January 22, 2010

TO: CTE Department Chairs, Past Perkins Recipients, CTE Administrators

FROM: Andrea Speraw
Perkins Coordinator
Office of Career & Technical Education

RE: Release of 2010-2011 Perkins Request for Proposals (RFPs)

The Office of Career & Technical Education announces the release of the 2010-11 Applications for Perkins funds. Attached please find the updated RFP, Department and Collaborative applications.

This year no major changes have been made to the overall format of the proposal, however we urge you to review the instructions once again. Each year we update it to reflect changes in District policies, State Chancellors' Office directives and Allocation Subcommittee requests making it vital that you review the RFP instructions. To avoid confusion we also urge you to use the current application forms dated 2010-2011.

New Considerations and Reminders:

**2009-10 Committee Recommendations:** If you submitted proposals for the 2009-10 year that were not funded or only partially funded please review the award letter forwarded to you last March from the Office of Career & Technical Education. The letter includes important Committee recommendations. These recommendations will be strongly considered for future funding.

**Accountability:** CTEA legislation emphasizes accountability. As in previous years applicants should address their programs' core indicator data on student outcomes throughout their proposals. The Office of Career and Technical Education will provide departments Core Indicator Reports upon request. The reports show goals established by State and Federal legislation that all programs should strive to achieve for each core indicator. New for 2010-11: please submit Core Indicator Reports for the Programs for which you are requesting funds.

With the exception of the Core Indicator Reports please do not attach addenda including tables, appendices, graphs or vendor estimates to your proposals.

**Special Populations:** Perkins largely focuses on better serving special populations students. Please refer to your Core Indicators and other data to determine your student needs when planning your proposed projects. How will your request improve the outcomes of your special populations students? This issue
needs to be carefully considered and addressed in your proposals. More information and the definition of special populations are stated in the RFP.

**Budget issues:**
- Please estimate benefits for all Perkins-funded personnel at 25%.
- Perkins does not allow funds for facilities upgrades and furniture. If you request items such as new computers or LCD projectors you should be certain that the classrooms have the capacity to accommodate them. Otherwise you will need to secure a separate source of funding to pay for the upgrades.
- Please be certain that specialized equipment is "turn-key," which should include the cost of delivery, assembly and set-up. Do not assume that Buildings and Grounds will complete the installation of your equipment. It is imperative that you follow Purchasing Dept guidelines to ensure the successful and timely implementation of your projects.

**New Supplemental RFP:** In 2010-11, the Office of Career and Technical Education will launch a new CTE Student Success Initiative in response to conversations conducted with individual programs and the CTE Subcommittee (formerly Vocational Education Steering Committee). More information about this opportunity will be forwarded to you shortly in a separate email.

As in previous years I am available to assist your department faculty with your proposal development. Please contact me early in the semester to schedule appointments. I can be reached at asperaw@ccsf.edu or 550-4424.

**2010-11 Allocation Schedule:**

* RFP issued January 22, 2010  
* APPLICATIONS DUE MARCH 18, 2010  
* Applications reviewed by Allocation Subcommittee Friday April 9, 2010  
* Award letters released by Friday April 16, 2010

Attachments:
- 2010-11 Request for Proposals  
- Department Proposal  
- Collaborative Proposal  
- Object of Expenditures