Kansas Board of Regents

The Carl D. Perkins
Career and Technical Education Act of 2006
Public Law 109-270

Guidelines for
Developing and Submitting

FY 2015

Local Application
Program Improvement Funds

Guidelines for Perkins FY 2015 Local Application
For Postsecondary Program Improvement Funds

STATEMENT OF PURPOSE
The purpose of the "Carl D. Perkins Career and Technical Education Act of 2006" (Perkins IV) is to develop more fully the academic, career and technical skills of students enrolled in career and technical education programs by

- building on the efforts of states and localities to develop challenging academic and technical standards, and to assist students in meeting the standards, including preparation for high-skill, high-wage or high-demand occupations in current or emerging professions;
- promoting the development of services and activities that integrate rigorous and challenging academic and technical instruction, and that link secondary and postsecondary education for participating students;
- increasing flexibility in providing services and activities designed to develop, implement and improve career and technical education;
- conducting and disseminating national research and information on best practices;
- providing technical assistance that promotes leadership and professional development and improves the quality of career and technical education faculty, administrators, and counselors;
- supporting partnerships among educational levels, business and industry, and local workforce investment boards;
- providing individuals with opportunities throughout their lifetimes to develop the knowledge and skills needed to keep the United States competitive. [*Sec. 2*]

OVERVIEW OF LOCAL APPLICATION
To accomplish the legislated purpose, the Act focuses upon the **continuous improvement** of career and technical education programs. The extent of program improvement is measured by the core indicators of the performance accountability system.

Local Application for Program Improvement Funds *(formerly the Program Improvement Plan)*
The Act mandates that Perkins funds be used to **improve career and technical education programs** through the implementation or refinement of nine different activities. [*Sec. 135(b)*] These activities, and the suggested best practices, provide the basis for the local "Application for Program Improvement Funds" and **ultimately achievement of the core indicators of performance**. Expenditure limits as well as allowable and unallowable expenditures are explained within the application. As a **reminder**, Perkins funds may ONLY be spent on KBOR Perkins approved career and technical education programs.

Perkins Eligibility
Eligible Institutions
A requirement of Perkins IV is the development and implementation of "Career and Technical Programs of Study." The program of study definition contains four key elements: secondary/postsecondary articulation, academic/technical integration, concurrent enrollment/dual credit *(optional)* and credential attainment. Institutions receiving funds under the Act will be required to offer these relevant elements in at least one program of study. [*Sec. 122(c)(1)(A)*] This requirement is in addition to meeting one of the descriptors outlined in the "Eligible Institution" definition.

Eligible Programs
Any program receiving Perkins Program Improvement funds must be designated an eligible program by KBOR.
- **Technical certificate and associate degree programs**: An approved "Program of Study" will be required for all CTE technical certificate and associate degree programs receiving Perkins Program Improvement funds. An "Institutional Programs of Study Inventory" form is provided in the annual application. Use the form to document which career and technical education programs contain these four key elements. If an institution does not have any programs which incorporate the required

elements, the institution must include activities to develop and implement programs of study on the Program Improvement Activity pages submitted. In addition, CTE programs must meet all KBOR Perkins eligibility requirements, including:

> - *Composed of at least 55% tiered courses*
> - *Maintain an average of 8 concentrators (2 year history)*
> - *Meet or exceed target core indicator values*
> - *Compliance with Program Alignment (common core courses, program length and exit points/credentials)*

Performance Improvement Plans
Based on 2012-2013 institutional data, a separate "Performance Improvement Plan" will be required for each institutional core indicator target not achieved. If all institutional performance measures were achieved, the eligible institution will not need to submit a "Performance Improvement Plan." Institutional Core Indicators are available at **https://submission.kansasregents.org** in the "Report" tab (Academic Year 2012)**.**

Reporting Requirements
Perkins Grant Progress Reports are due on December 1, 2014 and March 1, 2015, with a final report due on August 1, 2015. Reports should include an updated Perkins Activity and Progress Report, a Budgeted Breakdown of Expenses spreadsheet and an Expenditure report. These progress reports should provide detailed information on all completed activities, Starlink use, the status of pending activities and total expenditures to date. The final report should also include a Starlink report, Time and Effort reports and one set of minutes from each programs' advisory board.

Revisions
Revisions to approved expenditures are subject to KBOR approval and require the submission of a Revision Request form. Revisions within the same category of expenditures (only if new items or activities) may be requested with the form; revisions from one category of expenditures to another category require the Revisions Request form and a revised Breakdown of Expenditures Report. All revision requests must be submitted on or before May 1, 2015.

Sanctions
If the State fails to achieve, at an acceptable rate, the federal agreed-upon performance level for any of the core indicators, the State risks federal sanctions including a reduction of funds. The State's performance percentages reflect those of all participating eligible institutions. Failure of an institution to achieve the targeted percentages potentially penalizes Kansas and all of the eligible recipients through the loss of Perkins funding.

If a local institution fails to achieve, at an acceptable rate, the state/locally agreed upon performance level for any of the core indicators, the Kansas Board of Regents may, after notice and opportunity for a hearing, withhold a portion or all of the Perkins allotment if a local institution: [*Perkins Act: Sec. 123(b)(4)*]

- Fails to implement an improvement plan.
- Fails to make any improvement in meeting any of the performance levels within first program year of implementation of the improvement plan
- Fails to achieve at least 90% of a performance level for the same core indicator for 3 consecutive years.

Sanctions may also be imposed for any grant management non-compliance issue, including fiscal, data and program activities.

Handbook
For further information on the Perkins Program Improvement Grant, please see the "Handbook for Carl D. Perkins Grants" at **www.kansasregents.org/perkins**.

EXPENDITURE GUIDELINES

<u>Program Improvement Activities</u>—All of the nine mandated activities of the Carl D. Perkins Act must be addressed on the Program Improvement Activity sheets. However, activities can be funded from either federal or nonfederal sources. When non-Perkins funds are used to support an activity, simply identify the source in the funding column (e.g. Local funding).

<u>Administrative Costs</u>   No more than 5% of the total Perkins grant may be used for local administration. The Kansas Board of Regents interprets this as indirect costs related to the supervision, accounting and reporting of Perkins activities set forth in the local plan.

<u>Salaries</u>—No more than 50% of the total Perkins grant may be used for salaries. Funding may only be used for <u>new</u>, permanent positions that will be assumed by the institution when grant funding is no longer available *(maximum 3 years)*. Approved Perkins funding will decrease by 1/3 each year for the 2nd and 3rd years the position is funded. Any funded new positions cannot be used to supplant existing personnel expenditures. A complete job/position description with time allocations must be submitted with the grant application.

<u>Equipment</u>—No more than 50% of the total Perkins grant may be used to purchase equipment. Equipment expenditures must be for <u>new</u> equipment to enhance an approved CTE program and cannot be used for maintenance or replacement of existing worn-out equipment.

<u>New Programs—Technical Certificate or Associate Degree Programs</u>—No more than $25,000 or 25% of the total Perkins grant, whichever is <u>less</u>, may be used to support newly approved CTE programs. This includes salary and equipment costs specific to the program.

<u>Approved Short-Term Programs</u>—No more than 15% of the total Perkins grant may be used for approved short-term programs (less than 16 credit hours). All programs for which Perkins funding is used MUST report data for all of the core indicators of performance and meet the performance targets.

<u>On-Going Program Expenses</u>—Items essential to delivering effective, quality CTE programs should over time be assumed by the institution. Perkins Program Improvement funds are to be used for <u>improvements</u>, not to simply maintain the operation of a CTE program or service provided by the institution. Approved Perkins funding for items such as annual renewals for software//hardware licenses for instructional software or student screening/placement assessments (e.g. Compass, Plato, Discover, Choices, TABE, WorkKeys) will be decreased by 1/3 each year over a 3-year period to assist institutions in assuming these program costs.

<u>Allowable and Unallowable Expenditures</u>   The following allowable and unallowable expenditures apply to all "Program Improvement Plan" and "Core Indicator Improvement Plan" activities. Please note, this list is not all inclusive. Please contact KBOR with questions on allowable expenditures.

Allowable Expenditures	Unallowable Expenditures
Accounting	Any cost not allocable to specific programs
Advisory Councils/Committees	Any costs not necessary and reasonable
Assessments	Bad Debts
Building Lease Management	Canned Curriculum
Career Guidance/Counseling	Consumables (paper, ink jets, etc.)
Central Stores	Contingencies
Consultants	Contributions/Donations
Curriculum Development	Entertainment
Equipment (high skill)	Exhibits
Equipment maintenance (if part of initial purchase)	Food
Employee Salary & Fringe Benefits (subject to 3 yr rolldown)	General Expenses required to carry out overall program responsibilities
Subscriptions and professional activities	Interest and other financial costs
Personnel Administration	Legislative Expenses
Professional Development Activities	Promotional "give away" items
Teacher Internships	Student Internships
Travel	Student Scholarships
CTSO Advisor Support	Student Transportation
Substitutes	Textbooks, Tuition
	CTSO Student Support

Allowable Expenditures	
Advertising	These expenditures are allowable **ONLY** for the Nontraditional (NTO Project) and special populations' activities. In addition, all expenditures must be approved by KBOR <u>before</u> funds are expended. Failure to request and receive KBOR approval will result in the return of any expended funds as well as fiscal sanctions.
Communications	
Printing and Reproduction	

PROGRAM IMPROVEMENT ACTIVITIES

Mandatory Activities and Best Practices
Throughout the Perkins legislation, suggestions for improving career and technical education programs were identified in the form of "<u>mandatory and permissive activities</u>" or <u>goals</u> and supportive "best practices" or <u>strategies</u>. [*Sec. 118—Occupational and Employment Information, Sec. 122—State Plan, Sec. 124—State Leadership Activities, Sec. 134—Local Plan, Sec. 135—Local Uses of Funds*] Funding is provided with the expressed intent of achieving the nine mandatory activities. This section contains information regarding the nine mandatory activities, best practices/suggested activities, and planning pages for the Program Improvement Activities.

Perkins Program Improvement Activity and Progress Report Pages
The Application includes a Perkins <u>Program Improvement Activity and Progress Report</u> page for each of the **nine mandated Perkins activities** and for grant administration. These activity sheets must be submitted by all institutions seeking Perkins program improvement funding

The purpose of these activities is program improvement and, ultimately, attainment of the core indicators of performance accountability measures. The specific goal of each activity is indicated in the legislative reference on each of the program improvement activity pages. When completing the activity pages, consider the strategies/best practices, derived from the Perkins legislation, presented below and review the findings from the most recent Perkins monitoring visit and/or institutional program review.

Program Improvement Activity Page Format

Item Heading	Information to be Inserted
Line #	Line number for activity
Strategy/Activity	Identify the strategies/activities that will be taken to achieve the specified goal and improve the quality of CTE programs and core indicator performance
Evaluation Measures	Identify what will be used and/or how the strategies/activities will be evaluated to measure effectiveness. These measures should be observable and quantifiable.
Responsibility/Timeline	Identify the person(s) who will oversee implementation, monitoring, and evaluation of each strategy and significant dates or achievement points throughout the year to assist with monitoring activities.
Funding	Identify the amount of Perkins funding allocated to each strategy. If the activity is funded from a source other than Perkins, please simply identify the source.

The following is a list of legislated mandatory activities and strategies (or best practices) to improve the quality of career and technical education programs and subsequently the knowledge and skills of students and attainment of the core indicators of performance. While the activities are mandatory, the supportive practices are suggestions worthy of careful consideration when completing the program improvement activity pages. Do not consider the "strategies/best practices" as prescriptive or all inclusive!

1. Academic & Technical Activities
    Perkins Legislation: To strengthen the academic and technical skills of students by strengthening the academic and technical education components of programs. [Sec. 135(b)(1)]

    Strategies/Best Practices
    *   Integration:
        o   Infusing academic skills into technical courses.
        o   Using occupationally related applied learning strategies in academic courses.
    *   Alignment:
        o   Linking academic content with challenging academic standards.
        o   Linking technical content with relevant occupational knowledge/skills based on industry-recognized standards.
    *   Teaching technical students to the same rigorous academic standards as other students.
    *   Developing curriculum:
        o   Using program advisory committees to validate learning outcomes.
        o   Creating a rigorous, integrated and aligned curriculum.
        o   Encouraging academic and technical instructors to jointly develop curriculum.

2. Articulation/Postsecondary Linkages Activities
    Perkins Legislation: To link secondary with postsecondary career and technical education programs and postsecondary career and technical education programs with baccalaureate programs. [Sec. 135(b)(2), Sec. 135(c)(10)]

    Strategies/Best Practices
    *   Secondary/postsecondary articulation *(Mandated)*:
        o   Updating or expanding "Articulation Agreements."
    *   Creating aligned and non-duplicative sequences of courses.
        o   Permitting concurrent enrollment and/or dual credit.
        o   Establishing policies/procedures for awarding advanced placement and credit.
        o   Tracking and increasing utilization of existing articulation agreements.
    *   Postsecondary articulation *(Permissive)*
        o   Linking career and technical education programs with baccalaureate programs.
        o   Transferring academic/technical credits into baccalaureate colleges/universities.
    *   Securing annual approval of "Articulation Agreements" by lead administrators and KBOR

3. All Aspects of an Industry Activities
    Perkins Legislation: To provide students with strong experience in and understanding of all aspects of their chosen industry. [Sec. 135(b)(3)]

    Strategies/Best Practices
    *   Infusing "all aspects" into curricula and services:
        o   Regional labor market statistics, trends and job requirements.
        o   Horizontal and vertical career ladders to broaden career horizons.
        o   General employability skills needed for career mobility and success.
        o   Industry-wide management and production/service issues.
        o   Other topics identified in the definition of "All Aspects of an Industry."
    *   Expanding business/industry involvement:
        o   Assisting with entrepreneurship training.
        o   Infusing expertise into classroom *(guest speakers, field trips, resources, etc.)*
        o   Increasing work-based experiences *(field trips, job shadowing, and internships).*
        o   Using qualified business/industry professionals as adjunct faculty.
    *   Validating of curricula outcomes by program advisory committees.
    *   Employing personnel to coordinate business/industry experiences for students.

4. Use of Technology Activities
   Perkins Legislation: To develop, improve or expand the use of technology in career and technical education. [*Sec. 135(b)(4)*]

   Strategies/Best Practices
   - Infusing and expanding relevant technology in programs.
   - Leasing, purchasing, upgrading or adopting new technology and equipment.
   - Developing or updating realistic multi-year equipment replacement schedules.
   - Ensuring students acquire the technology related skills needed for entry into high-skill careers.
   - Collaborating with technology industries to provide internships, mentoring, and employment experiences for students.
   - Employing personnel to coordinate work-based technology experiences.

5. Professional Development Activities
   Perkins Legislation: To provide high quality and comprehensive professional development for teachers, counselors and administrators. [*Sec 134(b)(4), Sec. 135(b)(5)*]

   Strategies/Best Practices
   - Establishing intensive and sustained professional development programs.
   - Focusing professional development activities on instruction:
     o Strategies for achieving "Core Indicators of Performance."
     o Methods of effectively integrating academic and technical education.
     o Incorporation of applied learning strategies.
     o Techniques for teaching "All Aspects of an Industry."
     o Staying current with needs, expectations and practices of business/industry.
     o Research based effective teaching skills.
     o Effective use and application of technology to improve instruction.
     o Improving instruction for Special Populations including nontraditional students.
     o Use of student and program assessment data to improve instruction.
     o Understanding requirements of Perkins legislation.
   - Arranging relevant business/industry experiences and/or internships for educators.
   - Establishing a comprehensive professional development plan for each educator.
   - Involving participants in determination and evaluation of in-service activities.

6. Program Evaluation Activities
   Perkins Legislation: To develop and implement evaluations of career and technical education programs, including how needs of special populations are being met. [*Sec. 135(b)(6)*]

   Strategies/Best Practices
   - Assessing/analyzing:
     o Attainment of "Core Indicators of Performance."
     o Student numbers and trends *(enrollment, completion, placement, etc.)*.
     o Levels of student satisfaction.
     o Extent of academic and technical integration in courses/programs.
     o Involvement of business/industry *(school-based and work-based)*.
     o Relevance of program to regional labor market.
   - Creating and implementing student achievement and program evaluations.
   - Developing program "Strategic Improvement Plans" based upon assessments.
   - Utilizing program advisory committees:
     o Approving student learning outcomes.
     o Functioning as independent "third party" program evaluators.
     o Determining appropriateness of program "Strategic Improvement Plans."
   - Ensuring preparation for nontraditional fields is encouraged and respected.
   - Tracking and reporting industry-recognized credential, certificate or degree awarded.

7. Improve, Expand and Modernize Program Activities

Perkins Legislation: To initiate, improve, expand and modernize quality career and technical education programs. [*Sec. 135(b)(7)*]

Strategies/Best Practices
- Expanding program offerings at times or in formats more accessible for students.
- Curriculum development activities
- Acquire external business and industry related program certification/accreditation
- Implement program modifications to ensure program and student learning outcomes are aligned with business and industry standards
- Involving program advisory committees in improving and modernizing programs.

8. Sufficient Size, Scope and Quality Activities

Perkins Legislation: To provide services and activities that are of sufficient size, scope and quality to be effective. [*Sec. 135(b)(8)*]

Strategies/Best Practices
- Refining programs to incorporate elements in Perkins definition of "Programs of Study."
- Keeping "program approvals" up-to-date with the Kansas Board of Regents.
- Ensuring classroom/laboratory settings simulate workplace environments.
- Staffing programs with adequate personnel *(faculty and support).*
- Increasing student enrollment, completion and placement to justify program continuation.
- Basing breadth and depth of learning outcomes on current job requirements.
- Using program advisory committees:
  - Evaluate to what extent programs meet regional labor market needs.
  - Annually validate the occupational relevancy of learning outcomes.
- Increasing business/industry involvement:
  - Expanding work-based experiences *(job shadowing, internships, cooperative education, work experiences, etc.).*
  - Infusing expertise into classroom *(guest speakers, field trips, resources, etc.).*
- Ensuring programs prepare students for high skill, wage or demand occupations.
- Ensuring preparation for nontraditional careers is encouraged and respected.
- Improving accessibility to program information and statistics for prospective students and the public.
- Providing career guidance and academic counseling.

9. Special Populations Activities

Perkins Legislation: To provide activities to prepare special populations for high skill, wage or demand occupations that will lead to self-sufficiency. [*Sec. 135(b)(9)*]

Strategies/Best Practices
- Establishing or refining non-discrimination policies/procedures.
- Implementing strategies to overcome program enrollment and completion barriers.
- Redesigning programs to enable attainment of "Core Indicators of Performance."
- Making modifications to curriculum or equipment.
- Employing classified/supportive personnel/aides.
- Expanding/aligning student services *(assessment, counseling, financial aid, job placement).*

- To apply for Perkins funding, submit the following required Application documents, in <u>electronic format</u>, to your KBOR Perkins liaison:

  Lisa Beck – lbeck@ksbor.org
  Barbara Stapleton – bstapleton@ksbor.org

  Your KBOR liaison will work with each institution to make any adjustments or changes, and you will be notified when it is unofficially approved. Documents must be submitted by COB <u>May 23, 2014.</u>

    Required documents:
      Part II (a) – Institutional Programs of Study Inventory
      Part II (b) – Performance Improvement Plan for Unmet Core Indicators (if applicable)
      Part II (c) – Perkins Program Improvement Activity and Progress Report
      Part III (a) –Budgeted Breakdown of Expenses
      Part III (b) –Program Expenditures Report

- Upon review and approval by KBOR staff, a <u>signed</u> copy of the <u>entire</u> Local Application for Program Improvement Funds (Parts I, II and III) will be requested. The final document, with all signatures, may be emailed to cbeene@ksbor.org. No hardcopy will be required.   You will receive a final copy with KBOR signatures upon final approval.