

## Reference Document #7

### Category:

Select the appropriate category from the drop down menu provided in GMS. Categories include: administration; required use of funds; permissive use of funds.

Example: *Click on "Required Use – Secondary/Postsecondary Links"*

### Activity:

Describe the initiative and affected CTE programs.

Example: *Secondary-Postsecondary connections will be improved by establishing Running Start credits for three programs: Machine Tool, Health Science and Firefighter.*

If there is more information to be included than fits into a GMS Activity ID, the "continuation" of that activity should be handled by the CTE Director as follows:

- "Continuation" of a "use of funds" category should be done in the application itself....not as an attachment.
- Cross-reference the Activity IDs as follows:
  - Make a note at the end of the Activity ID where you ran out of space – "This activity is continued under Activity ID \_\_\_\_\_."
  - At the beginning of the next Activity ID (where you plan to continue the narrative), enter "This activity is continued from Activity ID \_\_\_\_\_."
- Note particularly....the budget for a continued item should be included in one Activity ID only. Do not split the budget lines between the two Activity IDs. There should be only one budget for each of the "uses of funds" included in the 2016 Perkins application for funding.

### Performance Measure:

Identify the data sources used to justify this initiative.

Example: *1) Data from 5S1 shows all programs need improvement ensuring students access college after completion of their CTE program. 2) Program Quality Rubric 4 highlighted the need for improvement in all programs.*

### Outcomes:

Identify measurable projected outcomes and how these outcomes will be assessed, with timeline for accomplishment.

Example: *By year end, 3 of 8 programs will have at least one Running Start agreement. Additional connections will be through guest speakers and campus visits. Students and parents will become better aware of the opportunities and career paths through the classroom development of the CPPOS that will culminate in a parent information night. Handouts to include: completed CPPOS, related information to the career path, timeline for completing requirements for Running Start and community college.*

**Budget:**

Include only those budget lines specific to this use of funds. Reviewers/auditors must be able to see costs related to each required or permissive use and be able to follow the expenditure by required or permissive use.

Example:

<i>Function Code</i>	<i>Object Code</i>	<i>Description</i>	<i>Amount</i>
1300	580	<i>Mileage for career guidance for preliminary visit and plan development for Running Start courses</i>	<i>\$200</i>
1300	580	<i>Transportation for two campus visits for seniors</i>	<i>\$500</i>
1300	550	<i>Printing costs associated with materials for parent information night</i>	<i>\$250</i>