



## Office of Career & Technical Education

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January 20, 2011

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

**FROM:** Beth Cataldo  
Perkins Coordinator  
Office of Career & Technical Education

**RE:** Release of 2011-2012 Perkins Request for Proposals (RFPs)

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The Office of Career & Technical Education announces the release of the 2011-12 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 2011-2012.

### **New Considerations and Reminders:**

**2010-11 Committee Recommendations:** If you submitted proposals for the 2010-11 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. We will send a link to your department's most recent Core Indicator Report when it becomes available later in January or in early February. 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. Please submit the Core Indicator Reports for the Programs for which you are requesting funds.

Please note that we are scheduling Core Indicator Report workshops on two different days February 9 from 3-4:30 and February 10 from 11-12:30 to review your Core Indicators reports. You need to attend only one workshop. Chuck Wiseley, on contract with CCSF from the State Chancellor's Office, will describe the definitions and meaning behind the Core Indicators. We should be interactive so that you can ask specific questions about data from your department or program. When we send out a notice about the Core Indicator reports, we will also let you know where we will be having these seminars.

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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.

**Student Success Initiative Grant:** In 2010-11, the Office of Career and Technical Education launched a new CTE Student Success Initiative grant in response to conversations conducted with individual programs and the CTE Subcommittee (formerly Vocational Education Steering Committee). We will be sending out this RFP on February 1. Please feel free to contact me directly with any questions about this grant.

**Technology Sign off:** Please note that Dr. David Hotchkiss, our new Chief Technology Officer, will need to sign the grant requests for software and hardware. He would like to review these two weeks prior to the deadline so that he has enough time to read and provide feedback to each grant.

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 [bcataldo@ccsf.edu](mailto:bcataldo@ccsf.edu) or 452-5107.

**2011-12 Allocation Schedule:**

\*RFP issued January 20, 2011

\*APPLICATIONS DUE MARCH 17, 2011

\*Applications reviewed by Allocation Subcommittee Friday April 8, 2011

\*Award letters released by Friday April 15, 2011

**Attachments:**

2011-12 Request for Proposals (with Object of Expenditures)

Department Proposal

Collaborative Proposal