

MOA Targeting Plan FY2016-2017

Center	Location	Review Date
Region 4, United Technologies Center	Bangor	2017S
Region 3, Northern Penobscot Technical Center	Lincoln	2016F
Capital Area Technical Center	Augusta	2017S
Biddeford Regional Center of Technology	Biddeford	2016F
Kennebeck Valley Community College	Fairfield	2017S

Risk Rating System (Preliminary)

Criteria #1: A comparison will be made between the subrecipient's enrollment, all sending high schools; by race	
Percentage Points Difference	Number of Points
0-15	0 Points
16-30	1 Points
31-45	3 Points
46-60	5 Points
61 and above	7 Points
Criteria #2: A comparison will be made between the subrecipient's enrollments, all sending high schools; by sex	
Percentage Points Difference	Number of Points
0-10	0 Points
11-20	2 Points
21-30	4 Points
31-40	6 Points
41 and above	8 Points
Criteria #3: A comparison will be made between the subrecipient's enrollments, all sending high schools; by students with disabilities	
Percentage Points Difference	Number of Points
0-10	0 Points
11-20	1 Points
21-30	3 Points
31-40	5 Points
41 and above	7 Points
Criteria #4: The length of time since the most recent onsite MOA review.	
Years Since Last Visit	Number of Points
0-3	0 Points
4-6	3 Points
7-9	5 Points
10 or more	7 Points
10 or more	7 Points
Criteria #5: Known remodeling or construction projects	
Type	Number of Points
Been reviewed-yes	0 points
Construction	5 points
Remodeling	7 points

MOA Required Documentation

1.	Copy of Annual Public Notification (Indicate when/ where/ what medium ad was printed, include web link if applicable)
2.	Contact info for Title IX and Section 504/ADA Coordinator(s)
3.	Facebook Address
4.	Number of Students w/ disabilities in various courses and programs
5.	Web Address
6.	Information on any previous renovations (Indicate building, area and year)
7.	Include a map that designates the used space of all buildings in which the CTE center accesses for student use
8.	Written hiring policy/procedure
9.	Sample job announcement
10.	Staff Directory (Please indicate the gender each employee identifies with)
11.	Written copy of IEP/504 policies and procedures
12.	Written procedures for evaluation and placement of student with disabilities
13.	Sample- redacted 504 plan, IEPs and similar records of student w/ disabilities
14.	Copies of any pre-enrollment counseling materials being used
15.	Other methods intended for inclusion and accessibility
16.	District's written plan for providing services to minority language learners
17.	Written policy for providing aids, accommodation and service
18.	School districts written policy and procedure regarding Title IX
19.	Example of continuous non-discrimination notice
20.	Written grievance procedure
21.	Employee Handbook
22.	Student/Parent Handbook
23.	CTE program catalog
24.	Student application and enrollment forms
25.	Selective admissions policy (if there are greater applicants then can be accommodated)
26.	Promotional and recruitment materials (commercial/print materials)
27.	Admission criteria (per program)
28.	Example of equipment adaptation
29.	Written procedure for English Language Learners identification and placement
30.	Copy of written policy and procedure regarding Title VI