

## FY25 SD Perkins Grant- Work Cycle & Deadlines (School Year 2024-2025)

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 <sup>st</sup>	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 FY2025 Perkins requests. Do not make purchases until the final budget approval is issued.</i>
May 15 <sup>th</sup>	Best Practice- CTE Administrators have final list of budget requests including <i>finalized</i> justifications in hand.
Grant Submission	
June 15 <sup>th</sup>	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 <sup>st</sup>	Formal Start of the FY2025 Grant Year.
July 15 <sup>th</sup>	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 <sup>th</sup>	Last day to submit an amendment to allocate remaining (not previously allocated) FY2025 Perkins funds.
September	Local and consortium inventories are updated to include FY2025 purchases.
October 31 <sup>st</sup>	1 <sup>st</sup> Quarter reimbursement requests due to DOE Finance Office.
January 31 <sup>st</sup> , 2023	2 <sup>nd</sup> Quarter reimbursement requests due to DOE Finance Office.
January 31 <sup>st</sup>	Waiver requests for the upcoming FY2026 grant year due to DCTE Data and Grants Manager.
January 31 <sup>st</sup>	<b>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 <a href="mailto:Kim.Roth@state.sd.us">Kim.Roth@state.sd.us</a></b>
April 30 <sup>th</sup>	<b>Last date to submit an amendment for the FY2025 Perkins Grant.</b>
April 30 <sup>th</sup>	3 <sup>rd</sup> Quarter reimbursement requests due to DOE Finance Office.
Final Reporting	
June 30 <sup>th</sup>	End of FY2025 Perkins Grant Year.
August	Best Practice- Complete Performance Report and Financial Project Closeout Report.
August 10 <sup>th</sup>	Last day to submit reimbursement requests for FY2025 Perkins Grant Budgets.
September 10 <sup>th</sup>	Perkins Performance Reports due.
September 10 <sup>th</sup>	Final Project Closeout Report due in GMS for FY2025 Perkins Grant.