

**University of Hawai'i Community Colleges  
 CARL D. PERKINS STRENGTHENING CAREER AND TECHNICAL EDUCATION  
 FOR THE 21<sup>ST</sup> CENTURY ACT (PERKINS V)  
 2024-2025 Proposal Form**

<b>1. College and Program:</b>	<b>Proposal Submitted Date:</b>
<b>2. Strategy Title:</b> (Title should include the program name, be short, and clear)	
<b>3. Lead Proposer(s):</b>	<b>E-Mail(s):</b>
<b>4. Proposal Period:</b> (If this is a multi-year agreement, include that information here) Eligible period is July 1, 2024 through June 30, 2025	

**Application** (Recommended length is 1-2 pages plus the budget.)

The application is required to be considered for 2024-25 Perkins funding to support CTE program improvements and improved student outcomes. An application must be submitted to your college's CTE Deans by March 8, 2024. Applications will be reviewed by the campus, CTE Deans, and UHCC System.

**1. Strategy Description:**

What is the strategy you are proposing? If the strategy involves an equipment or technology purchase, how will students benefit from the new equipment or technology? How will student outcomes for Perkins-identified special populations be improved?

**2. Statement of identified problem, need or opportunity:**

What problem or issue will the proposed strategy solve? Connect the problem to your analysis of the most recent ARPD.

**3. Outcomes:**

What are the expected quantitative outcomes of implementing the strategy? How many students will be impacted and in what way? Outcomes need to be specific, reasonable, and measurable.

#### 4. Budget Summary:

Please provide an itemized list of expenses so the system staff may review the proposed budget for allowable expenses.

#### [FY 2024 Composite Fringe Rates \(Updated August 1, 2023\)](#)

Faculty/Staff	65.76%
Casual Hire/Overload	1.89%
Student	0.37%

#### Requirements for Proposal

- Describe proposed personnel: The description should include:
  - Job classification
  - Job title and duties
  - Duration of employment. Please take into consideration the recruitment time for new hires.
  - FTE (covered by Perkins vs. other sources of funds)
- Itemize supplies and materials.
- Itemize equipment, whose description is an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost which equals or exceeds \$5,000.
- Given current fiscal austerity, travel requests for professional development will only be considered for critical training opportunities. If you are requesting travel, provide a breakdown of the **estimated** cost including airfare, lodging, per diem, conference fees, and ground transportation. Include the conference name, description, location, and dates. If possible, include the conference flyer and/or agenda. Rationale for travel must be very strong.
- For services, if the name of the specific vendor is known, please include that information. Also include a breakdown of service cost (cost per day, hour, etc.)
- For software, include the type of software package, the estimated costs and how the software will enhance the project. The form does not include any formulas. Users must calculate totals.

## Project Budget

Description	Budget		Total
<b>Personnel (list each position separately)</b>	<b>Salary</b>	<b>Fringe*</b>	
	<b>Budget</b>		<b>Total</b>
<b>Services</b>			
<b>Materials &amp; Supplies</b>			
<b>Travel</b>			
<b>Rentals</b>			
<b>Others</b>			
<b>Equipment</b>			

Description	Budget	Total
<b>GRAND TOTAL</b> _____		

**5. Timeline of key strategy milestones:**

In chronological order, briefly describe the planned milestones that are critical for the stated goal(s) or outcome(s).

Milestone	Date

*add as many rows as needed*

**6. Indicate which Perkins Local Uses of Funds are covered by this proposal?**

Check **no more than three categories** that best describe your proposal:

<input type="checkbox"/>	(1)	provide career exploration and career development activities through an organized, systematic framework designed to aid students, including in the middle grades, before enrolling and while participating in a career and technical education program, in making informed plans and decisions about future education and career opportunities and programs of study
<input type="checkbox"/>	(2)	provide professional development for teachers, faculty, school leaders, administrators, specialized instructional support personnel, career guidance and academic counselors, or paraprofessionals
<input type="checkbox"/>	(3)	provide within career and technical education the skills necessary to pursue careers in high-skill, high-wage, or in-demand industry sectors or occupations
<input type="checkbox"/>	(4)	support integration of academic skills into career and technical education programs and programs of study
<input type="checkbox"/>	(5)	plan and carry out elements that support the implementation of career and technical education programs and programs of study and that result in increasing student achievement of the local levels of performance

<input type="checkbox"/>	(6)	develop and implement evaluations of the activities carried out with funds under this part, including evaluations necessary to complete the comprehensive needs assessment
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**7. Certification:**

I certify that this proposal, budget, and certifications are accurate and complete and that this project will be conducted in accordance to Perkins policies and Federal, State, and University regulations and requirements.

I also certify that I have consulted with the appropriate Institutional Research, Business Office and Human Resources Office personnel and that they have reviewed all budgets and resource commitments and have found that they comply with Perkins, Federal, State, and University requirements and policies.

Program Coordinator/Faculty Certification:

Signature\_\_\_\_\_ Date\_\_\_\_\_

Print name\_\_\_\_\_

CTE Dean Certification:

Signature\_\_\_\_\_ Date\_\_\_\_\_

Print name\_\_\_\_\_