

Evidence Checklist

This checklist is designed to assist you in preparing for your Perkins Monitoring audit. In the year you are being audited (the academic year prior to the actual audit) collect the following items and place them in an electronic file. When you are audited the following autumn, the items will be ready for upload, streamlining the process.

A) Organizational Structure (all questions in this section must be answered and evidence submitted)

- Stakeholder's meeting agenda (must include a discussion of Perkins targets and performance)
- Stakeholder's meeting minutes (must reflect a discussion of Perkins targets and performance)
- Stakeholder sign in sheet (should contain constituencies they represent and signature – not just a list)
- Advisory committee agendas for each program (must include a discussion of Perkins targets and performance)
- Advisory committee minutes (must reflect a discussion of Perkins targets and performance)
- Advisory committee member sign in sheet (should contain constituencies they represent and signature – not just a list)

B) Program Improvement Opportunities (check your CCIP and include the following evidence for *only* the boxes you have checked on the application)

- 1) *“Strengthen academic, career and technical skills . . .”*
 - Documentation evidencing academic/technical integration.
- 2) *“Link secondary and postsecondary education”*
 - Sample articulation agreement or POS
- 3) *“Provide experience and understanding of an industry”*
 - List of program activities such as clinicals, internships, job shadowing, etc.
- 4) *“Develop, improve or expand the use of technology”*
 - Documentation, such as a purchase order or other evidence
- 5) *“Provide in-service and pre-service professional development”*
 - Purchase order, meeting agenda, or other evidence of delivered professional development
- 6) *“Initiate, improve, expand and modernize . . .”*
 - A list of activities conducted that support the above

7) "Provide effective services in size, scope, and quality"

The district is in compliance with the 12/8 rule

8) "Evaluate programs/assess impact on special populations..."

A copy of the course catalog, program brochures, or a list or description of activities and services designed to support special populations

9) "Prepare special populations for economic self-sufficiency..."

A description of activities designed to prepare special populations

C) Financial Component (all questions in this section must be answered and evidence submitted)

1) Time and Effort documentation was maintained for every employee paid partially or completely with federal Perkins Funds

An official position description for each employee partially or fully paid with Perkins funds

Work logs for each employee paid ***partially*** with Perkins funds

A semi-annual verification document for each employee paid ***fully*** with Perkins

2) A system is in place for tracking the purchase, location and disposal of equipment purchased using federal Perkins Funds

Tracking documentation for equipment (one sample is sufficient)

3) "Dedicate at least 3% of the grant amount to "support for learner success" activities, including assessment and intervention services..." (This required item is listed on the application page of the CCIP)

Documentation (eg. purchase order, position description, etc.) showing that 3% of the total grant amount was used for "support for learner success" activities