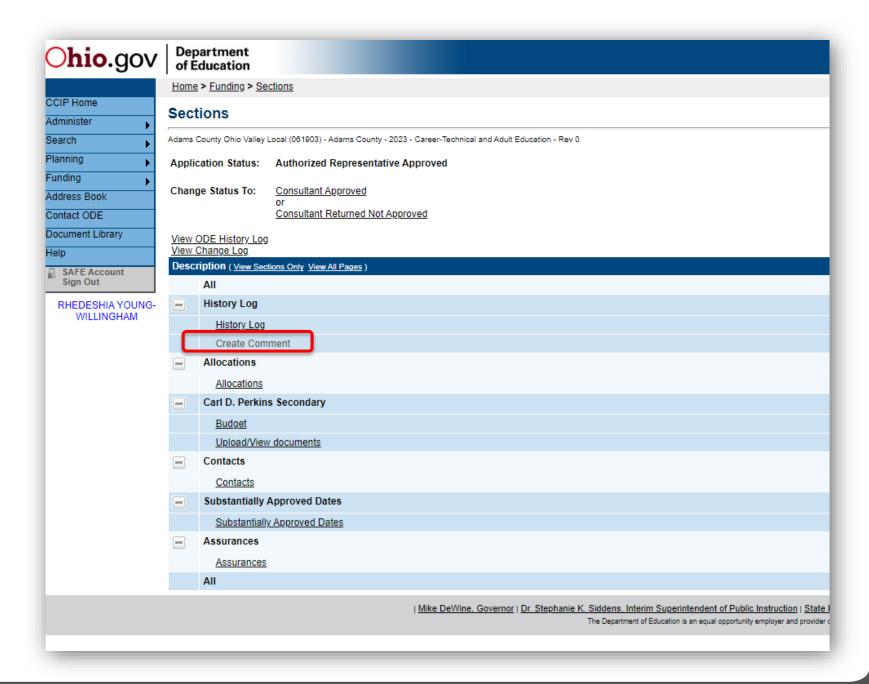
Not Supplant

Budget Modifications

 Identified Need in CLNA

Narrative

By June 30



Tips for Staying in Compliance

Keep agendas, minutes and attendance of advisory committee meetings for each program (At least one required per year)

Keep records of travel approvals and equipment purchase

Keep job descriptions of all employees paid with Perkins

Records Retention

Award Year/Period of Performance

Retention Period

Monitoring Period

Risk-Based Assessment

The risk-based assessment process is designed to conduct a more thorough review for Perkins recipients with higher risk factors.



Factors:

- 12/8 rule for size and scope
- Single audit findings
- Failure to meet stated deadlines

Risk Assessment: Failure to Meet Timelines

- ☐Budget Revision(s)
 June 30th
- □Submission of Local Application (FY24: TBD)
- □ Final Expenditure Report September 30th



State Funding Guidance

CTE State Funding Expenditures

Ohio Rev. Code 3317.014, [C]

25% unrestricted (personnel expenditures)

75% Career-Technical Education Programming

State Allowable Cost

- Curriculum development purchase
- Student assessment costs including certification
- Instructional resources and supplies including textbooks
- Career-technical student organization operational costs
- Work-based learning experiences
- Extended programming costs
- Marketing costs that are solely attributable to marketing career-technical education programs
- Technology costs directly associated with career-technical instruction
- Costs associated with receiving industry certification of career technical education programs



Career-Technical Education Funding Aaron Rausch, Chief of Budget and School Funding

Lunch

EMIS/FUNDING

David Ehle, Director Office of Data Quality and Governance/EMIS

