Good Afternoon,

The Office of Career and Technical and Adult Education has indicated we will have the estimated state allocations at the end of this week. I will send out award amounts as soon as that is received.

The State Board of Education will be using the combined FY22 and FY23 Reserve funds for special projects in FY23.

Upcoming due dates.

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| April 11th | Grants4ME system opens for FY22 year-end reports and FY23 application |
| April 25th | CLNA submitted in the Grants4ME system |
| June 30th | FY22 year-end reports and FY23 applications submitted in the Grants4ME system |
|  | ALL student related data must be submitted in Synergy or MDOE’s NEO systems. |
|  | ALL FY22 funds must be expended or obligated |
| July 1st | OCTAE awards the first 25% of the FY23 grant funds |
|  | Obligation of FY23 funds begins **IF you have submitted a substantially approvable grant** |
| September 30th | ALL FY22 encumbered funds must be expended |
| October 1st | OCTAE awards the remaining 75% of the FY23 grant funds |
|  | Perkins 3S1 CTE Post-Secondary Placement NEO report opens for input. |
|  | **Note – FY23 Reimbursement will not begin until your FY23 grant (which includes your FY22 year-end reports) has been submitted and fully approved. As always, once your FY23 grant is approved you may only request up to 25% of your grant award prior to September 30th.** |
| October 30th | ALL FY22 reimbursement requests must be submitted in the Grants4ME system |
| October 31st | Anticipated due date for the FER (final expenditure report) |
|  | **Note – FY22 FER (Final Expenditure Report)** will be started and changed to FER Draft Completed by your fiscal representative. Once the fiscal representative has changed the status to FER Completed, Directors will be required to approve before report will be submitted to DOE. |

Additional Information

* Your FY23 grant application budgeted activities must align with your CLNA that is due April 25th.
* Ongoing stakeholder engagement is required as noted in the Perkins Act, so you will indicated your process for doing this within your application Collaboration section.
* When budgeting be sure to assign the appropriate object and function codes, see table below. **You should work with your business managers to ensure the correct coding is used.**
* **Equipment 7300 – is only to be used for items valuing $5,000 and above**. These are the items that will be required to be tagged. Equipment items less than that amount will not require a tag, but will need to be tracked in an inventory system as a Perkins expenditure and will need to be used in the program for which they were purchased. Perkins monitoring will continue to look at both equipment and minor equipment purchases.
* It is important that you use the chart below to **determine if an item is equipment or supplies**. Supplies still need to be tracked to program and used for the approved activities, but does not have to be tracked as thoroughly as equipment and minor equipment.
* For CTE 6150 is a special supply code for minor equipment. This is for walkable items of value that will last more than a year and must be tracked, but do not meet the $5,000 threshold. (laptops, cameras, electric or battery hand tools, etc.)
* Grant approval workflow – Director changes status to Draft Completed – Fiscal Representative approves – Superintendent (or Region Director) approves – DOE CTE approves
* Additional Perkins information, including secondary formula data for FY19, FY20, FY21, FY22 and FY23 is on our websi[te. https://www.maine.gov/doe/learning/cte/perki](https://www.maine.gov/doe/learning/cte/perkinsv)nsv



