FY23 Monitoring Evidence Checklist for Consortia

CRITERION 1

Compliance 1.1

☐ A written summary of the consortium's process for joint planning and decision-making.

☐ Documentation showing the consortium's process for joint planning and decision-making through one or more of the following pieces of evidence: memorandum of understanding or agreement(s), planning documents, charts or descriptions included in a local governance handbook or policy manual, funding application forms, or other consortium governance documents.

Compliance 1.2

☐ Meeting minutes and agenda with a list of attending partners, including job titles and constituencies they represent participating in consortium planning.

CRITERION 2

Compliance 2.1

☐ A summary of the process used to determine if expenditures:

- Are expended only for allowable activities;
- Spent according to the approved budget;
- Are used to supplement and not supplant;
- Ensure no goods or services are made with a debarred or suspended party;
- Ensure no funds are used for incentives, inducements, or relocation; and
- Ensure no funds are used for lobbying.

Compliance 2.2

☐ *Consortium Consolidated Equipment Inventory* file

☐ A minimum of two examples of how equipment is labeled to reflect it is property of Perkins CTE for both secondary and postsecondary (e.g., photos of label on equipment)

☐ A summary of the process used to update inventory if equipment is reassigned or disposed.

Compliance 2.3

☐ Time and effort reports (PAR) for every employee salaried partially or entirely with Perkins funds.

☐ Provide an update if there have been any changes to position descriptions since the local application.

CRITERION 3

Compliance 3.1

☐ Summary of the process used to invest reserve funds to support innovative consortium initiatives vs. separate unrelated secondary and postsecondary initiatives.

☐ If applicable, provide information on anything not previously submitted with the most recent APR.

CRITERION 4

<u>Compliance 4.1</u>
- ☐ A summary of one way in which program advisory committee work contributed to the consortium's efforts (e.g., strategic planning, student outreach activities, career pathways development, shared curriculum, etc.).
- ☐ Meeting minutes and supporting documentation from advisory committee meetings (secondary, postsecondary, or combined).

<u>Compliance 4.2</u>
- ☐ If funded, provide a summary of licensing activities including the number of work-based learning coordinators employed/licensed within the consortium
- ☐ Description of accomplishments/outcomes resulting from collaborations with partners such as vocational rehabilitation services, Adult Basic Education, CareerForce Center, and/or in support of WIOA.
- ☐ Description of efforts to recruit and/or address barriers to participation in experiential learning and work-based learning activities at secondary and postsecondary levels.

<u>Compliance 4.3</u>
- ☐ Summary of consortium efforts and outcomes to support new teachers
- ☐ Summary of consortium efforts to support continuous professional development for teachers and faculty.

<u>Compliance 4.4</u>
- ☐ List of CTE Articulation agreements
- ☐ List of CTE Concurrent Enrollment courses and high schools offered within the reporting year
- ☐ Summary of outcomes from investing funds in articulation agreements and dual credit opportunities.
- ☐ Description of efforts to increase student awareness and access to dual enrollment opportunities.

CRITERION 5

<u>Compliance 5.1</u>
- ☐ If completed, submit the self-evaluation rubric (Part C and D of User Guide) for one state-recognized program of study.

~ OR ~
- ☐ If self-evaluation rubrics have not been completed for state-recognized programs of study, submit a summary of how the consortium ensures alignment with the local labor market and between secondary and postsecondary clusters/pathways to shape local planning and budgeting.

<u>Compliance 5.2</u>
- ☐ Summary of the consortium process to determine S-RPOS and Funding POS decisions.

CRITERION 6

<u>Compliance 6.1</u>
- ☐ A summary of the process used to identify and address performance gaps within subpopulation or area of focus.
- ☐ If applicable, update on improvement plans.