FY15 CTE Secondary Federal Perkins Grant Application Checklist

This tool is to help communicate feedback to the Local Educational Agency (LEA) on the submission of the FY15 CTE Secondary Federal Perkins grant application.

- CTE Grants Program Specialists will review the applications and revisions and mark each section as "OK" or "Not Applicable" before Approval.
- If the line is marked "Attention Needed", this indicates the application needs revisions in the stated areas.
- If the application is returned as "Not Approved", the LEA will review and address items marked as "Attention Needed" as well as any comments noted in the Messages section of the GME application.
- After items are revised by the LEA, resubmitted for approval and the GPS has approved, "Attention Needed" will be changed to "OK" by the assigned CTE Grants Program Specialist and the application status will be changed to Reviewed.

DUE DATES: THE FY15 CTE SECONDARY FEDERAL PERKINS GRANT APPLICATION IS DUE JUNE 15, 2014. SUBSTANTIAL APPROVAL WILL BE GRANTED BY JULY 1, 2014 AS APPROPRIATE. ALL PROJECTS WILL HAVE FINAL APPROVAL BY OCTOBER 1, 2014.

Checklist Description

General Statements

1. Program, Fiscal and Accountability Assurances
   - LEA agrees to Program Assurances.
   - LEA agrees to Fiscal Assurances.
   - LEA agrees to Accountability Assurances.
2. Federal Perkins Requirements-LEA agrees to carry out Federal Perkins Requirements.
3. Coherent Sequence-The FY2015 Coherent Sequence has been updated at https://www.ade.az.gov/PerfMeasures/framemanager.asp and an email has been sent to claudia.galvan@azed.gov .

Budget

1. All expenditures must support one or more objectives.
2. The total allocation must be budgeted.
3. All expenditures are listed in the appropriate function code and object code using CTE resources and USFR Chart of Accounts.
4. Salaries must be listed in object code 6100. If positions involve face-to-face with students, use 1000-6100; if positions are support use 2000-6100.
   - 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 6200.
6. Stipends indicate extra duty or extended contract pay (most will be in support services).
   - Narrative must include #hours X $/hour X #people=total stipend.
   - Stipends for district employees are charged to salaries object code 6100.
   - Narrative must include activities to be performed.
   - CTSO Advisor stipends are allowable in 1000-6100.
7. Substitutes are paid only when CTE teachers attend training and professional development (including CTSO activities).
   - Perkins does not pay subs for sick leave.
   - Use 2200-6100 for all substitutes.
   - Narrative must indicate # sub days X $/day = total subs.

8. Supplies includes only program-specific instructional consumable supplies and not any general supplies
   - Instructional supplies (1000-6600) must include a general list of supplies with dollar amount and program area in the narrative to be considered for approval. If multi-site district, include site.
   - Instructional software must list specific software, dollar amount and program.
   - Support services supplies should include a general list of types of supplies.
9. Purchased Professional Services (6300)-Use for registrations for district employees to attend CTE professional development and training activities including CTSO conferences.
10. Other Purchased Services (6500)-Use for travel and per diem for district employees to attend CTE professional development and training activities including CTSO conferences.
    - NOTE: For both 6300 and 6500 professional development and training activities, supporting documentation should be available upon request.
11. Refer to Federal Perkins Grant Budget Guidelines for allowable CTSO expenditures.
12. Capital Outlay: Must be CTE program-specific equipment.
    - Must include quantity, cost, description, purpose (includes CTE program name and site if a multi-site district)
13. Support Services Admin includes expenditures for district administration.
14. Support Services Admin + indirect cost cannot exceed more than 5% admin cap of total allocation.

Desk Monitoring

1. Desk Monitoring – Program Assurances
   a. Program Assurance 1-Include month and year for Annual Program Evaluation. If part of consortium, dates must be provided for each site.
   b. Program Assurance 3-**Information is not required until October 1.**
      i. LEA uses CTE End-of-Year Unduplicated Participant Enrollment Report for calculations.
   c. Program Assurance 4-**Information is not required until October 1.**
      i. LEA uses concentrators who left school for box A and D.
      ii. Box B + Box E = CTE End-of-Year Unduplicated Participant Enrollment Report.
      iii. Special pops includes all categories (Disabled, LEP, Economically Disadvantaged, Single Parent).
2. Desk Monitoring – Fiscal Assurances
   a. Financial Audit Box 1 must include month/year for audit date and name of firm.
   b. All yes/no questions must be answered.
   c. Explanations and corrective action plans must be provided for any questions requiring such.

PM 1S1-Academic Reading Attainment

1. Box 1: Includes the performance measure and objective number (i.e. 1S1, Objective 1).
2. Box 2: LEA selects applicable response based on objective.
3. Box 3: If selected “Districtwide” in box 2, box 3 should say N/A. If selected “One or More Sites” in box 2, must list the appropriate sites 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. Box 11: Select “Yes” if another objective is needed for this performance measure or “No” if this is the only objective needed for this PM.

PM 1S2-Academic Math Attainment

1. Box 1: Includes the performance measure and objective number (i.e. 1S2, Objective 1).
2. Box 2: LEA selects applicable response based on objective.
3. Box 3: If selected “Districtwide” in box 2, box 3 should say N/A. If selected “One or More Sites” in box 2, must list the appropriate sites 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. Box 11: Select “Yes” if another objective is needed for this performance measure or “No” if this is the only objective needed for this PM.

PM 2S1-Technical Skill Attainment

1. Box 1: Includes the performance measure and objective number (i.e. 2S1, Objective 1).
2. Box 2: LEA selects applicable response based on objective.
3. Box 3: If selected “Districtwide” in box 2, box 3 should say N/A. If selected “One or More Sites” in box 2, must list the appropriate sites 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. Box 11: Select "Yes" if another objective is needed for this performance measure or "No" if this is the only objective needed for this PM.

PM 3S1-Secondary School Completion

1. Box 1: Includes the performance measure and objective number (i.e. 3S1, Objective 1).
2. Box 2: LEA selects applicable response based on objective.
3. Box 3: If selected "Districtwide" in box 2, box 3 should say N/A. If selected "One or More Sites" in box 2, must list the appropriate sites 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. Box 11: Select "Yes" if another objective is needed for this performance measure or "No" if this is the only objective needed for this PM.

PM 4S1-Graduation

1. Box 1: Includes the performance measure and objective number (i.e. 4S1, Objective 1).
2. Box 2: LEA selects applicable response based on objective.
3. Box 3: If selected "Districtwide" in box 2, box 3 should say N/A. If selected "One or More Sites" in box 2, must list the appropriate sites 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. Box 11: Select "Yes" if another objective is needed for this performance measure or "No" if this is the only objective needed for this PM.

PM 5S1-Placement

1. Box 1: Includes the performance measure and objective number (i.e. 5S1, Objective 1).
2. Box 2: LEA selects applicable response based on objective.
3. Box 3: If selected "Districtwide" in box 2, box 3 should say N/A. If selected "One or More Sites" in box 2, must list the appropriate sites 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. Box 11: Select “Yes” if another objective is needed for this performance measure or “No” if this is the only objective needed for this PM.

PM 6S1-Nontraditional Participation

1. Box 1: Includes the performance measure and objective number (i.e. 6S1, Objective 1).
2. Box 2: LEA selects applicable response based on objective.
3. Box 3: If selected “Districtwide” in box 2, box 3 should say N/A. If selected “One or More Sites” in box 2, must list the appropriate sites 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. Box 11: Select “Yes” if another objective is needed for this performance measure or “No” if this is the only objective needed for this PM.

PM 6S2-Nontraditional Completion

1. Box 1: Includes the performance measure and objective number (i.e. 6S2, Objective 1).
2. Box 2: LEA selects applicable response based on objective.
3. Box 3: If selected “Districtwide” in box 2, box 3 should say N/A. If selected “One or More Sites” in box 2, must list the appropriate sites 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. Box 11: Select "Yes" if another objective is needed for this performance measure or "No" if this is the only objective needed for this PM.

Program of Study (POS)

1. Box 1: Includes POS and objective number (i.e. POS, Objective 1).
2. Box 2: LEA selects applicable response based on objective.
3. Box 3: If selected "Districtwide" in box 2, box 3 should say N/A. If selected "One or More Sites" in box 2, must list the appropriate sites 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 maintain 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 funds must be designated as POS expenditures.
7. Box 7: Perkins funds must be used to support POS (excluding capital outlay).
   - 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.
9. Box 10: Select "Yes" if another objective is needed for the POS or "No" if this is the only objective needed for the POS.

Career and Technical Student Organization (CTSO)

1. Box 1: Includes objective number (i.e. CTSO, Objective 1).
2. Box 2: LEA selects applicable response based on objective.
3. Box 3: If selected "Districtwide" in box 2, box 3 should say N/A. If selected "One or More Sites" in box 2, must list the appropriate sites in box 3.
4. Box 4: "Yes" or "No" selected as applicable.
5. Box 5: Must be a SMART objective (specific, measurable, attainable, results-oriented, timely).
   - Objectives must be appropriate for the CTSO
   - Objectives must include a date (month/year).
   - Objectives must focus on continuous improvement.
   - Must include language that states specific outcome.
6. Box 6: Justification explains how the objective or expenditure will establish/maintain CTSO.
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.

- Refer to Federal Perkins Grant Budget Guidelines for allowable CTSO expenditures.

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. Box 11: Select “Yes” if another objective is needed for the CTSO or “No” if this is the only objective needed for the CTSO.

Workplace Employability Skills (WES)

1. Box 1: Includes the objective number (i.e. WES, Objective 1).
2. Box 2: LEA selects applicable response based on objective.
3. Box 3: If selected “Districtwide” in box 2, box 3 should say N/A. If selected “One or More Sites” in box 2, must list the appropriate sites in box 3.
4. Box 4: “Yes” or “No” as applicable.
5. Box 5: Must be a SMART objective (specific, measurable, attainable, results-oriented, timely).
    - Objectives must be appropriate for WES.
    - Objectives must include a date (month/year).
    - Objectives must focus on continuous improvement.
    - Must include language that states specific outcome.
6. Box 6: Justification explains how the objective or expenditure will implement the WES.
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. Box 11: Select “Yes” if another objective is needed for WES or “No” if this is the only objective needed for WES.