Carl D. Perkins Career and Technical Education

MCCCD Program Planning Tips

**Using Perkins Funding:**

As a local eligible educational recipient of Perkins funding, MCCCD will be required to:

1. Submit new Comprehensive Local Needs Assessment:
	1. Review PY21 Maricopa Postsecondary Local Needs Assessment (attached),
2. Submit an application which includes how we are addressing our needs assessment outcomes,
3. How we will use the funds, as it relates to the needs assessment conducted.

**It should be noted that when an organization that receives funding but does not utilize all of the allocated funds, the U. S. Department of Education could reduce the state’s allotment of funds for any fiscal year in the exact portion by which the state fails to meet its fiscal effort of utilizing funds.** Thus, it is imperative that when requesting Perkins Funds, the funds are spent during the year.

**Funding Requirements:**

Perkins funding will be used to support career and technical education programs that are sufficient in size, scope, and quality to be effective and that:

1. **Career Exploration/Career Development**

Provide career exploration and career development activities through an organized, systematic framework designed to aid students before and while participating in a CTE program, in making informed plans and decisions about future education and career opportunities and program of study.

1. **Professional Development**

Provide professional development for teachers, faculty, school leaders, administrators, specialized instructional support personnel, career guidance and academic counselors, or paraprofessionals.

1. **Skill Development**

Provide the skills necessary to pursue careers in high-skill, high-wage, or in-demand industry sectors or occupations.

1. **Academic Integration**

Support integration of academic skills into CTE programs and programs of study to support achieving academic skills.

1. **Increased Student Achievement**

Plan and carry out elements that results in increasing student achievement; equal access for all individuals, including special populations; provides access to industry-recognized certification or postsecondary credentials.

1. **Evaluation and Accountability**

Develop and implement evaluations of programs; monitor program for effectiveness; and reviews results and makes adjustments as necessary.

To aid in the planning process, some of the most important guiding principles for program selection and plan development are outlined below; this is not a comprehensive list of requirements:

* **Preferred Use of Funds:** ADE favors Perkins V funding spent on specific program improvements and increasing program measures. Plans may use funds for program supplies, equipment and professional development where demonstrated need and justification is provided.
* **Request for funding should be based on the NEEDS of your program.** This is the opportunity to sell your program and how it will benefit the students you serve.
* The Programs submitted for funding need to be represented on the ADE CTE Program List FY22 - an exact CIP (Classification of Instructional Programs) code match is not required.
* ADE prefers that Programs submitted for funding lead to a National/State licensure or certification.
* Emphasis on Programs vs. Services: the majority of funds (at least half) should be dedicated to ‘Programs’ (Nursing, Business Management, Information Technologies) as opposed ‘Services’(tutoring, advising, disability resources) – Remember, *‘What does your program NEED to be successful?’*
* If you are allocating salary to full-time or part-time positions, **make sure that job descriptions and explain the NEED for the position.** We need to make sure that we are identifying the needs of each requested position.
* Please **highlight intended computer purchases (laptops, IPads, etc) on campus plans, including programs/services that these items would be purchased to support**. These items need to be called out individually on the application.
* Amendments – you will have the opportunity to request changes to your plan and budget approximately three times each grant year. Any changes to the established list of Programs or Services must be made by February 1.