

## Perkins Monitoring Audit – Stage I

Area District Name & Number		Date of Audit	
Individuals Interviewed			
Overall Review Score		Follow up Required	

### Part 1: Size, Scope and Quality

Section I: Program of Study Review 15 pts	Compliance Grade Assigned	Comments/ Findings
1. Programs of study, including joint programs of CTE and locally developed pathways that have been registered with the state, must adhere to state-approved courses and course sequences. Each program of study must address the standards and competencies associated with each state-approved course through relevant, real-world and applied instructional strategies.		
<ul style="list-style-type: none"> <li>Students in the district have access to a minimum of 5 state approved pathways</li> <li>DOE Course Codes and Titles: Do course offerings align with approved DOE Courses? Does course content align with course standards?</li> <li>Meeting Expected Student Outcomes</li> <li>Meeting hands-on lab requirements</li> <li>Teacher Licensing</li> <li>Awarding high school CTE credit to 7<sup>th</sup> and 8<sup>th</sup> graders</li> </ul>		
2. Programs of study must be able to meet the minimum facility and equipment requirements for a minimum of 10 students. Moderate and High Value programs of study will take steps to expand the number of students enrolled, equipment, and/or facilities if the waitlist exceeds 50% of the current capacity.		
<ul style="list-style-type: none"> <li>Enrollments and Waitlists</li> <li>Facilities and Equipment</li> </ul>		
3. Secondary programs of study should be structured to encourage persistence in students to go beyond CTE Concentrator status and to pursue valued postsecondary credentials, like certificates, degrees and industry certifications that are integrated into the program of study.		
<ul style="list-style-type: none"> <li># of Participants versus the # of Concentrators</li> <li>Matriculation Rates to Capstone Courses and Postsecondary Placements</li> <li>Dual Credit Agreements/Awarded</li> <li>Measures of Program Quality</li> </ul>		

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Section I: Program of Study Review Continued	Compliance Grade Assigned	Comments/ Findings
4. Students and their families are provided career advisement and academic guidance to help students identify career interests and to best prepare for college and career opportunities. Students should have a personalized multi-year graduation plan that is connected to postsecondary education.		
<ul style="list-style-type: none"> <li>• Career Advising Services</li> <li>• Graduation Plans</li> </ul>		
5. Programs of study includes the development of employability and leadership skills through a wide range of embedded and stand-alone work-based learning opportunities and participation in career and technical student organizations.		
<ul style="list-style-type: none"> <li>• Percentage of students completing high quality WBL experience with training plan and aligned to pathway.</li> <li>• Percentage of students participating in CTSO.</li> <li>• Are CTSOs viewed as co-curricular organizations that supplement instruction?</li> </ul>		
6. Programs of study must maintain on-going relationships among education, business and other community stakeholders, such as advisory boards or sector partnerships to help validate and keep current the technical and workforce readiness skills and program improvement.		
<ul style="list-style-type: none"> <li>• Consortium must meet a minimum of once a year and maintain meeting documentation.</li> <li>• Partnerships with business/industry are established and help guide program offerings.</li> </ul>		
7. Programs of study are accessible to all students, specifically students who are members of special populations, by being free from unnecessary barriers to enrollment or participation. Historically underrepresented students are actively recruited and have the opportunity to succeed through necessary accommodations and supportive services.		
<ul style="list-style-type: none"> <li>• Disaggregated enrollment data and performance data</li> <li>• District practices and policies promote access</li> </ul>		

## Perkins Monitoring Audit – Stage I

Section II: Accountability and Performance 20 pts	Compliance Grade Assigned	Comments/Findings
8. The program of study is focused on continuous improvement and engages with partners and stakeholders to achieve performance targets for Perkins performance indicators and utilizes data to identify and reduce disparities and performance gaps among population groups.		
a. Performance Results and Improvement Plans		
<ul style="list-style-type: none"> <li>• Performance Results</li> <li>• Summary of reasons for meeting or not meeting each indicator.</li> <li>• Improvement Plans Implemented: Have the planned Improvement Plans for failed indicators been implemented? Are Perkins funds being used in the implementation? If yes, are the funds being used appropriately?</li> </ul>		
b. Accountability and Data Practices		
<ul style="list-style-type: none"> <li>• Improvement Plans Evaluation: How are the implemented plans being monitored and evaluated? Are adjustments to plans made when appropriate?</li> <li>• Getting Data in on-time: Are the data deadlines being met? Were they prepared for the visit?</li> <li>• Trained Employees/Separation of Duties: Written or electronically filed policies, procedures, and list of duties for each involved person with Perkins related duties, including the back-up employee. Time will also be needed to interview, if necessary, parties involved in the data collection process about their individual roles/duties.</li> <li>• Local Follow-Up Data: Are you manually entering follow-up data into InTERS? Where/how are you getting this follow-up data from? Is the correct data being retained for the proper length-5yrs?</li> <li>• Documentation/Backup: Last 5 years/check enrollment and completion data for validity and reliability.</li> <li>• Form 30A: Are there signed copies of all Form 30A's on file for all schools?</li> <li>• End of Course Assessments: If these are reported, they should have evidence to prove that students passed the assessments.</li> </ul>		

## Perkins Monitoring Audit – Stage I

### Part II: Fiscal and Policies Review

Section I: Perkins Funded Activities 15 pts	Compliance Grade Assigned	Comments/Findings
1. All Perkins expenditures are allowable and allocable.		
<ul style="list-style-type: none"> <li>Perkins expenditures are allowable under 2 CFR 200.</li> <li>Perkins expenditures are allocable based on Perkins V legislation (Section 135).</li> <li>Perkins expenditures supplement and do not supplant.</li> </ul>		
2. Reimbursement requests include only those expenditures that are appropriate for the fiscal year and that are in keeping with the requirements of the specific grant.		
<ul style="list-style-type: none"> <li>Requests include only the expenditures for that fiscal year.</li> <li>Expenditures adhere to the specific guidance in each grant award notification.</li> <li>Expenditures reflect the budget and activities outlined in the local application.</li> </ul>		
3. The eligible recipient expends Perkins funds appropriately.		
<ul style="list-style-type: none"> <li>The eligible recipient regularly submits reimbursement requests for payment.</li> <li>The eligible recipient submitted at least one reimbursement request by the end of first quarter.</li> <li>The eligible recipient expended the majority (at least 90%) of Perkins funds in the previous year.</li> </ul>		
4. The eligible recipient maintains appropriate policies and procedures related to financial management.		
<ul style="list-style-type: none"> <li>Time and Effort documentation is maintained for split-funded and fully-funded employees.</li> <li>The eligible recipient follows local written travel policies.</li> <li>The eligible recipient maintains an asset management system for equipment and materials – to include tracking, maintenance records, etc.</li> </ul>		
5. All Perkins-related deadlines were met.		
<ul style="list-style-type: none"> <li>The eligible recipient adheres to the timeline for submissions outlined in the GAN.</li> <li>Budget modifications and other forms are completed in a timely manner.</li> <li>PEAR forms are completed prior to the purchase of equipment in adherence with 2 CFR 200.</li> </ul>		