

SLCC CTE Perkins Program Support Proposal

Grant Period July 1, 2027 – June 30, 2028 (FY28)

Depart/Program of Study	
Name of Project	
Name/Title of Applicant(s)	
Total Amount Requested	

Notice to Departments Using Perkins

Due to ongoing audit and compliance concerns, SLCC Executive Cabinet has approved procedures regarding how long employees can be funded on Carl D. Perkins Grant Funds. These procedures limit funding for employees on Perkins funds for not more than three years. In addition, it is also not allowable to switch an employee in the same department on to Perkins funds who has not been previously funded. If you are seeking funding for a full or part-time employee (full or partial funding) you **must** provide a plan in your application as to how you will phase the position off Perkins funding within three years of the first award. These procedures affect all areas (Academic Affairs, Student Affairs, Business Services) of the college. Applications without this required information will not be reviewed for funding.

*New to Perkins V – any item that is not identified through the Comprehensive Needs Assessment cannot be funded using Perkins. This assessment is completed no less than biennially. This includes any positions that may be requested. If funding for a position is approved in one needs-assessment, it will require the 1/3 stepdown. If in the next needs-assessment it is not identified as a need, it can no longer receive funding.

Funding for tutors and other services that are already in place to assist in achievement of academic success are no longer permitted under the Utah State Plan.

Decide on measurable, quantifiable, significant achievements that you expect the proposal to achieve, or complete a program needs assessments. You may include letters of support from industry, PAC members, or collaborating local school district personnel.

Academic programs must have an active Program Advisory Committee in place to receive funding (membership list and meeting minutes submitted to CTE@slcc.edu).

When possible, conceptualize those achievements as to how they support or contribute to the outcomes you describe in your Evaluation Criteria section; provide examples of possible outcomes, i.e., special population access, competency/skill achievement, retention (completion) and/or placement.

Carl Perkins funding is a federally funded grant. All regulations regarding grant activities, including but not limited to equipment purchases, program development and salaries must meet and follow all statutory guidelines. All application submissions must include answering the Principal Investigator's Assurance Statement.

Approximate timeline for funding:

- August 1, 2026 – applications available online
- December 16, 2026 – all applications due
- February 2027 – Program Support Committee establishes recommendations to Cabinet
- May 15, 2027 – funding allocations determined
- June 2027 – documents for indexes sent to departments
- July 1, 2027 – ALL PAFs for employees due
- October-November 2027 – anticipated state approval for equipment purchases
- December 31, 2027– all money for equipment must be encumbered or spent by this date. Funding for other student supports (ie – child care vouchers) must be at 50% by this date.
- January 2, 2028 – money not encumbered/spent to be reallocated to other Perkins requests
- June 30, 2028– last date for equipment to be received, installed AND in use in the classroom setting. Any equipment or invoices that arrive after this date become the fiscal responsibility of the department purchasing the equipment.

Please note that any piece of equipment that is over \$5,000 must have state approval before any purchases can be made. This approval process is

one that the CTE office takes care of; departments do not need to do anything beyond submitting the required documentation listed in this application. Any equipment purchases that have 'terms and conditions' MUST be approved through SLCC Risk Management prior to purchase once state approval has been granted. By federal regulations, all equipment must be received, installed, paid for, and in use prior to the end of the fiscal year, **failure to meet these deadlines can result in the department being responsible for the costs of the items.** The only items that can be purchased with Perkins grant funding are those that are included in the application. Please note – equipment over \$5,000 cannot start the purchasing process until state approval has been received. The CTE Office will notify you once the approval has been received.

- To be considered for funding, proposals must be complete (all supporting documentation included) and signed by the applicant and appropriate supervisors as listed below.

Which of the following categories is applicable to your project?

- ☐ **Outreach and Access** (Example: Widget making is identified as a non-traditional program. The industry is currently 86% female: 14% male. The Department is planning a summer exploration event for male high school students. Funding is requested for buses, teachers, etc.)
- ☐ **Direct Student Support** (Example: SLCC CTE students need additional supports for childcare so they can complete their program of study. Funding is requested for vouchers to the SLCC Child Care centers)
- ☐ **Faculty/Staff Position** (Position must directly support CTE students and/or programs. The amount awarded must be allocable to the grant and funding cannot exceed 3 years maximum. Applicants must attach a plan to reduce the dependence on Perkins funds by 33% each year. New positions are subject to approval by Cabinet.)
- ☐ **Investment in Technology** (Example: Over the last decade, widget making has moved from Widget 1.0 to Widget 4.0. Current equipment only supports the teaching of 1.0. Funding is requested for new equipment/technology to provide industry-standard training.)

- Are you requesting funding through other institutional, state or federal funding for the same project? Requesting funding from both is allowable. Documenting the dual request will ensure the institution does not violate federal supplanting requirements.

☐ Yes

☐ No

If yes, what percentage of funds are you requesting from Perkins and what percentage of funds from other source(s)? (requesting 100% from each source is allowable and recommended):

Perkins % requested	Other % requested

Signatures confirm that application is complete, meets the priorities of Carl Perkins funding and the program, and that all purchasing processes will be followed. All signatures are required.

<i>Signature</i>	<i>Date</i>
Faculty Applicant	
Associate Dean/Asst Director/Director	
Dean/Director/AVP	

Please answer all questions as thoroughly as possible with description a non-expert would understand. Include sources where applicable. All supporting documentation must be attached to the submission to be reviewed. Incomplete applications will be returned.

Proposals must be emailed to carlperkins@slcc.edu by the published deadline (see [CTE/Perkins web page](#)). The CTE Office can provide review/recommendations to strengthen your proposal if requested in time to meet submission deadlines. We want to support you in submitting a strong proposal.

Check one box that aligns most closely:	
Mandated (required for accreditation or industry compliance/certification)	
Safety-related (please include detail in narrative)	
Recommended by PAC or Industry Partner (include backup)	
Recommended to keep program current, improve program, or increase capacity	
Recommended to increase student support	
Necessary for new program startup	

Check all that apply:	
Equipment quote is included (any single item over \$5,000) –	
Supplies/Materials (single item(s) less than \$5,000)	
Project or Activity	
Personnel	
Evidence of communication/approval w/OIT (any new technology), Facilities, or other required Offices	
Project was submitted previously	

What specific performance gap or equity gap does this request address, and what data demonstrates the existence and magnitude of the gap?

In your response, please:

- Identify the measurable gap (e.g., enrollment, retention, completion, credential attainment, placement, nontraditional participation, equipment access*, student learning outcomes, industry alignment, etc.).
- Provide current data that demonstrates the gap.
- Compare current performance to a benchmark, target, state average, industry standard, labor market need, or historical trend.
- Explain which student populations are most affected.
- Describe how the proposed activity or purchase will directly address the identified gap.
- Include the data source(s) used in the analysis.

Responses must be supported by quantitative and/or qualitative data and should not be based solely on anecdotal observations. The CTE Office can provide you with data and support you in this process

**Please note, if you are requesting equipment, these MUST be identified in your Program Advisory Committee meeting minutes, PAC subcommittee program evaluation, letters from active members of PAC, etc. Programs without an active PAC will not be eligible for funding in FY28.*

7. Please complete a detailed budget and budget justification.

	Item Short Description	Quantity/ FTE	Cost per Item/ FTE	Total Cost
Personnel <i>(In Budget Justification, please describe how Perkins funding will be reduced 33% each year over 3 years.)</i>				
Salaries				
Hourly Wages				
Salaried Benefits				
Other Benefits				
Personnel Subtotal				
Contractual Services <i>(non-payroll action from personnel. Honorariums should be listed under "Other".)</i>				
Contractual Subtotal				
Supplies/Materials <i>(Break down by item. List only items under \$5,000. Costs for equipment shipping or installation should be included in this category)</i>				
Supplies/Materials Subtotal				
Equipment <i>(Single items over \$5,000. Please attach quotes. Check w/Facilities or OIT for installation or technology and attach approval.)</i>				
Equipment Subtotal				
Other <i>(includes stipends, honorariums, printing, etc.)</i>				
Other Subtotal				
TOTAL REQUEST				

(For additional budget detail, please attach a supplemental budget sheet)

Investigator's Assurance Statement

	YES	NO
1. Does the principal investigator have a significant financial or other interest related to the project that could influence his/her College responsibilities?		
2. If yes, have these interests been reported according to College policies and procedures?		
3. Will any College employed, project personnel develop or help develop intellectual property?		
4. Will the project involve research on human subjects?		
Federal Research and Regulatory Compliance: Will any part of the project involve:		
1. Biohazards, select agents, infectious agents and/or recombinant DNA?		
2. The use, creation or disposal of chemicals, hazardous substances, toxic substances, and/or biological agents?		
3. The use of, development and/or disposal of any radioactive material?		
4. Work outside the United States? (explain below):		
5. Non-U.S. citizens/permanent residents? (explain below):		
6. Foreign travel by any personnel? (explain below):		

By my signature as Project Director/Principal Investigator below, I certify:

- a. That I have read the attached guidelines and the solicitation thoroughly and agree to accept responsibility for the conduct of the project and to provide the required reports if the grant is awarded.
- b. That I will adhere to all federal, sponsor, and Institutional Review Board regulations, including the OMB Circulars, and all College policies and procedures applicable to the project if the grant is awarded.
- c. That I am not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from participation in governmental grant activities by any governmental agency.
- d. That false, fictitious or fraudulent statements or claims may subject me to criminal, civil or administrative penalties; and
- e. That the information provided on this form is true, complete and accurate to the best of my knowledge.

Principal Investigator: _____

Date: _____

Information Technology Requirements

If the project requires connecting to internal/external IT systems/servers or needs IT support, you must have evidence that you have included the IT department in your conversations about the equipment/software, etc.

Facilities Requirement Checklist

If your project is approved, this will need to be completed in the purchasing process. If the answer to any of these is "yes," a [Space Needs Request Form](#) must be submitted for review by Facilities. The equipment will not be ordered until Facilities approval has been provided to Purchasing.

**Please note, Perkins cannot pay for any construction related costs. Those projects must be completed prior to the purchase of any equipment with Perkins funding.*

- Does this equipment require special HVAC needs, including weekend cooling, heating, or ventilation?
- Will this equipment attach to or alter the appearance or function of the building (e.g., walls, floors, ceilings, layout, or grounds)?
- Does this equipment require any electrical work or connections?
- Does this equipment require plumbing (e.g., water, drainage, gas)?
- Does this equipment exceed a weight of 100 lbs. per square foot?
- Does this equipment weigh more than 200 lbs. in total?
- Does this equipment require ongoing maintenance or servicing by the Facilities team?
- Does this equipment use or produce any hazardous chemicals or by-products?
- Does this equipment necessitate changes to the fire protection system?
- Can this equipment fit through a standard doorway?
- Will this equipment generate significant noise or vibrations that could affect the surrounding environment?
- Does this equipment need any specific safety measures or protocols during installation or operation?