Perkins 1C Application Components

There are 5 components to the Local Application that must be completed by or in partnership with each institution. This document outlines each of these components.

Reminders:
- All components and related worksheets are available on the [districtwide Perkins resource page.](#)
- [Summary of application deadlines is available online](#)
- The 2024-25 Program Year is year 1 of the new two-year Comprehensive Local Needs Assessment (CLNA) – due to the State in spring 2024
  - All 2024-25 funding decisions must be tied to this most recent CLNA.
  - [Visit the Perkins resource page](#) for past and current CLNA resources

Local Application Components:

1. Contacts
- Contacts are added by District Educational Services into the NOVA Application. Adding contacts enables each college to access the application within NOVA, add content, etc.
- Contact(s) needed: "College Responsible Administrator/Dean of Career Education"
- Action Needed: Please submit college specific contacts to District Educational Services. Submit the names of anyone locally that you want to have access to view and edit information in the NOVA application.

2. Target Performance
We are required to either accept the State target or negotiate a new local target for each core indicator.
- An update on proposed targets and recommendations will be shared via email once posted by the State.
- No action needed at the individual college level

3. Districtwide Goals & Metrics – Selection of Vision for Success Goals and Student Success Metrics
- There are 5 Vision for Success Goals and 55 Student Success Metrics
- Each goal must be assigned at least one student success metric within the application (districtwide)
- For each goal selected at least one Student Success Metrics must be selected.
- 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.
- Action: Prior to NOVA inputting content into NOVA, each institution will provide a list of the Student Success Metrics they plan to utilize within the application. District Educational Services will then enter this information districtwide. This will ensure the requested metrics are available within the application for each institution when entering program activity content.

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4. Local Application Narrative Responses
17 narrative questions; 8,000 words per section.
- 1,750 characters per institution response
- Action: Colleges to provide college-specific responses via the Local Application Narrative Worksheet. Please adhere to max character limit as all responses must be combined and meet the overall character limit within NOVA.
- Combined responses are entered into NOVA by District Educational Services.

5. Programs and Activities
Action: Colleges may add as many TOP Codes/Programs as needed directly within NOVA. Colleges may also add "across program" activities within NOVA.

5A. For each TOP Code 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. 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)

5B. 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:

- **Certifications:**
  - 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
- All Certifications are completed by the District Educational Services and District Business Services
- No action needed by colleges