

North Carolina Postsecondary Perkins CTE Leadership Project Guidelines

CTE Leadership Project Purpose

CTE Leadership Projects are designed to inform and improve the quality and accessibility of Career and Technical Education (CTE) statewide. These projects support sustainable innovation to enhance CTE Programs of Study implementation, promote student opportunities and access, align CTE Programs with workforce needs or demands, improve student outcomes, provide professional development and training for CTE faculty and staff, or promote data-driven decision-making for continuous improvement.

CTE Leadership Projects are funded by The Strengthening Career and Technical Education for the 21st Century Act to improve Career and Technical Education, which designated leadership funds to support:

- Preparation for non-traditional fields in current and emerging professions.
- Programs for individuals in State institutions such as correctional institutions.
- Programs that expose students including special populations to high-skill, high wage and in-demand occupations.
- Programs that recruit, prepare or retain Career and Technical Education teachers, faculty, specialized instructional support – pre-service, professional development, or leadership development.
- Technical assistance for eligible recipients.

Each project will report on the project defined outcomes, deliverables, and the potential in reducing disparities or performance gaps in state determined performance levels of CTE concentrators.

- 1P1 Postsecondary Retention and Placement
- 2P1 Curriculum Certificate, Diploma, or Associate Degree Attainment
- 3P1 Non-traditional Program Enrollment

Permissible Project Activities

CTE Leadership Projects can support the following activities to improve Career and Technical Education (abridged from Section 124):

- Developing statewide CTE Programs of Study, which may include standards, curriculum course development, career exploration, guidance, and advisement activities.
- Approving locally developed CTE Programs of Study that meet the requirements in section 122(d)(4)(B).
- Establishing statewide articulation agreements aligned to approved Programs of Study.
- Establishing statewide industry or sector partnerships aligned to state and local economic and education needs and facilitate work-based learning opportunities into Programs of Study.
- Providing professional development for faculty and instructional support personnel.
- Supporting eligible recipients in eliminating inequities in student access to high-quality CTE programs.

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Permissible Project Activities (Continued)

- Awarding incentive grants to eligible recipients for exemplary performance in carrying out CTE Programs of Study.
- Providing support for the adoption and integration of recognized postsecondary credentials and work-based learning programs into CTE Programs of Study.
- Support of pay for success initiatives leading to recognized postsecondary credentials.
- Support for CTE programs for adult education and out of school youth concurrent with their completion of secondary school education.
- Support of CTE competency-based education.
- Support of Programs of Study or career pathways in areas declared to be in a state of emergency.
- Partnering with qualified intermediates to improve training in CTE Programs of Study.
- Improving career guidance programs including academic and financial aid counseling.
- Support for integration of employability skills into CTE Programs of Study.
- Support activities that increase access to STEM fields.
- Support career and technical student organizations.
- Establish and expand work-based learning opportunities aligned to CTE Programs of Study.
- Integrating and aligning Programs of Study and career pathways.
- Supporting the use of CTE programs aligned with state, regional or local high-skill, high-wage or in-demand sectors as identified by WIOA.
- Making all forms of instructional content widely available.
- Developing reliable assessments and enhancing data systems.
- Support for accelerated learning is part of CTE Programs of Study.
- Support Career Academies.

Special Considerations for Project Activities

The following activities may be funded for CTE Leadership Projects with approval granted by the Executive Director for Postsecondary Perkins:

- Due to the high burden of proof to demonstrate the need for purchasing meals for project participants established in UGG C.F.R. 200, meals will not be funded unless meal options are not sufficiently available in the area around the meeting facility or they are included in the cost of the facility or registration. Meeting agendas should be structured to allow sufficient time for participants to purchase their own meals and locations selected should have easy access to food and beverage establishments.
- “An eligible agency that received funds may not use any such funds for administrative costs unless expressly authorized” (Sec. 124(c)).

CTE Leadership Project Guidelines

CTE Leadership Projects are to be implemented July 1, 2025 to June 30, 2026, with all expenditures completed by June 30, 2026. CTE Leadership Project proposal may request a maximum of \$100,000 to complete proposed activities. Partial funding may be granted for

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submissions. Be mindful of all [NCCCS Procurement and IT purchase policies](#) and thresholds when submitting proposals.

Eligible Recipients

Eligible recipients may be a CTE Program at a Community College, North Carolina government agencies involved in Career and Technical Education, community/industry partners associated with Career and Technical Education, or NCCCS staff. North Carolina government agencies involved in Career and Technical Education and community/industry partners associated with Career and Technical Education must have a Community College or NCCCS staff member partner on the project to be eligible for funding. Past recipients may reapply.

Proposal Timeline

The table below outlines the important dates for the 2025–2026 proposal cycle.

Activity	Date
Proposal Application Released	April 1, 2025
Proposal Submission Deadline	May 9, 2025 by 5:00 pm EST
Proposal Review Selection	May 10–30, 2025
Proposal Acceptance or Rejection Notification	By June 1, 2025
Approved Project Expenditures Completed	June 30, 2026
Approved Project Recipient Reporting	July 15, 2026

Required Application Materials

The proposal application (summary, components narratives, proposed timeline and budget, and assurance page) is included in this document. The proposal should be saved in a PDF format using the file naming nomenclature of 25-26 Leadership Project Proposal [Project Name].

Completed applications must be **submitted by 5:00 p.m. on May 9, 2025**, via email to vandyker@ncccommunitycolleges.edu.

Proposal Criteria and Guidelines

Submissions will be scored on a 100-point scale based on the criteria below by a committee of CTE stakeholder.

Proposal Component	Points Possible
Project Summary	2

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Proposal Component	Points Possible
<p>Description of the Proposed Project (1 page) A narrative description of the proposed project.</p> <ul style="list-style-type: none"> • What are the essential components of the proposed project? • How will the proposed project reduce disparities or performance gaps in state determined performance levels of CTE concentrators? • How will the proposed project support the CTE Leadership Goals? • How will the proposed project inform and improve the quality and accessibility of Career and Technical Education (CTE) statewide? • How will the proposed project align with existing or future programs? 	20
<p>List of Project Outcomes List clearly defined project outcomes that are written in the SMART (Specific, Measurable, Achievable, Relevant, Time-bound) format.</p>	10
<p>Description of the Proposed Project Deliverables (1 page) A narrative description of the deliverables and what evidence will demonstrate successful implementation of the proposed project. Deliverables and artifacts to consider.</p> <ul style="list-style-type: none"> • Awarded RFP or application or statement of work • Approved budget or invoice • State board item if appropriate (\$250,000 or above) • Sent for bid (non-IT \$50,000 or above) • Letter of award • Quarterly update on the process • Signed attendance sheets • Time and effort documentation for anyone paid through Perkins funds for extra duty work 	10
<p>Description of the Impact of the Proposed Project (1 page) A narrative description of the impact of the proposed project.</p> <ul style="list-style-type: none"> • What is the anticipated CTE stakeholder impacted by the proposed project? • How will the proposed project expose students to innovative and immediate career pathways? • How will the program impact the local economic demand for CTE Programs of Study? • How will the proposed project impact nontraditional students? • How will the proposed project contribute to a high-quality CTE Programs of Study? • How will the proposed project increase work-based learning opportunities for students? • How will the proposed project be evaluated? 	20
<p>Description of the Proposed Project Beyond Funding (1 page) A narrative description of how the proposed project will be maintained and expanded after the initial funding.</p>	10

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Proposal Component	Points Possible
<p>Proposed Timeline and Budget (1–2 pages) A summary of all proposed project activities, timeline for completion, assigned person responsible, and detailed budget. All expenditure must adhere to EDGAR, Perkins V, and NCCCS Fiscal Policies. The maximum proposed budget is \$100,000 per project proposal.</p>	25
<p>Assurances Signed assurances by all required all project stakeholders formally acknowledge their understanding of the purpose, guidelines, and measurable outcomes of the project through a signed certification.</p>	3

Oversight and Accountability

Ongoing oversight and technical assistance will be provided by NCCCS CTE staff, including regular progress reviews and access to expert resources.

Required Final Report

A comprehensive evaluation report is at the completion of the project or by July 15, 2026, that details the essential project components, project outcomes, impact on reducing disparities, and recommendations for future projects.

Disclaimers

Conflict of Interest

Officials or employees of the Community College or the Community College's Board authorized in their official capacity to negotiate, make, accept, approve, or take part in the negotiating, making, accepting, or approving of any contract or subcontract in connection with a project shall not have or receive directly or indirectly any financial or personal interest in any such contract or subcontract. It shall be against this policy for any employee or volunteer to directly or indirectly ask, demand, exact, solicit, accept, receive, or agree to receive anything of value for themselves or any other person or entity.

Whistleblower

An employee of a recipient or subrecipient must not be discharged, demoted, or otherwise discriminated against as a reprisal for disclosing information that the employee reasonably believes is evidence of gross mismanagement of a Federal contract or grant, a gross waste of Federal funds, an abuse of authority relating to a Federal contract or grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a Federal contract (including the competition for or negotiation of a contract) or grant.

Questions or Additional Information

Please email questions or requests for more information to Dr. Tony Reggi at reggia@ncccommunitycolleges.edu.

North Carolina Postsecondary Perkins CTE Leadership Project Proposal Application

CTE Leadership Projects are designed to inform and improve the quality and accessibility of Career and Technical Education (CTE) statewide.

Project Summary

Complete the information below for the project title, project primary contact, sponsoring institution, aligned CTE Leadership goals, and supported Perkins Postsecondary Performance Indicators.

Project Title

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Primary Contact Information

Primary Contact Name	
Primary Contact Title	
Primary Contact Address	
Primary Contact Phone Number	
Primary Contact Email Address	

Sponsoring Institution Information

Institution Name	
College President or Vice President Name	
College President or Vice President Email Address	

Perkins Performance Indicator Support

Select the Perkins V Postsecondary Performance Indicator(s) supported by the project.

- 1P1 Postsecondary Retention and Placement
- 2P1 Curriculum Certificate, Diploma, or Associate Degree Attainment
- 3P1 Non-traditional Program Enrollment

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CTE Leadership Goal Alignment

Select the CTE Leadership goal(s) the project will address.

- Preparation for non-traditional fields in current and emerging professions, programs for special populations, and other activities that expose students including special populations to high-skill, high-wage, and in-demand populations.
- Programs that serve students enrolled in CTE Programs of Study including Special Population.
- Recruiting, preparing, or retaining Career and Technical Education faculty, specialized instructional support – pre-service, professional development, or leadership development.
- Enhance CTE Programs of Study, promote opportunity and access, align programs with workforce needs, improve student outcomes, support innovation, provide development for CTE faculty and staff, promote data-driven decision-making, and/or ensure program sustainability.

Project Components

Complete the information in the box for each of the required project components.

Description of the Proposed Project

List the Project Outcomes

Description of the Proposed Project Deliverables

Description of the Impact of the Proposed Project

Description of the Proposed Project Beyond Funding

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Proposed Timeline and Budget

Chronological Timeline	Action and Rationale for Expenditure	Party Responsible	Amount Funds Needed
Total Expenditures			

**Add additional rows as needed.*

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Assurance Page

The parties agree to:

- Provide administrative supervision and support to foster success of the project.
- Work cooperatively with the NCCCS Perkins Team in monitoring and evaluating the project to meet reporting requirements.
- Provide personnel, time, and other resources to develop and implement the project.
- Ascertain that project members follow applicable federal and state laws and regulations.
- Attest that all funds will be used to implement the project described in the project proposal.
- Establish fiscal control and accounting procedures for proper disbursement of and accounting project funds.

Primary Contact Signature

Date

College President or Vice President Signature

Date