City College of San Francisco
Carl D. Perkins Career & Technical Education Act (Perkins IV)

Department Proposal
2009-2010

Cover Page

Proposal Title________________________________________________________

Contact Person__________________________________ Telephone________________

Department(s)________________________________________________________

____________________________________________________________________

TOP Code(s)________________________________________________________________

Synopsis of Proposal (Two or three sentences)_________________________________

____________________________________________________________________

Total amount of Perkins funds requested for 2009-10: $__________________________

<table>
<thead>
<tr>
<th>Department Chair Signature</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Dean Signature</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Office of Technology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Representative</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(if requesting computers)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Please add Department Chair and Dean signatures as needed

*Applicants requesting computers must contact campus Education Technology Office representatives at least one week prior to the application deadline for signatures
Perkins Department Proposal 2009-10

Narrative

Department: ________________________________________________________________

In no more than three pages (12-point font, 1 inch margins), answer the following questions.

1. What labor market does your program address? Document it using labor market information and industry feedback.

2. With this labor market in mind, what are your department’s primary career and technical education program improvement issues?

3. What activities will your department undertake with Perkins funding to assist you with these improvements? Address Required Uses of Funds. (If requesting computer hardware/software to replace current technology, indicate age of hardware, version of software to be replaced).

4. What specific and measurable outcomes will result from these activities? What is the anticipated impact on students’ learning outcomes—including CTEA core indicators? If applicable, state the specific product or service resulting from this project.

5. Who is the person(s) responsible for this project?

6. What is the timeline for completing this project?

Narratives not written in this format will not be reviewed. Use separate pages if desired.

SCORE _____/60
Perkins Department Proposal 2009-10
Budget Detail

Please PRIORITIZE budget items on the following template and place an asterisk (*) next to any item that links directly to another item requested through a collaborative proposal. Feel free to add lines to template as needed.

<table>
<thead>
<tr>
<th>Priority</th>
<th>Object of Expenditure</th>
<th>Classification/Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXAMPLE</td>
<td>4000</td>
<td>Supplies &amp; Materials: TomTom 25 3.5-Inch Portable GPS Navigator @ $149 each + $13 (8.5% tax), 10 count total</td>
<td>$1,620</td>
</tr>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Costs</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NOTE:

- PLEASE PRIORITIZE REQUESTS
- Refer to Budget-Object of Expenditure form to classify line items (found in RFP Appendix)
- Round calculations to the nearest dollar
- Include delivery costs, taxes (8.5%), installation fees, etc. for equipment, technology and supplies
- Do not request funds for furniture
- Do not attach additional documents, such as written estimates for proposed purchases
- NEW! Please estimate benefits for all personnel at 25%.

SCORE______/20
**Perkins Department Proposal 2009-10**  
**Progress Report**

Department: ______________________________

Note: If your department has never received Perkins funds please state “Non-applicable.” Scores will be adjusted accordingly.

<table>
<thead>
<tr>
<th>Year</th>
<th>Activities and Best Practices</th>
<th>Reasons for Not Completing Planned Perkins Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>2008-09</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2007-08</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2006-07</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2005-06</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Identify accomplishments and best practices using Perkins funds during year 2008-09.

Identify and describe reasons for not completing planned Perkins activities, i.e., staff changes, delay(s) in access to funding, etc.

SCORE ____/20
Perkins Department Proposal 2009-10 Rating Sheet

Department ___________________________________________ Total Score: _________ /100

Narrative, 60 points max (60 points = responds to all questions in full with detailed evidence, request successfully addresses with program improvement, labor market and aligns with Perkins Requirements; 30 = does not answer questions with appropriate detail, unclear alignment with Perkins Requirements; 10 points = unsatisfactory)

Question 1: What labor market does your program address? Document it using labor market information and industry feedback.
• Clearly describes workforce relevance using documentation

Question 2: What are your department’s primary career and technical primary program improvement issues?
• Clearly states programmatic need and area of improvement

Question 3: What activities will your department undertake with Perkins funding to assist you with these improvements?
• Provides detailed outline of activities that relate to program improvement issue
• Addresses Required or Permissive Uses of Funds
• Notes age/version of new hardware/software requested

Question 4: What specific and measurable outcomes will result from these activities? What is the anticipated impact on students’ learning outcomes—including CTEA core indicators? If applicable state the specific product or service resulting from this project.
• Addresses how the activities will improve the student learning outcomes, including core indicators (skill attainment, completions, transfers, placement, nontraditional participation)
• Describes how the project will improve the outcomes for special populations
• Describes any resulting product or service

Question 5: Who is the person(s) responsible for this project?
• Clearly identifies parties responsible for success of project; team should be aligned with size, scope & nature of activities

Question 6: What is the timeline for completing this project?
• Clearly states completion of activities using reasonable, realistic and appropriate timeline

Comments about Narrative: ___________________________________________ Points: _______/60

Budget, 20 points max (20 points = detailed, descriptive budget; 10 = leaves questions unanswered about budget)
• Demonstrates support from other sources; describes plans for institutionalization
• Clearly shows cogent linkage between Narrative and items requested
• Provides a detailed and realistic budget, including #’s of items, cost by item, tax, installation costs, etc.
• Prioritizes budget items and identifies connections with Collaborative Proposals

Comments about Budget: ___________________________________________ Points: _______/20

Progress Report, 20 points max (20 points = addresses all points thoroughly; 10 points = leaves questions unanswered about past uses of funds) STATE “NA” IF DEPT. HAS NOT RECEIVED PAST FUNDING
• Describes uses of Perkins funds for department over past 4 years
• States whether past goals were met
• Describes departmental accomplishments
• Describes reasons for not completing past planned activities, if any

Comments about Progress Report: ___________________________________________ Points: _______/20

Overall Comments: ___________________________________________