**CPA IV application migration to WISEgrants**

**Local Education Agency (LEA) preparation**

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
* Work with district personnel to gain approvals and access to WISEgrants with WAMS ID
* Discuss application requirements (questions) with local partners and stakeholders to gain input.
* 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, 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 2018)
* Submit Application (tentative deadline April 30, 2018)

WISEgrants is currently being used for Title I, II, III, IDEA funding among others. Note that the system operates slightly different for each grant, as determined by Federal requirements.

\* An itemized budged is required as part of the application. Each item purchased must be connected to a Program of Study **and** 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.