MINNESOTA STATE
Career and Technical Education

South Metro Consortium

Prepared by South Metro Consortium
for Minnesota State FY21-22 Second-Year Update Strengthening Career and Technical Education for the 21st Century Act
(Perkins V)

Submitted by Nandi Rieck

Submitted on 06/16/2021 8:08 AM Central Standard Time

Opportunity Details

Opportunity Information

Title

FY21-22 Second-Year Update Strengthening Career and Technical Education for the 21st Century Act (Perkins V)

Description

APPLICATION OPENS MARCH 15, 2021.

The Perkins V Grant for Career and Technical Education provides funds for approved Career and Technical Education (CTE) programs. In Minnesota, funds are distributed on the basis of state-approved career and technical education programs and appropriate teacher licensure. Programs are administered under Minnesota Rules Chapter 3505 and the federal Strengthening Career and Technical Education for the 21st Century Act (Perkins V).

The Minnesota Department of Education (MDE) approves Career and Technical Education Programs (CTE) that meet teacher licensing and other criteria. These programs are eligible to access federal Perkins V funds. Districts that accept these federal dollars must report enrollment and student proficiency for CTE courses and programs to the department.

Category Explanation

Second-Year application.

Opportunity Manager

Jeralyn Jargo

Public Link

https://www.gotomygrants.com/Public/Opportunities/Details/e4279467-db28-4225-924a-19d211999fe0

Is Published

Yes

Submission Information

Submission Window

Opens 03/15/2021 8:00 AM

Eligibility Information

Eligibility Type

Public

Additional Eligibility Information

Pursuant to Section 134 of the Perkins V Act, to receive funds under Perkins V, a consortium must develop and submit an annual, unified, local secondary/postsecondary Perkins application and budget. The application must address secondary and postsecondary Career and Technical Education programming. The approved local application—with statement of assurance signatures—serves as the consortium's formal application for receiving Perkins funding.

Additional Information

Additional Information URL

https://minnstate.edu/system/cte/perkins-local-application/index.html

Additional Information URL Description

All forms and instructions related to the Perkins Local Application can be found on our website.

Project Information

Application Information

Application Name
South Metro Consortium

Award Requested
$526,487.86

Total Award Budget
$526,487.86

Primary Contact Information

Name
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(651) 423-7719

Project Description

Consortium Membership List

Consortium Membership List

If there are changes to your consortium membership, list them here; if not, type "No Change."

No Change

Please score the form as either 1-"complete," or 0-"not complete" (Reviewer Only)

Narrative 1: Comprehensive Local Needs Assessment (CLNA)

CLNA

If you're making budget requests under this narrative, explain them here in the space provided and describe which use of funds in section 135 of Perkins V supports each request. If the budget is unchanged from year one, enter "No change."

No Change

Please score the form as either 1-"complete," or 0-"not complete" (Reviewer Only)

Narrative 2: Programs of Study (POS)

POS

If you're making budget requests under this narrative, explain them here in the space provided and describe which use of funds in section 135 of Perkins V supports each request. If the budget is unchanged from year one, enter "No change."

No change in use of funds. As noted in our CLNA and application last year, we do not currently have priortized programs. In the past, each district identified a targeted program area of focus because we were starting up new programs or doing major revisions within a program. At this time, we have one new program in development (Nursing Assistant - identified in Narrative 11). Additionally, we identified a 2 year plan to review of all of our POS's to determine strengths and gaps. This data will help to guide our decision making on where to priortize our efforts in Year 3 and Year 4.

In year 2, we planned to address needs identified at the district/program level. At this time, District 191 identified a need to purchase stainless steel tables and chairs for the FCS labs to align with professional workstations found within business & industry (estimated costs $6000). These materials are not what would be purchased for a typical classroom and were selected to meet the unique needs of a culinary lab.

Tier 1 (High Priority for 21-22)

- **POS #4: Therapeutic Services**
- **POS #5: Emergency & Fire Management Services**
- **POS #12: Teaching / Training**
- **POS #13: Production**
- **POS #14: Engineering & Technology**
- **POS #7: Design / Pre-Construction**

Tier 2 (MediumPriority for 21-22)

- **POS #8: Accounting / Business Finance**
- **POS #9: Administrative Support / General Management**
- **POS #10: Marketing Management**
- **POS #11: Journalism & Broadcasting / Audio Video Tech & Film**
- **POS #15: Merchandising**

Tier 3 (Low Priority for 21-22)

- **POS #1: Animal Systems**
- **POS #2: Travel & Tourism**
- **POS #3: Programming & Software Development**
- **POS #6: Facilities & Mobile Equipment**

*The POS Spreadsheet requested is included as an attachmentin "Additional Documentation".

Please score the form as either 1-"complete," or 0-"not complete" (Reviewer Only)

Narrative 3: Workforce Innovation Opportunity Act (WIOA) and other workforce agencies

WIOA

If you're making budget requests under this narrative, explain them here in the space provided and describe which use of funds in section 135 of Perkins V supports each request. If the budget is unchanged from year one, enter "No change."

We will continue to support staff to address the advisory committee requirements, however, we will remove the funding set aside to pay them for these activities.

Please score the form as either 1-"complete," or 0-"not complete" (Reviewer Only)

Narrative 4: Integrated Academic and Technical Skills (IATS)

IATS

If you're making budget requests under this narrative, explain them here in the space provided and describe which use of funds in section 135 of Perkins V supports each request. If the budget is unchanged from year one, enter "No change."

No change.

Please score the form as either 1-"complete," or 0-"not complete" (Reviewer Only)

Narrative 5: Special Populations (SP)

SP

If you're making budget requests under this narrative, explain them here in the space provided and describe which use of funds in section 135 of Perkins V supports each request. If the budget is unchanged from year one, enter "No change."

No change.

As noted in our CLNA and Year 1 application, our staff identified a need for additional training on how to support students identified as English Learners and special education. Our YR 1 and YR 2 plan is to create a sustainable training model in both of these areas; training in these areas will support both the recruitment and retention of students into CTE courses. We also noted in our CLNA that our most recent data was from April of 2019. Becuase this data was gathered prior to our Program Approval updates and changes in our Perkins V indicators, we noted that in Year 1 and 2 we would focus on completing the NAPE Equity Assessment and doing a thorough review of current data when it is available to help prioritize student groups that may be underrepresented in our CTE courses.

Please score the form as either 1-"complete," or 0-"not complete" (Reviewer Only)

Narrative 6: Work-based Learning (WBL)

WBL

If you're making budget requests under this narrative, explain them here in the space provided and describe which use of funds in section 135 of Perkins V supports each request. If the budget is unchanged from year one, enter "No change."

No change.

Please score the form as either 1-"complete," or 0-"not complete" (Reviewer Only)

Narrative 7: Early College (EC)

EC

If you're making budget requests under this narrative, explain them here in the space provided and describe which use of funds in section 135 of Perkins V supports each request. If the budget is unchanged from year one, enter "No change."

Inver Hills Community College will be providing an after school club for high school students who are exploring the field of engineering.   The club will meet 6 times over the AY22 year with an agenda that will include engineering activities that the students would work on with the college faculty. The faculty will be inviting professionals from local firms/companies and current IHCC engineering students to be a part of the activities. **The lead Enginerring faculty will be paid a $1000.00 stipend to develop and lead the after school engineering club for high school students.**

Please score the form as either 1-"complete," or 0-"not complete" (Reviewer Only)

Narrative 8: Support to Professionals (STP)

STP

If you're making budget requests under this narrative, explain them here in the space provided and describe which use of funds in section 135 of Perkins V supports each request. If the budget is unchanged from year one, enter "No change."

No change.

Please score the form as either 1-"complete," or 0-"not complete" (Reviewer Only)

Narrative 9: Performance Gaps (PG)

PG

If you're making budget requests under this narrative, explain them here in the space provided and describe which use of funds in section 135 of Perkins V supports each request. If the budget is unchanged from year one, enter "No change."

No change.

Please score the form as either 1-"complete," or 0-"not complete" (Reviewer Only)

Narrative 10: Consortium Governance

Consortium Definition

In the Minnesota 4-year State Plan, a consortium is defined as having:

- Minimum of 1 school district and 1 postsecondary Minnesota State College
- Minimum of 6 programs of study
    - Of these 6 programs of study, a minimum of 4 career fields must be represented
    - All components of 3 of the 4 POS by career field must be provided within the consortium (In other words, only 1 of the 4 POS can be brokered)
- Greater than 1000 CTE participants at the secondary level (based on 2018 definitions and data) OR greater than 1800 FYE at the postsecondary level (based on 2018 definitions and data)

If you're making budget requests under this narrative, explain them here in the space provided and describe which use of funds in section 135 of Perkins V supports each request. If the budget is unchanged from year one, enter "No change."

No change.

Our #1 priority is to continue the work we identified in our CLNA and our 2 year application. This includes completing the NAPE assessment, gathering student data on POS's, completing an internal audit of our POS's and utlize research around Career Pathways models to enhance them, supporting the recruitment and retention of underrepresented groups of students, professional development of staff, and supporting MATH in targeted content areas. These goals/activities was based on data collected during our CLNA process. Through the annual application and budgeting process, we set aside dollars to ensure that funds are available to complete this work and have identified outcomes that we hope to achieve that will determine success.

One area that we will be discussing is how to create more staff time to lead and complete this work.

Please score the form as either 1-"complete," or 0-"not complete" (Reviewer Only)

Narrative 11: Reserve Funds (RF)

RF

Section 112(c)—The State may award Reserve funds to consortia for career and technical education activities described in Section 135--

(1) in—

(A) rural areas;

(B) areas with high percentages of CTE concentrators or CTE participants;

(C) areas with high numbers of CTE concentrators or CTE participants; and

(D) areas with disparities or gaps in performance as described in section 113(b)(3)(C)(ii)(II); and

(2) in order to—

(A) foster innovation through the identification and promotion of promising and proven career and technical education programs, practices, and strategies, which may include programs, practices, and strategies that prepare individuals for nontraditional fields; or

(B) promote the development, implementation, and adoption of programs of study or career pathways aligned with State-identified high-skill, high-wage, or in-demand occupations or industries.

If you're making budget requests under this narrative, explain them here in the space provided and describe which use of funds in section 135 of Perkins V supports each request. If the budget is unchanged from year one, enter "No change."

No change.

Please score the form as either 1-"complete," or 0-"not complete" (Reviewer Only)

Workforce Center Collaboration

Enter Workforce Center contributions for year two of the application.

Enter information into this table as it applies to your consortium. This table does not self-tabulate. Add totals from Postsecondary Total (line 3) and Secondary (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.

Workforce Center Collaboration

	Total(s)
(POSTSECONDARY) Total Perkins funds used in collaboration with WorkForce Centers	0
(POSTSECONDARY) Estimated expenditure/in-kind contributions used in collaboration with Workforce Centers	1000
Postsecondary Subtotal	1000
(SECONDARY) Total Perkins funds used in collaboration with WorkForce Centers	0
(SECONDARY) Estimated expenditures/in-kind contributions used in collaboration with WorkForce Centers	3800
Secondary Subtotal	3800
TOTAL	4800

Please score the form as either 1-"complete," or 0-"not complete" (Reviewer Only)

Perkins-Funded Positions

Enter changes to Perkins Funded Positions for year-two of the application. Upload position descriptions for added personnel. Explain changes in personnel funding under the appropriate narrative item.

Perkins Funded Positions

Name	Position	Secondary/Postsecondary	File Folder # (Secondary)	Percentage of Time	Amount
Mary Jo Gardner	Director K12 Partnerships	Postsecondary		30.89	30000
Nandi Rieck	S Metro Consortium Coordinator	Secondary	352589	.094	17000
Colleen Frank	S Metro Consortium TOSA	Secondary	389965	.125	10000
Allison Chuick	K12 Coordinator	Postsecondary		.43	20000
Shannon Williams	WBL	Postsecondary		22.01	20000
Patti Abbas	Tutoring	Postsecondary		61.71	18000
TBD	Outreach & Recruitment	Postsecondary		100	10000
TBD	Disability Services	Postsecondary		100	10000
TBD	Institutional Research	Postsecondary		100	5000

Attach all Position descriptions as .PDF documents prior to submitting this application

Please score the form as either 1-"complete," or 0-"not complete" (Reviewer Only)

Position Description
   S Metro Consortium Coordinator Job Description UPDATED 4.28.20

Position Description
   S Metro Consortium TOSA Job Description UPDATED 4.28.20

Position Description

Position Description

Position Description

Position Description

Position Description

Position Description

Position Description

Position Description

Position Description

Position Description

Additional Documentation

Additional documentation may be uploaded here.

Statements of Assurances (Attached as one large PDF file):

Secondary Supplemental Budget:
South Metro Secondary-Supplemental-Budget-Amplifund-Worksheet 4.7.21

Consortium Consolidated Equipment Inventory
South Metro Perkins Consortium Equipment Inventory UPDATED 4.7.21

Additional Material
South Metro Programs of Study for Application 6.15.21

Additional Material

Additional Material:

Additional Material:

Additional Material:

Additional Material:

Additional Material:

Additional Material

Additional Material:

Additional Material:

Please score the form as either 1-"complete," or 0-"not complete" (Reviewer Only)

Budget

Proposed Budget Summary

Expense Budget

	Grant Funded	Total Budgeted
B) Narrative 2: Programs of Study		
POS	$20,500.00	$20,500.00
Secondary POS	$30,000.00	$30,000.00
Subtotal	**$50,500.00**	**$50,500.00**
C) Narrative 3: Workforce Innovation Opportunity Act (WIOA) and other workforce agencies		
Secondary Advisory	$10,200.00	$10,200.00
Subtotal	**$10,200.00**	**$10,200.00**
D) Narrative 4: Integrated Academic and Technical Skills		
Integrated Aca & Tech Skills	$20,000.00	$20,000.00
Secondary - TSA	$44,025.00	$44,025.00
Secondary PD - Math	$17,000.00	$17,000.00
Subtotal	**$81,025.00**	**$81,025.00**
E) Narrative 5: Special Populations		
Secondary PD - EL & SPED	$20,000.00	$20,000.00
Special Pops	$10,000.00	$10,000.00
Subtotal	**$30,000.00**	**$30,000.00**
F) Narrative 6: Work-based Learning		
Secondary CTSO	$37,000.00	$37,000.00
Secondary Field Trips / Career Exploration	$34,000.00	$34,000.00
WBL	$20,000.00	$20,000.00
Subtotal	**$91,000.00**	**$91,000.00**
G) Narrative 7: Early College		
Early College	$57,000.00	$57,000.00
Secondary Early College Credit	$38,000.00	$38,000.00
Subtotal	**$95,000.00**	**$95,000.00**
H) Narrative 8: Support to Professionals		
Secondary PD	$51,600.00	$51,600.00
Support to Professionals	$17,366.32	$17,366.32
Subtotal	**$68,966.32**	**$68,966.32**

	Grant Funded	Total Budgeted
I) Narrative 9: Performance Gaps		
Perf Gaps	$10,000.00	$10,000.00
Subtotal	**$10,000.00**	**$10,000.00**
J) Narrative 10: Consortium Governance		
Secondary - TOSA	$10,000.00	$10,000.00
Secondary ADMIN (Indirect Cost)	$4,693.48	$4,693.48
Secondary Consortium Leadership	$17,000.00	$17,000.00
Secondary Leadership PD	$4,000.00	$4,000.00
Subtotal	**$35,693.48**	**$35,693.48**
K) Narrative 11: Reserve Funds		
Reserve Funds	$27,051.53	$27,051.53
Secondary Innovative Program - NA	$27,051.53	$27,051.53
Subtotal	**$54,103.06**	**$54,103.06**
Total Proposed Cost	**$526,487.86**	**$526,487.86**

Revenue Budget

	Grant Funded	Total Budgeted
Grant Funding		
Award Requested	$526,487.86	$526,487.86
Subtotal	**$526,487.86**	**$526,487.86**
Total Proposed Revenue	**$526,487.86**	**$526,487.86**

Proposed Budget Detail

See attached spreadsheet.

Proposed Budget Narrative

B) Narrative 2: Programs of Study

Create a budget line item for each of the following elements by copy/pasting each into the Name field. The 'Item Type' drop down may be left as is (Non-Personnel) for each individually created line item. a. Secondary Personnel (Salary and Benefits) b. Secondary Non-Personnel c. Secondary Equipment d. Secondary Admin (5% max) UFARS 895 e. Postsecondary Personnel (Salary and Benefits) f. Postsecondary Non-Personnel g. Postsecondary Equipment h. Postsecondary Admin (5% max)

Secondary POS

Costs associated with instructional materials and equipment of the POS identified in the CLNA; 1 item has been determined at this time - see narrative.

C) Narrative 3: Workforce Innovation Opportunity Act (WIOA) and other workforce agencies

Create a budget line item for each of the following elements by copy/pasting each into the Name field. The 'Item Type' drop down may be left as is (Non-Personnel) for each individually created line item. a. Secondary Personnel (Salary and Benefits) b. Secondary Non-Personnel c. Secondary Equipment d. Secondary Admin (5% max) UFARS 895 e. Postsecondary Personnel (Salary and Benefits) f. Postsecondary Non-Personnel g. Postsecondary Equipment h. Postsecondary Admin (5% max)

Secondary Advisory

Costs associated with subs, stipends, and related statutory benefits for secondary staff to participate in advisory and Voc Rehab meetings.

D) Narrative 4: Integrated Academic and Technical Skills

Create a budget line item for each of the following elements by copy/pasting each into the Name field. The 'Item Type' drop down may be left as is (Non-Personnel) for each individually created line item. a. Secondary Personnel (Salary and Benefits) b. Secondary Non-Personnel c. Secondary Equipment d. Secondary Admin (5% max) UFARS 895 e. Postsecondary Personnel (Salary and Benefits) f. Postsecondary Non-Personnel g. Postsecondary Equipment h. Postsecondary Admin (5% max)

Secondary - TSA

Costs associated with the implementation of Technical Skills Assessments including Certification Exams

Secondary PD - Math

Costs associated with subs, stipends and related statutory benefits for CTE staff to participate in math training.

E) Narrative 5: Special Populations

Create a budget line item for each of the following elements by copy/pasting each into the Name field. The 'Item Type' drop down may be left as is (Non-Personnel) for each individually created line item. a. Secondary Personnel (Salary and Benefits) b. Secondary Non-Personnel c. Secondary Equipment d. Secondary Admin (5% max) UFARS 895 e. Postsecondary Personnel (Salary and Benefits) f. Postsecondary Non-Personnel g. Postsecondary Equipment h. Postsecondary Admin (5% max)

Secondary PD - EL & SPED

Costs associated with subs, stipends and related statutory benefits for CTE staff to participate in EL and SPED training.

F) Narrative 6: Work-based Learning

Create a budget line item for each of the following elements by copy/pasting each into the Name field. The 'Item Type' drop down may be left as is (Non-Personnel) for each individually created line item. a. Secondary Personnel (Salary and Benefits) b. Secondary Non-Personnel c. Secondary Equipment d. Secondary Admin (5% max) UFARS 895 e. Postsecondary Personnel (Salary and Benefits) f. Postsecondary Non-Personnel g. Postsecondary Equipment h. Postsecondary Admin (5% max)

Secondary CTSO

Costs associated with subs, stipends, registration, & travel expenses for staff and transportation costs for students associated with CTSO's and field trips

Secondary Field Trips / Career Exploration

CTE student field trips and/or Career Exploration activities

G) Narrative 7: Early College

Create a budget line item for each of the following elements by copy/pasting each into the Name field. The 'Item Type' drop down may be left as is (Non-Personnel) for each individually created line item. a. Secondary Personnel (Salary and Benefits) b. Secondary Non-Personnel c. Secondary Equipment d. Secondary Admin (5% max) UFARS 895 e. Postsecondary Personnel (Salary and Benefits) f. Postsecondary Non-Personnel g. Postsecondary Equipment h. Postsecondary Admin (5% max)

Secondary Early College Credit

Includes costs associated with articulation and concurrent enrollment.

H) Narrative 8: Support to Professionals

Create a budget line item for each of the following elements by copy/pasting each into the Name field. The 'Item Type' drop down may be left as is (Non-Personnel) for each individually created line item. a. Secondary Personnel (Salary and Benefits) b. Secondary Non-Personnel c. Secondary Equipment d. Secondary Admin (5% max) UFARS 895 e. Postsecondary Personnel (Salary and Benefits) f. Postsecondary Non-Personnel g. Postsecondary Equipment h. Postsecondary Admin (5% max)

Secondary PD

Professional membership and workshop costs, participation in artic/concurrent enrollment, all other PD including the development of a licensure portfolio.

J) Narrative 10: Consortium Governance

Create a budget line item for each of the following elements by copy/pasting each into the Name field. The 'Item Type' drop down may be left as is (Non-Personnel) for each individually created line item. a. Secondary Personnel (Salary and Benefits) b. Secondary Non-Personnel c. Secondary Equipment d. Secondary Admin (5% max) UFARS 895 e. Postsecondary Personnel (Salary and Benefits) f. Postsecondary Non-Personnel g. Postsecondary Equipment h. Postsecondary Admin (5% max)

Secondary Consortium Leadership

Salary and benefits for consortium leadership FTE

Secondary - TOSA

.125 FTE of math coach to support PD goals

Secondary ADMIN (Indirect Cost)

Indirect Cost for grant management

Secondary Leadership PD

Costs associated with professional development for secondary leadership team members.

K) Narrative 11: Reserve Funds

Reserve Funds: Create a budget line item for each of the following elements by copy/pasting each into the Name field. The 'Item Type' drop down may be left as is (Non-Personnel) for each individually created line item. a.

Secondary Personnel (Salary and Benefits) b. Secondary Non-Personnel c. Secondary Equipment d. Secondary Admin (5% max) UFARS 895 e. Postsecondary Personnel (Salary and Benefits) f. Postsecondary Non-Personnel g. Postsecondary Equipment h. Postsecondary Admin (5% max)

Secondary Innovative Program - NA

Costs associated with Year 3 of start up and expansion of Nursing Assistant program including equipment, materials, concurrent enrollment and certification costs.