

Annual Tasks

[Grants Management System \(GMS\)](#) / [DEED Portal](#)

- Schedule [Advisory Committee Meeting](#) *Spring recommended, 1x per year required*
- Complete [All-In-One](#), Upload to Portal **June 15th**
- Review District CTEPS in Portal for expirations, must have one (1) approved, *update as needed*
- Review District Courses in Portal for expirations, *update as needed*
- Complete Annual Update in GMS – **June 30th**
 - Budget – All items must be tagged to CLNA Needs (Parts A-E)
 - Review and update Advisory Committee members list
 - Updates to the 4-Year Plan and Local Application (as needed)
 - Core Performance Indicator improvement plans (as needed)
 - Upload Advisory Committee Minutes (Data Review discussion required)
- Annual Update Approved – GMS Update must be approved in order to qualify for Reallocation Funds by **September 30th**

Every 2 Years: Comprehensive Local Needs Assessment (CLNA)

[CLNA Workbook and Guidance](#)

[Combined CLNA/4-Year Plan & Local Application](#)

- Upload Combined CLNA/4-Year Plan & Local Application into GMS once every 2 years – June 30th*
 - Identify and collect program data for each of the 5 Parts A-E (Workbook)
 - Review data, identify Need(s)/Goals(s) for each Part A-E where there will be expenditures – all budget items must be tagged to a Part A-E where corresponding need exists

Every 4 Years: Four-Year Plan and Local Application

[4-Year Plan/Application Guidance](#)

[Combined CLNA/4-Year Plan & Local Application](#)

- Upload Combined CLNA/4-Year Plan & Local Application to GMS once every 4 years – June 30th*
 - Fully describe how district program currently meets Perkins V requirements (required for each Part A-E)
 - Uses CLNA Needs/Goals to develop 4-year plans for action steps/expenditures (not necessarily all 5 Parts, but all Parts with Needs/Goals/Expenditures must have plans)