

Role of Regional Perkins Grant Coordinator

1. Responsible for ongoing communication with all participating agencies including other CEPD Administrators in the region and conducting regional meetings including liaison communications with the Office of Career and Technical Education.
2. Provide leadership to regional partners to assure Career and Technical Education (CTE) programs are consistent with high skill, high wage, and in demand occupational needs in the region and the state.
3. Complete and submit Comprehensive Local Needs Assessment (CLNA) biennially.
4. Review CLNA annually, monitor progress toward goals, and update as necessary.
5. Share latest Core Performance Indicator (CPI) results by school district, CEPD, region, and program with participating agencies, Career Education Advisory Council, Workforce Development Board, Local Educational Agency, administrators, teachers, faculty, counselors, and support staff.
6. Meet with participating agencies on a regular basis to ensure a regional effort to accomplish the goals of the CLNA and Perkins application, consistent with CTE CPIs and areas for improvement.
7. Review and approve monthly reimbursement requests to ensure consistency with approved grant application budget.
8. Process timely (quarterly required, monthly preferred) regional drawdowns from the State of Michigan.
9. Review and submit regional CTE grant amendments/modifications and monitor grant activities, outcomes, and expenditures in coordination with regional partners.
10. Monitor grant activities for successful implementation, desired outcomes, and continuous improvement of CPIs.
11. Coordinate the collection and submission of Programs of Study.
12. Coordinate and submit target negotiations for CTE CPIs.
13. Maintain active communication and collaboration with your business officer.
14. Coordinate the submission of Final Expenditures for sub-recipients (excel spreadsheet), non-federal funds used on required Perkins activities, and the Final Expenditure Report (FER) in NexSys.