

Step by Step Process: Please take these steps to complete the Funded Projects – Year End Analysis.

- 1) Once you have accessed your Account by following the Account Log On process, you will be taken to the *Perkins Local Plan - Work Areas* page of your Account. Select the appropriate Local Plan from the drop down window under the *Your Existing Local Plan* section and click on the *Return to Local Plan* button (see Screen Shot # 1.)
- 2) After clicking on the *Return to Local Plan* button, you will be taken to the *Main Perkins Local Plan Page* (see Screen Shot # 2.) Begin to complete your Funded Projects – Year End Analysis by clicking on the *Edit* button for this step.
- 3) At the *Last Year's Funded Projects – Year End Analysis Page* (see Screen Shot # 3), in the *Comment* box, if you met your project goal, describe how. If you did not meet your project goal, and the timeline is complete, describe why you did not and provide proposed new strategies. If you did not meet your project goal, but the timeline is ongoing, describe why the project is still on track to meet the project goal.
- 4) **While you are working and after addressing each question, click on the Save button to save your information. Keep in mind that the Online System will “time out” your session after approximately 90 minutes of inactivity (this window of time may be reduced if the Online System is very busy.)**
- 5) After clicking on the *Next* button, you will be taken to the *Summary Page*. After clicking on the *Next* button, you will be taken to the Authorization & Signature Page. If you have completed all the Local Plan pages, you can click on the *Submit* button to submit your Perkins Local Plan.

Screen Shots

Screen Shot # 1: Perkins Local Plan - Work Areas

Perkins Local Plan - Work Areas - Welcome Test Secondary

FY2010 Initial Award Estimate

Non-Reserve (Basic) Funds	Reserve Funds	Total Funds	First Installment
\$12,300	\$30,000	\$42,300	\$15,651

Please read [Perkins First Installment Grant Award Notification](#).
The [Performance Metrics Report](#) at your institution has been posted.

New Perkins Local Plan in FY 2009 - 2010

You can NOT create a new Perkins local plan right now because a Perkins local plan already exists for your institution. Only one Perkins local plan may be created at each institution within a fiscal year. To revise or access an existing Perkins local plan, go to the bottom section and select the Perkins Local Plan Number from the drop down list.

Your Existing Perkins Local Plan

Select your Perkins Local Plan Reference Number below to revise or access this Perkins local plan. The corresponding application year is provided for your reference as well. Please note that once you click on the button *Return to Local Plan* it may take a minute or two to load your local plan. (You only need to click this button one time.)

1182 (FY 09 - 10) ▾

Return to Local Plan >>

Screen Shot # 2: Main Perkins Local Plan Page: Funded Projects: Year End Analysis

Perkins Local Plan - Main Page

Perkins Local Plan Reference Number: 1182

Welcome Test Secondary. Each section below needs to be filled in before you can submit your local plan. You may fill out each section at your own pace, one at a time, by clicking the Edit button. **Please be sure to save your work frequently.** Click on the "Save" button to save your work and stay on this same page. Click on the "Next" button to save your work and move on to the next step in the process. Clicking the "Cancel" button will return you to this page without saving your edits.

Please log out when you need to temporarily end your session.

You may return to this main Perkins local plan area at any time by logging in to the main web page and selecting Perkins Local Plan Reference Number **1182** from the drop down list titled "Your Existing Local Plans" on the *Work Areas* web page. Please be sure to keep a record of this Perkins Local Plan Reference Number in case you need to return at a later time.

If you have already finished a step, then its title will be "grayed out".

- Step 1 Five Year Long Term Strategic Local Plan [Edit](#)
- Step 2 One Year Short Term Strategic Local Plan [Edit](#)
- Step 3 Funded Projects: Information [Edit](#)
- Step 4 General Assurances: Information [Edit](#)
- Step 5 Funded Projects - Year End Analysis [Edit](#)
- Final Step Summary, Authorization & Signature [View](#)
- Local Plan Workflow and Current Status [View](#)

Screen Shot # 3: Last Year's Funded Projects – Year End Analysis Page



CTE Online Account
Test Account
FY 2009 - 2010

Main Log Off

Reports Help

Last Year's Funded Projects - Year End Analysis Page

Perkins Local Plan Reference Number: 1182

- **Page Purpose:**The purpose of this page is to provide you, the local recipient, with a vehicle for reviewing, analyzing and commenting on why or why not your Perkins local plan projects from **LAST YEAR** (FY 2008-2009) met or did not meet the project objectives. The project names and objectives shown below are based on the most recently approved version of last year's Perkins local plan. Be sure you have completed all revisions to last year's Perkins local plans before you complete this page.
- **Regulatory Notes:** This analysis is required as outlined in the Education Department General Administrative Regulations (EDGAR.)
- **Page Directions:** If you met your project goal, please describe how. If you did not meet your project goal, and the timeline is complete, please describe why you did not and provide proposed new strategies. If you did not meet your project goal, but the timeline is ongoing, please describe why the project is still on track to meet the project goal.
- We recommend pressing the *Save* button frequently so your work is not lost. Click on the *Save* button to save your work and stay on this same page. Click on the *Next* button to save your work and move on to the next step in the process. Clicking on the *Cancel* button will return you to the *Main* page without saving any information on this page.

Name of FY2008-2009 Funded Project	Project Objective	Goals Selected	Timelines Selected	Current Actual
1. My First Project	S1 - Academic Attainment (Reading/Language Arts)	99.1	FY0809	98.36

Comment

Test.

<< Cancel

Save

Next >>

Clicking on the "Cancel" button will discard any new edits/ new additions on *this page only* and return you to the *Main* page. Also, note that you will lose any new edits on this page if you click your browser's "Back" button.

Click on the "Save" button to save your work and stay on this same page.

Click on the "Next" button to save your work and move on to the next step in the process.