



State of Nevada

# Department of Education

**OFFICE OF CAREER READINESS, ADULT LEARNING AND EDUCATION OPTIONS**

**NEW SKILLS FOR YOUTH/LIFEWORKS**

**PERKINS V: COMPREHENSIVE LOCAL NEEDS ASSESSMENT (CLNA)**

**FY20 REQUEST FOR APPLICATION (RFA) DIRECTIONS**

**ISSUED BY**

Nevada Department of Education  
755 N. Roop Street, Suite 201  
Carson City, NV 89701

**Grant Period:**

**July 1, 2019 – December 31, 2019**

**Applications Released:**

**July 1, 2019 by 5:00 pm**

**Application/Project Documents Due:**

**August 23, 2019 by 4:00 pm**

Questions related to this request for application should be addressed to:

Nevada Department of Education  
Office of Career Readiness, Adult Learning & Education Options  
755 N. Roop Street, Ste., 201  
Carson City, NV 89701

Melissa Scott (702) 486-6625 [MelissaScott@doe.nv.gov](mailto:MelissaScott@doe.nv.gov)

Mayita Sanchez (775) 687-2809 [mayitasanchez@doe.nv.gov](mailto:mayitasanchez@doe.nv.gov)

# Contents

<b>OVERVIEW AND PURPOSE OF FUNDS</b> .....	3
<b>OUTCOMES</b> .....	3
<b>SCOPE OF WORK</b> .....	4
<b>APPLICATION INFORMATION</b> .....	5
<b>PROJECT DOCUMENTS/APPLICATION DEADLINE</b> .....	5
<b>LOCAL ADMINISTRATION</b> .....	5
<b>APPLICATION PROJECT DOCUMENT REQUIREMENTS</b> .....	5
<b>APPLICATION REVIEW PROCEDURES</b> .....	5
<b>COMPLAINT AND APPEAL PROCEDURES</b> .....	5
<b>TECHNICAL ASSISTANCE</b> .....	6
<b>SUBMITTING THE APPLICATION</b> .....	8
<b>GRANT EVALUATION SCORING RUBRIC</b> .....	12

## **OVERVIEW AND PURPOSE OF FUNDS**

Nevada's New Skills for Youth (NSFY) LifeWorks initiative represents a strategic partnership between Nevada governmental agencies, K-12 public education, business and industry leaders, and the Nevada System of Higher Education working in collaboration to prepare all Nevada youth with the skills necessary for jobs in the "New Nevada". In 2017, Nevada was one of only 10 states that was awarded the NSFY private grant from JP Morgan Chase & Co., which is to be used to: (1) increase the number of students completing relevant and effective career pathways in high-skill, high-wage, in-demand occupations and industries; and (2) to create sustainability by establishing and maintaining durable policies and processes that align state agencies and stakeholders across the state. Career and Technical Education (CTE) is the foundational "on-ramp" for career pathways in Nevada. It is the educational pathway that puts students on a trajectory to gain the knowledge and skills that they need to be prepared for college and careers. CTE provides applicable purpose and experiences to learning by emphasizing real-world skills and practical knowledge within a selected career area.

LifeWorks has acknowledged the need to support local education agencies (LEAs) as they develop their comprehensive local needs assessment (CLNA) which is required in Perkins V (the reauthorized *Strengthening Career and Technical Education for the 21<sup>st</sup> Century Act*) in their local applications. Each LEA must submit a local application (*fka* local plan and coordination) to receive funding consideration from the Perkins grant. The CLNA requires eligible recipients to perform an assessment of their current programs in relationship to workforce needs in their respective local areas; review student performance data; and examine program scope, size, and quality. A CLNA is required to be conducted at least once every two years and specified stakeholder consultation is required during the process. The CLNA allows LEAs the opportunity to analyze and transform their current CTE programs to meet the needs of Nevada employers by providing an educated and qualified workforce.

The primary goal of these funds is to support the development of high quality CTE programs in Nevada schools, and that such programs are aligned with college and career readiness standards as well as the needs of employers, industry and labor. The four priority career pathway areas identified by the Governor's Office of Workforce Innovation for the New Nevada (OWINN) are: **Education, Healthcare, Manufacturing, and Technology**; and, the seven target industry sectors identified by the Governor's Office of Economic Development (GOED) are: Aerospace & Defense; Business IT Ecosystems; Health & Medical; Natural Resources; Manufacturing & Logistics; Mining; and Tourism, Gaming & Entertainment.

In fiscal year (FY) 2020, **\$130,000.00** is available in New Skills for Youth/LifeWorks grant funds to support LEAs with conducting an effective and useful CLNA.

## **OUTCOMES**

The CLNA should provide to the LEA the following assessment of CTE programs:

- An evaluation of the performance of the CTE students served with respect to the state determined local levels of performance.
- A description of how local CTE programs offered are of sufficient in size, scope, and quality; and designed to meet local education and workforce needs. Additionally, descriptions of teacher recruitment, retention and training efforts along with an explanation of the implementation of equal access to high-quality CTE courses and programs of study for all students is necessary.

- Evidence of consultation with a diverse body of stakeholders including teachers, counselors, principals, representatives of businesses/industries, parents, students and Tribal organizations.

Specific outcomes of this grant funding include:

- Alignment of CTE programs with local, regional and/or statewide economic initiatives.
- The development of Nevada’s talent pipelines for economic growth and workforce development.
- Analyses of current CTE programs and curricular offerings.
- The strengthening of secondary CTE program alignment with Nevada’s postsecondary education programs and industry-recognized credentials.
- Stronger engagements of local/regional businesses in Nevada’s career pathway system.

## SCOPE OF WORK

This grant is intended to assist with the process of developing and conducting the (CLNA) to be used in LEAs’ Perkins V local applications. The CLNA should not be an exercise in compliance, but a valuable tool for program improvement, that is founded on meaningful, consistent data-driven analyses and consultation with stakeholders to drive CTE program quality and equitable access and opportunities for all students. Eligible recipients will review and assess current CTE programs, collaborate with CTE staff, counselors, administrators, Nevada governmental agencies (e.g., GOED, OWINN, DETR, NSHE) to analyze CTE program workforce and labor market data and identify areas for improvement, expansion, as well as areas where gaps to access and opportunities exist.

Each LEA’s grant project should target this work by utilizing the proportional analysis data provided by the Nevada Department of Education (NDE), NSFY/LifeWorks and WestEd (a research, development and services agency) as a tool to analyze gaps in course offerings, connected and disconnected career pathways and postsecondary opportunities. In May 2019, WestEd performed an initial project of mapping and cataloging of the K12 CTE course offerings and the community college pathway programs, encompassing Nevada’s labor market and growth industry data.

Additional resources for LEAs to use to conduct the CLNA include, but are not limited to:

- **Nevada’s In-Demand Occupations Report:** [OWINN and GOED's In-Demand Occupation List](#)
- **Nevada’s Labor Market Information:** [Labor Market Information from NevadaWorks](#)
- **Governor’s Office of Economic Development (GOED):** [GOED Information from Diversify Nevada](#)
- **GOED’s Data Portal:** [Diversify Nevada GOED Portal](#)
- **Governor’s Office of Workforce Innovation for the New Nevada (OWINN):** [OWINN Website](#)
- **State’s Industry-Recognized Credential List:** [State Approved Industry Credential List](#)
- **New Skills for Youth/LifeWorks:** [Lifeworksnv.org](#)
- **Governor’s Workforce Development Board** (i.e., State Workforce Board): [Nevada's Workforce Development Board](#)

Subgranted funds may be used to:

- support the activities to conduct the CLNA (e.g., staffing, conducting meetings, consultants, developing and executing surveys);
- request technical assistance for data collection and analysis (e.g., contractual services);
- reimburse substitute teachers to allow teachers to participate in the process (e.g., attending conferences and workshops);
- teachers’ time spent outside of contract time to prepare for CLNA activities and

- expenses associated with LEA-facilitated and community engagement meetings (e.g., materials)

Funds **may not** be used for food-related expenses (including meals, snacks, light refreshments, etc.).

## APPLICATION INFORMATION

### PROJECT DOCUMENTS/APPLICATION DEADLINE

The complete application must be submitted by 4:00 p.m. (PDT) on August 5, 2019.

### SUBMISSION

Each LEA must submit one (1) application with as many individual projects as they choose included. Each project must include its own, individual detailed budget and will be reviewed and scored independently.

***All application document templates will be provided for grant submission.***

### LOCAL ADMINISTRATION

Indirect costs are not allowable in this grant funding.

### APPLICATION PROJECT DOCUMENT REQUIREMENTS

It is the sole responsibility of the LEA to submit a clear and reasonable project narrative and detailed budget. All components of the project narrative will be reviewed and scored by a review committee. Any incomplete or unclear submissions could result in a lower committee score, and may cause the project not to receive approval.

1. Application Cover Page ***(PDF)***
2. State Assurances ***(PDF)***
3. Budget Summary ***(PDF)***
4. Individual Project Narratives - There will be no limit on the number of projects an LEA can submit with this application; however each project has a four page narrative limit. ***(PDF)***
5. Individual Budget Detail for each Project Narrative (no page limit) ***(PDF)***

### APPLICATION REVIEW PROCEDURES

Applications will be reviewed and scored by a review committee.

### COMPLAINT AND APPEAL PROCEDURES

In the event an LEA is dissatisfied with any decision, such as requests for modifications or application, the LEA may submit a written complaint to the Director of the Office of Career Readiness, Adult Learning & Education Options. The complaint must be submitted within 30 days of the date the LEA received notification of the Department action. Upon receipt of the letter of complaint, the Director will review the complaint and will provide comment to the LEA within 30 days of receipt. The action taken by the Director, which includes a review conducted by Department staff, shall be deemed final. Such action will be transmitted to the LEA in writing.

Upon receipt of written notification of the action of the Director of the Office of Career Readiness, Adult Learning & Education Options, an LEA may decide to appeal the action to the State Superintendent of Public Instruction. A written request for an appeal hearing may be made in writing to the superintendent within 30 days of the LEA's receipt of written notification of the action taken by the Director. An administrative hearing of the appeal will be conducted within 90 days from the receipt of the written request. The LEA will be notified of the date and time of the hearing 30 days prior to the hearing date. A

written record of the hearing and a written response describing the decisions and actions of the Superintendent will be provided to the LEA. The written record and responses will be transmitted to the agency within 15 days after the hearing date.

Within 20 calendar days following the receipt of the Department's written decision on the complaint/appeal, the LEA may file a notice of the appeal with the Secretary of the United States Department of Education for final resolution. Such appeal shall be in writing and shall specify the particular points of disagreement with the decision as rendered by the Nevada Department of Education.

## **TECHNICAL ASSISTANCE**

For additional information or technical assistance, contact the Office of Career Readiness, Adult Learning & Education Options at the Department of Education.

Melissa Scott (702)486-6625 [MelissaScott@doe.nv.gov](mailto:MelissaScott@doe.nv.gov)

Mayita Sanchez (775) 687-2809 [mayitasanchez@doe.nv.gov](mailto:mayitasanchez@doe.nv.gov)

## **APPLICATION GUIDELINES**

These application guidelines must be followed by applicants applying for this grant funding. Each LEA developing their Perkins V local application may submit as many individual projects as they desire. Projects will be considered based upon completeness and the clarity of the narrative describing the overall strategy, expected outcomes and description of proposed expenditures.

Each application must include the following components and be provided in the following order:

1. **Application Cover Page:**

Use the Application Cover Page as the first page of the application and include all requested information and signatures.

2. **State Assurances:**

Print, sign, and scan the provided State Assurances.

3. **Budget Summary:**

Print, sign, and scan the budget summary sheet from the Budget Expenditure Summary document.

4. **Individual Project Narrative(s):**

Briefly describe the ways in which this grant will help you collect and analyze your local data to strengthen your career and technical education programs and career pathways. Single-sided, 11 point font (no smaller). The project narrative must follow the provided template and include the following items:

- **Project Information**

- Local Education Agency or Postsecondary institution
- Grant Funding Year - FY 2020
- Project Name
- Funding Amount Requested (Minimum \$5,000-Maximum \$30,000)

- **Project Description**

Provide the following information on how your LEA will prepare to develop and conduct the Comprehensive Local Needs Assessment (CLNA):

1. Describe who will be on the leadership team to oversee the required CLNA process.
2. Identify how you will select preliminary data and resources needed to conduct the CLNA.
3. While conducting the CLNA, describe how the LEA will take into consideration local economic, workforce and education needs, including, (where appropriate) in-demand industry occupations and priority sectors.
4. Describe how the LEA will identify and involve representatives from the following required groups of stakeholders in the CLNA process.
  - CTE stakeholders
  - Business/industry stakeholders
  - Special populations stakeholders
  - Other stakeholders
5. Describe what fiscal resources will be needed to effectively conduct the CLNA. Possible resources needed may include, but are not limited to, outside consultants, additional staff, travel expenditures, and funds needed to conduct meetings.

• **Measurable Outcome(s)**

- Describe how the LEA will evaluate and measure the success and outcomes of the objectives in this application. Include what will be measured, by whom, and the timeline for the completion of the evaluation. These outcomes will be used in the final grant performance report at the end of the grant cycle.
  - Measurable outcomes should include the effectiveness of the process, an efficient method to conduct future CLNAs and a meaningful and actionable local application.
- **Staffing** – Grant funds can be used to pay personnel for CLNA related activities if the time spent is documented (e.g., time and effort reporting) and justification is made for determining the rate of compensation. **Under no circumstance is supplanting allowable.** Substitutes are paid at the local district’s established rate. Documentation of individual staff time must be kept at the local level, and detailed on the itemized printout submitted to NDE when claiming for reimbursement.
- If not requesting salaries in the grant application, please indicate N/A in this section.
  - Describe the number of staff devoted to the project(s) and their professional preparation and/or credentials. The sub-grant recipient must identify the full-time equivalency (FTE) of each position supported with this funding. If a salary is paid partially from this grant and partially from another funding source, describe how the time allocated for cost objectives paid by this grant will be accounted for (e.g., personnel activity report or time log).

5. **Individual Budget Detail for each Project Narrative** (no page limit)

Submit individual budget detail and narrative forms for each project. Properly identify each line item (e.g., object, sub-object, line item budget name, etc.) Within each object code each item must have its own entry. Submit the entire budget detail and narrative form (“Instruction” and “Support Services”) that is utilized for the project application.

- For general supplies every item does not need to be listed, however a brief, but adequate description of the kind of supplies being purchased. ***The narrative should provide enough information to justify the amount requested.***
- Itemize all items with a \$500 unit cost or above.
- Travel requests must be itemized, indicate full name of sponsoring organization (no acronyms), full name of event (no acronyms), date, location, and name(s) of projected attendees. If names of attendees are not available list the position of the potential attendees.
- **Purchased Services/Lease Agreements:** Purchased services are allowable expenses, within reason, used to meet the intent of the project and documented at the local level. (e.g., postage, printing, contracts).
- **Travel/Professional Development:** Travel expenses directly related to the CLNA activities are allowable. Professional development costs must be related to data collection methods or analysis.
- **Sustainability:** Describe the LEA's plan for sustainability of the CLNA process every two years as required by the Act.
- Reduce the empty space/lines in the budget detail/narrative section to reduce the number of unused pages submitted.

## ***SUBMITTING THE APPLICATION***

By submitting an application, the LEA agrees to provide the NDE information as needed to report to the Nevada Legislature on the effectiveness of the NSFY/LifeWorks funds.

### **(1) Submission –**

- a) Submit the application by mailing (1) original of the application and emailing one electronic PDF copy per the bulleted requirements.
- b) Original application must be mailed to the address listed in Item 2, and **postmarked** by the date listed in Item 3.
- c) Electronic PDF application (i.e., complete copy of original application) must be emailed to the address listed in Item 2 and be **time-stamped** by the date and time listed in Item 3.
- d) Items requiring signature are: (1) **Application Cover Sheet**; (2) **Assurances**; and (3) **Budget Summary**. The application must contain all forms and be submitted in the following order: (1) Application Cover Page; (2) State Assurances; (3) Budget Summary; (4) Individual Project Narrative (s); (5) Project Budget Detail(s).
- e) **Do not** submit the RFA instructions or any blank pages.
- f) The application must be **single-sided and stapled or clipped** in the upper left-hand corner. Pages must be **standard 8 1/2" x 11" paper**.

### **(2) Submission Addresses –**

- Mailing address:  

Mayita Sanchez, NSFY Program Officer  
Office of Career Readiness, Adult Learning & Education Options

Nevada Department of Education  
755 N. Roop Street, Suite 201  
Carson City, NV 89701

- Email Address:

[MayitaSanchez@doe.nv.gov](mailto:MayitaSanchez@doe.nv.gov) (Mayita Sanchez, NSFY Program Officer)

### **(3) Application Deadline**

The application deadline is **4:00 p.m. on Thursday, August 5, 2019** to be eligible for funding. Both hardcopy and electronic submissions must be received in order for the application to be considered complete. You will receive email confirmation to ensure that the application was received. If you do not receive confirmation, please call to obtain further instructions.

## Project Narrative

**LEA/Postsecondary Institution Name:**

**Year:**

**Project Name:**

**Funding Amount Requested:**

**Evidence of Need:**

**Project Description:**

**Measurable Outcomes:**

**Staffing:**

**Projected Timeline:**

**Sustainability:**

# BUDGET EXPENDITURE SUMMARY

For the [Nevada Department of Education State Budget Expenditure Summary](#) please see link and click on the excel document. Path from Department website: Programs>Career & Technical Education>Grants Administration> CTE Grant Forms>Budget Expenditure Summary

# GRANT EVALUATION SCORING RUBRIC

Organization:

Project #:

Project Name:

Funding Requested \$:

Scorer #:

<b>Grant Evaluation Scoring Rubric</b>	<b>Inadequate</b> (information not provided)	<b>Minimal</b> (requires additional clarification)	<b>Adequate</b> (clear and fairly complete)	<b>Excellent</b> (concise and thoroughly developed)
<b>Evidence of Need is provided:</b> Provides specific clear and thorough reasons for requesting funding.	0	4	7	10
<b>Project Description:</b> Procedures and activities are well defined and fully explained. Supports completion of CLNA for use with the Perkins V local application.	0	4	7	10
<b>Measurable Outcomes:</b> The measurable outcomes description fully identifies all requirements listed in the RFA. Project reflects a good understanding of the role of data collection and analyses in the CLNA process.	0	4	7	10
<b>Budget Details:</b> The project budget detail clearly describes all items being requested for the project and follows the requirements listed in the RFA.	0	4	7	10
<b>Collaboration:</b> Project includes plans for identifying and working with community stakeholders	0	4	7	10
<b>Timeline:</b> Activities can be completed in line with designated due dates.	0	4	7	10
<b>Sustainability:</b> The sustainability description fully identifies all requirements listed in the RFA.	0	4	7	10

Score's Comments:

Total Score: / 70

Scorer's Recommendation:

Fund (circle one) - Yes or No  
Scorers Initials or Mark: