MINNESOTA STATE
Career and Technical Education

DEPARTMENT OF EDUCATION

Instructions for Perkins Leaders on How to Submit Documents for FY25 Local Application

Uploading Documents to your Consortium Channel on the SO-MN Perkins Portal
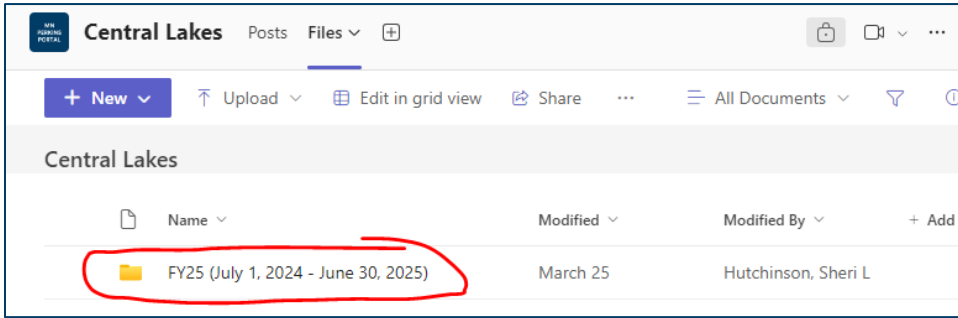
1. Click your **consortium name** in the Main Channels List on the left side of the screen.

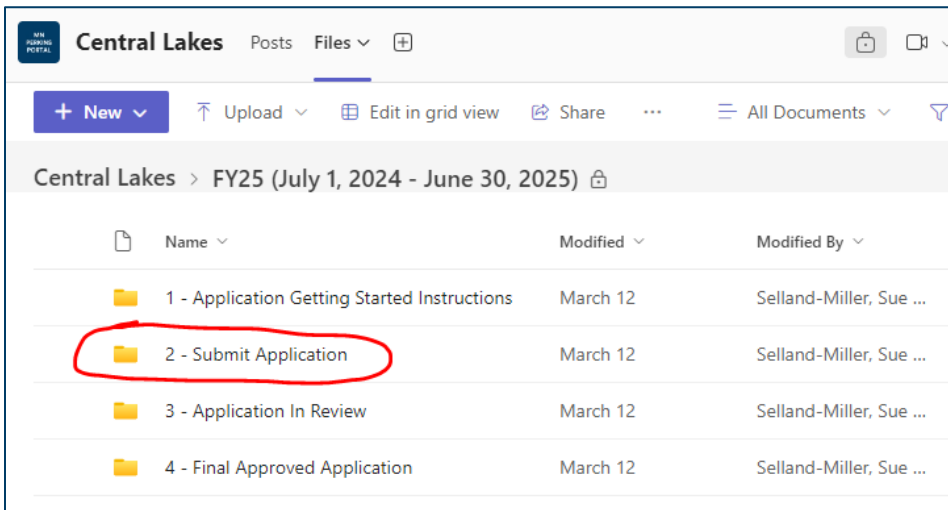   Two options on the menu across the top: **Posts** for messages. **File**s for documents.
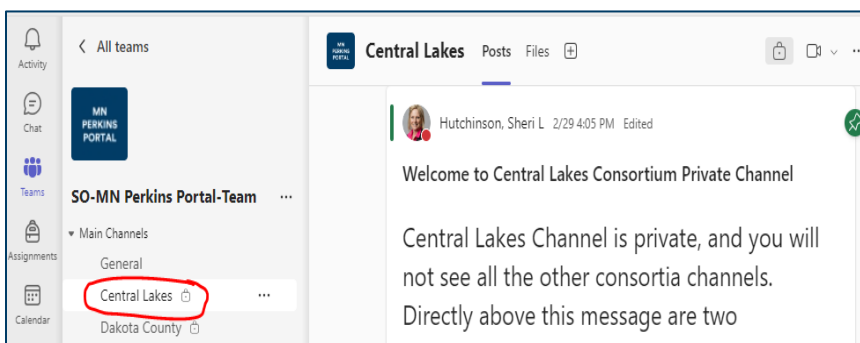
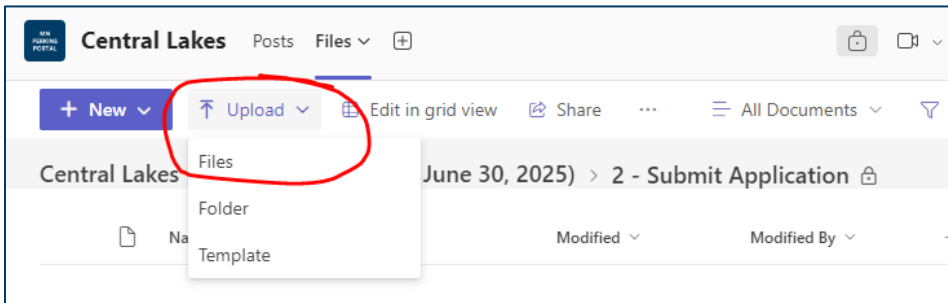2. Click **Files** in the menu across the top.
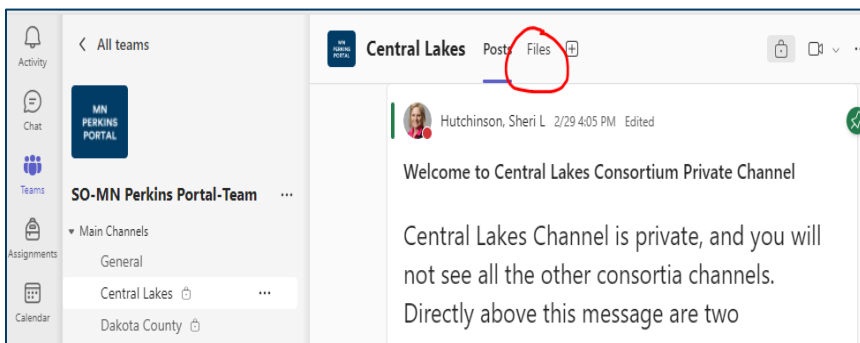
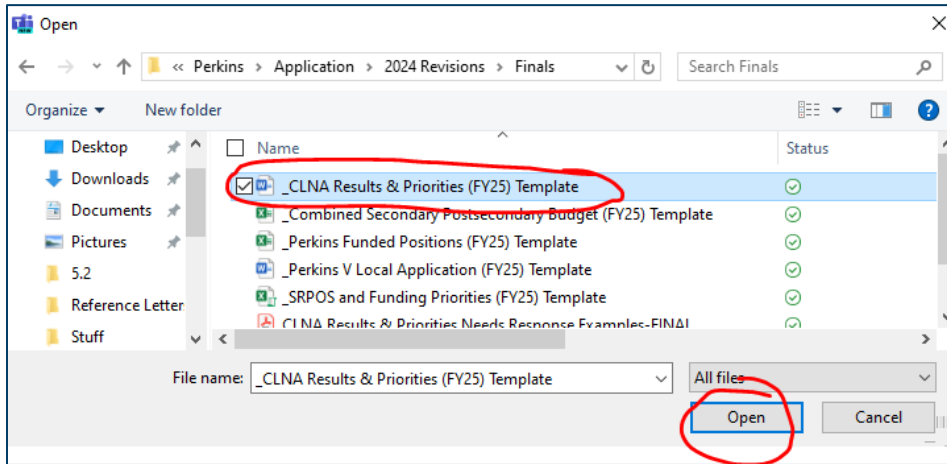3. Click the **FY25 (July 1, 2024 – June 30, 2025)** folder.

4. Click the **2 - Submit Application** folder.

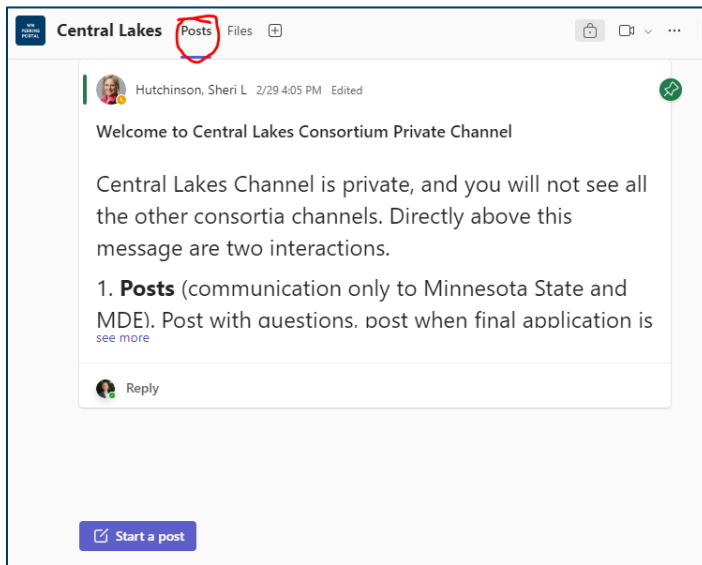5. Click **Upload** to navigate to **files** saved on your computer.

6. Click the file to upload and click on **Open**. Note that multiple files can be clicked at once by holding down the CTRL button as files are selected.
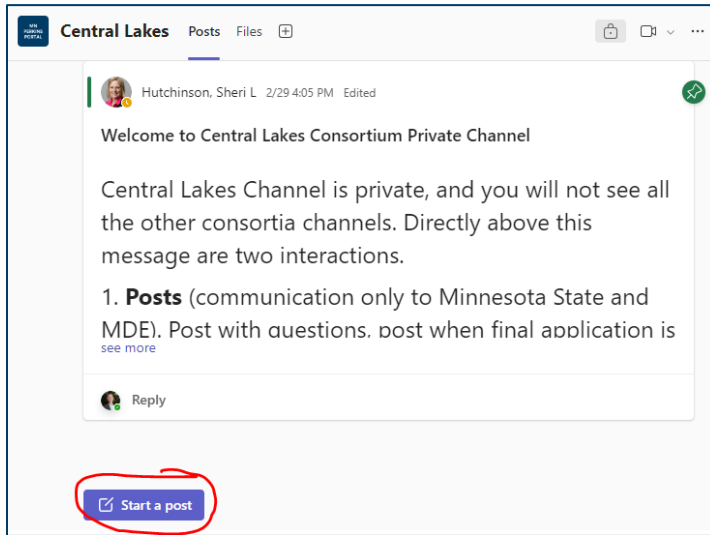

Post Message Application Submittal is Completed

1. When you are done uploading all of your Application documents, Click **Posts** in the menu at the top.

2. Click **Start a post** to write a message notifying state staff that your application submittal is complete.


3. In the Subject field of the post, enter: "*Application Complete*." In the body of the message, enter: "[*your consortium name] has submitted all of our application documents*." Then click **Post** to send the message.
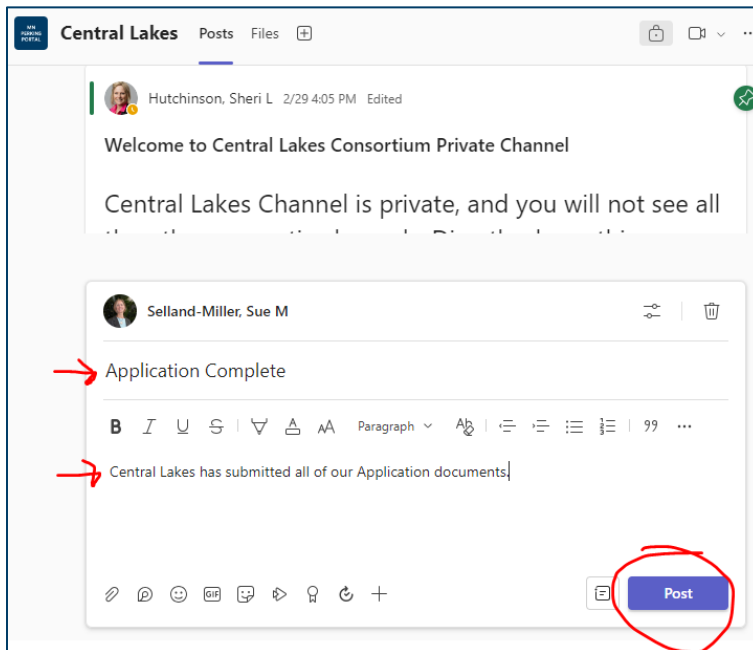
Submitting Revisions

1. When a post to the channel is made, an email notification from the channel will be sent indicating the application has been reviewed. Navigate to the **SO-MN Perkins Portal-Team.** The consortium channel post will state if revisions need to be made.

2. Click **Files**, open **FY25 (July 1, 2024 – June 30, 2025)** folder, and then click **3 – Application in Review** folder.
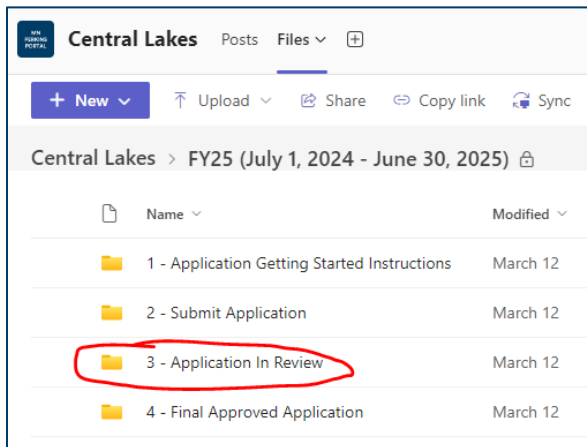
3. Click the **Revision 1** folder.
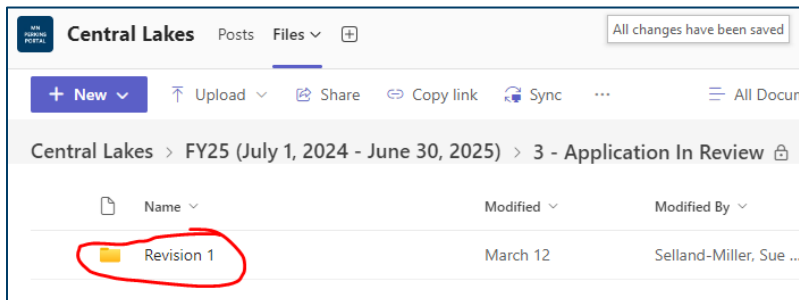
4. Open the **Revision 1 Tracking** document to view the list of changes needed for each document.
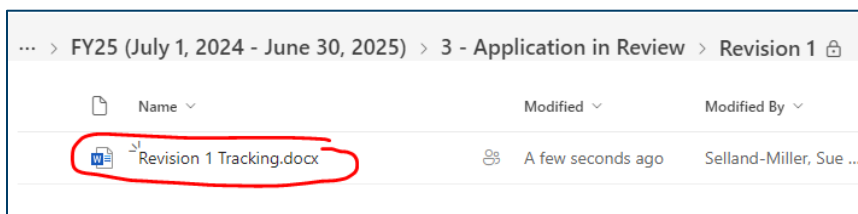
Note: if a second round of revisions are required a Revision 2 folder will be created with a Revision 2 Tracking document.

5. To edit and show changes in **Word documents**:

    Click **Review** in the menu bar at the top. Turn on **Track Changes**.
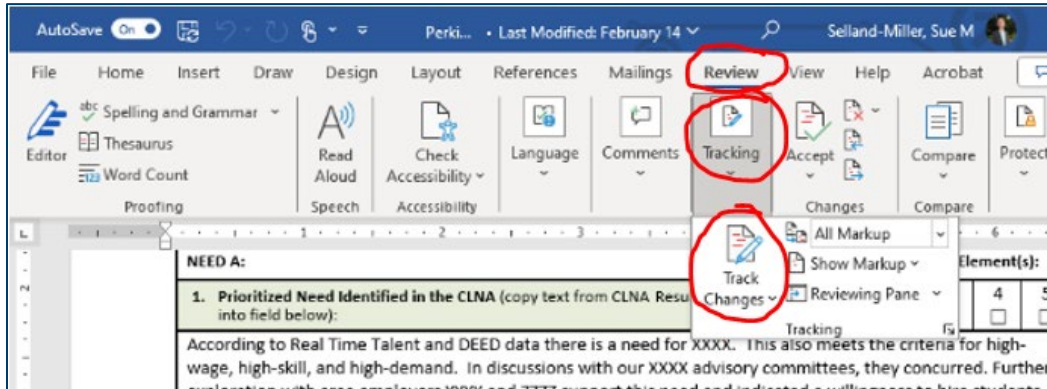

    As you add or delete text, the changes will be shown:

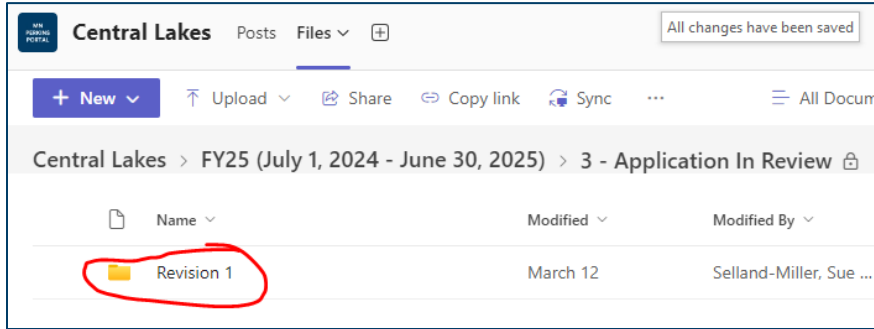| 2. Strategies to address need: |
| --- |
| 1) Instructors ~~and Faculty~~ will co-create curriculum with input from business & industry by October.
　　a.　Funding in Narrative #2 under curriculum development and professional development.

2) Complete and submit an MDE Program Approval Amendment form by ~~November 1~~September 15.
　　a.　No funding.

3) Submit this college program for AASC and System Office approval by January.
　　a.　No funding. |

6. To edit and show changes in **Excel documents**:
    Select text and change font to red to highlight changes made to budget line items or text in the budget narrative.

| 200's Personnel/Non-Salary		SUBTOTAL	$0.00
303 Federal Subawards and Subcontracts - Amount up to $25,000	Perkins Coordination of initiatives		$10,000.00
303 Federal Subawards and Subcontracts - Amount up to $25,000	Focused Career exploration Health careers; Curriculum development and focused career exploration for Auto Tech, Auto Body,		

POSTSECONDARY Narrative for Perkins V Application
Describe how your consortium plans to use your Perkins award on ***Personnel expenditures.*** *Narrative for each expenditure requested should include: (1) item/expenditure requested; (2) budget amount requested; (3) identification of which plan element(s) requested item is applied to (Narratives 1-11); and (4) description of need related to CLNA and consortia plan goals/objectives.*
Personnel expenses are related to: - $20k offsetting the time and energy commitment of the Post-Secondary coordinator to better reflect the commitment to meeting grant goals and coordinating the outcomes. - $80k providing intensive student retention and advising supports particularly focused on our special populations, DEI, and other related equity goals through the staffing of a technical program specialist position (Year 2 of this pilot process) with a goal of transitioning a revised position to institutional funds in FY25 - $40k post-secondary contribution toward an aligned secondary, post-secondary, and workforce related secondary coordinator position to back-fill after the retirement of the long-time secondary coordinator. - $8k final payout and transition of secondary coordinator for accrued leave and benefits.

7. When you are done with the revisions, upload only the revised documents to the **Revision 1** folder.
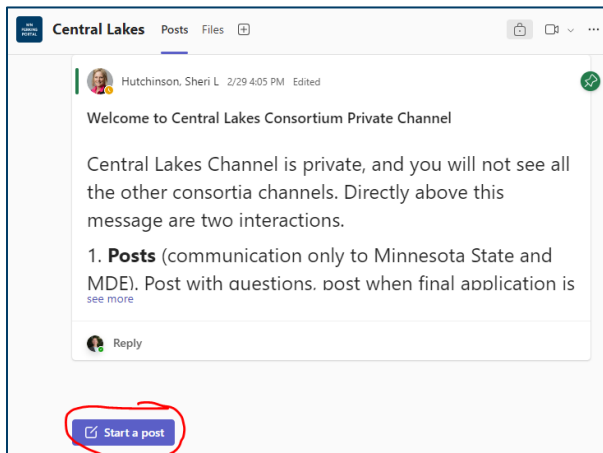

## Post Message Revisions have been Submitted

1. After uploading the revised documents, Click **Posts** from the top menu.
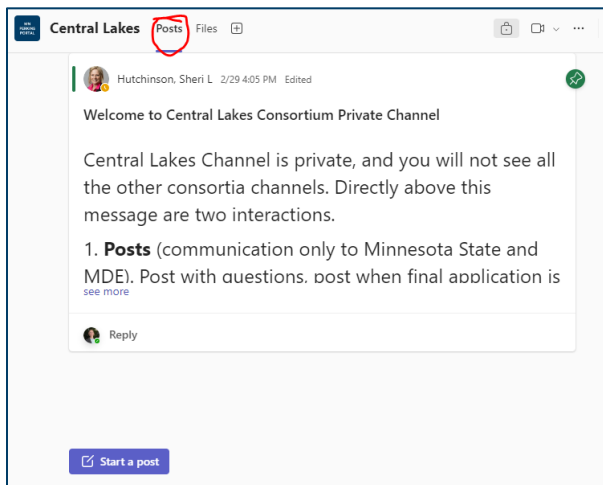
2. Click **Start a post** to write a message notifying state staff your revisions are complete.

3. In the Subject field, enter: "*Revision 1 Complete.*" In the body of the message, enter: "[*your consortium name*] *has submitted Revision 1 documents.*" Then click **Post** to send the message.
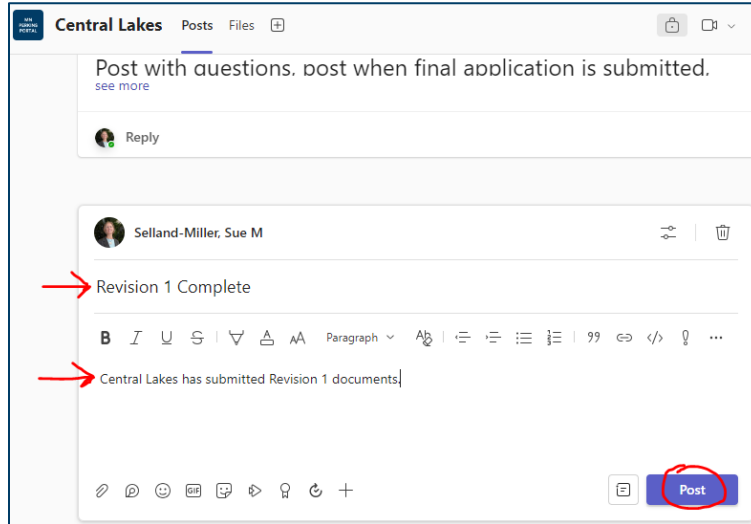
4. State staff will notify you if the application has been approved or if additional revisions are needed.

Getting Help

Technical Questions

- **Sheri Hutchinson, Ph.D.**
  Web & Communications Manager
  Career and Technical Education
  Academic Affairs Division
  Sheri.Hutchinson@minnstate.edu

Resources

Webinar recordings, PowerPoint presentations, template forms, and other helpful resources are posted on the Minnesota State CTE webpage called Perkins Local Application.