FY22 FALL PERKINS ADMINISTRATOR COHORT MEETING

Forum For Excellence

September 22, 2021
10:00 a.m. – 3:00 p.m.
 Agenda

• Welcome and Introductions
• Grant Administration - Reporting, Monitoring, Fiscal and Programmatic
• Guided Discussion on Programs of Study
• Break
• Fun Facts about CTE in Illinois: Resources and Professional Development Trivia on Kahoot
• Lunch Break
• Revisiting the Comprehensive Local Needs Assessment: Presented by the Office of Community College Research and Leadership (OCCRL)
• Wrap up and Adjournment
Introductions

Janelle Jones
Director for Career and Technical Education

Ann Storey
Associate Director for Career and Technical Education
Grant Administration: Reporting & Monitoring

Ann Storey
• Grant recipients were to complete an institutional assessment, the Internal Controls Questionnaire (ICQ), as well as a grant-specific programmatic risk assessment.
  • These assessments determine the recipient's risk-level
  • ICQ risk conditions: affect all grants at an institution
  • Grant-specific programmatic assessment: individual grants (i.e. Perkins)

• Colleges can have…:
  • Fiscal or programmatic risk conditions
  • Fiscal and programmatic risk conditions
  • Neither fiscal nor programmatic risk conditions
  • For FY22, all colleges are programmatically low risk! However, some colleges still have fiscal risk conditions. These risk conditions were relayed in your Perkins Notice of State Award and Uniform Grant Agreement.
How Monitoring Recipients are Determined

- Monitoring utilizes a risk-based assessment.
- The risk-based assessment determines if a grantee falls within the top 20% of all ICCB grantees.
- Risk is assessed based on fiscal and programmatic factors including the following:
  - Unspent funds
  - Timely submission of quarterly reports/budget modifications
  - Experience of relevant leadership
  - If a compliance finding was received in a previous monitoring
  - Significant technical assistance needs
  - Unallowable expenditures
  - Length of time since last fiscal monitoring
- Grantees will not receive a joint programmatic/fiscal report. Reports will be separate as they were in years past.
What Grants Will Be Monitored?

- The risk-based monitoring system applies to all grants you receive through the ICCB. Thus, your ICCB CTE liaison will be monitoring your previous year’s Perkins Basic grant, as well as any Perkins Title I Leadership grants your institution received during the fiscal year beginning monitored. We are currently conducting FY 2021 Monitoring of the FY 2020 grants.
- All Title I Leadership grants will be monitored in accordance with their respective scope, assessment, and deliverable outcomes. Requested information could include the following:
  - Budgetary and reporting items
  - Applicable performance outcomes
  - Required grant deliverable outcomes
  - Supplemental documentation specific to the grant and/or grantee
Monitoring Review:
• Grantee’s institutional risk score was in the top 20% of all ICCB grantees.
• Grantees designated as “elevated risk” will undergo a monitoring “visit” from ICCB fiscal and program staff for a review of all 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.

Targeted Technical Assistance:
• Grantee’s institutional risk score was not in the top 20% of all ICCB grantees.
• Grantees will receive targeted technical assistance via desk review or phone conference as it relates to all grants awarded by the ICCB. There will no longer be a moderate or low risk level.
• Grantees will not receive a formal monitoring report.
Colleges are required to submit programmatic and financial quarterly reports 30 days after the end of a quarter (EDGAR 200.328)

- Programmatic reporting is located within the Annual Work Plan template.
- Financial reporting is located on a separate spreadsheet.
- Both are due to the ICCB CTE mailbox: mailto:cte@iccb.state.il.us on the following schedule:

<table>
<thead>
<tr>
<th>Report</th>
<th>Period</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>Quarter 1</td>
<td>July 1 – September 30</td>
<td>October 30</td>
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<tr>
<td>Quarter 2</td>
<td>October 1 – December 31</td>
<td>January 30</td>
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<tr>
<td>Quarter 3</td>
<td>January 1 – March 31</td>
<td>April 30</td>
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<tr>
<td>Quarter 4/Final Report</td>
<td>April 1 – June 30</td>
<td>July 30</td>
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• Grantees are allowed to make modifications up to ten percent (10%) or $1,000 (whichever is higher) of any specific line, prior to seeking approval.
• Modifications that are greater than ten percent (10%) or $1,000 (whichever is higher) of any specific line OR require a major change in scope, require the submission of a budget modification request.
• The template is the last tab of the Uniform Budget and includes line item specifics, as well as the programmatic explanation of the changes.
• All other tabs should align with the approved modifications listed, including narratives. This form, along with a revised Uniform Budget, should be sent to cte@iccb.state.il.us for approval.
• ALL modifications must be submitted no later than May 30, 2022 for approval.
Payment Requests

• Federal funds must be requested using the Request for Payment form provided by the Board. Vouchers will be processed upon submission of the Grantee’s Request for Payment form, which is sent with the Uniform Grant Agreement.
• There is no limit to the number of payment requests that can be submitted during the fiscal year.
• Final payment requests are due to the ICCB by August 1 of each year.
• Payment requests and questions should be submitted to ICCB.grantpayments@illinois.gov.
Guided Discussions on Programs of Study

ICSPS: Equity
Janelle Jones: Assessing Student Needs
Ann Storey: Stakeholder Engagement
Fun Facts About CTE in Illinois:

Resources and Professional Development Trivia on Kahoot
ICCB
CTE Staff
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