

PERKINS V CONSOLIDATED ANNUAL REPORT (CAR)

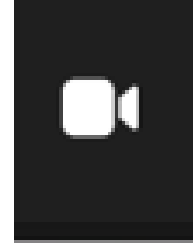
User Training
Program Year 2022-23



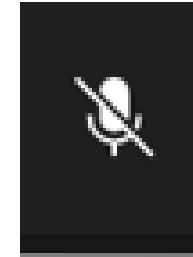
Participation Guidelines & Tips

- Please stay muted during the training.
- Use the hand-raise feature for the presenter's attention.
- Type your questions in the chat box. Questions will be answered at the end of the session.

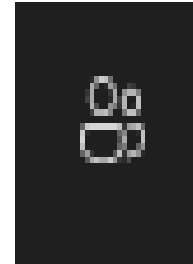
MS Teams Tools



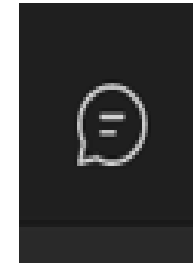
Turn
camera
on/off



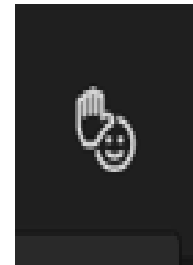
Turn
microphone
on/off



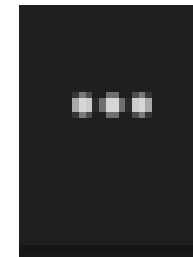
View
participant
list




View and
use the
chat



Use the
hand-raise
feature



Click on
Three dots
to turn live
captions

 Turn on live captions



Agenda

- Perkins Regional Coordinators (PRCs)
- Important Dates
- CAR Required Sections
- System Login & General Information
- Overview of CAR Required Steps
- Questions & Answers
- Contact Information



Perkins Regional Coordinators (PRCs)

PRC	State Responsibility
José Figueroa Education Program Specialist Jose.Figueroa@ed.gov (202) 987-1397	AK, CA, ID, MT, NV, ND, OH, OR, PR, SD, WA, WY
Marilyn Fountain Education Program Specialist Marilyn.Fountain@ed.gov (202) 987-1230	AL, AR, FL, GA, HI, KY, LA, MS, MO, NC, SC, TN
Sharon Head Education Program Specialist Sharon.Head@ed.gov (202) 987-1381	CT, IL, ME, MA, MI, NH, NY, RI, USVI, VT
Allison Hill Education Program Specialist Allison.Hill@ed.gov (202) 987-1071	DE, DC, IA, MD, MN, NJ, PW, PA, VA, WV
Andrew Johnson Program Specialist Andrew.Johnson@ed.gov (202) 987-1208	AZ, CO, IN, KS, NE, NM, OK, TX, UT, WI



Important Dates

- CAR Opens: **November 1, 2023**
- CAR Submission Deadline: **January 31, 2024**
- The User Guide is available on the Portal User Help Center and posted on PCRN at: <https://cte.ed.gov/accountability/consolidated-annual-report>
- The training recording and slides will be posted soon on the PCRN Learning Center.



CAR Required Sections

- 1. Cover Page
- 2. Narrative Performance Report
 - 2.a - Implementation of State Leadership Activities
 - Methods of Administration (MOA)
Biennial report, for applicable States
 - 2.b - Fiscal Responsibility
 - 2.c - Disparities or Gaps in Performance
 - 2.d - Implementation of State Program Improvement Plans
- 3. Financial Status Reports
 - 3.a - Interim Financial Status Report
 - 3.b - Final Financial Status Report
- 4. Performance Data Reports
 - 4a & 4b - CTE Participant Enrollment Forms
 - 4c & 4d - CTE Concentrator Enrollment Forms
 - 4.e through 4.s - CTE Performance Forms



System Login & General Information



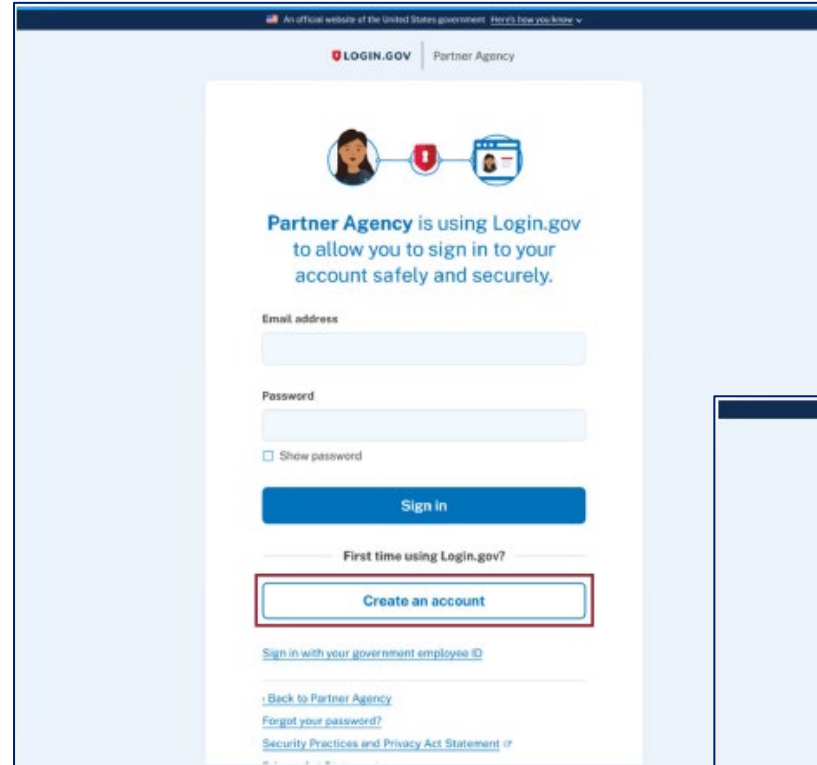
System Login

- To access the Perkins Web Portal, go to:
<https://perkins.ed.gov>
- Click **I Agree** after reviewing the warning message.
- Click on “**CLICK HERE TO LOG IN**”



Create Login.gov Account

- On the Login.gov sign-up page, click **Create an account**, for new users.
- Enter your email address to connect to the Login.gov account.
- Select your preferred language.
- Click on the checkbox to accept the **Rules of Use** statement.
- Click **Submit**.



An official website of the United States government | Here's how you know ✓

LOGIN.GOV | Partner Agency

Partner Agency is using Login.gov to allow you to sign in to your account safely and securely.

Email address

Password

☐ Show password

Sign in

First time using Login.gov?

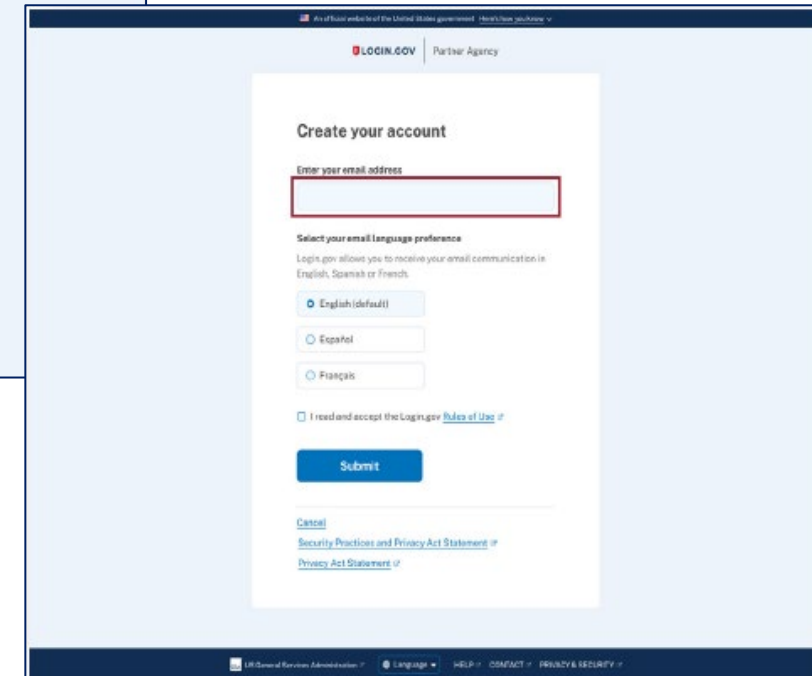
Create an account

[Sign in with your government employee ID](#)

[Back to Partner Agency](#)

[Forgot your password?](#)

[Security Practices and Privacy Act Statement](#)



An official website of the United States government | Here's how you know ✓

LOGIN.GOV | Partner Agency

Create your account

Enter your email address

Select your email language preference

Login.gov allows you to receive your email communication in: English, Spanish or French.

☒ English (default)

☐ Español

☐ Français

☐ I read and accept the Login.gov [Rules of Use](#)

Submit

[Cancel](#)

[Security Practices and Privacy Act Statement](#)

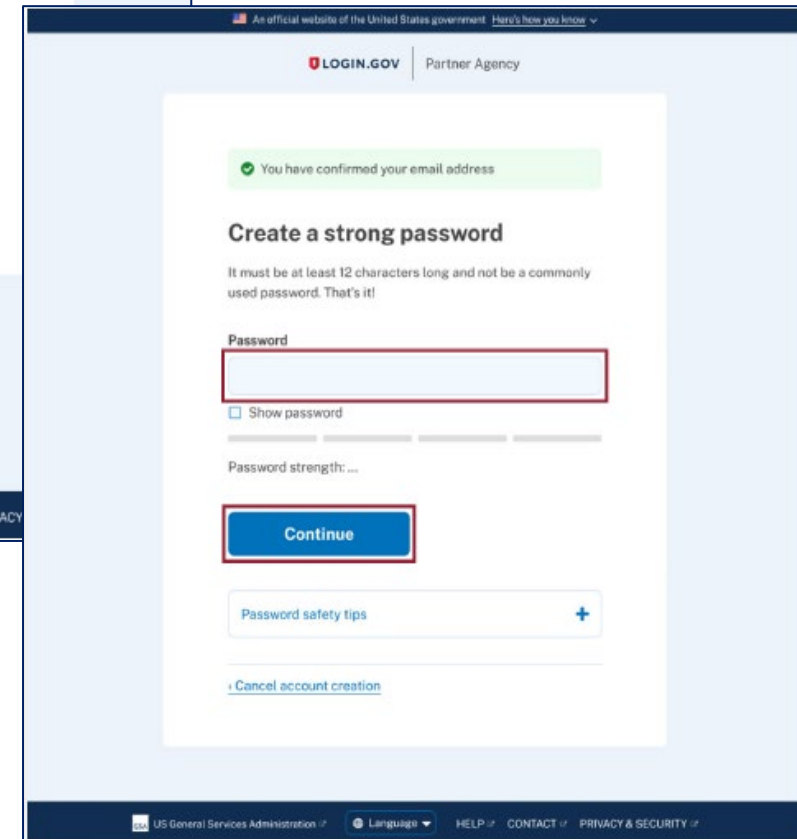
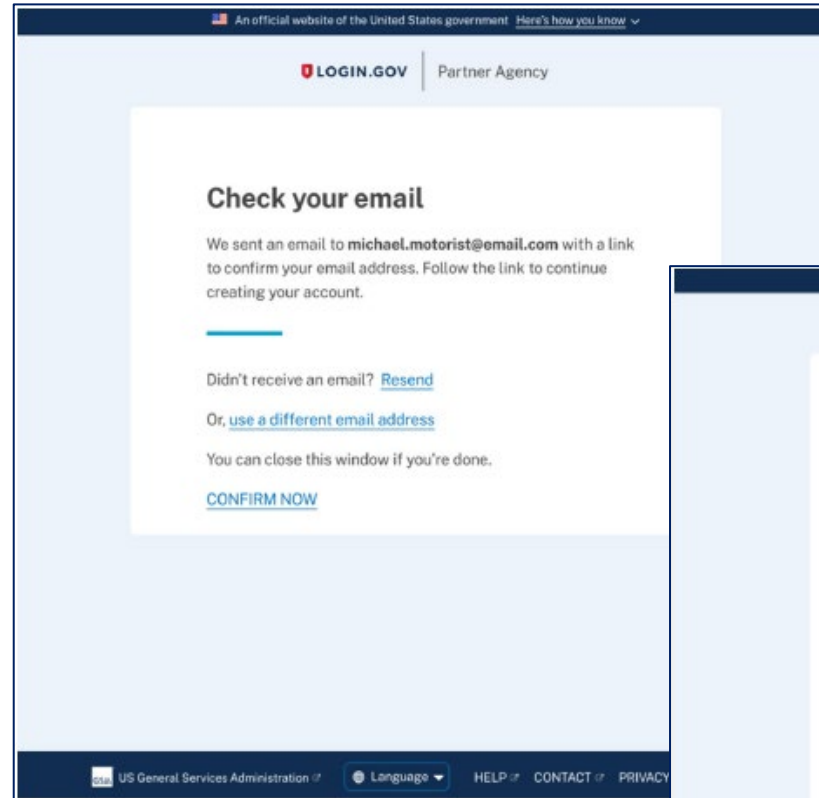
[Privacy Act Statement](#)

U.S. General Services Administration | Language | HELP | CONTACT | PRIVACY & SECURITY



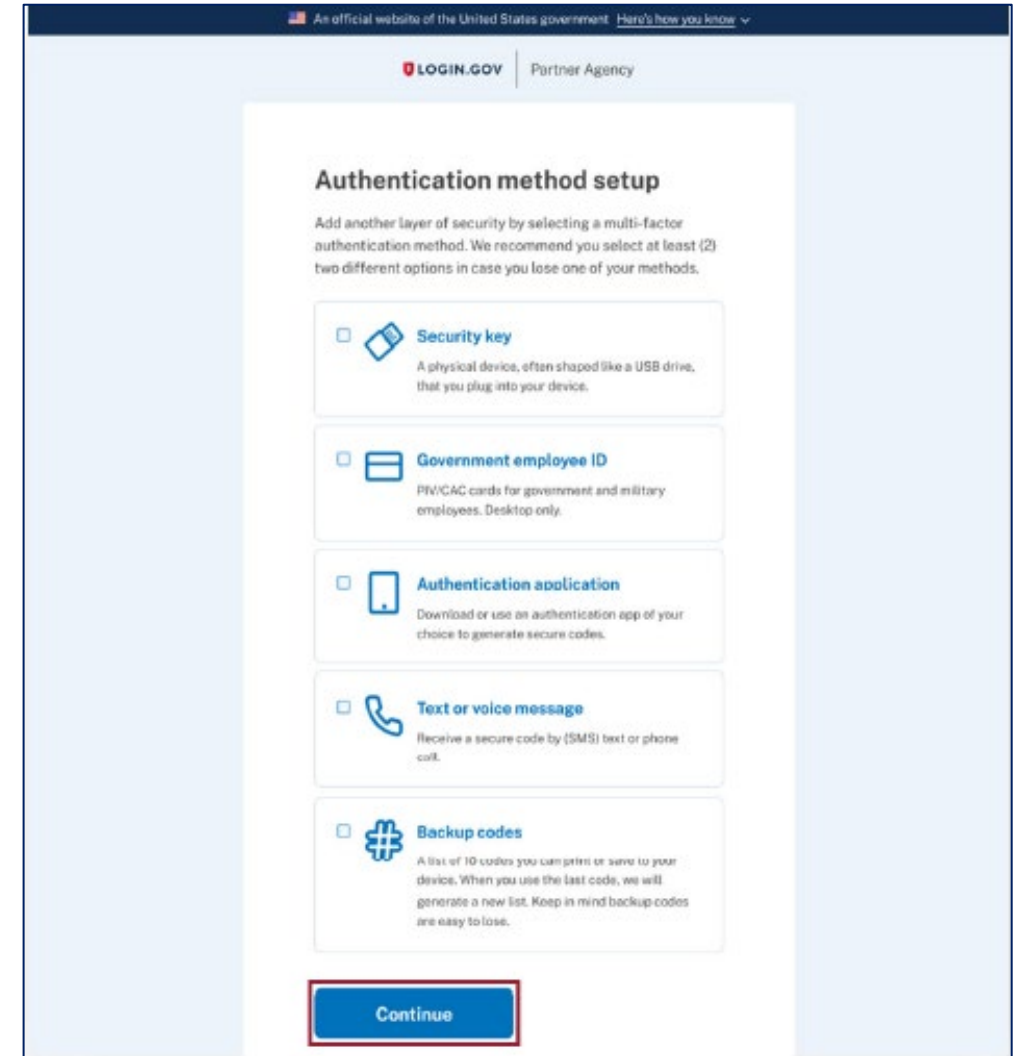
Create Login.gov Account (continued)

- Check the inbox of the email account used in **Step 3** for a verification email.
- Open the email and click on **Confirm your email address.**
- Create a strong password in the password prompt.



Create Login.gov Account (continued)

- Set up your secondary authentication method.
- Follow the authentication method steps to complete your account set up.
- For further information, refer to the login.gov user guide available at:
<https://cte.ed.gov/accountability/consolidated-annual-report>



The screenshot shows the 'Authentication method setup' page on the Login.gov website. At the top, it says 'An official website of the United States government' and 'Here's how you know'. Below that is the 'LOGIN.GOV' logo and 'Partner Agency'. The main heading is 'Authentication method setup'. Below this, there is a paragraph: 'Add another layer of security by selecting a multi-factor authentication method. We recommend you select at least (2) two different options in case you lose one of your methods.' There are five options listed, each with a checkbox and an icon:


- ☐ **Security key**
A physical device, often shaped like a USB drive, that you plug into your device.
- ☐ **Government employee ID**
PIN/CAC cards for government and military employees. Desktop only.
- ☐ **Authentication application**
Download or use an authentication app of your choice to generate secure codes.
- ☐ **Text or voice message**
Receive a secure code by (SMS) text or phone call.
- ☐ **Backup codes**
A list of 10 codes you can print or save to your device. When you use the last code, we will generate a new list. Keep in mind backup codes are easy to lose.

At the bottom of the page, there is a blue 'Continue' button with a red border.



Perkins Web Portal Home Page

- **Submit Your Report:** Provides access to all reporting modules.
- **View & Download Reports:** Provides access to previous report submissions.
- **User Help Center:** Contains user guide, recorded training video, and Help Desk contact information.



The screenshot displays the Perkins Web Portal Home Page. At the top, it identifies itself as 'The Strengthening Career and Technical Education for the 21st Century Act (Perkins V)' and shows the user is logged in as 'Perkins Help Desk' with links to 'My Account' and 'Logout'. The main header features the Perkins logo (four colored squares: green, blue, orange, yellow) and the text 'PERKINS WEB PORTAL'. A navigation bar contains links for 'Home', 'Submit Your Report', 'View & Download Reports', and 'User Help Center'. The main content area begins with a 'Welcome!' message, stating that the portal is the one-stop for all Perkins reporting and providing a link to a video tutorial. Below this are three prominent action buttons: 'Submit Your Report' (with an upload icon), 'View & Download Reports' (with a download icon), and 'User Help Center' (with a question mark icon). Each button includes a brief description of its function. On the right side, there is an 'ANNOUNCEMENTS' section. The footer includes links for 'Contact Us' and 'Privacy Policy' and a small Perkins logo.

The Strengthening Career and Technical Education for the 21st Century Act (Perkins V) Logged in as: Perkins Help Desk | My Account | Logout

PERKINS
WEB PORTAL

Home | Submit Your Report | View & Download Reports | User Help Center

Welcome!

The Perkins Web Portal is your one stop for all Perkins reporting.
Choose an option below, or [watch a video tutorial](#) on how to get started.

Submit Your Report
This section provides access to all open submission modules.

View & Download Reports
Access previous report submissions, and run custom reports.

User Help Center
Get help with an interactive guide and videos, or contact us.

[ANNOUNCEMENTS](#)

[Contact Us](#) | [Privacy Policy](#)



General Information

- Save data frequently!
 - **Save Draft:** Saves data without performing any data validations.
 - **Save & Continue:**
 - Saves data and performs data validations.
 - Marks a step complete (no errors).
 - Moves to the next section.
- **Clear Form:** Removes all saved data from the section.
- Use the navigation menu on the left side of the screen.

REQUIRED STEPS	REPORT WORKSPACE ★ HELP ON THIS PAGE
1. Cover Page	1. Cover Page <small>According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1830-0569. Public reporting burden for this collection of information is estimated to average 177 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this collection is required to obtain or retain a benefit (section 113(b)(3)(C) of the Carl D. Perkins Career and Technical Education Act, 2 CFR 200.328, 2 CFR 200.329, and 34 CFR 76.720). If you have any comments concerning the accuracy of the time estimate, suggestions for improving this individual collection, or if you have comments or concerns regarding the status of your individual form, please contact your State's Perkins Regional Coordinator who can be located under the "Contact Us" tab on the Perkins Collaborative Resource Network (PCRN) at https://cte.ed.gov.</small>
2. Narrative Performance Report	A. State: Washington
3. Financial Status Reports	B. PR/Award Numbers: Title I Basic Grant to States: <input type="text"/>
4. Performance Data Reports	C. Period Covered By This Report: Start Date: 07/01/2021 End Date: 06/30/2022
5. Review & Certification	D. Individual Serving as the State Director for Career and Technical Education Name: <input type="text"/> Official Position Title: <input type="text"/> Agency: <input type="text"/> Telephone: <input type="text"/> Email: <input type="text"/>

CLEAR FORM

SAVE DRAFT

SAVE & CONTINUE



User Access

- User account requests must be submitted by the State Director.
- Three User Roles in CAR:
 - State User: Enter/Edit Data
 - Financial Auditor: Certify Financial Status Reports (FSR)
 - State Director: Review & Certify CAR



Review & Certification Page

- Navigate to the **Review & Certification** to check the status of each section.
 - Not Completed
 - Completed
- Performance measures that are not applicable for your State will not be displayed on this page.

REQUIRED STEPS	REPORT WORKSPACE
1. Cover Page	5. Review & Certification <i>Directions: In order to certify and submit your report, the State Director must review and approve each step. Once all steps have been completed, click the button below to start your review. If during your review you identify errors or missing information, please exit the review. Once you have made and saved your changes, you must restart the review process.</i>
2. Narrative Performance Report	
3. Financial Status Reports	
4. Performance Data Reports	
5. Review & Certification	
	Required Steps:
	1. Cover Page <input checked="" type="checkbox"/> Completed
	2a. Implementation of State Leadership Activities <input type="checkbox"/> Not Completed Go to step
	2b. Fiscal Responsibility <input type="checkbox"/> Not Completed Go to step
	2c. Disparities or Gaps in Performance <input type="checkbox"/> Not Completed Go to step
	2d. Implementation of State Program Improvement Plans <input type="checkbox"/> Not Completed Go to step
	3a. Interim Financial Status Report <input type="checkbox"/> Not Completed Go to step
	3b. Final Financial Status Report <input type="checkbox"/> Not Completed Go to step
	4a. Secondary CTE Participant Enrollment <input type="checkbox"/> Not Completed Go to step
	4b. Postsecondary CTE Participant Enrollment <input type="checkbox"/> Not Completed Go to step
	4c. Secondary CTE Concentrator Enrollment <input type="checkbox"/> Not Completed Go to step
	4d. Postsecondary CTE Concentrator Enrollment <input type="checkbox"/> Not Completed Go to step
	4e. 1S1: Four-Year Graduation Rate <input type="checkbox"/> Not Completed Go to step
	4g. 2S1: Academic Proficiency in Reading Language Arts <input type="checkbox"/> Not Completed Go to step
	4h. 2S2: Academic Proficiency in Mathematics <input type="checkbox"/> Not Completed Go to step
	4i. 2S3: Academic Proficiency in Science <input type="checkbox"/> Not Completed Go to step
	4j. 3S1: Post-Program Placement <input type="checkbox"/> Not Completed Go to step
	4k. 4S1: Non-Traditional Program Concentration <input type="checkbox"/> Not Completed Go to step
	4l. 5S1: Program Quality – Attained Recognized Postsecondary Credential <input type="checkbox"/> Not Completed Go to step
	4q. 1P1: Postsecondary Placement <input type="checkbox"/> Not Completed Go to step
	4r. 2P1: Earned Recognized Postsecondary Credential <input type="checkbox"/> Not Completed Go to step
	4s. 3P1: Nontraditional Program Concentration <input type="checkbox"/> Not Completed Go to step



System Login & General Information

Live Demo!



CAR Required Steps



1. Cover Page

- All fields are required:
 - State name is auto-populated
 - Enter the PR/Award Number
 - Period covered by this report is auto-populated
 - Provide contact information for the State Director
 - Select the lead individual completing each section
- Click **Save & Continue** to mark the section complete.

REQUIRED STEPS	REPORT WORKSPACE ★ HELP ON THIS PAGE
<ul style="list-style-type: none">1. Cover Page2. Narrative Performance Report3. Financial Status Reports4. Performance Data Reports5. Review & Certification	<p>1. Cover Page</p> <p><small>According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1830-0569. Public reporting burden for this collection of information is estimated to average 177 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this collection is required to obtain or retain a benefit (section 113(b)(3)(C) of the Carl D. Perkins Career and Technical Education Act, 2 CFR 200.328, 2 CFR 200.329, and 34 CFR 76.720). If you have any comments concerning the accuracy of the time estimate, suggestions for improving this individual collection, or if you have comments or concerns regarding the status of your individual form, please contact your State's Perkins Regional Coordinator who can be located under the "Contact Us" tab on the Perkins Collaborative Resource Network (PCRN) at https://cte.ed.gov.</small></p> <p>A. State: Kentucky</p> <p>B. PR/Award Numbers:</p> <p>Title I Basic Grant to States: <input type="text"/></p> <p>C. Period Covered By This Report:</p> <p>Start Date: 07/01/2021 End Date: 06/30/2022</p> <p>D. Individual Serving as the State Director for Career and Technical Education</p> <p>Name <input type="text"/> Official Position Title <input type="text"/> Agency <input type="text"/> Telephone <input type="text"/> Email <input type="text"/></p> <p>E. Lead Individuals Completing This Report:</p> <p>Select the lead individuals completing the report. If additional individuals without accounts will be completing the report, return to the Submit Your Report page and click "Request Access" to submit a request for additional user accounts.</p> <p>1. Select the individual completing the Narrative Performance Report: <input type="text" value="select user"/></p> <p>2. Select the individual completing the Financial Status Reports: <input type="text" value="select user"/></p> <p>3. Select the individual completing the Performance Reports: <input type="text" value="select user"/></p> <p>SAVE DRAFT SAVE & CONTINUE</p>



2.a - Implementation of State Leadership Activities

- Provide text responses for the narrative questions. Text fields use rich text editors to allow formatting.
- All narrative responses are required unless the question is optional.
- Upload Methods of Administration (MOA) Biennial Report, if applicable.

REQUIRED STEPS	REPORT WORKSPACE	HELP ON THIS PAGE
1. Cover Page	2a. Implementation of State Leadership Activities	
2. Narrative Performance Report	<p>A. Describe your process and priorities in making funds available to serve individuals in State institutions, such as State correctional institutions, juvenile justice facilities, and educational institutions that serve individuals with disabilities. (Section 112(a)(2)(A) of Perkins V)</p> <p>Ψ • B I U S I X</p>	
3. Financial Status Reports	<p>B. Describe your major accomplishments as a result of using State leadership funds for required activities in the following four key areas to improve career and technical education (CTE) —</p> <p>i. Preparation for non-traditional fields in current and emerging professions, programs for special populations, and other activities that expose students, including special populations, to high-skill, high-wage, and in-demand occupations.</p> <p>ii. Support for individuals in State institutions, such as State correctional institutions, including juvenile justice facilities, and educational institutions that serve individuals with disabilities.</p> <p>iii. Recruiting, preparing, or retraining career and technical education teachers, faculty, specialized instructional support personnel, or paraprofessionals, such as preservice, professional development, or leadership development programs.</p> <p>iv. Providing technical assistance for eligible recipients.</p> <p>(Sections 112(a)(2)(B) and 124(a)(1) of Perkins V)</p> <p>Ψ • B I U S I X</p>	
4. Performance Data Reports	<p>C. Describe your process and priorities in making funds available for the recruitment of special populations to enroll in career and technical education programs. Indicate the major accomplishments as a result of using these funds. (Section 112(a)(2)(A) of Perkins V)</p> <p>Ψ • B I U S I X</p>	
5. Review & Certification	<p>D. Report on the effectiveness of the use of State leadership funds in —</p> <p>i. Achieving the goals described in section 122(d)(2) of Perkins V and the State-determined levels of performance described in section 113(b)(2)(3)(A) of Perkins V.</p> <p>ii. Reducing disparities or performance gaps as described in section 113(b)(3)(C)(i)(II) of Perkins V.</p> <p>(Section 124(a)(2) of Perkins V)</p> <p>Ψ • B I U S I X</p>	
	<p>E. If applicable, provide the Methods of Administration (MOA) Biennial Report.</p> <p>Upload File: <input type="button" value="Choose File"/> No file chosen</p>	
	<p>F. Supporting Documentation (Optional)</p> <p>Upload File: <input type="button" value="Choose File"/> No file chosen</p> <p>Enter File Description: <input type="text"/></p>	
	<p><input type="button" value="SAVE DRAFT"/> <input type="button" value="SAVE & CONTINUE"/></p>	



2.a - MOA Submission

- MOA coordinators should email their MOA report (PDF) to maria.litsakis@ed.gov and MOA@ed.gov by December 31, 2023.
- State Directors should coordinate with MOA Coordinators to upload the MOA report to question E, by January 31, 2024.
- Steps to upload:
 - Select **Choose File** to locate the file on your computer
 - Once uploaded, click **Save Draft** to save the file to your CAR
- Click **Save & Continue** to mark Section 2.a complete.

E. If applicable, provide the Methods of Administration (MOA) Biennial Report.

Upload File: MOA Bienni...20- FL.docx

F. Supporting Documentation (Optional)

Upload File: No file chosen

Enter File Description:

E. If applicable, provide the Methods of Administration (MOA) Biennial Report.

Upload File: No file chosen

Uploaded file(s):

File Name	Upload Date	
MOA Biennial Report 2020- FL.docx	11/16/2021	[Delete]

F. Supporting Documentation (Optional)

Upload File: No file chosen

Enter File Description:



2.b - Fiscal Responsibility

- Templates are available for Secondary and Postsecondary Subawards forms.
- Download the template, then populate with your State data.
- **Important!** If a cell is completed in one row, all cells in that row must be completed.
- Upload the template by selecting **Choose File** and click **Save Draft**.
- Click **Save & Continue** to mark the section complete.



REQUIRED STEPS	REPORT WORKSPACE ★ HELP ON THIS PAGE
1. Cover Page	2b. Fiscal Responsibility A. For each recipient or entity that is eligible to receive a subaward under section 131 (secondary education programs) of Perkins V, please provide the information indicated in the Secondary Subawards (Section 131) Form. Download template: Secondary Subawards (Section 131) Form.xlsx Upload completed template: <input type="button" value="Choose File"/> No file chosen B. For each institution or entity that is eligible to receive a subaward under section 132 (postsecondary education programs), please provide the information indicated in the Postsecondary Subawards (Section 132) Form. Download template: Postsecondary Subawards (Section 132) Form.xlsx Upload completed template: <input type="button" value="Choose File"/> No file chosen C. Describe your process and priorities in using the reserve for local recipients, if applicable. Indicate the major accomplishments of your local recipients as a result of using these funds. (Section 112(a)(1) and (3) of Perkins V) <div><input type="button" value="ABC"/> B <i>I</i> <u>U</u> S <i>I</i>_x</div> <div></div>
2. Narrative Performance Report <ul style="list-style-type: none">a. Implementation of State Leadership Activitiesb. Fiscal Responsibilityc. Disparities or Gaps in Performanced. Implementation of State Program Improvement Plans	
3. Financial Status Reports	
4. Performance Data Reports	
5. Review & Certification	
<div><input type="button" value="SAVE DRAFT"/> <input type="button" value="SAVE & CONTINUE"/></div>	

2.c - Disparities or Gaps in Performance

- First complete and review the CTE Performance Forms sections 4.e through 4.s.
- Select the **checkbox** to confirm your review.
- Provide any additional information.
- Click **Save & Continue** to mark the section complete (*section 4 must be completed first!*).

REQUIRED STEPS	REPORT WORKSPACE ★ HELP ON THIS PAGE
1. Cover Page	
2. Narrative Performance Report <ul style="list-style-type: none">a. Implementation of State Leadership Activitiesb. Fiscal Responsibilityc. Disparities or Gaps in Performanced. Implementation of State Program Improvement Plans	2c. Disparities or Gaps in Performance NOTE: First complete the performance indicator tables in Section 4. Then return to complete this question. <i>Review your State's performance data in section 4 of this report. Identify and quantify any disparities or gaps in performance on the State determined levels of performance between any disaggregated category of students and all CTE concentrators served by the eligible agency under the Act.</i> (Section 113(b)(3)(C)(ii)(II) of Perkins V) <input checked="" type="checkbox"/> I hereby certify that the State has reviewed the quantifiable disparities or gaps in performance on the State determined levels of performance between any disaggregated category of students and all CTE concentrators, as shown in section 4 of this report. Additional Information <div><div>ABC</div><div>B I U S I_x</div><div></div></div>
3. Financial Status Reports	
4. Performance Data Reports	
5. Review & Certification	

SAVE DRAFT SAVE & CONTINUE



2.d - Implementation of State Program Improvement Plans

- First complete and review the CTE Performance Forms sections 4.e through 4.s.
- This section will only be populated if your State failed to meet at least 90 percent of a State-determined level of performance for any of the core indicators for all CTE concentrators.

REQUIRED STEPS	REPORT WORKSPACE	★ HELP ON THIS PAGE
1. Cover Page	2d. Implementation of State Program Improvement Plans	
2. Narrative Performance Report <ul style="list-style-type: none">a. Implementation of State Leadership Activitiesb. Fiscal Responsibilityc. Disparities or Gaps in Performanced. Implementation of State Program Improvement Plans	<p>NOTE: First complete the performance indicator tables in Section IV below. Then return to complete this question.</p> <p>Review your State's performance data in section 4 of this report. If your State failed to meet at least 90 percent of a State-determined level of performance for any of the core indicators under section 113(b)(2)(2) of Perkins V for all CTE concentrators, provide a State program improvement plan. The plan should address, at a minimum, the following items:</p> <ul style="list-style-type: none">i. The core indicator(s) that your State failed to meet at the 90 percent threshold.ii. The disaggregated categories of students for which there were quantifiable disparities or gaps in performance compared to all students or any other category of students.iii. The action steps which will be implemented, beginning in the current program year, to improve the State's performance on the core indicator(s) and for the categories of students for which disparities or gaps in performance were identified.iv. The staff member(s) in the State who are responsible for each action step.v. The timeline for completing each action step. (Section 123(a)(1) of Perkins V)	
3. Financial Status Reports		
4. Performance Data Reports		
5. Review & Certification		



2.d - Implementation of State Program Improvement Plans (continued)

- For each core indicator that failed, enter text responses for:
 - Action Steps
 - Staff Members
 - Timelines
 - Targeted Completion Date
- Click **Save & Continue** to mark the section complete (*section 4 must be completed first!*).

Indicator: 351: Post-Program Placement

Disaggregated Categories: Male; American Indian or Alaskan Native

Action Steps:

B I U S I_x

Staff Member(s):

B I U S I_x

Timeline:

B I U S I_x

Targeted Completion Date: (mm/dd/yyyy)



3. Financial Status Reports (FSRs)

Two Options for Submitting:

- Enter data directly in the web forms.
- Download a template to populate with the State's data.
 - **Important!** *Uploaded file must match the template name and format.*
 - *You must review your data in the web forms.*

REQUIRED STEPS	REPORT WORKSPACE
1. Cover Page	<div>★ HELP ON THIS PAGE</div> <h3>3. Financial Status Reports</h3> <p>This section requires that you submit your Financial Status Reports. The Perkins Web Portal provides two options for submitting this data. You may either advance to the following pages to enter the data in the web forms, or you may download the template from the link below, populate it with your state's data, and return to this page to upload the form. Once uploaded, you must review your data in the web forms. Click the User Guide link above to read more about the Financial Status Reports.</p> <p>Download Template</p> <p>Upload template with your data: <input type="button" value="Choose File"/> No file chosen</p>
2. Narrative Performance Report	
3. Financial Status Reports <ul style="list-style-type: none">a. Interim Reportb. Final Report	
4. Performance Data Reports	
5. Review & Certification	

CONTINUE



3.a & 3.b - Interim and Final Financial Status Reports (FSRs)

- Enter and verify data on the web forms.
- System auto-calculates some fields on the form.
- Click **Save Draft** to save your data on the FSR sections.

REQUIRED STEPS	REPORT WORKSPACE	★ HELP ON THIS PAGE
1. Cover Page	3a. Interim Financial Status Report	
2. Narrative Performance Report	<i>Directions: Complete the Interim Financial Status Report below. Report must be certified by the State's Financial Auditor.</i>	
3. Financial Status Reports a. Interim Report b. Final Report	<div><div>1. State Name: Florida</div><div>2. Federal Funding Period: Start Date: <input type="text"/> End Date: <input type="text"/></div><div>3. Reporting Period: Start Date: <input type="text"/> End Date: <input type="text"/></div><div>5. Grant Award Number: Perkins V Grant: <input type="text"/></div><div>6. Grant Award Amount: Perkins V Grant: <input type="text"/></div><div>7. Amended Interim FSR: <input type="checkbox"/> Yes</div></div>	
4. Performance Data Reports	<i>Note: Question 7 below is optional. It needs to be completed only if the state is amending/revising its financial status report after a final submission.</i>	
5. Review & Certification		

REQUIRED STEPS	REPORT WORKSPACE	★ HELP ON THIS PAGE
1. Cover Page	3b. Final Financial Status Report	
2. Narrative Performance Report	<i>Directions: Complete the Final Financial Status Report below. Report must be certified by the State's Financial Auditor.</i>	
3. Financial Status Reports a. Interim Report b. Final Report	<div><div>1. State Name: Florida</div><div>2. Federal Funding Period: Start Date: <input type="text"/> End Date: <input type="text"/></div><div>3. Reporting Period: Start Date: <input type="text"/> End Date: <input type="text"/></div><div>4. Accounting Basis: <input type="radio"/> Cash <input checked="" type="radio"/> Accrual</div><div>5. Grant Award Number: Perkins V Grant: <input type="text"/></div><div>6. Grant Award Amount: Perkins V Grant: <input type="text"/></div><div>7. Amended Final FSR: <input type="checkbox"/> Yes Date of Amended FSR: <input type="text"/></div></div>	
4. Performance Data Reports	<i>Note: Question 7 below is optional. It needs to be completed only if the state is amending/revising its financial status report after a final submission.</i>	
5. Review & Certification		



Certifying the State's FSRs

- **Save & Continue** button and **Certification** section will only be displayed for the Financial Auditor user role.
- FSRs must be certified and signed by the Financial Auditor.
- Financial Auditor must request a PIN by selecting **Forgot PIN**.

12. Certification:

I certify to the best of my knowledge and belief that this financial status report is accurate and complete. I understand that the use of my PIN to certify and submit the FSR is the same as certifying and signing this document.

Financial Auditor PIN:

Title/Agency:

[FORGOT PIN](#) [CLEAR FORM](#) [SAVE DRAFT](#) [SAVE & CONTINUE](#)



Cover Page, Narrative Performance, & Financial Status Report **Live Demo!**



CAR Required Steps (continued)



4. Performance Data Reports - Templates

Two Options for Submitting:

- Enter data directly in the web forms.
- Download a template to populate with the State's data.
 - **Important!** Uploaded file must match the template name, format, and be uploaded below the matching title.
 - Click on **Process File**.
 - Review your data in the web forms. Click **Save & Continue** to validate the data and mark the section complete.

REQUIRED STEPS	REPORT WORKSPACE
1. Cover Page	
2. Narrative Performance Report	
3. Financial Status Reports	
4. Performance Data Reports	<div>★ HELP ON THIS PAGE</div> <p>This step requires that you submit your CTE participant enrollment data and CTE concentrator enrollment data. The Perkins Web Portal provides two options for submitting this data. You may either advance to the following pages to enter the data in the web forms, or you may download the templates from the links below, populate the templates with your state's data, and return to this page to upload the completed templates. Once uploaded, you must review your data in the web forms.</p> <div>Secondary CTE Participant Enrollment</div> <p>Download template: Secondary_Participants_Template.xlsx</p> <p>Upload completed template: <input type="button" value="Choose File"/> No file chosen</p> <p><input type="button" value="PROCESS FILE"/></p> <div>Postsecondary CTE Participant Enrollment</div> <p>Download template: Postsecondary_Participants_Template.xlsx</p> <p>Upload completed template: <input type="button" value="Choose File"/> No file chosen</p> <p><input type="button" value="PROCESS FILE"/></p> <div>Secondary CTE Concentrator Enrollment</div> <p>Download template: Secondary_Concentrators_Template.xlsx</p> <p>Upload completed template: <input type="button" value="Choose File"/> No file chosen</p> <p><input type="button" value="PROCESS FILE"/></p> <div>Postsecondary CTE Concentrator Enrollment</div> <p>Download template: Postsecondary_Concentrators_Template.xlsx</p> <p>Upload completed template: <input type="button" value="Choose File"/> No file chosen</p> <p><input type="button" value="PROCESS FILE"/></p> <div>1S1: Four-Year Graduation Rate</div> <p>Download template: 1S1_Four_Year_Graduation_Rate.xlsx</p> <p>Upload completed template: <input type="button" value="Choose File"/> No file chosen</p> <p><input type="button" value="PROCESS FILE"/></p> <div>1S2: Extended-Year Graduation Rate</div> <p>Download template: 1S2_Extended_Year_Graduation_Rate.xlsx</p> <p>Upload completed template: <input type="button" value="Choose File"/> No file chosen</p> <p><input type="button" value="PROCESS FILE"/></p> <div>2S1: Academic Proficiency in Reading Language Arts</div> <p>Download template: 2S1_Academic_Proficiency_in_Reading_Language_Arts.xlsx</p> <p>Upload completed template: <input type="button" value="Choose File"/> No file chosen</p> <p><input type="button" value="PROCESS FILE"/></p>
5. Review & Certification	



4. Performance Data Reports - Templates (continued)

- **New!** Two new Additional Information textboxes were added to all Performance Data Forms.
- Provide an explanation related to Gender or Race/Ethnicity counts if the sum is less than the Grand Total (the state can provide the same explanation on all forms as applicable).
- Download new templates this year to include these textboxes.

Additional Information Related to Gender Counts:

ABC ✓ B I U S I_x



Additional Information Related to Race/Ethnicity Counts:

ABC ✓ B I U S I_x



4. Performance Data Reports - Templates (continued)

- To navigate back to the Performance Data Reports templates page from any of the performance data entry web forms, click on **Go back to Templates**.
- Important!** Make sure to click **Save Draft** or **Save & Continue** to save any data before navigating back to the templates.

REQUIRED STEPS		REPORT WORKSPACE						★ HELP ON THIS PAGE
1. Cover Page		1S1: Four-Year Graduation Rate						
2. Narrative Performance Report								
3. Financial Status Reports								Go back to Templates
4. Performance Data Reports		Numerator Definition: <input type="text" value="Numerator definition text"/>						
a. Secondary CTE Participant Enrollment		Denominator Definition: <input type="text" value="Denominator definition text"/>						
b. Postsecondary CTE Participant Enrollment								
c. Secondary CTE Concentrator Enrollment								
d. Postsecondary CTE Concentrator Enrollment								
e. 1S1: Four-Year Graduation Rate								
f. 1S2: Extended-Year Graduation Rate								
		A	B	C	D	E	F	
		Number of Students in the Numerator	Number of Students in the Denominator	State Determined Level of Performance	Actual Level of Performance	State Determined vs. Actual Level of Performance	Met 90% of Adjusted Level of Performance (E,Y,N)	
Line	Population							
1	Grand Total - UNDUPLICATED	10000	12000	88.00%	83.33%	-4.67	✓ Y	
GENDER								



4.a & 4.b - CTE Participant Enrollment Forms

- 4.a - Secondary CTE Participant Enrollment.
- 4.b - Postsecondary CTE Participant Enrollment.
- Enter and verify data on the web forms.
- Once you complete this form, click **Save & Continue** to validate the data and mark the section complete.

Row	Population	Number of Secondary Students	Agri. Food & Nat. Res.	Arch. & Const.	Arts, AV, Tech & Comm.	Business Mgmt. & Admin.	Education & Training	Finance	Govt. & Public Admin.	Health Science
1	Grand Total									
GENDER										
2	Male									
3	Female									
RACE/ETHNICITY (1997 Revised Standards)										
4	American Indian or Alaskan Native									
5	Asian									
6	Black or African American									
7	Hispanic/Latino									
8	Native Hawaiian or Other Pacific Islander									
9	White									
10	Two or More Races									
SPECIAL POPULATIONS (Section 3(48) of Perkins V and ESEA)										
11	Individuals With Disabilities (ESEA/IDEA)									
12	Individuals from Economically Disadvantaged Families									
13	Individuals Preparing for Non-traditional Fields									
14	Single Parents									
15	Out of Workforce Individuals									
16	English Learners									
17	Homeless Individuals									
18	Youth In Foster Care									
19	Youth with Parent in Active Military									
20	Migrant Students									



4.c & 4.d - CTE Concentrator Enrollment Forms

- 4.c - Secondary CTE Concentrator Enrollment.
- 4.d - Postsecondary CTE Concentrator Enrollment.
- Enter and verify data on the web forms.
- Once data is entered, click **Save & Continue** to validate the data and mark the section complete.

Row	Population	Number of Secondary Students	Agri. Food & Nat. Res.	Arch. & Const.	Arts, AV, Tech & Comm.	Business Mgmt. & Admin.	Education & Training	Finance	Govt. & Public Admin.	Health Science
1	Grand Total									
GENDER										
2	Male									
3	Female									
RACE/ETHNICITY (1997 Revised Standards)										
4	American Indian or Alaskan Native									
5	Asian									
6	Black or African American									
7	Hispanic/Latino									
8	Native Hawaiian or Other Pacific Islander									
9	White									
10	Two or More Races									
SPECIAL POPULATIONS (Section 3(48) of Perkins V and ESEA)										
11	Individuals With Disabilities (ESEA/IDEA)									
12	Individuals from Economically Disadvantaged Families									
13	Individuals Preparing for Non-traditional Fields									
14	Single Parents									
15	Out of Workforce Individuals									
16	English Learners									
17	Homeless Individuals									
18	Youth In Foster Care									
19	Youth with Parent in Active Military									
20	Migrant Students									



4.e through 4.s - CTE Performance Forms

- Enter data in the numerator/denominator definitions, columns A and B, and additional information.
- System populates column C - SDPL from the State Plan.
- System auto-calculates columns D, E, and F as follows:
 - D: Numerator/Denominator
 - E: Actual - State Determined Level of Performance
 - F: Compares Actual to State Determined Level of Performance (N: < 90% , Y: >= 90% and <= 100% , E: >=100%)

REQUIRED STEPS		REPORT WORKSPACE					
1. Cover Page		1S1: Four-Year Graduation Rate					
2. Narrative Performance Report		Go back to Templates					
3. Financial Status Reports		Numerator Definition: <input type="text" value="Numerator definition text"/>					
4. Performance Data Reports		Denominator Definition: <input type="text" value="Denominator definition text"/>					
a. Secondary CTE Participant Enrollment							
b. Postsecondary CTE Participant Enrollment							
c. Secondary CTE Concentrator Enrollment							
d. Postsecondary CTE Concentrator Enrollment							
e. 1S1: Four-Year Graduation Rate							
f. 1S2: Extended-Year Graduation Rate							
g. 2S1: Academic Proficiency in Reading Language Arts							
h. 2S2: Academic Proficiency in Mathematics							
i. 2S3: Academic Proficiency in Science							
j. 3S1: Post-Program Placement							
k. 4S1: Non-Traditional Program Concentration							
l. 5S1: Program Quality – Attained Recognized Postsecondary Credential							
m. 5S2: Program Quality – Attained Postsecondary Credits							
n. 5S3: Program Quality – Participated in Work-Based							
Line	Population	A Number of Students in the Numerator	B Number of Students in the Denominator	C State Determined Level of Performance	D Actual Level of Performance	E State Determined vs. Actual Level of Performance	F Met 90% of Adjusted Level of Performance (E,Y,N)
1	Grand Total - UNDUPLICATED	10000	12000	88.00%	83.33%	-4.67	✓ Y
GENDER							
2	Male	5000	6500	88.00%	76.92%	-11.08	✗ N
3	Female	4500	5000	88.00%	90.00%	2.00	✓ E
MAJOR RACIAL AND ETHNIC GROUPS (ESEA)							
4	American Indian or Alaskan Native	1400	1500	88.00%	93.33%	5.33	✓ E
5	Asian	0	0	88.00%	0.00%	-88.00	✗ N
6	Black or African American	800	1000	88.00%	80.00%	-8.00	✓ Y
7	Hispanic or Latino	700	1000	88.00%	70.00%	-18.00	✗ N
8	Native Hawaiian or Other Pacific Islander	-1	-1	88.00%	N/A	N/A	N/A
9	White	1500	1800	88.00%	83.33%	-4.67	✓ Y
10	Two or More Races	500	600	88.00%	83.33%	-4.67	✓ Y



4.e through 4.s - CTE Performance Forms (continued)

- Upon clicking **Save & Continue** button, the system validates the data.
- System displays an error message for any data issue at the top of the form.
- In sections 4.a through 4.s, you can hover over the flagged field to display the error message.

There are unresolved errors on this page. Navigate to the field with an error to correct the issue. Please contact your Perkins Regional Coordinator if you need assistance rectifying an error.

Row	Column	Error
Male	Numerator	Numerator cannot be greater than the denominator

REQUIRED STEPS		REPORT WORKSPACE						★ HELP ON THIS PAGE
1. Cover Page								
2. Narrative Performance Report		Go back to Templates						
3. Financial Status Reports		Numerator Definition: <input type="text" value="Numerator definition text"/>						
4. Performance Data Reports		Denominator Definition: <input type="text" value="Denominator definition text"/>						
a. Secondary CTE Participant Enrollment								
b. Postsecondary CTE Participant Enrollment								
c. Secondary CTE Concentrator Enrollment								
d. Postsecondary CTE Concentrator Enrollment								
e. 1S1: Four-Year Graduation Rate								
f. 1S2: Extended-Year Graduation Rate								
g. 2S1: Academic Proficiency in Reading Language Arts								
h. 2S2: Academic Proficiency in Mathematics								
Line	Population	A Number of Students in the Numerator	B Number of Students in the Denominator	C State Determined Level of Performance	D Actual Level of Performance	E State Determined vs. Actual Level of Performance	F Met 90% of Adjusted Level of Performance (E,Y,N)	
1	Grand Total - UNDUPLICATED	<input type="text" value="30000"/>	<input type="text" value="32000"/>	<input type="text" value="88.00%"/>	<input type="text" value="93.75%"/>	<input type="text" value="5.75"/>	✓ E	
GENDER								
2	Male	<input type="text" value="1000"/>	<input type="text" value="100"/>	<input type="text" value="88.00%"/>	<input type="text" value="1000.00%"/>	<input type="text" value="912.00"/>	✓ E	
3	Female	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="88.00%"/>	<input type="text" value="1000.00%"/>	<input type="text" value="6.29"/>	✓ E	
MAJOR RACIAL AND ETHNIC GROUPS								

Row 2: Male
Number of Students in the Numerator
ERROR: Numerator cannot be greater than the denominator



Not Applicable Performance Indicators

- If an indicator is not applicable to your State, the indicator template and the data entry web form will not be available.
- The system displays a message: *“This measure has been identified as not being applicable to your State”*.
- Not applicable indicators will not be displayed on the Review & Certification page.

REQUIRED STEPS	REPORT WORKSPACE ★ HELP ON THIS PAGE
1. Cover Page	1S2: Extended-Year Graduation Rate
2. Narrative Performance Report	<i>This measure has been identified as not being applicable to your State</i> Go back to Templates
3. Financial Status Reports	
4. Performance Data Reports	
a. Secondary CTE Participant Enrollment	
b. Postsecondary CTE Participant Enrollment	
c. Secondary CTE Concentrator Enrollment	
d. Postsecondary CTE Concentrator Enrollment	
e. 1S1: Four-Year Graduation Rate	
f. 1S2: Extended-Year Graduation Rate	
g. 2S1: Academic Proficiency in Reading Language Arts	
h. 2S2: Academic Proficiency in Mathematics	
i. 2S3: Academic Proficiency in Science	



Review & Certification

- All sections must be marked complete before clicking on **Start Review**.
- **Start Review** button is only displayed for State Director user role.
- State Director must review and approve each section before being able to certify the State's CAR.

REPORT WORKSPACE

5. Review & Certification
Directions: In order to certify and submit your report, the State Director must review and approve each step. Once all steps have been completed, click the button below to start your review. If during your review you identify errors or missing information, please exit the review. Once you have made and saved your changes, you must restart the review process.

Required Steps:

1.	Cover Page	<input checked="" type="checkbox"/>	Completed	
2a.	Implementation of State Leadership Activities	<input checked="" type="checkbox"/>	Completed	
2b.	Fiscal Responsibility	<input checked="" type="checkbox"/>	Completed	
2c.	Disparities or Gaps in Performance	<input checked="" type="checkbox"/>	Completed	
2d.	Implementation of State Program Improvement Plans	<input type="checkbox"/>	Not Completed	Go to step
3a.	Interim Financial Status Report	<input type="checkbox"/>	Not Completed	Go to step
3b.	Final Financial Status Report	<input type="checkbox"/>	Not Completed	Go to step
4a.	Secondary CTE Participant Enrollment	<input type="checkbox"/>	Not Completed	Go to step
4b.	Postsecondary CTE Participant Enrollment	<input type="checkbox"/>	Not Completed	Go to step
4d.	Postsecondary CTE Concentrator Enrollment	<input type="checkbox"/>	Not Completed	Go to step
4e.	1S1: Four-Year Graduation Rate	<input type="checkbox"/>	Not Completed	Go to step
4f.	1S2: Extended-Year Graduation Rate	<input type="checkbox"/>	Not Completed	Go to step
4g.	2S1: Academic Proficiency in Reading Language Arts	<input type="checkbox"/>	Not Completed	Go to step
4h.	2S2: Academic Proficiency in Mathematics	<input type="checkbox"/>	Not Completed	Go to step
4i.	2S3: Academic Proficiency in Science	<input type="checkbox"/>	Not Completed	Go to step
4j.	3S1: Post-Program Placement	<input type="checkbox"/>	Not Completed	Go to step
4k.	4S1: Non-Traditional Program Concentration	<input type="checkbox"/>	Not Completed	Go to step
4m.	5S2: Program Quality – Attained Postsecondary Credits	<input type="checkbox"/>	Not Completed	Go to step
4n.	5S3: Program Quality – Participated in Work-Based Learning	<input type="checkbox"/>	Not Completed	Go to step
4q.	1P1: Postsecondary Placement	<input type="checkbox"/>	Not Completed	Go to step
4r.	2P1: Earned Recognized Postsecondary Credential	<input type="checkbox"/>	Not Completed	Go to step
4s.	3P1: Nontraditional Program Concentration	<input checked="" type="checkbox"/>	Completed	

Start Review



Review & Certification (continued)

- Once all sections are reviewed and approved, the State Director must certify the State's CAR.
- Request State Director's PIN by clicking on **Forgot PIN**.
- Enter your PIN and Title/Agency name and click **Submit My Report**.
- System auto-populates Submission Date/timestamp.

REVIEW STATUS	REPORT REVIEW
<ul style="list-style-type: none">✓ Cover Page✓ Narrative Performance Report✓ Financial Status Reports✓ Performance Data Reports	<p>Certification</p> <p><i>Congratulations, you're almost done! Certify the accuracy and completeness of your report by entering your Personal Identification Number (PIN), Title/Agency, and the Date. Click the button below to submit for OCTAE review. The page will refresh showing the entered information along with the Date and Time. This indicates that your report is submitted.</i></p> <p>CAR Certification:</p> <p>I certify to the best of my knowledge and belief that this report, consisting of narrative performance information, financial status reports (FSRs)*, and enrollment data, is accurate and complete.</p> <p>I certify that the state has implemented a system of internal controls as defined in 2 C.F.R. 200.61., and taken any necessary corrective actions, to help ensure that all data included in this part of the SY 2015-16 CSPR, to the best of my knowledge, are true, reliable, and valid.</p> <p>I further understand that the use of the Personal Identification Number (PIN) supplied to me by the Department to certify and submit the CAR is the same as certifying and signing the document with a hand-written signature.</p> <p>Signature of Authorized Individual (PIN): <input type="text"/></p> <p>Title/Agency: <input type="text"/></p> <p>Date: <input type="text"/></p> <p>FORGOT PIN SUBMIT MY REPORT</p>

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DATE Revision Requests

- When DATE Staff sends a revision request to a section, the system reopens the State's CAR and sends an auto-generated email to the State Director.
- The system will display a number **1** next to the section name in the CAR Portal.
- Click on the number to read and acknowledge the revision request.
- Make the requested edits to the section, click **Save & Complete**, and resubmit the State's CAR.

REQUIRED STEPS	REPORT WORKSPACE ★ HELP ON THIS PAGE
1. Cover Page	
2. Narrative Performance Report	
3. Financial Status Reports	
4. Performance Data Reports	4. Performance Data Reports
1	<p>This step requires that you submit your CTE participant enrollment data and CTE concentrator enrollment data. The Perkins Web Portal provides two options for submitting this data. You may either advance to the following pages to enter the data in the web forms, or you may download the templates from the links below, populate the templates with your state's data, and return to this page to upload the completed templates. Once uploaded, you must review your data in the web forms.</p>
a. Secondary CTE Participant Enrollment	Secondary CTE Participant Enrollment
b. Postsecondary CTE Participant Enrollment	
c. Secondary CTE Concentrator Enrollment	
d. Postsecondary CTE Concentrator Enrollment	
e. 1S1: Four-Year Graduation Rate	
f. 1S2: Extended-Year Graduation Rate	
g. 2S1: Academic Proficiency in Reading Language Arts	
h. 2S2: Academic Proficiency in Mathematics	
i. 2S3: Academic Proficiency in Science	
j. 3S1: Post-Program Placement	
k. 4S1: Non-Traditional Program Concentration	
l. 5S1: Program Quality – Attained Recognized Postsecondary Credential 1	REVISION REQUESTS FOR 5S1: PROGRAM QUALITY – ATTAINED RECOGNIZED POSTSECONDARY CREDENTIAL

Request: test

Requested by: John Smith

Requested on: 11/10/2021 01:18 PM EST

ACKNOWLEDGE



Performance Data Reports, Review & Certification **Live Demo!**



Questions & Answers

- Please use the chat feature to enter your questions.



View and use the
chat



Contact Information

- For questions during the reporting period, contact your Perkins Regional Coordinator or the Perkins Help Desk at:
perkins-help@aemcorp.com



Thank You!

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