

**MASSACHUSETTS DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
STANDARD CONTRACT FORM AND APPLICATION FOR PROGRAM GRANTS**

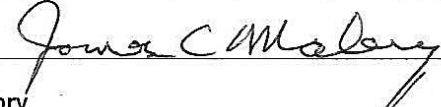
PART I – GENERAL

A. APPLICANT: Middlesex Community College				District Code:				1	2	1	4
ADDRESS: 33 Kearney Square											
Lowell, MA 01852											
TELEPHONE: (781) 280-3581											

B. APPLICATION FOR PROGRAM FUNDING

FUND CODE	PROGRAM NAME	PROJECT DURATION		AMOUNT REQUESTED
		FROM	TO	
FY2017	FEDERAL – ENTITLEMENT/ALLOCATION GRANTS administered by CAREER/VOCATIONAL TECHNICAL EDUCATION			
401	Perkins Postsecondary Allocation Grant 2016-2017	9/1/2016	8/31/2017	\$277,342

C. I CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS CORRECT AND COMPLETE; THAT THE APPLICANT AGENCY HAS AUTHORIZED ME, AS ITS REPRESENTATIVE, TO FILE THIS APPLICATION; AND THAT I UNDERSTAND THAT FOR ANY FUNDS RECEIVED THROUGH THIS APPLICATION THE AGENCY AGREES TO COMPLY WITH ALL APPLICABLE STATE AND FEDERAL GRANT REQUIREMENTS COVERING BOTH THE PROGRAMMATIC AND FISCAL ADMINISTRATION OF GRANT FUNDS.

AUTHORIZED SIGNATORY: 	TITLE: President
TYPED NAME: James C. Mabry	DATE: July 11, 2016

DATE DUE:

A rolling submission period has been established for submission of Standard Contract Form and Application for Program Grants. In order to be reasonably assured that funds will be available by the beginning of the college/school year, the Standard Contract Form and Application for Program Grants should be submitted by **July 22, 2016**.

Submit a copy of the Standard Contract Form and Application for Program Grants Part I – General - Signature Page and Part II - Budget Detail Pages by email to mroberts@doe.mass.edu. In addition, submit an original Part I – General Signature page with an original signature of the President/Superintendent by regular mail to:

Margie Roberts
Massachusetts Department of Elementary and Secondary Education
Office for Career/Vocational Technical Education
75 Pleasant Street
Malden, MA 02148-4906

DO NOT WRITE BELOW THIS LINE

MASSACHUSETTS DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION USE ONLY	
GRANTS MANAGEMENT	
For the Department Authorized Signatory:	Date:

FY 2017

PART II-B PROJECT EXPENDITURES - DETAIL INFORMATION					A.	FUND CODE:	401
B. APPLICANT AGENCY					District four-digit code:		1214
Applicant Agency: Middlesex Community College			Address: 33 Kearney Square, Lowell, MA				
Contact Person: Lisa Doucett			Zip Code: 01852				
Telephone: (978) 656-3482			E-mail address: doucettl@middlesex.mass.edu				
PLEASE PROVIDE THE INFORMATION REQUESTED ABOVE AND SUBMIT BOTH PAGES OF THE BUDGET DETAIL EVEN THOUGH THERE MAY BE NO LINE ITEM ENTRIES ON THE FIRST PAGE.							
C. ASSIGNMENT THROUGH SCHEDULE A <input type="checkbox"/>							
Check this box ONLY if this project will be using funds assigned by more than one agency. A completed Schedule A, with signatures and the amount of funds assigned by each participating agency, must be attached to this Budget Narrative.							
D. STAFFING CATEGORIES				E.	F.	G.	H.
				# of Staff	FTE	MTRS*	AMOUNT
				I.			
				TOTAL			
1. ADMINISTRATORS:							
SUB-TOTAL							0
2. INSTRUCTIONAL / PROFESSIONAL STAFF:							
K-12 Articulation Coord 275 hrs @ \$27.60				1	0.15		7,590
K-12 Trans to College @ \$28.29 Coord: 480 hrs @ \$27.60; 100 hrs				1	0.3		16,077
K-12 Transition to College Specialist \$3,500 for 100 hrs				1	0.05		3,500
K-12 Prof. Dev Inst p: 16 participants and one facilitator @ \$35/hr x 15 hours				8	0.01		8,925
K-12 Prof. Developm 260 hrs. for Curriculum Alignment, Skill Readiness and curriculum expectation @ \$35/hr x				1	0.01		9,100
Disability Services sta 18 hrs/wk x \$27.60/hr x 37 wks				1	0.35		18,382
Disability Services sta 18 hrs/wk x \$27.60/hr x 37 wks				1	0.35		18,382
Disability Support, scribe & note taking @ 50 hrs x \$12 + 50 hrs x				1	0.05		1,250
Professional Tutors: 3,820 hrs. @ \$27.60				20	2.02		105,432
Academic support Peer tutors and SI Leaders: 1000 hrs @ \$12/hr + 2000 @ \$13/hr				20	0.5		38,000
SUB-TOTAL							\$ 226,637
3. SUPPORT STAFF:							
SUB-TOTAL							0
* Check the MTRS box if the identified employee(s) is/are a member of the MA Teachers' Retirement System. This requirement applies only to federally-funded grant programs.							
4. FRINGE BENEFITS:						AMOUNT	LINE-ITEM SUB-TOTAL
4-b OTHER FRINGE BENEFITS (Other retirement systems, health insurance, FICA)							
Medicare @ 0.0166 on above staff salaries						3,762	
SUB-TOTAL							\$ 3,762

APPLICANT AGENCY: Middlesex Community College				FUND CODE:	401
5. CONTRACTUAL SERVICES: Indicate the services to be provided and the rate to be paid per hour or per day.				AMOUNT	LINE ITEM SUB-TOTAL
		RATE	Hour/Day		
CONSULTANTS	\$				
Screening and Referrals for Disabilities @ \$650 a student x 3	\$	650	per referral	1,950	
Estimated 370 hrs. of Professional Devel. @ professional rate	\$	35	hr	13,000	
OTHER	\$				
SUBSTITUTES	\$				
SUB-TOTAL					\$ 14,950
6. SUPPLIES AND MATERIALS: Items costing less than \$5,000 per unit or having a useful life of less than one year.					
Dental Chairside equipment for intraoral imaging, data collection and reporting: 4 ASUS units and supp				3,310	
Resources to maintain Perkins Improvement Plans for populations not reaching goals				1,000	
K-12 books and support materials				1435	
K-12 Linkage Accuplacer testing for 450 students @ \$15				6,750	
Tutoring/Academic Support Services including e-tutoring				4,200	
DSS Adaptive materials				750	
SUB-TOTAL					\$ 17,445
7. TRAVEL: Mileage, conference registration, hotel, and meals					
SUPERVISORY STAFF					
INSTRUCTIONAL STAFF K-12 Linkage				190	
OTHER					
SUB-TOTAL					190
8. OTHER COSTS: Please indicate the amount requested in each category.					
Advertising				\$	
Maintenance/Repairs				\$	
Memberships/Subscriptions				\$	
Printing/Reproduction				\$	
Transportation of Students: K-12 Linkage: to Accuplacer				\$	450
Telephone/Utilities				\$	
K-12 Linkage: Accuplacer testing day student lunches				\$	700
Rental of Equipment				\$	
SUB-TOTAL					1,150
9. INDIRECT COSTS		Approved Rate:	0.0500		\$ 13,207
10. EQUIPMENT: Attach a list with a statement of need and cost of each item. Items costing \$5,000 or more per unit and having a useful life of more than one year.					
SUB-TOTAL					\$ -
TOTAL FUNDS REQUESTED					\$ 277,342

Perkins Career and Technical Education Act Allocation				
MCC - Perkins FY 17 Budget Narrative DRAFT IV updated	FY'15	FY 16	FY 17	
1. Administration				
2. Instructional/Professional Staff				
Disabilities Service staff:				
one staff at 18 hours x 37 weeks x \$27.60	17,913	19,048	18,382	
one staff at 18 hours x 37 weeks x \$27.60	17,913	19,048	18,382	
Scribing and Note-taking Services				
50 hours x \$12.00 + 50 x \$13.00	875	1,000	1250	
Tutoring/Academic Support Services				
Tutoring Services in general education and program specific areas for career students requiring academic support services.				
Professional Tutors: 3,820 hours @ \$27.60	101,540	105,129	105,432	
Peer tutors and SI Leaders 1000 hours at \$12 per hour; 2000 @ \$13/hr	29,495	32,850	38,000	
Subtotal Instructional Professional	167,736	177,074	181,445	
4. Benefits				
Medicare @0.0166 on above professional staff salaries, except Specialist	2,667	2,922	3,012	
Subtotal benefits	2,667	2,922	3,012	
K-12 Linkages Section				
Instructional/Professional Staff				
K-12 Articulation Coordinator, 275 hrs @\$27.60	\$6,598	\$7,451	\$7,590	
K-12 Transition to College Coordinator, 480 hrs @\$27.60 + 100 hrs @ \$28.29	\$13,195	\$14,278	\$16,077	
K-12 Transition to College Specialist, 100 hrs, July & August	\$2,726	\$3,433	\$3,500	
Professional Dev Institute Coordinator (NOT IN 2017)		\$1,500		
Professional Dev Institutes: 16 participants x 15 hrs x \$35 ph plus 1 facilitator at same rate	\$8,560	8,925	8,925	
Curriculum Alignment, Skill Readiness and curriculum expectation, 260 hrs of Prof Development @ \$35/hr.	\$10,000	9,100	9,100	
Personnel	\$41,079	\$44,687	\$45,192	
Benefits for above positions (Medicare @ .0166)	\$653	\$737	\$750	
Accuplacer testing for students 450 @ \$15	\$5,250	6,000	6,750	
Books	\$2,882	1,724	1,435	
Mileage/travel	\$100	100	191	
Transportation reimbursement for Accuplacer	\$450	450	450	
Lunch for Accuplacer participants	\$700	700	700	
Supplies and materials	\$9,382	\$8,974	\$9,526	
Subtotal K-12 Linkage	\$51,114	\$54,398	\$55,468	Target amount: \$55,468
5. Contractual Services				
Screening and Referrals				
3 referrals @\$650 for students with disabilities	3,600	2,600	1,950	
Professional Development Funds				
Professional Development for career major faculty	16,000	14,000	13,000	
Subtotal Contractual	19,600	16,600	14,950	
6. Supplies and Materials TBD for 2017				
TBD	2,065	2,100	3,310	
Resources to Support Perkins Student Improvement Plans				
Materials and supplies for activities to engage students in populations not attaining goals and to implement required improvement plan	1,000	1,000	1,000	
Tutoring/Academic Support Services				
Instructional technology and software to support tutoring, license renewal	4,200	4,200	4,200	
\$750 adaptive equipment	750	750	750	

Subtotal Supplies	8,015	8,050	9260		
Subtotal Direct Costs	249,132	259,044	264,135		
Indirect - 5%	12,457	12,952	13,207		
Total	261,589	271,996	277,342	Target \$277,342	

FY 2017

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D. STAFFING CATEGORIES	E.	F.	G.	H.	I.
	# of Staff	FTE	MTRS*	AMOUNT	TOTAL
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SUB-TOTAL					0
2. INSTRUCTIONAL / PROFESSIONAL STAFF:					
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Coord: 480 hrs @ \$27.60; 100 hrs					
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K-12 Transition to College Specialist \$3,500 for 100 hrs	1	0.05		3,500	
16 participants and one facilitator @					
K-12 Prof. Dev Inst per \$35/hr x 15 hours	8	0.01		8,925	
for Curriculum Alignment, Skill					
K-12 Prof. Developm Readiness and curriculum	1	0.01		9,100	
Disability Services sta 18 hrs/wk x \$27.60/hr x 37 wks	1	0.35		18,382	
Disability Services sta 18 hrs/wk x \$27.60/hr x 37 wks	1	0.35		18,382	
Disability Support, scribe & note taking @ 50 hrs x \$12 + 50	1	0.05		1,250	
Professional Tutors: 3,820 hrs. @ \$27.60	20	2.02		105,432	
Peer tutors and ST Leaders: 1000					
Academic support hrs @ \$12/hr + 2000 @ \$13/hr	20	0.5		38,000	
SUB-TOTAL					\$ 226,637
3. SUPPORT STAFF:					
SUB-TOTAL					0
* Check the MTRS box if the identified employee(s) is/are a member of the MA Teachers' Retirement System. This requirement applies only to federally-funded grant programs.					
4. FRINGE BENEFITS:				AMOUNT	LINE-ITEM SUB-TOTAL
4-b OTHER FRINGE BENEFITS (Other retirement systems, health insurance, FICA)					
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SUB-TOTAL					\$ 3,762
APPLICANT AGENCY: Middlesex Community College		FUND CODE:		401	
5. CONTRACTUAL SERVICES:				AMOUNT	LINE ITEM
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	RATE	Hour/Day			SUB-TOTAL

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Estimated 370 hrs. of Professional Devel. @ professional i	\$	35	hr	13,000	
OTHER	\$				
SUBSTITUTES	\$				
SUB-TOTAL					\$ 14,950

6. SUPPLIES AND MATERIALS:

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DSS Adaptive materials				750	
SUB-TOTAL					\$ 17,445

7. TRAVEL: Mileage, conference registration, hotel, and meals

SUPERVISORY STAFF					
INSTRUCTIONAL STAFF K-12 Linkage				190	
OTHER					
SUB-TOTAL					190

8. OTHER COSTS: Please indicate the amount requested in each category.

Advertising	\$				
Maintenance/Repairs	\$				
Memberships/Subscriptions	\$				
Printing/Reproduction	\$				
Transportation of Students: K-12 Linkage: to Accuplacer	\$			450	
Telephone/Utilities	\$				
K-12 Linkage: Accuplacer testing day student lunches	\$			700	
Rental of Equipment	\$				
SUB-TOTAL					1,150

9. INDIRECT COSTS

Approved Rate:

0.0500

\$ 13,207

10. EQUIPMENT: Attach a list with a statement of need and cost of each item.

Items costing \$5,000 or more per unit and having a useful life of more than one year.

SUB-TOTAL					\$ -
TOTAL FUNDS REQUESTED					\$ 277,342

Revised 2/2004

Perkins FY 17

NOTES TABLE ONE: Middlesex Community College

Line Item	Column 1 - Written Information	Column 2 Achievement Gap Yes/No	Col. 3 Fund Use Codes ex. 1R.	Col. 4 Core Indicator Codes ex. 1P1
1. Administrators				
2. Instructional/Professional Staff	<p>K-12 Articulation Coordinator: This part-time position will assist in the management, monitoring, promotion and development of high school articulation agreements and coordinate the documentation and review of high school curriculums. This position continues from FY16 with an increase in the hourly rate from \$27.33 for to \$27.60/hr. for 275 hours.</p> <p>K-12 Transition to College Coordinator: This part-time position will coordinate college transition activities for CVTE secondary students, such as early Accuplacer testing, and assist in the process of increasing students' awareness of articulation credit. To serve more students from technical high schools, we increased the number of hours by 55 in this position from 2016 to 580 for FY17. The contractual hourly rate will be \$27.60 for 480 hours, \$28.29 for 100 hours in 2017.</p> <p>K-12 Transition to College Specialist: This part-time position will focus on supports for CVTE secondary students transitioning to college. Position will be filled during the summer for outreach to recent high school graduates bound for college to assist with any barriers for fall attendance. This position continues from FY16 and will be funded for 100 hours. In an effort to increase college participation of technical school graduates, this Specialist will provide outreach and support between high school graduation and when the students plans to attend college. This staff person will reach out to students and provide information on college services and support in navigating the transition to college.</p> <p>Professional Development Institutes assist with preparation curriculum alignment, skill readiness and curriculum expectation. Stipends are for participants and the facilitator (16 participants and one facilitator @ \$35/hr x 15 hrs is budgeted). K-12 Professional Development Institutes will enable CVTE guidance staff from Minuteman, Nashoba Valley Technical, Gr. Lowell Technical, and Lowell High to increase their knowledge of college access, transition and success initiatives in postsecondary environments. Institutes will also promote a focus on</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>2R, 5R, 3P, 8P</p> <p>2R, 5R, 3P, 8P</p> <p>2R, 5R, 3P, 8P</p> <p>2R, 5R, 3P, 8P</p>	<p>4P1</p> <p>4P1</p> <p>4P1</p> <p>4P1</p>

	<p>college access, transition and success for students with special education needs. CVTE programs typically have a much higher rate of students on Individual Education Plans (IEP) than comprehensive high schools and this workshop will provide information and support for staff working with this population. The Institutes have been offered annually for the past seven years and aim to provide an opportunity for guidance counselors to review current career and college readiness topics and issues at the national and local levels, as well as design tools to inform students of college and career pathways.</p> <p>K-12 Linkage Professional Development: K-12 Coordinator will bring together English, STEM and other course area departmental teachers and staff from Minuteman, Nashoba Valley Technical, Gr. Lowell Technical, Lowell High, MCC and UMass Lowell to share strategies to meet requirements and to prepare students to meet testing requirements. This budget item was present in FY16 and represents 260 hours.</p> <p>Disability Services Staff (18 hrs/wk @ \$27.60/hr x 37 wks) and Learning Disability scribes (50 hrs @ \$12 and 50 hrs @ \$13/hr) to work directly with career students with disabilities providing 1:1 tutoring, note taking and other supports to increase retention and degree attainment of students with disabilities and was represented in the FY16 budget.</p> <p>A total of 6,820 hours of tutoring provided for college career and technical students including those in nontraditional careers to improve program skill proficiencies, retention and degree attainment. Academic support is provided by peer and professional tutors as well as Supplemental Instruction (SI) Leaders. This amount is similar to previous budgets.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>2R, 5R, 8P</p> <p>1R, 8R, 4P</p> <p>1R, 2R, 4P, 6P</p>	<p>4P1</p> <p>1P1, 2P1, 3P1</p> <p>1P1, 2P1, 3P1, 5P1</p>
<p>3. Support Staff</p>				

<p>5. Contractual Services</p>	<p>Screening and Referrals by a consultant for career and technical students with disabilities who did not enter the college with an IEP or 504 plan and need assessment to document disability. Identification of the presence of a disability results in the provision of increased supports and services for the student leading to increased skill proficiencies, retention and degree attainment. Rates are the same as FY16.</p> <p>MCC professional development stipends or funding to cover attendance at conferences for career major faculty are awarded upon completion of research or study and the delivery of products to improve, revise or create programming and/or technologies to increase retention, transfer or placement of career students. Examples of activities in FY16 include developing E-Commerce Marketing and Introduction to Business courses to meet emerging workplace requirements; In addition there was faculty training and the development of an online Computer Application Course for incoming students. A course for Early Childcare Education students was developed to meet Health and Safety rules and workplace guidelines. Faculty receiving funds to attend conferences are required to submit a report on what they have learned at the conference and its applicability to their courses or other activities with which they may be involved at the College. Fund recipients are asked to share information through department meetings or Professional Day workshops. The anticipated expenditure is similar to FY17.</p>	<p>Yes</p> <p>Yes</p>	<p>8R, 2P, 4P, 6P</p> <p>1R, 3R, 4R,5R, 7R, 5P, 9P,11P, 12P</p>	<p>1P1, 2P1, 3P1</p> <p>3P1, 4P1, 5P1</p>
<p>6. Supplies and Materials</p>	<p>Equipment for career programs to provide state-of-the-art technology to improve technical skill proficiencies, attain credential, degree or certificate, and placement and completion of nontraditional career programs for career and technical students: The four ASUS monitors, CPU and keyboard will be purchased to support the Dental Assisting program for learning practical applications of intraoral dental imaging, data collection and reporting for patient recordkeeping. Equipment expenses are similar to FY15.</p> <p>Resources and materials to support activities outlined in improvement plans for MCC populations not meeting goals. This is a continuation of a budget line from FY16.</p> <p>Books and support materials for K-12 Linkage including resources for special populations. These materials were represented in the FY16 Budget.</p> <p>K-12 Linkage Accuplacer testing for college placement purposes</p> <p>Academic Support Services eTutoring license renewal, tutorial supports for career and technical students to increase skill proficiencies, retention, and degree attainment. Adaptive Equipment integration. Also similar to</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>3R, 4R, 7R, 7P, 20P</p> <p>8R, 4P, 6P</p> <p>1R, 6R</p> <p>6R</p> <p>1R, 7R, 8R, 7P</p>	<p>1 P1</p> <p>2P1, 3P1</p> <p>4P1</p> <p>4P1</p> <p>1P1, 2P1, 3P1 4P1, 5P1, 5P2</p>

	FY16.			
7. Travel	Mileage reimbursement for K-12 Linkage staff to support visits to nine partner schools throughout the school year to provide Accuplacer testing, parent information sessions, and to assist students in selecting courses in partnership with guidance counselors. In addition, in FY17, MCC faculty coaches will work onsite with high school faculty to align curriculum and establish common student learning outcomes, review student progress, and develop student support strategies as needed. Two faculty team visits by nine coaches are anticipated. Similar to FY16 line item.	Yes	2R	4P1
8. Other Costs	Day-Long Student Collegiate Experience: Student transport, campus tour, testing, advising and discussion for area high schools visiting MCC in spring 2017. Students to receive a campus tour, Accuplacer testing in reading, writing and math, one on one advising after testing to review scores, dual enrollment opportunity discussion, and identification of areas of strength and strategies for areas in need of improvement. Lunch provided on site at MCC following testing. Line item similar to FY16.	Yes	6R	4P1
10. Equipment				

NOTES TABLE TWO

Required Fund Use by FUND USE CODE	
1R.	Meets 1R in Notes Table I: Strengthening the academic and career and technical skills of students participating in career and technical education programs by providing on-site and e-tutoring support to career and technical students to increase course completion.
2R.	Meets 2R in Notes Table I: Linking career and technical education at the secondary level will occur through the K-12 Linkage activities detailed in Notes Table One.
3R.	Meets 3R in Notes Table I: Providing students with strong experience in and understanding of all aspects of an industry by increasing technology for business, entrepreneurship, science, dental, medical assisting, and Retail Management students.
4R.	Meets 4R in Notes Table I: Developing, improving or expanding the use of technology in career and technical education by purchasing state-of-the-art technology for dental assisting and other students.
5R.	Meets 5R in Notes Table I: Providing professional development opportunities to career and technical faculty through the availability of stipends to upgrade or modify course(s) and attend relevant conferences/trainings towards the retention of certification.
6R.	Meets 6R in Notes Table I: Developing and implementing evaluations of career and technical programs through the K-12 Linkage activities. Program evaluation is required of all programs of study at MCC and non-Perkins funds are also allocated for these activities.
7R.	Meets 7R in Notes Table I: Initiating, improving, expanding, and modernizing quality career and technical education programs, including relevant technology for business, entrepreneurship, science, dental, medical assisting, and Retail Management students.

8R.	Meets 8R in Notes Table I: Providing activities to prepare special populations, including single parents and displaced homemakers who are enrolled in career and technical education programs, for high skill, high wage, or high demand occupations that will lead to self-sufficiency through provision of tutoring supports, specialty services through DSS, purchase of adaptive equipment, providing special activities to MCC students to improve retention, and providing additional advising support for career students on probation.
9R.	The process for assuring that the proposed budget would meet REQUIRED FUND USE CODE 9R (sufficient size, scope, and quality) was explained in the Perkins IV Five-Year Local Plan by each institution, so it is not necessary to include 9R in the NOTES TABLES.