

DESK MONITORING-PROGRAM ASSURANCES

Monitoring is required for districts that receive an allocation from the Carl D. Perkins Career and Technical Education Act of 2006, P. L. 109 - 270 (Perkins IV). This report is an important step in promoting the accurate and reliable measure of student outcomes required in Perkins IV. The responses to the questions provide a continuous improvement process to track the impact of the Perkins IV funds on the performance of Arizona CTE students.

PROGRAM ASSURANCE 1-ANNUAL PROGRAM EVALUATION

The response to this question provides information verifying compliance with the assurances identified on the **FY14 (previous year's) grant application.**

ASSURANCE 1: Eligible recipients will annually evaluate their Career and Technical Education Programs (using the state established Performance Standards Evaluation process) to assess progress of all students, including special populations, in meeting Arizona's core indicators of performance [§123(b)(1) and [§134(b)(7)].	
Indicate the date the College's Annual Program Evaluation was conducted.	See Note Below

NOTE: Program Evaluation can be approached in any of these suggested ways:

1. Your College does annual CTE Program Reviews- this would be a combined review that included your stakeholders (teachers, students, business/industry partners) as well as a review of the performance measures set by Perkins, just use that date.
2. College does not do annual schedule Program Reviews- then the college would be assuring that they are using the feedback generated from your advisory committees, curriculum committees, students, etc. and results of the performance measures as applied to the CTE program performance (figures your college would report for the CAR) to monitor and make adjustments.

In this case, we would recommend using any date between January and the end of the Spring Semester (Mayish) indicating that if asked, the college could provide proof of advisory meetings as well as improvements planned as a result of low performance against the performance measures.

3. In addition to the above, your college is asked to submit Mid-Year and Final Project Narratives. The college Mid-Year Narrative is also a method of monitoring and adjustment in program delivery. The college usually indicates corrective actions regarding meeting Performance Measures, as well as program improvements. You may use the date of your Mid-Year Narrative submission as the Program Review.

Whatever method your college uses for Program Monitoring, please be sure the college retains documentation in the event of a project/fiscal audit.

DESK MONITORING-FISCAL ASSURANCES

By responding to these questions, the college provides evidence to the Arizona Department of Education on how the LEA is meeting Federal Perkins Grant Fiscal Assurances.

THE RESPONSES TO THE QUESTIONS BELOW SHOULD PROVIDE DATA AND INFORMATION VERIFYING COMPLIANCE WITH THE ASSURANCES IDENTIFIED ON THE FY14 (PREVIOUS YEAR'S) GRANT APPLICATION.

Fiscal Assurance -FINANCIAL AUDIT: Eligible recipients will comply with all requirements of this title and State Plan, including the provision of financial audit of funds received under this title [§122(c)(11)].		
1	What is the date of the most recent annual college audit conducted by an independent CPA and the name of the firm?	NOTE: List the last audit conducted at your college that included auditing of the Perkins funds.
2	Describe all audit exceptions of the college's Federal Perkins Grant funds. If none, use N/A .	
3	Are you requesting an audit of your Federal Perkins grant at this time?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Fiscal Assurance - FINANCIAL BENEFIT: None of the funds expended under this title will be used to acquire equipment (including computer software) in any instance in which such acquisition results in a direct financial benefit to any organization representing the interests of the purchasing entity, the employees of the purchasing entity or any affiliate [§122(c)(12)].		
1	Were items purchased with Federal Perkins funds from a vendor that employs a college employee or relative of a college employee?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2	If " YES " to above, provide explanation and corrective action plan to address deficiency.	
3	Were items purchased with Federal Perkins funds from a vendor in which a college employee has a financial investment?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4	If " YES " to above, provide explanation and corrective action plan to address deficiency.	
PROFESSIONAL DEVELOPMENT ACTIVITIES: None of the funds expended under this title will be used to support professional development and training activities which include entertainment costs.		
1	Did the college pay for any professional development or training activities which included separate, identifiable entertainment costs?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2	Were the entertainment costs charged to your Federal Perkins grant?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3	If " YES " to the above questions on entertainment cost , provide an explanation and the corrective action plan to address the deficiency.	
CAPITAL EQUIPMENT INVENTORY: The USFR VI-E guidelines require that equipment with a unit cost equal to or greater than \$5000 must be listed on the college's general fixed assets listing. A college may select a lower cost amount at which items must be listed on their fixed asset listing.		
1	Does college have an established process for the purchase, identification, and inventorying of capital/equipment purchased with Federal Perkins funds? (USFR Accounting Procedures, Fixed Assets VI-E & Memorandum No. 224)	<input type="checkbox"/> Yes <input type="checkbox"/> No
2	Based upon an approved project capital expenditure	<input type="checkbox"/> Yes

	page, does equipment with a unit cost of \$5000 or more, purchased with Federal Perkins funds, appear on the college's fixed assets listing? Note: If the college guidelines stipulate an amount less than \$5000, the fixed asset listing should reflect the college guidelines.	<input type="checkbox"/> No
3	If "NO" to above, provide a corrective action plan to address deficiency.	
4	Does the above listing provide the college tag number, serial number or other number that identifies the item and the item's physical location or disposition (if lost, sold or stolen) of the capital item?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5	If "NO" to above, provide a corrective action plan to address deficiency.	
6	Does the College maintain a stewardship list for items costing at least \$1,000 but less than \$5,000 (or the College's capitalization threshold if less than \$5,000)? (USFR Accounting Procedures Memorandum No. 224)	<input type="checkbox"/> Yes <input type="checkbox"/> No
7	Does the stewardship list include the item's physical location (school, department, building, etc.), identification number (tag number, serial number, or other number that specifically identifies the item), and the description (model number, size, color, etc.)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8	If "NO" to above, provide a corrective action plan to address deficiency.	
SUPPLEMENT NOT SUPPLANT [§311.(a)]: Funds made available under this Act for career and technical education activities shall supplement, and shall not supplant, non-federal funds expended to carry out CTE activities.		
1	Did the Federal Perkins grant application request funds for career and technical education expenditures which were previously paid for by non-federal funds?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2	If "YES" to above, provide an explanation.	
3	Did the Federal Perkins Grant application request funds to purchase textbooks?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4	If "YES" to above, are these textbooks required for the course/program?	
5	If these textbooks are required for the course/program, please explain why Perkins funds were used.	
6	Did the Federal Perkins grant application request additional funding for personnel costs over and above the previous year's grant?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7	If "YES" to above, please provide explanation.	
TIME & EFFORT [OMB CIRCULAR NO. A-87 2/2012]		
1	Are Federal Perkins funds being used to pay salaries/stipends of staff working less than 100% of their time on CTE activities?	<input type="checkbox"/> Yes <input type="checkbox"/> No