Perkins V Reserve Funds
NOVA Application

The below content are required elements within the NOVA application (pulled from NOVA 5-4-22).

Colleges can now start their own application independent from the District.
- **Be sure to add your VPI as the certifier on the grant app**

Title

Application Title
Application titles should be unique and summarize the application at a glance. Sample Name: 'ECUW HVAC Project'

Application Description
Describe your application and your application outcomes.
2500 max characters

Work Plan Objectives

Objective Name

Objective Type – must select from drop down menu – can only select one *(but you can add multiple objectives)*
- Develop new program to address acute market need
- Develop new program to address ongoing market need
- Improve Diversity, Equity, and Inclusion (DEI)
- Improve Career Readiness and Job Placement
- Increase enrollment of existing program(s)
- Increase quality of existing program(s)

Description of Objective
- Description of the objective must be quantifiable and measurable.
  - Max Characters : 3500
- How will this Objective address the Regional Strategy plan
  - [Refer to regional needs assessment](#)
  - Max Characters : 3500
- Description of Alignment with Sector Strategy/Regional Priority
  - *Show how the plan will inform a potential sector strategy/regional priority.*

        o   Max Characters : 3500

Work Plan Activities & Outcomes

Activity Title
Describe the who, what, and when of your Workplan.
50 character max

Brief Description of Activity and Significance of Activity to Outcome
Key deliverables and how this activity contributes to a successful project outcome in the current grant period.
Max Characters : 5000

Performance Outcome
Describe the outcome in qualitative and quantitative terms.
Max Characters : 5000

Timeline – term year *(drop down options only)*

Proposed completion date *(calendar format only)*

Student Success metrics that apply to this activity – able to select multiple from a drop down of all options – *We were told during the 5/4 webinar you do not need to answer this question. However, if you can, I would encourage you to do so.*

Responsible person(s) *
Note: Responsible persons are selected from agency contacts.

Regional Priority Sector
Select the Regional Priority Sector that this Activity will address
Per the 5/4 webinar, this question will remain blank, we do not need to answer it. If it does get populated and you want to select a sector, please feel free to do so.

Dependencies
Contributions of others required for a successful project outcome.
Characters : 0/5000

Budget

Budget Narrative
Please provide a budget narrative with high-level description of how funds will be spent.

Add new budget item

Expenditure type
Brief description of expenditure

Budget item amount – fund amount, monetary match amount, in-kind match amount

Both year's are available – you can toggle between and add budget items to each year.
Max $300K per year

Supporting Documents

Guidance
Complete and upload the following template to provide documentation of proposed match.
Link to word doc letter here.
<mark>This is blank – no doc provided</mark> – *Still an issue; we asked about it in the 5/4 webinar, but it was not addressed; I'll reach out to our Monitor and request a copy of the template.*

Supporting Documents
Upload copies of any documentation that will support your application

Application Narrative
Max Characters: 2500 on all questions

1. What is the problem that you are trying to solve?
2. Describe the problem or issue regarding the selected population(s) and existing CTE program.
3. Describe the selected existing CTE program, including supporting data and evidence, and why this program is selected.
   - *Explain how the proposed project addresses local and regional labor market needs, providing credible labor market demand data and research to support your assertion that proposed program is high-demand, high Wage career pathways, the occupation(s) and associated skills, and how the program will ensure the in-demand skills competencies are achieved.*
   - *Please provide data that supports and documents a sufficient number of local vacancies in these occupations to meet placement goals. Identify the source of the data, using links to the data source or attached documentation.*
4. Describe the project partners, such as intermediaries, local workforce boards, local community-based organizations or others, who will be working with the college to serve the population selected.
   - *Be sure your response addresses the following:*
     - *What expertise do the project partners bring to the college, what role they will serve in the project, and what other contributions the project partners will bring to the project in serving students?*

> - *How will the collaboration or partnership increase access to CTE education for targeted populations, and provide the partner's demonstrated experience and results in assisting such individuals with attaining employment in the career pathways identified?*

5. Provide data and evidence used to show the need or gap within the population(s) targeted and specific CTE education/workforce outcomes expected, and how the project focus and implementation will improve equity and employment gaps.
6. Describe your program model and methodology, and evidence that supports your proposed approach will result in increasing current outcomes.
7. Describe the training programs, mentoring, coaching or services will be provided to participants.
8. Explain how the proposed project aligns with local or regional economic development plans, citing relevant economic development planning documents.
9. Provide an estimate of the number of students impacted and the number of placements and specific occupations this project will serve.
10. Explain what strategies will be used to outreach to the students to be served.
    - *Be sure your answer specifically references populations who are chronically unemployed or underemployed, or increasing access to employment and workbased learning opportunities for the targeted special populations that leads to better jobs and higher wages.*
11. Describe proposed activities that will prepare the students to be successful in high skill, high wage, or in-demand occupations.
12. How will the project be evaluated to determine whether the program is working well and producing the expected outcomes?
13. Identify the Core Performance indicators selected for improvement and explain how the proposed project will contribute to an increase of the Core Performance Indicators selected.

Project Management

Max Characters: 2500 on all questions

1. Describe the team of staff and individuals who will be responsible for this project working on the day to day activities.
   - *Your answer should include but not be limited to outreach and recruitment, supporting students, providing interventions as needed, coordinating with partners, providing job and workbased learning placements for students, monitoring and tracking program participants and submitting required reports and data to the Chancellor's Office.*
2. Describe what existing college capacity and resources will be effectively utilized and integrated with this project to ensure project success.
3. Describe who will be the executive/administration level sponsor for the project, and college resources and personnel that will be available to support the project and ensure success.

4. Describe the role of Institutional Effectiveness in this provide and any support provided for evaluation or other activities. Explain how performance measures are incorporated into the project evaluation of the workplan.
5. Describe the college's plan upon completion of the project.