

<input type="checkbox"/> Capital Outlay (4900)	
<input type="checkbox"/> None of the above	
8	Expenditure Item (description only). If Perkins funds are being used, describe the type of expenditure item that will be used to support the objective. If none used, state N/A.
9	Mid-Year Narrative: Provide the mid-year progress and status update for the objective, justification and expenditure. Due: March 31st
10	Final Narrative: Provide the final status for the objective, justification and expenditure. Due: September 1st for online narrative completed through GME. (NOTE: Due November 30th if not submitted through GME).
Objective Three - Optional	
1	Performance Measure and Objective Number: Identify the PM and Objective Number (e.g., 5P2, Objective One). When submitting more than one objective for this PM, sequentially number as 5P2, Objective Two.
2	Will this objective be implemented for all CTE programs included in the Perkins application?
3	If no, list those programs where this objective will be implemented. If all CTE programs, state "N/A".
4	Is this a required Program Improvement Plan (PIP) Objective based on the college's failing to attain 90% or more of the SALP?

5	<p>Measurable Objective: State the Measurable Objective including descriptions how LEA will evaluate and continuously improve performance. Objective must be SMART--Specific, Measurable, Attainable, Results-oriented, and Timely.</p>	<input type="text"/>
6	<p>Justification: Explain how the objective and/or the expenditure item will improve the PM.</p>	<input type="text"/>
7	<p>Expenditure Category: Check if Perkins Funds will be used to address this Objective identifying the Expenditure Category. Check all that apply. If none will be used to meet this objective, choose "None of the above".</p>	<input type="checkbox"/> Salaries-Instructional (4100) <input type="checkbox"/> Salaries-Non-instructional (4150) <input type="checkbox"/> Employee-Benefits (4200) <input type="checkbox"/> Travel (4250) <input type="checkbox"/> Supplies and Materials (4300) <input type="checkbox"/> Purchased Services/Consultant Fees (4400) <input type="checkbox"/> Tuition (4500) <input type="checkbox"/> Printing and Reproduction (4600) <input type="checkbox"/> Utilities and Communications (4700) <input type="checkbox"/> Other Expenses (4800) <input type="checkbox"/> Capital Outlay (4900) <input type="checkbox"/> None of the above
8	<p>Expenditure Item (description only). If Perkins funds are being used, describe the type of expenditure item that will be used to support the objective. If none used, state N/A.</p>	<input type="text"/>
9	<p>Mid-Year Narrative: Provide the mid-year progress and status update for the objective, justification and expenditure. Due: March 31st</p>	<input type="text"/>

Final Narrative: Provide the final status for the objective, justification and expenditure. Due: September 1st for online narrative completed through GME. (NOTE: Due November 30th if not submitted through GME).

10

Program of Study (POS)

Yavapai College (130601001) Public Agency - FY 2018 - CTE Postsecondary Federal Perkins - Rev 4 - CTE Postsecondary Federal Perkins

Eligible recipients will assure participation in the Program of Study (POS) consortium activities and assistance in getting at least one program of study established per member site [§135(b)(2)]. Eligible recipients will obligate the necessary expenditures of their Perkins allocation (excluding capital outlay) for POS activities.

Objective One

1	Program of Study and Objective Number: Identify POS and Objective Number (e.g., POS, Objective One). When submitting more than one objective for this PM, sequentially number as POS, Objective Two.	* POS-Objective 1
2	Will this objective be implemented for all CTE programs included in the Perkins application?	* <input checked="" type="radio"/> All CTE Programs <input type="radio"/> One or More CTE Programs
3	If no, list those programs where this objective will be implemented. If all CTE programs, state "N/A".	* <input type="text" value="N/A"/>
4	Measurable Objective: State the Measurable Objective including descriptions how LEA will elevate and maintain at least one program to include all POS components. Objective must be SMART--Specific, Measurable, Attainable, Results-oriented, and Timely.	* <input type="text" value="By December 15th, 2017, host annual CTE Day for secondary Freshman and Sophomores to visit Yavapai College programs and to be explained how the the programs tie into JTED Pathways so that students can enter during their Junior year in high school and receive college credit towards completing an area of their interest."/>
5	Justification: Explain how the objective and/or the expenditure item will improve the POS.	* <input type="text" value="Introduce secondary students to Pathways, facilities and Post-secondary faculty."/>
6	Expenditure Category: Identify the Expenditure Category used to support this objective. Check all that apply.	<input type="checkbox"/> Salaries-Instructional (4100) <input type="checkbox"/> Salaries-Non-instructional (4150) <input type="checkbox"/> Employee-Benefits (4200) <input type="checkbox"/> Travel (4250) <input type="checkbox"/> Supplies and Materials (4300)

	<input type="checkbox"/> Purchased Services/Consultant Fees (4400) <input type="checkbox"/> Tuition (4500) <input type="checkbox"/> Printing and Reproduction (4600) <input type="checkbox"/> Utilities and Communications (4700) <input type="checkbox"/> Other Expenses (4800)	
7	Expenditure Item (description only). If Perkins funds are being used, describe the type of expenditure item that will be used to support the objective. If none used, state N/A.	N/A
8	Mid-Year Narrative: Provide the mid-year progress and status update for the objective, justification and expenditure. Due: March 31st	CTE Day was held in November, and had over 300 students participate from 10 different high schools throughout Yavapai County.
9	Final Narrative: Provide the final status for the objective, justification and expenditure. Due: September 1st for online narrative completed through GME. (NOTE: Due November 30th if not submitted through GME).	CTE Day continues to be successful in assisting with students and schools who are members of the consortium. YC is targeting 9th and 10th graders in order to direct students to early college through the JTED.

Objective Two - Optional

1	Program of Study and Objective Number: Identify POS and Objective Number (e.g., POS, Objective One). When submitting more than one objective for this PM, sequentially number as POS, Objective Two.	
2	Will this objective be implemented for all CTE programs included in the Perkins application?	<input checked="" type="checkbox"/> All CTE Programs <input type="checkbox"/> One or More CTE Programs
3	If no, list those programs where this objective will be implemented. If all CTE programs, state "N/A".	<input type="text"/>

<p>4</p>	<p>Measurable Objective: State the Measurable Objective including descriptions how LEA will elevate and maintain at least one program to include all POS components. Objective must be SMART--Specific, Measurable, Attainable, Results-oriented, and Timely.</p>	<p><input type="text"/></p>
<p>5</p>	<p>Justification: Explain how the objective and/or the expenditure item will improve the POS.</p>	<p><input type="text"/></p>
<p>6</p>	<p>Expenditure Category: Identify the Expenditure Category used to support this objective. Check all that apply.</p>	<p> <input type="checkbox"/> Salaries-Instructional (4100) <input type="checkbox"/> Salaries-Non-instructional (4150) <input type="checkbox"/> Employee-Benefits (4200) <input type="checkbox"/> Travel (4250) <input type="checkbox"/> Supplies and Materials (4300) <input type="checkbox"/> Purchased Services/Consultant Fees (4400) <input type="checkbox"/> Tuition (4500) <input type="checkbox"/> Printing and Reproduction (4600) <input type="checkbox"/> Utilities and Communications (4700) <input type="checkbox"/> Other Expenses (4800) </p>
<p>7</p>	<p>Expenditure item (description only). If Perkins funds are being used, describe the type of expenditure item that will be used to support the objective. If none used, state N/A.</p>	<p><input type="text"/></p>
<p>8</p>	<p>Mid-Year Narrative: Provide the mid-year progress and status update for the objective, justification and expenditure. Due: March 31st</p>	<p><input type="text"/></p>
<p>9</p>	<p>Final Narrative: Provide the final status for the objective, justification and expenditure. Due: September 1st for online narrative completed through GME. (NOTE: Due November 30th if not submitted through GME).</p>	<p><input type="text"/></p>

Objective Three - Optional

<p>1 Program of Study and Objective Number: Identify POS and Objective Number (e.g., POS, Objective One). When submitting more than one objective for this PIM, sequentially number as POS, Objective Two.</p>	<p><input checked="" type="checkbox"/> All CTE Programs <input checked="" type="checkbox"/> One or More CTE Programs</p>
<p>2 Will this objective be implemented for all CTE programs included in the Perkins application?</p>	<p><input type="checkbox"/></p>
<p>3 If no, list those programs where this objective will be implemented. If all CTE programs, state "N/A".</p>	<p><input type="checkbox"/></p>
<p>4 Measurable Objective: State the Measurable Objective including descriptions how LEA will elevate and maintain at least one program to include all POS components. Objective must be SMART--Specific, Measurable, Attainable, Results-oriented, and Timely.</p>	<p><input type="checkbox"/></p>
<p>5 Justification: Explain how the objective and/or the expenditure item will improve the POS.</p>	<p><input type="checkbox"/></p>
<p>6 Expenditure Category: Identify the Expenditure Category used to support this objective. Check all that apply.</p>	<p><input type="checkbox"/> Salaries-Instructional (4100) <input type="checkbox"/> Salaries-Non-instructional (4150) <input type="checkbox"/> Employee-Benefits (4200) <input type="checkbox"/> Travel (4250) <input type="checkbox"/> Supplies and Materials (4300) <input type="checkbox"/> Purchased Services/Consultant Fees (4400) <input type="checkbox"/> Tuition (4500) <input type="checkbox"/> Printing and Reproduction (4600) <input type="checkbox"/> Utilities and Communications (4700)</p>

Other Expenses (4800)

7	Expenditure Item (description only). If Perkins funds are being used, describe the type of expenditure item that will be used to support the objective. If none used, state N/A.	<input type="text"/>
8	Mid-Year Narrative: Provide the mid-year progress and status update for the objective, justification and expenditure. Due: March 31st	<input type="text"/>
9	Final Narrative: Provide the final status for the objective, justification and expenditure. Due: September 1st for online narrative completed through GME. (NOTE: Due November 30th if not submitted through GME).	<input type="text"/>

Related Documents

Yavapai College (130601001) Public Agency - FY 2018 - CTE Postsecondary Federal Perkins - Rev 4 - CTE Postsecondary Federal Perkins

Optional Documents

Type	Document Template	Document/Link
Capital Equipment List	Capital Equipment List	Capital Outlay Revision 1
CTE Postsecondary Improvement Plan	CTE Postsecondary Improvement Plans	
CTE - Supply List	CTE Supply List	Original Supply List
Other	N/A	
Pre-Award Cost Request Form [Upload up to 1 document(s)]	Pre-Award Cost Request Form	Pre-Award Cost Request

Completion Report Adjustments

Yavapai College (130601001) Public Agency - FY 2018 - CTE Postsecondary Federal Perkins - Rev 4 - Completion Report

Grant	Allocation	Expenditures	Amount Remaining	Amount to Carry Over	Acknowledge Carryover Less Than Amount Eligible	Interest Earned
CTE Postsecondary Federal Perkins	\$201,961.47	\$179,720.07	\$22,241.40			0.00

Allocations

Yavapai College (130601001) Public Agency - FY 2018 - CTE Postsecondary Federal Perkins - Rev 4 - Allocations

	(1) CTE Postsecondary Fe CFDA: 84.048	Total
Original	\$199,027.24	\$199,027.24
Incoming Carryover	\$0.00	\$0.00
Outgoing Carryover	\$0.00	\$0.00
Reallocated	\$0.00	\$0.00
Additional	\$2,934.23	\$2,934.23
Incoming Interest Carryover	\$0.00	\$0.00
Released	\$0.00	\$0.00
Consortium	\$0.00	\$0.00
Forfeited	\$0.00	\$0.00
CR Released	(\$22,241.40)	(\$22,241.40)
Total	\$179,720.07	\$179,720.07

Contacts

**Yavapai College (130601001) Public Agency - FY 2018 - CTE Postsecondary Federal Perkins - Rev 4 -
Contacts**

Required Contacts

This page is currently not accepting Contacts.

Substantially Approved Dates

Yavapai College (130601001) Public Agency - FY 2018 - CTE Postsecondary Federal Perkins - Rev 4 - Substantially Approved Dates

Grant	Substantially Approved Date
CTE Postsecondary Federal Perkins	Saturday, July 1, 2017

CTE Postsecondary Federal Perkins Checklist

Yavapai College (130601001) Public Agency - FY 2018 - CTE Postsecondary Federal Perkins - Rev 4 - CTE Postsecondary Federal Perkins Checklist

This checklist is a means of communication between the ADE and LEAs regarding the allowability and allocability of the items submitted in the funding application. Please follow the steps below to ensure that the funding application contains items that are in compliance with program requirements.

- After the LEA submits the application, the ADE will review the application and mark each section as OK, Not Applicable, or Attention Needed. If the application contains no items that are marked as Attention Needed, the application will be approved.
- If the application contains items that are marked as Needs Attention, the application will be returned to the LEA with a status of not approved. The LEA will review the checklist for items that are marked Attention Needed and make the necessary changes to those items. Only the checked items in the sections marked Attention Needed are to be corrected and/or explained. Each section marked Attention Needed also has a place where the ADE may provide notes to explain items needing attention. The LEA should check for notes and additional comments.
- Once the LEA has made the necessary adjustments, the LEA will resubmit the application for approval. If the ADE determines that the item has been corrected, Attention Needed will be changed to OK by the ADE Reviewer. If the items needing attention still have not been corrected, the application will be returned again to the LEA with a status of Not Approved.
- Applications that contain no items that are marked Attention Needed will be approved.

Checklist Description ([Collapse All](#) [Expand All](#))

<input type="checkbox"/> 1. General Statement of Assurance (GSA) has been submitted	Not Reviewed
1. GSA location to review submission status: GME Main Menu > Entity Information > General Statement of Assurances link	
2. If no, contact Grants Management through history log and select No from dropdown of checklist	
<input type="checkbox"/> 2. FFATA & GSA Verification information has been completed on Program Details page	Not Reviewed
1. Description is included	
2. All LEA information has been submitted	
<input type="checkbox"/> 3. Reviewed LEA for outstanding Issues	Not Reviewed
1. Outstanding Completion Report (s)	
2. Outstanding Refund (s)	
3. Programmatic Holds (s)	
<input type="checkbox"/> 4. Reviewed for High Risk Status	Not Reviewed
1. Is this LEA under a high risk status	
2. Program area may need to apply additional monitoring	
<input type="checkbox"/> 5. General Statements	Not Reviewed
1. College agrees to Program Assurances, Fiscal Assurances, and Accountability Assurances.	
2. College agrees to carry out Federal Perkins Requirements.	

3. College satisfactorily completes the Desk Monitoring- Fiscal Assurances section.

6. Budget

Not Reviewed

1. All expenditures must support one or more objectives.

2. The total allocation must be budgeted.

3. All expenditures are listed in the appropriate budget codes.

4. Salaries must be listed in object code 4100 or 4150. If positions involve face-to-face with students, use object code 4100; if positions are support use object code 4150. Narrative includes job title and FTE. (i.e., Instructional Aide-Culinary, .5 FTE) If new position, include "new". Job description must be uploaded into Related Documents section for each position.

5. Benefits must be listed in object code 4200.

6. Stipends indicate extra duty or extended contract pay. Narrative must include #hours X \$/hour X #people=total stipend. Narrative must include activities to be performed.

7. Supplies includes only program-specific instructional consumable supplies and not any general supplies. Instructional supplies must include a general list of supplies with dollar amount and program area in the narrative to be considered for approval. Include site if applicable. Instructional software must list specific software, dollar amount and program.

8. Capital Equipment \$5,000 and over should be listed on the "Capital List" and uploaded into the Related Documents. They must include the Program Name, Site/Location, Item Name, Per Unit Cost, Quantity and Total Item Cost.

9. The Federal Perkins Grant may not exceed the 5% cap for administrative costs (which includes Indirect + Support Services Administration expenditures). This is automatically tallied by the grant and the application may not be submitted if this is exceeded.

10. NOTE: For professional development and training activities, supporting documentation for registration and travel should be available upon request.

7. Postsecondary Occupational Programs

Not Reviewed

1. College lists all programs that will be assisted with Federal Perkins funds.

2. List by location, program title and CIP code.

8. PM 1P1-Technical Skill Attainment (Repeat review process if LEA completes additional optional objectives)

Not Reviewed

1. Box 1: Includes the performance measure and objective number (i.e. 1P1, Objective 1).

2. Box 2: College selects applicable response based on objective.

3. Box 3: If selected "All CTE Programs" in box 2, box 3 should say N/A. If selected, "One or More CTE Programs" in box 2, must list the appropriate programs in box 3.

4. Box 4: If on Improvement Plan for the previous year's performance measure, should say "Yes". If not, should say "No".

5. Box 5: Must be a SMART objective (specific, measurable, attainable, results-oriented, timely). Objectives must be appropriate for the PM. Objectives must include a date (month/year). Objectives must focus on continuous improvement. Must include language that states "meet/exceed the SALP" or

other specific outcome.

6. Box 6: Justification explains how the objective or expenditure will improve the PM.

7. Box 7: LEA selects all appropriate expenditure categories using Perkins funds based on the budget. Align expenditure categories to budget function codes. If Perkins funds are not being used to support objective, "None of the above" should be selected.

8. Box 8: Only complete if Perkins funds are being used. If not, use N/A. Must include a description of the expenditure items needed to support the objective. (i.e., teacher registration and travel for professional development). Description must match items listed in the narrative on the budget overview.

9. Boxes 9 and 10: Leave blank until due date.

9. PM 2P1-Credential, Certificate or Degree (Repeat review process if LEA completes additional optional objectives)

Not Reviewed

1. Box 1: Includes the performance measure and objective number (i.e. 2P1, Objective 1).

2. Box 2: College selects applicable response based on objective.

3. Box 3: If selected "All CTE Programs" in box 2, box 3 should say N/A. If selected, "One or More CTE Programs" in box 2, must list the appropriate programs in box 3.

4. Box 4: If on Improvement Plan for the previous year's performance measure, should say "Yes". If not, should say "No".

5. Box 5: Must be a SMART objective (specific, measurable, attainable, results-oriented, timely). Objectives must be appropriate for the PM. Objectives must include a date (month/year). Objectives must focus on continuous improvement. Must include language that states "meet/exceed the SALP" or other specific outcome.

6. Box 6: Justification explains how the objective or expenditure will improve the PM.

7. Box 7: LEA selects all appropriate expenditure categories using Perkins funds based on the budget. Align expenditure categories to budget function codes. If Perkins funds are not being used to support objective, "None of the above" should be selected.

8. Box 8: Only complete if Perkins funds are being used. If not, use N/A. Must include a description of the expenditure items needed to support the objective. (i.e., teacher registration and travel for professional development). Description must match items listed in the narrative on the budget overview.

9. Boxes 9 and 10: Leave blank until due date.

10. PM 3P1-Student Retention or Transfer (Repeat review process if LEA completes additional optional objectives)

Not Reviewed

1. Box 1: Includes the performance measure and objective number (i.e. 3P1, Objective 1).

2. Box 2: College selects applicable response based on objective.

3. Box 3: If selected "All CTE Programs" in box 2, box 3 should say N/A. If selected, "One or More CTE Programs" in box 2, must list the appropriate programs in box 3.

4. Box 4: If on Improvement Plan for the previous year's performance measure, should say "Yes". If not, should say "No".

5. Box 5: Must be a SMART objective (specific, measurable, attainable, results-oriented, timely). Objectives must be appropriate for the PM. Objectives must include a date (month/year). Objectives

must focus on continuous improvement. Must include language that states “meet/exceed the SALP” or other specific outcome.

6. Box 6: Justification explains how the objective or expenditure will improve the PM.

7. Box 7: LEA selects all appropriate expenditure categories using Perkins funds based on the budget. Align expenditure categories to budget function codes. If Perkins funds are not being used to support objective, “None of the above” should be selected.

8. Box 8: Only complete if Perkins funds are being used. If not, use N/A. Must include a description of the expenditure items needed to support the objective. (i.e., teacher registration and travel for professional development). Description must match items listed in the narrative on the budget overview.

9. Boxes 9 and 10: Leave blank until due date.

11. PM 4P1-Placement (Repeat review process if LEA completes additional optional objectives)

Not Reviewed

1. Box 1: Includes the performance measure and objective number (i.e. 4P1, Objective 1).

2. Box 2: College selects applicable response based on objective.

3. Box 3: If selected “All CTE Programs” in box 2, box 3 should say N/A. If selected, “One or More CTE Programs” in box 2, must list the appropriate programs in box 3.

4. Box 4: If on Improvement Plan for the previous year’s performance measure, should say “Yes”. If not, should say “No”.

5. Box 5: Must be a SMART objective (specific, measurable, attainable, results-oriented, timely). Objectives must be appropriate for the PM. Objectives must include a date (month/year). Objectives must focus on continuous improvement. Must include language that states “meet/exceed the SALP” or other specific outcome.

6. Box 6: Justification explains how the objective or expenditure will improve the PM.

7. Box 7: LEA selects all appropriate expenditure categories using Perkins funds based on the budget. Align expenditure categories to budget function codes. If Perkins funds are not being used to support objective, “None of the above” should be selected.

8. Box 8: Only complete if Perkins funds are being used. If not, use N/A. Must include a description of the expenditure items needed to support the objective. (i.e., teacher registration and travel for professional development). Description must match items listed in the narrative on the budget overview.

9. Boxes 9 and 10: Leave blank until due date.

12. PM 5P1-Nontraditional Participation (Repeat review process if LEA completes additional optional objectives)

Not Reviewed

1. Box 1: Includes the performance measure and objective number (i.e. 5P1, Objective 1).

2. Box 2: College selects applicable response based on objective.

3. Box 3: If selected “All CTE Programs” in box 2, box 3 should say N/A. If selected, “One or More CTE Programs” in box 2, must list the appropriate programs in box 3.

4. Box 4: If on Improvement Plan for the previous year’s performance measure, should say “Yes”. If not, should say “No”.

5. Box 5: Must be a SMART objective (specific, measurable, attainable, results-oriented, timely). Objectives must be appropriate for the PM. Objectives must include a date (month/year). Objectives must focus on continuous improvement. Must include language that states "meet/exceed the SALP" or other specific outcome.

6. Box 6: Justification explains how the objective or expenditure will improve the PM.

7. Box 7: LEA selects all appropriate expenditure categories using Perkins funds based on the budget. Align expenditure categories to budget function codes. If Perkins funds are not being used to support objective, "None of the above" should be selected.

8. Box 8: Only complete if Perkins funds are being used. If not, use N/A. Must include a description of the expenditure items needed to support the objective. (i.e., teacher registration and travel for professional development). Description must match items listed in the narrative on the budget overview.

9. Boxes 9 and 10: Leave blank until due date.

13. PM 5P2-Nontraditional Completion (Repeat review process if LEA completes additional optional objectives)

Not Reviewed

1. Box 1: Includes the performance measure and objective number (i.e. 5P2, Objective 1).

2. Box 2: College selects applicable response based on objective.

3. Box 3: If selected "All CTE Programs" in box 2, box 3 should say N/A. If selected, "One or More CTE Programs" in box 2, must list the appropriate programs in box 3.

4. Box 4: If on Improvement Plan for the previous year's performance measure, should say "Yes". If not, should say "No".

5. Box 5: Must be a SMART objective (specific, measurable, attainable, results-oriented, timely). Objectives must be appropriate for the PM. Objectives must include a date (month/year). Objectives must focus on continuous improvement. Must include language that states "meet/exceed the SALP" or other specific outcome.

6. Box 6: Justification explains how the objective or expenditure will improve the PM.

7. Box 7: LEA selects all appropriate expenditure categories using Perkins funds based on the budget. Align expenditure categories to budget function codes. If Perkins funds are not being used to support objective, "None of the above" should be selected.

8. Box 8: Only complete if Perkins funds are being used. If not, use N/A. Must include a description of the expenditure items needed to support the objective. (i.e., teacher registration and travel for professional development). Description must match items listed in the narrative on the budget overview.

9. Boxes 9 and 10: Leave blank until due date.

14. Program of Study (Repeat review process if LEA completes additional optional objectives)

Not Reviewed

1. Box 1: Includes POS and objective number (i.e. POS, Objective 1).

2. Box 2: College selects applicable response based on objective.

3. Box 3: If selected "All CTE Programs" in box 2, box 3 should say N/A. If selected, "One or More CTE Programs" in box 2, must list the appropriate programs in box 3.

4. Box 4: Must be a SMART objective (specific, measurable, attainable, results-oriented, timely). Objectives must be appropriate for the POS. Objectives must include a date (month/year). Objectives must focus on enhancing or maintaining one program to include all POS components. Must include language that states specific outcome.

5. Box 5: Justification explains how the objective or expenditure will improve or enhance the POS.

6. Box 6: LEA selects all appropriate expenditure categories. Align expenditure categories to budget function codes. Some Perkins funds must be designated as POS expenditures.

7. Box 7: Perkins funds must be used to support POS (excluding POS). Must include a description of the expenditure items needed to support the objective. (i.e., teacher registration and travel for professional development). Description must match items listed in the narrative on the budget overview.

8. Boxes 8 and 9: Leave blank until due date.

