

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) ___

- (Improve parental school involvement) ____
- (Research and data to improve instruction) ____
- (Staff stays current with aspects of industry) ____

____ 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)**