FY 2018 POSTSECONDARY PERKINS GUIDELINES MEETING

AGENDA

- Welcome and Introductions
- Overview of the FY18 Guidelines and Forms
- Submissions, Requests and Reporting
- Postsecondary Perkins Monitoring
- WIOA
- Professional Development Network
- Questions
- Liaison Groups

FY 2018 GUIDELINES AND FORMS

Forms

- Annual Plan Cover Page
- Form 1- Accountability Data Snapshot Worksheet
- Form 2- Performance Improvement Plan
- Form 3- Program Narrative Worksheet
- Form 4- Programs of Study Inventory
- Uniform Budget

Annual Plan Cover Page

- ☐ Basic Contact Information (name, title, phone number, email)
 - Primary Perkins contact- Perkins lead contact; responsible for all communications and reporting to the ICCB
 - Secondary Perkins contact(s)- Any person(s) that has/have responsibilities concerning the grant development or process
 - Fiscal Contact
- ☐ Number of students served
 - Total number served through Perkins dollars in FY 17.
 - Estimated and duplicated counts are acceptable.
- Allocations
 - For now, develop your FY18 plan using your allocation amounts from FY17.

NOTE: If there any changes to the Perkins contacts during the fiscal year, notify cte@iccb.state.il.us.

Annual Plan Cover Page

ILLINOIS COMMUNITY COLLEGE BOARD FY 2018 Postsecondary Career and Technical Education Plan				
	ANN	UAL PLAN	COVE	R PAGE
COMMUNITY CO	COMMUNITY COLLEGE:			
NUMBER OF ST SERVED II				
FY 2018 Es				
PRIMARY PERKIN	LOCATION	CT		
			for all comn	nunication and reporting to ICCB.
Name				
TITLE				
Telephone			EMAIL	
SECONDARY PERI				
				ultiple responsibilities related to the grant add spaces for additional persons.
Name				
TITLE				
TELEPHONE			EMAIL	
FISCAL CONTACT				
Name				
TITLE				
Telephone			EMAIL	

Accountability

- Plans should be responsive to gaps in student success.
- ☐ Colleges should:
 - 1. Examine the performance of ALL sub groups
 - 2. Look for those groups whose Actual Level of Performance (ALP) is below:
 - > The State Goal
 - ➤ Your College's ALP
 - 3. Develop activities to increase student performance of the subpopulations identified. (These activities can be incorporated into the Performance Improvement Plan.)

FORM 1

Accountability Data Snapshot Worksheet

- ☐ To complete FORM 1:
 - Review local college data using PODS (Overview of College Results table).
 - Identify the Accountability Measures that did not meet or exceed the State Goal.

FORM 1

Accountability Data Snapshot Worksheet

FORM 1	FY 2018 Postsecondary Career and Technical Education Plan
	ILLINOIS COMMUNITY COLLEGE BOARD

ACCOUNTABILITY DATA SNAPSHOT WORKSHEET

COMMUNITY COLLEGE: Select College

Use Overview of College Results tables to complete Actual Performance columns below (i.e. Column CR, Column DD, Column DP). To access these tables as well as the Perkins Online Data System (PODS) click on the links below.

PODS Main Site

Overview of College Results Tables

	ACTUAL PERFORMANCE				RESULTS	
	FY16					
	STATE	Column CR	Column DD	Column DP	3 Year	
ACCOUNTABILITY MEASURES	GOALS	FY14	FY15	FY16	Average	FY16 vs. GOAL
1P1: Technical Skill Attainment	75.40%				#DIV/0!	-75.40%
2P1: Credential, Certificate, or Degree	60.20%				#DIV/0!	-60.20%
3P1: Student Retention or Transfer	45.51%				#DIV/0!	-45.51%
4P1: Student Placement (FY14/15 only)	67.40%				#DIV/0!	-67.40%
5P1: Nontraditional Participation	19.10%				#DIV/0!	-19.10%
5P2: Nontraditional Completers	14.75%				#DIV/0!	-14.75%
*All neg	ative results in	the "FY16 vs go	al" column must	be addressed wi	thin Form 2	

Postsecondary Perkins State Goals

Indicators	FY 2017 State Goals	FY 2018 State Goals
1P1: Technical Skill Attainment	75.25% 🕂	75.40%
2P1: Credential, Certificate, or Degree	60.00% 💠	60.20%
3P1: Student Retention or Transfer	45.30% 🕂	45.51%
4P1: Student Placement (FY 14/15 only)	67.35%	67.40%
5P1: Nontraditional Participation	19.70% —	19.10%
5P2: Nontraditional Completers	15.00% —	14.75%

FORM 2

Performance Improvement Plan (PIP)

You must submit a PIP if any accountability measure falls below the State Goal.

- ☐ The following information is required:
 - DEFICIENT MEASURES -- Address ALL deficient accountability measures.
 - **ACTIVITIES** Include a minimum of one improvement activity for each deficient measure. (Additional rows may be added to the table.)
 - > Target demographics and special populations that are negatively impacted overall performance in a given area.
 - ldentify the subpopulation(s) you will be targeting for each deficient measure. This information can be drawn from completing *PODS Worksheet Part 2*. It is encouraged, but not required, that you also document the quantitative data by noting the actual level of performance of the subpopulation in addition to the numerator and denominator.
 - Resources -- Specify the amount of Perkins and/or non-Perkins resources that will be expended on the activity.
 - EXPECTED OUTCOME
 - Include one expected outcome for each measure (not each activity). The outcome should relate to one or more of the proposed activities, and it must be measureable.
 - ➤ The Expected Outcome <u>MUST</u> reflect change in the deficient measure.

FORM 2

Performance Improvement Plan (PIP)

FORM 2

ILLINOIS COMMUNITY COLLEGE BOARD

FY 2018 Postsecondary Career and Technical Education Plan

PERFORMANCE IMPROVEMENT PLAN

After completing the Accountability Data Snapshot Worksheet (Form 1), use the matrix below to describe how the college will increase performance for each indicator that did not meet the state goal. Activities should be measurable, limited in number, and target the particular demographics and special populations that are negatively affecting the performance measures. Identify the special populations you will be targeting for each activity while also noting their actual level of performance in addition to the numerator and denominator.

	n addition to the numerator and denominator.		
DEFICIENT		PERKINS	
MEASURE	ACTIVITIES	RESOURCES	EXPECTED OUTCOMES
	1 2		
	1 2		
	1 2		
	1 2		
	1 2		
	1 2		
	TOTAL PROPOSED EXPENDITURES	\$	

Program Narrative

- Describes the activities that will be executed to support the grant goals.
- ☐ Addresses federally required Uses of Funds.
- □ All elements within each principle must be addressed.

FORM 3

Program Narrative Worksheet

The following information is required:

- ☐ ACTIVITIES Must address each element.
 - Describe a minimum of one activity to address each element. (Additional rows may be added to the tables.)
 - Include all PIP activities from Form 2.
- **RESOURCES** Specify the amount of Perkins and non-Perkins resources that will be expended on the activity.
- □ **PIP** Only completed for PIP activities from Form 2.
 - Indicate the specific measure the PIP activity will impact [i.e. 1P1, 2P1, 3P1, 4P1, 5P1 or 5P2].
 - Do not mark with an X or √.
- EXPECTED OUTCOME (SEE NEXT SLIDE FOR FURTHER DETAIL)
 - One expected outcome is required for each element (not each activity).
 - The expected outcome must relate to one or more of the proposed activities.
 - The expected outcome must be measurable.

Expected Outcomes

An expected outcome should be the result of the activity(s) described for each element.

Questions to consider when writing outcomes:

S Is the outcome specific?

Is the outcome measurable?

Is the outcome realistic and achievable?

Does the outcome reflect the same specified population as the

activity? Does it relate to and clearly impact the element?

Is the outcome timely? Does it describe when you plan to reach this goal?

Expected Outcomes

Methods of Measurement

- Enrollment data
- Attendance sheets
- Agendas
- Sign-in sheets
- Articulation agreements
- Evaluations
- Meeting minutes

FORM 3

Program Narrative Worksheet

PROGRAM NARRATIVE WORKSHEET

PRINCIPLE 1: LEADERSHIP, ORGANIZATION, AND SUPPORT

Describe planned activities that focus on engaging the following partners in the development, implementation and evaluation of CTE programs:

Describe plainted activities that	escribe planned activities that focus on engaging the following partners in the development, implementation and evaluation of C1E programs:				
ELEMENTS	ACTIVITIES	PERKINS RESOURCES	NON-PERKINS RESOURCES	PIP	EXPECTED OUTCOMES
a. Program advisory committees	1 2				
b. Faculty	$\frac{1}{2}$				
c. Counselors (career or academic)	1 2				
d. Local employers	1 2				
e. High Schools / Education for Employment Regions	1 2				
f. Adult education providers	$\frac{1}{2}$				
g. Other partners (four-year universities, community based organizations, etc.)	1 2				
h. WIOA regional planning and local MOU partners	$\frac{1}{2}$				
 Describe planned activities for disseminating information about CTE programs to stakeholders. 	1 2				
	TOTAL PROPOSED EXPENDITURES	\$	\$		

Programs of Study

- □ Programs of Study (POS) must meet the State's minimum expectations, as well as the Federal programs of study requirements [section 122 (c)(1)(A)].
 - Incorporate secondary and postsecondary education elements
 - Contain rigorous academic and CTE content
 - Include a coordinated, non-duplicative progressions of courses that align secondary education with postsecondary education
 - May include the opportunity for student to participate in dual credit
 - Lead to an industry recognized credential
- □ Illinois Programs of Study Expectations Tool
 - Intended to guide a partnership TEAM
 - Helps partners ensure they are meeting federal and state requirements

FORM 4

Programs of Study Inventory

- Utilize the POS Expectations Tool
- ☐ Identify which POS the college will focus on during FY 2018.
 - Indicate whether or not the POS meets the minimum expectations and quality standards as described in the expectations tool.
 - Describe why you chose to focus on the Program of Study including the objectives and expected outcomes.
- List all other POS that have been developed to date.
 - Indicate whether or not the POS meets the minimum expectations and quality standards as described in the expectations tool.
 - Provide an update on the progress and future of each POS. If a previously developed POS no longer meets the expectations and quality standards, identify the areas of improvement.

FORM 4

Programs of Study Inventory

ILLINOIS COMMUNITY COLLEGE BOARD

FY 2018 Postsecondary Career and Technical Education Plan

PROGRAMS OF STUDY (PO	S) INVENTOR	Y	
PROGRAM OF STUDY TITLE FY 2018 FOCUS	MEETS MINIMUM EXPECTATIONS	MEETS QUALITY STANDARDS	OBJECTIVES Provide a brief explanation for why this POS was selected as the focus, include main objectives and intended outcomes. (Reasoning should also be provided for any POS that does not meet the minimum expectations and/or quality standards.)
	□Yes □No	□Yes □No	
PROGRAM OF STUDY TITLE List all POS developed to date	MEETS MINIMUM EXPECTATIONS	MEETS QUALITY STANDARDS	UPDATE 1) Provide an update on the progress related to each POS. 2) For any POS that does not meet the minimum expectations and/or quality standards, detail the specific areas that are in need of improvement.
	□Yes □No	□Yes □No	
		additional rows	as necessary.)

Uniform Budget

- ☐ Contains 10 Expenditure Account Categories
 - Personnel (200.430)
 - Fringe Benefits (200.431)
 - Travel (200.474)
 - Equipment (200.33/200.439)
 - Supplies (200.94)
 - Contractual Services (200.318)
 - Consultant/Professional Services (200.459)
 - Training and Education (200.472)
 - Other
 - General Administration may not exceed 5% of the total Federal allocation per Perkins Section 135(d).
- □ Cross check the budget with the Program Narrative Worksheet (Form 3).
 - All Perkins funded activities should be briefly described in the budget.

Submissions, Requests, and Reporting

Annual Plan Submission Process

■ May 19- Extension Request Due

- Requests will be considered on a case-by-case basis
- The request must include: Reason for extension and the amount of additional time needed to complete the plan (no extensions past June 7)
- Submit to cte@iccb.state.il.us

■ May 31- Plan Due

- Plan must be submitted by 5:00 p.m.
- Submit Cover Page, Forms 1-4, and the Uniform Budget to <u>cte@iccb.state.il.us</u> with the subject line- "COLLEGE NAME, FY18 Perkins Annual Plan"

☐ July 1- ICCB will be in contact to:

- Approve the plan; or
- Request more specific information, clarification, and/or supporting data

Budget Modifications

■ Prior ICCB Approval Required

- If a project needs to make major adjustments
- If the modification is greater than 10 % of the total allocation.
- Complete Budget Modification Worksheet as part of your Uniform Budget.
- Modify the line item worksheets, as appropriate.
- Do NOT modify Section A (Original Budget Proposal).
- Name Document "COLLEGE NAME Revised Budget (revision number) DATE Submitted
 - Example: BTM College Revised Budget 1 3.23.18

Budget Modification Request Form

FY2018 Perkins Budget Modification Request Form

BUDGET MODIFICATIONS: Grantees are allowed to make modifications up to ten percent (10%) of their total allocation, less a major change in scope, prior to seeking approval. Modifications that require a major change in scope or are greater than ten percent (10%) of their total allocation require the submission of a budget modification request (2 C.F.R. 200.308). All requests regarding budget modifications should be submitted to: cte@iccb.state.il.us.

Institution:		Date Submitted:	
Budget Expenditure Categories	Original Budget	Budget Modification	Revised Budget
Personnel (Salaries & Wages)	\$ -		\$ -
Fringe Benefits	\$ -		\$ -
Travel	\$ -		\$ -
Equipment	s -		\$ -
Supplies	\$ -		\$ -
Contractual Services	\$ -		\$ -
Consultant (Professional Services)	\$ -		\$ -
Training & Education	\$ -		\$ -
Other (Requires Prior Approval)	\$ -		\$ -
Total Direct Costs (Subtotal)	\$ -		\$ -
Indirect Costs/General Administration	\$ -		\$ -
Total	S -		-



	1
Page	2
	7/

Reason For Modification (i.e. change in scope, threshold, etc.)	Original Activity Description (Include Principle, Element, Activity, and Amount)	New Activity Description (Include Principle, Element, Activity, and Amount)	Expected Outcomes
"By signing this report, I certify to the be	st of my knowledge and belief that t	he report is true, complete, and accurate	and that any false, fictitious, or
fraudulent information or the omission of			
Signature			
Name of Official			
Title			

Reporting Requirements

- Quarterly Reporting (Pursuant to EDGAR guidelines)
 - Recipients are required to submit quarterly reports
 - Report template will be released at a later date
 - Reports due 30 days after the end of each quarter and should be submitted to cte@iccb.state.il.us

Quarter	Period	Due Date
1	July 1 – September 30, 2017	October 30, 2017
2	October 1 - December 31, 2017	January 30, 2018
3	January 1 - March 31, 2018	April 30, 2018
4	April 1 - June 30, 2018	July 30, 2018

- ☐ Final Reporting- Due by July 30, 2018
 - Final Programmatic Narrative Report
 - This report fulfills the 4th quarter reporting requirement

Please Note:

- ☐ Grantees are required to submit a final Fiscal Expenditure Report 90 calendar days following the end of the grant period. (2 CFR 200.343)
 - The report will be issued at a later time.
 - The report is due on September 28, 2018 to Patrick Walwer (patrick.c.walwer@illinois.gov).
- ☐ Requests for reimbursement:
 - Excel forms have been created and dispersed to the colleges.
 - Signed forms can be scanned and sent to Patrick Walwer (email above).

Postsecondary Perkins Monitoring

Monitoring

- ☐ Fiscal Five year cycle
 - Confirms providers are expending funds according to the grant guidelines
- Programmatic Two year cycle
 - Reviews compliance with the Perkins law for the previous fiscal year
 - Examines the progress, completion, and outcomes of program activities and services
 - Technical assistance is provided for the current fiscal year
 - During off years, targeted technical assistance and follow up is provided to each college

Monitoring: Timeline and Process

- 1) Colleges are notified and monitoring is set at least **one month** prior.
- 2) A self-assessment is completed and submitted to ICCB two weeks prior to the visit.
- 3) A documentation request (based on the self-assessment, the Perkins plan being reviewed, and other reports) is sent to the Perkins Administrator.
- 4) Documentation is made available during the on-site review or submitted previously.
- 5) On-site visit/desk audit review occurs.
- A letter of findings (LOF) is issued by the ICCB within 30-45 calendars days of the visit.
- 7) The college has 30 calendar days from the receipt of the LOF to refute or clarify any findings. If no correspondence is made, the LOF becomes final.

FY 2018 Programmatic Monitoring Schedule

Black Hawk

College of DuPage

Daley- CCC

Harold Washington-CCC

Harper

Illinois Central

Illinois Eastern Community Colleges

John A. Logan

Kaskaskia

Kennedy King-CCC

Lake Land

Lewis and Clark

Lincoln Land

Morton

Parkland

Prairie State

Rend Lake

Rock Valley

South Suburban

Southeastern

SWIC

Triton

Wilbur Wright- CCC

Direct questions to your ICCB CTE liaison:

Natasha Allan 217-785-0139

natasha.allan@illinois.gov

Melissa Andrews 217-785-0068

melissa.andrews@illinois.gov

Brittany Boston 217-558-4635

brittany.boston@illinois.gov

WIOA

Compliance with WIOA

The Carl D. Perkins Career and Technical Education Act is a required partner under the newly reauthorized Workforce Innovation and Opportunity Act (WIOA).

- ➤ Various career services (i.e. Academic counseling, career advising, resume writing, interview skills) and other activities implemented through the Perkins Act by the colleges can be available through the one-stop centers.
- Staff and services will be made available on-site or through *direct linkage*. Specific services for each area will be outlined in that area's MOU.
 - A "direct linkage" means providing direct connection at the one-stop center, within a reasonable time, by phone or through a real-time web-based communication to a program staff member who can provide program information or services to the customer. A "direct linkage" cannot exclusively be providing a phone number or computer website or providing information, pamphlets, or materials.
- ➤ Postsecondary Perkins will also provide a limited amount of resources to fund the infrastructure cost of the one-stop centers and system.
- As a required partner, various community college CTE administrators will participate in the Memoranda of Understanding (MOU) negotiations as well as negotiations to determine infrastructure and shared system costs.

Compliance with WIOA

- Infrastructure funding requirements apply only to comprehensive one-stop centers (not affiliates) in each local area for FY2018.
- ➤ If colleges use Perkins funds to pay the infrastructure (and shared) costs, these costs must be paid under general administrative funds which are limited at 5% of the total allocation.
- Required partners may meet infrastructure cost obligations through any of the following methods (each method is defined in Appendix Item 1 of the Governor's Guidelines):
 - Cash contributions
 - Locally agreed upon and fairly valued non-cash contributions (must be recognized and accepted by all other partners, have the effect of offsetting a cash contribution, and be valued consistent with 2 CFR Part 200.306 to ensure it meets the contributing partner's proportionate share)
 - Third-party in-kind contributions of space, equipment, technology or other nonpersonnel costs
- Minimum FTE requirement: currently states .25, but state level team is reconvening on this issue.
- For more information, visit the WIOA Implementation Portal.
- Important Documents:
 - Governor's Guidelines (Revision 2- December 2016)
 - Supplemental Guidance for PY2017 (FY2018)

WIOA Timeline

APPENDIX ITEM 2 TO GOVERNOR'S GUIDELINES GENERAL TIMELINE FOR MOU AND INFRASTRUCTURE NEGOTIATIONS

ANNUAL TIMEFRAME	ACTIVITY
January I	 Initiation of local negotiations of memoranda of understandings (MOUs) and cost sharing agreements
APRIL 15 OF EACH YEAR IN WHICH A LOCAL AREA RENEGOTIATES ITS MOU (MINIMUM OF ONCE EVERY 3 YEARS)	 Local MOU negotiations end¹ Local board chairs and chief elected officials report outcomes from local MOU negotiations to the Governor using the standard form (with copy sent to all required partners) (Appendix Item 10 is a facsimile of the report to be submitted) Local boards provide a draft local one-stop delivery system budget with the report of negotiation outcomes (using the standard format illustrated in Appendix Items 8 and 9)
MAY 1	For LWIAs not reaching agreement on infrastructure costs, a 30-day remediation period begins
MAY 31 OF EACH YEAR	LWIAs at an impasse on infrastructure costs are referred to the Governor's Office
JUNE 15	The Governor makes the final determination of each required partner's proportionate share of infrastructure costs under the State infrastructure cost funding mechanism ²
JULY 1	O A signed MOU must be submitted to an individual designated by the Governor in every year in which an MOU is renegotiated O LWIAs unable to reach agreement on MOUs for reasons other than infrastructure costs are referred to the U.S. Secretary of Labor and head of any other relevant Federal agency O An agreed upon final local service delivery system budget is submitted annually

WIOA and the FY 2018 Perkins Plan

Within the Program Narrative (Form 3) you must:

 Detail your collaboration with other partners including the regional planning and local MOU processes in Principle 1, element h.

PRINCIPLE 1: LEADERSHIP, ORGANIZATION, AND SUPPORT					
Describe planned activities that	focus on engaging the	following partners in the developmer	nt, impleme	ntation and evaluation of Cl	TE programs:
h. WIOA regional planning and local MOU partners	1 2				

 Describe how you will provide career services to one-stop center clients (if applicable). Please list these activities in Principle 2, element d.

PRINCIPLE 2: ACCESS, E	EQUITY AND OPPORTU	NITY			
Describe planned activities that opportunities, and career guidan		ith: strong experience in and	l understandin	g of all aspects of ind	ustry, work based learning
d. Services offered through the One-stop Center (if applicable)	1 2				

If other elements apply, you may detail additional activities throughout the plan.

Supporting CTE: Resources and Professional Development

About ICSPS...

The Illinois Center for Specialized Professional Support (ICSPS) creates, supports, and delivers professional development for career and technical education professionals across Illinois. ICSPS provides technical assistance, develops publications, and facilitates program improvement strategies for our partners as they relate to college transition, recruitment, retention, and completion–encouraging achievement of special populations learners. ICSPS was founded in 1977 at Illinois State University, and is currently housed in the Educational Administration and Foundations department in the College of Education.



Upcoming Professional Development

EVENT	DATE / LOCATION
Bridging the Gap Summit	March 28, 2017 Marriott Hotel and Conference Center Normal, IL
Perkins Online Data System (PODS) Webinar	April 18, 2017 Webinar 10:00 AM
Perkins Data Accountability Workshop	April 20, 2017 Sangamon Hall Lincoln Land Community College
Perkins Online Data System (PODS) Webinar	April 25, 2017 Webinar 10:00 AM



More Upcoming Professional Development...

EVENT	DATE / LOCATION
Dual Credit Update Webinar	May 9, 2017
Special Populations Summit	May 23, 2017 ISU Alumni Center Normal, IL
Early School Leaver presents 30 Ways to Shine	June 8, 2017 Hyatt Place Normal, IL



Upcoming ICAPS Webinar Series...

Topic	DATE / TIME	
Tips for Successful Development and Delivery of an ICAPS Support Course	April 13, 2017	10:00 AM
Building Capacity of Existing ICAPS Programs	April 20, 2017	10:00 AM
Effective Strategies for Team Teachers	May 3, 2017	10:00 AM



FY 18 Professional Development



CTE Mentoring Program

 Assign Mentors and Mentees based on the Survey Results

Create the Illinois CTE Professional Learning Community

Meeting monthly beginning in April with all Mentees and

Mentors on Go To meetings



Thank you!



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Visit our website at icsps.illinoisstate.edu

Questions?

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Additional resources:

- Postsecondary Perkins Grant Manual
- ICCB CTE website