

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

Risk Conditions and Reporting

- 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 Procedures

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.

Reporting

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:

Report	Period	Due Date
Quarter 1	July 1 – September 30	October 30
Quarter 2	October 1 – December 31	January 30
Quarter 3	January 1– March 31	April 30
Quarter 4/Final Report	April 1 – June 30	July 30

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.
- 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 Contact Information

NATASHA ALLAN

Senior Director for CTE
natasha.allan@illinois.gov
217.785.0139

DEJA LUCKETT

Associate Director for CTE
deja.luckett@illinois.gov
217.785.0028

JANELLE JONES

Director for CTE
janelle.jones@Illinois.gov
217.785.0068

ANN STOREY

Associate Director for CTE
ann.l.storey@illinois.gov
217.558.4635