



Santa Monica College Career Technical Education Committee
APPLICATION for 2011-2012 Perkins Funds
for Program Expansion/Improvement

The Perkins IV was signed into law in 2006 with significant changes. The new Act requires that funds be used to improve or expand Career and Technical Education (CTE) programs, not general education programs; and, to improve *programs*, not isolated courses.

Changes in the Use and Administration of Perkins Funds

- **Accountability (Meeting Performance Indicators)** - projects must focus on Core Indicators for their top code and improving student success (attainment of 2.0 or better), completions (degree, certificate or transfer-ready status), employment (placement/retention in jobs), gender-equity,
- **Connections Between Secondary and Postsecondary Education** – course sequences from high school through college must be established for each CTE program that receives funds
- **Links to Business and Industry** – A much stronger theme within the 2006 Act is increased coordination with business and industry. Additional focus is also placed on high-demand occupations, in addition to those that are high skill and high wage.
- **Special Populations** – A greater emphasis has been placed on special populations by placing the provision of activities to prepare special populations for high-skill, high-wage or high-demand occupations that will lead to self-sufficiency into the required use of funds.

Total Perkins Funding Requested: _____ **Date:** _____

1. Program/ Discipline Name:
2. Program TOP CODE:
3. Department:
4. Department Chair: Phone: _____ Email: _____
5. Submitted by:

PART 1a: Program Information

Program Completers: Information Requested below can be obtained from the California Community Colleges "Data Mart and Report" Web-site.

<http://www.cccco.edu/systemOffice/Divisions/TechResearchInfo/MIS/DataMartandReports/tabid/282/default.aspx>

Term	Total Enrollments	Retained	Percent Retained	No. of AA/AS Degrees Awarded	No. Of Certificates Awarded (18units and above)	No. of Department Certificates Awarded (fewer than 18 units)
2008-09						
2009-10						
2010-11						

Part 1b.-Advisory Committee

1. What are the major issues or trends that have been raised by your Industry Advisory Committee over the last several meetings?
2. How will your Perkins IV Project address these issues?
3. How do your planned activities relate to your program plan or program review?

Part 2: CORE Indicator Data

Perkins funding requires the District to continually make progress toward improving the performance of career and technical education students. The data requested below is designed to show program trends and is the data that that the Chancellor’s office uses to gage program improvement/ progress.

For your funding request pull the data from <https://misweb.cccco.edu/perkins/main.aspx> by 4 or 6 digit top code depending on what program you are requesting funding for. Plug in the numbers that are currently available for columns 4 and 5 and your column 6 should reflect how your funding request will help you improve or maintain your core indicators in the 5 areas listed.

If after completing the chart below, you discover that the program you are requesting funding for has been performing below the State Negotiated Level listed in Column 2, a plan must be developed for improvement for each of the core indicators that are below the state level.

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
Indicator	State Negotiated Level	Local Negotiated Level	2008-09 Fiscal Year Planning (2006-2007)	2009-2010 Fiscal Year Planning (2007-2008)	Program Year 7/01/10-6/30/2011
Core Indicator 1: Technical Skill Attainment					
Core Indicator 2: Credential, Certificate, or Degree					
Core Indicator 3: Persistence & Transfer					
Core Indicator 4: Placement					
Core Indicator 5a: Non Traditional Participation					
Core Indicator 5b: Nontraditional Completion					

If applicable, please provide a narrative explaining how your Perkins Funded Project in 2010-2011 will improve your Core Indicator Data.

Core indicator 1:
Core Indicator 2:
Core Indicator 3:
Core Indicator 4:
Core Indicator 5:

Part 3: Project Proposal

Perkins IV is very specific about the permissive uses of funds. Your proposal should address one or more of the allowable activities listed below.

1. Permissive Uses Per Section 135(c) (check activities to be funded with Perkins IV funds)	
	1. Involve parents, businesses, and labor organizations, in the design, implementation and evaluation of CTE programs. [§135(c)(1)]
	2. Provide career guidance and academic counseling for students participating in CTE programs, that improves graduation rates and provides information on postsecondary and career options, and provides assistance for postsecondary students and adults, [§135(c)(2)]
	3. Local education and business partnerships, including work-related experiences for students, adjunct faculty arrangements for qualified industry professionals and industry experience for teachers and faculty. [§135(c)(3)]
	4. Provide programs for special populations. [§135(c)(4)]
	5. Assisting career and technical student organizations. [§135(c)(5)]
	6. Mentoring and support services. [§135(c)(6)]
	7. Leasing, purchasing, upgrading or adapting equipment, including instructional aides and publications (including support for library resources) designed to strengthen and support academic and technical skill achievement. [§135(c)(7)]
	8. Teacher preparation programs that address the integration of academic and CTE and that assist individuals who are interested in becoming CTE faculty, including individuals with experience in business and industry. [§135(c)(8)]
	9. Developing and expanding postsecondary program offerings at times and in formats that are accessible for all students, including through the use of distance education. [§135(c)(9)]
	10. Developing initiatives that facilitate the transition of sub-baccalaureate CTE students into baccalaureate degree programs, including articulation agreements, dual enrollment programs, academic and financial aid counseling and other initiatives to overcome barriers and encourage enrollment and completion. [§135(c)(10)]
	11. Providing activities to support entrepreneurship education and training. [§135(c)(11)]
	12. Improving or developing new CTE courses, including the development of programs of study for consideration by the state and courses that prepare individuals academically and technically for high-skill, high-wage or high-demand occupations and dual or concurrent enrollment opportunities. [§135(c)(12)]
	13. Developing and supporting small, personalized career-themed learning communities. [§135(c)(13)]
	14. Providing support for family and consumer sciences programs. [§135(c)(14)]
	15. Providing CTE programs for adults and school dropouts to complete secondary education or dropouts to complete secondary education or upgrade technical skills. [§135(c)(15)]
	16. Providing assistance to individuals who have participated in services and activities under this Act in continuing their education or training or finding an appropriate job. [§135(c)(16)]
	17. Supporting training and activities (such as mentoring and outreach) in nontraditional fields. [§135(c)(17)]
	18. Providing support for training programs in automotive technologies. [§135(c)(18)]
	19. Pooling a portion of such funds with a portion of funds available to other recipients for innovative initiatives. [§135(c)(19)]
	20. Supporting other CTE activities consistent with the purposes of the Act. [§135(c)(20)]

The following are not allowable expenditures under Perkins IV:

- | | |
|--|---------------------------------|
| 1. Student expenses or direct assistance to students | 9. Expenses that supplant |
| 2. Entertainment | 10. Audits, except single audit |
| 3. Awards and memorabilia | 11. Contributions and donations |
| 4. Individual memberships | 12. Contingencies |
| 6. College tuition, fees, books | 13. Facilities and furniture * |
| 5. Membership with orgs. that lobby | 14. General advertising |
| 7. Fines and penalties | 15. Alcohol |
| 8. Insurance/self-insurance | 16. Fund raising |
| | 17. General administration |

***Facilities and Furniture**

1. EDGAR

Provisions in the Education Department General Administrative Regulations Part 76 subpart F Sec. 76.533 Acquisition of real property; construction.

No State or subgrantee may use its grant or subgrant for acquisition of real property or for construction unless specifically permitted by the authorizing statute or implementing regulations for the program.

The interpretation of the Chancellor's Office is that construction is not an allowable expenditure.

EDGAR Part 74c Section 74.27 refers us to OMB circular A21 which specifies in J.16(B)(1) and (3)

(1) Capital expenditures for general purpose equipment, buildings, and land are **unallowable** as direct charges, except where approved in advance by the sponsoring agency.

(2) Capital expenditures for improvements to land, buildings, or equipment which materially increase their value or useful life are **unallowable** as direct charges, except where approved in advance by the sponsoring agency. **Sponsoring agency as used in the OMB circular is the USDE**

2. Supplanting

Supplanting or supporting staff or equipment that should be supplied by the District (maintaining programs rather than improving or expanding them)

The prohibition against facilities and furniture can also be based on the Supplement/Not Supplant provision found in Section 311 of the Perkins Act. **Generally construction of a facility is a local responsibility as is the furnishing of the facility with furniture etc. Therefore, to charge such costs to the Perkins grant would be a supplanting of a local responsibility.**

1. Briefly describe the components of your project proposal including:
 - a. Describe the expansion/ improvements to be made.
 - b. Describe how the activities will be carried out.

Explain how each of the following will be addressed in your project:

1. How will the proposed project increase the participation rate and success rates of special population students in the program?
(Special populations are defined as: economically disadvantaged, migrants, individuals with limited English proficiency, dislocated workers, disabled, single parents and academically disadvantaged)

2. How will your project promote Faculty Professional development?

3. How will your project strengthen links with business and industry? (be specific)

4. Please provide labor market data or other relevant data (i.e. Employer survey) that supports your proposed program improvement/ expansion.

5. What are space/facility/ technology needs for the proposed expansion/improvement?

6. What is the timeline for the proposed program expansion/ improvement?

Part 3a: Project Proposal Required Uses of Funds

Perkins IV funds have required activities that have to be addressed. Please describe how your project will address the Perkins IV required activities. If there are areas that are currently un-met please describe how your project proposal will help you achieve the requirement (s).

<p>Below are the nine §135(b) Requirements for Uses of Funds. Programs receiving these funds must meet these requirements. Indicate with a check mark those requirements that the program currently meets (met). Any remaining unmet requirement(s) must be addressed with completed or ongoing activities by the time of submission of the final report by August 30, 2012. Note: If all nine required uses of funds have been met, funds may be used for the permissive activities specified under permissive uses of funds.</p>	<p><i>Indicate with a check mark which requirements have been met, below.</i></p>	
Requirements for Uses of Funds	MET	UN MET
1. Strengthening the academic, and career and technical skills of students participating in CTE programs through the integration of academics with CTE programs. [§135(b)(1)]		
2. Link CTE at the secondary and the postsecondary levels, including by offering elements of not less than one program of study described in §122(c)(1)(A). [§135(b)(2)]		
3. Provide students with strong experience in and understanding of all aspects of an industry, which may include work-based learning experiences. [§135(b)(3)]		
4. Develop, improve, or expand the use of technology in CTE, which may include training to use technology, providing students with the skills needed to enter technology fields, and encouraging schools to collaborate with technology industries to offer internships and mentoring programs. [§135(b)(4)]		
5. Provide in-service and pre-service professional development programs to faculty, administrators, and career guidance and academic counselors involved in integrated CTE programs, on topics including effective integration of academics and CTE, effective teaching skills based on research, effective practices to improve parental and community involvement, effective use of scientifically based research and data to improve instruction. Professional development should also ensure that faculty and personnel stay current with all aspects of an industry; involve internship programs that provide relevant business experience; and train faculty in the effective use and application of technology. [§135(b)(5)]		
6. Develop and implement evaluations of the CTE programs carried out with Perkins funds, including an assessment of how the needs of special populations are being met. [§135(b)(6)]		
7. Initiate, improve, expand and modernize quality CTE programs, including relevant technology. [§135(b)(7)]		
8. Provide services and activities that are of sufficient size, scope and quality to be effective. [§135(b)(8)]		
9. Provide activities to prepare special populations, including single parents and displaced homemakers enrolled in CTE programs, for high-skill, high-wage or high-demand occupations that will lead to self-sufficiency. [§135(b)(9)]		
<p>FOR THOSE REQUIREMENT(S) LISTED ABOVE AS “UNMET:” Describe specific activity(ies) intended to address the unmet requirement(s). (Limited to 2,000 characters, or approximately ½ page of text.)</p>		



Part 4: Proposal Estimated Costs- BUDGET

Please provide estimated costs of your projects proposed activities. **Please submit the budget spreadsheet with your application.** If you need assistance with budget development please contact the Perkins IV project manager for assistance at x3457.

Total amount of Perkins IV funding being requested for 2011-2012: \$_____

Submitted by: _____ Date:_____

Proposals must be received *electronically* no later than March 14, 2011, 4:00pm in the Office of Workforce & Economic Development- Bundy Campus or via email to sanchez_sandra@smc.edu .