
Amendment Procedure and the End of Year Report

2015-2016 Perkins Grant

Step 1. Go to the Page Lock Control tab and open the pages you want to work on. All pages are locked when you first go into an Amendment, so you must first “open” them to be able to have access to a Save Page button.

To Amend an Application

Create Amendment

To create an amendment on an approved application, click on the “Amend” button to the right of the most current approved application/amendment.

Select Fiscal Year 2016

Created								
Formula Grant								
Application Name	Revision	Status	Date	Actions				
▶ Perkins Basic/Tech Prep/Post Secondary Grants	Original Application <input type="button" value="v"/>	Not Submitted		Open	Amend	Payments	Review Checklist	Delete Application
▶ Early Childhood Endowment Grant	Original Application <input type="button" value="v"/>	Not Submitted		Open	Amend	Payments	Review Checklist	Delete Application
Consolidated Plan								
Application Name	Revision	Status	Date	Actions				
▶ LEP and Poverty Plans	Original Application <input type="button" value="v"/>	Final Approved View GAN	11/10/2015	Open	Amend		Review Checklist	Delete Application
Competitive Grant								
Application Name	Revision	Status	Date	Actions				
▶ McKinney-Vento Homeless Education Assistance Competitive Grant	Original Application <input type="button" value="v"/>	Submitted For Review	5/31/2016	Open	Amend	Payments	Review Checklist	Delete Application
Non Funded								
There currently aren't any Non Funded applications created.								

To the right of the new Amendment number in the Revision column, click on the Open button to open the Grant and view the Application’s tabs.

Revision	Status	Date	Actions			
Original Application <input type="button" value="v"/>	Final Approved View GAN	12/2/2015	Open	Payments	Review Checklist	Regenerate GAN
Original Application <input type="button" value="v"/>	Final Approved View GAN	6/30/2015	Open	Payments	Review Checklist	Regenerate GAN
Amendment 1 <input type="button" value="v"/>	Not Submitted View GAN		Open	Amend	Review Checklist	Delete Application

To Amend an Application

Open Amendment Description page tab. If you select “No,” add text and then Save.

The text in an amendment description area is required. This type of amendment includes changes to the application pages and/or budget.

The screenshot displays the Nebraska Department of Education Grants Management System interface. At the top, the logo and name "NEBRASKA DEPARTMENT OF EDUCATION Grants Management System" are visible. Below the header, the applicant information is shown: "Applicant: 01-022-0011-18 SO SIOUX CITY COMMUNITY SCHS" and "Application Cycle: 2014-2015 Perkins Basic/Tech Prep - 00 Amendment 1". A dropdown menu for "Consolidated Application" is set to "Perkins Grant - 4720". A navigation bar contains several tabs: "Overview", "Allocations", "Assurances", "Amendment Description" (circled in red), "End of Year Report", "Submit", "Application History", "Page Lock Control", and "Application Print". Below the navigation bar, the "Perkins Consolidated - Amendment Description" section is active. It contains a question: "Is this amendment for a End of Year Report?" with radio buttons for "Yes" and "No". The "No" option is selected. Below the question is a text area with a character count: "Please describe what has changed. Character Count: (73 of 1000 maximum characters used.)" and the text "Revised staff page and budget detail to include stipends for substitutes." A "Save Page" button is located at the bottom of the form. Two red arrows point from the top of the page to the "No" radio button and the text area.

If you selected “No-this amendment is not for the End of Year Report”, no text boxes will display in the End of Year Report pages.

NEBRASKA DEPARTMENT OF EDUCATION
Grants Management System

Applicant: 01-022-0011-18 SO SIOUX CITY COMMUNITY SCHS
Application: 2014-2015 Perkins Basic/Tech Prep - 00
Cycle: Amendment 1

Consolidated Application
Perkins Grant - 4720

[Printer-Friendly](#)
[Click to Return to Application Select](#)

Overview	Allocations	Assurances	Amendment Description	End of Year Report	Submit	Application History	Page Lock Control	Application Print
End of Year Report Page 1			End of Year Report Page 2		End of Year Report Page 3			

Perkins Consolidated - End of Year Report - Page 1

This page is only applicable to the End of Year Report.

TEST user ID: cvk_da Spell Check

Powered by **MTW Solutions** Grant Management System

For additional information please contact the Nebraska Department of Education
[Contact Us](#)

To Amend an Application for Closing Out the Grant

Open the Amendment Description Tab. Select “Yes, this amendment is for the End of Year Report”. Add generic text (e.g., End of Year Report) in the text box and then Save Page.

End of Year Report is required to be completed and approved before a final claim will be processed by NDE.

NEBRASKA DEPARTMENT OF EDUCATION
Grants Management System

Applicant: 01-022-0011-18 SO SIOUX CITY COMMUNITY SCHS
Application: 2014-2015 Perkins Basic/Tech Prep - 00
Cycle: Amendment 1

Consolidated Application
Perkins Grant - 4720

[Printer-Friendly](#)
[Click to Return to Application Select](#)

Overview Allocations Assurances **Amendment Description** End of Year Report Submit Application History Page Lock Control Application Print

Perkins Consolidated - Amendment Description

The End of Year Report must be submitted and approved before the final Reimbursement Request is processed. Please continue on to the report pages.

Is this amendment for a End of Year Report?
 Yes
 No

Please describe what has changed. Character Count: (29 of 1000 maximum characters used.)
Ready to claim final payment.

Save Page

TEST user ID: csk_da

Spell Check

End of Year Report Page 1 (complete text boxes)

Application: 2014-2015 Perkins Basic/Tech Prep - 00
Cycle: Amendment 1

[Printer-Friendly](#)
[Click to Return to Application Select](#)

Overview	Allocations	Assurances	Amendment Description	End of Year Report	Submit	Application History	Page Lock Control	Application Print
End of Year Report Page 1			End of Year Report Page 2			End of Year Report Page 3		

Perkins Consolidated - End of Year Report - Page 1

REMINDER: The End of Year Report must be submitted and approved before a final reimbursement request may be submitted.

The end of year report will be integrated into the Grants Management System (GMS) and be required to be completed in its entirety to the satisfaction of the NDE grant monitor before the final claim is paid. This new system will allow the NDE monitor greater control over the content of the report before final approval is given. (All fields are required)

Advisory Council Activities

1. Document the activities of the advisory council including number of meetings and their role in developing the application and completing the activities outlined in the application.

Character Count: (0 of 5000 maximum characters used)

End of Year Report Page 2 (complete text boxes)

Overview	Allocations	Assurances	Amendment Description	End of Year Report	Submit	Application History	Page Lock Control	Application Print
End of Year Report Page 1			End of Year Report Page 2			End of Year Report Page 3		

Perkins Consolidated - End of Year Report - Page 2

REMINDER: The End of Year Report must be submitted and approved before a final reimbursement request may be submitted.

The end of year report will be integrated into the Grants Management System (GMS) and be required to be completed in its entirety to the satisfaction of the NDE grant monitor before the final claim is paid. This new system will allow the NDE monitor greater control over the content of the report before final approval is given. (All fields are required)

7. How did the use of these funds initiate, improve, expand and modernize quality CTE programs? (Section 135(b)7)

Character Count: (0 of 5000 maximum characters used)

8. How did the use of these funds provide services that are of sufficient size, scope and quality to be effective? (Section 135(b)8)

Character Count: (0 of 5000 maximum characters used)

9. How did the use of these funds provide activities to prepare special populations enrolled in CTE programs for high skill, high wage or high demand occupations that lead to self-sufficiency? (Section 135(b)9)

Character Count: (0 of 5000 maximum characters used)

End of Year Report Page 3

The Technical Skills Assessments report page allows up to 12 Program Areas. Please send any additional Program Areas, Types of Assessment and the Number Awarded in an email to Rich Katt at rich.katt@nebraska.gov for federal reporting.



NEBRASKA DEPARTMENT OF EDUCATION

Grants Management System

Applicant: 01-022-0011-18 SO SIOUX CITY COMMUNITY SCHS

Consolidated Application
Perkins Grant - 4720

Application: 2014-2015 Perkins Basic/Tech Prep - 00
Cycle: Amendment 1

[Printer-Friendly](#)
[Click to Return to Application Select](#)

Overview	Allocations	Assurances	Amendment Description	End of Year Report	Submit	Application History	Page Lock Control	Application Print
End of Year Report Page 1			End of Year Report Page 2			End of Year Report Page 3		
Perkins Consolidated - End of Year Report - Page 3								
REMINDER: The End of Year Report must be submitted and approved before a final reimbursement request may be submitted.								
Technical Skills Assessments								
Enter all the program areas for which technical skill assessments were earned. Select the program area from the drop down menu, check all that apply for level offered and type of assessment (describe if applicable), and record the number awarded. Click the Add Additional Entries to insert additional rows.								
<input type="checkbox"/> No technical skill assessment to report.								
Program Area		Level Offered		Type of Assessment		Number Awarded		
<input type="text" value=""/>		<input type="checkbox"/> Secondary <input type="checkbox"/> Postsecondary		<input type="checkbox"/> Third Party Assessment (please describe) <input type="checkbox"/> Industry Credential (please describe) <input type="checkbox"/> Grade Point Awarded		<input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>		<input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>
<input type="button" value="Add Additional Entries"/> <input type="button" value="Save Page"/>								

End of Year Report Page 4

Enter the total number of CTE concentrators reported for the program year that earned a state approved industry certification.

- Note- this information may not be available to consortiums so that a "0" will need to be entered to continue filing the report.

The end of year report will be integrated into the Grants Management System (GMS) and be required to be completed in its entirety to the satisfaction of the NDE grant monitor before the final claim is paid. This new system will allow the NDE monitor greater control over the content of the report before final approval is given.

Enter the number of participants assessed for technical skill attainment using a state approved industry recognized assessment. Enter the total number of CTE concentrators reported for the program year that earned a state approved industry certification.

<u>Population</u>	<u>Number of Concentrators Who Have Taken a State Approved Technical Skill Assessment</u>	<u>Number of Concentrators Earning Industry Certification</u>
	If no students have taken a state approved technical assessment, please enter 0.	
Secondary Students	<input type="text" value="0"/> ##	<input type="text" value="0"/> ##
Postsecondary Students	<input type="text" value="0"/> ##	<input type="text" value="0"/> ##

End of Year Narrative—Summary of Questions

Advisory Council Activities

1a) Document the activities of the advisory council including number of meetings and their role in developing the application and completing the activities outlined in the application.

Text box

Summary of Activities Conducted - Required Uses of Funds

Describe the specific outcomes that resulted from utilizing Perkins funds for the activities approved in the application.

1) How did the use of these funds strengthen and improve the academic and technical knowledge and skills of CTE students participating in CTE programs? (Section 135(b)1)

Text box

2) How did the use of these funds link career technical education at the secondary and postsecondary level through programs of study (Section 135(b)2)

Text box

3) How did the use of these funds provide students with strong experience and understanding of all aspects of an industry (Section 135(b)3)

Text box

4) How did the use of these funds develop, improve or expand the use of technology (Section 135(b)4)

Text box

5) How did the use of these funds provide professional development to CTE teachers, administrators and career guidance counselors (Section 135(b)5)

Text box

6) How did the use of these funds develop and implement evaluation of the CTE programs carried out with Perkins funds including assessment of meeting the needs of special populations (Section 135(b)6)

Text box

7) How did the use of these funds initiate, improve, expand and modernize quality CTE programs (Section 135(b)7)

Text box

8) How did the use of these funds provide services that are of sufficient size, scope and quality to be effective (Section 135(b)8)

Text box

9) How did the use of these funds provide activities to prepare special populations enrolled in CTE programs for high skill, high wage or high demand occupations that lead to self-sufficiency (Section 135(b)9)

Text box

Performance on the Perkins Performance Measures (Section 113b)

1b) Describe strategies employed resulting in progress in achieving levels of performance on the Section 113(b) core indicators of performance.

Text box

2b) What strategies did you employ to address any disparities or gaps in performance between any such category and the performance of all students?

Text box

Perkins Improvement Plan (if applicable)

1c) Document the results of the Perkins Improvement Plan activities as identified in the application.

Text box