



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING



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SUPERINTENDENT OF
PUBLIC INSTRUCTION

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GOVERNOR

January 24, 2008

TO: State Board of Education
FROM: Michael P. Flanagan, Chairman 
SUBJECT: Approval of Criteria for Carl D. Perkins Federal Grants

The Carl D. Perkins Career and Technical Education Act of 2006, P. L. 109-597, authorizes the Michigan State Board of Education to initiate federally funded activities at the state and local levels for the improvement of career and technical/occupational education programs. These activities are described within the Michigan Carl D. Perkins State Plan 2008-2013.

The Office of Career and Technical Education anticipates the receipt of approximately \$39,795,633 under the Title I, Basic Grant and \$3,644,492 under the Title II Tech Prep Education Grant. Perkins legislation requires that 85 percent of the Basic Grant and 95 percent of the Tech Prep Grant allocated to Michigan be distributed by federally defined formulas.

The formulas for secondary, postsecondary, and Tech Prep grants are outlined in the attached criteria. In addition, up to ten percent of the Perkins award may be used for statewide leadership projects to assist schools and colleges in improving programs and increasing student achievement through professional development, curriculum development, data collection/analysis, and the development and dissemination of resource materials.

The criteria support career and technical/occupational education programs through leadership grants consistent with the federal regulations. The criteria also supports the State Board of Education/Michigan Department of Education Strategic Plan. Attached are the criteria used within various grant categories to award dollars for planned state level activities at the secondary and postsecondary levels.

It is recommended that the State Board of Education approve the Criteria for Carl D. Perkins Federal Grants, authorized by P. L. 109-597, as attached to the Superintendent's memorandum dated January 24, 2008.

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MICHIGAN
STATE BOARD OF EDUCATION

Criteria for Carl D. Perkins Federal Grants

The State Board of Education has adopted as its Strategic Goal "Attain substantial and meaningful improvement in academic achievement for all students/children with primary emphasis on high priority schools and students."

To the extent possible, all grant criteria and grant awards will serve to further attain the above goal.

PRIORITIES, POLICIES, AND PROGRAMS THAT THESE CRITERIA SUPPORT

These criteria support the SBE priority to continue to advocate and promote high school reform, with an emphasis on relevance, relationships, and implementation.

BACKGROUND/PURPOSE OF GRANT

Competitive Formula New Continuation *(check all that apply)*

The Carl D. Perkins Career and Technical Education Act of 2006, P. L. 109-597, authorizes the Michigan State Board of Education to initiate federally funded activities at the state and local levels for the improvement of career and technical/occupational education programs. These activities are described within the Michigan Carl D. Perkins State Plan 2008-2013. The plan describes activities to be implemented by the state over the next five years, using the federal funds to improve career and technical/occupational programs and student performance within those programs. The grant dollars are distributed to the states by the United States Department of Education, Office of Vocational and Adult Education, on an annual basis.

CRITERIA

Date criteria were last approved June 5, 2007 by the State Administrative Board

Defined in Legislation Defined in Department's Approved Proposed by Staff
Grant Application to the Funder

Formula Grants

Perkins legislation requires that 85 percent of the Title I Basic Grant and 95 percent of the Title II Tech Prep Education Grant allocated to Michigan be distributed by federally defined formulas. The funding formulas are calculated each year based on the most current available data. Eligible sub-recipients are required to submit to the state a long range plan that includes their goals to improve instructional programs and student achievement over the life of the federal law, generally five years. In addition, each year, sub-recipients must complete an annual application indicating the activities they will complete that are in support of their long range goals.

SECONDARY LEVEL FORMULA GRANTS

The following two data sets will be utilized to calculate the Perkins funding formula at the local educational agency level:

1. Thirty percent will be distributed based on the census count of individuals aged 5-17 residing in the district served by a local educational agency as a percentage of the state total.
2. Seventy percent will be distributed in proportion to the Title I poverty counts for each district served by the local educational agency as a percentage of the state total. These data will be modified to account for the public school academies without boundaries.

POSTSECONDARY LEVEL FORMULA GRANTS

Eligible postsecondary programs within the state will receive a grant amount that bears the same relationship to the following:

1. The percentage of occupational education student contact hours taught at the institution to the state total of student contact hours. This results in the percentage of statewide occupational education contact hours for the institution.
2. This percentage is calculated into the total number of Pell Grant recipients and BIA counts (Bureau of Indian Affairs) within the state which gives the institution the estimated number of occupational education Pell Grant recipients. This number is applied to the amount of funds available.

TECH PREP (SECONDARY AND POSTSECONDARY PARTNERSHIPS) CONSORTIA FORMULA GRANTS

Fund distribution to a consortium will be based upon the number and size of the school district buildings that house 11th and 12th grade students who are full participants in at least one consortium. Although the formula considers only high school enrollments to generate the funding allotment, it is required that the consortium distribute no less than 25 percent of the funds to the needs of the postsecondary partner. The consortia funding is aligned geographically with the 25 workforce development areas within the state to facilitate collaborative planning among various grant initiatives.

State Leadership Projects

Up to ten percent of the Perkins award may be used for statewide leadership projects to assist schools and colleges to improve programs and increase student achievement through professional development, curriculum development, data collection/analysis, and the development and dissemination of resource materials.

The criteria and the focus for supporting career and technical/occupational education programs through leadership grants reflects the goals and objectives of the Department of Education and the Department of Labor & Economic Growth and efforts to build collaborative relationships with other agencies, business, industry, and other entities involved in the effectiveness of educational delivery systems at the state and local levels.

The following information provides the criteria used within various grant categories to award dollars for planned state level activities at the secondary and postsecondary levels. Applications will be reviewed and rated by professional staff of the Department of Education, Office of Career and Technical Education; and the Department of Labor & Economic Growth, Community College Services Unit.

CAREER AND TECHNICAL EDUCATION STUDENT FOLLOW-UP SURVEY

This grant will provide assistance to the Michigan Department of Education, with activities related to the development and implementation of procedures, materials, techniques, and products for statewide distribution on student achievement, completion, and placement for the improvement of career and technical education in local school districts. These funds will

be awarded to a data support provider on a competitive basis based on cost, experience, and the ability to:

1. Operate a "data and evaluation support center" responsible for providing the technical and logistical assistance necessary for local school districts and area centers with CTE programs to collect accurate, complete, and timely information about students enrolled in, or who have completed the CTE programs. The survey yields findings about completers' job and continuing education status nine months after they have left high school as seniors.
2. Hold workshops for, and furnish conciliate technical assistance and materials to, about 400 districts and area centers and 53 regional administrators, receive and process data, transmit the data to the Office of Career and Technical Education, and provide reports based on data generated by the Office of Career and Technical Education.
3. Conduct annual studies of scientific samples of completers to verify the validity of data collected and obtain information from those who did not respond to local efforts to collect data.
4. Collect data by individual student record and assist in the alignment of the current system with the Michigan Department of Education's Michigan Education Information System.

CAREER AND TECHNICAL STUDENT ORGANIZATIONS

These grants will provide for the management and technical assistance of six secondary career and technical education student leadership organizations. The Office of Career and Technical Education implements this activity through competitive grants. The review criteria for the award of the grants are the degree to which a prospective grantee is judged able to:

1. Maintain current chapters and expand new chapters.
2. Provide materials to chapters and convey information about the organization to appropriate individuals and groups.
3. Conduct inservice activities for teachers.
4. Plan and conduct a competitive events program.
5. Plan and manage a leadership development program for officers.
6. Secure support from a variety of sources, including business and industry.
7. Manage the business of the organization.
8. Conduct specialized activities for the organization.
9. Evaluate the activities conducted and plan for continuation.

MICHIGAN CENTER FOR CAREER AND TECHNICAL EDUCATION

This Center conducts clearinghouse activities designed to provide high school and community college educators with centralized access to curricula, professional development activities, and related services and materials. The Office of Career and Technical Education provides this service through a competitive grant. Awarding of the grant will be based on the degree to which a prospective grantee is judged able to:

1. Plan an annual updated program of activities to provide centralized access to curriculum materials and services to project clientele, including components of gender equity and technology education materials and services.
2. Disseminate information about clearinghouse activities developed in various ways to clientele and other appropriate persons.
3. Establish and maintain a centralized system for providing high quality and businesslike services to clientele requesting materials and/or services.
4. Conduct a centralized clearinghouse program.

5. Locate and maintain all center operations in a physical space that is adequate for all operations and is convenient and accessible for all clients.
6. Provide statewide access to the clearinghouse through a web-based information system.
7. Provide technical assistance for the development and implementation of national skill standards and secondary core performance indicators.
8. Evaluate the effectiveness of the program and the extent it has met the needs of clientele.
9. Provide assistance to conduct professional development activities and conferences statewide.

CAREER AND TECHNICAL TEACHER EDUCATION GRANTS

Grant funds will be awarded for teacher education and program improvement through the design and implementation of curriculum and personnel development activities. Grant awards will be based on the institution's ability to:

1. Conduct activities which strengthen teacher training for career and technical education.
2. Conduct pre-service and inservice programs and small-group technical assistance and content update sessions for teachers.
3. Conduct career and technical education research activities.
4. Coordinate with state staff and business/industry to facilitate program improvement.
5. Assist with the development, dissemination, review, and evaluation of curriculum and other materials.

There are seven public teacher education institutions that conduct career and technical teacher preparation programs and, therefore, are eligible to receive these grants. Funds will be distributed based on teacher education enrollment levels.

These non-competitive grants will be selected for funding based on the following criteria:

1. The degree to which a proposed project's goals and objectives relate to the purpose of CTE.
2. The degree to which components considered essential to successful operation of CTE programs are included.
3. The degree of coordination and cooperation between the teacher education institution, other educational agencies, and business and industry.
4. The degree to which the proposed activities strengthen and improve existing career and technical education programs and services.

CURRICULUM DEVELOPMENT: EMERGING TECHNOLOGIES

Community colleges may apply for funds in this category using an ongoing application process through the Department of Labor & Economic Growth, Community College Services Unit. Grants support research and development, special studies, and group dissemination activities. Fundable activities include high technology training for Michigan's community college faculty; development of new technologies and strategies in occupational education; preparation of students for nontraditional training and employment and for programs leading to high-skill, high-wage careers; implementation of an online grants management system; development of strategies and techniques to develop appropriate institutional policies to promote student success and improve core indicators, and an annual inservice for community college occupational deans, grant administrators, and special populations program coordinators.

Grants will be awarded based on the following criteria:

1. Demonstrated need.
2. Plan of operation.
3. Qualifications of key personnel.
4. Evaluation plan.
5. Applicant's commitment and capacity.
6. Overall proposal merit.

MICHIGAN COMMUNITY COLLEGE DATA AND EVALUATION COMMITTEE

The State Plan indicates that funds will be made available to assist the community colleges in improving their capacity to collect required state and federal data. Funding supports the Michigan Community College Data and Evaluation Committee (MCCDEC), established as a steering committee in 1978 to provide technical assistance to the community colleges in data collection, data reporting, and evaluation procedures. Membership includes occupational deans, deans of student services, registrars, presidents, data processing personnel, institutional researchers, deans of instruction and special populations coordinators. This grant will be awarded to a single college that is able to demonstrate the ability to conduct the required activities by the Department of Labor & Economic Growth, Community College Services Unit.

LOCAL LEADERSHIP

The Department of Labor & Economic Growth, Community College Services Unit, will reimburse one administrator from each community college district who will coordinate occupational education activities with the Department. Individuals who meet the eligibility criteria may receive partial salary reimbursement and partial reimbursement of approved travel expenses related to the administration of Perkins grant activities. Applications will be funded based on the following criteria:

1. The applicant must submit a current resume and a copy of all transcripts.
2. The applicant must possess a master's degree from an accredited institution.
3. The applicant must have completed undergraduate and/or graduate courses in such areas as administration, supervision, organization, and curriculum development and design.
4. The applicant must have two years of work experience in an occupational program area.
5. The applicant must have at least three years of experience in administration and/or teaching in an approved occupational education program.
6. The applicant must address each of the following responsibilities:
 - a. Intra-agency Communication and Coordination
 - b. Inter-agency Communication and Coordination
 - c. Planning and Financial Management
 - d. Assessment and Evaluation
 - e. Personnel Supervision
 - f. Professional Development Coordination
 - g. Curriculum Development Coordination

Liaisons at four-year universities recognized as providing community college services in their geographic area may apply for partial reimbursement of approved Perkins-related travel expenses. Administrators assigned to Perkins activities who do not qualify for salary reimbursement may apply for travel reimbursement.

PROFESSIONAL DEVELOPMENT: FAST TRACK

Community colleges may apply for funds using an ongoing application process through the Department of Labor & Economic Growth, Community College Services Unit. Proposed activities must assist occupational education faculty in upgrading their skills and competencies through the acquisition of knowledge and experience directly related to the occupational content of their teaching assignment. Activities must target outcomes that change or revise the occupational content of the course or program. Grants support project expenditures, including registration, consultation, travel, supplies and materials, and stipend for workplace experience. Applications will be funded based on the college's submission of the following:

1. A list of the specific changes to be made to the occupational education program being modified.
2. A list of the occupational skills and knowledge being acquired by the faculty participants.
3. A list of the benefits that students enrolled in the course should attain.
4. A contract and visit plan for workplace experience activities, if applicable.
5. An evaluation plan describing the factors used to assure student benefits.
6. A completed budget.
7. The vendor's published program, which includes detailed registration costs and a description of the event.

PROGRAMS FOR CRIMINAL OFFENDERS

Under the provisions of Section 124 of the Perkins Act, one or more state corrections agencies must be designated as state corrections agencies to administer career and technical education programs for juvenile and adult criminal offenders in corrections institutions. Both the Michigan Department of Corrections and the Department of Human Services are required to submit an application/plan for the use of funds provided. These grants will be awarded per interagency agreement with the Michigan Department of Education. Federal law states that the state corrections agencies shall:

1. Provide services to criminal offenders who are completing their sentence and preparing for release.
2. Provide grants for the establishment of career and technical education programs in corrections institutions that do not have such programs.
3. Provide career and technical education programs for women who are incarcerated.
4. Improve equipment.
5. Administer and coordinate career and technical education services to offenders before and after their release.

SPECIALIZED TECHNICAL ASSISTANCE CONTRACTS

At times, additional support is needed in specialized technical areas to assist the Office of Career and Technical Education staff with completion of statewide initiatives and/or activities. These needs are met through contractual agreements for specialized services in areas such as curriculum development, onsite monitoring, professional development, and CTE instructional program area expertise.

TECHNICAL ASSISTANCE PROGRAM GRANTS

Activities funded by these grants will be used for statewide program improvement initiatives through the design and implementation of curriculum, specialized technical assistance, and evaluation activities. The grants provide for:

1. Technical assistance and content update sessions for career and technical education staff.
2. Coordination of activities between the Office of Career and Technical Education and business/industry/labor to facilitate program revitalization.
3. Assistance with the restructuring, dissemination, and evaluation of curricula and technical assistance materials.
4. Integration of academics, technology education, and data coordination.
5. Inservice programs.

These efforts will be designed to parallel and to complement the Department of Education's initiatives in school improvement, curriculum standards, and commitment to excellence. Eligible agencies are secondary regional fiscal agencies, as well as others.

ELIGIBLE APPLICANTS/TARGET POPULATION TO BE SERVED BY GRANT

Secondary and community college approved CTE instructional programs and enrolled CTE students.

TOTAL FUNDS AVAILABLE

\$39,795,633 Basic Grant (Title I)
\$3,644,492 Tech Prep Education (Title II)

LEGISLATION

Carl D. Perkins Career and Technical Education Act of 2006, Public Law 109-697

OFFICE ADMINISTERING GRANT/PROGRAM CONTACT

Office of Career and Technical Education
Patty Cantú, Director
373-3373