March 25, 2008

<u>MEMORANDUM</u>   **RESPONSE DEADLINE: 4/21/2008**

TO: Vocational Education Contacts
                   Chief Academic Officers
                   Resource Development Contacts

FROM: Elizabeth C. Brown, Director
                   Federal Vocational Education

SUBJECT: Request for Proposal – Professional Development Activities

Attached is a Request for Proposal for Perkins-funded Professional Development.

The Request for Proposal seeks innovative and practical professional development projects, which will result in the improvement of career and technical education. Funding for these projects is available through the Carl D. Perkins Career and Technical Education Act of 2006, and is contingent upon receipt of funds from the U.S. Department of Education. Requirements for the use of funds for professional development activities include the following: activities must be comprehensive; develop, improve or expand the use of technology in vocational education; and improve the academic and career and technical skills of students participating in career and technical education programs.

Requests should be reasonable and appropriate for activities that must be consummated within a one-year time frame. Funds may be used for faculty release time (substitute pay), travel and subsistence, materials and supplies, and contracted services. Projects must be designed for full or part-time vocational faculty and staff. Academic instructors may be included if an academic and vocational integration project is being proposed. Planned activities should benefit a large number of professionals, not just one or two individuals. All funds must be expended by May 31, 2009.

Proposals must be received no later than ***Monday, April 21, 2008***. If you have questions concerning this request for proposal, do not hesitate to call me at (919) 807-7128.

Attachment   **CC08-074**
c: Presidents   **Email Copy**

INTRODUCTION

It is the purpose of the Carl D. Perkins Career and Technical Education Act of 2006 is to develop more fully the academic and career and technical skills of students by:

- developing challenging academic and technical standards and to assist students to meet such standards, including preparation for high skill, high wage, or high demand occupations in current or emerging professions;
- developing services and activities that integrate rigorous and challenging academic and career and technical instruction;
- providing services and activities designed to develop, implement, and improve career and technical education;
- disseminating information on best practices that improve career and technical education programs, services, and activities;
- promoting leadership, initial preparation, and professional development to improve the quality of career and technical education teachers, faculty, administrators, and counselors; and
- providing individuals with opportunities to develop the knowledge and skills needed to keep the United States competitive.

During this fiscal year, funds are available through Title I, Section 124 of the Carl D. Perkins Career and Technical Education Improvement Act of 2006 for use in professional development and training. Requests should be reasonable and appropriate for activities that must be consummated within a one-year time frame.

These funds are available for the 2008-2009 school year only. Plans should <u>not</u> be made to establish ongoing projects that will depend on continued Perkins funding or projects whose completion date goes beyond June 2009.

Funding of projects is contingent upon receipt of funds from the U.S. Department of Education.

PURPOSE

This Request for Proposal (RFP) seeks innovative and practical professional development projects that will enhance the skills and capabilities of community college personnel to increase and maintain quality in career and technical education. These funds may not be used for curriculum or course development, but may be used to increase the efficacy of the curriculum and to increase the competence of those engaged in the curriculum development process. Experimentation is encouraged, but projects must have specific, measurable objectives. Projects funded through this RFP may not be copyrighted and their results must be available for public distribution. <u>Examples</u> of potential projects for career and technical education (CTE) faculty and staff are:

- Building skills for effective teaching in a distance learning environment;
- Building skills designed to eliminate barriers to nontraditional participation;
- Assessing career and technical education programs;
- Integrating academic and career/technical education courses; and
- Training career/technical faculty to use technology in the classroom.

Subject to CFDA 84.048

Previously funded projects can be found at:
http://www.nccommunitycolleges.edu/perkins/professional_development_activities.htm.

All projects that receive funding through this RFP shall be used to support career/technical programs of study that have met all the requirements of and received approval of the curriculum standards by the North Carolina State Board of Community Colleges. **Funds must be used solely and strictly for career/technical curriculum courses with the exception of projects whose goal is the integration of these with academic courses; however, no student-related costs may be paid from these funds. Professional development activities funded through this grant must be high quality, sustained, and intensive and cannot be one-day or short-term workshops.**

As mandated by the Carl D. Perkins Act, funds must be used for professional development activities that do the following.

1)   Develop, improve, or expand the use of technology in career and technical education, which train career and technical education personnel to use technology including distance learning.

2)   Provide comprehensive professional development for career and technical, academic, guidance, and administrative personnel that:

- provides training in career and technical education programs and techniques and/or effective teaching skills based on research and effective practices; or
- helps teachers and personnel to assist students to increase achievement in order to meet State adjusted levels of performance established by the Act.

3)   Improve the academic and career and technical skills of students participating in career and technical education programs by strengthening all components of such programs through the integration of coherent and relevant content aligned with challenging academic standards and relevant career and technical education to ensure achievement in career and technical education.

NC-NET

It is expected that funded Professional Development Projects will be disseminated through the North Carolina Network for Excellence in Teaching (NC-NET). NC-NET provides an infrastructure through which exemplary and timely professional development resources may be accessed by any community college in the State.

One of NC-NET's major goals is to eliminate duplication of efforts while providing access to the finest examples of our colleges' professional development efforts. More information about NC-NET can be accessed at http://www.nc-net.info.

Proposed project's scopes of work must address one of the six programmatic focus areas of NC-NET. These areas include:
    1) interdisciplinary teaching and learning resources;
    2) discipline-specific resources;

3) career and personal development resources;
4) online teaching resources; 5) instructional technology applications in the face-to-face classroom; and
6) resources for student services.

All funded projects will provide electronic files of project deliverables to NCCCS, or its designee, upon conclusion of grant activities or the funding period, with the express purpose of disseminating the deliverables through the NC-NET clearinghouse website. For more information on submission to NC-NET, please reference http://www.nc-net.info/submission_form.php.

ELIGIBLE EXPENDITURES

Funds must be used in accordance with the North Carolina Community College System's and the State of North Carolina's approved procedures. All projects are subject to CFDA 84.048 compliance. The following are lists of some allowable and unallowable uses of funds. **The lists are not exhaustive.**

Funds **may** be used for:
1. Release time for faculty/staff (substitute pay);
2. Travel and subsistence essential to the proposed project;
3. Materials and supplies necessary for training;
4. Train- the-trainer training that leads to college personnel being able to award credentials to other faculty or staff; and
5. Contracted services.

Funds **may not** be used for:
1. Student- related costs;
2. Administrative costs;
3. Equipment;
4. Stipends;
5. Certification benefiting only individual faculty;
6. Refreshments (e.g., food, drinks, paper products);
7. Conferences;
8. Memberships;
9. Faculty/staff resource libraries and collections; and
10. Foreign travel.

Funds must be expended by May 31, 2009, and projects must be completed by June 30, 2009.

NOTES:
- Projects must be produced in a method consistent with publication through NC-NET.
- Projects should benefit a maximum number of persons. Certifications for individuals will not be allowed. Conference attendance benefiting only the conference attendee will not be allowed.
- Projects should be for faculty/staff training and not for the actual development of courses online unless the course is unique, not being developed through the system-wide initiative

(Virtual Learning Community) and a need/approval has been established.

- Check that vendors providing goods or services (including contracted personnel) under the award have not been suspended or debarred by the federal government. Vendor information can be confirmed at http://epls.gov/.

PROPOSAL GUIDELINES

1. **Five** copies of the application must be received on or before **April 21, 2008.** One copy must bear the original signatures of the officials authorized to sign the application in blue ink.

2. Proposals should be prepared simply and economically, typewritten, and double-spaced on one side of standard size (8½" by 11") unruled white paper and they must be stapled. Do not submit proposals that are bound or in notebooks.

3. Each application must include the enclosed: application cover page (RFP page 9), assurances (RFP page 10), budget page (RFP page 11), and a concise narrative description of the proposed project which includes:

   A. **Needs/Challenges**   **10 Points**

   Describe and document existing need(s) or challenge(s) facing the institution which this proposed project can address.

   B. **Objectives**   **20 Points**

   List project objectives that are measurable and outcome-specific.

   C. **Implementation Strategies**   **30 Points**

   Describe what will be done to achieve the objectives; how the project will be carried out, and who will be involved.

   D. **Anticipated Benefits**   **10 Points**

   Describe the anticipated benefits for your institution as well as for other institutions.

   E. **Evaluation**   **5 Points**

   Describe how you will measure effectiveness and verify outcomes.

   F. **NC-NET**   **15 Points**

   Describe the product/deliverable that will be developed and the medium (i.e., Learning Objects, Blackboard, Camtasia, Self-Paced Modules, etc.) of the product/deliverable.

   G. **Budget** (use enclosed form)   **10 Points**

   Identify and describe the costs associated with this project.

4. A final performance report (RFP page 13) will be required of each project that receives funding. This report will be due on or before August 1, 2009.

5. All components of this proposal must be presented according to guidelines and specifications. **Five (5) copies must be <u>received</u> no later than 5:00 p.m. on April 21, 2008.** Send or deliver proposals to:

<div align="center">

Elizabeth Brown, Director
Federal Vocational Education
North Carolina Community College System
U. S. Postal Address: 5016 Mail Service Center
Raleigh, NC 27699-5016
FedEx, UPS, et al. Address: 200 West Jones Street
Raleigh, NC 27603-1379

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Subject to CFDA 84.048

PROPOSAL FOR FUNDING
OF PROFESSIONAL DEVELOPMENT
ACTIVITIES
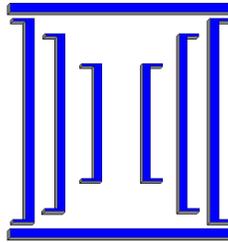
COLLEGE: _____

PROJECT TITLE: _____

PREPARED BY: _____

Name   **Title**

PROJECT CONTACT: _____

Name   **Title**

PHONE: _____

E-MAIL ADDRESS: _____

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
200 W. JONES STREET   5016 MAIL SERVICE CENTER
RALEIGH, NC 27603-1379   RALEIGH, NC 27699-5016

PROFESSIONAL DEVELOPMENT ACTIVITIES

General Assurances

_____ agrees to:

            College Name

1. Provide the appropriate administrative supervision and support necessary to foster success of the project;

2. Supplement, expand, and not supplant funding for existing programs, activities, or services;

3. Provide all indirect overhead costs;

4. Ascertain that the community college is in compliance with applicable State and federal laws to promote equal opportunity for all participants without regard to race, color, religion, gender, age, disability, political affiliation, or national origin;

5. Work cooperatively with the State in monitoring and evaluating the program and submit a final evaluation as requested and activities meet compliance requirements of OMB Circular A-133;

6. Assure funds will be used to support the cost of only those activities described in the proposal and approved by the State Board of Community Colleges;

7. Assure that vendors providing goods and services (including contracted personnel) under the award have not been suspended or debarred by the federal government; and

8. Assure that all approved funds for this program will be used according to the Carl D. Perkins Career and Technical Education Act of 2006 and other applicable federal, State, and local laws.

_____ _____   _____ _____
Community College President   Date   Project Coordinator   Date

This sheet must be completed, signed in blue ink, and included with each proposal.

PROPOSED BUDGET FOR PROFESSIONAL DEVELOPMENT ACTIVITIES - 2008-2009

Institution

Description	$
Faculty Release Time (Itemize)	
Travel and Subsistence (Itemize)	
Supplies & Materials (List)	
Contractual Services (Itemize)	
Other (Specify)	
TOTAL	$

_____   _____

Signature of Business Officer   *Date*

# GRANT REVIEW AND SELECTION PROCESS

Each application meeting the basic guidelines will be evaluated by a panel of four or more individuals. Following the independent review of applications, the results will be statistically compiled to obtain the individual project score.

<u>Proposal Review Criteria Rating Form</u>

Criteria	Potential Points	Rating
Need/Challenge/Purpose	0-10	_____
Objectives	0-20	_____
Implementation Strategies	0-30	_____
Anticipated Benefits	0-10	_____
Evaluation	0- 5	_____
NC-NET	0-15	_____
Budget	0-10	_____

_____   _____
           College Name   Reviewer
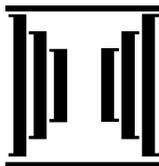
NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

FINAL REPORT FOR PROFESSIONAL DEVELOPMENT ACTIVITIES LEADING TO CURRICULUM IMPROVEMENT

1. Total number of participants:

    Faculty   _____

    Counselors   _____

    Administrators_____

2. List objective(s) as stated in the proposal:

3. Were the objectives met? _____ Yes _____No
    If not, what were the barriers?

4. List follow-up activities that were completed (or to be completed). Follow up activities
    may   include the development of lesson plans, curriculum revision, etc.

5. What was the overall response from participants? (How did participants rate the
    activity?)

6. If you were to repeat this activity, what would you do differently?

7. How did this project benefit vocational education:

    A. on your campus?

    B. statewide?

8. Have the deliverables from this project been submitted to NC-NET? _____ Yes
_____No
   If not, why?

9. Provide a summary, using no more than two paragraphs, detailing the
    accomplishments achieved through this grant project.

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President