Perkins IV Application Planning Document

APR Questions

Use this planning document to organize, collect, and plan your Annual Performance Report (APR) before you submit it to **Minnesota WebGrants at** [**www.applyheremn.org**](http://www.applyheremn.org). You will not submit this paper document as part of your plan. This document is used only for your planning purposes.

The best way for us to help answer and respond to your questions about the application questions is to contact one of the designated people below who can best respond to your questions.

**Karl Ohrn**
Minnesota State System Office
karl.ohrn@minnstate.edu
(651) 201-1686

**Michelle Kamenov**
Minnesota Department of Education
michelle.kamenov@state.mn.us
(651) 582-8434

If you experience issues with the online application not working properly, contact Yingfah Thao, Communications and Web Manager and System Administrator at (651) 201-1681.

View the video instructions here: https://mediaspace.minnstate.edu/media/FY16+How+to+complete+APR/0\_fue3ncbi

Section: General Information

Skip this section of your APR. It has been prefilled out for you.

APR Questions for Goal 1: Programs of Study

QUESTION: What activities were conducted during the grant year that supported Programs of Study (POS)?

QUESTION: Describe the impact of the POS in terms of participation, concentrators, student outcomes, etc.

QUESTION: What activity (or POS) was the most successful, something that you would repeat or share with others and why?

APR Questions for Goal 2: Partnerships

QUESTION: To what degree do CTE advisory committees serve both Secondary and Postsecondary programs? (Do all programs use them? Does the same advisory team advise both secondary and postsecondary programs?)

QUESTION: What role does the advisory team play for CTE programs? What support have they provided to programs?

QUESTION: Do the business and industry partners help connect students to work-based learning opportunities? If so, what type of work based learning is available to students in which programs? How many students are impacted and in which career pathways?

APR Questions for Goal 3: Special Populations

QUESTION (for FY15 only, optional for FY16): What service was conducted during the grant year that was most successful?

QUESTION: What strategies were adopted to overcome barriers for special populations?

QUESTION: Describe how your consortium uses data to target consortium activities to the needs of special populations and what impact the efforts have had on success of special populations.

APR Questions for Goal 4: Continuum of Service

QUESTION: Describe the kinds of articulation, college-in-the-schools, transfer credit courses offered and how many students participated.

QUESTION: To what degree and in what ways are these advanced credit courses transcripted on the students’ high school record and on college transcripts?

APR Questions for Goal 5: Consortium Structure

QUESTION: What activities were conducted that help sustain the consortium?

QUESTION: Provide an overview of the leadership team (i.e. are they representing all districts, colleges, business and industry, and other community partners).

QUESTION (New for FY16 going forward): Discuss how your consortium conducted needs assessment for the implementation of the unified plan (i.e., your previous year plan)?

QUESTION: To what degree does the consortium seek additional grants or braid various funding streams together to support the consortium activities?

APR Questions for Programs of Study and TSA

QUESTION: Describe your progress. Explain what worked and did not work according to what you indicated in your plan.

Please be sure to include progress on technical skill assessments in your explanation.

NOTE about the Improvement Reports and Plans section

This section often confusing. If you have any questions at all about this section, the best person to call for assistance is Karl Ohrn at (651) 201-1686 or email karl.ohrn@minnstate.edu.

APR Questions for the Improvement Report

QUESTION: Describe the activities and strategies that were actually implemented to bring your consortium actual performance on Federal indicators closer to the negotiated target.

QUESTION: Describe the process and stakeholders involved in determining your improvement plans and reports. Describe the role data played in developing your plans and reports.

QUESTION: What changes do you anticipate in your consortium performance data based on this year's efforts?

APR Questions for the Improvement Plans

QUESTION: Describe stakeholders involved, process and sources of data used to determine strategies/action steps listed in your Improvement Plan Action Steps.

APR: Other Summary Comments

If you were unable to accomplish activities in your plan, indicate why and what you might do differently. Tell us what we can do to support your efforts.

APR: Attachments (Optional)

This section is provided in case you have additional supporting documents you want included as part of your Annual Performance Report that may not fit anywhere else. If you do not have additional documents you want the CTE state to consider as they review your APR, you can leave this section alone.

**NOTE**: Check this section “**mark as complete”** even if you don’t upload any documents. This lets the WebGrants system know that you’ve looked at this section and you are ready to submit your APR.

Final Step: How to Submit Your APR

If you have answered all the questions and your secondary/postsecondary has also answered contributed to the APR, you are ready to submit to submit your report online at [www.applyheremn.org](http://www.applyheremn.org).

## **Check the following:**

* The “Mark as Complete” column is checked for each section of the APR
* Your secondary/postsecondary partners have had a chance to review the APR.
*(You will need to communicate with them through email. Submitting your APR without talking to your partners, will lock them out of the WebGrants system, preventing them from editing the APR).*

## **Click on the SUBMIT button**

