## **Annual Calendar**

Perkins funds are awarded to subrecipients from July 1-June 30. The annual calendar below details the submission deadlines and requirements. Additional information regarding these requirements can be found in the [Appendix F](#bookmark43): Annual Calendar (detailed).

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| **Perkins Forms & Processes** | **Due Date** |
| [Comprehensive Local Needs Assessment](#bookmark11) (annual updates) | Jun. 30 |
| Perkins Applications (Excel Budget worksheets - [Appendix B](#bookmark32)) | Jun. 30 |
| Postsecondary: Nontraditional Application | Jun. 30 |
| Postsecondary: Reserve Application | Jun. 30 |
| State Institution Project Application | Jun. 30 |
| [Narrative Report](https://portal.cte.idaho.gov/Catalog?eventID=3501) (summary of prior year outcomes) | Jun. 30 |
| [Performance Improvement Plan](#bookmark26) |  |
| [Consortium](#bookmark22) documents: Agreements or Waiver Request | Jun. 30 |
| Reimbursement Requests (submit as soon as money is spent) | Final deadline Jun. 7 |
| **Perkins Reports** | **Due Date** |
| Summarized and program level data delivered to LEAs and technical colleges | By March |
| Technical Colleges submit Pell/BIA counts for CTE students | Mar. 31 |
| Placement data for annual legislative report and Perkins report (LEAs and technical colleges) | Apr. 30 |
| Technical College enrolments | Nov. 1 |
| Perkins allocations for eligible recipientsDistributions are approximate and dependent upon appropriation dates and amounts received from Congress and the Office of Career, Technical, and Adult Education (OCTAE). \*Projected allocations will be sent within 30 days following the receipt of the allocation tables from OCTAE.LEA funds are based on:-30% is allocated to LEAs based on the number of 5-to-17-year olds who reside in the school district-70% is allocated to LEAs based on the number of 5-to-17-year-olds in families below the poverty lineTechnical College funds are based on the number of CTE students who received financial aid under Pell or BIA during the report period. | Notification Date April/May\* |