

FY24 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
- Pictures of two secondary and two postsecondary pieces of equipment (a total of 4 different equipment pieces) showing how equipment is labeled to reflect it is the property of Perkins CTE. Multiple pictures of each piece of equipment may be needed to show the entirety of the equipment and the tag's text.
- 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 and documentation (e.g., meeting minutes, emails, governance procedure, etc.) of the consortium's decision-making process used to invest their reserve funds to support innovative consortium initiatives vs. separate and unrelated secondary and postsecondary initiatives.

- From the updates given in the most recent APR, submit documentation under one of the Reserve categories for both secondary and postsecondary showing how the funds were utilized (e.g., professional development workshop agenda, program flyer promotion, equipment purchases, outcome report summary, etc.).
- If applicable, provide information on anything not previously submitted with the most recent APR.

CRITERION 4

Compliance 4.1

- A summary of one example 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 secondary and postsecondary advisory committee meetings.

Compliance 4.2

- If funded, provide a summary of licensing activities including the number of work-based learning coordinators employed/licensed within the consortium.
- Description of initiative(s) and accomplishments/outcomes resulting from collaborations with partners such as vocational rehabilitation services, Adult Basic Education, CareerForce Center, and/or in support of WIOA.
- Description and documentation (e.g., meeting minutes, flyers, webpages, etc.) of efforts to recruit and/or address barriers to participation in experiential learning and work-based learning activities at secondary and postsecondary levels.

Compliance 4.3

- Summary and documentation (e.g., meeting minutes, emails, webpages, etc.) of consortium efforts and outcomes to support new teachers.
- Summary and documentation (e.g., meeting minutes, emails, webpages, etc.) of consortium efforts to support continuous professional development for teachers and faculty.

Compliance 4.4

- 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 and documentation (e.g., meeting minutes, flyers, webpages, etc.) of efforts to increase student awareness and access to dual enrollment opportunities.

CRITERION 5

Compliance 5.1

If a self-evaluation rubric was completed, submit:

- Self-evaluation rubric (Part C and D of User Guide) for one state-recognized program of study.
- Summary of how the rubric was completed, including when and who was involved (e.g., meeting minutes).

~ OR ~

If self-evaluation rubrics have not been completed for state-recognized programs of study, submit:

- 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.
- Evidence of what was done, such as meeting minutes.

Compliance 5.2

- Summary of the consortium process to determine S-RPOS and Funding POS decisions.
- Documentation of implementing the process, such as meeting minutes.

CRITERION 6

Compliance 6.1

- A summary of the process used to identify and address performance gaps within subpopulation or area of focus.
- Summary description and evidence of one project or initiative the consortium implemented to improve performance for one or more special populations based on identified gaps. Evidence examples may include advisory committee minutes, planning documents, project implementation documents, project charters, flyers, project outcomes, etc.
- If applicable, provide an update on improvement plans.