Individual(s) developing the proposal:

Name of program, project or activity:

Approvals/Sign off:

1st Level (Faculty Applicant)

2nd Level (Associate Dean/Assistant Director/Director)

3rd Level (Dean/Director/AVP)

Each submission must include all required signatures

Notice to Departments Using Perkins
Due to ongoing audit and compliance concerns, SLCC Executive Cabinet
has approved procedures regarding how long employees can be funded on

Carl D. Perkins Grant Funds. These procedures limit funding for employees on Perkins funds for not more than three years. In addition, it is also not allowable to switch an employee in the same department on to Perkins funds who has not been previously funded. If you are seeking funding for a full or part-time employee (full or partial funding) you **must** provide a plan in your application as to how you will phase the position off of Perkins funding within three years of the first award. These procedures affect all areas (Academic Affairs, Student Affairs, Business Services) of the college. Applications without this required information will not be reviewed for funding.

*New to Perkins V – any item that is not identified through the Comprehensive Needs Assessment cannot be funded using Perkins. This assessment is completed no less than biennially. This includes any positions that may be requested. If funding for a position is approved in one needs-assessment, it will require the 1/3 stepdown. If in the next needs-assessment it is not identified as a need, it can no longer receive funding.

Funding for tutors and other services that are already in place to assist in achievement of academic success are no longer permitted under the Utah State Plan.

Decide on measurable, quantifiable, significant achievements that you expect the proposal to achieve, or complete a program needs assessments. You may include letters of support from industry, ECPAC members, or collaborating local school district personnel.
When possible, conceptualize those achievements as to how they support or contribute to the outcomes you describe in your Evaluation Criteria section; provide examples of possible outcomes, i.e., special population access, competency/skill achievement, retention (completion) and/or placement.

Carl Perkins funding is a federally funded grant. All regulations regarding grant activities, including but not limited to equipment purchases, program development and salaries must meet and follow all statutory guidelines. All application submissions must include answering the Principal Investigator's Assurance Statement.

Approximate timeline for funding:
- September 1, 2023 – applications available online
- December 16, 2023 – all applications due
- February 2024 – Program Support Committee establishes recommendations to Cabinet
- May 15, 2024 – funding allocations determined
- June -2024 – documents for indexes sent to departments
- July 1, 2024 – ALL PAFs for employees due
- October-November, 2024 – anticipated state approval for equipment purchases
- December 31, 2024– all money for equipment must be encumbered or spent by this date
- January 2, 2025 – money not encumbered/spent to be reallocated to other Perkins requests
- June 30, 2025– last date for equipment to be received, installed AND in use in the classroom setting. Any equipment or invoices that arrive after this date become the responsibility of the department purchasing the equipment.

Please note that any piece of equipment that is over $5,000 must have state approval before any purchases can be made. This approval process is one that the CTE office takes care of, departments do not need to do anything beyond submitting the required documentation listed in this application. Any equipment purchases that have 'terms and conditions' MUST be approved through SLCC Risk Management prior to purchase once state approval has been granted. By federal regulations, all equipment must be received, installed, paid for, and in use prior to the end of the fiscal year, **failure to meet these deadlines can result in the department being responsible for the costs of the items**. The only items that can be purchased with Perkins grant funding are those that are included in the application. Please note – equipment over $5,000 cannot start the purchasing process until state approval has been received. The CTE Office will notify you once the approval has been received.

Please sign that you have reviewed the requirements statement:

Employee Signature _____

Supervisor Signature _____

Principal Investigator's Assurance Statement

1. Does the principal investigator have a significant financial or other interest related to the project that could influence his/her College responsibilities?

   Yes   No

2. If yes, have these interests been reported according to College policies and procedures?
   Yes   No

3. Will any College employed, project personnel develop or help develop intellectual property?

   Yes   No

4. Will the project involve research on human subjects?
   Yes   No

Federal Research and Regulatory Compliance: Will any part of the project involve:

1. Biohazards, select agents, infectious agents and/or recombinant DNA?
   Yes   No

2. The use, creation or disposal of chemicals, hazardous substances, toxic substances and/or biological agents?
   Yes   No

3. The use of, development and/or disposal of any radioactive material?
   Yes   No

4. Work outside of the United States? Explain below:

        Yes   No

5. Non-U.S. citizens/permanent residents? Explain below:

        Yes   No

6. Foreign travel by any personnel? Explain below:

        Yes   No

By my signature as Project Director/Principal Investigator below, I certify:
   a. That I have read the solicitation thoroughly and agree to accept responsibility for the conduct of the project and to provide the required reports if the grant is awarded;
   b. That I will adhere to all federal, sponsor, and Institutional Review Board regulations, including the OMB Circulars, and all College policies and procedures applicable to the project if the grant is awarded;
   c. That I am not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from participation in governmental grant activities by any governmental agency;
   d. That false, fictitious or fraudulent statements or claims may subject me to criminal, civil or administrative penalties; and
   e. That the information provided on this form is true, complete and accurate to the best of my knowledge.

Principal Investigator   Date

By signing and submitting this application, you acknowledge that you are aware of the regulations required.

Please email this completed proposal form once it has all signatures to CarlPerkins@slcc.edu. Please make sure to CC your Dean and/or Administrator. For questions, please contact
Rebecca Armitage at
801-957-4266.

Which of the following categories does this project fall under?

1. Outreach and Access (Example: Widget making is identified as a non-traditional program. There are 86% women in the industry and 14% men in the industry. The department would like to do a week-long summer exploration event for male high school students and will need funding to pay for buses, supplies, teachers, etc.)

2. Direct Student Support (Example: SLCC CTE students need additional supports for childcare so they can complete their program of study. This request is for funding for vouchers to the SLCC Child Care centers.)

3. Faculty/Staff Position (The position must support CTE students and/or programs. The amount awarded must be allocable to the grant and funding cannot exceed 3 years maximum. The department must provide a plan to reduce the dependence on Perkins funds by 33% each year. New positions are subject to approval by Cabinet).

4. Investment in Technology (Example: Over the last decade, widget making has moved from Widget 1.0 to widget 4.0, but with the equipment that we have available, we can only teach widget 1.0. The industry standard is widget 3.0. We would like to invest in new technology to provide industry standard training.)

Are you requesting funding through the Informed Budget Process (IBP) for the same project? Please note, requesting funding from both is allowable, this is to help ensure that the institution does not violate federal supplanting requirements.

Yes   No

If so, what percentage of funds are you requesting from Perkins and what percentage of funds are you requesting from IBP.

1. Please provide a narrative of the project being proposed.

2. Describe how the proposed project will improve the academic and technical skills of students participating in the program. Please show how the integration of coherent and rigorous content, aligned with challenging academic standards will ensure learning in subjects for a well-rounded education:

3. Describe how this request will support and prepare special populations for high-skill, high-wage, or in-demand occupations that will lead to self-sufficiency *(Federal definition of special populations: A. individuals with disabilities, B. individuals from economically disadvantaged families, including low-income youth and adults; C. individuals preparing for non-traditional fields; D. single parents, including single pregnant women; E. out-of-workforce individuals; F. English learners; G. homeless individuals described in section 725 of the McKinney-Vento Homeless Assistance Act [42 U.S.C. 11434a]; H. youth who are in, or have aged out of, the foster care system; and I youth with a parent who i. is a member of the armed forces [as such term is defined in section 101(a)(4) of title 10, United States Code]; and ii. Is on active duty [as such term is defined in section 101(d)(1) of such title]).*

4. If applicable, describe how the proposed project will support individuals preparing for non-traditional career fields.

    Non-traditional is defined in Perkins legislation as, "occupations or fields of work, such as career in computer science, technology, and other current and emerging high skill occupations, for which individuals from one gender comprise less than 25 percent of the individuals employed in each such occupation or field of work."

5. Describe how this project is determined to be a priority for funding (labor market demand, student demand, etc.). Include existing documentation to support this determination (program advisory committee minutes, program review, etc.). If you need additional support or information about industry projections, please email carlperkins@slcc.edu and we can help provide this information.

6. How does this project align with the SLCC Institutional Strategic Plan?

Additional Program Information

Date of Next Program Review

Concurrent Enrollment Opportunities (which CTE courses are being taught concurrently)

Does this program have an articulation with one or more of the Technical Schools in Utah?

Yes   No

If applicable, does this program have an equivalency agreement with related program in Salt Lake Technical College?

Yes   No

Please list any other institutions that your program has articulation agreements with

Does this program have any other sort of agreement with other post-secondary institutions beyond articulations?

Yes   No

If so, please provide information about this agreement.

Does this program have any work-based learning opportunities? (Internship, externship, clinicals, apprenticeships, job shadow, industry visits?)

Yes   No

Has the department submitted advisory committee membership list?

Yes   No

Does the program participate in any one of the following career and technical student organizations (CTSOs)

BPA (Business Professionals of America)

DECA

FBLA – PBL (Future Business Leaders of America – Phi Beta Lambda)

FCCLA (Family, Career and Community Leaders of America)

FFA

HOSA

SkillsUSA

TSA (Technology Student Association)

Budget Category/Items	Amount	Directions and Notes
Personnel		Breakdown by Position
Salaries		Faculty activities are considered within normal faculty responsibilities
1.		
2.		
Hourly Wages		No faculty, staff or administration positions are funded by this proposal.
1.		
2.		
Subtotal		
Benefits		
Salaried Benefits		Refers to salaried employees
1.		
2.		
Other Benefits		Refers to hourly employees
1.		
2.		
Subtotal		
Contractual Services		Include all non-payroll action from personnel. Include honorariums as part of "Other"
1.		
2.		
3.		
Subtotal		

Budget Category/Items	Quantity	Cost	Amount	Directions and Notes
Supplies				
1.				Breakdown by item. Break out supplies by major category, e.g., instructional, curriculum development. Please
2.				
3.				
4.				

5.				list only items under $5,000.
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
	Subtotal			

Equipment				
1.				**Single items over $5,000 (Federal definition of equipment).** Only items over $5,000 go into this budget category. For any item less that $5,000 list it in Supplies or Other.
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

	Subtotal		
Other			
1.			This includes stipends, honorariums, printing, etc.
2.			
	Subtotal		
	Total		

Equipment Supplemental Documentation Requirements:

1.   Please provide a quote with the specific information for any piece(s) of equipment that need to be purchased. These are all items over $5,000 per unit. If approved, this is the information that will be submitted to the state and the federal government. You may not be able to change the request once approved.

2.   If your project includes a need for electricians or other contracted services to connect the equipment, please contact facilities to see if there are any additional needs/costs.

3.   If your project involves any purchase of computers, computer peripherals, and/or computer software, you do need to provide evidence that OIT has been informed and assisted in the development of the quote.

Salary and Wages

If you are requesting funding for wages/salaries/benefits, you must provide how you plan to reduce the Perkins funding by 33% each year per position. If this is a new position, you will need to submit a copy of the proposed position to carlperkins@slcc.edu prior to submitting in PARS.