

**CHANCELLOR'S OFFICE CALIFORNIA COMMUNITY COLLEGES
WORKFORCE AND ECONOMIC DEVELOPMENT DIVISION
CAREER EDUCATION PRACTICES UNIT**

**Perkins IV
Title I-B Collaborative Project
REQUEST FOR APPLICATIONS
Instructions, Terms and Conditions**



Program and Funding Fiscal Year: 2012-2013

Application Deadline: Applications must be received at the Chancellor's Office by 5:00 p.m. on Friday, May 25, 2012

APPLICATION SUBMITTAL CHECKLIST

NOTE: This checklist is a tool for Districts to use when submitting their applications. **If the District/College Application contains the following information, then the packet will be complete.**

- Four (4) copies of the application with the material put together in the order set forth below.
- All four (4) of the copies must have original signatures (all signatures must be an ink color other than black) on the:
 - Grant Agreement Face Sheet (*Chief Executive Officer/Designee signature*)
 - Application Budget Summary (*Chief Business Officer/Designee signature*)
 - Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements (*Chief Executive Officer/Designee signature*)
- Correct RFA Specification number placed in upper right-hand corner of each grant agreement face sheet page
- Contact Page (*See Appendix A*)
- Application Consortium Data Sheet (*See Appendix A*)
- Application Abstract (*See Appendix A*)
- Table of Contents
- Statement of Need (*Use a Narrative Format*)
- Annual Workplan: (*See Appendix A*)
 - Objectives (*Address RFA Specifications*)
 - Activities (*Address RFA Specifications*)
 - Performance Outcomes (*Address RFA Specification*)
 - Timelines (*Address RFA Specification*)
 - Responsible Persons
- Project Management
- Application Budget Summary (*4 original CBO/Designee signatures*) (*See Appendix A*)
- Application Budget Detail Sheet (*See Appendix A for Format Example and Blank Form*)
- Dissemination
- Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements (*See Appendix A*)
- No supplemental material (***DO NOT*** include appendices or other supplemental information unless specifically requested in the RFA Specification)
- Completed packets stapled in upper left corner (***DO NOT*** use binders or other covers.)
- Mailing envelope is labeled **Career Education Practices Perkins Title I-B Collaborative Project Grant Application Enclosed**. The applications must be received at the Chancellor's Office by 5:00 p.m. on Friday, May 25, 2012.

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Section I: Renewal Application Information and Processes

A. Intent

The Chancellor's Office of the California Community Colleges is requesting renewal applications to continue to improve career and technical education programs and services for all segments of the population and to improve access for individuals who are inadequately served or underrepresented. These activities are consistent with the purposes of the Carl D. Perkins Career and Technical Education Improvement Act of 2006 (Perkins IV) [Public Law (P.L.) 109-270]; and the Career education policies adopted by the Board of Governors of the California Community Colleges.

This Request for Applications Specifications for Grant Renewals Instructions, Terms, and Conditions, 2012-2013 (RFA), contains general instructions, procedures, formats, and timelines for submitting renewal applications to the Chancellor's Office, California Community Colleges (COCCC).

The RFA has been developed with the intent of establishing, to the extent possible, consistent practices and procedures for the submission and granting of funds for priorities established by Perkins IV. Applications must be submitted utilizing the format, forms, and sequence described in this document and address the RFA Specification under which they are applying.

B. Purposes/Uses of the Funds

The purpose of the Perkins IV funds is to develop more fully the academic, career, and technical skills of secondary education students and postsecondary students who elect to enroll in career and technical education programs by:

1. Building on the efforts of states and localities to develop challenging academic and technical standards and to assist students in meeting such standards, including preparation for high skill, high wage, and/or high demand occupations in current or emerging professions.
2. Promoting the development of services and activities that integrate rigorous and challenging academic, career and technical instruction, and that link secondary and postsecondary education for participating career and technical education students.
3. Recommending methods to improve services and activities designed to develop, implement, and improve career and technical education.
4. Ensuring the dissemination of current information on best practices that improve career and technical education programs, services, and activities.
5. Providing technical assistance and training that:
 - A. Promotes leadership, initial preparation, and professional development at the State and local levels; and

- B. Improves the quality of career and technical education teachers, faculty, administrators, and counselors;
- 6. Supporting partnerships among secondary schools, postsecondary institutions, baccalaureate degree granting institutions, area career and technical education schools, local workforce investment boards, business and industry and intermediaries.
- 7. Providing individuals with opportunities throughout their lifetimes to develop, in conjunction with other education and training programs, the knowledge and skills needed to keep the United States competitive.

C. Funding Category

Renewal applications for Career Technical Education projects are being solicited for funding as authorized under Title I, Part B - State Provisions, Section 124 Special Projects - State Leadership Activities.

RFA Specification Numbers

- 012-156** Information & Communication Technologies Collaborative
- 012-157** Work-Based Learning Collaborative
- 012-158** Agriculture and Natural Resources Collaborative
- 012-159** Business Education Collaborative
- 012-160** Family and Consumer Sciences Collaborative
- 012-161** Health Occupations Collaborative
- 012-162** Industrial and Technical Education Collaborative
- 012-163** Public Safety Occupations Collaborative
- 012-164** Career Development Collaborative
- 012-165** Special Populations Collaborative

D. Eligibility

Only California Community College Districts are eligible to be fiscal agents.

E. RFA Clarification

If any ambiguity, conflict, discrepancy, omission, or other error in this RFA is discovered, immediately notify the Chancellor's Office of the error and request a written modification or clarification of the document. A clarifying addendum will be given to all parties who have obtained the RFA, without divulging the source of the request. In so far as practical, the Chancellor's Office will give such notice to other interested parties, but the Chancellor's Office shall not be responsible for failure to do so.

F. Project Selection

Renewal projects are reviewed and recommended for funding by the appropriate Career Education Practices Unit Perkins IV Project Monitor.

G. Resources

Appendix B contains resources and information that are an important part of Perkins IV, Title I, Part B. This includes an overview of funding areas for State Leadership activities as written in Section 124 of the California State Plan for Career and Technical Education and the recommended and permissive uses of Title I, Part B Leadership funding. These resources are provided to the grantee and should be reviewed during the development of the collaborative application.

H. Calendar of Key Dates

Be advised that within the Renewal Application process there are important deadlines. The following is a tentative listing of these key dates:

May 25, 2012	Deadline for Receipt of Grant Applications <i>(No later than 5:00 p.m.)</i>
July 1, 2012	Projects Operational
October 25, 2012	1 st Quarter Year-to-Date Expenditure and Progress Report Due
January 25, 2013	2nd Quarter Year-to-Date Expenditure and Progress Report Due
April 25, 2013	3rd Quarter Year-to-Date Expenditure and Progress Report Due Last day for amendments
June 30, 2013	All projects completed
July 25, 2013	4th Quarter Year-to-Date Expenditure and Progress Report Due
August 31, 2013	Final Reports and Claims Due and Progress Report Due

NOTE: All reports with due dates that fall on a weekend or a holiday are due by close of business on the last working day **prior to the reporting deadline**. Extensions of reporting deadlines may be made with the approval of the Project Monitor.

Section II: Application Submittal Procedure

- a. Submit four (4) copies of the application four (4) copies with ORIGINAL SIGNATURES; by **5 p.m. on Friday, May 25, 2012**. **All signatures must be in an ink color other than black.** Label the outside of the mailing envelope to:

Paul Barth, Career Education Practices Unit
California Community Colleges Chancellor's Office
1102 Q Street
Sacramento, CA 95811-6549

Attention: CTE Perkins Title I-B Collaborative Project Grant Application Enclosed

- b. Staple the application in the upper left-hand corner. Please DO NOT use binders or other covers. Also, please DO NOT include appendices or other supplemental information such as letters of support unless specifically requested in the RFA Specification.
- c. Grant Agreement Face Sheet must be signed by the district's Chief Executive Officer (or Authorized Designee) to bind the grantee to its provisions. All of the four (4) copies **MUST** have ORIGINAL SIGNATURES. **(All signatures must be a ink color other than black.)**
- d. Budget Summary page or pages must be signed by the Chief Business Officer (or Authorized Designee). All of the four (4) copies **MUST** have ORIGINAL SIGNATURES. **(All signatures must be an ink color other than black.)**
- e. Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements must be signed by the Chief Executive Officer (or Authorized Designee). All of the four (4) copies **MUST** have ORIGINAL SIGNATURES. **(All signatures must be an ink color other than black.)**

The contact person for this grant is Paul Barth; (916) 323-3895 or via e-mail at: pbarth@cccco.edu

Section III

RFA Specifications Instructions and Project Overview

RFA Specification Numbers

012-156	Information & Communication Technologies Collaborative
012-157	Work-Based Learning Collaborative*
012-158	Agriculture and Natural Resources Collaborative
012-159	Business Education Collaborative
012-160	Family and Consumer Sciences Collaborative
012-161	Health Occupations Collaborative
012-162	Industrial and Technical Education Collaborative
012-163	Public Safety Occupations Collaborative
012-164	Career Development Collaborative*
012-165	Special Populations Collaborative*

NOTE: These RFA specifications are generic for the use of all disciplines.

<i>Program Division:</i>	Workforce and Economic Development Division
<i>Division Vice Chancellor:</i>	Van Ton-Quinllvan
<i>Funding Source:</i>	Perkins IV
<i>Funding Category:</i>	Title I-B (State Leadership)
<i>Performance/Funding Period:</i>	July 1, 2012 through June 30, 2013
<i>Maximum Funds Available:</i>	\$270,000
<i>Number of Awards:</i>	<i>One for each RFA Specification Number</i>
<i>Match Requirement:</i>	None

NOTE: *These collaboratives reach across all programs areas and may have different requirements and funding levels.

Purpose

The purpose of these collaborative projects is to improve career and technical education programs and instruction in each discipline/industry cluster. Program improvement will be fostered by statewide collaboration and partnership development. Activities will focus on developing effective practice models for implementation by faculty at the local level. Funded activities are **strictly for projects with statewide impact or scope**, and are for program improvement or enrichment, not on-going operations.

The Career and Technical Education State Leadership priorities are listed below. Applicants must address all five of the priorities. The priorities for Perkins IV State Leadership funds are:

1. Performance Accountability
Including Research and Assessment
2. Curriculum Development and Improvement
Including Dissemination and Public Relations
3. Professional Development
4. Student Support Structures
Including Student Leadership, Counseling and Other Support Services
5. Partnership Development/Improvement
Including Linkages, Public Relations, and Resource Development (Funding)

Application Format and Instructions

The following instructions prescribe the mandatory format and approach for the development and presentation of the application. Application format instructions must be followed, all questions must be answered, and all requested data must be supplied. Specification information is provided to assist in the presentation of the data. As instructed herein, use the forms, narrative format, and the RFA Specifications to prepare project applications.

Overview of Components of Application

1. Grant Agreement Face Sheet
2. Contact Page
3. Application Consortium Data Sheet
4. Application Abstract
5. Table of Contents
6. Statement of Need
7. Annual Work plan
 - a) Objectives
 - b) Activities
 - c) Performance Outcomes
 - d) Timeline
 - e) Responsible Person(s)
8. Project Management (including consortium)
9. Application Budget Summary and Budget Detail Sheets
10. Dissemination
11. Certifications

You must use the forms in Appendix A. Computer facsimiles of the forms provided on the Chancellor's Office website may be used, but under no circumstance may the language on these forms be altered.

All forms are also available on line at:

<http://www.cccco.edu/SystemOffice/Divisions/EconDevWorkPrep/CTE/Grants/VETA1b/tabid/520/Default.aspx>

1. Grant Agreement Face Sheet

- a. Place the RFA Specification number in the upper right-hand corner.
- b. Obtain the signature of the district Chief Executive Officer (or Authorized Designee) on all four copies. (All signatures must be an ink color other than black.)

2. Contact Page

(Form provided in Appendix A)

Place the completed Contact Page behind the Grant Agreement Face Sheet.

3. Application Consortium Data Sheet

(Form provided in Appendix A)

Complete this form and include with application package.

4. Application Abstract

(Form provided in Appendix A)

- a. The abstract should simply and concisely summarize the entire application in approximately 250 words and must not exceed the space provided on the form. Included must be statements on the objectives, solutions, expected contribution or impact on the **applicable** funding priorities, and resulting expected outcome.
- b. Place the Abstract immediately behind the Contact Page. We reserve the right to ask for a copy of this in electronic format.

5. Table of Contents

(Form not provided)

- a. The narrative pages shall be numbered in sequence, with the numbers centered at the bottom of each page.
- b. The Table of Contents shall be on a separate page, with each component of the application listed and page numbers indicated.
- b. Place the Table of Contents behind the Abstract Page.

6. Statement of Need

This is an important area, please read carefully and respond to all points. No form has been provided for this section as it requires a narrative format.

Specifications

Applicants for these funds must develop collaborative projects as statewide service delivery structures created by community college representatives and their business and industry partners to accomplish complete implementation of statewide models for effective practices.

It is important for the collaboratives to receive input from business and industry, college faculty, and staff. The corresponding specific industry/discipline advisory committee funded through Perkins IV will provide much of this input. In addition to this input the collaborative may choose to form a steering committee that is tasked to help produce and guide the projects that are funded through the collaborative. If a steering committee is formed then due diligence is necessary in making sure its composition is diverse and inclusive of statewide community college regions, and members have subject/program area expertise.

1. The approach shall be to develop effective practices in each of the five priority areas named in Section III, of the RFA Specifications, Instructions & Project Overview. Activities and/or products must be designed to serve as statewide effective practice models that local colleges or districts may implement in the specific discipline/industry clusters to improve their programs and services.
2. These activities or products shall result from system and statewide wide intensive collaborative planning efforts, which include Perkins Core Indicator Analysis, labor market analysis, program review, and industry, labor and community dialogue.

Project objectives/activities shall be linked to programs as listed in the Taxonomy of Programs (TOP Codes), particular to the specific discipline/industry. Projects must broadly represent subject matter Career Technical Education TOP Codes.

Instructions

The narrative or must plan include:

- A description of the collaborative's response to the needs identified by their specific discipline/industry advisory committee to meet the current requirements for job training. This section of the application should describe the proposed purpose, objectives, and/or solutions for addressing these needs, and be agreed upon through planning sessions of the collaborative steering committee members and/or the feedback of the collaboratives corresponding advisory committee as applicable.
- Provide enough information to show that the proposed objectives, approaches/solutions are feasible and will ultimately result in having a positive impact on multiple regions of the state through meeting industry/workplace current labor market needs (demonstrating what steps will be taken to institutionalize the proposed solutions in the short- and long-term).

- Explain how the proposed objectives, approaches/solutions will meet the needs of special populations by helping to draw them into current or emerging profession and other activities that will expose them to high skill high wage, or high demand occupations. Special populations include individuals with disabilities, with limited English proficiency, foster children, or those training for nontraditional occupations, displaced homemakers, single parents or single pregnant women, and non-traditional fields.

7. Application Annual Workplan

I. Specification-- Required Objectives (See minimum required objects in II)

The following objectives must be addressed in the application on the Annual Workplan form.

- a. Research and assess student and employer needs through the use of the Chancellor's Office MIS Perkins Core Indicator reports if accessible. If not accessible, use other appropriate survey or research results such as EDD LMI data. College/district MIS data comparisons, or other follow-up research may supplement the analysis of statewide MIS data.
- b. Analysis of the above mentioned appropriate CTE program area Core Indicator Reports is required, including special population data analysis. In some instances this data may not be current or accessible; though every effort must be made to find and use other relevant outcome data. The results of these studies must be shared with the related Perkins advisory committee.

These studies must be completed during the first half of the fiscal year so that the related industry/discipline Perkins advisory committee may use the studies to advise the collaborative as to the upcoming year's application objectives. Explain how your project activities will improve core indicator performance levels in the indicator areas of skill attainment, educational persistence, employment, and non-traditional participation and completion.

- c. In your discipline area(s) develop a plan for the improvement of programs and services at state, regional and local levels. Work with agencies and organizations responsible for career and technical education as well as those involved with economic and workforce development and preparation, and make recommendations to the related advisory committee and the Chancellor's Office in the final report and in appropriate venues (workshops, webinars, publications, collaborative website, etc.).
- d. For curriculum development activities, grantees should adopt a skills panel process when responding to labor market needs that:
 - incorporates the latest subject area concepts/ideas and relevant technology, in both curricula and in how the curricula is delivered;
 - is current with respect to business and industry standards and needs;
 - defines how the curriculum articulates into a career pathway(s) or system of stackable credentials or contextualized basic skills where relevant:

- maps to a career readiness assessment.
- e. Provide statewide professional development workshops and activities which:
- teach effective practices of curriculum design and instructional methodology;
 - encourage the application of new strategies, skills, knowledge, and learning environments;
 - focus on student support services and include effective practice models that provide all students with opportunities to enroll in, succeed in, and benefit from instruction by finding rewarding employment and/or furthering their education.
- f. Identify barriers, in addition to services and instructional programs that influence access and success of students who are members of special populations. For each special populations group selected, identify:
- the barrier(s),
 - the strategy(ies) for addressing the barrier(s),
 - the expected student outcomes,
 - best practices that demonstrate successful strategies.
- g. Identify, compile and disseminate a list of resources that would be useful across the discipline to:
- provide career and technical education personnel with current knowledge, skills, curricula, equipment, and facilities;
 - programs and services that can provide students with the knowledge and skills necessary to meet their needs;
 - meet California's labor market needs to contribute to the continued economic development and growth of the State; and
 - include www.CACareerCafe.com (for community college students) and www.WhoDoUWant2B.com (for high school students) in resource lists.
- h. In collaboration with the regional consortias and the Career Development Collaborative identify examples of local effective career development services and programs that:
- focus on student support services and include effective practice models that provide all students with opportunities to enroll in, succeed in, and benefit from instruction by finding rewarding employment and/or furthering their education; and
 - meet California's labor market needs to contribute to the continued economic development and growth of the State; increase access to, and success in career and technical education for all students who elect to enroll in career and technical education programs, particularly members of special populations.
- i. Funded activities are strictly for projects with statewide impact or scope, and are intended for program improvement. Each applicant must include at least one subgrant funded community college partner from a different region who will implement some of the project activities.

II. Specification: Minimum Required Activities

Minimum required project activities for the statewide collaboratives include:

- a. Collaboration with the Perkins IV funded leadership committees & consortias. Including: statewide advisory committees, the Statewide Academic Senate and the Chancellor's Office staff, to
 - develop statewide groups and partnerships within the discipline to address the objectives;
 - provide communication about and dissemination of project activities, outcomes and products to all community college providers of specific discipline/industry cluster education.
 - create and maintain a website to share information about the project and it should provide relevant and up-to-date information concerning the collaborative and its projects, including products, meeting minutes and professional development activities. It should also contain a current list of those involved in the collaborative, including the fiscal agent, project director(s) and members.
 - All publications and websites must meet the requirements in the Legal Terms and Conditions (*Section 13, Products and Deliverables, subsections d and e*); such as referencing California Community College in the heading/name, meeting ADA accessibility standards (*Section 30*), and including a disclosure statement similar to: *This website is funded fully or in part by a Carl D. Perkins Title I, Part B State Leadership Grant, # 12-XXX-xx, awarded by the California Community Colleges Chancellor's Office.*”
- b. Communication and coordination of project activities with related workforce development programs:
 - California Community College Economic and Workforce Development Program Initiatives <http://www.ccewd.net/> Higher Education institutions relevant to the discipline
 - High school to college transition programs
 - Workforce Investment Act/One-Stop-Centers
 - Other Perkins state leadership projects, including the regional consortias. <http://cccae.org/Colleges/consortia-contact.html>
- c. Awardees are required to meet with their program related statewide advisory committee at least twice a year, either in person or via remote means. They are also required to provide relevant informational updates to, and keep open lines of communication with the regional consortias in order to promote their concepts and trainings related to professional development, and to share products and tools created by the collaborative.
- d. The non-industry statewide collaboratives such as Career Development, Special Populations and Work-Based Learning are required to develop cooperative relationships with all the Perkins I-B discipline/industry collaboratives and the regional consortias. These committees should develop methods to share information

with the groups above, by means such as regional workshops, statewide professional development, newsletters and through their websites.

- e. A minimum of one statewide meeting consisting of Perkins leadership groups is anticipated. The collaborative should budget for their director(s) and fiscal agent to attend. The Chancellor's Office will assist in convening and facilitating these statewide meetings.
- f. Selected activities must comply with the required and permissive use of Perkins IV funds, as described in Title I-B, Section 124 (b) of the Carl D. Perkins Career and Technical Education and Improvement Act of 2006. (See Appendix B Resources) Projects are not required to engage in all permissive activities but they must address all nine required activities. Some of these activities, such as training & assistance for students (# 1,2,4 & 5) may be met via training for faculty and staff who in turn will be working with students and sharing these competencies.

The Annual Workplan serves as the statement of work for the proposed project. Use the applicable form(s) provided in Appendix A (and available online at: [Perkins IV, Title 1, Part B Grant and Contract Information](#)) to outline the sequence of objectives, activities, performance outcomes, timeline and responsible person(s). The workplan also serves as the major foundation for linking the various pieces of the application together. Thus, it is important that objectives of the workplan be clearly stated, and each corresponding activity delineated along with appropriate performance outcomes, timelines, and providing a list of those persons responsible.

a. Objectives

- The RFA Specification has identified the minimum Required Objectives. The applicant must address these Required Objectives. Additional project objectives may be added. All objectives must be relevant to the project. Objectives must be itemized, prioritized and stated in measurable terms.

Example: Eighty percent (80%) of the 35 faculty completing the Internet Professional Development workshop will incorporate best practices learned into their classroom, as evidenced by revised curriculum outlines and team teaching strategies.

- The project objectives provide the foundation for developing the approaches or solutions to be used in addressing the need/problem and serve as the basis for determining performance outcomes.

b. Activities (*Refer to Specification II "Minimum Requirements"*)

- Under this section, describe the activities required to accomplish each of the project objectives.
- The applicant must also demonstrate that the activities are sufficient to achieve each of the proposed outcomes.

c. Performance Outcomes

- Expected performance outcomes are reasonable and based on the proposed project objectives and activities.
- The application should identify the type of documentation to be used to show evidence of achievement, e.g., projected student completion rates, milestones, benchmarks, staff and faculty trained and types and locations of workshops.

d. Time Line

- Provides a monthly calendar of projected completion dates for key activities.

e. Responsible Person(s)

- Individual(s) responsible for completing key activities should be identified by name and position.

8. Project Management

Specifications

Address the requirements for the project management plan in a narrative (charts/graphs may be used) as outlined below. In this section the grantee will describe the capacity of the college to attain the desired outcomes of the statewide collaborative project, utilizing the staff and committee members working to achieve the goals of the project.

Instructions

- a. Provide an organizational chart for the project.
- b. Provide a management plan for operating the project.
- c. Describe the involvement of project staff (fiscal agents, directors, support staff and members) including their responsibilities and the approximate amount of time they plan to spend on project activities. Provide a summary of each individual's experience (no more than two pages total). Those who will implement the project(s) should be involved in the planning. If not, and if the key personnel are to be chosen later, include a summary job description and the duties of such personnel.

9. Application Budget Summary and Budget Detail Sheet

- a. Complete the appropriate **Application Budget Summary or Summaries** (See Crossover Chart in **Appendix A** to determine expenditure classifications). Identify any matching funds. NOTE: Perkins IV funds do not require a match. When entering dollar amounts, round off to the nearest dollar. **DO NOT TYPE CENTS.**

NOTE: The purpose of the Budget is to indicate whether the project is well planned and reasonable in scope. Technical errors in the budget can be changed if the project is recommended for funding, as long as the request does not exceed the maximum amount allowable.

To substantiate the Application Budget Summary, submit a Budget Detail Sheet. (See Example of Budget Detail Sheet format and Crossover Chart in **Appendix A**.) The Budget Detail Sheet lists the cost breakdown of each budget classification amount requested. Indicate specific rates and amounts.

If an application involves a consortium, clearly identify in the budget, funds that will go to each district/college in the consortium. In addition, the applicant must complete the Application Consortium Data Sheet.

The budget process must be open and transparent and the grantee must adhere to the Legal Terms and Conditions in *Article II*, located in Appendix C. It is the responsibility of the fiscal agent to ensure that the directors and staff of the collaborative follow these requirements.

- b. The indirect costs (overhead) for this project cannot exceed four percent (4%) of the total direct costs (line 8 of the application Budget Summary). The following formula may be used to determine the indirect:

- For specific or maximum award amounts, i.e., the RFA specifications dictate the amount that an applicant can request:

Total grant amount – (total grant/1.04) = indirect administrative costs

For example: \$100,000 – (\$100,000/1.04) = \$3,846

Total grant = \$100,000 i.e., \$96,154 + \$3,846

- c. Supervision/Administration costs (not directly involved in the day-to-day ongoing activities) **cannot exceed five percent (5%)**.
- d. Equipment costs are allowable for Perkins IV Title I-B funds. However, a justification is required. If projects are planning to request funds for equipment, then they must identify the item(s) and the cost. The request must support one of the following; curriculum development, professional development, partnerships, accountability, or student support structures. All equipment requests will require the Project Monitor's approval.
- e. The district/college Chief Business Officer's original signature is required on at least four copies of each Application Budget Summary. **(All signatures must be an ink color other than black.)**
- f. For Travel (Object 5000), district travel and reimbursement policies apply. Only travel necessary to the project is allowed. List travel purpose and estimated cost. **Any out-of-state travel requires pre-approval of the Project Monitor.** Forms for submitting out-of-state travel requests are available on the Career Education Practices Unit website, along with a Q & A information sheet.

- g. Refer to *Appendix C, Article I*, Program Specific Legal Terms and Conditions for budget change instructions.

10. Dissemination

- a. Project staff are required to disseminate their findings and work products throughout the State utilizing regional conferences which may include meetings of the Community College League of California, the Academic Senate, the California Community Colleges Association of Occupational Educators, the Chancellor's Office Annual Conference and/or other annual meetings. Additional methods of dissemination such as list serves, websites, social media and other e-media are encouraged.
- b. Documents, reports, materials or grant products produced as a result of the grant are public documents and should be disseminated to other community colleges. Describe how grant materials or products will be distributed to other community colleges, resource libraries, or other organizations. Indicate if electronic forms of dissemination will be used. **The Chancellor's Office Project Monitor must review and approve final products, materials, or documents before dissemination.**
- c. Products (publications and websites) shall contain a notation disclosing the source of funds (*Article II, #13*). Websites must also meet additional requirements; refer to page 11 (Section II, a) of this document for more information and examples.

11. Certifications

Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements must be signed by the Chief Executive Officer (or Authorized Designee). All four (4) copies **MUST** have ORIGINAL SIGNATURES. **(All signatures must be an ink color other than black.)**

Section IV:

Reporting Requirements

Refer to Appendix D to review the online year-to-date quarterly reporting and final reporting instructions for the 2012-2013 Statewide Discipline/Industry Collaborative. These documents will also be posted on the Career Education Practices website under the corresponding fiscal year.