



Maryland

STATE DEPARTMENT OF EDUCATION

Career and Technical Education: Local Perkins Application Anne Arundel Community College

Application and Guide for the Carl D. Perkins Formula Grant
Version 2.0

Office of College and Career Pathways

2024 - 2025

Appendix A: Recipient Assurances

INSTRUCTIONS

Once the Perkins Local Application is fully negotiated and approved by the Office of College and Career Pathways at the Maryland State Department of Education, this document will be routed for electronic signatures of appropriate MSDE and grantee representatives.

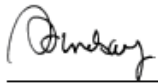
RECIPIENT ASSURANCES

By receiving funds under this grant award, I hereby agree, as grantee, to comply with the following terms and conditions:

1. Programs and projects funded in total or in part through this grant shall operate in compliance with State and federal statutes and regulations, including but not limited to the 1964 Civil Rights Act and amendments, the Code of Federal Regulations (CFR) 34, the Elementary and Secondary Education Act, Education Department General Administrative Regulations (EDGAR), the General Education Provisions Act (GEPA) and the Americans with Disabilities Act (ADA). Vendors, subgrantees, and/or consultants; including officers and employees shall comply with the Family Educational Rights and Privacy Act at all times (20 U.S.C. §1232g).
2. Grantee shall assure that its facilities are accessible to individuals with disabilities as required by the ADA and applicable regulations. The grantee shall not discriminate against individuals with disabilities in the provision of its services and programs unless to do so would be an undue burden or result in fundamental alteration in the program as those terms are used in the ADA and its implementing regulation. The State reserves the right to inspect the grantee's facilities at any time to determine if the grantee is in compliance with ADA. The grantee shall bear sole responsibility for assuring that its programs conform with section 501c. of the ADA (42 USC 12201) as a bona fide benefit plan. The grantee shall indemnify and hold the State harmless in any administrative proceeding or action brought pursuant to the ADA for all damages, attorneys' fees, litigation expenses and costs, if such action or proceeding arises from the acts of grantee, grantee's employees, agents or subgrantees.
3. By accepting federal funds, the recipients certify that they have complied with Federal Executive Order 12549, Debarment and Suspension set forth in 2 CFR §180, and that, a signed Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion form has been filed with Maryland State Department of Education Project Monitor.
4. Grantee shall establish and maintain fiscal control, fund accounting procedures by fund, as set forth in 2 CFR §200 and in applicable statute and regulation. By accepting federal funds, the recipient agrees that the amount of the grant award is contingent upon the receipt of federal funds. Grantee shall retain all records of its financial transactions and accounts relating to this grant for a period of five years, or longer if required by federal regulation. Such records shall be made available for inspection and audit by authorized representatives of MSDE.
5. Entities expending federal funds of \$750,000 or more in a single fiscal year, must have an annual financial and compliance audit in accordance with 2 CFR Subpart F 200.500 et. seq.
6. The Maryland State Department of Education (MSDE) may, as it deems necessary, supervise, evaluate and provide guidance and direction to grantee in the conduct of activities performed under this grant. However, MSDE's failure to supervise, evaluate or provide guidance and direction shall not relieve grantee of any liability for failure to comply with the terms of the grant award.

7. Grantee shall adhere to MSDE reporting requirements, including the submission of all required reports. Failure to submit complete, accurate, and timely progress and final reports may result in the withholding of subsequent grant payments until such time as the reports are filed.
8. Grantee must receive prior written approval from the MSDE Program Monitor before implementing any programmatic changes with respect to the purposes for which the grant was awarded. Unless a division implements a stricter policy, grantee must receive prior written approval from the MSDE Program Monitor for any budgetary realignment of \$1,000 or 15% of total object, program or category of expenditure, whichever is greater. Grantee must support the request with the reason for the requested change. Budget realignments must be submitted at least 45 days prior to the end of the grant period.
9. Requests for grant extension, when allowed, must be submitted at least 45 days prior to the end of the grant period.
10. Grantee shall insure that programs and projects that offer web-based or technology band instructional products or programs which are funded in total or in part through this grant will operate in compliance with Section 508 of the Federal Rehabilitation Act of 1973 as amended and Section 7-910 of the Education Article, Annotated Code of Maryland.
11. Grantee shall repay any funds that have been determined through the federal or State audit process to have been misspent, misapplied, or otherwise not properly accounted for, and further agrees to pay any collection fees that may subsequently be imposed by the federal and/or State government. The repayment may be made by an offset to funds that are otherwise due the grantee.

I further certify that all of the facts, figures and representations made with respect to the grant application and grant award, including exhibits and attachments, are true and correct to the best of my knowledge, information, and belief.



Community College President

Jun 6, 2024

Date

Appendix B: Certification for Debarment, Suspension, Ineligibility, and Voluntary Exclusion

INSTRUCTIONS

This certification is required by the Department of Education regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, for all lower tier transactions meeting the threshold and tier requirements stated at Section 85.110.

Once the Perkins Local Application is fully negotiated and approved by the Office of College and Career Pathways at the Maryland State Department of Education, this document will be routed for electronic signatures of appropriate MSDE and grantee representatives.

INSTRUCTIONS FOR CERTIFICATION

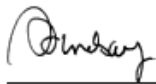
1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason or changed circumstances.
4. The terms “covered transaction”, “debarred”, “suspended”, “ineligible”, “lower tier covered transaction”, “participant”, “person”, “primary covered transaction”, “principal”, “proposal”, and “voluntarily excluded”, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall now knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled “Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary exclusion-Lower Tier Covered Transactions”, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded for the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to check the Non-procurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge

and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

CERTIFICATION

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.



Community College President

Jun 6, 2024

Date

Appendix C: General Education Provisions Act (GEPA) Notice

PURPOSE

The purpose of this enclosure is to inform you about a new provision in the Department of Education's General Education Provisions Act (GEPA) that applies to applicants for new grant awards under Department programs. This provision is Section 427 of GEPA, enacted as part of the Improving America's Schools Act of 1994 (Public Law (P.L.) 103-382).

TO WHOM DOES THIS PROVISION APPLY?

Section 427 of GEPA affects applicants for new grant awards under this program. ALL APPLICANTS FOR NEW AWARDS MUST INCLUDE INFORMATION IN THEIR APPLICATIONS TO ADDRESS THIS NEW PROVISION IN ORDER TO RECEIVE FUNDING UNDER THIS PROGRAM.

(If this program is a State-formula grant program, a State needs to provide this description only for projects or activities that it carries out with funds reserved for State-level uses. In addition, local school community colleges or other eligible applicants that apply to the State for funding need to provide this description in their applications to the State for funding. The State would be responsible for ensuring that the school community college or other local entity has submitted a sufficient section 427 statement as described below.)

WHAT DOES THIS PROVISION REQUIRE?

Section 427 requires each applicant for funds (other than an individual person) to include in its application a description of the steps the applicant proposes to take to ensure equitable access to, and participation in, its federally assisted program for students, teachers, and other program beneficiaries with special needs. This provision allows applicants discretion in developing the required description. The statute highlights six types of barriers that can impede equitable access or participation: gender, race, national origin, color, disability, or age. Based on local circumstances, you should determine whether these or other barriers may prevent your students, teachers, etc. from such access or participation in, the federally funded project or activity. The description in your application of steps to be taken to overcome these barriers need not be lengthy; you may provide a clear and succinct description of how you plan to address those barriers that are applicable to your circumstances. In addition, the information may be provided in a single narrative, or, if appropriate, may be discussed in connection with related topics in the application.

Section 427 is not intended to duplicate the requirements of civil rights statutes, but rather to ensure that, in designing their projects, applicants for Federal funds address equity concerns that may affect the ability of certain potential beneficiaries to fully participate in the project and to achieve to high standards. Consistent with program requirements and its approved application, an applicant may use the Federal funds awarded to it to eliminate barriers it identifies.

WHAT ARE EXAMPLES OF HOW AN APPLICANT MIGHT SATISFY THE REQUIREMENT OF THIS PROVISION?

The following examples may help illustrate how an applicant may comply with Section 427.

1. An applicant that proposes to carry out an adult literacy project serving, among others, adults with limited English proficiency, might describe in its application how it intends to distribute a brochure about the proposed project to such potential participants in their native language.
2. An applicant that proposes to develop instructional materials for classroom use might describe how it will make the materials available on audio tape or in braille for students who are blind.
3. An applicant that proposes to carry out a model science program for secondary students and is concerned that girls may be less likely than boys to enroll in the course, might indicate how it intends to conduct "outreach" efforts to girls, to encourage their enrollment.
4. An applicant that proposes a project to increase school safety might describe the special efforts it will take to address concern of lesbian, gay, bisexual, and transgender students, and efforts to reach out to and involve the families of LGBT students

We recognize that many applicants may already be implementing effective steps to ensure equity of access and participation in their grant programs, and we appreciate your cooperation in responding to the requirements of this provision.

Anne Arundel Community College GEPA Statement

Describe how your entity's existing mission, policies, or commitments ensure equitable access to, and equitable participation in, the proposed project or activity.

Diversity, equity, inclusion, antiracism, and accessibility (DEIAA) are embraced at Anne Arundel Community College. (AACC), through its leadership, values, and strategic plan, and it is embedded in its operations, learning, and student support.

The Board of Trustees adopted and revised its [Diversity, Equity, Inclusion, Antiracism and Accessibility Policy](#), valuing the uniqueness of every individual, and to affirm the College's support to promote antiracism and achieve diversity, equity and inclusion with its students, faculty and staff.

To center equity in AACC's student success work is the focus of the College's strategic plan and recognized as an institutional priority. The overarching purpose of AACC's strategic plan, *Engagement Matters II: Excellence through Innovation (FY2021-2025)*, is to ensure equity and that the College remains student-ready and committed to academic excellence.

AACC has made significant investments to create a transparent, data-decision culture that has been transformational. As a result of sharing disaggregated data (race/ethnicity, gender, Pell status, 1st generation) at the course, program, and institutional levels, faculty, staff, and administrators have found common purpose and mutual understanding of the critical need to eradicate pervasive equity gaps.

Strategic investment in new positions has also helped focus the College on equity. These include hiring the college's first chief diversity, equity and inclusion officer in 2014, and the first inclusive excellence coordinator in 2018 to ensure that targeted, high-quality programming is implemented in response to what the data are showing about equity gaps and how best to focus limited resources that have the most impact. In January 2023, the College hired its inaugural Americans with Disabilities Act (ADA) and Accessibility Coordinator whose role involves creating inclusive and accommodating environments and assisting the College in adhering to federal, state, and local laws related to accessibility and accommodation.

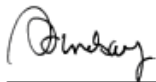
To build institutional capacity in advancing equity and inclusion and to improve the College's ability to attract and retain a diverse workforce, effective July 1, 2022, all full-time faculty and staff must complete required DEIAA professional development training.

Anne Arundel Community College earned Leader College with Distinction designation from Achieving the Dream, a nonprofit leader that champions evidence-based institutional improvement for student success, for demonstrating measurable gains on important student success metrics. This is just one of the many national awards the College and the Board of Trustees have received, recognizing their efforts in promoting DEIAA.

Appendix D: Local Perkins Application Certificate of Compliance

By receiving funds under this grant, we hereby agree, as grantee, to comply with the following terms and conditions:

1. Funds received under this title will be used to carry out Career and Technical Education Programs as required under Worksheet 135b of the Strengthening Career and Technical Education for the 21st Century Act.
2. Provide Career and Technical Education programs of such size, scope, and quality to bring about improvement in the quality of Career and Technical Education.
3. Nothing in the Act shall be construed so as to modify or affect any Federal or State law prohibiting discrimination on the basis of race, religion, color, ethnicity, national origin, gender, age, or disability.
4. All funds made available under this Act shall be used in accordance with the requirements of this Act. None of the funds made available under this Act may be used to provide funding under the School-to-Work Opportunities Act of 1994 (20 U.S.C. 6101 et seq.) or to carry out, through programs funded under this Act, activities that were funded under the School-to-Work Opportunities Act of 1994, unless the programs funded under this Act serve only those participants eligible to participate in the programs under this Act.
5. All programs carried out with funds under this title have developed and implemented an evaluation, including an assessment of how the needs of special populations are met.
6. The appropriate secondary and postsecondary partners have collaborated to develop and implement all programs under this title.
7. Articulation agreements are approved annually by the lead administrator.



Community College President

Jun 6, 2024

Date

Local Application for Perkins Funding: Cover Page

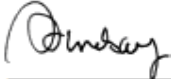
MARYLAND STATE DEPARTMENT OF EDUCATION
OFFICE OF COLLEGE AND CAREER PATHWAY
STRENGTHENING CAREER AND TECHNICAL EDUCATION FOR THE 21ST CENTURY ACT
LOCAL APPLICATION FOR FEDERAL FORMULA FUNDS

Community College	Anne Arundel Community College
President Information	Dr. Dawn Lindsay President 410-777-1177 dslindsay@aacc.edu
Individual Serving as Career and Technical Education Lead	Kathy Bolton Special Assistant to Provost/VP for Learning 410-777-2028 kebolton@aacc.edu
Individual Authorized to Sign Finalized C-125 (Financial Official)	Martha Rothschild Controller 410-777-2701 mdrothschild@aacc.edu

SIGNATURES

(This section will be completed via Adobe Sign (electronic signature) once the Local Application has been reviewed and approved by MSDE.)

On behalf of Anne Arundel Community College




 Dr. Dawn Lindsay
 President

Jun 6, 2024

 Date

On behalf of Maryland State Department of Education, Office of College and Career Pathways



 Richard W. Kincaid
 Senior Executive Director, College and Career Pathways

July 11, 2024

 Date

Component A: Labor Market Alignment

OVERVIEW

Career programming in Maryland must address the economic and workforce development needs of the state and align to high-skill, high-wage, in-demand (HS/HW/ID) careers. When completing your Comprehensive Local Needs Assessment, you were asked to consider the level of alignment for each CTE POS offered at your community college, along with the number and proportion of students participating in associated CTE programming. As a concluding activity, you were asked to identify up to five priorities to address in the coming year to expand student participation in CTE programming aligned with HW/HS/ID careers.

INSTRUCTIONS

Review the five priorities that you identified in your CLNA and select the top two priorities upon which you will focus. List them in the order of importance, along with the corresponding S.M.A.R.T.I.E. Goal that you will work to achieve. Consider listing a third priority you might address if you succeed in accomplishing your top two goals. Use the example on page 8 as a guide for this work; you will need one strategic plan for each of the priorities chosen.

PRIORITY 1: Labor Market Alignment

S.M.A.R.T.I.E. Goal: Increase the number of CTE students who earn industry certifications by 10% over the next two years.

Strategy	Activities	Benchmarks
Increase Awareness of, and Access to, Industry Certifications	<ul style="list-style-type: none"> Ensure CTE faculty provide outreach to students to raise awareness of the importance of taking industry certification exams. Provide targeted outreach to underrepresented special populations (i.e. gender, race/ethnicity, Pell Status) to ensure equitable access to obtaining industry certifications. 	<ul style="list-style-type: none"> 100% of CTE faculty teaching courses relevant to industry certifications will include information about the availability of industry certifications on syllabi and in class lectures. Increase by 10% the number of students taking industry certifications. Disaggregate data by gender, race/ethnicity, and Pell status to assist in measuring the effectiveness of this initiative.

PRIORITY 2: Labor Market Alignment

S.M.A.R.T.I.E. Goal: Increase by 5% over the next two years, participation in field trips and industry events to help students gain practical knowledge, expand professional networks, and gain a deeper understanding of potential career pathways.

Strategy	Activities	Benchmarks
<p>Increase Student Access to Field Trips, Industry Events & Industry Experts</p>	<ul style="list-style-type: none"> • Provide outreach to students about availability of field trips and industry panels. • Select attendees and secure event tickets and transportation, if needed. • Survey student participants on event. • Assess student participation and retention. Disaggregate data by gender, race/ethnicity, and Pell status to assist in measuring the effectiveness of this initiative. 	<ul style="list-style-type: none"> • Increase by 5% over the next two years, student participation in field trips, industry events, and access to industry experts.

FUNDING NOTES

In order to accomplish the activities for this component, briefly describe the funding sources the CC plans to use.

- Perkins funding of over \$57,000 will be used to support students taking industry certifications in areas such as physical therapy assistant, medical assisting, massage therapy, emergency medical services, Java, C++, Python, MOS, LEED, etc.
- Perkins funding of over \$10,000 will be used to support student field trips that provide exposure to industry experts and potential career paths related to their CTE program of study.
- Perkins funding of about \$6,000 will be used to support industry experts participating in panels and workshops on campus.

PROMISING PRACTICES TO CONSIDER

Industry Partnerships and Advisory Committees: Forge strong partnerships with local industries and establish advisory committees composed of employers, labor representatives, and post-secondary institutions. These partnerships can provide valuable insights into current and future labor market needs, ensuring CTE programs remain relevant and responsive to industry trends. They can also facilitate work-based learning opportunities, internships, and apprenticeships for students.

Labor Market Data Analysis: Consult the labor market data from your Comprehensive Local Needs Assessment to inform the development and refinement of CTE programs. This involves analyzing employment trends, wage data, and job projections to identify HS/HW/ID careers in the region. Tools like the Bureau of Labor Statistics and state labor department resources can provide comprehensive data for this analysis.

Curriculum Alignment and Certification Opportunities: Align CTE curriculum with industry standards and certifications that are recognized and valued by employers. Offering certification opportunities

within CTE programs not only makes students more competitive in the job market but also ensures they are acquiring skills that meet current industry needs.

Career Exploration and Counseling: Implement comprehensive career exploration and counseling programs to help students make informed decisions about their education and career paths. This includes providing information on HS/HW/ID careers, labor market trends, and the benefits of pursuing CTE programs. Guidance and counseling programs should also address potential barriers to participation, such as misconceptions about CTE or lack of awareness of available programs.

Component B: Student Participation and Persistence

OVERVIEW

Students who participate in CTE programming are more likely to understand their career options and gain the academic knowledge and technical skill to successfully transition to advanced education, training, and/or employment. Ideally, all students will enroll in CTE coursework at some point during their high school experience, with some going on to concentrate studies in a single program of study.

When conducting your CLNA, your stakeholder team had an opportunity to review data on CTE course taking for the 2023 graduating cohort of students, overall and for different student groups. You were asked to determine whether there were any concerning gaps in student participation and/or persistence, and your ratings of processes and supports provided by your community college. As a concluding activity, you were asked to identify any concerning gaps in student participation and persistence, identify strategies you might use to close observed gaps, and develop up to five priorities for how you will address these gaps in the coming year.

INSTRUCTIONS

Review the five priorities that you identified in your CLNA and select the top two priorities upon which you will focus, one for participation and one for persistence. List each and include the corresponding S.M.A.R.T.I.E. Goal that you will work to achieve.

When developing goals, be sure to consider how you will address concerning gaps, overall, as well as for student groups (i.e., gender, race-ethnicity, and/or special population students). Consider listing a stretch priority you might address if you succeed in accomplishing your top goals in each of the participation and persistence areas. Use the example on page 8 as a guide for this work; you will need one strategic plan for each of the priorities chosen.

PARTICIPATION PRIORITY: Student Participation

S.M.A.R.T.I.E. Goal: Increase the Number of CTE Concentrators by 10% over the next two years.

Strategy	Activities	Benchmarks
<p>Enhance Support Services to CTE Students</p>	<ul style="list-style-type: none"> • Hire and retain a program navigator focused on the AMC cluster, serving both postsecondary and secondary students interested in CTE programs. • Provide outreach, recruitment, support and tracking of student outcomes, with emphasis on special populations. • Provide structured support for academic progression planning, including referral to appropriate student support services. • Conduct outreach to AACPS high schools by participating in college and career fairs, industry panels, etc. 	<ul style="list-style-type: none"> • Increase by 10% the number of CTE concentrators over the next two years.

PERSISTENCE PRIORITY: Student Persistence

S.M.A.R.T.I.E. Goal: Increase persistence rates by 10% over the next two years by increasing access to specialized tutoring in CTE programs to better support students at risk of dropping out or who are struggling academically.

Strategy	Activities	Benchmarks
<p>Increase Utilization of Specialized Tutoring Services for CTE Programs</p>	<ul style="list-style-type: none"> • Include information about tutoring services on all class syllabi. • Utilize Faculty Early Alert system to electronically notify students if they are at risk of failing a course. Early alert messages include recommendations for appropriate support services. • Offer comprehensive tutoring services tailored to the needs of CTE students at risk of not persisting in their program. • Provide targeted outreach to special populations. 	<ul style="list-style-type: none"> • Increase persistence rates by 10% over the next two years by increasing access to specialized tutoring in CTE programs.

FUNDING NOTES

In order to accomplish the activities for this component, briefly describe the funding sources the CC plans to use.

- Perkins funding of over \$43,000 will be used to support salary & benefits for program navigator serving both secondary and postsecondary students.
- Perkins funding of over \$78,000 will be used to support salary & FICA expenses for specialized CTE tutors in subject areas such as health sciences, accounting, economics, criminal justice, legal studies, and mechatronics.

PROMISING PRACTICES TO CONSIDER

Targeted Outreach and Recruitment: Develop targeted outreach programs aimed at underrepresented and underserved student populations to increase awareness and interest in CTE opportunities. This can include personalized guidance sessions, CTE open houses, and showcasing success stories from diverse alumni who have benefited from CTE pathways.

Enhanced Support Services: Offer comprehensive support services tailored to the needs of students at risk of not persisting in their CTE program. This could include tutoring, mentoring, counseling, and financial assistance programs. Support services should also address barriers outside of academics, such as transportation or childcare for students who need it.

Cultural Competency Training for Staff: Provide cultural competency training for teachers, counselors, and administrators to ensure they are equipped to support a diverse student body. Training should focus on understanding the challenges faced by different student groups and developing strategies to engage and support all students effectively.

Integration of Academic and CTE Curriculum: Enhance the integration of academic and CTE curriculum to demonstrate the relevance of CTE to traditional academic subjects and vice versa. This can help students see the value in their CTE courses as part of their overall education, leading to increased engagement and persistence.

Flexible Scheduling and Credit Options: Implement flexible scheduling and credit options to accommodate students who might face challenges in enrolling in CTE courses due to scheduling conflicts or other commitments. This might include offering CTE courses outside of traditional school hours, online course options, or dual credit opportunities that count towards both high school and post-secondary education.

Peer Networks and Student Organizations: Encourage participation in CTE student organizations and peer networks that provide community, leadership opportunities, and a sense of belonging. These organizations can help students build connections, develop soft skills, and increase their engagement with their CTE program.

Community and Industry Engagement: Leverage community and industry partnerships to provide students with real-world learning opportunities, mentorship, and insights into career pathways. These partnerships can enrich the CTE experience and increase student motivation and persistence by providing clear connections between their studies and potential future careers.

Component C: Program Performance

OVERVIEW

Maryland has established performance expectations for a set of accountability indicators specified in the federal Perkins V legislation. These indicators offer insights on the educational progress of students concentrating in CTE programming. Metrics include attaining academic proficiency in core subjects; post-program placement into advanced education, training, or employment; nontraditional program concentration, and the attainment of recognized postsecondary credentials and technical skills.

Your stakeholder team should have reviewed community collegewide performance data when conducting your CLNA. It is important that your overall community college performance meets or exceeds the state performance targets. A performance improvement plan must be developed for any indicator in which you failed to achieve 90% of the state performance target. You also should review disaggregated data for different student groups. Ideally, all students will achieve at similar levels regardless of their demographic characteristics, which include gender, race-ethnicity, and special population status.

INSTRUCTIONS

Review the five priorities that you identified in your CLNA and select the top two priorities upon which you will focus. List them in the order of importance, along with the corresponding S.M.A.R.T.I.E. Goal that you will work to achieve. Consider listing a third priority you might address if you succeed in accomplishing your top two goals. Use the example on page 8 as a guide for this work; you will need one strategic plan for each of the priorities chosen.

PRIORITY 1: Program Performance

S.M.A.R.T.I.E. Goal: Increase by 10% over the next two years, student participation in work-based learning opportunities to enhance students' technical skills and provide valuable industry insights.

Strategy	Activities	Benchmarks
<p>Increase Awareness of, and Access to, Standardized Patient Initiative</p>	<ul style="list-style-type: none"> Recruit and train standardized patient actors. Implement standardized patient initiative into curriculum across multiple health science programs. Evaluate the success of the standardized patient initiative by collecting feedback from students, faculty, and staff. Conduct periodic evaluations, surveys, and comparative studies to assess student outcomes (disaggregated by gender/race/Pell status). Target outreach to special populations such as male students in Health Sciences programs. 	<ul style="list-style-type: none"> Increase by 10% the number of students participating in the standardized patient initiative. Disaggregate student outcomes by gender, race/ethnicity, and Pell status to assist in measuring the effectiveness of this initiative.
<p>Increase Awareness of, and Access to, Legal Self-Help Clinic</p>	<ul style="list-style-type: none"> Hire a clinic coordinator who is a licensed attorney. Develop a website and sign-up system that helps match legal services needed by a community member to a volunteer attorney. Maintain confidential records of legal services and track the number of sessions held. Provide feedback and assessment of student outcomes. 	<ul style="list-style-type: none"> Increase by 10% the number of students participating in the Legal Self-Help Clinic. Disaggregate outcomes by gender, race/ethnicity, and Pell status to assist in measuring the effectiveness of this initiative.

PRIORITY 2: Program Performance

S.M.A.R.T.I.E. Goal: Increase student completion by 5% over the next two years with investment in modern equipment and technology to support hands-on learning and ensure CTE labs are equipped to industry standards and to enhance student skills development.

Strategy	Activities	Benchmarks
<p>Increase Investment in Equipment and Technology in Support of CTE Program Success</p>	<ul style="list-style-type: none"> Procure and install all new equipment and technology. Ensure curriculum is in lockstep with industry requirements and new equipment and/or technology. Train faculty in the use of new equipment and technology as needed. 	<ul style="list-style-type: none"> Increase student completion by 5% over the next two years in targeted program areas: Health Sciences, Hospitality & Culinary, and Visual Arts.

FUNDING NOTES

In order to accomplish the activities for this component, briefly describe the funding sources the CC plans to use.

- Perkins funding of over \$57,000 will be used to support the Standardized Patient program in the School of Health Sciences to recruit, train and utilize Standardized Patients to enrich student learning experiences across multiple CTE programs, and better prepare them for real-world medical interactions.
- Perkins funding of over \$15,000 will be used to support AACC’s Legal Self-Help Clinic that provides work-based learning experiences to paralegal studies students, under the supervision of attorneys, and critical legal assistance services to the community.
- Perkins funding of over \$100,000 will be used to support the acquisition of equipment and technology in areas such as Health Sciences, Hospitality & Culinary and Visual Arts.

PROMISING PRACTICES TO CONSIDER

Data-Driven Instruction and Improvement: Utilize data analytics to closely monitor student performance across the specified accountability indicators. This involves not just tracking overall performance but also disaggregating data by student demographics to identify and address disparities. Tailor instructional strategies and support services based on data insights to improve outcomes for all student groups.

Professional Development for Educators: Invest in ongoing professional development for CTE educators focused on evidence-based instructional strategies, culturally responsive teaching, and the integration of academic and technical skills. Training should also include the use of data to inform instruction and the identification of student needs for targeted interventions.

Integrated Academic and Technical Curriculum: Strengthen the integration of core academic content within CTE programs to support the attainment of academic proficiency. This could include

project-based learning that applies academic concepts in real-world CTE contexts, enhancing relevance and understanding for students.

Career Advising and Student Support Services: Expand comprehensive career advising and support services to guide students in making informed decisions about their CTE pathways and future careers. This should include personalized learning plans, mentoring, tutoring, and access to resources for overcoming barriers to success.

Work-Based Learning Opportunities: Increase access to work-based learning experiences, such as internships, job shadowing, and apprenticeships. These opportunities can enhance students' technical skills, provide valuable industry insights, and improve post-program placement outcomes.

Focus on Nontraditional and Special Populations: Implement targeted strategies to encourage participation and success in CTE programs for students from nontraditional backgrounds and special populations. This may involve outreach efforts, support groups, and modifications to program delivery to ensure inclusivity and accessibility.

Component D: Recruiting, Developing, and Retaining CTE Educators

OVERVIEW

Offering high-quality CTE programs requires a skilled instructional workforce. Ideally, all members of your educational team, including secondary teachers, support staff, paraeducators, and guidance counselors, will have the knowledge and training necessary to realize positive student outcomes. You should strongly consider how your community college works to support the recruitment, onboarding/preparation, retention, and training/professional learning of CTE Teachers/Faculty.

Your stakeholder team were provided with data on current staff demographics and longitudinal, 5-year statistics on staff turnover.

INSTRUCTIONS

Review the five priorities that you identified in your CLNA and select the top two priorities upon which you will focus. List them in the order of importance, along with the corresponding S.M.A.R.T.I.E. goal that you will work to achieve. Consider listing a third priority you might address if you succeed in accomplishing your top two goals.

Note that recruitment and retention, and professional development should be considered as two focus areas. If your CLNA findings did not identify one of these as a priority, consider adding it as your stretch priority. Use the example on page 8 as a guide for this work; you will need one strategic plan for each of the priorities chosen.

PRIORITY 1: CTE Educators

S.M.A.R.T.I.E. Goal: Increase faculty retention by 10% over the next two years by increasing access to professional development related to multi-language learners.

Strategy	Activities	Benchmarks
<p>Establish Community Interpreter Program in Partnership with AACPS</p>	<ul style="list-style-type: none"> • In conjunction with AACPS, implement the 4-course series (120 hrs.) in community interpretation and translation. • Offer faculty “train the trainer” professional development opportunity in Cross-Cultural Communications in support of best practices of the ethics, standards, skills, and modes of serving multi-language communities. 	<ul style="list-style-type: none"> • Increase faculty retention by 10% over the next two years by increasing access to professional development related to multi-language learners. Disaggregate data by gender, race/ethnicity to assist in measuring the effectiveness of this initiative.

PRIORITY 2: CTE Educators

S.M.A.R.T.I.E. Goal: Increase CTE faculty participation in professional development opportunities by 10% in the School of Business & Law.

Strategy	Activities	Benchmarks
<p>Increase CTE Faculty Access to Quality Professional Development Opportunities</p>	<ul style="list-style-type: none"> • Register and attend professional development conferences related to paralegal and business studies. • In support of continued ABA Approval of AACC’s Paralegal Studies Program, faculty will attend and present at the American Association of Paralegal Education (AAfPE) conference. AAfPE focuses exclusively on improving paralegal education. • Faculty will attend and present at the National association of Community College Entrepreneurs in support of excellence in AACC’s business programs. 	<ul style="list-style-type: none"> • Increase CTE faculty participation in professional development opportunities by 10% in the School of Business & Law.

FUNDING NOTES

In order to accomplish the activities for this component, briefly describe the funding sources the CC plans to use.

- Perkins funding of over \$9,000 will be used to support the implementation of the Community Interpreter Program and professional development.
- Perkins funding of over \$10,000 will be used to increase faculty access to professional development.

PROMISING PRACTICES TO CONSIDER

Partnerships with Higher Education: Collaborate with universities and community colleges to identify and attract students in relevant fields who may be interested in teaching careers. Offer information sessions and internships focused on CTE education.

Industry Recruitment: Target professionals in high-skill, high-wage, and in-demand sectors for transition into CTE teaching roles. Offer incentives and pathways for industry experts to enter the teaching profession, including alternative certification routes.

Marketing and Outreach: Develop marketing campaigns that highlight the benefits and impacts of being a CTE educator. Use social media, professional networks, and community events to reach potential candidates.

Mentorship Programs: Establish mentorship programs that pair experienced CTE educators with new hires to provide guidance, support, and knowledge transfer during the critical first years

Ongoing Professional Development: Offer regular professional development opportunities focused on the latest industry trends, educational technology, pedagogical strategies, and student engagement techniques.

Industry Experiences: Facilitate opportunities for CTE educators to engage with industry through externships, workshops, and partnerships, allowing them to stay current with the skills and knowledge required in their field.

Communities of Practice: Establish communities of practice where CTE educators can share experiences, resources, and best practices with peers, fostering a culture of continuous improvement and collaboration.

Component E: State Determined Performance Level Attainment

OVERVIEW

The Carl D. Perkins Career and Technical Education Act (commonly referred to as the Perkins Act or Perkins V) aims to increase the quality of career and technical education (CTE) within the United States to help the economy. The purpose of the state-determined performance levels (SDPLs) within the Perkins Act is multi-fold:

Ensure Accountability: These performance levels are designed to ensure that states are accountable for improving the academic and technical skills of students participating in career and technical education (CTE) programs. By setting these levels, states are committed to continuous improvement and are held responsible for achieving specific outcomes.

Promote Continuous Improvement: The performance levels serve as benchmarks for states to assess their progress in enhancing the quality of their CTE programs. This encourages states to constantly evaluate and improve their education and training programs to meet the evolving needs of the workforce.

Enhance State and Local Flexibility: While the Perkins Act sets out national priorities and goals, it also gives states and local education providers considerable flexibility in determining how to meet these goals. The state-determined performance levels allow states to set targets that are ambitious yet attainable, considering their unique economic, demographic, and educational contexts.

Support Student Success: The performance levels focus on key indicators of student success, including graduation rates, academic achievement, and placement in postsecondary education or employment. This ensures that the programs are effectively preparing students for high-skill, high-wage, or in-demand industry sectors and occupations.

Data-Driven Decision Making: By establishing and monitoring these performance levels, states can use data to make informed decisions about how to allocate resources, identify areas for improvement, and implement strategies that best support student achievement and program quality.

Overall, the state-determined performance levels in the Perkins Act are integral to ensuring that career and technical education programs are aligned with state and local economic needs and are effectively preparing students for the challenges of the 21st-century workplace.

INSTRUCTIONS

Review the data on the following table, which details the State of Maryland's SDPLs for each federal performance indicator, the 90% calculation to determine the floor for "meeting" the indicator, and the actual local performance by the school system towards the indicator.

For each indicator where the actual local performance level is less than the 90% performance target, the school system is required to complete a S.M.A.R.T.I.E. goal related to the missed indicator, as well as a strategic plan to address the tasks and expected outcomes. Use the example on page 8 as a guide for this work; you will need one strategic plan for each of the priorities chosen.

TABLE: STATE DETERMINED PERFORMANCE LEVELS AND ACTUAL LOCAL PERFORMANCE

Indicator	Performance Target	Performance Target (90%)	Actual Local Performance
1PI: Post-Secondary Retention and Placement	71.33%	64.20%	76%
2PI: Earned Recognized Post-Secondary Credential	44.40%	39.96%	59%
3PI: Non-Traditional Program Enrollment	24.85%	22.37%	32%

MISSED INDICATOR 1: NOT APPLICABLE

MISSED INDICATOR 2: NOT APPLICABLE

Component F: Budget

INSTRUCTIONS

The Carl D. Perkins Act provides nine specific required uses of federal formula funds. After reviewing these required uses in the section below, begin thinking about how you will strategically allocate your federal funds across each of these required uses and to support each of the S.M.A.R.T.I.E. goals detailed in this application (note: you must allocate funding across all nine required uses). Once the funds are allocated across all required uses, determine the funding level needed across the budget categories (e.g., Salaries/Benefits, Contract Services, Equipment, Supplies and Materials, and/or Other). While grantees are required to allocate funds across all nine Perkins categories, there is not a requirement to budget across all of the budget categories.

REQUIRED USES OF PERKINS FUNDING

1. Strengthen the academic and career and technical skills of students participating in CTE programs by strengthening the academic and CTE components of such programs through the integration of academics with CTE programs using a coherent sequence of courses, such as CTE programs of study, to ensure learning in the core academic subjects and CTE subjects.
2. Link CTE at the secondary and postsecondary level, including offering the relevant elements of not less than three CTE programs of study.
3. Provide students with strong experience in and understanding of all aspects of an industry, which may include work-based learning experiences.
4. Develop, improve, or expand the use of technology in CTE
5. Provide professional development programs to teachers, faculty, administrators, and career guidance and academic counselors who are involved in integrated CTE programs
6. Develop and implement evaluations of the CTE programs carried out with funds, including an assessment of how the needs of special populations are being met
7. Initiate, improve, expand, and modernize quality CTE programs, including relevant technology.
8. Provide services and activities that are of sufficient size, scope, and quality to be effective.
9. Provide activities to prepare special populations, including single parents and displaced homemakers who are enrolled in CTE programs, for high-skill, high-wage, or high-demand occupations that will lead to self-sufficiency.

EXAMPLES OF BUDGET ITEM EXPENDITURES

- Salaries / Wages: Administrators, Site Coordinators, Career Counselors, Teachers, etc., as long as the role is directly related to the administration of the CTE program and/or delivery of CTE program instruction.
- Contract Services: Contracted Consultants, Contracted Evaluators, Curriculum Consultants, Counselors, Professional Development Trainers, etc.
- Equipment: Machinery, Furniture, Fixtures, Technology-related Hardware
- Supplies and Materials: General Supplies, Textbooks, Instructional Aids, Instructional Software, Internet Fees-Site License
- Other: Dues and Fees, Approved Conference/Training Fees

Refer to MSDE's full CTE allowability chart for a detailed account of Perkins-related expenditures.

BUDGET ALLOCATION TABLE

Total Formula Award: \$406,880.00

Required Uses of Perkins Funds (See List for Details)	Salaries / Wages	Contract Services	Equipment	Supplies and Materials	Other
1	\$93,206	\$0.00	\$0.00	\$0.00	\$0.00
2	\$14,284	\$6,500	\$0.00	\$0.00	\$0.00
3	\$2,186	\$5,000	\$18,066	\$0.00	\$5,725
4	\$0.00	\$0.00	\$8,350	\$9,117	\$0.00
5	\$0.00	\$0.00	\$0.00	\$0.00	\$10,815
6	\$10,000	\$0.00	\$0.00	\$0.00	\$0.00
7	\$0.00	\$0.00	\$42,355	\$24,370	\$0.00
8	\$57,862	\$0.00	\$0.00	\$57,000	\$0.00
9	\$21,700	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$199,238	\$11,500	\$68,771	\$90,487	\$16,540

FINANCIAL COMPLIANCE WORKSHEET AND BUDGET FORM C-125

Once the funds have been allocated across budget objects and required Perkins expenditures in the table above, transfer this information to the Financial Compliance Worksheet and the Budget Form C-125 for final approval. Links to each are located here: [Budget Forms](#).


Recipient Agency Name Anne Arundel Community College
Revenue Source Name Perkins

**ARYLAND STATE DEPARTMENT OF EDUCATION
Division of Career and College Readiness
PROPOSED BUDGET
POSTSECONDARY/OTHER RECIPIENTS/AGENCIES**


Grant Number
Grant Period 7/1/2024-6/30/2025
Fund Source Code

Fiscal Year FY25

USE OF FUNDS	SOURCE OF FUNDS			TOTAL BUDGET
	Federal	State/Local	Other (Specify)	
PERSONNEL				
Fringe Benefits	\$16,476.00			\$16,476.00
Salaries	\$182,762.00			\$182,762.00
MATERIALS & SUPPLIES				\$0.00
EQUIPMENT	\$68,771.00			\$68,771.00
CONTRACTUAL SERVICES				
Consultants	\$11,500.00			\$11,500.00
TRAVEL				
Lodging	\$3,652.00			\$3,652.00
Meals	\$1,015.00			\$1,015.00
Miles	\$2,860.00			\$2,860.00
Registration Fees/Other	\$8,703.00			\$8,703.00
OTHER RELATED COSTS				
Child Care				\$0.00
Instructional Costs				\$0.00
Instructional Materials	\$90,487.00			\$90,487.00
Mail				\$0.00
Printing				\$0.00
Telephone				\$0.00
Transportation				\$0.00
Tuition				\$0.00
Other - catering	\$310.00			\$310.00
ADMINISTRATION/INDIRECT COSTS				
Administration	\$20,344.00			\$20,344.00
Indirect Costs				\$0.00
TOTAL	\$406,880.00	\$0.00	\$0.00	\$406,880.00

Budget Approved by: 
 (Signature & Date) [Martha Rothschild \(Jun 5, 2024 08:07 EDT\)](#)
 FINANCE OFFICIAL
 Budget proposed ps Revised 2/10

Date: Jun 5, 2024


 MSDE OFFICIAL

Date: July 11, 2024

POSTSECONDARY FINANCIAL COMPLIANCE WORKSHEET

The total amount for Administrative Costs (Indirect and Direct) may not exceed 5% of the total grant award. The total amount of equipment purchased must be subtracted from the grant in order to determine the maximum amount allowable from which to calculate indirect costs.

Use the following worksheet by putting in the formula award amount (**Cell C5**), the total amount of equipment purchases (**Cell C9**), and the indirect cost rate percent (**Cell B11**). If no equipment is purchased, then leave the cell blank, and if indirect cost is not taken, then leave the cell blank.

Formula Award Amount		\$ 406,880
Total Administrative Cost Allowed	5%	\$ 20,344
Allowable Indirect Cost Calculation		
Total Grant Award		\$ 406,880
Subtract Amount of Equipment Purchases		\$ 68,770
Indirect Cost Subtotal		\$ 338,110
Local Indirect Cost Rate	0%	\$ -
Administrative Cost Calculation		
Indirect Cost Amount Taken		\$ -
Administration Cost Taken		\$ 20,344
Total (Indirect/Direct) Administrative Cost		\$ 20,344
Totals		
Grant Subtotal		\$ 386,536
Total (Indirect/Direct) Administrative Cost		\$ 20,344
Total Grant Award		\$ 406,880
Maintenance of Effort Local/State		
FY 2023 Reported Expenditures <i>(See FY 2023 Annual Financial Report)</i>		\$21,285,521.25
FY 2024 Estimated Expenditures		\$24,303,461.93