**Local Education Agency CPA Grant Application Planning and Set Up**

Planning Considerations:

* Periodically check CTE Perkins Application website for updates
* Identify district personnel who should have access to the WISEgrants portal for the purpose of entering application information related to programs and budgets
* Anyone who needs access to the Carl Perkins Application in WISEgrants must have a WAMS ID associated with a professional email.
* LEA Security Administrators will provide approval and access to the system.
* Determine if your district will manage your own funds; join a consortium or surrender funds back to DPI. Target date for allocation information is late February.
* Review Non-compliance spreadsheet and district profiles on the Perkins Application website. Discuss with stakeholders and administration the status of compliance goals met and those not met. Develop strategies to address the non-compliance. The 2019-2020 application will have new functionality within WISEgrants to enter non-compliance information.
* Review previous application for changes you wish to make in CTE program or Program of Study sections of the application. You will have an opportunity to make updates if you wish to.
* Itemized budget planning\*
	+ Line items connected to a Program of Study and
	+ Connected to ***required*** use of funds as outlined in CPA IV, 2006\*
* Once available, the LEA CTE Coordinator and others utilizing the system should become familiar with application fields and WISEgrants utilization.
* Participate in WISEgrants technical assistance/training/webcast opportunities (TBA-winter/spring 2019)
* Submit Application (March 1 – April 30, 2019)

\* An itemized budged is required as part of the application. Each item purchased must be connected to a Program of Study being developed, implemented or refined in your district **and** be aligned with one of the federally ***required***uses of funds. *Permissible* uses of funds is allowed as long as all required uses are met through CPA IV or local funding sources.