



## **Southeast Consortium**

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

**Submitted by Brian Cashman**

**Submitted on 04/29/2021 1:52 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

03/15/2021 8:00 AM - 05/03/2021 5:00 PM

### 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  
Southeast Consortium

Award Requested  
\$383,699.79

Total Award Budget  
\$383,699.79

### Primary Contact Information

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## **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

## 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."

Proposed Spending: \$1,200.00 Rationale: As we move through FY22 and look to FY23, it will be important and necessary to engage with our stakeholders and design, implement, complete, and review our Comprehensive Local Needs Assessment. Section 135 Fund Use(s): (6) Development and Implementation of Evaluations.

## 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."

Please see attachment for an updated Programs of Study listing, effective FY22. Decreased spending in FY22.

Reason(s): (1) More of an emphasis on non-equipment expenditures, (2) more matching of funds with school districts, and (3) increased innovation in curriculum as a means of designing and/or implementing Programs of Study. This work also includes Industry Certifications - particularly OSHA-10 and ServSafe. Section 135 Fund Use(s): (3) Skill Development (4) Integration of Academic Skills, and (5) Increased Student Achievement on Performance Indicators.

### 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."

Increased spending in FY22. Reason(s): Primarily due to moving funding items from "Programs of Study" due to a recognition that many of the Business/Industry Site Tours, Career Technical Student Organizations, and Career Expos/Fairs are partnership-based with workforce development agencies. Section 135 Fund Use(s): (1) Career Exploration and Career Development and (3) Skill Development.

## 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."

Note: Secondary has set aside Professional Development dollars to partner with Contextual Learning Concepts to provide professional development and curriculum designed to enable a math - CTE teaching partnership. This partnership between instructors and departments will allow students to participate in learning that features integrated academic and technical skills. This initiative is being reviewed alongside St. Paul Public Schools, the South Central Consortium, and the Minnesota West Consortium.



## 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."

Note: Secondary has set aside Professional Development dollars to support continually improving our service to students experiencing poverty and to equity and inclusion throughout our consortium. Post-secondary: With the hire of a new Director of Equity and Inclusion, additional dollars awarded in Basic are being placed in Narrative 5 to focus on Special Populations. Plans are set to for Perkins Directors to meet with the new Director in July after their start date to develop goals to implement FY22.

## 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."

Note: Secondary dollars have been set aside in Narrative 8 to support the implementation of a new initiative titled "Synergetic Approach to Experiential Learning (SAEL)". The purpose of this work is to support best practice in Work-Based Learning for both students on an IEP and students not on an IEP.

## 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."

No change.

## 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."

Increased spending in FY22. Reason(s): (1) More of an emphasis on non-equipment expenditures, including Professional Development and the inclusion of the SAEL and Contextual Learning Concepts within the Professional Development category. (2) Section 135 Fund Use(s): (2) Professional Development.

## 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

## Narrative 10: Consortium Governance

### Consortium Definition

- 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."

Decreased spending in FY22. Reason(s): decreased Secondary Coordinator milage dollars. Section 135 Fund Use(s): (6) Development and Implementation of Evaluation.

## 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."

Increased spending in FY22. Reason(s): (1) increased award amount and new initiatives (regionally shared curriculum and equipment and Redefining Ready) Section 135 Fund Use(s): (1) Career Exploration and Career Development, (2) Professional Development, 3) Skill Development, (4) Integration of Academic Skills, and (5) Increased Student Achievement on Performance Indicators, and (5) Development and Implementation of Evaluation. Post-secondary: With the hire of a new Director of Equity and Inclusion, additional dollars awarded in Reserve are being placed in Narrative 11 to focus on Special Populations and shared Secondary initiatives. Plans are set to for Perkins Directors to meet with the new Director in July after their start date to develop goals to implement FY22.

## 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	
(POSTSECONDARY) Estimated expenditure/in-kind contributions used in collaboration with Workforce Centers	\$750.00
Postsecondary Subtotal	\$750.00
(SECONDARY) Total Perkins funds used in collaboration with WorkForce Centers	\$0.00
(SECONDARY) Estimated expenditures/in-kind contributions used in collaboration with WorkForce Centers	\$3,500.00
Secondary Subtotal	\$3,500.00
<b>TOTAL</b>	<b>\$4,250.00</b>





## Additional Documentation

**Additional documentation may be uploaded here.**

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

Statements of Assurances

Secondary Supplemental Budget:

FY22 Secondary Supplemental Budget

Consortium Consolidated Equipment Inventory

FY22 Secondary and Post-Secondary Combined Inventory

Additional Material

FY22 Programs of Study

Additional Material

Additional Material:

Additional Material:

Additional Material:

Additional Material:

Additional Material

Additional Material:

Additional Material:

## Budget

### Proposed Budget Summary

#### Expense Budget

	Grant Funded	Total Budgeted
<b>A) Narrative 1: Comprehensive Local Needs Assessment (CLNA)</b>		
Secondary - Comprehensive Local Needs Assessment, FY23-FY24	\$1,200.00	\$1,200.00
<b>Subtotal</b>	<b>\$1,200.00</b>	<b>\$1,200.00</b>
<b>B) Narrative 2: Programs of Study</b>		
Postsecondary Equipment	\$41,600.00	\$41,600.00
Postsecondary Non-Personnel	\$1,500.00	\$1,500.00
Secondary - Curriculum Writing, Programs of Study	\$6,330.00	\$6,330.00
Secondary - Curriculum, Programs of Study	\$6,763.00	\$6,763.00
Secondary - Equipment, Programs of Study	\$18,610.48	\$18,610.48
Secondary - Health Sciences Licensure Portfolio	\$2,400.00	\$2,400.00
Secondary - Industry Certifications, Programs of Study	\$10,582.00	\$10,582.00
Secondary - Minnesota Career Information Systems, Programs of Study	\$10,665.00	\$10,665.00
<b>Subtotal</b>	<b>\$98,450.48</b>	<b>\$98,450.48</b>
<b>C) Narrative 3: Workforce Innovation Opportunity Act (WIOA) and other workforce agencies</b>		
Secondary - Business/Industry Site Tours	\$15,875.50	\$15,875.50
Secondary - Career Expos/Fairs	\$6,151.32	\$6,151.32
Secondary - Career Technical Student Organizations	\$14,880.00	\$14,880.00
<b>Subtotal</b>	<b>\$36,906.82</b>	<b>\$36,906.82</b>
<b>E) Narrative 5: Special Populations</b>		
Postsecondary Non-Personnel	\$18,217.37	\$18,217.37
Secondary - Post-Secondary Career and Technical Education Program Visits	\$8,750.00	\$8,750.00
<b>Subtotal</b>	<b>\$26,967.37</b>	<b>\$26,967.37</b>
<b>G) Narrative 7: Early College</b>		
Membership and Participation - Southern MN Articulation	\$3,000.00	\$3,000.00
<b>Subtotal</b>	<b>\$3,000.00</b>	<b>\$3,000.00</b>
<b>H) Narrative 8: Support to Professionals</b>		
Postsecondary Non-Personnel	\$3,000.00	\$3,000.00
Secondary - Professional Development	\$19,670.21	\$19,670.21
<b>Subtotal</b>	<b>\$22,670.21</b>	<b>\$22,670.21</b>

Grant Funded Total Budgeted

I) Narrative 9: Performance Gaps

Postsecondary Non-Personnel	\$3,000.00	\$3,000.00
<b>Subtotal</b>	<b>\$3,000.00</b>	<b>\$3,000.00</b>

J) Narrative 10: Consortium Governance

Postsecondary Admin (5% max)	\$6,227.23	\$6,227.23
Postsecondary Personnel (Salary and Benefits)	\$51,000.00	\$51,000.00
Secondary - Consortium Leadership Team	\$1,200.00	\$1,200.00
Secondary - Coordinator Mileage	\$1,000.00	\$1,000.00
Secondary - Coordinator Salary and Benefits	\$36,011.07	\$36,011.07
Secondary - Indirect (5%)	\$8,708.08	\$8,708.08
Secondary - Professional Development via Professional Membership	\$240.00	\$240.00
<b>Subtotal</b>	<b>\$104,386.38</b>	<b>\$104,386.38</b>

K) Narrative 11: Reserve Funds

Postsecondary Admin (5% max)	\$2,124.84	\$2,124.84
Postsecondary Equipment	\$20,400.00	\$20,400.00
Postsecondary Non-Personnel	\$19,971.98	\$19,971.98
Secondary - Career Expos/Fairs	\$2,018.68	\$2,018.68
Secondary - CTE & Math Project - Contextual Learning Concepts	\$3,200.00	\$3,200.00
Secondary - CTE Leadership & Policy Fellowship(s)	\$1,000.00	\$1,000.00
Secondary - Curriculum	\$4,500.00	\$4,500.00
Secondary - Equipment	\$3,300.00	\$3,300.00
Secondary - Indirect (5%)	\$2,124.84	\$2,124.84
Secondary - Marketing and Communication	\$2,500.00	\$2,500.00
Secondary - Professional Development	\$10,828.19	\$10,828.19
Secondary - Redefining Ready Cohort	\$13,500.00	\$13,500.00
Secondary - Southeast Service Cooperative Membership	\$1,650.00	\$1,650.00
<b>Subtotal</b>	<b>\$87,118.53</b>	<b>\$87,118.53</b>

**Total Proposed Cost \$383,699.79 \$383,699.79**

Revenue Budget

	Grant Funded	Total Budgeted
Grant Funding		
Award Requested	\$383,699.79	\$383,699.79

	Grant Funded	Total Budgeted
<b>Subtotal</b>	<b>\$383,699.79</b>	<b>\$383,699.79</b>
<b>Total Proposed Revenue</b>	<b>\$383,699.79</b>	<b>\$383,699.79</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)

**Secondary - Comprehensive Local Needs Assessment, FY23-FY24**

Funding to be used to support the implementation of the next two-year Comprehensive Local Needs Assessment.

**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 - Equipment, Programs of Study**

Industry-Grade and Industry-Aligned equipment to increase the size, scope, and quality of the Consortium Programs of Study.

**Secondary - Curriculum, Programs of Study**

Curriculum to increase the size, scope, and quality of the Consortium Programs of Study.

**Secondary - Minnesota Career Information Systems, Programs of Study**

Timely and relevant Career Information System to promote student engagement in career-connected learning and career pathways - especially within CTE.

**Secondary - Industry Certifications, Programs of Study**

The use of OSHA-10, ServSafe, Precision Exams, Certiport, 1st Aid/CPR, and related certifications to strengthen the size, scope, and quality of the Consortium Programs of Study and developing future Programs of Study.

**Secondary - Curriculum Writing, Programs of Study**

Time and space to design, refine, and/or plan out implementation of current and/or future Programs of Study.

## Secondary - Health Sciences Licensure Portfolio

Funding to support teacher licensure via portfolio in Health Sciences. Health Sciences is a demonstrated need in our Consortium and teacher licensure will help us design and implement a state-approved CTE program in Health Sciences.

### 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 - Business/Industry Site Tours

Opportunity to partner with workforce development partners and local and regional industries to see first-hand career opportunities within CTE in their area.

## Secondary - Career Technical Student Organizations

Funding to support the development of new CTSOs, as well as to support existing CTSOs as a means of supporting student skill acquisition.

## Secondary - Career Expos/Fairs

Features partnerships with school districts, workforce development, and regional and local employers to provide students with a high-engagement opportunity to explore careers in CTE.

### 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 - Post-Secondary Career and Technical Education Program Visits

Will provide an opportunity for students to learn about next steps after high school in regard to education, training, and participation in career pathways. This funding will also support students in at-risk categories in providing information of post-high school planning.

### 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 - Professional Development

Professional development opportunities to engage secondary staff in learning about and applying best practice in teaching and learning as well as program development and improvement.

### 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 Team

Costs for the operation of the Consortium Leadership Team.

### Secondary - Coordinator Mileage

Will enable the Secondary Coordinator to connect and work with Consortium schools and staff as well as Consortium partners.

### Secondary - Professional Development via Professional Membership

Requested to help the Secondary Coordinator stay current on best practice in the development and improvement of secondary CTE programs.

### Secondary - Indirect (5%)

Secondary fiscal agent fee (5%).

### Secondary - Coordinator Salary and Benefits

Enables work to be done to promote and support the CLNA, Consortium Plan, and Leadership Team priorities.

## 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 - Marketing and Communication

To be used to develop CTE messaging and communication channels - especially with parents - to support informed decision-making for students, families, and schools.

### Secondary - Professional Development

Opportunities for secondary staff to participate in the CTE Works! State Conference and/or FutureForward Training and/or Job-Alike Regional Meetings.

### Secondary - Equipment

Bovine Breeder Artificial Inseminator Simulator (\$3,300.00) - To be shared regionally by AFNR instructors in Southeast Minnesota.

### Secondary - Curriculum

The purchase of Soft Skill resources from Rubin Education to be used by the Career Navigators when working with students from the 7 school districts in which they serve.

### Secondary - Career Expos/Fairs

Funding to allow additional schools to attend the Winona Area Chamber of Commerce Business Education Network Career Expo in Winona.

### **Secondary - CTE & Math Project - Contextual Learning Concepts**

Participation in training and access to curriculum connecting CTE and Math via Contextual Learning Concepts. Specifically, pairing Geometry with Construction and Algebra with Manufacturing to address academic and technical skills.

### **Secondary - Redefining Ready Cohort**

An exciting opportunity to partner with the Southeast Service Cooperative in matching funds with Consortium school districts to leverage participation in a two-year cohort focused on redefining career and college readiness.

### **Secondary - Southeast Service Cooperative Membership**

An opportunity to engage in multiple strategies, initiatives, and structures meant to promote student learning and school district effectiveness - including CTE.

### **Secondary - CTE Leadership & Policy Fellowship(s)**

An opportunity for one to two Southeast Consortium Leadership Team members to have a year-long leadership immersion experience in an effort to promote CTE at the local, regional, state, and federal levels.

### **Secondary - Indirect (5%)**

Secondary fiscal agent fee (5%).