

COMMUNITY COLLEGE OF DENVER

Title: Perkins Grant Application Process

Guideline #: PERKINS – 1

Approved: March 15, 2011
July 13, 2015
February 20, 2017
August 9, 2017

References: Management of Hourly CCD Employees Funded with Perkins (Perkins-3)
Management of Faculty or Staff Funded with Perkins Funds (Perkins-6)
Perkins Grant Application Process (Perkins-1)
Purchasing Equipment with Perkins Funds (Perkins-4)
Disposal of Perkins Equipment (Perkins-2)
Time Sheet Guidelines for Hourly Employees Funded by Perkins
Inventory of Perkins Equipment (Perkins-5)

Approved By: Dr. Everette J. Freeman, President

1. PURPOSE

Perkins funding provides the Community College of Denver's (CCD or College) Career and Technical (CTE) programs supplement funding to enhance CTE program offerings and to provide well-designed CTE programs.

Each year, the CTE advisory council will compile a local plan, which

outlines their objectives for the upcoming fiscal year. All purchases will be funded within the context of this intentional plan of improvement.

2. APPLICABILITY

Applies to all College faculty and staff who request Perkins funds.

3. DEFINITIONS

- a. The Carl D. Perkins Vocational and Technical Education Act – The Act was first authorized by the federal government in 1984 and reauthorized in 1998. Named for Carl D. Perkins, the Act aims to increase the quality of technical education within the United States in order to help the economy.

4. GUIDELINES

In order to receive funding for your Perkins approved program, you will need to complete the [Perkins Project Proposal & Funding Request Application](#). This information should help you complete the application:

- All fields must be completed.
- The deadline for submission will be posted on the CCD Website Calendar.

Assistance with the questions on the application.

- a. Perkins Performance Metrics: Select the metrics applicable to your program and provide an explanation.

- b. Proposed Project: Narrative discussion informing us exactly what you hope to accomplish with the requested purchase.
- c. Refer to the handouts you received at the mandatory training. Address each section with sufficient detail so that the reader will know exactly what and why the request is made.
 - i. Proposal must align with our strategic plan, and must specifically state which target(s) will be met.
 - ii. Identify the objective(s) of the project and expected outcomes. Outcomes must be measurable and you will be expected to assess the success of each outcome.
 - iii. Avoid universal language like “provide tools, enhance training opportunities”; instead use specific language for your program.
 - iv. Program should be strategic (used to accomplish an identified, measurable outcome), transparent (explicit about purchases and uses), and specific (as precise as possible).
 - v. Provide a clear connection between the purchase and the project goal(s).
 - vi. Provide a clear description of how you plan to use the equipment or personnel you are requesting.
 - vii. Give attention to minority, non-traditional gender, and disabled students.
- d. Measurable Goal(s)

Every project funded through Perkins must include at least one measurable outcome. Provide explanation as to what data you will be collecting and how it will be evaluated.

e. Advisory Committee

In order to receive Perkins funding, each CTE program must have an advisory committee, and it must have discussed, in broad terms, your use of Perkins funds for the upcoming fiscal year. Advisory board meeting minutes should be attached to your application.

f. Every June, each CTE program will be sent their performance metric data by the CTE Administrator. These metric must also be included in the application.

g. Include evidence of past success using Perkins funds. Include the following:

i. Measurable outcome for the previous year, and how it was evaluated.

ii. Provide a copy of your mid-year report.

h. On the last page of the application, list all individual purchases. The requestor and their supervisor must sign and date the application.

i. In order for the CTE Advisory Committee to consider your application, the above requirements must be followed.

j. As the requestor of Perkins funds:

- i. You are responsible for complying with all Perkins rules and regulations and can be asked at any time to produce any equipment purchased, show time sheets for any personnel hired, produce any relevant disposal inventory sheet, or justify any other expenditure.
- ii. You are responsible for every Perkins purchase must complete a measurable outcome for each purpose. These must align with the Local Plan objectives for that calendar year.
- iii. You must attend the mandatory annual training to qualify for Perkins funding.
- iv. You will receive and must comply with Perkins procedure manuals in order to receive and continue to be eligible for future Perkins funding. The Perkins Administrator will provide the manual and any updates at the annual Perkins retreat.
- v. You will be required to complete both a mid-year and final year report. The mid-year report will include your purchasing history, and the progress of your measurable outcome. The final year report will explain what you had hoped to accomplish with your purchase, the results of your measurable outcome assessment, and your final analysis of the success of the program.
- vi. You are responsible for notifying the Perkins Administrator of any changes you would like to your individual submission. All changes will be submitted by the Perkins Administrator to the CTE Advisory Council for

approval.