Timeline & Checklist



**Annual Tasks**

**Every 2 Years – Comprehensive Local Needs Assessment (CLNA)**

[Grants Management System (GMS)](https://gms.education.alaska.gov/) / [DEED Portal](https://education.alaska.gov/tls/CTE/Perkins/)

* Schedule Advisory Committee Meeting *Spring recommended, 1x per year required*
* Complete All-In-One, Upload to Portal ***June 15th***
* Review District CTEPS in Portal for expirations, *update as needed*
* Review District Courses in Portal for expirations, *update as needed*
* Complete Annual Update in GMS – ***June 30th***
  + Budget
  + Review and update Advisory Committee members list
  + Updates to the 4-Year Plan and Local Application (as needed)
  + Core Performance Indicator improvement plans (as needed)
  + Upload Advisory Committee Minutes
  + Misc Federal requirements – Assurances, Private Schools, etc.

**Every 4 Years – Four-Year Plan and Local Application**

[05-20-036a – Workbook and Guidance](https://education.alaska.gov/forms/05-20-036a.docx) [05-20-036 – CLNA Results Form](https://education.alaska.gov/forms/05-20-036.docx)

* *Upload CLNA Results Form (#05-20-036) into GMS once every 2 years –* ***June 30th***
  + Identify and collect program data for each of the 5 Parts A-E (Workbook)
  + Review data, identify finding(s) for each relevant Part A-E where there will be expenditures – budget items will be tagged to these Parts A-E

[05-20-037a – Guidance](https://education.alaska.gov/forms/05-20-037a.pdf) [05-20-037 – Application](https://education.alaska.gov/forms/05-20-037.docx)

* *Upload Four-Year Plan and Local Application to GMS once every 4 years –* ***June 30th***
  + Fully describes how district program currently meets Perkins V requirements (all Parts A-E are required)
  + Uses CLNA Results Form findings/goals to develop 4-year plans for activities/expenditures (not necessarily all 5 Parts, but all Parts with expenditures must have plans)