Perkins Local Application Checklist

District: ______________________________ Director: _______________________________ Allocation: _____________________________

1. Has the statement of assurances in ePlan been reviewed and the checkbox marked?

2. Is the CTE director’s employment matrix completed? (MARK COMPLETED and DATE 6/30/2018)

3. Is the “Quality Program of Study” section completed?
   ___ Is the career cluster listed?
   ___ Is the name of the program of study accurate and current?
   ___ Is the postsecondary institution listed? (Include location if TCAT)
   ___ Is the type of articulation selected?

4. Is the comprehensive local needs assessment (CLNA) completed with a clear connection to the goals?

5. Is the annual improvement summary report complete? (Included in the Local Application Template)
   ___ Does it address all of the previous year’s goals?
   ___ Is the summary question student-focused?
   ___ Is quantitative data embedded in the last column?

6. Do all goals align to the SMART (Specific, Measurable, Achievable, Realistic, and Timed) format?
   Goal 1: _______ Outcome Measure:____________________________
   Goal 2: _______ Outcome Measure:____________________________

7. Are all required components addressed in detail for each action step and aligned properly for each goal/action step? (See Local Application Guide for details)
   1____ 2____ 3____ 4____ 5____
   6____ 7____ 8____ 9____

8. Are all required use of funds addressed and properly aligned within the plan? (See Local Application Guide for details)
   1____ 2____ 3____ 4____ 5____
   6____

9. Are all professional development components addressed and aligned within the plan?
   ● (CTE & academic integration) ___
   ● (Teaching skills based on research) ___
10. Do all action steps meet the “who, by what and how” format?
   __ Does each action step connect to the corresponding goal?
   __ Is it clear what method/activity will be used to achieve the objective?
   __ Is it specific?
   __ Is it measurable?

11. Does each action step have a specific timeline?

12. Are all line items correct? If not, which ones need revision and why? _________________________________

13. Are caps/minimums adhered to?
   __ 20% CTSO cap  __________ 5% PD minimum  ________ 5% Maintenance cap
   ______ 5% Administrative cap (includes indirect cost)

14. Does the sum of the line item amounts equal the subtotal of each corresponding goal?
   __________ Goal 1  __________ Goal 2  __________ Goal 3

15. Does each evaluation step include a “who, how and when?”

16. Do expected outcomes properly align with each goal and action step?
   __ Do outcomes cover the quality of programs/activities/services?
   __ Are the benefits to students, teachers, and programs apparent?

17. Do the budget allocations and line items in the local application document match the total allocation and budgeted amounts for line items in ePlan?

18. Are job descriptions uploaded under Related Documents in ePlan? (where applicable)