Salt Lake Community College (SLCC)
Career and Technical Education (CTE)/Carl Perkins Funding Process Guidelines
August 2025

Opportunities for Perkins Funding

Perkins funds must be used in accordance with the current institutional Comprehensive Local Needs Assessment (CLNA). The current SLCC CLNA has identified that these types of projects may be permitted by state and federal approvers:

- Address program support needs, including new technologies, personnel, and direct student support (e.g., childcare).

- Provide professional development funds for faculty and staff to stay current in their areas of expertise, maintain licenses/certifications, or gain innovative ideas for program improvement or support for students in CTE programs.

- Provide student leadership/skills development through approved external student experiences

- Provide CTE exploration opportunities for potential students based on institutional CLNA.

Program Support Award Procedures

The Program Support process, timeline, and application form and rubric are posted and updated on the Carl D. Perkins webpage: https://www.slcc.edu/cte/carl-d-perkins.aspx. The page also includes allowable costs for Perkins funding. This application will be published annually before the start of fall semester for the fiscal year in which the application is due.

Eligible Applicants: Faculty, staff, and administrators who work with or support Perkins-eligible programs or students may submit applications for these funds. There is a single application deadline the Friday before winter recess in December, each year. Applications must be reviewed and signed by the associate dean and dean or appropriate direct leadership, before submission. Submission deadlines must be met. The CTE Office can provide review and support during the application process.

Program Support Review Committee: The Committee is made up of SLCC deans with oversight of CTE programs and Student Affairs Administrators who provide support services. This group meets annually, in January, to review, rank, and recommend Program Support applications to be awarded. Final recommendations will be shared with the Provost Office for review.

<u>Documentation and Norming</u>: An application rubric is used by each reviewer to document subjective ratings, based on specific scoring criteria. Ratings are discussed and finalized when the Committee meets.

<u>Review Process</u>:

1) Applicants submit their proposal to the appropriate AD for feedback and approval and then to the Dean; then emails the completed application to CarlPerkins@slcc.edu. All applications must be received by the published deadline.

2) The CTE Office reviews the application to ensure it is complete, meets requirements not to supplant other funds, and proposes allowable costs. The Office documents additional criteria from each application, including whether the request is mandated for compliance or safety, recommended by Industry, required for a new program, or recommended to increase student support. *Incomplete proposals may be returned for edits with a one-week resubmission timeline. Returned proposals must be received two days before Committee review is required or wait until the next published deadline.*

3) Individual committee members review each proposal and submit their completed rubrics to the CTE Office to document individual ratings two days prior to the Committee meeting. After discussing and ranking in the January meeting, a combined scores/ ranking form for all members is retained in an electronic repository for seven years, along with all proposals, supporting documents, and recommended awards (as required for federal funding).

4) Program support that includes equipment more than $5,000 requires a quote. All recommended equipment/technology must be submitted to the USBE CTE Office for approval by the SLCC CTE office.

5) Awards made in January are for the following fiscal year (either July or October) based on state and federal guidelines. The CTE Office will inform all applicants of the Committee's decisions once all information is finalized and verified.

Professional Development Award Procedures

The Professional Development award process timeline, and application form and rubric are posted and updated on the Carl D. Perkins webpage: https://www.slcc.edu/cte/carl-d-perkins.aspx before the start of the fall term each year. Any revisions will apply to applications submitted for the September deadline. The page also includes areas of professional development that are eligible for funding. The SLCC CTE Office prioritizes professional development opportunities based on the CLNA, especially for faculty and/or staff who have not had an opportunity in recent years.

<u>Eligible Applicants</u>: Faculty, staff, and administrators who work with or support Perkins-eligible programs or students may submit applications for professional development.

There are three application deadlines each year:
Second Friday in September
Second Friday in January
Second Friday in May

For summer travel – applicants should submit in either January (if early summer semester travel – before June 30th) or May for late summer semester travel (on or after July 1st).

Submission deadlines must be met. No applications will be accepted for review between deadlines. Applicants will be reviewed and ranked in groups with their peers who are applying. Applications must be reviewed and signed by the associate dean and dean before submission. The CTE Office can provide review and support during the development process. Completed applications or questions should be submitted to: CarlPerkins@slcc.edu

The Professional Development Review Committee is chaired by the CTE Director or Assistant Director and made up of one representative assigned by the dean of each School with CTE program oversight and one Student Affairs representative. The rep may be an Associate Dean, faculty member, or FT staff member who works with CTE. This group meets three times annually, one week after the application deadline, to review, rank, and recommend which Professional Development applications are funded. Members of the Committee are asked to serve three-year terms, with recommended changes of two of the members annually to encourage new perspective.

An application rubric is used by each reviewer to document subjective ratings, based on specific scoring criteria.

Review Process:

1) Applicants submit their proposal to the appropriate AD for feedback and approval and then to the Dean. The applicant then emails the completed application to CarlPerkins@slcc.edu. All applications must be received by one of the published deadlines.

2) The CTE Office reviews and documents additional criteria from each application, including whether the applicant is presenting at a conference, is current on ECPAC minutes and post-training reports, or is a first-time applicant. The Office also verifies that all quotes, budgets, and other required details are included in the application. *Incomplete proposals may be returned for edits with a one-week resubmission. Returned proposals must be received two days before Committee review is required or wait until the next published deadline.*

3) Individual committee members review each proposal and submit their completed rubrics to the CTE Office to document individual ratings prior to the Committee meeting. Committee members are required to review and rate every proposal. After

discussing and ranking in each of the three annual meetings, a combined scores/ranking form for all members is retained in an electronic repository for seven years, along with all proposals, supporting documents, and recommended awards (as required for federal funding).

4) Committee recommendations are forwarded to the CTE Director/Budget Center Manager for formal funding approval. While not anticipated, any divergence from Committee recommendations will be communicated back to the Committee with justification. The Committee may appeal the decision to the Budget Center Manager, who will review their feedback and document final decisions and justification.

5) A minimum aggregate score of 70% of total available points is required to be considered. Proposal that do not meet the scoring criteria will be returned with recommendations to strengthen the proposal for the next submission deadline. Early feedback from the CTE Office may help strengthen proposals before submission to meet the most current deadline.

6) The CTE Office will inform all applicants of the Committee's decisions once all information is finalized and verified.

7) The CTE Office is responsible for coordinating Tnumbers. All travel must follow institutional travel policy. This can be found https://www.slcc.edu/travel/. Any obligations to the college outside of the CTE generated Tnumber will be the responsibility of the awardee's department.

8) Once travel has been completed, the applicant needs to complete the required travel settlement documentation 4 within 10 business days of return or June 15, whichever is first. For those traveling between June 15 and June 30, the CTE Office will work individually with the awardee.

9) Summer travel. No travel numbers will be generated until the new fiscal year. The CTE office is aware that there may be increased costs for individuals travelling immediately after the new fiscal year. Approved travelers must wait for the CTE office to provide the travel number and the index prior to any expenses.

10) Information Dissemination. Any Professional Development that is awarded through Carl Perkins funding must complete a Perkins Post-Award Report found at Carl D. Perkins Career & Technical Education Act | SLCC. This report must be submitted to the CTE Office at carlperkins@slcc.edu within 30 days of completed training, or by June 30, whichever is first. Failure to complete this may result in denial of future funding opportunities.

Professional Develop Eligible for Support:

<u>Certification Review and/or Certification Exam</u>: CTE programs may require faculty to maintain industry certifications. Applicants may request funding to cover the cost of preparation course registration fees and certification exam fees. Applicants may request funding to defray the cost of travel.

<u>Internship with Industry, Businesses or Governmental Agencies</u>: CTE faculty may wish to update their skills, enhance their curriculum and/or advance partnerships and relationships with business, industry or the community by participating in an internship of either 40 or 80 hours in length. Applicants are responsible for arranging their internship site. Funding is also available for travel.

<u>Conferences or Specialized Short Courses</u>: CTE faculty are encouraged to take the lead in keeping SLCC CTE programs on the cutting edge. Participation in relevant conferences or short courses of 1-5 days will help faculty and staff develop innovative approaches. Applicants may request funding to cover registration fees, supplies and/or reference books. They may request funding to defray the cost of travel.

<u>Train the Trainer Opportunities</u>: CTE faculty may develop and update their pedagogical skills through participation in workshops/trainings in which they are introduce to new materials/methods and practice their teaching skills. Applicants may request funding to cover participation fees (if applicable). CTE faculty may request funding to defray the cost of travel.

NOTE: Submission of the Perkins Professional Development Proposal does not guarantee funding. All areas of the Request for Proposal must be addressed. SLCC CTE discourages annual applications to the same conference or training and encourages new professional development, including for faculty or staff who have not participated in recent years. Funding for 'tuition' or term-based courses is not an allowable expense.