

Perkins Annual Workflow

Color Key: Consortia tasks in green; State tasks in blue

Target Date	Task/Activity	Description
July thru September	APR1: Consortia Develop Annual Performance Reports (APR)	Consortia leaders develop Annual Performance Reports (APR) to report progress on outcomes identified in Local Application
Mid-July	Application6: Final State Team Approvals & Award Letters	Target date for State to complete all Local Application approvals and transmit award letters to each consortium
October 15	APR2: Consortia Submit APR	Deadline for submission of completed APR to State
October thru December	Reallocation1: Consortia Identify Potential Uses of Reallocation Funds	Consortia leadership teams identify funding needs aligned with CLNA priorities that were not able to be funded as part of approved Local Application and prioritize potential support if reallocation funds are available
September thru April	Risk Assessment and Monitoring	State completes risk assessment and coordinates with consortia identified for technical assistance or monitoring to establish meeting dates and timelines
Mid-November	Application1: State Team Distributes Instructions & Forms	State sends instructions and forms to consortia leaders for completion and submission of CLNA, Local Application, and APR
November thru February	CLNA1: Consortia Develop CLNA	Consortia engage with local and regional partners, gather and analyze data, and develop priorities for completion of CLNA
Late November	Draw1: Consortia Complete 25% Draw of Approved Budget	Target Date for consortia to complete minimum of 25% draw of approved budget funds
Mid-January	State Team provides Consortium Performance Reports	Target date for State to provide annual consortium performance indicator reports
January 31	APR3: CAR reports due to federal government	Deadline for State team to complete and submit the state Consolidated Annual Report (CAR) report to OCTAE (Office of Career, Technical, and Adult Education)
Early February	Reallocation2: State Team Notifies Consortia of Reallocation Amounts	Target Date for State to notify consortia of reallocation amounts
Early February	CLNA2: Consortia Complete CLNA	Target Date for Completion of CLNA
Late February	Draw2: Consortia Complete 50% Draw of Approved Budget	Target Date for consortia to complete minimum of 50% draw of approved budget funds
March thru April	Application2: Consortia Schedule Meetings with State Team Liaisons	Consortia leaders schedule meetings with State team liaisons (one MDE, one Minnesota State) for feedback on completion of local application, budgets, and POS spreadsheet
Early March	Reallocation3: Consortia Submit Reallocation Budget Requests	Target Date for consortia submission of requested budget for awarded reallocation funds
Late March	Reallocation4: State Team Final Approval of Reallocation Requests	Target Date for State team final approval of all reallocation requests
Mid-April	Application3: Planning Meetings with State Liaisons	Target Date for completion of consortia planning meetings with State team liaisons
May 1	Application4: Consortia submit Local Applications	Deadline to submit Local Application, budgets, POS, CLNA, Improvement Plans, and other supporting documentation
May and June	Application5: State Team Meetings with Consortia Leaders to Review Plan Submissions	State team liaisons meet with consortia leaders to review or clarify information provided in application documents, and to review requirements for completion of APR
June 30	Draw3: Consortia Complete 100% Draw of Approved Budget	Target Date for consortia to complete 100% draw of approved budget funds

Perkins Annual Workflow Separated by Task

APR and CAR Workflow

Target Date	Task/Activity	Description
July thru September	APR1: Consortia Develop Annual Performance Reports (APR)	Consortia leaders develop APR to report progress on outcomes identified in Local Application
October 15	APR2: Consortia Submit Annual Performance Reports (APR)	Target Date for submission of completed APR to State
January 31	APR3: CAR reports due to federal government	Deadline for State team to complete and submit the state Consolidated Annual Report (CAR) report to OCTAE (Office of Career, Technical, and Adult Education)

Reallocation Workflow

Target Date	Task/Activity	Description
October thru December	Reallocation1: Consortia Identify Potential Uses of Reallocation Funds	Consortia leadership teams identify funding needs aligned with CLNA priorities that were not able to be funded as part of approved Local Application and prioritize potential support if reallocation funds are available
Early February	Reallocation2: State Team Notifies Consortia of Reallocation Amounts	Target Date for State to notify consortia of reallocation amounts
Early March	Reallocation3: Consortia Submit Reallocation Budget Requests	Target Date for consortia submission of requested budget for awarded reallocation funds
Late March	Reallocation4: State Team Finalizes Approval of Reallocation Requests	Target Date for State team final approval of all reallocation requests

CLNA Workflow

Target Date	Task/Activity	Description
November thru February	CLNA1: Consortia Develop CLNA	Consortia engage with local and regional partners, gather and analyze data, and develop priorities & strategies
Early February	CLNA2: Consortia Complete CLNA	Target Date for Completion of CLNA

Local Application Workflow

Target Date	Task/Activity	Description
Mid-November	Application1: State Team Distributes Instructions and Forms	State sends instructions and forms to consortia leaders for completion and submission of CLNA, Local Application, and APR
March thru April	Application2: Consortia Schedule Meetings with State Team Liaisons	Consortia leaders schedule meetings with State team liaisons (one MDE, one Minnesota State) for feedback on completion of local application, budgets, and POS spreadsheet
Mid-April	Application3: Planning Meetings with State Liaisons	Target Date for completion of consortia planning meetings with State team liaisons
May 1	Application4: Consortia submit Local Applications	Deadline to submit Local Application, budgets, POS, CLNA, Improvement Plans, and other supporting documentation
May and June	Application5: State Team Meetings with Consortia Leaders to Review Plan Submissions	State team liaisons meet with consortia leaders to review or clarify information provided in application documents, and to review requirements for completion of APR
Mid-July	Application6: Final State Team Plan Approvals Award Letters	Target date for State to complete all Local Application approvals and transmit award letters to each consortium