



OFFICE OF HIGHER EDUCATION

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April 2013

To: Chief Executive Officers of Selected Two-Year and Four-Year Institutions
Directors of Educational Opportunity Centers

From: Stanley S. Hansen, Jr.

Subject: Fiscal Year 2013-14 Guidelines and Application materials for Postsecondary
For Non-Competitive Formula Funding under the Carl D. Perkins Career and
Technical Education Act of 2006 (Perkins IV)

These guidelines for non-competitive proposals for the Perkins IV formula allocation program explain the application procedure for FY 2013-14. Institutions use these Federal funds to improve career and technical education programs designed to prepare persons to work in a technologically advanced society. Eligible institutions or consortia of institutions are those offering career and technical education programs that meet Federal requirements for program size, scope, and quality and generating a potential award of at least \$50,000. The guidelines include the Regents goals and objectives, and the instructions and application materials needed to prepare and submit applications.

Institutions that have been notified of funding allocations, as eligible agencies, must submit completed applications to:

New York State Education Department
Collegiate Development Programs Unit
Perkins Career and Technical Education Program
Education Building Addition, Room 967
Albany, NY 12234

Program Contact Information: perkins@mail.nysed.gov

Due Postmarked By: Friday, May 24, 2013

Number of Copies: Each application package must include ONLY one original, signed paper application, PLUS an original and three paper copies of the signed FS-10. In addition, you must send an electronic copy of your application to perkins@mail.nysed.gov. As part of the 2013-14 application package, **Appendix 4** contains a Perkins Data Collection Capacity Survey which should be completed and emailed to perkins@mail.nysed.gov along with the submission of your application materials.

Updates to the 2013-2014 application are listed in **Appendix 5** - New and Updated Items for 2013-2014 Perkins RFP. Please review these and provide all the necessary information in your proposal.

Upcoming Carl D. Perkins Administrative Training Workshop (ATW)

An Administrative Training Workshop (ATW) for all Perkins Grants Officers will be held on Wednesday, April 17, 2013 from 9:00 AM to 3:30 PM at the Century House in Latham, New York. Workshop and hotel registration information was previously sent out under separate cover. The ATW will provide important information on the application process as well as the new and updated items for 2013-2014. If you have specific questions regarding the 2013-14 Guidelines, please submit them to perkins@mail.nysed.gov by April 15, 2013.

We look forward to seeing you on April 17th in Albany.