

FY21 SD Perkins Grant- Work Cycle & Deadlines (School Year 2020-2021)

Preparation	
February	Begin distributing student, parent and teacher surveys. Follow-up with remaining stakeholders as needed. Complete Program Consultations with Regional Specialists.
March	Complete Program Consultations with Regional Specialists. Complete the CLNA-Lite either as a district or as a consortium.
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 finalized list of approved CTE programs and award letters to Perkins Directors. <i>*Dependent on when allocations and formal notifications are available</i>
May 1st	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 FY2021 Perkins requests. Do not make purchases until the final budget approval is issued.</i>
May 15th	Best Practice- CTE Administrators have final list of budget requests including finalized justifications in hand.
Grant Submission	
June 15th	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 1st	Formal Start of the FY2021 Grant Year.
July 15th	DCTE staff complete the reviews of all grant applications submitted prior to June 15th. Budget applications that do 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 30th	Last day to submit an amendment to allocate remaining (not previously allocated) FY2021 Perkins funds.
September	Local and consortium inventories are updated to include FY2021 purchases.
October 31st	1 st Quarter reimbursement requests due to DOE Finance Office.
January 31st, 2021	2 nd Quarter reimbursement requests due to DOE Finance Office.
January 31st	Waiver requests for upcoming FY2022 grant year due to DCTE Data and Grants Manager.
January 31st	Consortium structure changes due to DCTE Data and Grants Manager.
April 30th	Last date to submit an amendment for the FY2021 Perkins Grant.
April 30th	3 rd Quarter reimbursement requests due to DOE Finance Office.
Final Reporting	
June 30th	End of FY2020 Perkins Grant Year.
August	Best Practice- Complete Performance Report and Financial Project Closeout Report.
September 10th	Last day to submit reimbursement requests for FY2021 Perkins Grant Budgets.
September 10th	Perkins Performance Reports due.
September 10th	Final Project Closeout Report due in GMS for FY2021 Perkins Grant.