

RRCC Perkins Project Plan Application

Cover Page

Due April 3, 2017

Program Name: _____

Program CIP and Expiration Date: _____

Name of Contact: _____

Contact email and Phone: _____

Project- what is to be purchased: _____

Cost of proposal (official quote to be attached): _____

Administrative Approval: _____

Please confirm with your signature that the following documents are on file with the CTE office to have your Perkins Project Plan Application reviewed.

- IT form attached to the proposal. If your proposal requires any IT equipment or construction changes, you must have approval of the IT and/or facilities before the Perkins request will be considered.
 - a. IT equipment or facilities approval. _____
- Please document that your program has on file with the CTE office the following information:
 - a. Current 5-year program specific plan on file. _____
 - b. 2 current Advisory board meeting minutes and roster on file. _____
 - c. New compliance Plan of Study on file. _____
 - d. All missing or obsolete forms must be renewed or completed. Please verify with the CTE office if you are not sure.
- Project has been approved by the Advisory Board:
 - a. email survey of members or addressed in your spring meeting _____
- All program faculty are credentialed, and credential is current. _____
- Contact charles.duell@rrcc.edu or the CTE office to confirm the percentage rate of your program completers that responded to the VE-135 survey. If your percentage return rate is **below 50%** write a detailed action plan that your program will implement to improve your graduates response rate (attach).
 - a. VE-135 percent: _____

Perkins Project Plan Application

Perkins Activity Plan Proposals with required attachments must be complete and emailed to: rita.stoffel@rrcc.edu

PROPOSAL IS DUE: April 3rd, 2017

(note: for questions 1-6, feel free to use attached Action Step Planning Template as a guide)

1. Description of the project:
 - a. Purpose of purchase
 - i. Is this for a new program or industry recognized skill?
 - b. Which program 5-year goals that are addressed by the project
 - c. Ability of program to continue funding project, if there are continuing costs
 - d. Long term usage or ability of the project to improve program
 - i. Which 5 year goals will this help complete?
 - ii. Will this increase your program retention and/ or completion? How?
 - iii. How will this project improve your VE-135 results?
2. What is an action or goal related to the item you wish to purchase? (think action verbs) Does the project address any special population needs, program development, or increasing student success in the industry? How will it help with your program retention, completion and VE-135 data?
3. What outcomes do you expect from this purchase? Relate this project to the program 5-year plan, objectives, program needs for growth and meeting industry needs.
4. How and when will you know the project was successful? What measurable outcomes are expected from the project based on the project and program goals?

NOTE:

- a. **You will have to submit a final report by May 31st for annual reporting using the measurement processes stipulated in the Perkins Project Plan Application.**
5. How does your proposal specifically address at least 1 of the Perkins Performance metrics?
 - a. **See attached Perkins Performance metrics sheet.**
 - i. **Note:** If the metric you select is PS1-Technical Skill Attainment, since that is a foundational, basic job of CTE with or without Perkins funds, to justify that the purchase is supplemental, not supplanting – describe **very specific** skills students will gain due to the purchase. AVOID generic statements like, “students will learn to operate current industry machines” or “students will meet current industry standards.”

6. Which of the Perkins Act Purposes (See [CTE Administrators' Handbook](#) page 104) referenced below will be impacted by this project? How will these impacts be measured? NOTE: Include at least two Perkins Act Purposes that will be impacted in your Activity Plan.

Perkins Act Purposes:

- Increase opportunities for individuals to keep America competitive.
- Develop challenging academic and technical standards and related challenging, integrated (academic and CTE) instruction.
- Prepare students for high skill, high-wage, or high demand occupations in current or emerging professions.
- Promote partnerships between stakeholders (example stakeholders are: educational faculty, workforce boards, business/industry, and counselors).
- Provide technical assistance and professional development to teachers/ instructors and administrators.
- Increase state and local accountability.

7. Create a budget for your project. Please use the Perkins Budget Template to help in your budget calculations. Official quotes must be attached.

- Personnel:
 - Include a 36% benefits in request cost- % FTE
 - Length of required work, start/ end dates
 - Must be approved by your Dean before applying as well as college administration
- Equipment:
 - Items costing more than \$5,000 per unit, including shipping and equipment set-up or installation costs.
 - Perkins funded equipment must always be tracked and used by CTE for the life of the unit and cannot be disposed without CCCS prior approval.
- Educational Materials:
 - Items with a shelf life exceeding 3 years with cost less than \$5,000/per unit
- If there are technology requests, estimates and quotes must be evaluated using sign-off sheet by IT.
- Other considerations to be included in the costs: storage (must be in a secure area), software costs, installation, warranties (Perkins will pay for the initial costs only), service contract (Perkins only pays for first year), infrastructure needs for the request (power to equipment, space, building changes), annual pay raise costs if personnel request.