



## **Hennepin West Consortium**

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

**Submitted by Jason Jones**

**Submitted on 05/17/2021 2:49 PM 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

Hennepin West Consortium

Award Requested

\$1,566,674.91

Total Award Budget

\$1,566,674.91

### **Primary Contact Information**

Name

Jason Jones

Email Address

jason.jones@hennepintech.edu

Address

9000 Brooklyn Blvd  
Brooklyn Park, MN 55445

Phone Number

## **Project Description**

### **Consortium Membership List**

#### **Consortium Membership List**

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

Nancy Bohn replaced Phil Hatchner - Brooklyn Center Representative An Assistant Principal yet to be named will replace Rob Schoch - Intermediate District 287 Representative

*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."

During FY22 the consortium will continue to rely on the CLNA data collected in FY19. In preparation for the FY23-24 grant, HWC will be partnering with the Greater Minneapolis Chamber, Real Time Talent, and South West Metro Consortium to complete the FY22 CLNA. The HWC strategic plan will guide the annual work of the consortium to address the needs discovered in the FY22 CLNA. The CLNA will drive the process of collecting and interpreting data to plan for the FY22-24 grant. There will be a budget increase to accomplish these tasks. Postsecondary admin funds will be re-allocated to Narrative 10 (135.d). Local Uses of Funds: 135.b-6; 135.c

*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."

HWC reviewed all POS and ACC throughout the FY21 school year. Based on this review there will be an expansion of programs as listed in the FY21-22, two year grant. This expansion **will** include adding additional high school programming, ACC, CE, approved POS, equipment, and curriculum. However, there is additional expansion in the following POS Business, Management, and Administration; General Management; Health Science; Therapeutic Services/Support Services; Education and Training. Examples **will** include: Wayzata and St. Louis Park supporting new curriculum design in the Health Science Technology cluster Utilizing Mentor Connections through Intermediate District 287 (e.g. medical research) CTE programs will be improved in both lab facilities and curriculum: Landscape/Horticulture; Architecture and Construction Investigate HOSA as a source for leadership activities Develop a consortium POS in [~~delete~~ - Law Enforcement, Legal Services, Emergency and Fire Services with District 287 which consortia high schools would support through feeder programs and courses.] HTC will be increasing the narrative budget by \$25,000 for Phase 2 of culinary food truck programming improvements. This **will** also include training, curriculum development, expert demonstrations, marketing and K-12 Partnerships. NHCC will be reducing personnel costs within this narrative, Perkins contribution will decrease for the three designated CTE Advisors. NHCC/HTC will increase non-personnel RFP funds for POS and/or CTE Programs to be spent on allowable expenses according to Sect 135 and Pg. 48 MnState Guidebook to support their efforts, as stated above. HWC will be completing the secondary program approval process which will be supported (e.g. stipends, substitutes, professional development, etc.).

**Throughout the year, HWC devotes meeting time to discuss each Program of Study, CLNA data related to the POS, enrollment, employment demands, secondary and postsecondary alignment and programming to determine the need to expand or limit funding. Monthly POS Review meetings include discussion about expansion, maintenance or developing the POS. Because all Consortium members are valued, our policy is that each district has equitable access to Perkins funds. Consideration is given to secondary schools which do not offer Tier 1 Funding Priorities. Improvements for next year will include more data analysis and alignment of HWC goals with consideration to secondary and postsecondary strategic directions.**

**Prioritize POS for Investment: Based upon the CLNA, and data provided by our Advisory Boards, needs of our Secondary and Postsecondary partners (as expressed during monthly POS Review meetings) we have determined the following prioritization for POS/CTE Programs:**

- **Business/Management and Administration - (Developing due to Element 2 of CLNA)**
- **Information Technology - (Developing and Expanding to include Cybersecurity)**
- **Health Sciences - (Developing and Expanding at St Louis Park, Wayzata)**
- **Manufacturing - (Developing and Expanding to include Robotics) - see Narrative #6**

**Our Second Tier Funding Priorities include:**

- **Hospitality and Tourism (including Culinary) - (Expanding to include entrepreneur track in culinary at HTC and Maintaining elsewhere due to Element 2 of CLNA)**
- **Marketing - (Maintaining due to Element 2 of CLNA)**
- **Facilities and Mobile Maintenance - (Maintaining and Expanding in Robbinsdale, Minnetonka)**
- **Architecture and Construction - (Developing in some secondary and exploring improved postsecondary connections, maintained elsewhere)**
- **Education and Training - (Developing as a result of Element 4 of CLNA)**

**Our Third Tier Funding Priorities include: (Maintaining or Exploring)**

- **STEM/Engineering (Currently brokered, but in progress to offer through NHCC)**
- **Agriculture (Exploration as a brokered agreement through HTC)**
- **Other CTE Programs that do not currently rise to the level of a State Recognized Program of Study**

**Special consideration will be given to Programs that have been negatively impacted by the pandemic. Reallocated funds will collaboratively be used to fill gaps in each Tier POS.**

*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."

Additional career exploration opportunities for FY22 in addition to those listed in the original grant include: Manufacturing Month (typically October) HTC Student Life Career Development (SLCD) provides services to CTE students for experiential learning opportunities and overall career development HWC has moved funds from Narrative 10 to Narrative 3 for the CTE Career Pathway Booklet (aka CTE Guidebooks). In addition, HWC is collaborating with SW Metro to include their schools as requested. Twin West has changed its name to Minneapolis Regional Chamber. HTC has submitted grant applications to AmeriCorp to receive grants for 2 personnel in the Career Development Department. The HWC Leadership renewed contracts - changes in budget reflect the new partner fees.

**Subs for all districts for Career Exploration Activities and work with the chamber and regional advisory boards.**

Local Uses of Funds: 135.b- 1(A, B, C, D, E), 5(B, H, K, R, S, T); 135.c

*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."

Precision Exams has changed its name to YouScience with access to Precision Exams. The HWC will be monitoring the usage of the exams due to the changes in the state TSA requirement. Analytics will be budgeted by individual districts and colleges when utilized. Total cost of this program reduced to \$4,000. Secondary districts will be improving partnerships to provide workplace skills through gps Education Partners.

**Our goal is to increase academic skills (reading, writing and math) across all CTE programs by supporting the professional development of staff (see Narrative #8) and utilizing the PLC model. Support will be given to staff who are partnering with colleagues in academic areas. Supplementary materials to support PLC integration will be made available to CTE staff at the secondary level. Assessment will be analyzed to determine achievement gaps and develop strategies as appropriate.**

**Additionally, we will include Integrating Academic and Technical Skills as one of the funding opportunities in our postsecondary RFP's for reallocated dollars for spring FY22.**

Local Uses of Funds: 135.b 2(A, E) 4(A, B) 5(F, R, T); 135.c

*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."

HWC will fund equity and access initiatives based on the analysis of our needs through advisory committees, talent symposium and recommendations from our leadership team. Examples **will** include: Summer retreat - hire an equity trainer, gap analysis with Real Time Talent. Increase Non-trad Specialist duties to focus on **[delete- Special Populations beyond NonTrad] HTC - CCIS Mentor initiative NHCC - Men Who Care initiative. We will explore expanding this consultant's duties beyond serving nontrad students to include more of the Special Populations as defined by Perkins legislation.** Educator Externship will include a strand focusing on special population hiring practices. The consortium plans to follow up with planning a retreat for administrators and counselors. A data dive with Real Time Talent will further our investigation to hire a facilitator to work through solutions. The following items have been moved to different narratives as indicated below: Blueprint for Persistence budget - moved to Narrative 8 RFP for special populations funding - moved to Narrative 2

**HWC plans to continually create opportunities throughout the year to increase enrollment and success in CTE for Special Populations. HWC's policy is to be supportive in providing equitable access to all CTE students. Field trips to area CTE events are an important component of this work. We will specifically focus on Special Populations when recruiting for career exploration activities and classes. Activities funded through Perkins are determined collaboratively by the consortium during monthly meetings. Activities we have planned so far include, but not limited to:**

- **Women recruitment in IT**
- **Men Who Care mentorship initiative**
- **Educator Externship - How to Support Employment for Special Populations**
- **Criminal Justice career expo designed to engage women and other underrepresented populations**
- **Support for First Generation college students**

**Classroom support, materials, and equipment for English Language Learners or other special populations will include specific materials that will improve success in CTE.**

Local Uses of Funds: Sec 135.b 1(E, F) 2(E, F, G, H) 3, 5(B, D, N, S, T); 135.c

*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."

HWC is creating a partnership with GPS Education Partners to pilot work based learning opportunities in manufacturing for all secondary and postsecondary partners. For FY 22, the pilot will focus entirely on manufacturing pathways. If successful, in future years, this partnership will expand to include Healthcare, IT and Business pathways. HWC will focus on work based learning by partnering with GPS Education Partners (Work Based Learning and student support consultants). **College and High School partners will provide experiential learning and preparatory coursework to prepare WBL students for the workforce (including OSHA safety standards, Work Seminar courses, and college courses necessary to fill gaps).** GPSEd will facilitate the design and development of a high quality youth apprenticeship experience in Manufacturing to leverage as a Pilot program 3-5 member high schools and Hennepin Technical College. Lead and execute recruitment of employer partners and community partners to support the execution of both the Pilot and to create an ecosystem to support the larger solution in future years. Work with high schools and college members to align and develop the internal systems and resources to support students in the Pilot and create capacity for larger solutions. Execute the Manufacturing YA Pilot during the 2021-22 school year - targeting 20-30 students and 10-15 employers for a full year of programming. Student Recruitment support Employer onboarding and management Student/employer onboarding Leverage of GPSEd work based learning tools to support student experiences includes access to GPSEd Employability Skills curriculum/assessment; coaching with students and school Work based learning coordinators; tracking and management of outcomes for student, school, employer and consortium; and evaluation/continuous improvement. Communication/Promotion strategy, collateral development support. Consultation, design and development of governance structure and management of scaled solution to support the consortium partners. Development of sustainable funding model to support programming. Development of data management framework to report on outcomes, impact to stakeholders. Develop and manage "roadmap" for expansion of cluster focused work based learning aligned to post secondary career pathways. As secondary schools complete program approvals, there will be an emphasis on leadership activities including work based learning and mentorship

**In addition to statements above, HWC will develop and improve a number of strategies to improve WBL for all CTE students including:**

- **Manufacturing WBL Pilot with GPSEd - research and development including labor laws, pathways to college, industry recognized credentialing supported by industry partners, and access and equity for all including special populations.**
- **Materials for Center for Advanced Professional Studies (CAPS) Network concurrent enrollment, mentoring opportunities which provide academic and college credit.**
- **St Louis Park Concurrent Enrollment pilot for Work Based Learning**
- **Field trips to colleges to improve high school to college to career pathways.**
- **WBL training and professional development for CTE staff**
- **Research and development of new WBL programs and partnerships.**

Local Uses of Funds: Sec 135.b 1(A, D, E, F) 2(B, C) 3, 5 (B, D, E, F, H, I, L, R, T), 135.c

*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."

**There will be an increase in funding at the secondary level is to:**

- **Face to face articulation meetings**
- **Improve curriculum as we explore new pathways such as Education and Training,**
- **Increase in materials and supplies**
- **New alignments with HTC Robotics, Transportation careers and Cybersecurity initiative (ref. Narr #2 and #11)**

**[delete** -There will be no changes in narrative 7 in secondary or postsecondary other than] a budget increase to update salary and non-personnel costs. Local Uses of Funds: 135.b 2(A, D, E, F), 4(A, B), 5 (D, F, I, M, Q, R, T); 6; 135.c

*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."

There will be no changes in narrative 8 for secondary other than a budget increase to update salary and non-personnel costs due to more in-person meetings and conferences than in 2020. HTC has moved Blueprint for Persistence 2020 initiative budget to narrative 8 with a \$4,000 increase, because scope of work is more closely aligned with support to professionals. Local Uses of Funds: 135.b 2(A, B, C, D, E, F); 5(G, H, R, T); 135.c

*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."

**Increases in funds will be used to improve data analysis and determine performance gaps and devise strategies to address any gaps that arise. Data analysis will occur and be reviewed during monthly HWC meetings.**

[delete - No change in budget]

Local Uses of Funds: 135.b 4(A, B); 5(F, T)

*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."

**[Sentences in this paragraph were reordered to reflect priorities]** Results of the 2019 CLNA indicated that the Business, Management and Administration pathway should be further developed. This will be a priority for our consortium as both secondary and postsecondary partners have courses/programs to create a pathway. The IT pathway will be expanded by hosting meetings to discuss opportunities and improvement of the pathway to include cybersecurity. The IT pathway will be expanded by hosting meetings to discuss opportunities and improvement of the pathway to include cybersecurity. HWC will explore expansion of the Health Science pathway to improve secondary program offerings such as adding courses that utilize postsecondary expertise and potentially sharing labs/equipment.

The HWC Procedural Guide and the HWC website will be updated in order to prepare for the state audit which will result in a budget increase.

Postsecondary has moved funds from narrative 1 to narrative 10 for administrative costs.

**After looking at our labor market analysis, reviewing our FY21 2-year application, and looking at future goals, with collaboration from all partners, the consortium leaders top priorities are as follows:**

1. **Support POS as noted in Narrative 2 by Tier**
2. **Success of our GPSEd Manufacturing WBL project.**
3. **Complete our FY22-24 CLNA.**
4. **Analyze data and improve enrollment and success of CTE students.**
5. **Support Special Populations in CTE**

**Our top priority, as stated above, is supported by Year 1 POS exploration results. Our results indicated a need to expand and improve POS pathways (ref. Narrative #2). Budget adjustments were made to provide sufficient funding for these strategies such as continuing to support collaborative efforts with outside organizations and agencies, and salaries of consortium leaders to direct this work.**

**Success in our prioritized initiatives will be determined by consortium data (State accountability measures, CTE enrollment, Institutional trends in pathways, increased Articulation and concurrent enrollment agreements and options, etc.) and improved pathway alignment between secondary and postsecondary schools.**

Local Uses of Funds: 135.a; 135.b 2(B, D, E) 4(A, B) 6; 135.c; 135.d

**[delete - Although consortia governors are not fully implementing the following areas in section 5, we are consulted and govern the appropriate uses of: 5(A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T)]**





## 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."

**In light of our CLNA and identified priorities (see Narrative 2), HWC will:**

- **Combine Reserve funding with other Narrative budgets to support programs in high demand occupations.**
- **Continue to support Programs and Pathways in IT:**
  - **Expanding the IT POS to include Cybersecurity, and provide secondary students an opportunity to participate in activities at HTC (Ref FY21 Narr. 2, 11). Secondary budget will allow for transportation and substitute teachers as needed. Professional Development activities will be provided for secondary teachers.**
  - **Information Technology program at HTC had a successful IWITTS pilot year (FY21 - Nar 2). Funds will be used to support phase 2 efforts - IWITTS Mentoring Programming.**
- **NHCC learned in FY21 the need for innovative technology to support Special Populations in the Nursing Program. In FY22, we will purchase dark toned Simulator Manikins. Other**
- **HWC will be investigating and establishing a POS in a Robotics program (Manufacturing POS). Collaborative efforts connecting secondary and postsecondary Robotics educators will be planned, along with curriculum alignment and development.**
- **Leadership salary to direct our efforts, stipends, and substitute teacher costs to support prioritized high demand occupation areas as noted in Narrative #2.**
- **Continued support for the Blueprint for Persistence 2020 (Ref. FY21 Narr. 11).**
- **Continued support of CTSO's in prioritized POS including the possible expansion to include Health Occupations Students of America.**

Local Uses of Funds: 135.a; 135.b 1(E, F) 2(C, D, E) 5(A, B, D, E, L, M, R, T); 135.c; 135.d

*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	52700
(POSTSECONDARY) Estimated expenditure/in-kind contributions used in collaboration with Workforce Centers	65000
<b>Postsecondary Subtotal</b>	<b>117700</b>
(SECONDARY) Total Perkins funds used in collaboration with WorkForce Centers	42050
(SECONDARY) Estimated expenditures/in-kind contributions used in collaboration with WorkForce Centers	35000
<b>Secondary Subtotal</b>	<b>77050</b>
<b>TOTAL</b>	<b>194750</b>

*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
Brent Olinger	Director Workforce Collaborations	Postsecondary		100	107500
NHCC Advisor	CTE Career Advisor	Postsecondary		25	25000
NHCC Advisor	CTE Career Advisor	Postsecondary		25	25000
NHCC Advisor	CTE Career Advisor	Postsecondary		50	45000
Jason Jones	Perkins and Pathways Coordinator	Postsecondary		100	102000
FY22 HTC Position 2	CLA II Health Option	Postsecondary		17	7,250
FY22 HTC Position 3	CLA II General Trades Tutor	Postsecondary		19	10,676
FY22 HTC Position 4	CLA II Computer Applications Tutor	Postsecondary		19	10,676
FY22 HTC Position 5	CLA II Sciences and LRC Tutor	Postsecondary		11	4,599
FY22 HTC Position 6	CLA II General Trades Tutor	Postsecondary		10	2,077
FY22 HTC Position 7	Student Services Asst Sr - Disability Services - LRC Specialist	Postsecondary		19	11,070
FY22 HTC Position 8	CLA II Computer Apps and Math Tutor	Postsecondary		19	10,676
Jean Rakun	Cte and Perkins Coordinator	Secondary	376325	75	70390

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

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Position Description

## Additional Documentation

**Additional documentation may be uploaded here.**

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

Statement-of-Assurances-Form-2-11-2020 (002)

Secondary Supplemental Budget:

Hennepin West Consortium Supplement Budget FY22 Final

Consortium Consolidated Equipment Inventory

Additional Material

FY22\_Positions\_Budget\_Addtion

Additional Material

Additional Material:

Additional Material:

Additional Material:

Additional Material:

Additional Material

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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>A) Narrative 1: Comprehensive Local Needs Assessment (CLNA)</b>		
b. Secondary Non-Personnel	\$5,000.00	\$5,000.00
f. Postsecondary Non-Personnel	\$5,000.00	\$5,000.00
<b>Subtotal</b>	<b>\$10,000.00</b>	<b>\$10,000.00</b>
<b>B) Narrative 2: Programs of Study</b>		
a. Secondary Personnel (Salary and Benefits	\$45,000.00	\$45,000.00
b. Secondary Non Personnel	\$118,560.00	\$118,560.00
e. Postsecondary Personnel (Salary and Benefits)	\$98,880.00	\$98,880.00
f. Postsecondary Non-Personnel	\$215,889.28	\$215,889.28
<b>Subtotal</b>	<b>\$478,329.28</b>	<b>\$478,329.28</b>
<b>C) Narrative 3: Workforce Innovation Opportunity Act (WIOA) and other workforce agencies</b>		
a. Secondary Personnel Salary and Benefits	\$17,000.00	\$17,000.00
b. Secondary Non-Personnel	\$60,050.00	\$60,050.00
f. Postsecondary Non-Personnel	\$52,700.00	\$52,700.00
<b>Subtotal</b>	<b>\$129,750.00</b>	<b>\$129,750.00</b>
<b>D) Narrative 4: Integrated Academic and Technical Skills</b>		
a. Secondary Personnel Salary and Benefits	\$5,000.00	\$5,000.00
b. Secondary Non Personal	\$46,600.00	\$46,600.00
f. Postsecondary Non-Personnel	\$4,000.00	\$4,000.00
<b>Subtotal</b>	<b>\$55,600.00</b>	<b>\$55,600.00</b>
<b>E) Narrative 5: Special Populations</b>		
a. Secondary Personnel (salary and benefits)	\$6,900.00	\$6,900.00
b. Secondary Non-Personnel	\$40,000.00	\$40,000.00
e. Postsecondary Personnel (Salary and Benefits)	\$76,000.00	\$76,000.00
f. Postsecondary Non-Personnel	\$46,400.00	\$46,400.00
<b>Subtotal</b>	<b>\$169,300.00</b>	<b>\$169,300.00</b>
<b>F) Narrative 6: Work-based Learning</b>		
a. Secondary Personnel (salary and benefits)	\$8,000.00	\$8,000.00
b. Secondary Non Personnel	\$65,000.00	\$65,000.00

	Grant Funded	Total Budgeted
f. Postsecondary Non-Personnel	\$20,000.00	\$20,000.00
<b>Subtotal</b>	<b>\$93,000.00</b>	<b>\$93,000.00</b>
<b>G) Narrative 7: Early College</b>		
a. Secondary Personal salary and benefits	\$42,000.00	\$42,000.00
b. Secondary Non-Personnel	\$28,650.00	\$28,650.00
e. Postsecondary Personnel (Salary and Benefits)	\$36,000.00	\$36,000.00
f. Postsecondary Non-Personnel	\$4,400.00	\$4,400.00
<b>Subtotal</b>	<b>\$111,050.00</b>	<b>\$111,050.00</b>
<b>H) Narrative 8: Support to Professionals</b>		
a. Secondary Personnel Salary and benefits	\$40,000.00	\$40,000.00
b. Secondary Non-Personnel	\$25,100.00	\$25,100.00
f. Postsecondary Non-Personnel	\$32,150.00	\$32,150.00
<b>Subtotal</b>	<b>\$97,250.00</b>	<b>\$97,250.00</b>
<b>I) Narrative 9: Performance Gaps</b>		
a. Secondary Personnel (Salary and Benefits)	\$12,000.00	\$12,000.00
b. Secondary Non-Personnel	\$5,987.08	\$5,987.08
<b>Subtotal</b>	<b>\$17,987.08</b>	<b>\$17,987.08</b>
<b>J) Narrative 10: Consortium Governance</b>		
e. Postsecondary Personnel (Salary and Benefits)	\$173,500.00	\$173,500.00
f. Postsecondary Non-Personnel	\$25,450.25	\$25,450.25
h. Postsecondary Admin (5% max)	\$41,598.40	\$41,598.40
Secondary Personnel (Salary and Benefits)	\$30,045.00	\$30,045.00
<b>Subtotal</b>	<b>\$270,593.65</b>	<b>\$270,593.65</b>
<b>K) Narrative 11: Reserve Funds</b>		
a. Secondary Non-Personnel	\$61,562.45	\$61,562.45
a. Secondary Personnel (Salary and Benefits)	\$5,345.00	\$5,345.00
f. Postsecondary Non-Personnel	\$63,562.08	\$63,562.08
h. Postsecondary Admin (5% max)	\$3,345.37	\$3,345.37
<b>Subtotal</b>	<b>\$133,814.90</b>	<b>\$133,814.90</b>
<b>Total Proposed Cost</b>	<b>\$1,566,674.91</b>	<b>\$1,566,674.91</b>

**Revenue Budget**



	Grant Funded	Total Budgeted
<b>Grant Funding</b>		
Award Requested	\$1,566,674.91	\$1,566,674.91
<b>Subtotal</b>	<b>\$1,566,674.91</b>	<b>\$1,566,674.91</b>
<hr/>		
<b>Total Proposed Revenue</b>	<b>\$1,566,674.91</b>	<b>\$1,566,674.91</b>

### Proposed Budget Detail

See attached spreadsheet.

### Proposed Budget Narrative

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

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)

##### f. Postsecondary Non-Personnel

1

#### 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)

##### e. Postsecondary Personnel (Salary and Benefits)

2

##### f. Postsecondary Non-Personnel

2

##### a. Secondary Personnel (Salary and Benefits)

Stipends for curriculum writing at all districts, subs for conference to improve programs of study or expand know, advisory counsel meeting and other related meetings

##### b. Secondary Non Personnel

Equipment, supplies, conferences, CTSO's, field trips

#### 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)

**f. Postsecondary Non-Personnel**

3

**a. Secondary Personnel Salary and Benefits**

Subs for all districts for Career Exploration Activities and work with the chamber and regional advisory boards

**b. Secondary Non-Personnel**

Collaborative work with the Greater Minneapolis Chamber, advisory boards and career exploration materials and activities

**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)

**f. Postsecondary Non-Personnel**

4

**b. Secondary Non Personal**

Curricular materials , and supplies to support PLC work to develop plans to create improvement as needed based on the analysis of data

**a. Secondary Personnel Salary and Benefits**

subs and/or stipends for non contract work to improve curriculum and integrate academics and technical skills

**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)

**e. Postsecondary Personnel (Salary and Benefits)**

5

**f. Postsecondary Non-Personnel**

5

**b. Secondary Non-Personnel**

Training, conferences and curricular material to support equity and access to all. Field trips for support to special pops

**a. Secondary Personnel (salary and benefits)**

Subs for all training and conferences for CTE teachers and field trips

**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)

**f. Postsecondary Non-Personnel**

6

**b. Secondary Non Personnel**

training for staff in districts, curriculum materials and supplies, support to pilot program in manufacturing for all districts

**a. Secondary Personnel (salary and benefits)**

stipends for curriculum development and subs for training for all districts

**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)

**e. Postsecondary Personnel (Salary and Benefits)**

7

**f. Postsecondary Non-Personnel**

7

**a. Secondary Personal salary and benefits**

Articulation and other early college program administration, subs for collaborative meetings and curricular work. Stipends for work outside of the contract day.

**b. Secondary Non-Personnel**

Pilot fees to create concurrent enrollment and other pathway options for CTE students. Meetings for expansions of Early College options, support curricular changes as needed

**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)

**f. Postsecondary Non-Personnel**

8

**a. Secondary Personnel Salary and benefits**

Stipends for the externship program, subs for conferences

**b. Secondary Non-Personnel**

Conferences, training, travel and memberships for all districts

**I) Narrative 9: Performance Gaps**

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)

**a. Secondary Personnel (Salary and Benefits)**

Data Analysis and reports needed

**b. Secondary Non-Personnel**

Utilization of testing sources by several schools in the consortium to aid improving performance gaps and any professional development needed.

**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)

**e. Postsecondary Personnel (Salary and Benefits)**

10

**f. Postsecondary Non-Personnel**

10

**h. Postsecondary Admin (5% max)**

10

**Secondary Personnel (Salary and Benefits)**

Administration of the consortium and salary to cover duties of Perkins Secondary Director

## **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)

### **f. Postsecondary Non-Personnel**

11

### **h. Postsecondary Admin (5% max)**

11

### **a. Secondary Non-Personnel**

Support to high demand programs and improvements to programs identified in CLNA. Equipment, Curriculum materials and career exploration activities

### **a. Secondary Personnel (Salary and Benefits)**

Administration of Reserve funds and all projects associated with the reserve