



# **Alabama Community College System**

## **Alabama Community College System 2016-2017 Sub-Recipient Monitoring Checklist Carl D. Perkins Career and Technical Education Act of 2006**

**3-13-2017**

The Alabama Community College System (ACCS) is required to perform monitoring of sub-recipients of grant funds from the Carl D. Perkins Career and Technical Education Act of 2006 (Perkins Act). (Ref: ACCS Perkins Policy and Procedures Guidebook, July 11, 2016.)

The first part of this process is for sub-recipients to complete a self-assessment of their compliance with the State Plan for Perkins requirements, the respective college 5 year plans, and the ACCS Perkins Policy and Procedure Guidebook. This activity is followed up each year with on-site visits of select colleges, based on criteria from EDGAR. Additional on-site visits may be necessary if specific issues are indicated.

Each institution will be provided the following prior to the site visits:

- Perkins Performance Trends
- Attached Checklist

Please complete the attached monitoring checklist as a self-assessment of your college. Each item on the checklist requires comments of how the specific item is accounted for. Place these comments in the box provided. If an item is marked as NA, please explain in the comments section for that item. Additional space is provided for comments as needed on the last page of the checklist.

Return completed checklist to:

Art Rousseau  
Arthur.rousseau@accs.edu

College: \_\_\_\_\_ Date completed: \_\_\_\_\_

Name of Individual completing checklist: \_\_\_\_\_

Career and Technical Education Administration  
Perkins 2016-2017 Sub-Recipient Monitoring Checklist

1.0 Accounting – Fiscal – Internal Control – Reports REF: ACCS Perkins Policy and Procedures Guide Book, June 3, 2015, Sections V – XV)		Y	N	NA	Comments
1.1	Perkins accounts are separated from other funding sources. (Section VIII) <i>Evidence: Applicable Accounting records</i>				
1.2	Perkins funds are used to supplement rather than supplant state and local funds. (Section VIII) <i>Evidence: Accounting records</i>				
1.3	Perkins funds are spent in accordance with Perkins guidelines. (Sections V) <i>Evidence: Accounting records</i>				
1.4	Funds are spent in accordance with approved Perkins budget. (Section X and XI) <i>Evidence: Accounting records</i>				
1.5	If allowed, use of funds does not exceed 5% for administrative activities. (Section X and XI) <i>Evidence: Accounting records</i>				
1.6	There is a systematic process for control of distribution of Perkins funds. (Section X) <i>Evidence: Accounting records and procedures</i>				
1.7	Contracts funded with Perkins funds are on file. The college has a system to review contract services. (Section XII) <i>Evidence: College contract files; college evaluation policy/procedures; contract job descriptions.</i>				
1.8	College Perkins budget provides for all core indicators more than 10% below target performance level. ( <b>NOTE:</b> If other college funds are used instead of or in addition to Perkins funds, so indicate in comments section.) (Section V and X) <i>Evidence: Perkins Annual Report; college Perkins budget</i>				
1.9	Program income is gathered and utilized in accordance with Perkins and EDGAR guidelines (Section X and XIII). <i>Evidence: Program income report, Accounting records</i>				
1.10	Colleges maintain accurate and complete time and effort distribution records for all individuals receiving compensation from Perkins funds. (Section XV) <i>Evidence: Time and effort reports; Accounting records</i>				

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2.0 Perkins Reporting REF: ACCS Policy and Procedures Guide Book, June 3, 2015, Section VI		Y	N	NA	Comments
2.1	College Annual Perkins Report was completed. <i>Evidence: Accounts and/or Perkins records</i>				
2.2	College provided an improvement plan for any core indicator more than 10% below target performance level. <i>Evidence: Perkins annual report</i>				
2.3	Colleges provided performance data at the programmatic level for any areas more than 10% below target performance level. <i>Evidence: Perkins annual report; Disaggregated data for all CTE programs</i>				
2.4	Colleges has evidence of follow-up activities performed in a timely manner (quarterly at a minimum) to ensure improvement in any core indicator more than 10% below target performance level. <i>Evidence: Record of follow-up activities</i>				
2.5	College performed program analysis with the Strategic Action Team (SAT) to determine recommendations for improvement in any core indicator more than 10% below target performance level. <i>Evidence: SAT meeting minutes</i>				

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3.0 Equipment – Supplies – Materials – Facilities REF: ACCS Policy and Procedures Guide Book, June 3, 2015, Section XIII		Y	N	NA	Comments
3.1	College utilizes a systematic process for inventory control for all Perkins equipment and instructional support resources. <i>Evidence: Inventory process documentation and related inventory control equipment/materials</i>				
3.2	Documentation for equipment purchased with Perkins funds is available for review. <i>Evidence: Accounts and/or Perkins records</i>				
3.3	Equipment purchased with Perkins funds is located on-site as reported on Perkins' equipment information forms. <i>Evidence: On-site examination, equipment information forms-Perkins fiscal folds, serial numbers, equipment inventory and control documentation</i>				
3.4	Equipment, educational materials, and other related resources purchased with Perkins funds are accessible first to Career and Technical students. <i>Evidence: Interviews; school schedules/catalogs; lab policies/sign-in sheets, observation</i>				
3.5	Equipment is maintained and secured. <i>Evidence: On-site inspections; copies of maintenance records, equipment inventory and control documentation</i>				
3.6	Physical inventory of equipment purchased with Perkins funds is current. <i>Evidence: on-site inspection of inventories</i>				
3.7	Programs of instruction, facilities, and other educational support resources are in compliance with ADA guidelines. <i>Evidence: ADA compliance monitoring records; Facilities inspection; samples of syllabi</i>				
3.8	Facilities support student achievement of career/technical objectives. (i.e. housekeeping, security, safety, etc.) <i>Evidence: On-site inspection, instructor lesson plans and/or evaluations</i>				

<b>4.0 Program Content – Marketing – Curriculum Support</b>		<b>Y</b>	<b>N</b>	<b>NA</b>	<b>Comments</b>
<b>REF: ACCS Policy and Procedures Guide Book, June 3, 2015, Section IV</b>					
4.1	Career and Technical program recruiting initiatives include marketing programs to nontraditional students. <i>Evidence: College catalogue; marketing materials, registration records</i>				
4.2	Perspective students are made aware of opportunities for credit for Career and Technical Education programs through processes such as articulation, dual enrollment, prior learning assessments, etc. <i>Evidence: College catalogue; marketing materials, registration records</i>				
4.3	Programs are available to meet the needs of special populations. <i>Evidence: College catalogue; marketing materials, registration records; syllabi</i>				
4.4	Effective professional development programs, systems, and/or opportunities are in place for faculty and staff. <i>Evidence: Interviews, account records, college policies and procedures; professional growth plans</i>				
4.5	Activities utilizing Perkins funds are of sufficient size, scope, and quality to bring about measured improvement in the quality of programs. <i>Evidence: College policies and procedures, performance reports</i>				
4.6	Approved Career and Technical Education programs provide opportunities for students to participate in work-site based learning (i.e. co-op, internship, externship, apprenticeship, clinical-based, supervised lab experiences) <i>Evidence: College catalogue; syllabi; memorandum of agreement; plans-of-instruction</i>				
4.7	Instructors have appropriate credentials for Career and Technical Education programs for which they instruct. <i>Evidence: Faculty records</i>				
4.8	Instruction is based on the common course directory for Career and Technical Education programs. <i>Evidence: College catalogue; course syllabi; lesson plans</i>				
4.9	Syllabi content reflects applicable plans-of-instruction. <i>Evidence: Syllabi and applicable plan-of-instruction; lesson plans</i>				
4.10	Instructors participate in curriculum development activities as appropriate. <i>Evidence: Applicable curriculum development meeting minutes; travel records; professional growth plans</i>				
4.11	Advisory committees actively participate in programs and meet on a regular basis as required by the college. <i>Evidence: Advisory committee minutes, Perkins report for SAT membership</i>				
4.12	Students are encouraged to obtain credentials from third party licensing and credentialing agencies. <i>Evidence: Reports, data, credentialing agency reports, career information displays;</i>				

**Additional Comments**