

Perkins V Local Application

Strengthening Career and Technical Education

for the 21st Century (Perkins V)

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| **Award Period:** | July 1, 2024 – June 30, 2025 (FY25) |
| **Consortium Name:** |  |
| **Total Award Budget:** |  |

## Consortium Membership List

In the following table, list the college(s) and all secondary school districts and charter schools in your consortium. Please use the full, legal name for each entity.

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## Narrative 1: Comprehensive Local Needs Assessment (CLNA)

**Submit a completed *Comprehensive Local Needs Assessment (CLNA) Results and Priorities* document with your application materials.**

## Narrative 2: Programs of Study (POS)

**Submit a completed Programs of Study Spreadsheet (*S-R POS – Funding POS*) with your application materials.**

**Complete the table below for each State-recognized POS and any POS that are being funded. Funded POS must meet two of the three categories (high wage, high skill, in demand).** Delete the example entries and insert additional rows as needed.

| POS | Type | High Wage  Y/N | High Skill  Y/N | In Demand  Y/N | Prior Year’s # of Secondary Concentrators | Prior Year’s # of Postsecondary Concentrators |
| --- | --- | --- | --- | --- | --- | --- |
| Construction | S-R | Y | Y | Y | 120 | 30 |
| Production | Both | Y | Y | Y | 50 | 80 |
| Marketing | Funding | Y | Y | N | 60 | 45 |
| General Management | S-R | Y | Y | Y | 95 | 120 |
| POS Name |  |  |  |  |  |  |
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| POS Name |  |  |  |  |  |  |

**Use the table below to answer questions 1 – 3. Use one table for each CLNA prioritized need. Copy and paste additional tables if more than two priorities will be addressed.**

1. Of the consortium’s prioritized needs from the *CLNA Results and Priorities*, which one(s) will be addressed in relation to **Programs of Study**?
2. What are the strategies to address these needs?
3. What are the desired measurable outcomes for this strategy? (You will be reporting on these outcomes in the next APR)

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| **NEED A:** | **This Need is in Element(s):** | | | | |
| 1. **Prioritized Need Identified in the CLNA** (copy text from CLNA Results & Priorities into field below): | 1 | 2 | 3 | 4 | 5 |
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| 1. **Strategies to address need:** | | | | | |
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| 1. **Measurable Outcomes (report results in next APR):** | | | | | |
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| **NEED B:** | **This Need is in Element(s):** | | | | |
| 1. **Prioritized Need Identified in the CLNA** (copy text from CLNA Results & Priorities into field below): | 1 | 2 | 3 | 4 | 5 |
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| 1. **Strategies to address need:** | | | | | |
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| 1. **Measurable Outcomes (report results in next APR):** | | | | | |
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1. Provide additional narrative to address the following:
2. Identify any new courses, programs, or programs of study in development within your consortium. POS in development can be reported on the POS Funding Tab of the POS Spreadsheet, but should not be listed as a State-recognized POS until all seven required elements are in place.
3. How will students, including members of special populations, learn about CTE course offerings and how do you ensure access?

NOTE: Consortia must identify at least six State-recognized programs of study that represent at least four different career fields and with no more than one brokered with institutions outside the consortium. [Review the Minnesota Perkins V Operational Guide for more information](https://www.minnstate.edu/system/cte/operational-guide/).

## Narrative 3: Collaboration with local workforce development boards and other local workforce agencies

**Use the table below to answer questions 1 – 3. Use one table for each CLNA prioritized need. Copy and paste additional tables if more than two priorities will be addressed.**

1. Of the consortium’s prioritized needs from the *CLNA Results and Priorities*, which one(s) will be addressed in relation to collaboration with **local workforce development boards or other local workforce agencies**?
2. What are the strategies to address these needs?
3. What are the desired measurable outcomes for this strategy? (You will be reporting on these outcomes in the next APR)

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| **NEED A:** | **This Need is in Element(s):** | | | | |
| 1. **Prioritized Need Identified in the CLNA** (copy text from CLNA Results & Priorities into field below): | 1 | 2 | 3 | 4 | 5 |
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| 1. **Strategies to address need:** | | | | | |
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| 1. **Measurable Outcomes (report results in next APR):** | | | | | |
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| **NEED B:** | **This Need is in Element(s):** | | | | |
| 1. **Prioritized Need Identified in the CLNA** (copy text from CLNA Results & Priorities into field below): | 1 | 2 | 3 | 4 | 5 |
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| 1. **Strategies to address need:** | | | | | |
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| 1. **Measurable Outcomes (report results in next APR):** | | | | | |
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1. Describe how your consortium, in collaboration with local workforce development boards and other local workforce agencies, one-stop delivery systems, and other partners, will provide:
2. Career exploration and career development coursework, activities, or services including an organized system of career guidance and academic counseling.
3. Career information related to high-skill, high-wage, or in-demand industry sectors or occupations as identified by the comprehensive local needs assessment.
4. Pre-Employment Transition Services (Pre-ETS) with Vocational Rehabilitation Services (DEED VRS) and adult education programs

## Workforce Center Collaboration

**Enter information into this table as it applies to your consortium. This table does not self-tabulate. Add totals from Postsecondary Subtotal (line 3) and Secondary Subtotal (line 6) and enter that figure in Total (line 7). If there is no total or dollar amount in a line, enter Zero (0) in the corresponding spot.**

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|  | **Workforce Center Collaboration** | **Total** |
| 1. | (POSTSECONDARY) Total Perkins funds used in collaboration with WorkForce Centers | 0 |
| 2. | (POSTSECONDARY) Estimated expenditure/in-kind contributions used in collaboration with Workforce Centers | 0 |
| **3.** | **Postsecondary Subtotal** | 0 |
| 4. | (SECONDARY) Total Perkins funds used in collaboration with WorkForce Centers | 0 |
| 5. | (SECONDARY) Estimated expenditures/in-kind contributions used in collaboration with Workforce Centers | 0 |
| **6.** | **Secondary Subtotal** | 0 |
| **7.** | **TOTAL** | 0 |

## Narrative 4: Integrated Academic and Technical Skills

**Use the table below to answer questions 1 – 3. Use one table for each CLNA prioritized need. Copy and paste additional tables if more than two priorities will be addressed.**

1. Of the consortium’s prioritized needs from the *CLNA Results and Priorities*, which one(s) will be addressed in relation to **Integrated Academic and Technical Skills**?
2. What are the strategies to address these needs?
3. What are the desired measurable outcomes for this strategy? (You will be reporting on these outcomes in the next APR)

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| **NEED A:** | **This Need is in Element(s):** | | | | |
| 1. **Prioritized Need Identified in the CLNA** (copy text from CLNA Results & Priorities into field below): | 1 | 2 | 3 | 4 | 5 |
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| 1. **Strategies to address need:** | | | | | |
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| 1. **Measurable Outcomes (report results in next APR):** | | | | | |
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| **NEED B:** | **This Need is in Element(s):** | | | | |
| 1. **Prioritized Need Identified in the CLNA** (copy text from CLNA Results & Priorities into field below): | 1 | 2 | 3 | 4 | 5 |
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| 1. **Strategies to address need:** | | | | | |
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| 1. **Measurable Outcomes (report results in next APR):** | | | | | |
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1. Provide additional narrative to address the following:
2. How will your consortium improve both the academic and technical skills of students in CTE programs?
   * By strengthening the academic and career and technical components of such programs
   * Through integration of coherent and rigorous content aligned with challenging academic standards and relevant CTE programs
   * To ensure learning in subjects that constitute a well-rounded education (as defined in section 8101 of the Elementary and Secondary Education Act of 1965)

## Narrative 5: Special Populations

**Use the table below to answer questions 1 – 3. Use one table for each CLNA prioritized need. Copy and paste additional tables if more than two priorities will be addressed.**

1. Of the consortium’s prioritized needs from the *CLNA Results and Priorities*, which one(s) will be addressed in relation to **Special Populations**?
2. What are the strategies to address these needs?
3. What are the desired measurable outcomes for this strategy? (You will be reporting on these outcomes in the next APR)

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| **NEED A:** | **This Need is in Element(s):** | | | | |
| 1. **Prioritized Need Identified in the CLNA** (copy text from CLNA Results & Priorities into field below): | 1 | 2 | 3 | 4 | 5 |
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| 1. **Strategies to address need:** | | | | | |
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| 1. **Measurable Outcomes (report results in next APR):** | | | | | |
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| **NEED B:** | **This Need is in Element(s):** | | | | |
| 1. **Prioritized Need Identified in the CLNA** (copy text from CLNA Results & Priorities into field below): | 1 | 2 | 3 | 4 | 5 |
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| 1. **Strategies to address need:** | | | | | |
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| 1. **Measurable Outcomes (report results in next APR):** | | | | | |
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1. Provide additional narrative to address the following:
2. How will you address the barriers to access and success for special populations within CTE programs identified in your CLNA?
3. How will you prepare special populations for high-skill, high-wage, or in-demand occupations that will lead to self-sufficiency?
4. What new initiatives will you develop to better prepare CTE participants for non-traditional fields?
5. How will you ensure members of special populations will not be discriminated against and have equal access to CTE?

## Narrative 6: Work-Based Learning

**Use the table below to answer questions 1 – 3. Use one table for each CLNA prioritized need. Copy and paste additional tables if more than two priorities will be addressed.**

1. Of the consortium’s prioritized needs from the *CLNA Results and Priorities*, which one(s) will be addressed in relation to **Work-based Learning**?
2. What are the strategies to address these needs?
3. What are the desired measurable outcomes for this strategy? (You will be reporting on these outcomes in the next APR)

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| **NEED A:** | **This Need is in Element(s):** | | | | |
| 1. **Prioritized Need Identified in the CLNA** (copy text from CLNA Results & Priorities into field below): | 1 | 2 | 3 | 4 | 5 |
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| 1. **Strategies to address need:** | | | | | |
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| 1. **Measurable Outcomes (report results in next APR):** | | | | | |
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| **NEED B:** | **This Need is in Element(s):** | | | | |
| 1. **Prioritized Need Identified in the CLNA** (copy text from CLNA Results & Priorities into field below): | 1 | 2 | 3 | 4 | 5 |
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| 1. **Strategies to address need:** | | | | | |
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| 1. **Measurable Outcomes (report results in next APR):** | | | | | |
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1. Provide additional narrative to address the following:
2. Describe the current work-based learning opportunities provided to students enrolled in CTE programs at the secondary and postsecondary levels.
3. Describe how your consortium will partner with employers to develop or expand work-based learning programs for all CTE students, including special populations, at both the secondary and postsecondary levels.
4. Describe how your consortium will invest financial resources to increase work-based learning opportunities at the secondary and postsecondary levels.

NOTE: In Minnesota, work-based learning serves as a program quality indicator at the secondary level. Data for this indicator is collected from students enrolled in a Work Experience course (course code 97) that provides at least 40 hours of work experience. Experiential learning activities such as career fairs and job shadows are not captured in the performance indicator data.

## Narrative 7: Early Postsecondary Credit Opportunities

**Use the table below to answer questions 1 – 3. Use one table for each CLNA prioritized need. Copy and paste additional tables if more than two priorities will be addressed.**

1. Of the consortium’s prioritized needs from the *CLNA Results and Priorities*, which one(s) will be addressed in relation to **Early Postsecondary Credit Opportunities**?
2. What are the strategies to address these needs?
3. What are the desired measurable outcomes for this strategy? (You will be reporting on these outcomes in the next APR)

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| **NEED A:** | **This Need is in Element(s):** | | | | |
| 1. **Prioritized Need Identified in the CLNA** (copy text from CLNA Results & Priorities into field below): | 1 | 2 | 3 | 4 | 5 |
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| 1. **Strategies to address need:** | | | | | |
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| 1. **Measurable Outcomes (report results in next APR):** | | | | | |
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| **NEED B:** | **This Need is in Element(s):** | | | | |
| 1. **Prioritized Need Identified in the CLNA** (copy text from CLNA Results & Priorities into field below): | 1 | 2 | 3 | 4 | 5 |
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| 1. **Strategies to address need:** | | | | | |
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| 1. **Measurable Outcomes (report results in next APR):** | | | | | |
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1. Provide additional narrative to address the following:
2. What opportunities are available and/or are being developed for CTE students to earn postsecondary credit while still in high school?

## Narrative 8: Support to Professionals

**Use the table below to answer questions 1 – 3. Use one table for each CLNA prioritized need. Copy and paste additional tables if more than two priorities will be addressed.**

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1. Of the consortium’s prioritized needs from the *CLNA Results and Priorities*, which one(s) will be addressed in relation to **Support to Professionals**?
2. What are the strategies to address these needs?
3. What are the desired measurable outcomes for this strategy? (You will be reporting on these outcomes in the next APR)

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| **NEED A:** | **This Need is in Element(s):** | | | | |
| 1. **Prioritized Need Identified in the CLNA** (copy text from CLNA Results & Priorities into field below): | 1 | 2 | 3 | 4 | 5 |
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| 1. **Strategies to address need:** | | | | | |
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| 1. **Measurable Outcomes (report results in next APR):** | | | | | |
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| **NEED B:** | **This Need is in Element(s):** | | | | |
| 1. **Prioritized Need Identified in the CLNA** (copy text from CLNA Results & Priorities into field below): | 1 | 2 | 3 | 4 | 5 |
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| 1. **Strategies to address need:** | | | | | |
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| 1. **Measurable Outcomes (report results in next APR):** | | | | | |
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1. Provide additional narrative to address the following:
2. Describe the specific actions your consortium will take to support the recruitment and preparation of education professionals, including individuals from groups underrepresented in the teaching profession.
3. Describe the specific actions your consortium will take to retain, train, and develop education professionals and ensure applicable certification, credential, and licensure requirements are met.

## Narrative 9: Performance Gaps

**Use the table below to answer questions 1 – 3. Use one table for each CLNA prioritized need. Copy and paste additional tables if more than two priorities will be addressed.**

1. Of the consortium’s prioritized needs from the *CLNA Results and Priorities*, which one(s) will be addressed in relation to **Performance Gaps**?
2. What are the strategies to address these needs?
3. What are the desired measurable outcomes for this strategy? (You will be reporting on these outcomes in the next APR)

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| **NEED A:** | **This Need is in Element(s):** | | | | |
| 1. **Prioritized Need Identified in the CLNA** (copy text from CLNA Results & Priorities into field below): | 1 | 2 | 3 | 4 | 5 |
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| 1. **Strategies to address need:** | | | | | |
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| 1. **Measurable Outcomes (report results in next APR):** | | | | | |
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| **NEED B:** | **This Need is in Element(s):** | | | | |
| 1. **Prioritized Need Identified in the CLNA** (copy text from CLNA Results & Priorities into field below): | 1 | 2 | 3 | 4 | 5 |
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| 1. **Strategies to address need:** | | | | | |
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| 1. **Measurable Outcomes (report results in next APR):** | | | | | |
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1. Provide additional narrative to address the following **if not already addressed in the table above**:
2. What specific student group(s) were identified as having significant disparities or performance gaps?
3. What specific actions will the consortium take at both the secondary and postsecondary level to eliminate these disparities or close performance gaps?

## Narrative 10: Consortium Governance

**Use the table below to answer questions 1 – 3. Use one table for each CLNA prioritized need. Copy and paste additional tables if more than two priorities will be addressed.**

1. Of the consortium’s prioritized needs from the *CLNA Results and Priorities*, which one(s) will be addressed in relation to **Consortium Governance**?
2. What are the strategies to address these needs?
3. What are the desired measurable outcomes for this strategy? (You will be reporting on these outcomes in the next APR)

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| **NEED A:** | **This Need is in Element(s):** | | | | |
| 1. **Prioritized Need Identified in the CLNA** (copy text from CLNA Results & Priorities into field below): | 1 | 2 | 3 | 4 | 5 |
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| 1. **Strategies to address need:** | | | | | |
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| 1. **Measurable Outcomes (report results in next APR):** | | | | | |
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| **NEED B:** | **This Need is in Element(s):** | | | | |
| 1. **Prioritized Need Identified in the CLNA** (copy text from CLNA Results & Priorities into field below): | 1 | 2 | 3 | 4 | 5 |
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| 1. **Strategies to address need:** | | | | | |
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| 1. **Measurable Outcomes (report results in next APR):** | | | | | |
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1. Provide additional narrative to address the following:
2. Describe your consortium’s formal governance structure, including:
   * How the consortium leadership is organized,
   * Processes used for making financial decisions,
   * Processes and structures in place to ensure secondary and postsecondary collaboration, and
   * Communication systems in place to ensure all consortium members are continually informed.
   * Note any areas of governance that are being developed or improved.

## Narrative 11: Reserve Funds

**Reserve funds can be used to address Performance Gaps or to develop or improve Programs of Study or CTE Programs.**

**Use the table below to answer questions 1 – 3. Use one table for each CLNA prioritized need. Copy and paste additional tables if more than two priorities will be addressed.**

1. Of the consortium’s prioritized needs from the *CLNA Results and Priorities*, which one(s) will be addressed in relation to **Reserve Funds**? For each need identified, check the box for the associated Reserve Category (Performance Gaps, Develop or Improve POS/CTE programs).
2. What are the strategies to address these needs?
3. What are the desired measurable outcomes for this strategy? (You will be reporting on these outcomes in the next APR)

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| **NEED A:** | **This Need is in Element(s):** | | | | |
| 1. **Prioritized Need Identified in the CLNA** (copy text from CLNA Results & Priorities into field below): | 1 | 2 | 3 | 4 | 5 |
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| **Reserve Category:**  Performance Gaps  Develop or Improve POS/CTE programs | | | | | |
| 1. **Strategies to address need:** | | | | | |
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| 1. **Measurable Outcomes (report results in next APR):** | | | | | |
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| **NEED B:** | **This Need is in Element(s):** | | | | |
| 1. **Prioritized Need Identified in the CLNA** (copy text from CLNA Results & Priorities into field below): | 1 | 2 | 3 | 4 | 5 |
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| **Reserve Category:**  Performance Gaps  Develop or Improve POS/CTE programs | | | | | |
| 1. **Strategies to address need:** | | | | | |
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| 1. **Measurable Outcomes (report results in next APR):** | | | | | |
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1. Provide additional narrative to address the following:
2. Identify the specific performance indicator(s) or student population gap(s) that will be addressed with Reserve funds.
3. Identify the specific program and/or program of study that will be addressed with Reserve funds, including whether the focus is expansion or development of a new program and/or program of study at the secondary or postsecondary level.

## Perkins-Funded Positions

**Submit the following with your application materials**:

* Completed *Perkins-Funded Positions* spreadsheet
* Position descriptions for every position partially or fully funded by Perkins

## Required Documentation

**These required documents must be submitted with your Perkins V Local Application:**

1. Statements of Assurance (Statements of Assurance should be combined and uploaded as one single PDF)
2. CLNA Results & Priorities document
3. S-RPOS - Funding POS spreadsheet
4. Combined Secondary Postsecondary Budget spreadsheet
5. Consortium Consolidated Equipment Inventory
6. Perkins Funded Positions spreadsheet
7. Position Descriptions for each position partially or fully funded by Perkins
8. Improvement Plan (Only required for those consortia on an improvement plan)