

Instructions to Complete the FY25 Annual Performance Report

Each year, Minnesota Perkins consortia must submit an annual performance report (APR), which details the progress and results of the previous year's local application for Perkins funding. **The FY25 APR reporting year is July 1, 2024 through June 30, 2025.**

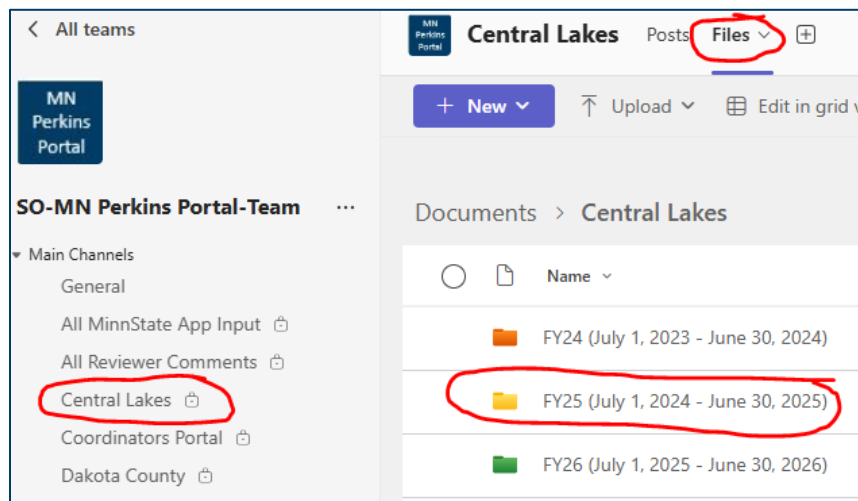
The annual performance report serves to answer two questions for the reporting year:

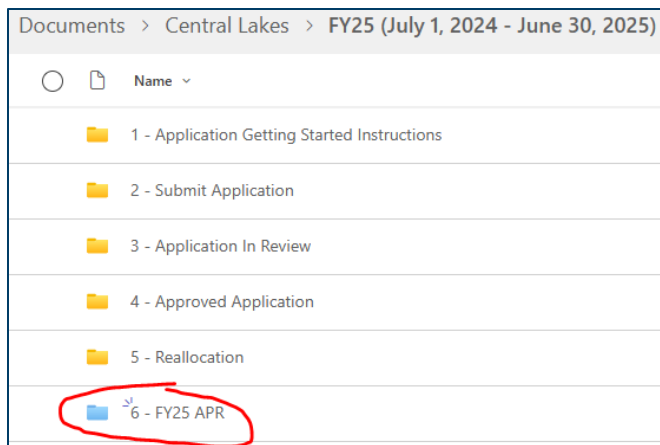
1. How specifically did the consortium spend Perkins funding during the reporting year?
2. Did Perkins funding make a difference in improving student achievement and consortium operations, and how does the consortium know?

These questions will be answered by entering a status update on the progress consortia have made on the Measurable Outcomes for each Narrative in the **FY25 Perkins V Local Application** Word document.

How to provide a progress report on Measurable Outcomes:

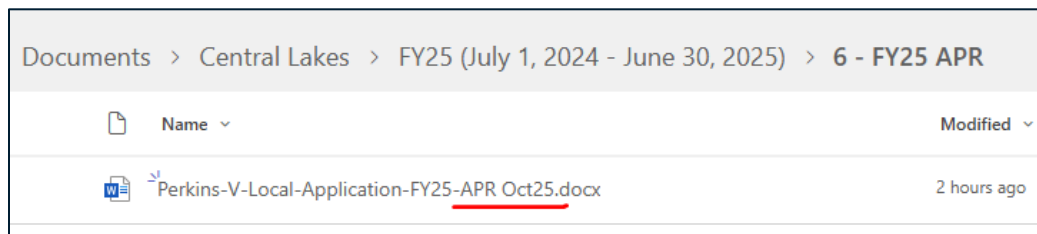
1. **Navigate to the 6 – FY25 APR folder** on the MN Perkins Portal.
 - » Path to folder: SO-MN Perkins Portal-Team | [consortium name] channel | Files | FY25 (July 1, 2024 – June 30, 2025) | 6 – FY25 APR
 - » The red circles in the following screenshots demonstrate the path to the folder for the Central Lakes Consortium, as an example.





2. **Open the Perkins V Local Application-FY25-APR Oct 25 Word document.**

- a. Note: The final version of your FY25 Local Application was renamed and saved as a Word document in this folder. All formatting used to show revisions (e.g., highlighting, colored text, crossed out text, etc.) was removed.



3. **Provide a progress update for every Measurable Outcome** in your Local Application by indicating the current status as “**Completed**,” “**Ongoing**,” “**No Progress**,” or “**Discontinued**,” and include the following information for each status category:

- » *Completed*: report data results or provide a description of completion.
- » *Ongoing*: describe progress on strategies and remaining activities or adjustments made for the FY26 Application.
- » *No progress*: identify barriers or reasons for no progress and what adjustments were made to the strategies or outcomes in the FY26 Application.
- » *Discontinued*: the need or outcome will not be continued as part of the consortium’s Perkins work. Describe the progress made and the reasons for not continuing.

4. Type the progress updates after each Measurable Outcome listed using **red font**.

Here are some examples with progress updates shown in red. Bold, red font is used to differentiate the updates from the outcomes visually.

3. Measurable Outcomes (report results in next APR):

Monitor the retention and success rates of underrepresented students enrolled in POS, compared to historical data, to gauge the impact of support initiatives. **No progress. This outcome was difficult to measure because specific POS and initiatives were not identified. Revisions were made in the FY26 application to align outcomes and strategies better.**

3. Measurable Outcomes (report results in next APR):

1. Plan and execute college instructor visits to all high schools at least 1x per year for 2024-2025. **Completed. All 5 high schools were visited by the manufacturing and nursing faculty once during the year.**
2. Increase in secondary approved Programs of Study by analyzing current teaching staff at each high school, discussing with each administration opportunities to increase POS, and a plan for the remainder of the 2024-2025 school year. **Ongoing. Analysis of the current teaching staff at each high school has been completed. POS expansion was not identified in FY25, but will be completed in FY26.**
3. Networking opportunities for consortium teachers through content area meetings once per year to discuss curriculum, opportunities for POS, and share best practices. **No progress. The person assigned to this project has left their position, and the position remains unfilled. No alternatives have been established. This outcome has been moved to a strategy in the FY26 application, and the outcome was revised.**

3. Measurable Outcomes (report results in next APR):

Minimum of 75% of all secondary CTE faculty in the Consortium will have attended this professional development in FY25 and provide feedback on how helpful this was. **Completed. 78% of secondary CTE faculty attended the fall professional development session, and 92% rated it as "very beneficial" in the feedback survey.**

3. Measurable Outcomes (report results in next APR):

Increase enrollment in college CTE programs by funding a Career Navigator position to engage with secondary students. **Discontinued. Enrollment in CTE programs has increased by 10%. However, Perkins has funded this position for three years. Since the position is deemed effective, the college will transition this position to the general fund.**

Another example:

Discontinued. The effort was not successful. There was very little increase in student enrollment in CTE. We will be reexamining how to increase student enrollment.

How to provide a progress report on an Improvement Plan (if required):

If you were required to submit an improvement plan with your May 1, 2025 application, please provide a description of the progress you have made in implementing the action plan by following these steps:

1. Open the **Improvement Plan** document you submitted on May 1, 2025.
2. Use **Save As** to save the file, adding “**APR Oct25**” to the title: **Improvement Plan-APR Oct25**
3. Insert the text “**Progress Update for FY25 APR:**” at the end of the document after the Action Plan tables, as shown in the screenshot. Then, **describe the progress** you have made in implementing the action plan.

Action Plan: Current Year (what will you do right now?)				
SDPL (Grant Year):				
Actual Performance:				
Action Steps:	Stakeholders involved in implementation :	Project Lead (Person responsible for implementing Action Step):	Completion date (by step):	Describe the activities financial resources will be used for:
1.				
2.				
3.				

Action Plan: Next Year (what will you do in the upcoming plan?)				
SDPL (Grant Year):				
Increase in Actual Performance needed:				
Action Steps:	Stakeholders involved in implementation :	Project Lead (Person responsible for implementing Action Step):	Completion date (by step):	Describe the activities financial resources will be used for:
1.				
2.				
3.				

Progress Update for FY25 APR: [insert a description of the progress you have made in implementing the action plan]

4. **Upload the Improvement Plan-APR Oct 25 file to the 6 – FY25 APR folder** shown in step #1 on page 1.

Assistance

If you have difficulty accessing or navigating the MN Perkins Portal Teams site, contact Sheri Hutchinson at 651-201-1685 or sheri.hutchinson@minnstate.edu.

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