



**FALL FY2020**  
**POSTSECONDARY PERKINS**  
**ADMINISTRATOR COHORT**  
**MEETING**

Monday, September 23, 2019

**Forum for Excellence**

# AGENDA

- Welcome and Working Lunch
  - Upcoming Professional Development
- Expectations for Local Planning
  - FY2021-2024 Guidelines and Local Application Draft
  - New Perkins Funding Policy
- Comprehensive Local Needs Assessment
  - *Office of Community College Research and Leadership*
- Grant Compliance & Reporting, Budget Modifications, Monitoring
- Illinois Association for Career & Technical Education
- Q&A and Adjournment

# 2019 fall | professional development

## **Trauma-Informed Care with Transition-Age Youth**

During this workshop, we will explore the pervasiveness of trauma including adverse childhood experiences, childhood adversity, and other traumatic experiences. Understanding the signs, impact, and science of trauma is critical to effectively serving and supporting young adults. We will overview evidence-supported, trauma-informed practices that can be used to create trauma informed learning environments. Becoming trauma-informed has the potential to reshape relationships we have with our youth and young adults, change our own perceptions of their behaviors, and rewrite the policies that guide organizational practices.

**October 1**

Holiday Inn- Effingham

**October 3**

Moraine Valley Community College

**October 8**

Heartland Community College

**November 7**

Malcolm X College

## **Stakeholder Engagement through Perkins (webinar)**

This webinar will discuss the importance of stakeholder engagement around Perkins V and the local planning process. Useful tools and engagement strategies will also be discussed.

**October 17**

## **Nontraditional Fields (webinar)**

Learn strategies for recruitment and retention. During this webinar, participants will learn how nontraditional fields have changed under Perkins V.

**October 23**

## **Exploring STEM Careers: Messaging Matters**

Join the National Alliance for Partnerships in Equity (NAPE) as they guides us through the NAPE Exploring STEM Careers Toolkit. NAPE's series of turnkey implementation toolkits provide research-grounded strategies and processes designed to equip educators with new tools to reach, teach, and guide every student to realize their potential. NAPE's Explore STEM Careers Toolkit provides a framework with lesson plans and activities to help counselors, teachers, and administrators educate and inspire every student to consider a career in STEM.

**October 29** Heartland Community College

### **Introduction to Autism Training and Technical Assistance (ATTA)**

These day long workshops will explore the Autism Training and Technical Assistance (ATTA) project - the resources that have been developed to be used by students with ASD, their family members, secondary and postsecondary educators, employers, and members of the community. The resources are designed to assist everyone in better understanding the transition process, the unique barriers faced by individuals with ASD, and to promote providing equitable access in the workplace/postsecondary setting. The session on November 6 will focus on supporting students as they navigate college. The session on November 18 will focus on assisting students in transitioning to the workplace

**Student Support in Postsecondary  
Engaging Employers**

**November 6  
November 18**

Moraine Valley Community College  
Heartland Community College

### **Strategies to Address Performance Improvement (webinar)**

Join the Illinois Community College Board and the Illinois Center for Specialized Professional Support as we discuss strategies to improve program performance and how to create meaningful activities to truly utilize your Performance Improvement Plan (PIP).

**November 13**

### **Nontraditional Fields Summit**

Do you struggle with recruiting students into fields nontraditional for their gender, such as men in nursing or women in STEM? Are you looking for success strategies to improve enrollment? Join national experts from the National Alliance for Partnerships in Equity (NAPE) as they lead an engaging workshop on how to discuss and market nontraditional fields. Participants will receive the Explore Nontraditional Careers Toolkit which provides a research-grounded process to assist educators in transforming their practice to increase the participation and persistence of students in nontraditional occupational programs and pathways.

**December 2** Holiday Inn & Suites- Bloomington Airport

register today | [icsps.illinoisstate.edu](https://icsps.illinoisstate.edu)

# Postsecondary Perkins **learning community**

## **October 15**

Comprehensive Local Needs Assessment (CLNA)

## **November 19**

Universal Design for Learning (UDL)

## **December 17**

Requirements for Programs of Study

## **January 21**

Special Populations: Foster Care Involved Youth

## **February 18**

Special Populations: Individuals Experiencing Homelessness

## **March 17**

Special Populations: Youth with Parents in Active Armed Force

## **April 14**

Writing, Tracking, and Measuring Outcomes

## **May 12**

FY2020 Close-Out

## **June 16**

ATA Resources

# Expectations for Local Planning

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# EXAMPLE OF A LOCAL PLANNING TIMELINE

Spring/Summer 2019:  
Reach out to Stakeholders  
and create a mechanism  
for communication and  
partnering

Fall/Winter 2019: With  
stakeholders, begin  
comprehensive needs  
assessment

Spring 2020: Submit Local  
Plan with consultation of  
external stakeholder  
collaboration

# NEW PERKINS FUNDING POLICY

- In order for a CTE program to be eligible to utilize federal Perkins funding...
  1. The college must be working towards making the CTE program a fully developed and articulated program of study or
  2. The CTE program is already a fully developed and articulated program of study
- Mirrors Perkins V and the size, scope, and quality guidance
  - Many of the requirements are already reflected in current ICCB program approval metrics
- Many states are moving in this direction



# Comprehensive Local Needs Assessment

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Office of Community College Research and Leadership  
(OCCRL)

# Grant Compliance

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# EDGAR and GATA

*The Perkins Act is required to comply with laws and regulations set forth by the U.S. Department of Education and State of Illinois through the **Education Department General Administration Regulations (EDGAR)** and the **Grant Accountability and Transparency Act (GATA)**.*

## EDGAR

- Federal law (OMB/Dept. of Ed. 2013/2014)
- Sets forth guidelines for programmatic and fiscal regulations including:
  - Describes allowable uses of funds
  - Streamlines/consolidates
  - Reduces administrative burden
  - Improves outcomes
- 2 C.F.R. Part 200 (Uniform Guidance)  
Some key components:
  - 200.328 (reporting)
  - 200.33 (equipment)
  - 200.474 (travel)
  - 200.414 (indirect cost)

## GATA

- State law (2011, 2014)
- Adopts EDGAR 2 C.F.R. Part 200
- More specific parameters regarding:
  - Uniform performance, financial & auditing reporting
  - Provides oversight in selection and monitoring
  - Limits fraud, waste & abuse
  - Decreases administrative burden
  - Eliminates duplication
- Enforcement of GATA includes:
  - Uniform process
  - Modifications
  - Applications
  - Reporting and other documents

Specifics can be found in the FY2018 Perkins Guidelines and on the EDGAR website

# REPORTING GUIDELINES

- Colleges are required to submit quarterly reports (EDGAR 200.328)
- Reports are due 30 days after the end of each quarter and should be submitted to [cte@iccb.state.il.us](mailto:cte@iccb.state.il.us)

FY 2020 QUARTERLY REPORTING SCHEDULE		
REPORT	PERIOD	DUE DATE
Quarter 1	July 1 – September 30, 2019	October 30, 2019
Quarter 2	October 1 – December 30, 2019	January 30, 2020
Quarter 3	January 1– March 30, 2020	April 30, 2020
Quarter 4/Final Report	April 1 – June 30, 2020	July 30, 2020

# REPORTING TEMPLATE SPECIFICS

- Follow the instructions in the template
- Required to complete each tab of the spreadsheet, each quarter
  - Quarter 1- input all activities from your FY20 approved Perkins Plan
  - Quarters 2 and 3, it is optional, *though recommended*, to provide an update on each activity.
  - Quarter 4, *you are required* to provide an update and final outcome for each activity.

**\*Required to submit a signed copy of Section III *each quarter***

- If you have fiscal risk(s), you *must use the template that was sent by your ICCB Perkins liaison*

# RISK CONDITIONS

Grant recipients were to complete an institutional assessment, the **Internal Controls Questionnaire (ICQ)**, as well as a Perkins-specific **programmatic risk assessment**.

These assessments determine the recipient's risk-level.

- ICQ risk conditions: affect all grants at an institution
- Perkins programmatic assessment: only Perkins

Colleges can have:

- fiscal risks *or* programmatic risks
- *both* fiscal and programmatic risks
- *or neither*

In FY2020, *all colleges* were programmatically **low risk**; however, some colleges still had fiscal risks.

- These risks were relayed by your ICCB Perkins liaison.

# SECTION IV. FISCAL RISK CONDITIONS

## SECTION IV: Fiscal Risk Conditions

The following table is representative of any fiscal risk conditions your institution received. Fiscal risk is assessed by way of the Internal Control Questionnaire (ICQ). Each institution is required to complete and submit an ICQ to the ICCB on an annual basis. The risk factors below and corresponding grant conditions were created by the Grants Accountability and Transparency Unit (GATU) and are enforced by the Grants Accountability and Transparency Act (GATA). Please read the instructions within the required corrective action column and complete the required corrective action step(s).

Risk Factor	Grant Condition	Required Corrective Action
Quality of Management Systems	Requires more detailed reporting	Must report budget to actual expenses on a quarterly basis for FY19. These expenses should be reported in Section III of this reporting template, and should be reflective of your internal ledgers.
Financial Reporting	Requires more detailed reporting	Must report budget to actual expenses on a quarterly basis for FY19. These expenses should be reported in Section III of this reporting template, and should be reflective of your internal ledgers.
Budgetary Controls	Requires more detailed budget to actual reporting	Must report budget to actual expenses on a quarterly basis for FY19. These expenses should be reported in Section III of this reporting template, and should be reflective of your internal ledgers.
Cost Principles	Requires more detailed reporting	Must report budget to actual expenses on a quarterly basis for FY19. These expenses should be reported in Section III of this reporting template, and should be reflective of your internal ledgers.
	Requires additional prior approvals	Requires additional prior approvals for purchases \$3,000 and above that have not already been approved in your FY19 Perkins Plan. For each request, complete the table below that is titled, "Prior Approval Purchases". You will complete this table once purchase approval is received from your ICCB Perkins liaison.
Audit	Requires desk review of the status of implementation of corrective action	Must submit Corrective Action Plan to Director for Financial Compliance & Program Accountability at ICCB, Kris Pickford. Please work with him for this fiscal condition. Contact information: kris.pickford@illinois.gov or (217)558-4680.
Governing Board Oversight	Requires financial and budget to actual variance reporting	Must report budget to actual expenses on a quarterly basis for FY19. These expenses should be reported in Section III of this reporting template, and should be reflective of your internal ledgers.
Property Standards	Requires additional prior approvals	Requires additional prior approvals for purchases \$3,000 and above that have not already been approved in your FY19 Perkins Plan. For each request, complete the table below that is titled, "Prior Approval Purchases". You will complete this table once purchase approval is received from your ICCB Perkins liaison.
Procurement Standards	Requires technical support in the form of required training	(listed at 2 CFR 200.320 - 2 CFR 200.326) and/or provide training on procurement policies and standards. Please work with Kris Pickford, Director for Financial Compliance & Program Accountability at ICCB, Kris Pickford for this fiscal condition. Contact information: kris.pickford@illinois.gov or (217)558-4680.
	Requires additional prior approvals	Requires additional prior approvals for purchases \$3,000 and above that have not already been approved in your FY19 Perkins Plan. For each request, complete the table below that is titled, "Prior Approval Purchases". You will complete this table once purchase approval is received from your ICCB Perkins liaison.
Subrecipient Monitoring and Management	Requires technical support in the form of required training	Please work with Kris Pickford, Director for Financial Compliance & Program Accountability at ICCB, Kris Pickford for this fiscal condition. Contact information: kris.pickford@illinois.gov or (217)558-4680.
	Requires on-site review of subrecipient monitoring activities	Requires ICCB on-site review of subrecipient monitoring procedures and protocols. Please work with Kris Pickford, Director for Financial Compliance & Program Accountability at ICCB, Kris Pickford for this fiscal condition. Contact information: kris.pickford@illinois.gov or (217)558-4680.
Fraud, Waste, and Abuse	Requires technical assistance including required training	Must provide documentation of organizational fraud prevention policies and/or undergo fraud awareness program that includes annual training on issues including ethics, fraud, waste and abuse. Corrective action including implementing a fraud awareness program including information on how to report fraud, waste and abuse without fear of retaliation. Please work with Kris Pickford, Director for Financial Compliance & Program Accountability at ICCB, Kris Pickford for this fiscal condition. Contact information: kris.pickford@illinois.gov or (217)558-4680.

# RISK CONDITIONS FAQ

**Q: Am I in charge of fulfilling the fiscal risk conditions my college received?**

**A:** *Depends.* There are certain fiscal risk conditions which will more than likely be fulfilled by a different college representative (i.e. Audit; Procurement Standards; Sub-recipient Monitoring and Management; Fraud, Waste, and Abuse). However, there are other fiscal conditions which require sub-recipients to complete additional reporting. These will more likely than not be fulfilled by you.

**Q: If I have a question about my risk conditions, who should I contact?**

**A:** Some of the fiscal conditions require you to contact the ICCB Senior Director of Financial Compliance and Program Accountability, Kris Pickford. Otherwise, please contact your ICCB CTE liaison and/or your Grants/Business Office.

**Q: How does my college decrease risk levels/conditions for the next fiscal year?**

**A:** Risk conditions are based on many factors. Comply with grant regulations and deadlines, including reporting. Carefully review and answer the questions posed on the risk assessments and work together with the college's business or grants compliance office in completing the assessments. It is often found that the questionnaire is answered incorrectly resulting in heightened risk levels.



# Budget Modifications

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# BUDGET MODIFICATIONS

- 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.*

# BUDGET MODIFICATION TEMPLATE SPECIFICS

- 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](mailto:cte@iccb.state.il.us) for approval.
- **ALL** modifications must be submitted **no later than May 30, 2020** 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.
- 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**.
- Payment requests and questions should be submitted to Patrick Walwer at 217.785.0089 or [patrick.c.walwer@illinois.gov](mailto:patrick.c.walwer@illinois.gov).

# Postsecondary Perkins Monitoring

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# MONITORING

Grant recipients are subject to fiscal and programmatic monitoring.

- Fiscal - Confirms providers are expending funds according to EDGAR, GATA, and grant guidelines
- Programmatic
  - Reviews compliance with the authorizing law
  - Examines the progress, completion, and outcomes of program activities and services

*Monitoring was previously based on a schedule, but now will be driven by an annual risk assessment.*

# RISK DESIGNATIONS

The risk-based assessment determines a grantee's risk designation.

Risk is assessed based on the following factors:

- Number of material weaknesses or significant deficiencies in most recent audit
- Number of conditions assessed in most recent Internal Controls Questionnaire (ICQ)
- Timeliness of required submissions
- Number of findings in previous monitoring review
- Amount of grant dollars given to the grantee
- Years since a grantee was previously monitored

# RISK DESIGNATIONS

- **Elevated Risk:** *Grantee's institutional risk score was in the top 20% of all ICCB grantees.* Grantees designated as elevated risk will receive an on-site 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.
- **Moderate Risk:** *Grantee's institutional risk score was in the middle 60% of all ICCB grantees.* Grantees designated as moderate risk will be subject to a desk review, conducted by ICCB fiscal and program staff, of all grants received from the ICCB during the applicable monitoring period.
- **Low Risk:** *Grantee's institutional risk score was in the bottom 20% of all ICCB grantees.* Grantees designated as low risk will be subject to a fiscal desk review. This process will involve an ICCB-conducted fiscal reconciliation of a grantee's expenditure reports, payment invoices, audited financials, and Consolidated Year End Financial Report (CYEFR). Additionally, grantees will receive programmatic technical assistance.



# PROGRAMMATIC MONITORING PROCESS

**NOTE:** Perkins programmatic monitoring for elevated and moderate risk grantees closely mirrors the previous monitoring process in terms of requested documentation and on-site/desk review monitoring procedures.

Colleges are notified and are required to complete a self-assessment.

Perkins Programmatic Monitoring Tool (Self-Assessment)					
Complete all sections below. Rate each review item and provide written support/evidence for the basis of each given rating in the <i>Remarks/Rationale</i> column. The review items and corresponding comments should only reflect activities and/or services that occurred in <b>fiscal year 2018</b> . Descriptors of each rating are located on page 4 of this document. If you have additional questions, contact your ICCB CTE liaison.					
<b>Community College:</b>					
<b>Perkins Administrator:</b>					
<b>Fiscal Year Under Review:</b>					
<b>Anticipated Visit Date:</b>					
General Review Items					
Budgetary Review Items	S	OFI	U	Remarks/Rationale	ICCB Review <i>to be completed by ICCB staff</i>
Funds are being used/expended according to the approved budget.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Budgets are monitored appropriately and budget modifications are submitted in a timely manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Reporting Review Items	S	OFI	U	Remarks/Rationale	ICCB Review
The college has submitted all required reports accurately and in a timely manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
The college has captured and reported all data specific to special populations students as accurately as possible. Describe the process for retrieving and reporting this data.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

# PROGRAMMATIC MONITORING PROCESS

Documentation request (*based on the self-assessment, the Perkins plan being reviewed, and other reports*) is sent to the Perkins Administrator.

Documentation can be made available during the on-site review or submitted electronically.

## Documentation Checklist

### Federal Perkins Basic

Listed below is documentation related to your Perkins grant that the ICCB requests colleges must have available for monitoring. Colleges are required to submit evidence for all items below for activities that took place in **fiscal year \_\_\_\_**. If documentation is unable to be provided, please make note of this to your ICCB CTE liaison. All documentation on this checklist should be made available to programmatic staff *onsite, if the monitoring is an onsite review, or on the agreed upon date, if the monitoring is a desk review*. **NOTE:** Additional documentation specific to each institution may be requested prior to each programmatic monitoring. This documentation *must also be made available onsite, if the monitoring is an onsite review, or on the agreed upon date, if the monitoring is a desk review*.

1. Relevant college contacts (Perkins, Special Populations, Dual Credit, Title IX coordinator, 504 coordinator, etc.)
2. Advisory meeting agenda and minutes
3. Examples of work-based learning activities, both internal and external
4. List of dual credit opportunities available to secondary students
5. Examples of CTE and academic integration (if you are providing a program/course sequence, please highlight applicable courses)
6. List of all professional development available for CTE faculty and staff, both internal and external
7. List of all fully developed Programs of Study with course sequences
8. Completed Expectations Tool for the fiscal year's Program of Study focus, including supporting documentation
9. List of equipment purchased by Perkins funds
10. Documentation of services provided to support each special population as defined by Perkins

### Other CTE Grant Programs (including Title I Leadership)

Documentation requests will vary based on each respective grant's scope, assessment, and deliverable outcomes. Your ICCB CTE liaison will reach out once the onsite review has been scheduled to retrieve all applicable documentation pertaining to each grant, if your college received any Perkins Title I Leadership grants during the fiscal year being monitored.

# PROGRAMMATIC MONITORING PROCESS

On-site visit/desk audit review occurs.

A comprehensive monitoring report (including fiscal findings) will be submitted to the college.

The college has 30 calendar days from the receipt of the report to refute or clarify any findings. If no correspondence is made, the report becomes final.



Illinois Association for Career and Technical Education

# WRAP UP & QUESTIONS

## Housekeeping

- Registration – Continental Breakfast 8:00 a.m.
- Opening Session – 9:00 a.m.

# CONTACT INFORMATION

Illinois Community College Board	Illinois Center for Specialized Professional Support
<p><b>Whitney Thompson</b> Senior Director for CTE <a href="mailto:whitney.thompson@illinois.gov">whitney.thompson@illinois.gov</a> 217.558.0318</p>	<p><b>Dr. Aime'e Julian</b> Director <a href="mailto:alafoll@ilstu.edu">alafoll@ilstu.edu</a> 309.438.5122</p>
<p><b>Natasha Allan</b> Assoc. Director for CTE Compliance <a href="mailto:natasha.allan@illinois.gov">natasha.allan@illinois.gov</a> 217.785.0139</p>	<p><b>Brittany Boston</b> Research Coordinator <a href="mailto:bnboston@ilstu.edu">bnboston@ilstu.edu</a> 309.438.1836</p>
<p><b>Melissa Andrews</b> Assoc. Director for CTE <a href="mailto:melissa.andrews@illinois.gov">melissa.andrews@illinois.gov</a> 217.785.0068</p>	
<p><b>Nicole Joerger</b> Assoc. Director for CTE <a href="mailto:nicole.joerger3@illinois.gov">nicole.joerger3@illinois.gov</a> 217.524.9119</p>	