

New Perkins Administrator Orientation


Session 3



Welcome



Today's Agenda

- 
- Welcome and Orientation Overview
 - Perkins Grant Administration Basics
 - Grant Cycle Responsibilities
 - Adjournment

New Perkins Administrator Orientation

Session 1

Setting the Stage

- Getting to know ICCB
- Perkins Context
- Perkins 101: A History of CTE

Session 2

Perkins Legislation and Regulations

- Deeper dive into Perkins V

Session 3

Grant Cycle Responsibilities

- Quarterly Reports
- Budget Modifications
- Grant Close-out
- Monitoring

Session 4

Wrap up

- Collaboration
- Resources

This orientation series is designed to provide information to support new Illinois Postsecondary Perkins Administrators in navigating the Perkins V grant.

ICCB CTE Team

Natasha Allan , Associate Deputy Director for CTE	Bright Akuamoah Boateng , Assistant Director for Program Compliance	Chris Blankenhorn , Assistant Director for Compliance
Ahja Howard , Assistant Director for CTE	Felita Murphy , Associate Director for CTE	Ann Storey , Director for Healthcare Programs
Katie Velez , Assistant Director for CTE	Janelle Washington , Director for CTE	Dana Wynn , Director for Clean Energy

Core ICCB Perkins Team

Perkins Grant Administration Basics

Important Things to Know

***Note:** These highlights are not exhaustive

- Grant communication is directed to the Perkins Primary Contact listed on the application
 - Remember to share information with necessary campus contacts
- ICCB uses the AmpliFund platform for Perkins grant management
 - Applications
 - Quarterly Reporting
 - Budget Modifications
- Perkins grant funds are issued on a reimbursement basis
 - Completed [Payment Request Forms](#) must be emailed to Grants Management at ICCB.grantpayments@illinois.gov

Important Things to Know

- Perkins funds must supplement, not supplant, non-federal funds expended for CTE activities. Supplanting is presumed to occur in the following three circumstances:

An eligible recipient uses Perkins funds to provide services that the recipient:

1. was required to make available under other federal, state, or local law, except as permitted by Section 21(a)(5) of Perkins V
2. was provided with non-federal funds the year prior
3. was provided with non-federal funds for non-CTE students but charged to Perkins for CTE students

- In addition to the requirements of the Perkins Act, 2 CFR 200.404 and 2 CFR 200.405 state that for costs to be allowable, they must be:

- Reasonable and Allocable

- A cost is reasonable if it does not exceed an amount that a prudent person would incur under the circumstances prevailing when the decision was made to incur the cost. See [2 CFR 200.404](#) for more details.
- A cost is allocable to a Federal award or other cost objective if the cost is assignable to that Federal award or other cost objective in accordance with the relative benefits received. See [2 CFR 200.405](#) for more details.
 - Example: If fifty percent (50%) of an instructor's salary is paid with Perkins funds, then that instructor must spend at least fifty percent (50%) of his or her time on a Perkins program.

Important Things to Know

- Grant funds must be expended during the grant cycle and cannot cross fiscal years
 - It is unallowable to pay for multiple year subscriptions, or to pay for activities that will occur in another fiscal year
- Perkins grant funds may not directly support individual students, except support to reduce or eliminate out-of-pocket expenses for special populations (transportation, childcare, textbooks loans, supply loans)
- Membership in business, technical, and professional organizations are allowable at the institutional level [2 CFR 200.454](#)

Important Things to Know

- Property records must be maintained for all equipment purchased with Perkins funds and must include:
 - the date of purchase;
 - item description;
 - serial/model number;
 - institutional tag number, if applicable;
 - purchase price;
 - location of equipment;
 - funds used for purchase;
 - date of disposal;
 - method of disposal; and
 - fair market value at the date of disposal.
- Equipment may be disposed of when it is no longer need for the original project or program
 - Items with a per-unit current fair market value of less than \$5,000 may be sold or otherwise disposed of without further financial obligation to the ICCB. The disposal of the items must be noted on the equipment inventory.
 - Disposal of equipment with per-unit current fair market value of \$5,000 or more requires written approval via email from ICCB's Director for CTE. Upon approval, the disposal of the items must be noted on the equipment inventory.

Important Things to Know

- **Stevens Amendment:** When issuing statements, press releases, bid solicitations and other documents describing programs funded in whole or in part with federal money, providers must follow the guidelines of the Stevens Amendment:
 - Information provided must document the percentage of total program costs that will be financed with federal money.
 - The total amount of federal funds used for the program must also be documented.

Example Statement:

- This publication was funded pursuant to a grant from the Illinois Community College Board and funded 100% through the Strengthening Career and Technical Education for the 21st Century Act.

Grant Cycle Responsibilities

Quarterly Reporting

Quarterly Reporting

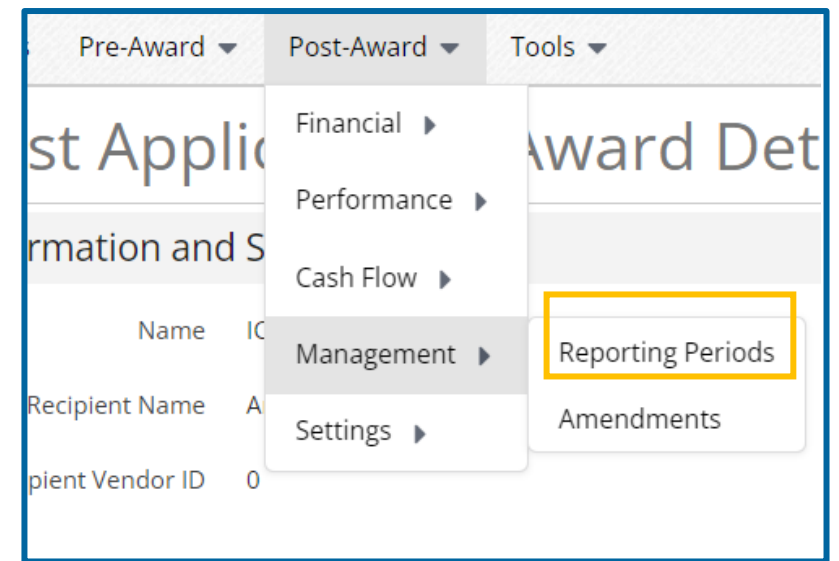
- Quarterly financial and programmatic reports are due 30 days after the quarter ends (CFR 200.328 and 200.329)
- Programmatic reporting is completed in the Annual Work Plan and Reporting Template
- Financial reporting is completed in the Quarterly Financial Report spreadsheet
- Quarterly reporting is submitted in AmpliFund

Quarterly Reporting

Quarterly Reporting Schedule		
Quarter	Period	Due before or on
Quarter 1	July 1 – September 30	October 30
Quarter 2	October 1 – December 31	January 30
Quarter 3	January 1 – March 31	April 30
Quarter 4	April 1 – June 30	July 30
Final Expenditure Close Out Report is due August 30		

Submit Reporting Period

- Navigate to Grant Management> Grants>All Grants> [Grant Name]> Post-Award> Management> Reporting Periods
- From the Reporting Period page review all the Performance Periods submitted for this Grant
- Click the + icon on the top right of the screen to create a new Reporting Period
- Select Achievements
 - Grantees will upload programmatic and financial reporting documents to this single Reporting Period
- Select the applicable period of time for the quarter
- Click Save

A screenshot of the 'Reporting Periods' form. The title is 'Reporting Periods'. The first question is 'Which grant would you like this closeout to apply to?' with the answer 'ICCB Test Application'. The second question is 'What types of reporting periods would you like to include?' with checkboxes for 'Expenses' (unchecked) and 'Achievements' (checked). The third question is 'What period of time would you like to close?' with a dropdown menu. The dropdown menu is open, showing three options: 'Select a time period...', '1/1/2025-3/31/2025' (highlighted in blue), and '4/1/2025-6/30/2025'. At the bottom right, there are 'Cancel' and 'Save' buttons.

Performance Reporting Period Sections

Configure the Reporting Period

■ Grantee Certification

- Name of Authorized Individual from Grantee Organization = Enter Name
- Title of Authorized Individual from Grantee Organization = Enter Title
- Phone Number = Enter Phone Number
- Email Address = Enter Email Address

■ Report Transmittal

- Final Report for Award Period = No
- Is an alternate file or external database for grant reporting allowed? = No
- Next to Upload Periodic Report (Initial Submission), attach both the **Quarterly Programmatic Reporting Document** and the **Quarterly Financial Report Spreadsheet** separately

Grantee Certification

Name of Authorized Individual from Grantee Organization*

Title of Authorized Individual from Grantee Organization*

Phone Number*

Email Address*

Report Transmittal

Final Report for Award Period*

Is an alternate file or external database for grant reporting allowed?*

If yes, enter the name of the alternative file or database utilized.

If yes, upload required alternate documentation.

Upload Periodic Report (Initial Submission)
ICCB Quarterly Programmatic Report.docx ICCB Quarterly Financial Report.xlsx

Upload Periodic Report (Revised Submission/s)

Performance Reporting Period Sections

Configure the Reporting Period (continued)

- **Periodic Performance Report**

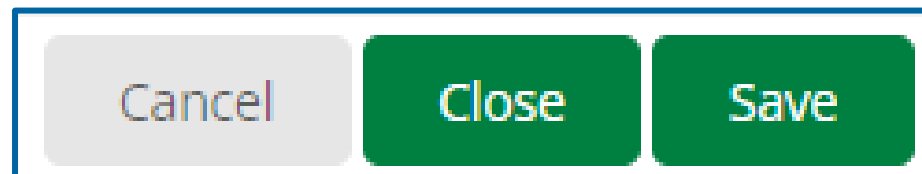
- All performance accomplishments are on schedule with performance standards = Yes
- Performance is consistent with grant-to-date expected services and expenditures/earnings = Yes

The screenshot shows a web form titled "Periodic Performance Report". It contains three main sections for user input:

- Section 1:** A text prompt "All performance accomplishments are on schedule with performance standards.*" followed by a dropdown menu currently set to "Yes".
- Section 2:** A text prompt "Not all performance accomplishments are on schedule with performance standards. Explanation(s) required below." followed by a large, empty text area for providing an explanation.
- Section 3:** A text prompt "Performance is consistent with grant-to-date expected services and expenditures/earnings.*" followed by a dropdown menu currently set to "Yes".
- Section 4:** A text prompt "Performance is not consistent with grant-to-date expected services and expenditures/earnings. Explanation(s) required below." followed by a large, empty text area for providing an explanation.

Complete the Reporting Period

- **Cancel** will not save the progress and will place the grantee back to the reporting period screen.
- **Close** will save the reporting period and submit to ICCB. Grantees may not make any changes after the reporting period is closed, unless the reporting period is subsequently rejected by ICCB and returned to the grantee for revisions.
- **Save** will save the progress, but not submit to ICCB. Grantees may return to the reporting period for further edits prior to submitting.
 - **Tip:** This feature is useful if multiple individuals contribute to quarterly reporting. Saving will allow for others to add documents, edit information, and review progress before submitting to ICCB for review.



Budget Modifications

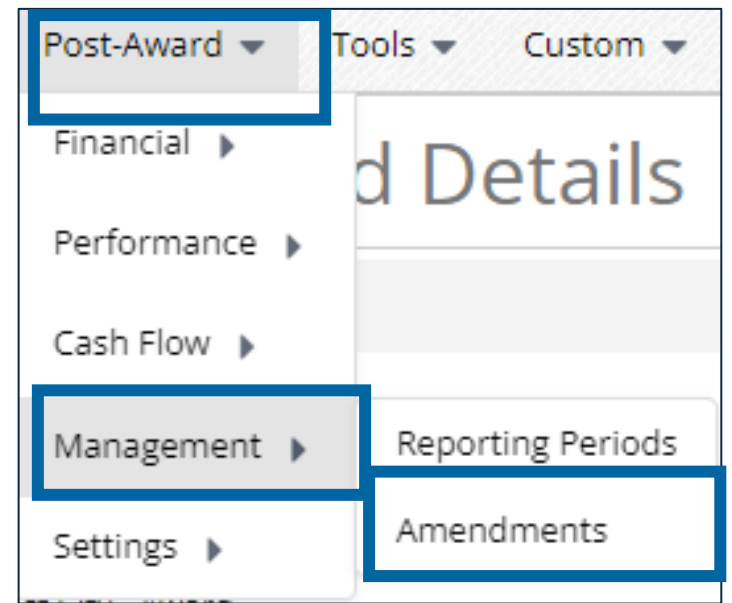
Budget Modifications

- Grantees are allowed to make budget category transfers up to \$50,000, but not exceeding 10% of the total award, prior to seeking approval.
- All modifications that include a change in scope require the submission of a budget modification request.
- May 1st is the deadline to submit budget modifications.
- Revised uniform budgets are required to be submitted with Perkins budget modifications.
- All budget modification requests must be submitted in AmpliFund.
 - They are called Amendments in AmpliFund

How to Submit Budget Modifications in AmpliFund

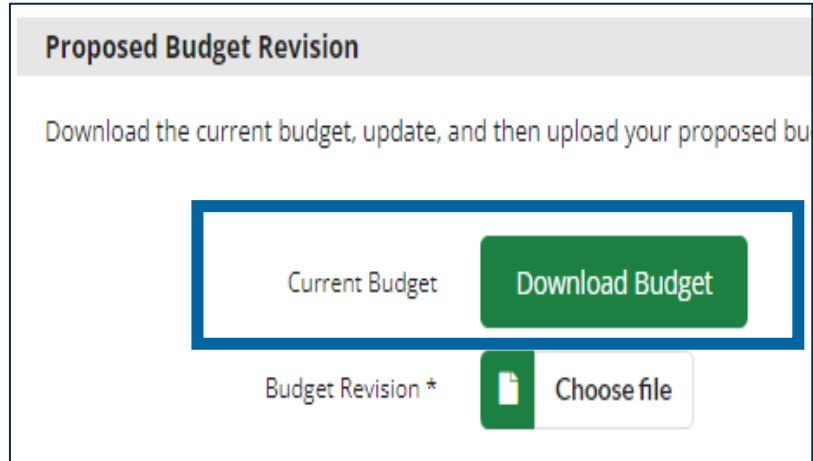
Submit Amendment

1. Starting from **Grant Details** (Grant Management>All Grants>Click on applicable Grant Name)
2. Click on Post-Award>Management>Amendments
3. Click on the plus icon in the upper right-hand corner
4. Enter Amendment Request Name and check Budget under Areas to Amend

A screenshot of the 'Amendment Information' form. The form has a title bar 'Amendment Information' and a text input field for 'Amendment Request Name *' containing the text 'Budget Amendment 1'. Below this, there are several fields: 'Amendment Type' (Amendment Request), 'Date Created' (10/9/2024 2:09 PM), 'Created By' (Emily Naufel), and 'Status' (Draft). At the bottom, there is a section for 'Areas to Amend *' with three checkboxes: 'Awarded Amount' (unchecked), 'Award Duration' (unchecked), and 'Budget' (checked). The 'Budget' checkbox is highlighted with a blue box.

Submit Amendment

5. Click Download Budget



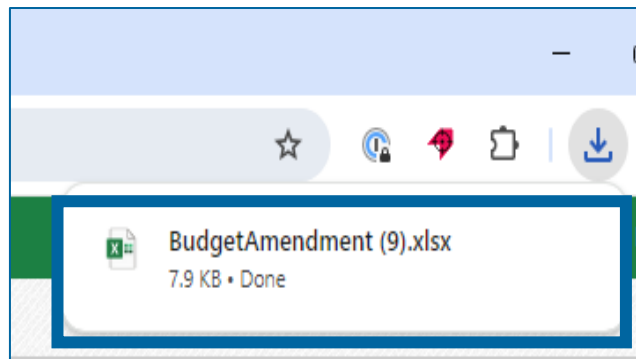
Proposed Budget Revision

Download the current budget, update, and then upload your proposed bu

Current Budget

Budget Revision *

6. Open the excel file (if using Chrome will display in the upper right-hand corner of your browser to open)



Submit Amendment

7. Adjust the excel file leveraging the bulleted instructions below

A	B	C	D	E	F	G	H	I	J	K	L	M	T
Category*	Line Item*	Line Item Type*	Benefit Type*	Grant Bud	Grant Act	Cash Match Value*	In-Kind Match Value*	Other Funding Value*	Cash Match Actuals	In-Kind Match Actuals	Other Funding Actuals	Total Budgeted (Direct Cost)*	T
Construction	Construction	Non-Personnel		50000.00	1175.00	0.00	0.00	0.00	25.00	0.00	0.00	50000.00	
Equipment	Equipment Purchases	Non-Personnel		15000.00	2100.00	25000.00	0.00	0.00	500.00	0.00	0.00	40000.00	
Personnel	Staff Salary	Non-Personnel		25000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25000.00	
Travel	Staff Travel	Non-Personnel		10000.00	2500.00	0.00	0.00	0.00	0.00	0.00	0.00	10000.00	

- To **add a line item** include a Category, Line Item name, Line Item Type and Total Budgeted (Direct Cost) at a minimum
- To **remove a line item** delete the line item from the file
- To **change total budgeted** for a line item update the Total Budgeted (Direct Cost)


Important File Reminders:

- Do not change the column headers text
- Do not delete the columns identified with a *
- Actuals columns are for reference only and changing in the spreadsheet will not result in any changes in AmpliFund
- Grant Budgeted column is for reference only and changing in the spreadsheet will not result in any changes in AmpliFund

8. Save the File

Submit Amendment

9. Upload saved version of the file

Current Budget	Download Budget
Budget Revision *	 BudgetAmendment (8).xlsx

10. Add Summary of Changes Narrative

Summary of Changes Narrative*	Added travel for training on 11/8, equipment purchase change is due to less computer purchases required.
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Submit Amendment

11. Review the Summary of Proposed Changes

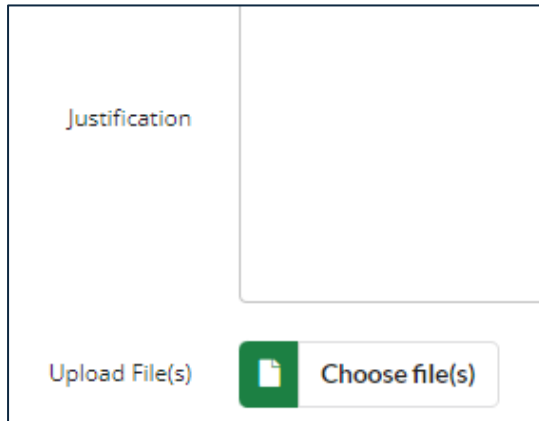
- if you need to make further edits, go back to the saved excel file, adjust as needed and re-upload excel file to the amendment.

Summary of Proposed Changes						
Category	Line Item	Current Direct Cost	New Direct Cost	Net Change	Match	Grant-Funded
Construction	Construction	\$50,000.00	\$50,000.00	\$0.00	\$0.00	\$0.00
Equipment	Equipment Purchases	\$40,000.00	\$35,000.00	(\$5,000.00)	\$0.00	(\$5,000.00)
Personnel	Staff Salary	\$25,000.00	\$25,000.00	\$0.00	\$0.00	\$0.00
Travel	Staff Travel	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$0.00
Travel	New Training Travel	\$0.00	\$1,000.00	\$1,000.00	\$0.00	\$1,000.00
Total Changes				(\$4,000.00)	\$0.00	(\$4,000.00)

Submit Amendment

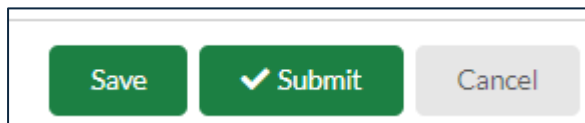
12. Enter or upload a detailed justification for the modification

13. Upload the revised uniform budget spreadsheet with all proposed changes



The screenshot shows a form with a large text area labeled "Justification" and a file upload section. The file upload section includes the text "Upload File(s)" and a button labeled "Choose file(s)" with a document icon.

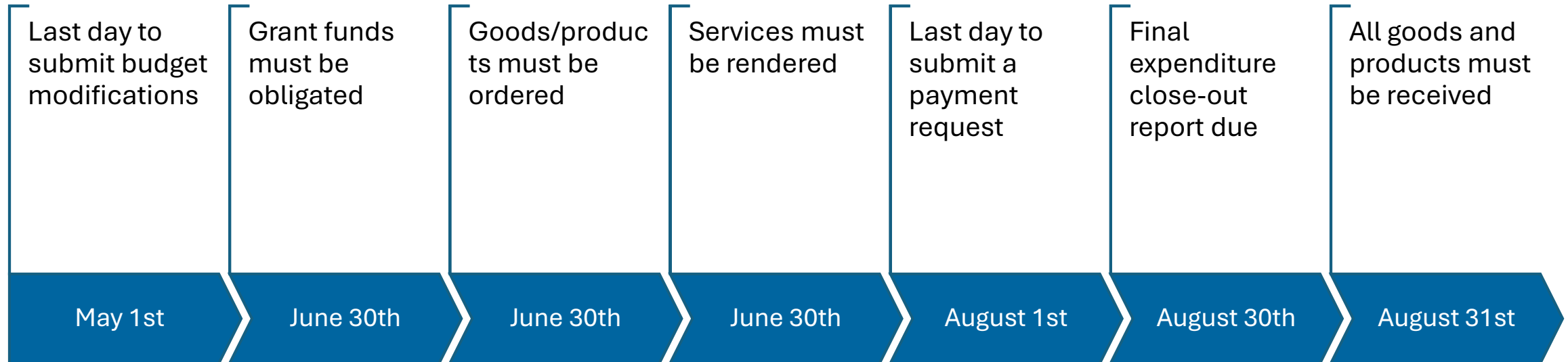
14. Click Save to return and finish later or Submit to submit your finalized request to ICCB



The screenshot shows three buttons: "Save" (green), "Submit" (green with a checkmark icon), and "Cancel" (gray).

Grant Close-out

End of Grant Deadlines



Final Expenditure Close-out Report

Closeout Financial Reporting					
Saved to W: Drive		State Agency/Grantor: Illinois Community College Board			
Grantee				Fiscal Year	2024
Program Name	Grant Number	FY	Term (Start Date)	Term (End Date)	
FY2024 Postsecondary Perkins			07/01/23	06/30/24	
Category/Program Expenses	Grant Expenditures	MATCH (if applicable)	CURRENT+ Approved Budget	Remaining Award Balance Available	Expend %
Personnel Services (Salaries and Wages)				\$0.00	0.00%
Fringe Benefits				\$0.00	0.00%
Travel				\$0.00	0.00%
Equipment				\$0.00	0.00%
Supplies				\$0.00	0.00%
Contractual Services				\$0.00	0.00%
Consultant (Professional)				\$0.00	0.00%
Construction				\$0.00	0.00%
Occupancy (Rent/Utilities)				\$0.00	0.00%
Telecommunications				\$0.00	0.00%
Training and Education				\$0.00	0.00%
Direct Admin Costs				\$0.00	0.00%
Miscellaneous/Other				\$0.00	0.00%
Grant Exclusive Indirect/General Admin				\$0.00	0.00%
Total Expenditures	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
GRANTEE CERTIFICATION					
<p>By signing this report, I certify to the best of my knowledge and belief that this report is true, complete, and accurate; that the expenditures, disbursements, and cash receipts are for the purposes and objectives set forth in the terms and conditions of the State or federal pass-through award; and that supporting documentation has been submitted as required by the grant agreement. I acknowledge that approval for any item or expenditure described herein shall be considered conditional subject to further review and verification in accordance with the monitoring and records retention provisions of the grant agreement. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (18 U.S.C. §1001; 31 U.S.C. §§3729-3730 and §§3801-3812; 30 ILCS 708/120.)</p>					
GRANTEE Authorized Representative			ICCB Representative		
Name			Name		
Title			Title		
Date			Date		
*The Current Approved Budget should reflect all approved budget modifications.					

Monitoring

Perkins Programmatic Monitoring

- The intent of programmatic monitoring is to directly review compliance with all applicable governing laws and grant deliverables as outlined in the Notice of Funding Opportunity/Grant application and the Uniform Grant Agreement. See [2 CFR 200.329\(a\)](#)
- During the monitoring process, information is requested and analyzed to determine the compliance of specific review items. In general, programmatic site visits and desk reviews are completed in one day and are conducted by ICCB staff.
- The risk-based monitoring system **applies to all grants you receive through the ICCB**. ICCB CTE liaisons monitor the Perkins Basic grant and Perkins Leadership grants when applicable
 - All Title I Leadership grants will be monitored in accordance with their respective scope, assessment, and deliverable outcomes. Requested information could include:
 - Budgetary and reporting items
 - Applicable performance outcomes
 - Required grant deliverable outcomes
 - Supplemental documentation specific to the grant and/or grantee

Perkins Programmatic Monitoring

- A risk-based assessment is utilized to determine which colleges will be monitored.
- Fiscal and programmatic risk factors are assessed separately.
- Risk is assessed based on factors including, but not limited to the following:
 - Unspent funds
 - Timely submission of quarterly reports/budget modifications
 - Experience of relevant leadership
 - Time since last monitoring
- Grantees receive separate programmatic and fiscal reports.

Perkins Programmatic Monitoring

Elevated Risk:

- Grantee's institutional risk score was in the top 20% of all Perkins grantees.
- Grantees designated as "elevated risk" will undergo an on-site monitoring visit from ICCB fiscal and program staff for a review of all Perkins grants awarded to the grantee by the ICCB during the applicable monitoring period.
- Grantees will be required to complete the self-assessment portion of the Monitoring Tool and submit documentation specific to the Documentation Checklist.
- Grantees will receive a formal monitoring report.

Moderate Risk:

- Grantees designated as "moderate risk" will undergo a desk review from ICCB fiscal and program staff for a review of all Perkins grants awarded to the grantee by the ICCB during the applicable monitoring period.
- Grantees will be required to complete the self-assessment portion of the Monitoring Tool and submit documentation specific to the Documentation Checklist.

Low Risk:

- Grantees will receive targeted technical assistance as it relates to all Perkins grants awarded by the ICCB.
- Grantees will not receive a formal monitoring report.



Questions?

