**FY 2018 - 2019**

 **PERKINS END-OF-YEAR REPORT**

**Report and documentation Deadline**: All documentation will need to be submitted by **Wednesday, March 30, 2016 at 5:00 pm (Travel report is due 30 days from return of travel).** Failure to do so may result in the repayment of funds awarded and disqualification for future funding opportunities. If more than one project is awarded, a separate report is to be submitted for each project.

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| --- | --- |
| Project Title |  |
| Name |  |
| Dept. |  | Date |  |

|  |
| --- |
| Documentation to be Submitted |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Equipment/Outreach/Pathways** |  |  | **Professional Development** |  |  |  |
|  |  | Signed Award Contract |  |  | Signed Award Contract |  |  |  |
|  |  | Requisitions |  |  |  |  | Travel Authorization |  |  |  |  |
|  |  | Purchase Orders |  |  |  | Airfare Itinerary |  |  |  |  |  |
|  |  | Invoices |  |  |  |  | Conference/Registration & Payment Documents |
|  |  | Signed End of Year Accountability Report |  | Travel Reimbursement (include Receipts) |
|  |  | Other Related Information |  |  | Signed End of Year Accountability Report |  |

1. State how the project demonstrated merit in advancing the *Program objectives* as listed on the the approved proposal.

***Technical Skill Attainment***

1. State how the funding helped students attain high skill and industry standard competencies.

***Student Placement***

1. How did you collaborate with the industry to improve internship offerings and place students in technical careers.

***Student Retention***

1. State how the funding helped lower barriers and encourage student retention.

***Non-Traditional Careers***

1. State how the project helped encourage students to enter non-traditional careers.

***Student Completion of a License, Certificate or Degree***

1. State how the project helped students to persist and complete a license, certificate or degree.

***Underrepresented Population Participation and Completion***

1. State how this project encouraged enrollment and completions of Underrepresented Populationsin a technical career.

***Other***

1. Describe your experience in accessing Perkins information and the assistance you received from the CTE office in administering your project.

I, the awardee, have prepared this report and attest that the information included is an accurate reflection of how the Perkins funds were utilized in accomplishing the project goals/objectives as stated in the awarded/revised proposal.

Awardee’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dept. Chair Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CTE Director’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_