

Michigan Department of Education Office of Career and Technical Education

Timeline for Effective Grant Management

Revised November 2023

January

- Grant Coordinator/Regional Leadership Team planning meeting to review performance Indicators (CPIs) for the region, Career Education Planning District (CEPD), school districts, and programs to determine priorities for the next application cycle.
- Review Comprehensive Local Needs Assessment (CLNA) for any changes.
- Attend OCTE Annual CTE Data Workshop
- Attend OCTE Grant Dissemination Workshop
- Attend Michigan Career Education Conference
- Draw down grant funds for reimbursement of current year expenditures.

February

- Preliminary regional allocation announced for upcoming year.
- Review current year grant for possible amendments and budget amendments.
- Grant applications are live on NexSys for upcoming year.
- Draw down grant funds for reimbursement of current year expenditures.

March

- Grant Coordinator/Regional Leadership Team planning meeting to review next year's application and finalize next year's application.
- Secondary CTE Perkins grants are reviewed by the regional Career Education Advisory Council (CEAC) and the Workforce Development Board (WBD)
- Attend the OCTE Spring Update
- Draw down grant funds for reimbursement of current year expenditures.

April

- Perkins Grant Applications due to the OCTE April 1, 2024.
- Submit current year grant application modifications, if needed.
- Draw down grant funds for reimbursement of current year expenditures.

May

- Grant Coordinator/Regional Leadership Team planning meeting to collect end-of-year grant information and final outcomes report for RIP for current year.
- Final chance to submit amendments to current year grant (Deadline June 1)
- Draw down grant funds for reimbursement of current year expenditures.

June

- Data submission for 4483 due to the OCTE (used to calculate CPIs).
- Submit "Request to Negotiate Perkins V Local Adjusted Levels of Performance" for CTE Perkins, as required (No longer annually).
- Draw down grant funds for reimbursement of current year expenditures.

July/August

- Attend CEPD Summer Conference in August.
- Grant award letters available in NexSys for new fiscal year.
- End-of-Year Reports and Final Expenditure Reports are due.
- Submit Final Outcomes Summary for your Regional Improvement Plan to Grant Team Leader , if applicable for the 2023-2024 grant year.
- Draw down grant funds for reimbursement of current year expenditures.

September

- Grant Coordinator/Regional Leadership Team planning meeting to review implementation plan of approved grant activities and assign responsible staff and timelines.
- Draw down grant funds for reimbursement of current year expenditures.

October

- Attend OCTE Fall Update.
- Draw down grant funds for reimbursement of current year expenditures.

November

- Review current year grant for possible amendments and budget adjustments.
- Draw down grant funds for reimbursement of current year expenditures.

December

- Draw down grant funds for reimbursement of current year expenditures.