

Perkins Basic Grant–Year-End Closeout Process

The year-end closeout process is to be completed by October 15.

The basic grant closeout for Perkins consists of three primary pieces.

- The Annual Report
- The Accountability Data submission
- The Final Financial Reimbursement Claim request through the Grants Management System (GMS)

Final payments will not be processed until all three pieces are submitted and approved. The following information provides the process and options for submitting.

Basic Grant Annual Report and Closeout information

Item 1: The **Annual Report** is the narrative portion of the final report. An outline of the sections expected exists below to assist in organizing and identifying the necessary information to include in the final report. The submission of this report (as a Word or PDF) as an attachment through the GMS Final Financial Reimbursement Claim request **eliminates** the need for signatures, cover pages, copies, etc.

Item 2: Submit the **Perkins Performance Accountability Data** through the NSSRS Accountability site located at <http://portal.education.ne.gov/Site/DesktopDefault.aspx>. Consortia must have data submitted by all participating institutions by June 30. For guidance, please review the secondary or postsecondary data manuals located here:

www.education.ne.gov/nce/Accountability/Secondary/PDFs/SecondaryPerkinsManual.pdf or
www.education.ne.gov/nce/Accountability/Postsecondary/PDFs/PostsecondaryPerkinsManual.pdf.

Item 3: Submit the *Final Financial Reimbursement Claim* request through the GMS. Access to the payments and reimbursement process is gained through the Grants Management System within the NDE Portal. The site is <http://portal.education.ne.gov>.

Audit guidelines require that an itemized printout of the total expenditures attributed to the approved Career and Technical Education Application for the year must accompany all claims for reimbursement. This printout must include the date of purchase, vendor, amount and description of items purchased. The printout should also provide detailed information on any personnel services charged to the Perkins grant.

Consideration and tips for the final financial claim process:

1. Select the final claim button within the payments section of the GMS to identify and initiate the final financial reimbursement claim.
2. Attach the itemized printout of the total expenditures files through the GMS financial claim system one at a time. Using “save page” between submitting attachment files ensures all files are uploaded into the system.
3. If you have questions about the Payments or Final Financial Reimbursement Claim processes contact Harlan Feather, Harlan.feather@nebraska.gov or the Help Desk at: **1-888-285-0556**, or the local number: **402-471-3151**.

Nebraska Career Education

Annual Narrative Report

The Annual Report is a written summary of the activities completed during the fiscal year and must be submitted with the financial claim for reimbursement in order to complete the final payment process.

Section 1 – Executive Summary

Complete an executive summary that highlights accomplishments achieved during the fiscal year. This should focus on impact and results of the Perkins investment. This should be limited to one page.

Section 2 – Activities of the Advisory Committee

Highlight and describe the activities of the advisory committee. Document the date of a minimum of one meeting, the committee’s role in developing the local application, and completing the activities outlined in the application.

★ Section 3 – Accomplishments

Use the following to guide the narrative and for **each major activity**, answer the following questions:

- What was accomplished that improved career education?
- How did these activities help students meet performance measures?

★ Section 4 – Special Populations

- How did the activities supported with Perkins funds address the success of special populations where appropriate?
- How did the activities supported with Perkins funds address recruitment and retention of gender nontraditional students where appropriate?

Section 5 – Recommendation for the Future

Based on the result of this fiscal year’s activities, identify recommendations for future efforts or changes to the five-year plan to be completed.

★ Section 6 – Program Performance

Performance Measure Summary

1. Describe the *previous* year’s performance results (LEA performance results located here: <http://www.education.ne.gov/nce/Accountability/ReportCards/index.html>) as compared to the previous performance and Nebraska’s federally negotiated performance levels or “State Goals” (State Goals located here: http://www.education.ne.gov/nce/Accountability/Images/State_Goals_FAUPL.pdf). For example, if completing the Annual Report for the 2012-2013 program year, LEA and state Perkins data from the 2011-2012 program year should be analyzed.
2. Address the concerns listed below:
 - **Secondary:** Using the data reports provided by the state (www.education.ne.gov/nce/Accountability/ReportCards/index.html) and the Perkins I and Perkins II validation reports available through NSSRS, evaluate LEA performance and identify areas that did not meet the state goals (www.education.ne.gov/nce/Accountability/PIP/index.html).

Performance Measure Summary—continued

- Also, identify areas for improvement and explain why any areas, including disaggregated areas, did not meet the state goal.
 - **Postsecondary:** Using the data reports provided by the state (www.education.ne.gov/nce/Accountability/ReportCards/index.html), evaluate LEA performance and identify areas that did not meet the state goals (www.education.ne.gov/nce/Accountability/PIP/index.html). Also, identify areas for improvement and explain why any areas, including disaggregated areas, did not meet the state goal.
3. Describe major challenges or reasons for special populations, including gender nontraditional students, not reaching performance levels for all indicators of performance.

Section 7 – Financial Claims

Validate the financial claims submitted through the GMS system represent the expenditures for the fiscal program year.