This document is intended to serve as an agreement between the ICCB and community college Perkins Administrators that the following grant deadlines and procedures have been acknowledged and understood. Upon signing this document, Perkins Administrators are expected to follow all outlined guidelines.

**Instructions**: Read all guidelines carefully. Check each box after you have acknowledged and understood the specific guideline. At the end of the document you are required to provide your signature. If there are specific guidelines or acknowledgements that you do not understand, please consult with your ICCB Perkins liaison.

**Reporting**

* Pursuant to the Education Department General Administrative Regulations (EDGAR), Postsecondary Perkins grant recipients are required to submit quarterly reports. Quarterly reports will be due 30 days after the end of each quarter and should be submitted to cte@iccb.state.il.us. I acknowledge that I am responsible for collecting all pertinent information and collaborating with other fiscal and programmatic staff in order to fully complete and submit all required reports.

[ ]  **Acknowledged and understood**

* Extensions for delayed report submissions must be granted prior to the reporting deadline. Extensions will be granted for no longer than seven days past the due date.

[ ]  **Acknowledged and understood**

* If a report due date falls on a Saturday, Sunday, or federal holiday, colleges may submit their report the following business day.

[ ]  **Acknowledged and understood**

* The quarterly reporting schedule is as follows:

|  |
| --- |
| **QUARTERLY REPORTING 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 |

[ ]  **Acknowledged and understood**

**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.

[ ]  **Acknowledged and understood**

* 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.

[ ]  **Acknowledged and understood**

* The final date to submit a budget modification is May 30.

[ ]  **Acknowledged and understood**

* Modifications must be submitted and approved prior to any expenditure of funds.

[ ]  **Acknowledged and understood**

* Modifications submitted after an expenditure of funds has occurred will not be retroactively approved.

[ ]  **Acknowledged and understood**

To request a budget modification, the following must be submitted:

* Budget Modification Request Form (last tab of the Uniform Budget Spreadsheet)
* A revised Uniform Budget, specifically highlighting the revised areas
* A signed Certification (located at the bottom of the Form)

[ ]  **Acknowledged and understood**

**Expenditures, Payment Requests, and Funding Deadlines**

* Grantees are required to submit a [Fiscal Expenditure Close-Out Report](https://www.iccb.org/cte/perkins/quarterly-final-reports/) 60 calendar days following the end of the grant period. This Report is due on August 30 and should be submitted to Patrick Walwer, patrick.c.walwer@illinois.gov.

[ ]  **Acknowledged and understood**

* The last day to submit a payment request is August 1. Payment requests made after this date will not be accepted.

[ ]  **Acknowledged and understood**

* Additional funding deadlines for federal Perkins funding are as follows:

|  |  |
| --- | --- |
| June 30 | Grant funds must be obligated. |
| June 30 | Goods/products must be ordered. |
| June 30 | Services must be rendered. |
| August 31 | Grant funds must be expended. |
| August 31 | All goods/products must be received. |

[ ]  **Acknowledged and understood**

**Supplanting**

Perkins funds should supplement, not supplant, non-federal funds expended for CTE activities. Supplanting is presumed to occur in the following three circumstances:

An eligible recipient uses Perkins funds to provide services that the recipient:

* was required to make available under other federal, state, or local law, except as permitted by Section 21(a)(5) of Perkins V
* was provided with non-federal funds the year prior
* was provided with non-federal funds for non-CTE students but charged to Perkins for CTE students

[ ]  **Acknowledged and understood**

*Note: Supplanting or not supplanting? Determining if supplanting has occurred or could occur can sometimes be tricky. Do not hesitate to reach out to ICCB CTE staff for clarification.*

**Signatory Certification**

As the Perkins Administrator, I acknowledge that I am responsible for communicating all grant requirements and expectations to other staff and administrators at the institution.

I certify that I have read, acknowledged, and understood all aforementioned deadlines, requirements, and procedures as they relate to the Postsecondary Perkins grant.

