Reference Document #6

# Perkins
# Program Improvement Funds
# Application Directions
# SY 16-17

Applications are due June 1, 2016

Project Period:

August 22, 2016 through August 21, 2017

# Purpose of Perkins Funds is to Improve CTE Programs

The application outlines the local secondary and postsecondary plans for improving programs for the upcoming school/academic year.

The application should make clear:

- What needs to be improved
- How you arrived at the decision
- The intended improvement plan
- Estimated costs to implement the improvement
- The method to be used to evaluate the effectiveness of the funds used

# Program Improvement Must be Data Driven

A recent audit from the Office of Career and Technical and Adult Education (OCTAE) resulted in specific expectations that all program improvement funds will be aligned with data.

**Data are expected to be used to reveal where program improvement is needed, and to measure the effectiveness of the use of funds.**

# Beware…

- Applications that duplicate previous applications will be returned.
- Applications that read like a wish list or grocery list will be returned.
- Applications that include items that should be district or institution costs will be returned.
- Applications that do not follow the format will be returned.

# Reminders…

- Targeted improvement plans (secondary and postsecondary) for any performance indicator not met are required.
- General Assurances should be read before they are signed.  It is important to know what is expected by the signatory.
- Applications must be approved before any funds may be obligated or expended.  Partial approvals are not possible.
- Administrative costs (including indirect costs) are limited to 5% of the allocation.

# Getting Started

1. Collect Data
2. Analyze data
3. Apply the data to construct an outline for program improvement
4. Prioritize program improvement items into short- and long-term goals
5. Align program improvement items with Perkins list of required uses of funds (priority) and permitted uses (after all required uses are met)
6. Write the grant in Word, using the correct format
7. Cut and paste into GMS, upload required attachments, and submit to DOE

# 1a. Collect Data -- Local Data Reports

Data associated with federal reporting are disaggregated to provide the respective districts and/or postsecondary institutions with their own reports on Performance Indicators.

Consult these reports for areas that may need improvement.

# 1b. Collect Data -- Past Reports on Performance Indicators

Valid and reliable data have been available for the past three years. Collect past reports and analyze for trends, areas of success and areas of concern.

**Where can Perkins funds be used to promote program improvement in your findings?**

# 1c. Collect Data -- Targeted Improvement

Thresholds for performance are negotiated through the local FAUPL process, providing annual goals to be met for each indicator. Data reports indicate performance achievement, including identification of those goals not met. Action to improve the outcomes of goals not met is required.

**How can Perkins funds be used to address targeted improvement?**

# 1d. Collect Data -- Letter(s) of Findings

Monitoring of Perkins sub-recipients, performed by the NHDOE, is done on a five-year cycle in accordance with Perkins requirements. The Office of Civil Rights (OCR) also conducts annual visits to various sites.

If your institution or center was involved in either form of monitoring, consult the reports received as a result of those visits and review findings.

**Can Perkins funds be used to resolve outstanding findings?**

# 1e. Collect Data -- Program Quality Rubrics

Attached to the application are a series of *Program Quality Rubrics* with an accompanying summary sheet (Reference Document #2). Prior to starting the Perkins application, all Directors and managers are expected to use this document to self-assess the quality of current programs. Once these assessments are completed they are to be scored and tallied on the summary sheet. This will reveal where work should be targeted for program improvement.

**How can Perkins funds be utilized to make these improvements?**

# 1f. Collect Data --
# Program Mapping Documents

Program mapping documents show alignment of curriculum to program competencies (industry standards) and to assessments. Evaluate the status of each of your center's CTE programs.

**Can Perkins funds be used to address identified areas of misalignment?**

(Allowable purchases may include Quickbooks software to meet accounting competencies, additional tools to align with new NATEF MLR guidelines, purchase of NCCER curriculum to better cover competencies in Building Trades, etc.)

# 1g. Collect Data – Local, District, & Statewide Initiatives

Consult local, district and statewide initiatives. Whether these initiatives relate to improving completer rates, offering more Running Start courses, or increasing community college attendance, CTE is a likely a catalyst to reaching these goals.

**How can Perkins funds be used to leverage improvements that align with initiatives?**

# 2. Analyze the Data

Data driven decisions are required when requesting Perkins funds for program improvement.

Understand all the data, data definitions, trends and reports to compile documented specific areas or programs in need of improvement.

# 3. Apply the Data – Outline of Work and Goals

Once the data have been analyzed and pictures emerge, construct an outline of work that needs to be done in CTE for improving programs.

Apply the data to develop program improvement goals for the upcoming school/academic year.

# 4. Prioritize Program Improvement into Short- and Long-term Goals

The locally-prepared outline will identify needs that can be sorted into short- and long-term goals for individual programs.

Review the outline to see where needs of several programs can be met concurrently (e.g., "We need to establish dual enrollment opportunities in three of the nine programs at my center").

# 5. Align program improvement items with Perkins list of required uses of funds

Use reference documents to align program improvement priorities with Perkins required uses of funds.

**All required uses of funds must be addressed.**

# 6. Write the grant in Word using the correct format

Accurate formatting of the grant application will allow the sub-recipient to quickly and efficiently transfer (copy and paste) the completed word document into GMS.

There is a dropdown menu in GMS that includes all of the required and permissive uses of Perkins funds. *Note that permissive uses of funds may only be considered if the sub-recipient has addressed all of the Perkins required uses of funds*.

# 6. Write the grant…continued

One of the federal monitoring recommendations was for the Department to amend the program improvement application to ensure that both budget line items and subsequent expenditures against those line items were directly linked to the activity/ initiative.

Include all improvement requests for a single "required use of funds" under a single activity ID in GMS. Be concise, yet include sufficient information (data analysis) to justify the use of Perkins funds.

# 6. Write the grant…continued

Add only those budget lines directly related to the selected “required use of funds” category under the respective activity ID. (See Reference Document #7 for examples that align with GMS formatting)

Budget narratives may be included in the body of the application or, if lengthy, may be an attachment to the GMS application submission. **Be sure that all budget narratives are in the same location** – either in the narrative or as an attachment. Do not “mix and match.”

# 7a. Cut and paste into GMS

Once you have completed the Word version of the application, simply cut and paste the respective sections into the GMS application.

Remember: guarantee of a start date will not be honored if the application must be returned to the sub-recipient for correction.

# 7b. Upload Required Attachments

Required attachments include:

- Receiving & All Sending District Course Guides/Programs of Study;
- Targeted Improvement Plans for PIs not meeting 90% of the local goal for 2014-2015
- The “Summary of Program Quality” sheet;
- Signed Certificate of Assurances;
- Notice of Nondiscrimination; and
- Budget Narrative (if not included in body of the GMS application).

# 7c. Submit to NHDOE

Electronic submission of your completed Program Improvement application in GMS , including all required attachments, can be accomplished by clicking on the “Status” line at the top of the screen (this should initially read “Started”).

Clicking this line will generate a pop-up window for you to forward the application to your Superintendent and/or Signing Authority for review and, if approved, submission to the Department of Education.

# Application Review Process

Every program improvement application will be reviewed by a single *primary reader*. There will be multiple *second readers* who will provide feedback to the primary reader for incorporation into a single feedback document to each sub-recipient.

This process will ensure the review, as well as feedback to each sub-recipient, is consistent statewide.

# Technical Assistance

Additional questions may be submitted to:


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