

# 2016-17 Timeline

## FY 2016 Grant

- **Early June:** MCCA year-end reports, without financials, submitted to the system office (financials submitted the third week in July).
- **June 20:** Secondary year-end report and financials due. (New grant funds are not accessible until reports and financials are submitted and approved.)
- **June 30:** All FY16 grant funds must be encumbered. (see library for guidelines on encumbering funds)
- **Sept. 30:** All encumbered funds from FY16 must be liquidated.

## FY 2017 Grant

- **Feb 5:** OCTAE issues guidance to states regarding the submission of state plan cover page, revisions, improvement plans, and budgets, for FY 2017 Perkins IV grant awards.
- **Mar 1 and 2:** Webinar training session for Maine Department of Education, provided by OCTAE.
- **Mar:** Career and technical education (CTE) consultants updated State Plan.
- **Apr 18:** States submit their FY17 Perkins IV state plan cover letter, revisions, improvement plans, and budgets. (*Regional Accountability Specialists (RAS) and Program Administrative Liaisons (PAL) work with states on any Revisions submitted April 18 - Jun 25.*)
- **Apr 18 – Jun 30:** Regional Accountability Specialists (RAS) negotiate year ten performance levels.
- **Early Mar:** OCTAE issues allocations for state's FY 2016-17 Perkins IV grant award. (*Note: States are required to use their FY 2015-16 Perkins IV grant allocations for planning purposes as budget estimates are not available.*)
- **Late Apr:** Each state receives an email notification of the outcome of its CAR review and whether any deficiencies were noted that may lead to a condition being placed on its July 1, 2016, FY17 Perkins IV grant awards. (*Note: States will have an opportunity, to the extent possible, to correct deficiencies and avoid grant award conditions.*)
- **Apr 5:** CTE State Board Sub-committee meeting - review FY 2016-17 State Plan revisions.
- **Apr 13:** State Board meeting - approval of the FY2016-17 State Plan revisions. (*State Plan must be submitted prior to April 1.*)
- **Early Apr:** Maine GEM online grant site open.
- **May 13:** Maine Community College System (MCCA) grants submitted to the system office.
- **Jun 6:** MCCA grant submission to the State for review.
- **Jun 13:** Secondary grant submission to the State (all grants received by this date will be reviewed for approval by July 1, 2016).
- **Jun 20:** Secondary year-end reports and financial submission to the State for review.
- **Jun 30:** All grants received by deadline reviewed by staff and substantially approved so salaries and invoices can be paid by grantees. (All grants not substantially approved by June 30 will not be allowed to obligate, spend, or have access to FY17 grant funds until

full approval is received. Grants not substantially approved by June 30 will also receive additional reimbursement audits to assure grant funds are not being obligated or spent prior to the approval date.)

- **Jul 1:** OCTAE issues each state's July 1, 2016 Perkins IV FY17 grant awards (25 percent).
- **Jul 15:** MCCS year-end financials submitted to the system office.
- **Jul 31:** MCCS year-end reports and financials submitted to State for review.
- **Sep 26:** MDOE approval of MCCS year-end reports and financials.
- **Oct 1:** Office of Career, Technical, and Adult Education (OCTAE) issues each state's Oct. 1, 2016 Perkins IV FY17 grant awards (75 percent).
- **Dec 31:** Consolidated Annual Report (CAR) submitted to feds.