

03/10/2016

## End-of-year Reports March 10, 2016 Transcript

[00:00:00] Good Afternoon and welcome to the Virginia Department of Education Office of Career and Technical Education video Technical Assistance session. Today's session will focus on the end-of-year financial reporting. Joining me today is Terry Dougherty, who is the Grants Manager in the Office of Career and Technical Education. The agenda for today's session will focus specifically on the Federal Perkins Grant and the details associated with end-of-the-year encumbrances and reimbursements. And also on state CTE funding, specifically state equipment, Workplace Readiness Skills for the Commonwealth exams, industry certification exams, the CTEFR Occupational Preparation and Adult Education Program Entitlements for State FY 2016. We will also provide information about the summer Cybersecurity Camps doing this presentation as well. We will wrap up with CTE program updates. I'm turning the program over now to Terry Dougherty for the detailed presentation pertaining to end-of-the-year financial information and reporting.

[00:01:36] Good Day. Your CTE federal programs funds were issued for school year 2015-16, were issued with Supts Memo 076-15, dated April 3rd 2015. This provided each school division with an estimate of their state allocations under the Carl D. Perkins Act. A little over 17 million dollars was allocated to the secondary education programs funding for the school divisions. This was an increase of \$232,428.97 from the previous school year. Now school division allocations are based on two different factors. The first factor is the number of individuals ages 5 to 17 who reside within the school division, and this source of data is from the National Center for Education Statistics Common Core Data for school year 2012-13. The second factor is the number of individuals ages 5-17 who are from families below the federal poverty level, and this source of information is the US Census Bureau Income Year 2013 Poverty Data.

[00:02:59] Now with those two sources of information, the funding is based on an allocation formula where 30% of the funding is based on the number of children aged 5 through 17 who reside within the school division, and the remainder 70% of the funding is based on the number of 5 to 17 year olds in the families below the poverty line based on the data collected under the Elementary and Secondary Education Act and compared to the total number of individuals who reside within the school division. Now your funding allocation is loaded into OMEGA on July 1st. Initially we receive 29.6% of our federal allocation on July 1st and this funding level is loaded into OMEGA. The remaining 70.4% of the yearly allocation was loaded into OMEGA under the project code 0000 default on October 1st 2015. So your entire funding allocation has now been loaded into a OMEGA.

[00:04:09] Now in order for you to submit a reimbursement request for your Perkins expenditures, there are several things that must be done. First of all, your school year 2015-16 Perkins allocation amount is based on Superintendent's memo 076-15, dated April 3, 2015. You must then have an approved Local Plan with your CTEMS schedule 17 and 18 for Administration and Budget Summary worksheet that takes your entire allocation and allocates your expenditures by your object code amount. Once your Local Plan has been approved, then you must submit in OMEGA the budget transfer request, moving your funding allocations from the default 0000, which the funding was loaded into OMEGA, into your various object code expenditures based on your approved plan in your CTEMS schedule 18.

[00:05:23] If this is after October 1st 2015 your entire funding has been loaded into OMEGA. So you must submit a budget transfer request based on one hundred percent of your allocation distributed by your object code amounts based on your approved plan. Remember that your expenditure

requirements for any of your Perkins Secondary Federal Program Funds must be first based on your approved local plan and budget, how you going to spend your money, must be actual school year 2015-16 expenditures, must be encumbered by no later than June 30th 2016, and must be an appropriate use of federal funds to improve your Career and Technical Education programs.

[00:06:14] Remember that Federal Perkins funds cannot be spent for capital improvements, upgrades or improvements to any physical structure, buildings, classroom, or laboratories, etc. Your Perkins funding can also not be used to purchase used equipment, reconditioned equipment, or to repair any equipment, even though that equipment may have been purchased with Perkins funds. You also cannot use your Perkins funds to make those equipment repairs or to repurchase any repair parts for any of that equipment.

[00:06:56] Perkins funds also cannot be spent for the installation of equipment unless that installation is included with the original purchase price of the equipment; such as if you're buying new stoves to install into your culinary program, installation of that stove must be within the original purchase price of that stove. You also cannot use Perkins Federal Funds for any materials supplies are commodities that are consumed or materially altered when they are used. Examples of that are welding gases, paint, lumber, sheet metal batteries, solvents, etcetera.

[00:07:34] Perkins funds can be used for the purchase of any new equipment, a classroom reference set of textbooks, computer and software upgrades, and can be used for rechargeable batteries if that battery is part of the original purchase price of the equipment, such as you buying a digital camera or portable drill and rechargeable batteries comes with that purchase.

[00:07:58] Now equipment is defined as any instrument, machine, apparatus, or set of articles that meets all of the following criteria: in that it retains its original shape, appearance, and character with use; it does not lose its identity through fabrication or incorporation into a different or more complex unit of substance; and is not expendable; also under normal use that equipment can be expected to serve its principal purpose for at least one year; and it excludes supplies and materials as defined by the Virginia Department of Planning and Budgets Expenditure Structure, Part II.A 13-XX, Supplies and Materials, dated June 2011. The source for that list is included on this slide.

[00:08:54] Remember that any of your equipment purchase must be on the approved current state edition of the recommended equipment approved for CTE and Technical Education Programs and the link is provided on this slide for that list. You must remember that school year 2015-16 funds cannot be carried over to the next school year. That means all of your funds must be spent or encumbered this school year and must be encumbered by no later than June 30th 2016. Your final reimbursement request must be submitted by September 30th 2016 in OMEGA. Any unspent funds that you have remaining in your allocation will result in a forfeiture of those funds and will not be reallocated back to you. Those unclaimed Perkins funds are reallocated for unpaid industry certification reimbursements as part of our reserve funding.

[00:09:58] The next thing we're going to talk about is your Career and Technical Education State Funding. This is equipment or funding that is provided by the General Assembly top-rate Career and Technical Education Programs. You received an entitlement for Career and Technical Education equipment industry certification exams for students, Workplace Readiness Skills for the Commonwealth examination, and in funding for occupational preparation and adult education program entitlements for a school year or state fiscal year 2016, and that information is provided on the annual CTE financial report.

[00:10:39] The first thing we're going to talk about is your Career and Technical Education state equipment allocations; Superintendent's memo number 181-15, dated July 24th 2015, provided each school division, and Regional Technical Center with their allocations for state equipment as well as the

reimbursement request form for school year 2015-16. One point eight million dollars is allocated in lottery funding for state equipment allocations. Each school division and Regional Technical Center was allocated a \$2,000 floor allocation amount, then the remainder of the allocation is based on your CTE enrollment based information. Basically it works out that you receive \$2.515 per student enrolled in CTE programs.

[00:11:35] Remember that 100% of your reimbursement for equipment expenditures, not to exceed your approved allocation, will be paid back to the school divisions. That equipment purchased must be on the state approved recommended list for Career and Technical Education Program. Your state equipment funds must be totally used before you submit any reimbursement request through Omega for your Perkins federal funds of equipment. Your state equipment funding is to supplement not supplant any funds currently provided within the locality from your school division or the Regional Technical allocations. Equipment purchased with state funds cannot also be claimed on your Federal Perkins reimbursement request forms. They must be separate allocations. Equipment purchased can be split between your local state and federal funding allocations. If you're making a large purchase of computers and your state allocation for equipment is only \$5,000 you can split that one purchase between your state and federal funding sources.

[00:12:49] For your state equipment allocation reimbursement, your reimbursement request forms must be submitted by no later than Friday, June 3rd, 2016. These request forms must have the division superintendents or designee's original signature in blue ink, and you can either mail your form, completed signed form, to the Virginia Department of Education Office of Career and Tech Education, attention Grants Manager, PO Box 2120, Richmond, Virginia; or you can scan and email a colored PDF document of the signed form to [cte@doe.virginia.gov](mailto:cte@doe.virginia.gov). Or, you can fax it to area code 804-530-4560. Here are these three methods that are acceptable, but your reimbursement request must be sent in by no later than Friday, June 3rd 2016, and the reason for this early date is that this is the date that we must have all the state funding allocations reimbursement requests in to the Department of Education, so that we can manually process those payments by close of business on June 30th, 2016, when the state funding allocation deadline is.

[00:14:15] The next thing we're going to talk about is your CTE State Industry Certification, Superintendents Memo number 179-15, dated July 24, 2015; provided your allocation for your industry certification exams, licensure tests and occupation competency assessments allocation, as well as the reimbursement request forms for June 2015 and the school year 2015-16. A little over 1.3 million dollars is allocated for industry certification exams, reimbursement to the school divisions and Regional Technical Centers. This is at the same funding level as the previous school year, and it works out to be \$2 dollars and 27 and one-half cents per student enrolled. State funding is provided for your student credentialing for any industry certification exam including Workplace Readiness Skills exam, state licensing tests, occupational competency assessments, such as NOCTI, and any school Regional Center certification site licenses. Remember that all of these examinations and credentials must be on the approved Board of Education list of industry certifications. Funding for your industry certification exams are available for two different periods. Due to the state funding requirements that everything must be submitted by no later than June 3rd, 2016, we allow you to submit any industry certification exams that were given last June in 2015 towards this year's allocations. Those reimbursement request submissions should have already been submitted because the deadline was October 31st, 2015. For any industry certification exams that you give between July 2015 and May 2016 to be submitted in on your second request, and those submissions must be submitted by June 3rd, 2016. The state will reimburse you a hundred percent of your cost for industry certifications not to exceed your allocation amount stated in the superintendent's memo. Remember that any of your reimbursements for your state Industry certification must be submitted on the paper form, that's what the Superintendents memo stated. We will pay you initially up to 100% of your allocation for your industry certifications. Anything over your hundred percent of your allocation amount must be submitted in on subsequent CTE industry certification reimbursement requests and will be held until after June 3rd. So submit your initial

reimbursement request for up to 100% of your allocation amount. Anything above your allocation amount submitted on a separate CTE reimbursement request form for industry certification.

[00:17:34] Remember that site testing licenses and certification exams were provided for no cost under the Information Technology Industry Certification Program or what was formerly called the Microsoft Academy. You cannot claim any industry certification exams reimbursements that were paid for under the Information Technology Industry Certification Program or Microsoft Academy. These were already paid for by the state and purchased statewide for all the school divisions and Regional Technical Centers. Also, these exam costs cannot be claimed on Federal Perkins Program Reimbursements. Again, just like state equipment, state funds must be used 100% before requesting any Perkins Federal Reimbursements for industry certifications. Your industry certification reimbursement request form must be submitted by Friday, June 3rd, 2016. And your request form must have the division superintendent's or designee's original signature in blue ink.

[00:18:49] The next thing we're going to talk about is your state Workplace Readiness Skills for the Commonwealth examinations. These allocations were issued under superintendent's memo number 180-15, dated July 24th, 2015. This divided the state allocation for Workplace Readiness Skills for the Commonwealth as well as any other industry assessments and reimbursements. In the reimbursement request forms for the same time period of June 2015, the school year 2015-16. A little over \$308,000 was allocated to the school divisions and Regional Technical Centers. This is the same state funding level as for the previous school year, and the allocation worked out to be 52.7 cents per CTE student enrolled. Your Workplace Readiness Skills funding provides flexibility, in that the funding allocation may be used not only for the actual Workplace Readiness Skills assessment, but any other industry certification preparation and testing exam, as long as that exam is on the approved list. Funding allocation was based on your school year 2014-15 enrollment data of students in secondary CTE courses. Just like industry certification and your Workplace Readiness Skills funding is available for two different periods. For any exams that were given during June of 2015 and weren't submitted in for last year for reimbursement should have been submitted in by October 31st, 2015. All your other Workplace Readiness and any other industry certification exams taken from July 2015 through May 2016 must be submitted in on a reimbursement request form by no later than June 3rd 2016. We will reimburse each school division and Regional Technical Centers 100% of the reimbursement of costs not to exceed your allocation amount. Remember that your Workplace Readiness or other industry certification exams reimbursement requests must be submitted on the Workplace Readiness Skills for the Commonwealth reimbursement request form. Initially your Workplace Readiness exams will be funded up to 100% of your allocation amount, and will be paid immediately upon receipt of the reimbursement request. Any additional subsequent Workplace Readiness Skills examinations that exceed your initial allocation amount must be submitted on a separate reimbursement form. After both of your state allocations have been expended for industry certification and Workplace Readiness allocations, school divisions and regional technical centers may submit reimbursement requests from their Federal Perkins funds allocation.

[00:22:00] Just a reminder that all your forms must be submitted in by no later than Friday June 3rd, 2016. All of your forms must have the division superintendent's or designee's original signature in blue ink, and again you can mail your completed and signed form to the address listed, or you can scan and email a color PDF signed form to CTE at [doe.virginia.gov](mailto:doe.virginia.gov), or fax to area code 804-530-4560. All three of those methods are acceptable as long as your reimbursement request is submitted in by the deadline of Friday June 3rd, 2016. These are the recommended reimbursement request actions that we recommend for any of your industry certification exams or Workplace Readiness Skills. First of all, ensure that all your expenditures are only for those industry certification exams, licensure test, and occupational competency tests that have been approved by the Board of Education. Second, use the specific name of the exam credential or license as listed on the Board of Education approved list on all your reimbursement request forms. This allows us to quickly check and ensure that all of your request meet the requirement that you have a valid industry certification exam on your reimbursement

request. Then submit your initial Workplace Readiness or other industry certification exams for your total school year 2015-16 allocation on a reimbursement request form. Then submit your initial industry certification exam, licensure tests and occupational competency assessments for your total school year 2015-16 allocation amount on its reimbursement request form. Then the third thing to do is if you have any additional Workplace Readiness Skills or other industry certification exams over your school year 2015-16 allocation amount, submit those on a separate industry certification request form.

[00:24:28] Any additional Workplace Readiness Skills and other industry certification exams that we receive that are over your school year 2015-16 allocation amounts will be held for payment processing until June 6, 2016. On June 6, 2016 I will take any unused state Workplace Readiness Skills or industry certification exam funds that were not used by school divisions or regional technical centers, and reallocate that funding to any school division or regional tech center that submitted additional Workplace Readiness Skills and industry certification reimbursement requests. And we will reallocate 100% of any unused funds to those Workplace Readiness and industry certification exam requests that are submitted. Now your payments for industry certification in your Workplace Readiness Skills comes in with two different forms. Your Workplace Readiness Skills funding is provided by state general funds and those will be paid out in full on state semi-monthly payment schedules. The Lottery Fund payment for your state equipment and industry certification exams are posted for payments starting in February 2016 and those will be paid as the reimbursement requests come in. Just a reminder that the school divisions must first use all of their state allocations for Workplace Readiness Skills and industry certifications before submitting any industry certification exams for reimbursement with Federal Perkins funds. If you are submitting additional reimbursement requests for industry certification exams using Federal Perkins funds, then you must include the following statement in the comments section of your OMEGA reimbursement request. That's basically to state that your industry certification exams or Workplace Readiness Skills exams that have been submitted through Omega are additional unpaid examinations that have not previously been submitted for reimbursement with state funds.

[00:26:48] Next thing we're going to talk about is your state program entitlements for occupational prep and adult education programs. These are state funds that are provided for by the General Assembly. Last year, with Superintendent's memo number 154-15, dated June 26th, 2015, each school division and Regional Technical Center received their allocation based on the last years' submitted CTEFR report. A little over 5.9 million was allocated towards occupational prep expenditures and a little over 2 million for Career and Tech education adult education programs. That state funding is provided for the operation improvement and expansion of career and tech education for occupational preparation and adult education programs to support the following: The first is principals and assistant principals of CTE centers where at least 50% of their time is spent in CTE program administration or supervision; the second is for extended contracts of instructors for activities related to the coordination, development, or improvement of CTE programs; and the third is the adult occupational CTE programs that provide opportunities for adults prepare for initial employment retraining or career advancement. Your entitlements last year were based on your actual expenditures reported by the school divisions and regional technical centers on the prior year's CTE finance report or the CTEFR. Last school year, we were able to refund the school divisions and Technical Centers 48.52% of their local expenditures for occupational prep in adult education programs. For this years' CTE financial report, superintendent's memo number 006-16, dated January 15th, 2016, laid out the information for submission of your CTEFR for school year 2014-15. This data is collected through the Virginia Department of Education's single sign on for web system or SSWS data report entry application. The same application that we used last year. Your CTEFR entry data must be completed and submitted to the Virginia Department of Education through the SSWS application.

[00:29:35] Once all of your CTEFR information has been submitted for school year 2014-15, this expenditure information will be used to calculate your fiscal year 2016 state CTE categorical entitlements for occupational preparation and adult education programs. Remember that, if the overall in the state occupational prep local expenditures go up, then the individual entitlement percentages

may go down if people report less expenditures in the previous year then your percentage of reimbursement may increase. It's all based on across the board and the Commonwealth of Virginia, all of the information that is reported in for expenditures for each of those two programs for last school year. Remember that after completing your CTEFR data entry, the division superintendent or authorized designee must verify the report's accuracy and sign the verification form that is provided in the web based application with the original blue ink signature. Those signed verification forms must be submitted to the Virginia Department of Education by April 29th, 2016, either electronically at our address listed, or with a color scanned PDF attachment, or mailed to the Virginia Department of Education. It is important that even if you're not reporting any expenditures for either of those programs last year, the division superintendent still must sign the verification form and mail it to the Virginia Department of Education. Now after all the school divisions and Regional Technical Center has submitted their CTEFR for school year 2015, we will calculate the fiscal year 2016 entitlements and process the state fund payments. The occupational prep and adult education program payments will be paid to the school divisions in one payment on June 30th, 2016 by electronic funds transfer. The regional center entitlements will be paid directly to each one of the center's physical agents. Those school divisions or regional technical centers that did not operate any occupational prep or adult education programs during school year 2014, and did not record any local fund expenditures on their CTEFR report will not receive any state reimbursements for fiscal year 2016.

[00:32:29] The next thing I want to talk about is the Virginia CyberCamp 2016 program. This year the state provided us two million dollars initiative to implement Virginia 2016 CyberCamp programs. Superintendent's memo number 293-15 dated December 4th, 2015, laid out the initiative for the Virginia CyberCamp 2016 program. It was targeted for high schools in challenged school divisions and we were able to award 32 CyberCamp programs for \$62,500 each and those programs are within all eight of the superintendent's regions. Just as a review on your federal programming, remember that your 2015-16 federal programs funding allocation were announced on Superintendent's memo number 076-15 dated April 3rd, 2015. Remember that you received your state allocations for your CTE equipment, industry certification and Workplace Readiness examinations on superintendent's memos. Those are state funding and all of those reimbursement requests must be submitted in by no later than Friday June 3rd, 2016. And your CTEFR, which are your occupational prep and adult education programs entitlement report, must be submitted in by the deadline to Virginia Department of Education.

[00:34:18] Thank you, Terry, for an excellent presentation. I believe the PowerPoint that you put together provides comprehensive details for our local CTE Directors to close out the 2015-16 financial year. Thank you again for providing the presentation. We would like to call your attention to a few announcements. Your 201617 Perkins Plan and budget are due to the department by April 29th, 2016. By submitting your application by April 29th will ensure that your application is substantially approvable by July 01. Also we would call your attention to superintendents memo 015-16 released on January 22nd. It provides updated information pertaining to the Workplace Readiness Skills Assessment for the Commonwealth, and specifically it provides details about the new summer testing period that extends the current school year for testing. Third, we would call you attention to the early bird registration, in which Perkins funds may be used for one nights hotel lodging or deposit and travel costs for summer professional development conferences, and that would also include CTSO state and national conferences, when those conferences involve transporting students who are of a special population in one of those six categories. And finally, we would call your attention to the upcoming video streaming session that will be held on March 17th which will deal with master schedule collection MSC, spring and end-of-the-year student record collection. Mark Burnett will be the lead presenter for that final session of the year. Again thanks, Terry, for your presentation. In closing, we would ask that you would take a couple of minutes to complete the evaluation of this session. We value your comments and they aid us in continuously improving the type of information and quality of these presentations. I wish everyone a wonderful rest of the school year and if we can be of assistance in any way, please do not hesitate to give us a call. Thank you very much.