



**MONTANA UNIVERSITY SYSTEM**  
**Office of the Commissioner of Higher Education**

2500 E Broadway ~ PO Box 203201 ~ Helena, Montana 59620-3201  
(406) 444-6570 ~ FAX (406) 444-1469

August 11, 2009

CFDA Title: Career & Technical Education  
CFDA Number: 84.048A  
Grant Year: July 1, 2008 - June 30, 2009

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College  
Drive  
Cp{vqy p"MT 59222

**RE: Performance Review**

The Montana State Plan for Vocational Education, in accordance with the Carl D. Perkins Career and Technical Education Improvement Act of 2006, requires the state conduct a performance review of at least twenty-five percent of the grantees each year. Cp{vqy p"WUC Community College is one of the grantees selected for review of the Local Application Grant ID #4 for the 08-09 grant year. The review is scheduled for 11 am to 3 pm on Thursday, October 31st.

Together, we will review the items listed on page two of this notice. Please have supporting documentation and data sources available. To be the least disruptive to other staff and faculty, we can address the items in the order you think best. As time allows, we can visit areas where Perkins funds are expended. The review is for the 08-09 Grant Year only. However, in the event that there is need to review prior year records, we reserve the right to do so, although it is unlikely.

Feel free to contact me if you have any questions or concerns prior to the visit. I look forward to seeing you.

Sincerely,

Kathy Wilkins  
Perkins Accountability Specialist  
406.444.0313 - kwilkins@montana.edu

# Perkins Local Application Performance Review Outline

**Grantee:** Anytown USA College

**Grant Year** July 1, 2008 - June 30, 2009

**ID:** 4567

**Perkins Students:** 413

**PELL/BIA Students:** 182

**Grant Award:** \$507,000.86

**Manager:** Sue Anyone

**Review Date:** Thursday, October 31st.

**Review Time:** 11 am to 3 pm

	1P1	2P1	3P1	4P1	5P1	5P2
<b>Goals:</b>	50.00%	41.03%	60.00%	75.00%	24.29%	24.44%
<b>Results:</b>	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	(Assessment)	(Completion)	(Retention)	(Placement)	(Nontrad)	(NT Completion)

***Below are the topics we will discuss. Please make sure all supporting documents and data are available for review. Assure all appropriate program or data staff are available as well.***

- ✓ Review of Core Indicator Results for 08-09. Your Local Improvement Plan will be reviewed for indicator goal(s) not met.
- ✓ Review of activities. Do they relate to the Core Indicators? Were they measureable? Were they allowable Required or Permissible uses of funds? Were special populations addressed adequately?
- ✓ Budget review. View items purchased, timesheets of staff funded, and documentation of items purchased.

***Minor Equipment < \$5000***

***Budgeted \$***

Computer equipment

\$2,000.00

- ✓ Data review. Student, term, special populations, completer and skill assessment files will be reviewed for accuracy and consistency. Other sources of data used to measure activities will be reviewed as well.
- ✓ Institutions strategic plans or goals. How do these mesh with Perkins activities?
- ✓ Program of Study development and implementation.
- ✓ Technical Assistance needs and or database reporting needs.