Perkins V
Comprehensive Local Needs Assessment
Labor Market Alignment

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FLORIDA DEPARTMENT OF
EDUCATION
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Webinar Overview

In This Webinar…

…We will cover:

- <u>The Requirements</u> of the law

- <u>The Standards</u> for the required labor market alignment (LMA) review

- <u>The Templates</u> required with your RFA submission

- <u>Your Questions</u> – FAQ and Open forum for questions

The Requirements

SEC. 134. LOCAL APPLICATION FOR CAREER AND TECHNICAL EDUCATION PROGRAMS

(2) REQUIREMENTS.--The comprehensive local needs assessment described in paragraph (1) shall include each of the following:

(B) A description of how career and technical education programs offered by the eligible recipient are—

(i) sufficient in size, scope, and quality to meet the needs of all students served by the eligible recipient; and

(ii)(I) aligned to State, regional, Tribal, or local in-demand industry sectors or occupations identified by the State workforce development board described in section 101 of the Workforce Innovation and Opportunity Act (29 U.S.C. 3111)(referred to in this section as the `State board') or local workforce development board, including career pathways, where appropriate; or

(II) designed to meet local education or economic needs not identified by State boards or local workforce development boards.

Ensuring Program Alignment with Labor Market

- For the comprehensive local needs assessment (CLNA), agencies must describe and provide documentation of the labor market alignment for their career and technical education programs, which shall substantiate the funds being spent "to develop, coordinate, implement, or improve" programs.

- All programs offered by the eligible recipient in the 2020-21 year must have the labor market alignment completed as part of the CLNA

Required Narrative Information

- Provide an overview of your agency's process for:
    - evaluating the alignment of current program offerings with current and future employment demand statewide and in your region.
    - identifying areas in which your agency is not currently offering programs and for which there is a local demand for training.

Big Questions

- What industries are projected to grow the most in Florida, your region, or local area in the short, medium and long terms? Which meet a state-determined definition of "high skill/high wage"?

- To what degree do your CTE program enrollments match projected job openings in the state, region or local area? Where are the biggest gaps, particularly in high-skill or high-wage jobs?

- To what degree do your CTE program offerings expose learners to all the high-skill, high-wage and in-demand industry sectors or occupations in your region? Where are the gaps?

- To what degree do your CTE program offerings expose learners to the emerging high-skill, high-wage and in-demand industry sectors or occupations in your region? Where are there gaps?

- What skills that industry partners need are you incorporating into your programs? What skills are lacking in your programs?

Evaluating the Gap

- New Programs to Consider
  - Use existing data sources to identify the need for new programs
    - Look for local and state high demand/high growth/high wage information to see where opportunities may be for new program development

- Program Expansion
  - Evaluate whether occupations that have high regional/State wages, openings, growth, or projections are locally undersupplied

Best Practices

- Engage all local stakeholders in the review and discussion around the alignment of your programs to current and future state and local needs

- Leverage existing groups for this discussion

- Use this process to look strategically at where you are currently and where you want to be in the next four years
  - Please do not consider the LMA process as a grant compliance activity

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The Standards

Documentation Requirements

- Labor Market Alignment (LMA) can be documented as follows:
  - 1 Primary Source OR
  - 2 Secondary Sources

- If an agency can document demand with one primary source, this will be considered sufficient for the labor market alignment of the program.

- If a primary source cannot be used, the agency must document labor market demand with at least two secondary sources.

Links to Resources

- CLNA Site: http://fldoe.org/academics/career-adult-edu/Perkins/clna.stml

Labor Market Alignment Templates and Resources

- Overview of Labor Market Alignment Requirements and Standards (Word)

Secondary Eligible Recipients

- CLNA: LABOR MARKET ALIGNMENT Detailed Documentation – Secondary Career Preparatory and Technology Education Template (Excel)

Postsecondary Eligible Recipients

- CLNA: LABOR MARKET ALIGNMENT Detailed Documentation – District Postsecondary CTE Template (Excel)
- CLNA: LABOR MARKET ALIGNMENT Detailed Documentation – FCS Institution Postsecondary CTE Template (Excel)

Other Resources

- Statewide and Regional Demand Occupations Lists
- Secondary Career Preparatory and Technology Education SOC Codes (Excel)
- Postsecondary CTE – Clock Hour Program SOC Codes (Excel)
- Postsecondary CTE – College Credit Program SOC Codes (Excel)
- 2019-20 Technology Education Program Linkages to Enterprise Florida Targeted Industry Sectors (Excel)

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Detailed Standards

Overview:
http://fldoe.org/core/fileparse.php/18815/urlt/CLNA-LaborMarkAlignStand.docx

Labor Market Alignment Templates and Resources

- Overview of Labor Market Alignment Requirements and Standards (Word)

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Primary Sources

Option 1: Primary Source Methods (At least 1)	
Method Type	**Standard for Alignment**
Statewide Demand Occupation List (primary program SOC Code)	The primary SOC code appears on the 2019-20 Statewide Demand Occupation List OR the 2018-19 Statewide Demand Occupation List
Statewide Demand Occupation list (secondary program SOC Code)	The agency has identified another SOC included in the program framework for the program for which students in their program are placed for employment (documentation should be kept locally). This secondary SOC code appears on the 2019-20 Statewide Demand Occupation List OR the 2018-19 Statewide Demand Occupation List.
Regional Demand Occupation List (primary program SOC code)	The primary SOC code appears on the 2019-20 Regional Demand Occupation List or the 2018-19 Regional Demand Occupation List for the CareerSource region of the agency.
Regional Demand Occupation List (secondary program SOC code)	The agency has identified another SOC included in the program framework for the program for which students in their programs are placed for employment (documentation should be kept locally). This secondary SOC code appears on the 2019-20 Regional Demand Occupation List or the 2018-19 Regional Demand Occupation list for the CareerSource region of the agency.

Primary Sources

Option 1: Primary Source Methods (At least 1)	
Method Type	**Standard for Alignment**
Regional Targeted Occupation List (primary program SOC Code)	The primary SOC code appears on the 2019-20 Targeted Occupation List or the 2018-19 Targeted Occupation List for the CareerSource region of the agency.
Regional Targeted Occupation List (secondary program SOC Code)	The agency has identified another SOC included in the program framework for the program for which students in their programs are placed for employment (documentation should be kept locally). This secondary SOC code appears on the 2019-20 Regional Demand Occupation List OR the 2018-19 Regional Demand Occupation List for the CareerSource region of the agency.
Enterprise Florida Targeted Industry Sector	The agency has documentation that their program aligns with one of the current Enterprise Florida Targeted Industries: • Aviation & Aerospace, Life Sciences, Manufacturing, Defense & Homeland Security, Information Technology, Financial & Professional Services, Logistics & Distribution, Cleantech The agency may document the justification for the alignment of the program to the industry sector.

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Primary Sources

Option 1: Primary Source Methods (Must have one)	
Method Type	**Standard for Alignment**
Targeted Occupation or Sector identified by local CareerSource Board in current local WIOA Plan	The agency has documentation that the program can be linked to an identified occupation or sector in the local CareerSource Board's current WIOA plan.
Agriculture related Programs	For any program identified as primarily agricultural, the agency has documentation from the Florida Department of Agriculture and Consumer Services on the evidence of current labor market demand for completers of the program.

For Agriculture-related programs, FDOE is working with the Department of Agriculture & Consumer Services to provide a statewide letter documenting occupational demand for any agriculture program that does not have an SOC linkage on Statewide Demand Occupation List

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SOC Codes to Use for the Alignment to Statewide DOL, Regional DOL, and Regional TOL

- 3 resource documents are available on the CLNA page

- These Excel files include all of the SOC codes listed in the framework

- As noted above, if the primary SOC may not be linked to the state or regional lists, a secondary SOC may be used under the conditions specified above.

Example – Primary and Secondary SOC Codes

Program Number	Program	SOC Code	SOC Title	Primary or Secondary Indicator
9007400	.NET Application Development and Programming	151131	Computer Programmers	Primary
9007400	.NET Application Development and Programming	151151	Computer User Support Specialists	Secondary
8718100	3 D Animation Technology	271014	Multimedia Artists and Animators	Primary
8302100	Accounting Applications	433031	Bookkeeping, Accounting, and Auditing Clerks	Primary
8302100	Accounting Applications	151151	Computer User Support Specialists	Secondary
8212500	Administrative Office Specialist	436011	Executive Secretaries and Executive Administrative Assistants	Primary
8212500	Administrative Office Specialist	151151	Computer User Support Specialists	Secondary
8212500	Administrative Office Specialist	431011	First-Line Supervisors of Office and Administrative Support Workers	Secondary
8212500	Administrative Office Specialist	439031	Desktop Publishers	Secondary
9200200	Advanced Manufacturing Technology	511011	First-line Supervisors of Production and Operating Workers	Primary
8117000	Agricultural Communications	273099	Media and Communication Workers, All Other	Primary
8116000	Agricultural Sales and Services	414011	Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products	Primary
8003100	Agriculture Biotechnology	191013	Soil and Plant Scientists	Primary
8003100	Agriculture Biotechnology	194021	Biological Technicians	Secondary
8003100	Agriculture Biotechnology	191011	Animal Scientists	Secondary

Secondary Sources

Option 2: Secondary Source Method (must have two)	
Method Type	**Standard for Alignment**
Job Analytics Resources for the region	The agency has documentation of labor market demand for completers of the program from a resource that produces labor market demand information for the agency's region.
Local CareerSource Board letter of support	The agency has a letter of support from the local CareerSource Florida Board which includes information on the local employment demand for completers of the program.
Economic development agency letter of support	The agency has a letter of support from a local economic development agency with documentation of local demand for the program. The economic development agency must be one listed on this Enterprise Florida web page: https://www.enterpriseflorida.com/about-efi/stakeholders/economic-development-partners/

Secondary Sources

Option 2: Secondary Source Method (must have two)	
Method Type	**Standard for Alignment**
Local Chamber of Commerce letter of support	The agency has a letter of support from the local chamber of commerce for the agency's service area. This letter includes information on the local employment demand for completers of the program.
Other Employer or Industry Association	The agency has a letter of support with information on the local employment demand for completers of the program from one of the following: ▪ Local employer with a documented history of hiring graduates from the program ▪ Recent employer in an emerging occupational area ▪ State industry associations, or ▪ Regional industry associations

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The Templates

Required LMA Documentation

- CLNA results must be submitted with your Perkins Application every two years (Sec. 134(b)(1)) with yearly updates, as needed

- All requirements and resources can be found on the FDOE **"Comprehensive Local Needs Assessment" page**

Templates

- 3 Draft templates are posted on the CLNA page (see link above)
  - Secondary Career Preparatory and Technology Education
  - District Postsecondary CTE
  - FCS Institution Postsecondary CTE
- All of the columns are the same in the Secondary, District Postsecondary and FCS Institution templates with the exception of Agency information on the FCS template
- With the release of the RFAs, final templates will have embedded program number/name validations and will have auto-populate on some fields

LMA Excel Template – Secondary CTE Example

LABOR MARKET ALIGNMENT SUMMARY - K-12 CAREER PREPATORY AND TECHNOLOGY EDUCATION PROGRAMS

MUST INCLUDE ALL PERKINS ELIGIBLE CAREER PREPARATORY AND TECHNOLOGY EDUCATION PROGRAMS OFFERED BY THE AGENCY IN 2020-21

Agency #	
District #	
District	

Agency Information

A	B	C	D	E	F
Program Number	Program Name	Program Aligned with Labor Market Demand based on approved sources	Method	SOC Code used for Alignment	Alternative SOC Code (Y/N)

Columns A-F
Provide program information and a summary of the LMA determination, method of documentation, and SOC code used for the alignment

Agency #	3 digit number assigned to agency for grants by the DOE
District #	2 digit District Number
District	Name of the District
COLUMN A	7-digit program number for which labor market demand review was conducted
COLUMN B	Program Name in Framework associated with Column A
COLUMN C	"YES" if labor market demand has been substantiated by an approved method. NOTE: This information will be reported on the Size, Scope and Quality template also.
COLUMN D	"Primary Source" or "Secondary Sources"
COLUMN E	SOC Code used for the labor market demand review; must be primary SOC in the framework unless evidence of placement in the secondary SOC has been documented by the eligible recipient. Report as 6-digit number, no dashes. "N/A" for technology education programs.
COLUMN F	"YES" if an alternative SOC code was used for the labor market alignment (not the final SOC Code in the Framework).

LMA Excel Template – Secondary CTE Example

Primary Sources Information is submitted in Columns G through P

LABOR MARKET ALIGNMENT SUMMARY - K-12 CAREER PREPATORY AND TECHNOLOGY EDUCATION PROGRAMS

MUST INCLUDE ALL PERKINS ELIGIBLE CAREER PREPARATORY AND TECHNOLOGY EDUCATION PROGRAMS OFFERED BY THE AGENCY IN 2020-21

| Agency # |
| District # |
| District |

		PRIMARY SOURCES									
A	B	G	H	I	J	K	L	M	N	O	P
Program Number	Program Name	19-20 State DOL	18-19 State DOL	Workforce Region, if DOL and TOL used	19-20 Regional DOL	18-19 Regional DOL	19-20 Regional TOL	18-19 Regional TOL	Enterprise Florida Targeted Industry Sector	Targeted Occupation or Sector (current local WIOA Plan)	Agriculture (DOAC)

COLUMN G	"YES" if the SOC Code in Column E is on the 19-20 Statewide Demand Occupation List (DOL)
COLUMN H	"YES" if the SOC Code in Column E is on the 18-19 Statewide DOL
COLUMN I	If labor market need is substantiated based on a regional list for the service area of the eligible recipient, provide the Workforce Region; otherwise "N/A"
COLUMN J	"YES" if the SOC Code in Column E is on the 19-20 Regional DOL for the service area of the eligible recipient
COLUMN K	"YES" if the SOC Code in Column E is on the 18-19 Regional DOL for the service area of the eligible recipient
COLUMN L	"YES" if the SOC Code in Column E is on the 19-20 Regional Targeted Occupation List (TOL) for the service area of the eligible recipient
COLUMN M	"YES" if the SOC Code in Column E is on the 18-19 Regional TOL for the service area of the eligible recipient
COLUMN N	"YES" if the SOC code in column E is linked to employment in a Enterprise Florida Target Industry Sector, if applicable
COLUMN O	"YES" if the SOC code in Column E is linked to employment in a Targeted Occupation or Sector in the local WIOA plan for the workforce board in the region
COLUMN P	"YES" if the program is identified as an Agriculture Occupation, with occupational demand identified by the Department of Agriculture and Consumer Services (DOACS)

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LMA Excel Template – Secondary CTE Example

Secondary Sources Information is submitted in Columns Q through U

LABOR MARKET ALIGNMENT SUMMARY - K-12 CAREER PREPATORY AND TECHNOLOGY EDUCATION PROGRAMS

MUST INCLUDE ALL PERKINS ELIGIBLE CAREER PREPARATORY AND TECHNOLOGY EDUCATION PROGRAMS OFFERED BY THE AGENCY IN 2020-21

Agency #	
District #	
District	

		SECONDARY SOURCES				
A	**B**	**Q**	**R**	**S**	**T**	**U**
Program Number	Program Name	Job Analytics	CSB Letter of Support	Econ. Dev. Agency letter of Support	Local Chamber of Commerce letter of Support	Other Employer or Industry Assoc.

COLUMN Q	*Secondary Source - "YES" if labor market demand is substantiated through a Job Analytics source for the eligible recipient*
COLUMN R	*Secondary Source - "YES" if labor market demand is substantiated by a letter for support from the local CareerSource Board*
COLUMN S	*Secondary Source - "YES" if labor market demand is substantiated by a letter for support from an economic development agency*
COLUMN T	*Secondary Source - "YES" if labor market demand is substantiated by a letter for support a local chamber of commerce*
COLUMN U	*Secondary Source - "YES" if labor market demand is substantiated by other employer or industry association*

Questions – FAQs & Open Forum

Frequently Asked Questions

Q: Where can I find the primary SOC code for a program? And the secondary SOC?

Posted here: http://www.fldoe.org/academics/career-adult-edu/Perkins/clna.stml

Direct links for Secondary, Clock Hour and Credit Hour

Secondary:

http://fldoe.org/core/fileparse.php/18815/urlt/SOC-K12CareerPrep-TechEdu.xlsx

Clock Hour:

http://fldoe.org/core/fileparse.php/18815/urlt/SOC-ClockHour-CTE-Programs.xlsx

Credit Hour:

http://fldoe.org/core/fileparse.php/18815/urlt/SOC-CollegeCreditCTE-Program.xlsx

Frequently Asked Questions

Q: How recent must the data sources and Letters of Support be?

Comprehensive Local Needs Assessments will be conducted every two years. All documentation that is within two fiscal years prior to the fiscal year the grant starts is permissible. For instance, if the grant starts in 2020-21, then documentation from 2019-20 and 2018-19 fiscal years is permissible. This allows agencies to strategize and spread the needs assessment process and its components across a two year period.

Frequently Asked Questions

Q: Can I have a Letter of Support signer sign off on labor market alignment for multiple programs at once?

A single letter from a secondary source may include documentation for multiple programs. However, do not submit a generic letter of support in which the submitter lists all of the programs without information on how this program has local labor market demand.

Frequently Asked Questions

Q: How do I align Florida Enterprise or CareerSource Targeted Sectors to CTE programs?

- For secondary technology education programs, the Department of Education conducted an alignment of these programs to the targeted sectors. These linkages are available here: http://fldoe.org/core/fileparse.php/18815/urlt/TechEdProgs-Enterprise-FL-Sector1920.xlsx

- For all other programs:

  - CareerSource Targeted Sectors: The agency has documentation that the program can be linked to an identified occupation or sector in the local CareerSource Board's current WIOA plan.

  - Enterprise Florida Targeted Industry Sector: The agency has documentation that their program aligns with one of the current Enterprise Florida Targeted Industries:

    - Aviation & Aerospace, Life Sciences, Manufacturing, Defense & Homeland Security, Information Technology, Financial & Professional Services, Logistics & Distribution, Cleantech

    - The agency may document the justification for the alignment of the program to the industry sector.

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Frequently Asked Questions (2)

Q: How do I find my Agency/District/College #?

FDOE intended to make the final Excel template a "smart" worksheet. The final LMA template will populate the district/FCS Name and Agency Number based upon the district number or college reporting number.

Your agency number is available from grant manager. Your district number and college reporting numbers are those used for your data submissions to the Department.

Other Questions?

Please use the chat or your phone/microphone to ask any question related to Labor Market Alignment

Upcoming Webinars

Date	Topic
Wednesday, January 29, 2020 @ 10-11am	Programs of Study

February Webinar Topics (Dates TBD):
- Work-Based Learning
- Student Perkins Indicator Performance
- Equity and Access
- Faculty & Staff Recruitment, Retention, and Training
- Root Cause Analysis, Prioritization, and Planning

Submit additional questions to:

- Email: perkins@fldoe.org

www.FLDOE.org