Annual Application

Each community college district wishing to initiate new funding, or continue existing funding, must annually submit a Federal Perkins Grant application through the Arizona Department of Education GME (Grants Management Enterprise) system.

> "Any eligible recipient desiring financial assistance under this part shall, in accordance with requirements established by the eligible agency (in consultation with such other education training entities as the eligible agency determines to be appropriate) submit a local plan to the eligible agency. Such local plan shall cover the same period of time as the period of time applicable to the State plan submitted under section 122" (Perkins, Sec 134(a)).

Initial Basic Grant application must be submitted 30 days prior to the beginning of the fiscal year. For programs to be considered for funding approval, the following documentation must be submitted to the Career and Technical Education Section:

Document	Submission Method
Online Grant Application	Online submission using the ADE GME System accessed through ADECONNECT at http://www.azed.gov/
Budget	
Assurances	
Related Documents as needed (i.e. Job Descriptions)	

1. **Grant applications are due by June 15.** Once received, the applications will be reviewed by the Postsecondary Grants Specialist. If the application is complete and accurate, substantial approval will be given.

2. **Substantial approval** indicates that the major components of the program and grant applications are complete though further follow-up may be needed. All applications submitted by June 15 will either be substantially approved or be returned for revisions by July 1.

3. **Final approval** for applications given substantial approval on July 1 will be given by October 1. Delays in revisions could delay final approval.

4. **Eligibility for Funding:** A postsecondary program can receive Perkins funding:
   a. The community college can provide justification and documentation that the program leads to employment in a high-skill or high-wage or high-demand occupation, AND
   b. The postsecondary program can be reasonably aligned with one of the programs on the ADE CTE program list based on the first 2 digits of the CIP code (or prior approval by ADE Postsecondary Grants Specialist).

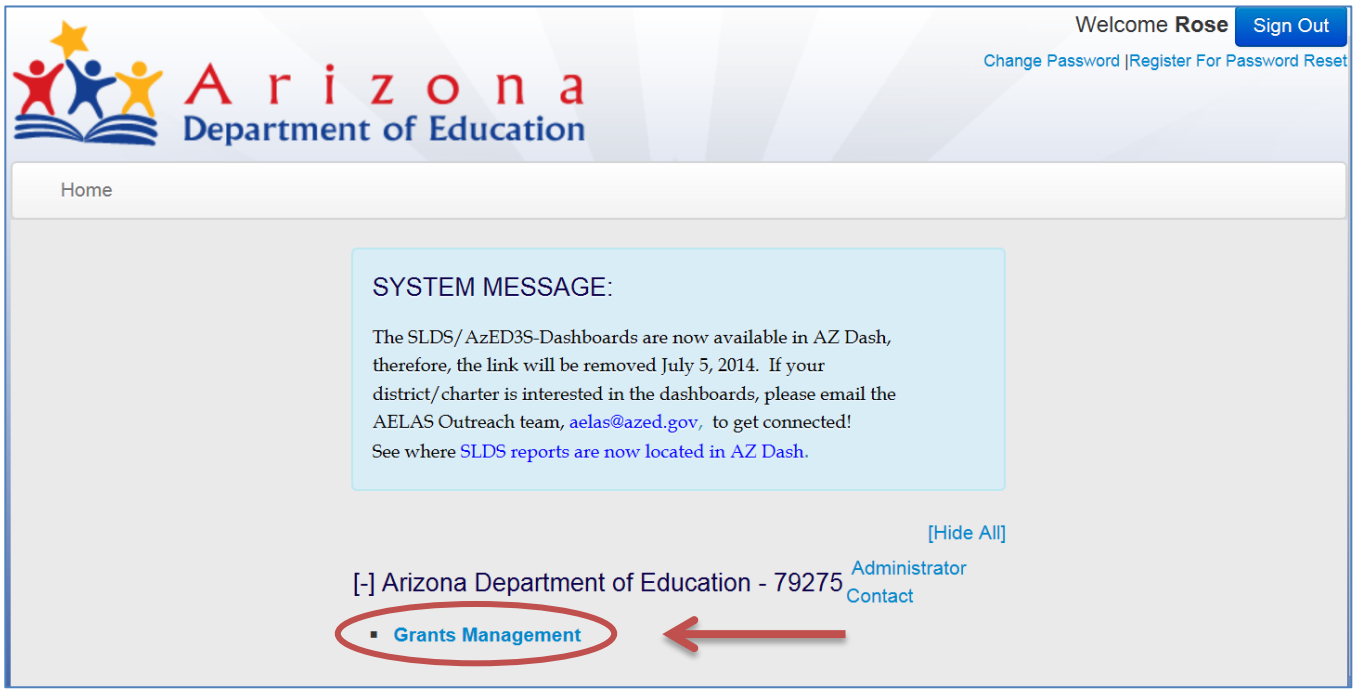
HINT: The "Document Library" link provides detailed information on most sections of the GME system. It provides detailed instruction on how to change the GME roles and contacts; information on the "History Log" and Comments areas; GME Basics; Reimbursement Requests; Budget Entry etc. Please use this as your first stop when puzzled about use of the GME.

Accessing GME

Step 1: Go to www.azed.gov

Step 2: Click on ADECONNECT

Step 3: Click on Grants Management



GME Roles

Within the GME system, the "Address Book" will define the Grants Management Roles at the College-approver/initiator. These are the roles as defined by the GME:

Role	Description
LEA Data View	Allows an LEA user to view unapproved items for their LEA; user cannot add or edit data but can only view.
User Access Administrator	Allows an LEA user to administer other users in their LEA, adding and updating their roles in the new GME as needed.
LEA Update	Allows an LEA user to edit their application. (This role is grant specific, for example - "LEA Postsecondary Perkins Update)
LEA Business Manager	Allows an LEA user to take actions associated with other LEA fiscal roles, such as inputting and updating applications, revisions (amendments), reimbursement requests and completion reports.
LEA Authorized Representative	Allows an LEA user to take actions associated with the LEA Program/Financial Director or Superintendent, such as final approval before submitting to ADE.

Levels of Approval

The Perkins Grant can be in various levels of approval. It is referred to as the "**Application Status**" on the Sections Page. The status may be:

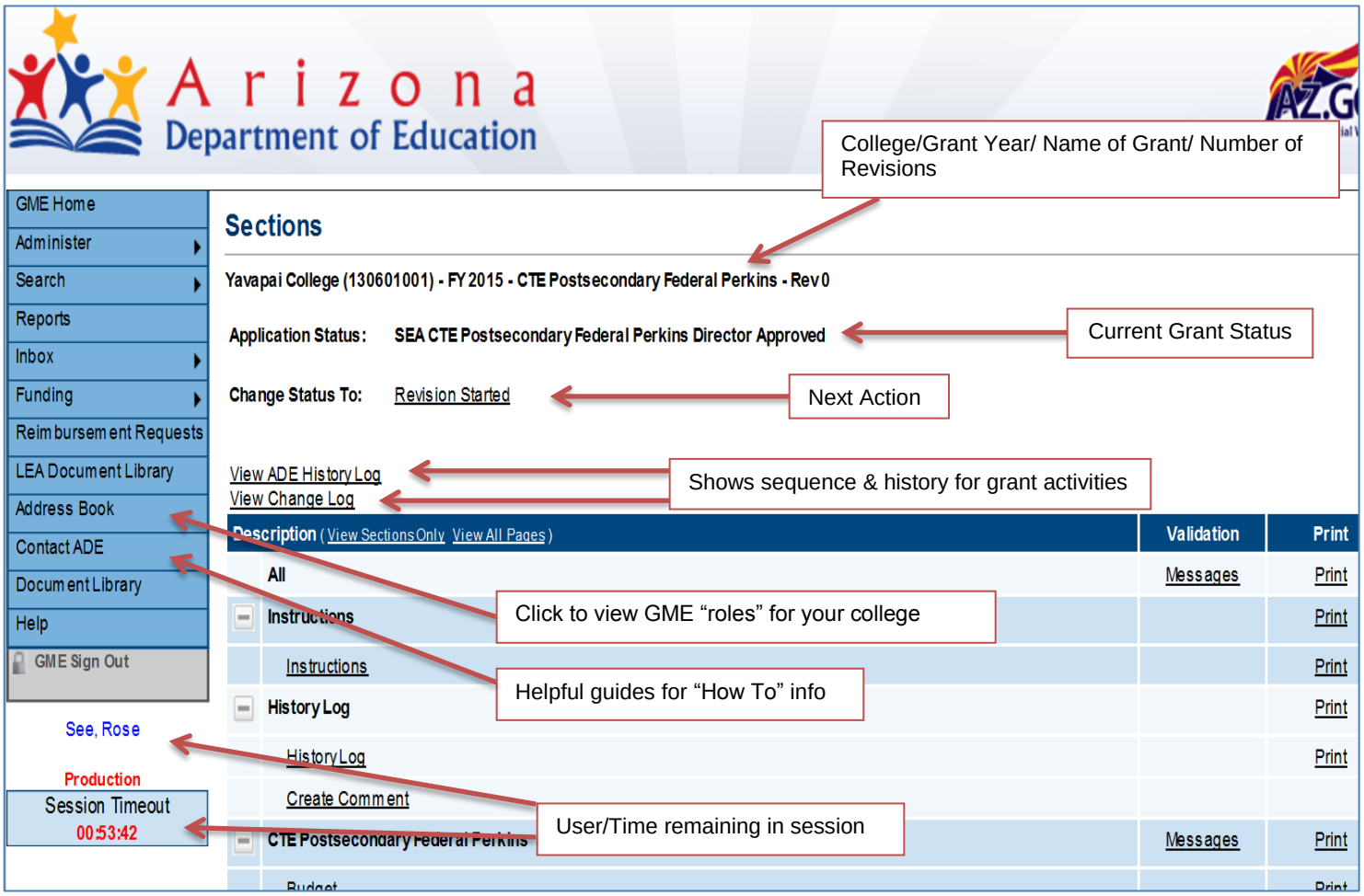
Status	Explanation
Draft Not Started	Grant application has not been started
Draft Started	Application in process
Revision Started	Revision/Amendment for an active year grant is in process
Draft Completed	LEA Authorized Representative has completed the draft of the grant and has been forwarded to the LEA Business Manager for Approval.
LEA Business Manager Approved	Grant has been approved by person assigned the Business Manager role in GME and is now routed to LEA Authorized Representative role for approval and to forward to ADE.
LEA Business Manager Returned Not Approved	Grant returned to LEA Authorized Representative to made changes required by college.
LEA Authorized Representative Approved	Grant is approved by person designated this role at the college and is now ready for ADE review.
LEA Authorized Representative Returned Not Approved	*NOTE: This is the level of approval needed at the college before ADE can review the grant and approve or return to ask for revisions.
SEA CTE Postsecondary Federal Perkins Specialist Approved	Grant is returned by college to the person at the college who authored the grant for revisions/changes.
SEA CTE Postsecondary Federal Perkins Specialist Returned Not Approved	ADE can be review or return the grant for revisions at this stage.
SEA CTE Postsecondary Federal Perkins Director Approved	ADE Program Specialist has returned the grant for revisions.
SEA CTE Postsecondary Federal Perkins Director Returned Not Approved	*Note- "The Postsecondary Checklist" will provide f specific comments/revisions needed for grant approval.

HINT: The initiator of the grant can monitor the "Status" of the grant as it moves through the GME process to assure that appropriate actions are done in a timely manner.

The ADE Postsecondary Perkins Grant Specialist is able to view and review the grant/revisions but no actions can be initiated by the ADE Grant Specialist until the status is reflected as **"LEA Authorized Representative Approved."**

GME Sections Page

Most GME Activity will take place from the Sections Page:



HINT: Having trouble navigating or performing some task using GME? Try the Document Library to troubleshoot.

Sections Page continued:

Assurances		Print
Federal Perkins Requirements		Print
Desk Monitoring - Program Assurances		Print
Desk Monitoring - Fiscal Assurances		Print
Postsecondary Occupational Programs		Print
PM 1P1 - Technical Skill Attainment		Print
PM 2P1 - Credential, Certificate or Degree		Print
PM 3P1 - Student Retention or Transfer		Print
PM 4P1 - Student Placement		Print
PM 5P1 - Nontraditional Participation		Print
PM 5P2 - Nontraditional Completion		Print
Program of Study (POS)		Print
Related Documents		Print
Allocations		Print
Allocations		Print
Contacts		Print
Contacts		Print
Substantially Approved Dates		Print
Substantially Approved Dates		Print
CTE Postsecondary Federal Perkins Checklist		Print
CTE Postsecondary Federal Perkins Checklist		Print
All		Print

Related Documents area allows for attachment of Job Descriptions and Capital Outlay Worksheet as applicable to the grant. Capital Outlay Worksheet and Job Descriptions only required if those expenditures are reflected in the budget.

Very Useful area to be sure that grant application is complete.

Feedback from ADE grants specialist reflected here if grant is returned for revisions.

HINT: Review each section of grant using the CTE Postsecondary Federal Perkins Checklist to determine if the grant is complete. If a grant is returned for revisions, this section will also have any comments/corrections/additions requested by the ADE Grants Management Specialist.

Using Perkins Funding for Postsecondary CTE Programs

POSTSECONDARY PROGRAM FUNDING REQUIREMENTS

Perkins IV legislation identifies specific criteria by which funds must be expended within each program. The following section indicates references to the Perkins legislation and provides further details regarding each of the requirement areas.

Program Plan:
Offer relevant elements of not less than one career and technical education program of study §135(b)(2); Provide services and activities that are of sufficient size, scope, and quality to be effective §135(b)(8); Initiate, improve, expand, and modernize quality programs including relevant technology §135(b)(7).

Education and Industry Partnerships:
Link career and technical education between the secondary and postsecondary levels §135(b)(2) & 203(e); Provide students with strong experience in and understanding of all aspects of an industry, which may include work-based learning experiences §135(b)(3); Encourage collaboration with technology industries to offer voluntary internships and mentoring programs for students §135(b)(4)(C); Support education and internship programs for instructors to stay current with all aspects of an industry and that provide relevant business experience §135(b)(5)(B,C).

Student Success:
Strengthen the academic and career and technical skills of students through the integration of academics with career and technical education programs §135(b)(1); Provide students with the academic and career and technical skills that lead to entry into the technology fields §135(b)(4)(B); Provide activities to prepare special populations for high-skill, high-wage, or high-demand occupations that will lead to self-sufficiency §135(b)(9).

Faculty Success:
Develop, improve, or expand training of instructors, faculty, and administrators to use technology §135(b)(4)(A); Provide professional development programs for a) in-service and pre-service training on effective teaching strategies, b) education programs for instructors to stay current with all aspects of an industry, c) internship programs that provide relevant business experience; and d) train in the effective use and application of technology to improve instruction §135(b)(5)(A,D).

Program Evaluation:
Each eligible recipient shall identify in the local plan levels of performance for each of the core indicators §113(4)(a)(2); Annually evaluate the local adjusted levels of performance §123(b)(1); Develop and implement program evaluations of the career and technical education programs, including an assessment of how the needs of special populations are being met §135(b)(6).

The Postsecondary Performance Measures Core Indicators will measure students' progress in:

1. Attainment of challenging Career and Technical skill proficiencies
2. Attainment of industry recognized credential, certificate or degree
3. Retention in postsecondary education or transfer to baccalaureate program
4. Placement in military or apprenticeship, or placement or retention in employment
5. Participation in and completion of Career and Technical Education programs that lead to employment in nontraditional field

***NOTE:** Perkins funds are intended as supplemental funds used to enhance CTE Programs. Classroom furniture, fixtures and equipment that are generic to any classroom and are considered basic to any discipline should be funded by the district. For example, items such as televisions, desks, bookshelves, tables and chairs that are in most classrooms should not be funded by Perkins. Items that are program specific are usually allowable Perkins expenditures.

The following information is included in the Federal Perkins Grant application in the ADE/GME system. Please list all programs and locations of the programs that will be funded for the grant year. Changes to the Program Detail information can be made through March 31 (coinciding with the mid-year narrative report) for the current grant year.

PROGRAM DETAILS

POSTSECONDARY OCCUPATIONAL PROGRAMS

List all of the occupational program(s) in alphabetical order, by college, which will be assisted with Perkins funds. List the location, Program Title and CIP Code.	

FAQs (Frequently Asked Questions) for Program Information

1. What is the difference between a program and service?

1. A program is an occupational program that consists of a group of courses that leads to an industry recognized credential, a certificate or a degree (See "Program")
2. A service consists of those activities that support student success or program objectives on a district-wide basis. (See "Services - District", "Services - Student" in glossary)

2. What criteria should be used to determine if a program can be funded?

1. Justification and documentation can be provided to show that the occupational program leads to employment in high skill, high wage or high demand occupations and the occupational program can be reasonably articulated or related to one of the programs on ADE's program list-matching the first two digits of the postsecondary CIP to one of ADE's approved program CIPs.
2. At least one program on the application must be a nontraditional program. See Nontraditional Program List.

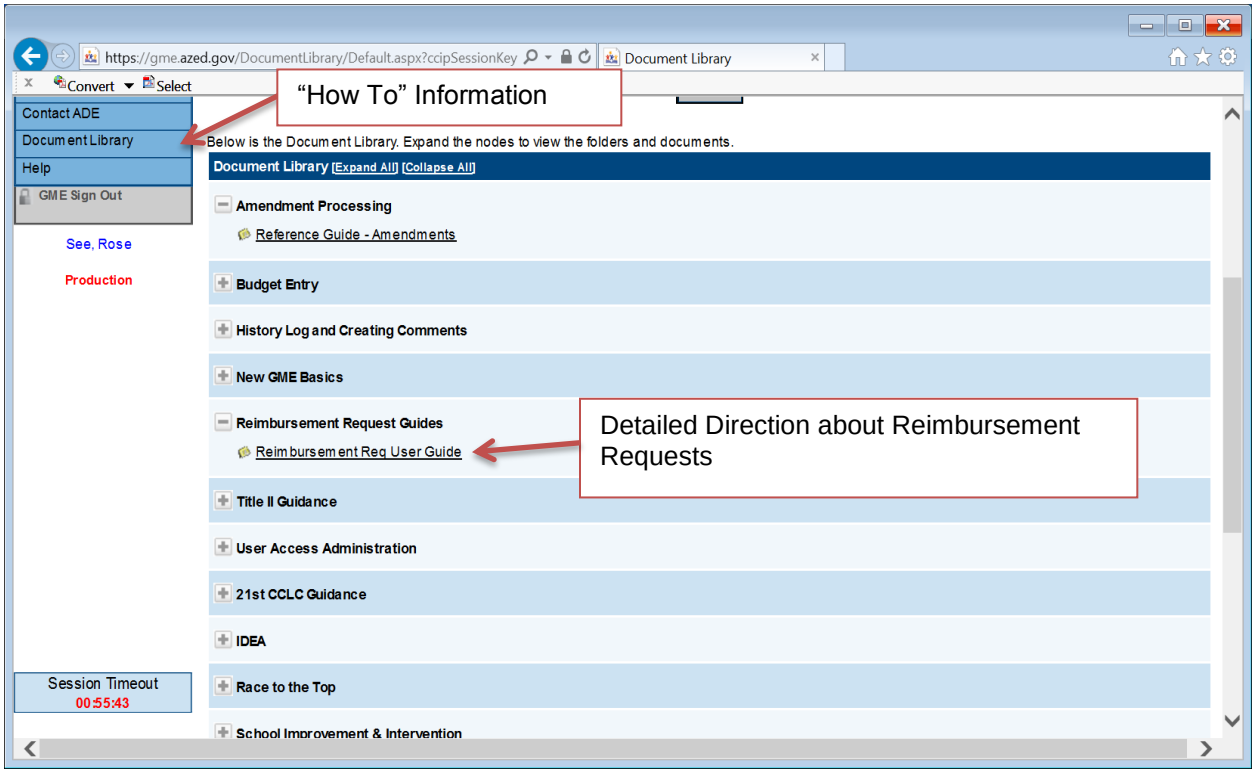
3. Is it necessary for the local community college to fund a nontraditional program?

Yes. Each community college must have at least one nontraditional program on their program application each year as identified on the ADE Program list.

Reimbursement Requests

Reimbursements are requested through the GME system. Please refer to the "Document Library" area for detailed direction for Reimbursement requests.

Ideally, reimbursements are initiated as expenses are paid by the college. At a minimum, reimbursement requests should be initiated every 60 days.



HINT: The "Document Library" link on the Sections Page (left column) has detailed instructions and examples of how to submit a reimbursement as well as how to determine balances and payouts.

Submitting a Revision (Amendment)

A grant revision is required for the following situations:

- Expenditures will exceed a budgeted line item by more than 10% or $1000, whichever is greater
- Expenditures are incurred on a line item where there is no budgeted amount
- Changes in the project description or objectives from the original approved application
- Changes in the capital outlay purchases
- To change project end date
- If district requests Local Adjusted Level of Performance (LALP), add objective for changes in the program

On the "**Sections**" page of the Funding Application, click on the hyperlink that changes the status to "**Revision Started**".

When you click **"Confirm"** you will return to the "**Sections**" page where the Application Status says "**Revision Started**".

Go to the sections page to the category where the changes will be initiated (budget, programs, goals, etc.), and click on the link for "change". When you have completed all the revisions (e.g., midyear narrative or any budget changes), change the status at the top of the **"Sections"** page to "**Revision Completed**".

If there are Capital Outlay changes or additional jobs that are to be funded as a result of the revision, also go to the "Related Documents" area to attach new documents.

It is helpful to the ADE Program Specialist, if changes are highlighted or entered using red type to point out the revisions on the related documents (especially the revised Capital Outlay Worksheet).

The next step is "**LEA Business Manager Approved**". This could be the CTE Administrator or other designee. Your district must designate someone as LEA Business Manager for the CTE Grants. It does not require the person to be the business manager; however, the person must have that designation. **NOTE: Check the Address Book for your District on the left of the Sections page to see who is designated at what level.**

The next and final level at the district is "**LEA Authorized Representative Approved**". This can be the CTE Administrator or other district designee. Once this level is approved, the revision is submitted to ADE for the CTE Grants Program Specialist review.

There are two levels at ADE/CTE for approval: GPS (Grants Program Specialist) assigned to your district and CTE DAS (Deputy Associate Superintendent).

Other key points:

If you select **"Revision Completed"** but still have more changes needed, the status will need to change to **"LEA Business Manager Not Approved"** in order for you to continue revisions.

If you are having problems accessing the system, first try the Document Library available on the Sections page. If you cannot troubleshoot your own issue, then please contact the Postsecondary Grants Specialist at ADE.

Perkins Revisions due in GME by p.m., June 30.

HINT: Not mandatory, however, to expedite review/approval of your revision, use the narrative description in the "Budget Detail" for the appropriate object code to state the changes. You may also highlight the changes or indicate changes in red.

SAMPLE: 6/30/2014 Budget Amendment:

Increase capital from $x to $x for purchase of "x" in "x" program.

Decrease salary expenditure from $x to $x due to reduced hours in x program.

For detailed direction on the mechanics for submitting a revision in GME, please refer to the Quick Reference Guide found in the Documents Library in GME listed under "Amendment Processing".

FAQs (Frequently Asked Questions) For Editing and Revising Basic Grants

1. How is the indirect cost rate determined for ADE grants?

Each community college negotiates an indirect cost rate with the Federal government. Once the agreement has been received, the college needs to send a copy of the agreement to ADE auditors. Based on the Federal negotiated rate, the college's indirect cost will be approved (up to a maximum of 8%). The college will receive a letter from ADE indicating the approved cost rate for ADE administered grants.

2. What is the maximum percentage of Perkins grant funds that can be allocated to indirect costs?

If an agreement is on file at ADE, the district may allocate up to 5% of all Perkins funds not used for capital.

3. What percentage of funds can be allocated to administrative costs?

Each eligible recipient receiving funds under this part shall not use more than 5% of the funds for administrative costs associated with the administration of activities assisted under this section. (Perkins Act of 2006, Sec. 135, Local Uses of Funds, (d) Administrative Costs).

4. What are the guidelines for paying new instructor staffing costs with Perkins funds?

This response is determined by each individual situation, depending on supplanting. Typically, instructor salaries should not be paid with Perkins funds, because Perkins expenditures must be supplemental. An instructor's position would not be termed supplemental, but rather essential to a course or program. Therefore, colleges may pay a new instructor position with Perkins for the first year only.

5. May colleges use Perkins dollars to pay for support staff?

Support staff (e.g. administrative assistants, instructional aides, counselors, temporary staff, dual enrollment coordinators, and so on) can be paid using Perkins as long as their salary is only being supplemented by the grant and that their duties support the grant. Time and effort sheets will be required. Any salary paid using Perkins funds cannot supplant another funding source used to pay the same position.

6. An existing position works on dual enrollment agreements - specifically for academics and is funded with non-Perkins funds. Due to requirements of Perkins, the CC would like to rewrite the job description to include Perkins required activities. **Would the CC be able to use Perkins funds to pay for this position or is this considered supplanting?**

As the position has worked only on academic enrollment agreements and not CTE enrollment agreements, this would not be considered supplanting. This is considered a new activity and Perkins funds can be used for the portion of time allocated for CTE purposes.

7. Is there a time and place when a shift in Perkins funding can occur with employee positions (i.e., re-organization, new job responsibilities, new programs, etc.)?

Funding can be shifted when the change occurs. This could occur through the amendment process or with a new program year. Supplanting would only occur if you were paying for a CTE activity with non-Federal dollars and then you shift that activity to Perkins funds.

8. Can Perkins dollars be used to pay for remodeling costs?

Perkins dollars cannot be used to pay for expenses related to real property (i.e., construction related activities or purchase of land).

9. May Perkins funds be used to pay for classroom space, such as leasing a portable building or renting a separate facility?

This is not an allowable expenditure.

10. In the past, colleges have used Perkins funds to support the efforts of initial accreditation including staff to write self-study, accreditation review team, and accreditation fees. **Is it acceptable to fund re-accreditation efforts?**

Yes, Perkins dollars may be used to support accreditation efforts for new or existing occupational programs. Additional information will be necessary before approval of the expenditures.

11. May colleges use Perkins funds for tutoring costs?

Expenses such as paying tutors are allowable to support CTE programs. The student should be enrolled in an approved CTE program and the class is a requirement to complete the program such as a prerequisite in the program of study.

12. May colleges use Perkins monies for student financial assistance (i.e., tuition)?

Financial assistance can be made available to students, but only to those with a proven status as economically disadvantaged. Monetary payments may not be distributed directly to individual students. The expense must support program completion, such as purchasing supplies for the students, and all assistance must be documented for audit purposes.

13. May colleges use Perkins monies for professional development?

Yes. Allowable expenses for professional development are for ongoing, intensive training focused on deepening content knowledge/skills and/or instructional strategies to more effectively meet college standards and support improvement efforts toward CTE programs. It is recommended that a file be kept with documentation of who went to professional development events using Perkins funds, along with a description of the professional development event connection to the CTE programs on the grant, for audit purposes.

14. May colleges fund professional institutional memberships if they align with their approved CTE goals and objectives?

This is allowable if the membership truly enhances the college's CTE program/programs by means of being aligned with their approved goals and objectives. The membership must be for a position, not a person and may be renewed annually.

Annual Reporting Requirements

OVERVIEW

Each grant recipient is required to submit the following reports:

1. The Mid-year Narrative report is due on March 31. Changes to the "Detailed Programs" information for programs that will be funded for the current grant period are also due not later than March 31.

   Mid-Year narratives are submitted directly in GME. Each performance measure provides space (ITEM # 9) for progress and status updates for the objective.

2. Final Narrative report is due November 30.

   Starting with FY15, Final narratives are submitted directly in GME. Each performance measure provides space (ITEM # 10) for final status for each objective.

3. Consolidated Annual Report (CAR) to the Federal government.

   Each year, grant recipients are required to report: 1) participant and concentrator enrollment and 2) Basic Grant and Program of Study performance measures. The reports are due to CTE during the fall timeframe in order for CTE to prepare the final submission to OCTAE by December 31. **All screen shots of forms, definitions and guidelines are subject to annual change by OCTAE.**

4. Performance Measures Improvement Plan - only for colleges/districts not meeting minimum SALP at 90% **OR** Request for LALP (negotiated Levels of Performance) due by March 15.

MID-YEAR NARRATIVE REPORT

The mid-year narrative report is submitting using the GME system. Under each performance measure, report progress and improvements that were made to date. You may also report expenditures to date. At this time (March 31) Performance Improvement Plans will be initiated for those programs that did not meet performance measures in the past school year. This is the deadline for making any Occupational Program changes to add or delete programs that are to be funded by Perkins funds in the current fiscal year.

FINAL NARRATIVE REPORT

The Final Narrative Report is submitted using the GME system. Reporting will be done in each Performance Measure reporting activities conducted, improvements made, etc. The Final Narrative report is due to ADE not later than November 30.

Assurances

PROGRAM, FISCAL AND ACCOUNTABILITY ASSURANCES
The Community College District provides assurance to the Arizona Department of Education that it has read, understands, and affirms that the Community College District accepts and commits to abide by the Federal Perkins Grant Program and Fiscal Assurances.

PROGRAM ASSURANCES	
1. The recipient agrees to administer each program, service, or activity covered in this application in accordance with all applicable statutes and regulations governing the Carl D. Perkins Career and Technical Education 11Act of 2006 to include: a) Strengthening the academic, occupational and technical skills of students b) Providing students with strong experience in and understanding of all aspects of an industry, including partnerships/collaborations with local industry representatives c) Developing, improving or expanding the use of technology in career and technical education d) Providing professional development programs to instructors, counselors, and administrators e) Developing and implementing evaluations of career education programs f) Initiating, improving, expanding, and modernizing quality career and technical education programs g) Providing services and activities that are of sufficient size, scope, and quality to be effective h) Linking secondary and postsecondary career and technical education, including program of study initiatives and articulation agreements to include credits §2(4)(A-B). 2. The recipient agrees to be in compliance with Title VI of the Civil Rights Act of 1964, as amended; Title IX Regulations; Section 504 of the Rehabilitation Act of 1973, as amended; Individuals with Disabilities Education Act and any other federal or state laws, regulations and policies which apply to the operation of the program. 3. The recipient will annually evaluate their Career and Technical Education Program using the state established completion reports to assess progress of all students, including special populations, in meeting Arizona's core indicators of performance §123(b)(1); §134(b)(7). The recipient will cooperate and participate with the eligible agency including compliance with timely and complete, accurate, and reliable data collection activities, monitoring, assessment and reporting requirements §122(c)(13) or risk interruption or possible loss of all CTE funding. 4. The recipient assures that funds will be used to improve career and technical education courses/programs that are relevant and challenging and that lead to employment in high skill, high wage, or high demand occupations §122(c)(1)(I)(ii-iii). 5. The recipient assures equal access for students with disabilities will be accomplished through each college's accommodation policy as required by Title II Americans with Disabilities Act of 1990 (ADA). 6. The recipient has submitted the applicable program plan for State approval in conjunction with this grant application. The recipient has identified in the local plan submitted under Section 134, levels of performance for the year(s) covered by the local plan §113(b)(4)(A)(ii). The recipient will have on file and available upon request information on the Assessment, Articulation and Advisory Board for each Perkins supported program. 7. Within this grant period, the recipient has included performance improvement objective(s) for each core indicator deficiency identified as not meeting 90% of the agreed upon State or Local Adjusted Level of Performance, whichever is applicable. These objectives can be found in the approved program plan for this grant year.	LEA Agrees ☐Yes ☐No
FISCAL ASSURANCES	
1. The recipient assures that the Arizona Department of Education, the legislative auditors, and all other required personnel will be permitted access to the records and financial statements as necessary. The recipient 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). 2. The recipient assures compliance with Arizona Department of Education CTE Equipment Guidelines. 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)]. 3. The recipient assures they are informed of the requirements imposed by Federal laws, regulations, and the provisions of contracts or grant agreements as well as any supplemental requirements imposed by the Arizona Department of Education according to regulations issued by Office of Management and Budget Circular A-133. The recipient assures to comply with the requirements issued by the Office of Management and Budget Circular A-21 (postsecondary guidelines) in reference to the cost principles that apply for determining allowable costs. 4. The recipient assures to use program funds only to supplement and not supplant funds from non-Federal sources, and to the extent practical, increase the level of funds that would, in the absence of the Federal Funds, be made available from non-Federal sources. Recipient agrees to maintain all books, records and other documents for at least (3) federal fiscal years (5 years recommended) after the final payment or as described in 34CFR 74.53(b) whichever is longest. 5. Eligible recipients assure all professional development and training activities funded by Perkins excludes any entertainment costs or other unallowable costs. [OMB Circular A-87 Appendix B]. 6. The recipient assures obligation/spending of Perkins funds will occur only after the date which application has been designated by ADE as substantially approved; no expenditures may be charged or reimbursed to the grant before date of substantial approval 34 CFR 76.703 (EDGAR). 7. The recipient assures 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)]. Recipients will obligate the necessary expenditures (excluding capital) of their Perkins allocation for POS activities.	LEA Agrees ☐Yes ☐No

Desk Monitoring and Program Assurances

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.	

HINT: ***"Program Evaluation Date:"*** **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.

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

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 (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?	
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?	☐ Yes ☐ 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?	☐ Yes ☐ 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?	☐ Yes ☐ 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?***	☐ Yes ☐ No
2	Were the entertainment costs charged to your Federal Perkins grant?	☐ Yes ☐ 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)	☐ Yes ☐ No
2	Based upon an approved project capital expenditure 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.	☐ Yes ☐ 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?	☐ Yes ☐ 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)	☐ Yes ☐ 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.)?	☐ Yes ☐ 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?	☐ Yes ☐ No
2	If **"YES"** to above, provide an explanation.	
3	Did the Federal Perkins Grant application request funds to purchase textbooks?	☐ Yes ☐ 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?	☐ Yes ☐ 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?	☐ Yes ☐ No