

## **SELF-ASSESSMENT**

Purpose: The purpose of the Self-Assessment is to enable providers to conduct a self-review to determine the level of compliance in place for each of the grants administered by the Agency. The completion of a Self-Assessment may also be used as a monitoring strategy, thus, directed by the Bureau.

### **SELF-ASSESSMENT TOOL**

The administration of the Self-Assessment tool is a monitoring strategy that may be used voluntarily or as directed by the Bureau. Providers may choose to apply the tool or parts of the tool on a regular basis to ensure continuous compliance with the applicable federal law, regulations and circulars, state statutes and rules. The Self-Assessment tool includes program and fiscal requirements.

Requirements The Bureau will require the completion of the Self-Assessment tool periodically depending on the level of risk indicated in the Risk Assessment process. The Bureau may require a Self-Assessment at any time; when directed by the Bureau, providers will be given a specific timeline to complete the Self-Assessment. All Self-Assessments must be signed by the Agency Head. Once completed, the results will be forwarded to the Bureau for review. Areas of non-compliance will be addressed in a System Improvement Plan for performance indicators or a Corrective Action Plan for compliance elements. Documentation verifying compliance may be requested of the provider by monitoring staff. Providers are expected to submit requested documents within the specified timelines.

Verification Verification activities to review the accuracy of the data submitted through a Self-Assessment may be completed at any time by the Bureau.

## **Self-Assessment Instructions Perkins IV**

Complete one Self-Assessment for each grant as directed. Each box expands to provide a complete reply. Follow these instructions:

1. **Grant name and number:** Provide the agency name and category of federal grant, such as "First County Schools, Perkins, Secondary", and grant number provided by Florida DOE from the approved grant.
2. **Date of Review:** Date the Self-Assessment is completed.
3. **Reviewer:** Name, title and signatures of person(s) completing the form.
4. **Requirements:** Review all requirements.
5. In the interest of brevity, some sections of law have been paraphrased. Provide a written response for each section of law. For the complete Carl D. Perkins Career and Technical Education Act of 2006, go to [http://www.fldoe.org/workforce/perkins/perkins\\_resources.asp](http://www.fldoe.org/workforce/perkins/perkins_resources.asp)
6. **Response:** Provide a written response that describes how the agency complies with each section of the law (requirements).
7. **Evidence:** Indicate what documents/ records support a particular requirement. The evidence list may be used as a reference tool. Be prepared to submit evidence upon request.
8. **Compliance:** In the Compliance column, under Provider, indicate in compliance (Y), non-compliance (N), or not applicable (N/A), as appropriate. During the review of the document, DOE will complete the last two columns.
9. Once completed, return the Self-Assessment to:  
Eileen L. Amy  
Florida Department of Education  
Division of Workforce Education  
Quality Assurance Section  
325 West Gaines Street, Suite 720  
Tallahassee, Florida 32399-0400
10. For assistance you may call 850-245-9031.

	<b>Provider Name:</b>								
	<b>Grant Name and Number:</b>								
	<b>Date of Review:</b>								
	<b>Reviewer (Name and Title):</b>								
<b>A.</b>	<b>Module:</b> Perkins Leadership- Required uses of funds								
	<b>Statutory Authority:</b> Sec. 124(b)(1-9) of Perkins IV								
	<b>Requirements:</b>	<b>Response:</b>	<b>Evidence:</b>	<b>Compliance:</b>					<b>DOE</b>
				<b>Provider</b>	<b>N</b>	<b>N/A</b>	<b>Y</b>	<b>N</b>	
	If state leadership funds were received for one or more of the specific purposes below, provide a reply for the appropriate criterion(a):			<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>Y</b>	<b>N</b>	
1.	An assessment of the career and technical education programs carried out with funds under this title								
2.	Developing, improving, or expanding the use of technology in career and technical education								
3.	Professional development programs								
4.	Supporting career and technical education programs that improve the academic and career and technical skills of students participating in career and technical education programs								
5.	Providing preparation for non-traditional fields in current and emerging professions, and other activities that expose students, including special populations, to high skill, high wage occupations								
6.	Supporting partnerships among local educational agencies, institutions of higher education, adult education providers, and, as appropriate, other entities								

	Requirements:	Response:	Evidence:	Compliance:				
				Provider	DOE			
	If state leadership funds were received for one or more of the specific purposes below, provide a reply for the appropriate criterion(a):			Y	N	N/A	Y	N
7.	Serving individuals in state institutions							
8.	Support for programs for special populations that lead to high skill, high wage, or high demand occupations							
9.	Technical assistance for eligible recipients							
<b>B.</b>	<b>Module:</b> Perkins Leadership- Permissive uses of funds							
	<b>Statutory Authority:</b> Sec. 124(c)(1-17) of Perkins IV							
	If state leadership funds were received for one or more of the specific purposes below, provide a reply for the appropriate criterion(a):							
1.	Improvement of career guidance and academic counseling programs							
2.	Establishment of agreements, including articulation agreements, between secondary school and postsecondary career and technical education programs							
3.	Support for initiatives to facilitate the transition of sub baccalaureate career and technical education students into baccalaureate degree programs							
4.	Support for career and technical student organizations							
5.	Support public charter schools operating secondary vocational and technical education programs							
6.	Support for career and technical education programs that offer experience in, and understanding of, all aspects of an industry for which students are preparing to enter							
7.	Support for family and consumer sciences							

	Requirements:	Response:	Evidence:	Compliance:				
				Provider	DOE			
	If state leadership funds were received for one or more of the specific purposes below, provide a reply for the appropriate criterion(a):			Y	N	N/A	Y	N
	programs							

	Requirements:	Response:	Evidence:	Compliance:				
				Provider	DOE			
	If state leadership funds were received for one or more of the specific purposes below, provide a reply for the appropriate criterion(a):			Y	N	N/A	Y	N
8.	Support for partnerships between education and business or business intermediaries							
9.	Support to improve or develop new career and technical education courses and initiatives, including career clusters, career academies, and distance education							
10.	Awarding incentive grants to eligible recipients							
11.	Providing for activities to support entrepreneurship education and training							
12.	Providing career and technical education programs for adults and school dropouts to complete their secondary school education							
13.	Providing assistance to individuals in continuing the individuals' education or training or finding appropriate jobs							
14.	Developing valid and reliable assessments of technical skills							
15.	Developing and enhancing data systems to collect and analyze data on secondary and postsecondary academic and employment outcomes							
16.	Improving—							

	(A) the recruitment and retention of career and technical education teachers, faculty, administrators, and career guidance and academic counselors, and (B) the transition to teaching from business and industry							
17.	Support for occupational and employment information resources							

<b>C.</b>	<b>Module:</b> Local uses of funds- Required uses of funds							
	<b>Statutory Authority:</b> Sec. 135(b)(1)-(9) of Perkins IV							
	<b>Requirements:</b>	<b>Response:</b>	<b>Evidence:</b>	<b>Compliance:</b>				
				<b>Provider</b>		<b>DOE</b>		
	In order to receive funds under <b>Sec. 135(a)</b> of the Carl. D. Perkins Act of 2006, the recipient must demonstrate fulfillment of the following required areas by local, state, federal or other funds:			<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>Y</b>	<b>N</b>
1.	Strengthen the academic and career and technical skills of students participating in career and technical education programs							
2.	Link career and technical education at the secondary level and career and technical education at the postsecondary level, including by offering the relevant elements of not less than 1 career and technical program of study							
3.	Provide students with strong experience in and understanding of all aspects of an industry; which may include work-based learning experiences							
4.	Develop, improve, or expand the use of technology in career and technical education							
5.	Provide professional development programs							
6.	Develop and implement evaluations of the career and technical education programs;							

	including an assessment of how the needs of special populations are being met							
7.	Initiate, improve, expand, and modernize quality career and technical education programs, including relevant technology							
8.	Provide services and activities that are of sufficient size, scope, and quality to be effective							

	Requirements:	Response:	Evidence:	Compliance:				
				Provider			DOE	
				Y	N	N/A	Y	N
	When the required areas are satisfied, the recipient may choose to use Perkins funds to support one or activities in the following areas. For each of the following areas addressed by the grant, provide a response and evidence:							
9.	Provide activities to prepare special populations for high skill, high wage, or high demand occupations that will lead to self-sufficiency.							
<b>D.</b>	<b>Module:</b> Local uses of funds- Permissive uses of funds							
	<b>Statutory Authority:</b> Sec. 135(c)(1-20) of Perkins IV							
1.	Involve parents, businesses, and labor organizations as appropriate, in the design, implementation, and evaluation of career and technical education programs							
2.	Provide career guidance and academic counseling							
3.	Local education and business (including small business) partnerships							
4.	Provide programs for special populations							
5.	Assist career and technical student organizations							
6.	Mentoring and support services							

7.	Leasing, purchasing, upgrading or adapting equipment								
8.	Teacher preparation programs								
9.	Develop and expand postsecondary program offerings								
10.	Develop initiatives that facilitate the transition of sub baccalaureate career and technical education students								
11.	Provide activities to support entrepreneurship education and training								
	<b>Requirements:</b>	<b>Response:</b>	<b>Evidence:</b>	<b>Compliance:</b>					
	When the required areas are satisfied, the recipient may choose to use Perkins funds to support one or activities in the following areas. For each of the following areas addressed by the grant, provide a response and evidence:				<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>y</b>	<b>N</b>
12.	Improve or develop new career and technical education courses								
13.	Develop and support small, personalized career-themed learning communities								
14.	Provide support for family and consumer sciences programs								
15.	Provide career and technical education programs for adults and school dropouts								
16.	Provide assistance to individuals who have participated in services and activities under the Perkins Act in continuing their education or training or finding an appropriate job								
17.	Support training and activities (such as mentoring and outreach) in non-traditional fields								
18.	Provide support for training programs in automotive technologies								
19.	Pool a portion of funds with a portion of funds available to not less than 1 other eligible recipient for innovative initiatives								
20.	Support other career and technical education activities								

<b>E.</b>	<b>Module: Contents of Tech Prep Program Use only for grants awarded and implemented before 6/30/08</b>							
	<b>Statutory Authority: Sec. 203©(1-8) of Perkins IV</b>							
	Each tech prep program shall (respond to all):							
1.	Be carried out under an articulation agreement between the participants in the consortium; consist of a program of study							
2.	Integrate academic and career and technical education instruction, and utilize work-based and worksite learning experiences where appropriate and available							

	Requirements:	Response:	Evidence:	Compliance:				
				Provider			DOE	
				Y	N	N/A	y	N
	When the required areas are satisfied, the recipient may choose to use Perkins funds to support one or activities in the following areas. For each of the following areas addressed by the grant, provide a response and evidence:							
3.	Provide technical preparation in a career field, including high skill, high wage, or high demand occupations							
4.	Build student competence in technical skills and in core academic subjects							
5.	Lead to technical skill proficiency, an industry-recognized credential, a certificate, or a degree, in a specific career field							
6.	Include the development of tech prep programs for secondary education and postsecondary education that— (A) meet academic standards developed by the State; (B) link secondary schools and 2-year postsecondary institutions, and if possible and practicable, 4-year institutions of higher education; (C) use, if appropriate and available, work-based or worksite learning experiences in conjunction with business and all aspects of an industry; and (D) use educational technology and distance learning							

7.	<i>Include in-service professional development for teachers, faculty, and administrators</i>							
8.	<i>Include professional development programs for counselors</i>							
9.	<i>Provide equal access, to the full range of technical preparation programs (including pre-apprenticeship programs), to individuals who are members of special populations</i>							

	Requirements:	Response:	Evidence:	Compliance:				
				Provider			DOE	
				Y	N	N/A	y	N
	When the required areas are satisfied, the recipient may choose to use Perkins funds to support one or activities in the following areas. For each of the following areas addressed by the grant, provide a response and evidence:							
10.	<i>Provide for preparatory services that assist participants in tech prep programs</i>							
11.	<i>Coordinate with activities conducted under Title I</i>							
<b>F.</b>	<b>Module:</b> Voluntary Selection and Participation							
	<b>Statutory Authority:</b> Sec. 314 of Perkins IV							
	No funds made available under the Perkins Act shall be used:							
1.	To require any secondary school student to choose or pursue a specific career path or major; or							
2.	To mandate that any individual participate in a career and technical education program, including a career and technical education program that requires the attainment of a federally funded skill level, standard, or certificate of mastery.							
<b>G.</b>	<b>Module:</b> Limitation for Certain Students							
	<b>Statutory Authority:</b> Sec. 315 of Perkins IV							
1.	No funds received under the Perkins Act may be used to provide career and technical education programs to students							

	prior to the seventh grade, except that equipment and facilities purchased with funds under this Act may be used by these students.							
--	---	--	--	--	--	--	--	--

## **Perkins IV – Potential Evidence**

This is a resource list; it may not be all-inclusive of potential evidence.

### **Leadership Required and Permissive**

- (a) Perkins grant
- (b) Staff development agenda, promotional materials, roster of attendance, schedules of workshops, Web-based modules, evaluation summaries, and other materials
- (c) Website
- (d) Evaluation, needs assessment, or other report
- (e) Dissemination plan
- (f) Marketing plan and materials
- (g) Lesson plans and other instructional materials
- (h) Videos, PowerPoint or other presentations
- (i) Travel request and payment record for staff development
- (j) Purchase order and payment record for contracted services

### **Secondary and Postsecondary Required Use of Funds**

- (a) Perkins grant
- (b) Staff development agenda, promotional materials, roster of attendance, schedules of workshops, Web-based modules, evaluation summaries, and other materials
- (c) Lesson plans and curricula
- (d) Information related to contracted services
- (e) Programs of study related information; marketing materials including major area of interest information and implementation plan
- (f) Student career guidance and counseling materials; student internship / mentoring information
- (g) Dual enrollment information, including pupil progression plan
- (h) Equipment purchase, inventories, location
- (i) Materials for CTE-academic integration
- (j) Technology materials
- (k) Research-based teaching practices materials
- (l) Parent and community involvement materials
- (m) Practices for staying current with industry
- (n) Targeted occupations list; non-traditional occupations list
- (o) Advisory committee agenda/minutes
- (p) Industry standards and certification
- (q) Course catalogue/list of course offerings
- (r) Policies, procedures, handbooks (agency and student related)
- (s) Non-discrimination notices and materials
- (t) Students with disabilities materials
- (u) Retention materials
- (v) Financial aid materials
- (w) CTE program brochure

### **Permissive Use of Funds**

Document/ Records Review (the number(s) in parentheses refer(s) to the appropriate subsection(s) for permissive use of funds under 135(c) of the Perkins Act):

- (a) Perkins grant - all subsections
- (b) Staff development materials - all subsections
- (c) Website - all subsections
- (d) Program evaluation/ program review - (1)
- (e) Advisory committee agenda/ minutes - (1)
- (f) Faculty meeting minutes - (1)
- (g) Survey of internal and external customers - (1)
- (h) Career guidance materials - (2), (6), (16), (17), (18)
- (i) Program of study marketing and major area of interest materials - (2), (6), (16)-(19)
- (j) Post-secondary education marketing materials - (2), (4), (5), (6), (9), (16)-(18)
- (k) Financial aid materials - (2), (4), (6)
- (l) Advisory committee minutes - (3)
- (m) Diversified education or other work-based document - (3)
- (n) Certification of faculty based on industry experience document - (3)
- (o) Governing board policy - (3), (5)

- (p) Faculty internship materials - (3)
- (q) Program brochure - (4), (5), (6), (9), (10), (17), (18)
- (r) Student handbook - (4), (5), (6), (9), (10), (17), (18)
- (s) Non-discrimination materials - (4), (6), (17)
- (t) Special populations information - (4), (6), (10), (15), (17)
- (u) Career and technical student organization materials - (5), (14)
- (v) Assessment materials, including purchase information - (6)
- (w) Adaptive equipment purchase information - (6)
- (x) Documentation of personnel hired to provide student support services - (6)
- (y) Purchase order, invoice, and payment record for equipment purchase - (7)
- (z) Equipment list and location - (7), (9), (11), (14)
- (aa) Teacher preparation materials for integrating academic and CTE instruction - (8)
- (bb) Teacher preparation materials for potential CTE teachers, including persons in business and industry - (8), (19)
- (cc) Distance education materials for students - (9)
- (dd) Instructional materials - (9), (13)
- (ee) Local and statewide articulation agreement - (10)
- (ff) Program of study, major area of interest, and dual enrollment materials - (10), (12), (14), (16), (17), (18)
- (gg) Financial aid information - (4), (5), (6), (10), (14), (16), (17), (18)
- (hh) Recruitment materials for postsecondary education - (4), (5), (6), (9), (10), (12), (16), (17)
- (ii) Curriculum frameworks - (11), (14), (18)
- (jj) Entrepreneurship materials - (11)
- (kk) Lesson plans - (11), (13), (14), (18)
- (ll) Regional targeted occupations list - (12)
- (mm) University catalogue - (12), (16)
- (nn) Academy materials - (13)
- (oo) Family and consumer sciences materials - (14)
- (pp) Dropout prevention and retention materials, student recruitment materials - (15)
- (qq) Job placement materials - (16)
- (rr) List of non-traditional occupations - (17)
- (ss) Automotive materials - (18)
- (tt) Student data, database handbook, collection procedures - (19)

### **Tech Prep**

- (a) Perkins grant narrative
- (b) Programs of study/Major area of interest information
- (c) Major area of interest marketing materials
- (d) Career guidance materials
- (e) Tech prep marketing materials
- (f) Articulation agreements
- (g) Course catalogue/list of programs
- (h) Program brochure
- (i) Post-secondary education marketing materials
- (j) Apprenticeship materials
- (j) Staff development agenda, promotional materials, roster of attendance, schedules of workshops, Web-based modules, evaluation summaries, and other materials
- (k) Lesson plans, curricula
- (l) Evidence of project-based instruction integrating academic and CTE, including CTE/FCAT Connections materials
- (m) Instructional materials
- (n) Diversified education, work-based learning materials
- (o) Regional targeted occupations list
- (p) Instructional materials
- (q) Certification, license, or other industry credential, certificates of completion
- (r) Tech prep materials, recruitment materials, websites
- (s) Dual enrollment materials

- (t) Student progression plan
- (u) Tech Prep outreach materials and activities targeting special population students
- (v) Record of accommodations/special services/individual educational plans (IEPs) for students with disabilities
- (w) Postsecondary education recruitment materials
- (x) Non-discrimination notice, policies
- (y) Organizational chart

**Voluntary Selection**

- (a) Student career exploration/guidance materials
- (b) Marketing brochure/materials
- (c) Student handbook
- (d) High school major area of interest materials
- (e) Academy materials

**Limitations**

- (a) List of equipment purchased with Perkins funding and location
- (b) Perkins grant budget for equipment
- (c) Expenditure report

## **Perkins IV – Potential Evidence**

This is a resource list; it may not be all-inclusive of potential evidence.

### **Leadership Required and Permissive**

- (a) Perkins grant
- (b) Staff development agenda, promotional materials, roster of attendance, schedules of workshops, Web-based modules, evaluation summaries, and other materials
- (c) Website
- (d) Evaluation, needs assessment, or other report
- (e) Dissemination plan
- (f) Marketing plan and materials
- (g) Lesson plans and other instructional materials
- (h) Videos, PowerPoint or other presentations
- (i) Travel request and payment record for staff development
- (j) Purchase order and payment record for contracted services

### **Secondary and Postsecondary Required Use of Funds**

- (a) Perkins grant
- (b) Staff development agenda, promotional materials, roster of attendance, schedules of workshops, Web-based modules, evaluation summaries, and other materials
- (c) Lesson plans and curricula
- (d) Information related to contracted services
- (e) Programs of study related information; marketing materials including major area of interest information and implementation plan
- (f) Student career guidance and counseling materials; student internship / mentoring information
- (g) Dual enrollment information, including pupil progression plan
- (h) Equipment purchase, inventories, location
- (i) Materials for CTE-academic integration
- (j) Technology materials
- (k) Research-based teaching practices materials
- (l) Parent and community involvement materials
- (m) Practices for staying current with industry
- (n) Targeted occupations list; non-traditional occupations list
- (o) Advisory committee agenda/minutes
- (p) Industry standards and certification
- (q) Course catalogue/list of course offerings
- (r) Policies, procedures, handbooks (agency and student related)
- (s) Non-discrimination notices and materials
- (t) Students with disabilities materials
- (u) Retention materials
- (v) Financial aid materials
- (w) CTE program brochure

### **Permissive Use of Funds**

Document/ Records Review (the number(s) in parentheses refer(s) to the appropriate subsection(s) for permissive use of funds under 135(c) of the Perkins Act):

- (a) Perkins grant - all subsections
- (b) Staff development materials - all subsections
- (c) Website - all subsections
- (d) Program evaluation/ program review - (1)
- (e) Advisory committee agenda/ minutes - (1)
- (f) Faculty meeting minutes - (1)
- (g) Survey of internal and external customers - (1)
- (h) Career guidance materials - (2), (6), (16), (17), (18)
- (i) Program of study marketing and major area of interest materials - (2), (6), (16)-(19)

- (j) Post-secondary education marketing materials - (2), (4), (5), (6), (9), (16)-(18)
- (k) Financial aid materials - (2), (4), (6)
- (l) Advisory committee minutes - (3)
- (m) Diversified education or other work-based document - (3)
- (n) Certification of faculty based on industry experience document - (3)
- (o) Governing board policy - (3), (5)
- (p) Faculty internship materials - (3)
- (q) Program brochure - (4), (5), (6), (9), (10), (17), (18)
- (r) Student handbook - (4), (5), (6), (9), (10), (17), (18)
- (s) Non-discrimination materials - (4), (6), (17)
- (t) Special populations information - (4), (6), (10), (15), (17)
- (u) Career and technical student organization materials - (5), (14)
- (v) Assessment materials, including purchase information - (6)
- (w) Adaptive equipment purchase information - (6)
- (x) Documentation of personnel hired to provide student support services - (6)
- (y) Purchase order, invoice, and payment record for equipment purchase - (7)
- (z) Equipment list and location - (7), (9), (11), (14)
- (aa) Teacher preparation materials for integrating academic and CTE instruction - (8)
- (bb) Teacher preparation materials for potential CTE teachers, including persons in business and industry - (8), (19)
- (cc) Distance education materials for students - (9)
- (dd) Instructional materials - (9), (13)
- (ee) Local and statewide articulation agreement - (10)
- (ff) Program of study, major area of interest, and dual enrollment materials - (10), (12), (14), (16), (17), (18)
- (gg) Financial aid information - (4), (5), (6), (10), (14), (16), (17), (18)
- (hh) Recruitment materials for postsecondary education - (4), (5), (6), (9), (10), (12), (16), (17)
- (ii) Curriculum frameworks - (11), (14), (18)
- (jj) Entrepreneurship materials - (11)
- (kk) Lesson plans - (11), (13), (14), (18)
- (ll) Regional targeted occupations list - (12)
- (mm) University catalogue - (12), (16)
- (nn) Academy materials - (13)
- (oo) Family and consumer sciences materials - (14)
- (pp) Dropout prevention and retention materials, student recruitment materials - (15)
- (qq) Job placement materials - (16)
- (rr) List of non-traditional occupations - (17)
- (ss) Automotive materials - (18)
- (tt) Student data, database handbook, collection procedures - (19)

### **Tech Prep**

- (a) Perkins grant narrative
- (b) Programs of study/Major area of interest information
- (c) Major area of interest marketing materials
- (d) Career guidance materials
- (e) Tech prep marketing materials
- (f) Articulation agreements
- (g) Course catalogue/list of programs
- (h) Program brochure
- (i) Post-secondary education marketing materials
- (j) Apprenticeship materials
- (j) Staff development agenda, promotional materials, roster of attendance, schedules of workshops, Web-based modules, evaluation summaries, and other materials
- (k) Lesson plans, curricula
- (l) Evidence of project-based instruction integrating academic and CTE, including CTE/FCAT Connections materials

- (m) Instructional materials
- (n) Diversified education, work-based learning materials
- (o) Regional targeted occupations list
- (p) Instructional materials
- (q) Certification, license, or other industry credential, certificates of completion
- (r) Tech prep materials, recruitment materials, websites
- (s) Dual enrollment materials
- (t) Student progression plan
- (u) Tech Prep outreach materials and activities targeting special population students
- (v) Record of accommodations/special services/individual educational plans (IEPs) for students with disabilities
- (w) Postsecondary education recruitment materials
- (x) Non-discrimination notice, policies
- (y) Organizational chart

**Voluntary Selection**

- (a) Student career exploration/guidance materials
- (b) Marketing brochure/materials
- (c) Student handbook
- (d) High school major area of interest materials
- (e) Academy materials

**Limitations**

- (a) List of equipment purchased with Perkins funding and location
- (b) Perkins grant budget for equipment
- (c) Expenditure report

Monitoring – Fiscal Self-Assessment  
Perkins IV

<b>Provider Name:</b>										
<b>Grant Name(s) and Number(s):</b>										
<b>Date of Review:</b>										
<b>Reviewer (Name and Title):</b>										
<b>A. Module: Perkins Fiscal</b>										
<b>Statutory Authority: Carl D Perkins Career and Technical Education Act of 2006, OMB Circular A-87, Attachment B, 11h(3)</b>										
<b>Requirements:</b>			<b>Response:</b>			<b>Evidence Code:</b>			<b>Compliance:</b>	
									<b>Provider</b>	
									<b>Y</b>	<b>N</b>
									<b>N/A</b>	<b>DOE</b>
									<b>Y</b>	<b>N</b>
1.	(d) Each eligible recipient receiving funds under this part shall not use more than 5 percent of the funds for administrative costs associated with the administration of activities assisted under the Perkins Act. § 135(d)									
2.	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 career and technical education activities and tech prep program activities. § 311(a)									
3.	Salaries and wages of employees charged 100% to Perkins grant funds work solely on that program and are supported by periodic certifications. These certifications will be prepared at least semi-annually and will be signed by the employee or supervisory official having first hand knowledge of the work performed by the employee. OMB Circular A-87, Attachment B, 11h(3)									

Monitoring – Fiscal Self-Assessment  
Perkins IV

	Requirements:	Response:	Evidence Code:	Compliance:				
				Provider			DOE	
				Y	N	N/A	Y	N
4.	Salaries or wages of employees charged less than 100% to Perkins funds maintain personnel activity reports or equivalent documentation related to employee distribution of time in support of grant-related activities. OMB Circular A-87, Attachment B, 11h(4)							
5.	In any academic year that an eligible recipient does not expend all of the amounts the eligible recipient is allocated for such year under section 131 or 132, such eligible recipient shall return any unexpended amounts to the eligible agency to be reallocated under section 131 or 132, as appropriate. § 133(b)(1)							
6.	Funds allocated to a consortium formed to meet the requirements of this subsection shall be used only for purposes and programs that are mutually beneficial to all members of the consortium and can be used only for programs authorized under this title. Such funds may not be reallocated to individual members of the consortium for purposes or programs benefiting only one member of the consortium. § 131(f)(2)							

Monitoring – Fiscal Self-Assessment  
Perkins IV

	<p><b>Evidence Codes:</b></p> <ul style="list-style-type: none"><li>(a) Final FA399/Final Disbursement Report</li><li>(b) DOE 101 (Budget Narrative Form) for the grant year being monitored</li><li>(c) Copies of approved grants for the year being monitored</li><li>(d) Copies of approved budget amendment with revised DOE 101, reflecting allocations to spending categories</li><li>(e) Local approved budget</li><li>(f) Program amendments</li><li>(g) Invoices, purchase orders and travel vouchers</li><li>(h) Payroll records and timesheets</li><li>(i) Signed personnel activity reports</li><li>(j) Semi-annual certifications</li><li>(k) Job descriptions</li><li>(l) Allocation chart(s)</li><li>(m) Consortium agreement(s)</li></ul>
	<p><b>Promising Practices:</b></p>