

A. GENERAL PROGRAM QUALITY INDICATORS

A.1 Career and Technical Education Plan for the Use of Perkins Funds	
The postsecondary eligible recipient (University of Hawaii Community Colleges System – UHCCS) has a plan for the use and allocation of Perkins funds to develop, improve, and implement Career and Technical Education (CTE) programs.	
Evidence	Check if Evidence is on File
A.1.1 The UHCCS CTE Plan incorporates pertinent elements of the Perkins Act, the Hawaii State Plan for Career and Technical Education, and Hawaii’s Career Pathway System.	<input type="checkbox"/>
A.1.2 The UHCCS CTE Plan includes a timeline for expected outcomes.	<input type="checkbox"/>
A.1.3 The UHCCS CTE plan is reviewed annually and modifications are made in response to evolving conditions within the state and the needs of business and industry.	<input type="checkbox"/>
A.1.4 The UHCCS provides technical assistance and professional development to individual campuses to assure understanding and implementation of the CTE plan.	<input type="checkbox"/>

A.1 Monitor Use Only		
<input type="checkbox"/> Conforms	<input type="checkbox"/> Does Not Conform	<input type="checkbox"/> Not Applicable
Comments:		

A.2 Hawaii Career Pathway System	
The UHCCS has incorporated the Hawaii Career Pathway System into curriculum content and planning. The Hawaii Career Pathway System is an integral part of counseling/advisement programs and activities.	
Evidence	Check if Evidence is on File
A.2.1 UHCCS promotes and expands Hawaii’s Career Pathway System, including the in-servicing of faculty, counselors, and administrators on all aspects of Hawaii’s Career Pathway System.	<input type="checkbox"/>
A.2.2 UHCCS website and informational materials incorporate Hawaii Career Pathway System terminology and organizational structure.	<input type="checkbox"/>
A.2.3 CTE courses and programs are aligned to the Hawaii Career Pathway System.	<input type="checkbox"/>

A.2 Monitor Use Only		
<input type="checkbox"/> Conforms	<input type="checkbox"/> Does Not Conform	<input type="checkbox"/> Not Applicable

Comments:

A.3 Career and Technical Education Course and Program Content The UHCCS initiates, improves, expands, and modernizes quality career and technical education programs.	
Evidence	Check if Evidence is on File
A.3.1 UHCCS reviews program offerings and curricular content for relevance to labor market needs and economic development priorities.	<input type="checkbox"/>
A.3.2 UHCCS reviews crosswalks of academic core and career and technical education student learning outcomes to assure a strong academic core that is contextually relevant to rigorous CTE course content.	<input type="checkbox"/>
A.3.3 UHCCS monitors the curriculum development process implemented by individual campuses or groups of campuses to ensure consultation with local business and industry and alignment with national standards where appropriate.	<input type="checkbox"/>
A.3.4 UHCCS monitors the individual campuses for inclusion of employability skills such as persistence, accuracy, flexibility, integrity, and ethical conduct in CTE course/programs.	<input type="checkbox"/>
A.3.5 UHCCS monitors the assessment of student mastery of employability skills to assure workplace readiness.	<input type="checkbox"/>
A.3.6 Horizontal articulation agreements for CTE courses and programs among all colleges within the UHCCS are developed.	<input type="checkbox"/>

A.3 Monitor Use Only		
<input type="checkbox"/> Conforms	<input type="checkbox"/> Does Not Conform	<input type="checkbox"/> Not Applicable
Comments:		

A.4 Programs of Study
 Programs of Study are non-duplicative sequence of courses that link secondary and postsecondary CTE programs. Programs of Study encompass rigorous content aligned with challenging academic standards and relevant technical knowledge and skills. The State Plan approved Programs of Study are Dual Credit Articulated Program of Study Agreement for Travel Industry Management CTE programs and Jump Start students who successfully complete a Pathway core course at the high school and enroll in a community college CTE program in the same Pathway. (A third Program of Study in the State Plan, Early College, is currently being piloted.)

Evidence	Check if implemented Evidence is on File
A.4.1 UHCCS has at least two operational State Plan approved Programs of Study.	<input type="checkbox"/>
A.4.2 A list of the State Plan approved Programs of Study is available at each college and includes the specific postsecondary CTE programs and courses.	<input type="checkbox"/>
A.4.3 UHCCS has records of the number of students who have been admitted into a State Plan approved program of study including the individual college, specific CTE program and courses in which Program of Study students are enrolled, and the number of dual credits earned if applicable.	<input type="checkbox"/>
A.4.4 UHCCS has records of the number of students who have been admitted to and received DCAPS, Jump Start, and Early College dual credits at the postsecondary level.	<input type="checkbox"/>
A.4.5 UHCCS provides information and/or guidance to future and incoming students regarding their opportunities and/or eligibility to receive dual credits.	<input type="checkbox"/>
A.4.6 Articulated, concurrent, and dual credits earned by high school students are transcribed within the UHCCS database without additional burden on the part of the student.	<input type="checkbox"/>

A.4 Monitor Use Only		
<input type="checkbox"/> Conforms	<input type="checkbox"/> Does Not Conform	<input type="checkbox"/> Not Applicable
Comments:		

A.5 Professional Development The UHCCS provides professional development for all aspects of CTE Program Quality indicators, Basic Grant and Leadership funding, State Adjusted Level of Performance Indicators, fiscal and records management.	
Evidence	Check if implemented Evidence is on File
A.5.1 Data analysis identifying specific professional development needs including analysis and use of data, particularly special populations data.	<input type="checkbox"/>
A.5.2 Minutes/documentation regarding identified professional development needs and responses to those needs.	<input type="checkbox"/>
A.5.3 Agendas and program materials from professional development activities	<input type="checkbox"/>
A.5.4 Evaluation of professional development activities including	<input type="checkbox"/>

identification of future professional development needs based on feedback from participants and assessment of the outcomes of the activities	
A.5.5 Specific outcomes/changes resulting from professional development activities	<input type="checkbox"/>

A.5 Monitor Use Only		
<input type="checkbox"/> Conforms	<input type="checkbox"/> Does Not Conform	<input type="checkbox"/> Not Applicable
Comments:		

A.6 Advisory Committees/Councils	
The UHCCS involves students, faculty members, representatives of business and industry, representatives of special populations, and other interested individuals in developing, implementing, and evaluating Career and Technical Education programs.	
Evidence	Check if implemented Evidence is on File
A.6.1 Minutes, including names and affiliations of those in attendance, of UHCCS meetings and records of collaboration/consultation with the Workforce Development Council, the State Department of Labor and Industrial Relations, labor boards, and business and government leaders to determine the CTE needs.	<input type="checkbox"/>
A.6.2 Identified needs resulting from A.6.1 and follow up actions.	<input type="checkbox"/>
A.6.3 Documentation that identified needs, recommendations, and other pertinent information from A.6.1 are shared with each community college.	<input type="checkbox"/>

A.6 Monitor Use Only		
<input type="checkbox"/> Conforms	<input type="checkbox"/> Does Not Conform	<input type="checkbox"/> Not Applicable
Comments:		

A.7 Equal Access
Career and technical education programs address equity issues and provide equal opportunities to individuals without discrimination on the basis of race, color, national origin, sex, marital status, disability, creed, or age. Reminder: Special Populations include individuals with disabilities, individuals from economically disadvantaged families (including foster children), individuals preparing for nontraditional fields, single parents (including single pregnant women), displaced homemakers, and individuals with

limited English proficiency.	
Evidence	Check if implemented Evidence is on File
A.7.1 The UHCCS has developed outreach procedures, including eliminating barriers, for increasing the enrollment of special populations in CTE programs, e.g., scheduling, informational materials, newsletters, web site.	<input type="checkbox"/>
A.7.2 Data regarding student participation in and completion of CTE programs that lead to nontraditional training and employment are utilized to improve participation and completion.	<input type="checkbox"/>
A.7.3 Data regarding the participation and completion rate of all special populations groups are utilized to improve participation and completion.	<input type="checkbox"/>
A.7.4 Staff development activities on diversity, including gender equity, are planned and implemented.	<input type="checkbox"/>
A.7.5 Action plans are in place and utilized to recruit and improve participation, retention, and completion of all special population groups and nontraditional students in CTE programs.	<input type="checkbox"/>

A.7 Monitor Use Only		
<input type="checkbox"/> Conforms	<input type="checkbox"/> Does Not Conform	<input type="checkbox"/> Not Applicable
Comments:		

B. STATE LEADERSHIP FUNDS

B.1 Required Uses of Funds The UHCCS may conduct activities under the required uses of State Leadership funds to assist the Office of the State Director for Career and Technical Education in meeting the required uses of State Leaderships funds.	
Evidence	Check if implemented Evidence is on File
B1.1 Projects/activities that meet the required uses of State Leadership funds are based on data analysis and support the Hawaii State CTE Plan.	<input type="checkbox"/>
B.1.2 Documentation of and products resulting from State-level projects and activities for all required State Leadership elements that expended State Leadership funds during the reporting time period.	<input type="checkbox"/>
B.1.3 Analyses of data and outcomes from previously funded State Leadership activities/projects are used to amend the UHCCS CTE Plan and inform future use of State Leadership funds.	<input type="checkbox"/>

B.1 Monitor Use Only		
<input type="checkbox"/> Conforms	<input type="checkbox"/> Does Not Conform	<input type="checkbox"/> Not Applicable
Comments:		

B.2 Permissive Uses of Funds	
The UHCCS may conduct activities under the permissive uses of State Leadership funds to assist the Office of the State Director in meeting the permissive uses of State Leadership funds.	
Evidence	Check if implemented Evidence is on File
B.2.1 Projects/activities that meet the permissive uses of State Leadership funds are based on data analysis and support the Hawaii State CTE plan.	<input type="checkbox"/>
B.2.2 Documentation of and products resulting from State-level projects and activities for permissive State Leadership elements.	<input type="checkbox"/>
B.2.3 Analyses of data and outcomes from previously funded Leadership permissive activities/projects are used to amend the UHCCS CTE Plan and inform future use of State Leadership funds.	<input type="checkbox"/>

B. 2 Monitor Use Only		
<input type="checkbox"/> Conforms	<input type="checkbox"/> Does Not Conform	<input type="checkbox"/> Not Applicable
Comments:		

B.3 State Leadership End-of-Year Reports	
The UHCCS prepares an end-of-year report summarizing all State Leadership funded projects/activities using carryover or current State Leadership funds expended during the reporting time period and submits a report to the Office of the State Director for CTE.	
Evidence	Check if implemented Evidence is on File
B.3.1 There is on file an end-of-year report for each State Leadership funded project comparing proposed activities with actual outcomes and results.	<input type="checkbox"/>
B.3.2 There is on file an end-of-year report for each State Leadership funded project linking requested funds for each activity to actual fund expenditures for each activity	<input type="checkbox"/>
B.3.3 End-of-year reports for State Leadership funds are kept on file for 5 years	<input type="checkbox"/>

Monitor Use Only		
<input type="checkbox"/> Conforms	<input type="checkbox"/> Does Not Conform	<input type="checkbox"/> Not Applicable
Comments:		

C. BASIC GRANT FUNDS

C.1 Required Uses	
The UHCCS and/or its subrecipients conduct activities under the required uses of Perkins Basic Grant funds.	
Evidence	Check if implemented Evidence is on File
C.1.1 All funded activities and/or projects are directly linked to one or more of the State adjusted levels of performance.	<input type="checkbox"/>
C.1.2 All funded activities and/or projects are designed to meet or exceed the State adjusted levels of performance.	<input type="checkbox"/>
C.1.3 Documentation of and products resulting from projects and/or activities exists for each required use.	<input type="checkbox"/>
C.1.4 Projects/activities that meet the required uses of Basic Grant funds are based on data analysis and support the UHCCS CTE plan.	<input type="checkbox"/>
C.1.5 Analyses of data and outcomes from previously funded required Basic Grant activities/projects are used to amend the UHCCS CTE Plan and inform future use of Basic Grant funds.	<input type="checkbox"/>
C1.6 There is on file an end-of-year report from each subrecipient comparing proposed activities with actual outcomes and results.	<input type="checkbox"/>
C.1.7 There is on file an end-of-year report from each subrecipient linking requested funds for each activity to actual fund expenditures for each activity.	<input type="checkbox"/>
C.1.8 End-of-year reports for Basic Grant funds are kept on file for 5 years from the end of the grant.	<input type="checkbox"/>

C.1 Monitor Use Only		
<input type="checkbox"/> Conforms	<input type="checkbox"/> Does Not Conform	<input type="checkbox"/> Not Applicable
Comments:		

C.2 Permissive Uses

The UHCCS and/or its subrecipients may conduct activities under the permissive uses of Basic Grant funds.	
Evidence	Check if implemented Evidence is on File
C.2.1 All funded activities and/or projects are directly linked to one or more of the State adjusted levels of performance.	<input type="checkbox"/>
C.2.2 All funded activities and/or projects are designed to meet or exceed the State adjusted levels of performance.	<input type="checkbox"/>
C.2.3 Documentation of and products resulting from projects and activities exists for each permissive Basic Grant element funded.	<input type="checkbox"/>
C.2.4 Projects/activities that meet the permissive uses of Basic Grant funds are based on data analysis and support the UHCCS CTE plan.	<input type="checkbox"/>
C.2.5 Analyses of data and outcomes from previously funded Basic Grant permissive activities/projects are used to amend the UHCCS CTE Plan and inform future use of Leadership funds.	<input type="checkbox"/>
C.2.6 There is on file an end-of-year report from each subrecipient linking requested funds for each activity to actual fund expenditures for each activity.	<input type="checkbox"/>
C.2.7 End-of-year reports for Basic Grant funds are kept on file for 5 years from the end of the grant.	<input type="checkbox"/>

C.2 Monitor Use Only		
<input type="checkbox"/> Conforms	<input type="checkbox"/> Does Not Conform	<input type="checkbox"/> Not Applicable
Comments:		

D. STATE-ADJUSTED LEVELS OF PERFORMANCE

D.1 State-Adjusted Levels of Performance Data Reporting Data for State-adjusted levels of performance as required for the Consolidated Annual Report (CAR) must be reported for all courses/programs that are defined as Career and Technical Education whether or not the courses/programs receive Perkins funds.	
Evidence	Check if implemented Evidence is on File
D.1.1 The UHCCS clearly defines CTE courses and programs, including a list of courses/programs that are included in the definition and those courses/programs that are excluded in the definition.	<input type="checkbox"/>
D.1.2 There is an alignment of reporting data by all courses/programs meeting the definition of a CTE course/program.	<input type="checkbox"/>

D.1.3 State-adjusted levels of performance data are reported for the CAR for all courses/programs included in the UHCCS definition of a CTE course/program.	<input type="checkbox"/>
D.1.4 Documentation that technical assistance and professional development regarding the UHCCS definition of CTE courses/programs is provided to each campus.	<input type="checkbox"/>

D.1 Monitor Use Only		
<input type="checkbox"/> Conforms	<input type="checkbox"/> Does Not Conform	<input type="checkbox"/> Not Applicable
Comments:		

D.2 Validity and Reliability of Data Policies and procedures ensure that data reported by UHCCS are complete, accurate, and reliable.	
Evidence	Check if implemented Evidence is on File
D.2.1 UHCCS management and/or training manuals describing data entry processes and procedures.	<input type="checkbox"/>
D.2.2 UHCCS oversight processes and procedures to ensure accuracy.	<input type="checkbox"/>
D.2.3 UHCCS procedures to correct inconsistencies or problems.	<input type="checkbox"/>
D.2.4 Administrative rules regarding data security.	<input type="checkbox"/>
D.2.5 Policies and procedures for ensuring that data reported by subrecipients are accurate and reliable.	<input type="checkbox"/>
D.2.6 Documentation that technical assistance and professional development regarding data accuracy and reliability is provided to each campus.	<input type="checkbox"/>

D.2 Monitor Use Only		
<input type="checkbox"/> Conforms	<input type="checkbox"/> Does Not Conform	<input type="checkbox"/> Not Applicable
Comments:		

D.3 Data Analysis The UHCCS uses the results of State-adjusted levels of performance data analyses to improve CTE programs.	
Evidence	Check if implemented Evidence is on File

D.3.1 Data analysis describes positive and negative movement of all indicators over time.	<input type="checkbox"/>
D.3.2 Performance analysis reports with disaggregated data sets for all special population groups and gender and race.	<input type="checkbox"/>
D.3.3 Analysis of quality and significance of performance data as they relate to program development, implementation, size, scope, and quality.	<input type="checkbox"/>
D.3.4 Reports of analysis for each performance indicator for each campus exist and are shared with campuses.	<input type="checkbox"/>
D.3.5 Documentation that technical assistance and professional development regarding the use of analyses of State-adjusted levels of performance is provided to each campus.	<input type="checkbox"/>

D.3 Monitor Use Only		
<input type="checkbox"/> Conforms	<input type="checkbox"/> Does Not Conform	<input type="checkbox"/> Not Applicable
Comments:		

D.4 Data Maintenance and Storage	
The UHCCS has policies and procedures for maintaining and storing data, and security controls to ensure the integrity of data.	
Evidence	Check if implemented Evidence is on File
D.4.1 Policy and procedure manual, memoranda and/or administrative rules regarding the maintenance and storing of secured and reliable data.	<input type="checkbox"/>
D.4.2 Procedures for security control.	<input type="checkbox"/>
D.4.3 Documentation that technical assistance and professional development regarding data maintenance and storage is provided to each campus.	<input type="checkbox"/>
D.4.4 Monitoring reports regarding data maintenance and storage exist.	<input type="checkbox"/>

D.4 Monitor Use Only		
<input type="checkbox"/> Conforms	<input type="checkbox"/> Does Not Conform	<input type="checkbox"/> Not Applicable
Comments:		

E. FINANCIAL MANAGEMENT

E.1 Fiscal Control/Accounting Procedures Fiscal control/accounting procedures ensure proper expenditure of and accounting for federal funds expended for CTE.	
Evidence	Check if implemented Evidence is on File
E.1.1 Policies and procedures exist to ensure that UHCCS follows all federal and state procurement protocols.	<input type="checkbox"/>
E.1.2 Policies and procedures exist to ensure accuracy in all fiscal transactions.	<input type="checkbox"/>
E.1.3 Documentation that technical assistance and professional development regarding CTE/Perkins fiscal matters is provided by UHCCS to each campus.	<input type="checkbox"/>
E.1.4 A separate account with a maximum budget is established for each approved proposal and each identified funding source.	<input type="checkbox"/>
E.1.5 Perkins funds are used only for courses that are included in the UHCCS definition of a CTE course.	<input type="checkbox"/>

E.1 Monitor Use Only		
<input type="checkbox"/> Conforms	<input type="checkbox"/> Does Not Conform	<input type="checkbox"/> Not Applicable
Comments:		

E.2 Time and Effort Time and effort is recorded for all who are paid with Perkins funding or who have been used for the matching requirement.	
Evidence	Check if Evidence is on File
E.2.1 Time and effort certifications for any employee paid in whole or part with Perkins funds are completed semi-annually for those working on one cost objective OR monthly if the employee is working on more than one cost objective.	<input type="checkbox"/>
E.2.2 Time and effort certification is signed by the employee or a supervisor with direct knowledge of the employee's actions.	<input type="checkbox"/>

E.2 Monitor Use Only		
<input type="checkbox"/> Conforms	<input type="checkbox"/> Does Not Conform	<input type="checkbox"/> Not Applicable
Comments:		

E.3 Conflict of Interest Organizations representing the interests of UHCCS or its employees or any affiliate of UHCCS may not directly benefit financially from funds used to acquire any equipment (including computer software).	
Evidence	Check if Evidence is on File
E.3.1 Policies and procedures exist to address a specific conflict of interest assurance.	<input type="checkbox"/>
E.3.2 Accounting records assure where and how funds are used.	<input type="checkbox"/>

E.3 Monitor Use Only		
<input type="checkbox"/> Conforms	<input type="checkbox"/> Does Not Conform	<input type="checkbox"/> Not Applicable
Comments:		

E.4 Supplanting Perkins funds are used to supplement, not supplant, state funds or other extra-mural funds, for career and technical education.	
Evidence	Check if implemented Evidence is on File
E.4.1 Accounting records track expenditures of Perkins funds expended under one-year plans approved by OSDCTE.	<input type="checkbox"/>
E.4.2 Activities/Services supported by Perkins funds are new or significant modifications of previous activities that focus on CTE program improvement.	<input type="checkbox"/>

E.4 Monitor Use Only		
<input type="checkbox"/> Conforms	<input type="checkbox"/> Does Not Conform	<input type="checkbox"/> Not Applicable
Comments:		

E.5 Inventory Physical inventory of equipment purchased with Perkins funds are maintained by the UHCCS.	
Evidence	Check if implemented Evidence is on File
E.5.1 Equipment purchased with Perkins funds is appropriately placed in CTE classrooms/offices. Hardware is clearly marked with an inventory sticker indicating the source of funding.	<input type="checkbox"/>
E.5.2 Physical inventory is completed at a minimum of every two	<input type="checkbox"/>

years.	
E.5.3 Physical inventory forms are signed by a third party not in charge of the equipment to verify the location (including building and room number) and that all are still in use for CTE purposes.	

E.5 Monitor Use Only		
<input type="checkbox"/> Conforms	<input type="checkbox"/> Does Not Conform	<input type="checkbox"/> Not Applicable
Comments:		

E.6 Records Management	
UHCCS submits required statistical, financial and descriptive reports to OSDCTE such as, but not all inclusive: request for proposal (RFP) responses all amendments and approval of those amendments, budgets for initial and amended projects, carryover budget, year-end comparison of proposed projects to actual projects, etc.	
Evidence	Check if implemented Evidence is on File
E.6.1 Required reports have been submitted, reviewed, and approved by OSDCTE.	<input type="checkbox"/>
E.6.2 Full and complete records of expenditures connected with the approved application are maintained. Copies of primary source documents such as purchase orders, paid invoices, and related correspondence are on file and available upon request for monitoring and state and federal audits.	<input type="checkbox"/>
E.6.3. Records are maintained for five (5) years from the end of the grant.	<input type="checkbox"/>

E.6 Monitor Use Only		
<input type="checkbox"/> Conforms	<input type="checkbox"/> Does Not Conform	<input type="checkbox"/> Not Applicable
Comments:		