

Primary Application Components

There are 8 primary components to the Local Application that must be completed by or in partnership with each institution. This document outlines each of these components.

1. Contacts

- “College Responsible Administrator/Dean of Career Education”
 - **Each institution must confirm at least one primary NOVA Perkins Application role.** Consideration should be given to not only the primary lead but also to those who may be needed for application content entry.

2. Target Performance

We are required to either accept the State target or negotiate a new local target for each core indicator.

- *The 2020-21 Districtwide targets provided by the state are at or below districtwide historical performance for each core indicator.*
- **Recommendation is to accept the State provided targets.**

3. Districtwide Goals & Metrics – selection of Vision for Success Goals and Student Success Metrics

- There are 5 Vision for Success Goals. At least one Vision for Success goal is required for the application.
- For each goal selected at least one Student Success Metrics must be selected. There are 55 Student Success Metrics to choose from.
- Each activity being funded must also be tied to a Student Success Metric and cannot be fully added into the NOVA system until the Student Success Metrics are added at the District level.
- **Each institution will provide a list of the Student Success Metrics they plan to utilize within the application, prior to NOVA inputting content into NOVA. District Instructional Services will then enter this information districtwide thus ensuring the requested metrics are available for each institution when they enter their program activity content.**

4. Local Application Narrative Responses – 17 narrative sections; 8,000 words per section. See [LocalApplicationNarrativeQsWorksheet-2020-21](#) for details.

- 1,750 – 2,000 characters per institution response (*depends on the question – see worksheet for details*)
- 0 - 1,000 characters for district response (*depends on the question – see worksheet for details*)

5. Local Needs Assessment – 6 narrative sections; 2,500 words per section

- 625 characters per institution response
- 0 characters for district response (no district response)

See [Districtwide CLNA Worksheet Packet](#) for details. Local Needs Assessment narrative questions are the CLNA Summary questions outlined in section 1.0. Max character count is provided within the guide.

6. Comprehensive Local Needs Assessment – Each institution will complete a comprehensive local needs assessment. See [Districtwide CLNA Worksheet Packet](#) for details.

Institutions will hold on file as evidence of CLNA:

1. Process documentation and record of needs assessment activities and procedures
2. Meeting agendas and minutes from CLNA (stakeholder engagement meetings, data review discussions, planning team meetings, etc.)
3. Stakeholder feedback
4. Career education program advisory committee meeting minutes
5. Data reviewed regarding program size, scope and quality for all Perkins funded programs
6. Districtwide Consultation Plan
7. Regional Consultation Report

Institutions will submit the follow CLNA related materials to the District:

1. CLNA Summary (narrative questions to be submitted to the state)
 2. 2.1 Stakeholder Lists
 3. 2.2 Local Planning Team Process
 4. 2.3 Local Needs Assessment Process
 5. Action Plans for required CLNA elements 1-6
 6. 9.1 Coordination Strategy
- Response to item 1 will be combined and submitted online within NOVA in response to the required Local Needs Assessment narrative section.
 - Items 2-6 will be compiled across institutions into one districtwide pdf and uploaded to NOVA per the 2020-21 requirements.

7. Programs and Activities

7A. For each TOP Code the following must be completed (see [Program TOP Code Application Worksheet](#) for details.):

1. Two Narrative Questions (2,500 character max per question)
 - 1.1 Briefly describe program improvements issue(s) concerning this program and include specific examples
 - 1.2 Briefly describe program improvements issue(s) concerning this program and include specific examples
2. Core Indicator Summary
 - 2.1 Confirmation of availability or not of core indicator information

- 2.2 If available, confirmation of number of core indicators at or above state negotiated levels, below state negotiated levels, and NR/NA
- 2.3 Signed paper copy of code indicator report
3. Specific Activities to be funded identified with:
 - 3.1 Activity Title
 - 3.2 Short description of the activity (1000 character limit)
 - 3.3 Associated Permissive Use
 - 3.4 Perkins Activity Category
 - 3.5 Selection of at least one Student Success Metric
4. Budget – for each budget item within the TOP Code:
 - 4.1 Activity associated with the expense (see above activities list – activities must be added into the NOVA system to enable addition of budget information)
 - 4.2 Account number
 - 4.3 Expenditure category
 - 4.4 Direct expenditure dollar amount (note: Institutions may not use admin expenditure line)
 - 4.5 Brief description of expenditure (1000 character limit)

7B. For Across Program the following must be completed:

1. Two Narrative Questions (2,500 character max per question)
 - 1.1 Briefly describe program improvements issue(s) concerning this program and include specific examples
 - 1.2 Briefly describe program improvements issue(s) concerning this program and include specific examples
2. Specific Activities to be funded identified with:
 - 2.1 Activity Title
 - 2.2 Short description of the activity (1000 character limit)
 - 2.3 Associated Permissive Use
 - 2.4 Perkins Activity Category
 - 2.5 Selection of at least one Student Success Metric
3. Budget – for each budget item within the TOP Code:
 - 3.1 Activity associated with the expense (see above activities list – activities must be added into the NOVA system to enable addition of budget information)
 - 3.2 Account number
 - 3.3 Expenditure category
 - 3.4 Direct expenditure dollar amount (note: Institutions may not use admin expenditure line)
 - 3.5 Brief description of expenditure (1000 character limit)

Additional Local Application Components include:

- **Certification** – *to be completed by the District*

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Title 1C Application Components
2020-2021

- Allocation Certification – must be certified by District Chief Executive/Business Officer
- Assurances – District Superintendent/President
- Regulations – District Superintendent/President
- Target Performance – State Monitor must approve
- Actual Performance – check box confirming we have reviewed