

FY24 SD Perkins Grant- Work Cycle & Deadlines (School Year 2023-2024)

The following deadlines and dates apply to Perkins Consortium Directors and districts that access their funding as a standalone district. Districts in a consortium should consult their consortium director for their deadlines which will obviously be earlier than stated below so that the Perkins budget application, reimbursements, and reporting can be processed in a timely fashion.

Preparation	
March	Complete Program Approval Consultations with Regional Specialists.
April	Meet as a consortium to determine budget priorities and shared efforts for the upcoming school year as a consortium based on Action Plans. DCTE will send a finalized list of approved CTE programs and award letters to Perkins Directors. <i>*Dependent on when allocations and formal notifications are available</i>
May 1 st	Local CTE Administrators coordinate and gather Perkins Budget justifications in coordination with the Consortia Administrator (as applicable). Consortia administrators should review budget requests to determine if the justifications meet DCTE's standards and requirements. Communicate with districts to make the necessary edits. <i>*Now is an excellent time to communicate with DCTE Regional Specialists to ensure justifications are complete and meet the standards. Remember- no budget requests are approved until the grant is formally approved by the DOE Finance office regardless of previous communication related to the FY2024 Perkins requests. Do not make purchases until the final budget approval is issued.</i>
May 15 th	Best Practice- CTE Administrators have final list of budget requests including <i>finalized</i> justifications in hand.
Grant Submission	
June 15 th	Perkins Budget due within GMS and submitted for approval. Expectation is that 100% of funds be allocated at the time of submission. Only programs with new hires in which the new teacher is not yet in place to identify exact equipment or budget needs may submit a budget with less than 100% of their funds explicitly allocated within their Perkins Budget application. <i>*Late submissions will be reviewed last. Submit your budget application on-time or early to ensure purchasing happens prior to the start of the school year.</i> DCTE Regional Specialists begin reviewing Perkins Grant Applications within GMS.
July 1 st	Formal Start of the FY2024 Grant Year.
July 15 th	DCTE staff complete the reviews of all grant applications submitted prior to June 15th. Budget applications that do not need to be returned for revisions will be reviewed and approved by this date.
Purchasing, Reimbursement and Inventory	
July-August	Once final budget approval has been received, entities may begin purchasing and procuring their approved budget requests.
September 30 th	Last day to submit an amendment to allocate remaining (not previously allocated) FY2024 Perkins funds.
September	Local and consortium inventories are updated to include FY2024 purchases.
October 31 st	1 st Quarter reimbursement requests due to DOE Finance Office.
January 31 st , 2023	2 nd Quarter reimbursement requests due to DOE Finance Office.
January 31 st	Waiver requests for the upcoming FY2025 grant year due to DCTE Data and Grants Manager.
January 31 st	Consortium structure (including district membership and fiscal agent) changes for FY25 due to DCTE Data and Grants Manager. Submit consortium change request via email to Kim.Roth@state.sd.us
April 30 th	Last date to submit an amendment for the FY2024 Perkins Grant.
April 30 th	3 rd Quarter reimbursement requests due to DOE Finance Office.
Final Reporting	
June 30 th	End of FY2024 Perkins Grant Year.
August	Best Practice- Complete Performance Report and Financial Project Closeout Report.
September 10 th	Last day to submit reimbursement requests for FY2024 Perkins Grant Budgets.
September 10 th	Perkins Performance Reports due.
September 10 th	Final Project Closeout Report due in GMS for FY2024 Perkins Grant.