

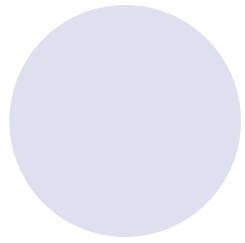
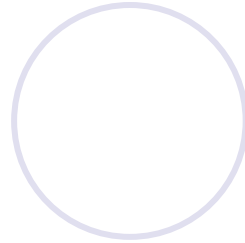
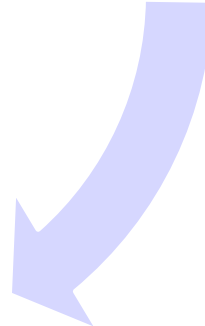
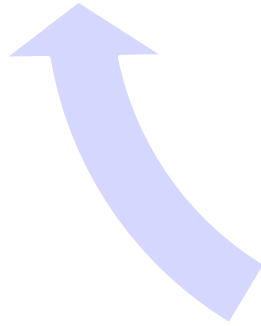
## **Perkins Overview**

# Shared Responsibility

**United  
States  
Government**

**State of  
Georgia/  
TCSG**

**College**



# What Are Our Responsibilities?

- Implement the Perkins Five-Year Plan
- Ensure Proper Fiscal Internal Controls Are in Place
- Submit Perkins Budget Amendments
- Collect Data on Special Populations
- Track Performance on Core Indicators
- Implement Improvement Strategies

# Timeline/Expectations



December/January

Carryover Info Available

February

Risk-Based PAR List  
Available

March

Local Application Shared  
with Local Board

April

Perkins Forms/Budgets  
Improvement Plans Due

# Using Perkins Funds



- Perkins is for occupationally specific, credit programs to improve student performance.
- Perkins money must be used according to your approved budget and plan.
- Colleges must expend monies on Required Uses of Funds, even if not from Perkins.
- You cannot supplant state/local funds, nor other state/federal requirements with Perkins.
- If you have questions, ASK!

# Unallowable Costs



- General Equipment (including furniture, computers, projectors, DVD players)
- Non-occupationally specific or non-credit
- Revenue-generating activities (for the college or specific employees)
- Things given to students
- Marketing, recruitment, and entertainment
- Supplanting!



## DISTRIBUTION OF FUNDS

**Funds are allocated based on the number of individuals who are federal Pell grant recipients at each institution.**

# Variance



- Within any Perkins budget line-item the college can over-spend within 5%.
- Expected expenditures more than 5% over budget will require either an amendment (in advance of liquidation) or payment from non-Perkins funds.
- Totals by class (personnel or other operating) may not exceed budget.



# Amendment Procedure

- Revisions are made in the Perkins software.
- An official (vague) amendment request letter from your President is mailed to Randy Dean.
- A p4data.mdb file and any New Position Request forms are e-mailed to <[rdean@tcsq.edu](mailto:rdean@tcsq.edu)>.
- Amendment approval letter with copy of budget from Randy will be mailed to President, Perkins contact, and VPAS.



# Grant Year

- Obligations must be made from July 1 to the next June 30.
- Obligations must be liquidated within 90 days.

# Personnel Reporting



- All positions paid for (in part or in full) from federal funds must be backed up with a Personnel Activity Report.
- Two types: Semi-annual Certifications and Time and Effort Reports



# Semi-annual Certification

- If a position only deals with one cost objective, then Semi-annual Certification needs to be done twice a year.
- This is determined by the nature of the tasks, rather than how the position is being funded.
- Example – If all tasks are Perkins-eligible, direct-student-involvement

# Time and Effort Reports

- If some tasks not Perkins eligible, or if some percentage admin (not 0 or 100%), then monthly Time and Effort Reports must be submitted.
- This is a summary of what happened after-the-fact. It should be realistic, and is expected to vary from month to month.

# Quarterly Reconciliation

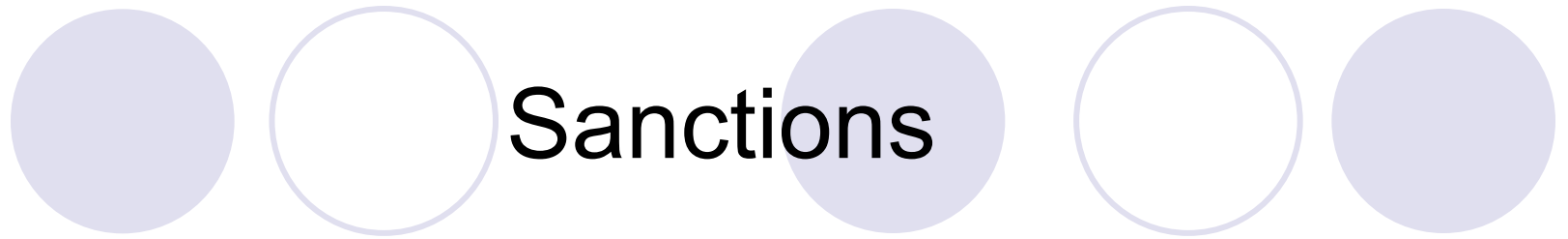


- Time and Effort Reports should be compared quarterly against Perkins budget.
- If there is a greater than 10% deviation, you must amend your Perkins budget.
- You can always pay Perkins-eligible tasks from non-Perkins funds, but not the other way around.

# End-of-year Reconciliation

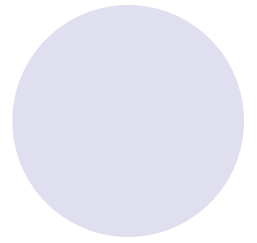
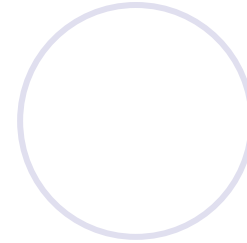
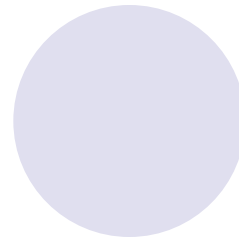
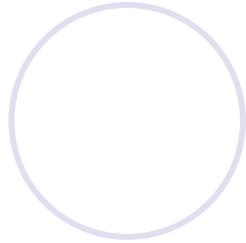
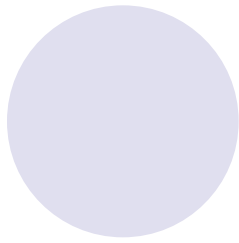


- At the end of the year, any discrepancy of 5% or greater must be resolved by a budget amendment.
- All Time and Effort Reports and Semi-annual Certifications must be backed up by some source evidence.



Remember, if your college misses 90% of the benchmark on the same measure for three years, your college will be sanctioned.





A yellow rectangular sign with rounded corners and a black border. At the top center is a black question mark with white radiating lines above it. Below the question mark are three white circles, each containing a black stick figure with large eyes, appearing to be in a thinking or questioning pose. At the bottom of the sign, the text "It's QUESTION TIME!!" is written in a bold, black, sans-serif font.

**It's QUESTION TIME!!**