

# Perkins Reserve Consolidated Grant Reimbursement Guide

## Fiscal Year 2019-20

### Overview

In response to the needs of local education agencies (LEAs) and to improve the grant awarding process, the Tennessee Department of Education consolidated the funding opportunities, Perkins Reserve and various other career and technical education related grants, into one funding application now known as the Perkins Reserve Consolidated Grant (PRCG).

This document outlines the process for LEAs to request reimbursement for PRCG awards. Please note that the following applies to all PRCG awards for fiscal year 2019-20, including Perkins Reserve, New Skills for Youth, and Pathways to High School Apprenticeship.

1. **Period of Availability is July 1, 2019 – June 30, 2020.** All funds awarded must be encumbered and expended during the period of availability. The department will not reimburse PRCG expenditures encumbered prior to July 1, 2019 or after June 30, 2020.
2. **Final Expenditure Report (FER) is due by September 30, 2020.** All reimbursement requests should be submitted prior to the FER completion deadline.

**Note:** Remaining award amounts not encumbered and expended by the LEA during the period of availability will not carry forward. There is no carry forward option for PRCG awards.

### Process to Request Reimbursement

1. The LEA representative should complete and submit the PRCG cover sheet, forms, and all required documentation to [CTE.Questions@tn.gov](mailto:CTE.Questions@tn.gov) for review and approval **prior to** submitting for the reimbursement request in ePlan.

#### PRCG Required Documentation:

- A current LEA account analysis or expenditure report demonstrating the use/expenditure of PRCG funds during fiscal year 2019-20
  - A copy of the warrant or check for each expense listed on the PRCG Itemization of Expenditures Form
  - A copy of all receipts/invoices for each item listed on the PRCG Itemization of Expenditures Form
  - A completed Student Outcome Information Form for each item listed on the PRCG Itemization of Expenditures Form related to Industry Certification
  - Any additional documentation that supports items listed on the PRCG Itemization of Expenditures Form
2. The department will respond with approval and/or notify the LEA of any specific expenditures which are identified as unallowable and should be excluded from the reimbursement request.
  3. Once approval is received, the LEA should upload the supporting documentation and proceed with the reimbursement request in ePlan.

**PRCG Cover Sheet**

<b>Local Education Agency (LEA) information:</b>	
LEA Name:	Date:
Name of person submitting request:	Title:
Email:	Phone:
Address:	City, State, Zip:

<b>PRCG Reimbursement Request: Submission Checklist</b>		
<b>Page #</b>	<b>Form</b>	<b>Initials</b>
	Cover Sheet	
	Itemization of Expenditures	
	Student Outcome Information Table	
<b>Please Attach</b>	A current LEA account analysis or expenditure report demonstrating the use/expenditure of PRCG funds during fiscal year 2019-20	
	For each line item , please include:	
	<ul style="list-style-type: none"> <li>• A copy of the warrant <b>from each expense</b> listed on page 3</li> <li>• A copy of all receipts/invoices for each item listed on page 3</li> <li>• Any additional documentation that supports the charges listed on page 3</li> </ul>	
<b>Total number of warrants included in this request for reimbursement</b>		

DO NOT WRITE BELOW THIS LINE – DEPT. OF ED. USE ONLY.

Date Received: \_\_\_\_\_ Disallowed Expenditures: No | Yes, # \_\_\_\_\_

Amount Approved: \_\_\_\_\_ Approval Date: \_\_\_\_\_

Approved By: \_\_\_\_\_

Additional Notes:

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