



SWP Local & Regional Planning Guide

This document is meant as a tool to help institutions prepare for the launch of the updated SWP 2.0 Local & Regional project planning in the NOVA Platform. SWP 2.0 covers projects beginning with the second 4-year cycle of SWP Local and Regional funding which began with FY 2020-21. Please do not attempt to submit this document as your actual plan.

The below sections and fields are directly correlated with those you will find in the updated project planning section for SWP Local and SWP Regional programs within NOVA.

Quick Links
Section 1 – New Plan Creation/Existing Plan Continuation
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Section 1 – New Plan Creation/Existing Plan Continuation

Note: In NOVA, there will be two ways to create a SWP 2.0 plan:

- Clicking the “Create a New Plan” button in the top right corner of the “Plans” tab under SWP-R or SWP-L
- Choosing “Continue Plan” from the actions column to the right of a current plan in the “Plans” tab.

A **New Project** has new outcomes and activities that are not related to a previous project. If the outcomes and activities are related or building upon prior work, then that is a **Plan Continuation**.

Both options will open up the same planning workflow. A Continued plan will import and pre-fill specific elements. Other changes between a New and Continued plan are detailed case-by-case later in this document.

Plan Title

Plan titles should be unique and summarize the plan at a glance. Sample Name: ‘ECUW HVAC Project’

Region within which work is being done

Enter the number of fiscal years the plan will span

Note: As per previous Chancellor’s Office guidance, SWP 2.0 plans are limited to a maximum duration of 24 months.

Select the fiscal year in which this plan will begin

Does this plan include short-term credit, non, credit or not-for-credit workforce training?

- Yes, this plan includes short term credit, non, credit, and not-for-credit workforce training.
- No, this plan does not include short term credit, non, credit, and not-for-credit workforce training.



Section 2 – Details

Note: The details page will populate answers from the project creation page.

Plan Rationale

What needs motivate this project?

Please explain how this project addresses regional priorities.

What are the potential risks for this project?

Describe the risks that may be prevent successful completion of your project.

Disproportionately Impacted (DI) Groups

Select any DI Groups applicable to this plan

Note: In NOVA, users will be able to choose from a list of DI Groups impacted by this project. This list may include factors such as ethnicity, gender, age, LGBT, first generation, foster youth, disabled, veterans, ESL or others. However, the final list of available DI Groups is still under development.

Assurances

I attest to the following assurances

Note: The below assurances are an example of what will be in NOVA. The final list may change.

- I have read the [Strong Workforce Program legislation](#)
- I certify that this project meets the intention and requirements of the Strong Workforce Program legislation
- This project is informed by Labor Market Information and regional priorities
- I certify that funds SWP funds used in this project will be supplementing, not supplanting existing funding sources
- I certify and confirm the accuracy of statements made in this plan about how funds will be used and accept that document supporting this claim will be required as part of reporting



Section 3 - Lead and Partners

Lead & Partner Institutions

Lead Institution

Partner Institutions

Note: Partner Institutions only apply to Regional projects. This field will not appear in NOVA for Local plans.



Section 4 – Employer Partners

Note: This section relates to new legislation regarding short-term-credit, non-credit, and not-for-credit workforce training as described in the [August 2020 Chancellor’s Office memo found here](#).

*This section will only be available in NOVA if you choose the “yes” option to the corresponding question in Section 1. **If you do not plan to offer short-term credit, non-credit, or not-for-credit training you may skip to Section 5.***

Workforce Training

Which type of training will be offered?

- Short-term credit
- Non-credit
- Not-for-credit

Add an Employer Partner

Note: In NOVA, you will be able to select from existing employer partners or create a new one. The fields below are required to create a new employer partner record. This process will need to be repeated for each additional employer partner.

Employer Partner	
Partner Name	<input type="text"/>
Address	<input type="text"/>
City	<input type="text"/>
Zip Code	<input type="text"/>
Website (Optional)	<input type="text"/>

Describe why this plan would be valuable to this business and the community.

Upload signed verification letter



Note: Per the legislation regarding this topic (referenced in the memo linked above), grantees are required to submit verification of job vacancies including the projected number of individuals served, completion rates, and job placement rates. For the purposes of this plan, the Chancellor’s Office is requiring that “verification” be in the form of a signed letter from the employer partner which includes the specified projections on individuals served, completion rates, and job placement rates.

Upload Box
(will be functional in NOVA, not functional here)

Job Vacancy Information

Note: This section is meant to capture the information required in the verification letter uploaded above. Information should be entered for each identified employer partner.

Job Vacancy Information from Employer Partner
Job title
<input type="text"/>
Number of vacancies
<input type="text"/>
Projected number of individuals served
<input type="text"/>
Projected completion rate
<input type="text"/>
Projected job placement rate
<input type="text"/>
<input type="text"/>



Section 5 – Contacts

Plan Contact Checklist

At least one contact is required for the following roles:

- Project Director
- Partner Lead Contact for each Partner Institution identified in Section 3
- Fiscal Reporter for the Lead Institution
- Partner Fiscal Reporter for each Partner Institution identified in Section 3
- Employer partner Contact for each Employer Partner identified in Section 4

Contacts

Role	Name	Email	Title	Phone
Project Director				
Fiscal Reporter				
Partner Lead Contact				

Partner Fiscal Reporter				
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Employer Partner Contact				
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Approving Authority

Institutional Signing Authority

Note: These roles will be pre-set in NOVA and you will not be asked to enter this information. You will be asked to choose whether the Institutional Signing Authority will be at the regional or district level.

- Regional Signing Authority – (Selected Region from Section 1)
- District Signing Authority – (Your local district)

Fund Monitor

This section will be pre-filled

Fiscal Agent

This section will only appear on regional plans and be pre-filled



Section 6 – Labor Market Information (LMI)

Note: This section allows users to create occupational clusters targeted by their plan and enter details and supporting evidence of demand for these occupations. You may create multiple occupational clusters.

Create Occupational Cluster

Create an Occupational cluster for each set of closely related occupations and the programs/TOP codes that prepare students for work in these occupations.

Note: Occupations identified as targets for SWP funds should generally follow the same or similar occupation groupings used by your institution in other applications. Examples of other applications include Perkins planning, submitting degrees or certificates through the regional program recommendation process, or the LMI component of a local program review process.

Occupational Cluster		
Name		
Provide a name for this occupational cluster. Eg, if Cluster only addresses RN programs, then name RN or Nursing.		
<input type="text"/>		
Occupations		
Identify the occupational title(s) using the Standard Occupational Codes (SOC). To learn more about titles and codes visit https://www.bls.gov/soc/2018/major_groups.htm		
<i>Note: NOVA will allow users to look up and select multiple SOC codes by name or numerical code.</i>		
<input type="text"/>		
Geography		
The geographic boundaries selected should represent the most likely labor market area for students to pursue employment upon completion of the program. Select the smallest geographic region in which you expect most students to be employed.		
<i>Note: Regions and Microregions will be presented as dropdown menus in NOVA. For a full list of Regions and Microregions, click here.</i>		
Region	Microregion	County
<input type="text"/>	<input type="text"/>	<input type="text"/>
Programs		
Institution	TOP Code	
<input type="text"/>	<input type="text"/>	



Supporting Evidence

Note: You will be asked to upload supporting evidence following the following guidelines.

Provide one of the following as evidence that investments in this occupational cluster meet SWP requirements:

- More than 50% of students attained a living wage as evidenced within LaunchBoard
- LMI library of curated labor market research compiled by the [Centers of Excellence](#)
- Validated employer input via Employer Survey or Employer Advisory (local or regional)
- Labor market need that has been verified through a regional program approval process
- Labor market need that has been verified through a regional planning process where the need was an identified regional priority
- The local biannual program review process was completed within the last two years and justified labor market need to expand
- [Supply and demand data provided by the Labor Market Research Centers of Excellence](#)

Evidence Type

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Upload Box

(will be functional in NOVA, not functional here)

Demand

Please identify labor market demand information for each of the selected occupations. This should consist of the number of annual jobs projected in the identified occupation for your geographic region. This figure should combine new jobs with replacement job estimates. For more information on labor market demand data, see www.coecc.net/Supply-and-Demand and download the “Labor Market Demand Spreadsheet” or contact your Centers of Excellence (COE) director.

Note: In NOVA, a field will be generated here to input the demand information for each of the SOC codes identified above.

SOC Code Identified Above:

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Demand:

[Light blue input field]



Supply

For each college and associated TOP code, please enter the average annual number of completions, based on the most recent 3-year period available. For other postsecondary institutions, please enter the average annual number of completions based on the most recent 3-year period available. To identify other postsecondary institutions with similar training programs, visit www.coecc.net/Supply-and-Demand and download the “Student Completion Spreadsheet” or contact your COE director.

Note: In NOVA, a field will be generated here to input the supply information for each of the programs and associated TOP codes identified above.

Program TOP code identified above:

Supply:



Section 7 – Metrics

Investment Plan

Investments

Briefly describe investments you will make and how these will result in improved performance with the metrics below.

Vision for Success Goals and SWP Metrics

At least one Vision for Success goal is required for this project. For each Vision for Success goal selected, select all relevant SWP Metrics.

Note: NOVA will allow users to choose from a list of SWP Metrics aligned with each chosen goal. For a list and more details about these metrics, click here - <https://www.calpassplus.org/LaunchBoard/SWP.aspx>

Completion: Increase the number of CCC students annually who acquire associate degrees, credentials, certificates, or specific job-oriented skills

SWP Metrics:

Transfer: Increase the number of CCC students, system-wide, transferring annually to a UC or CSU

SWP Metrics:

Unit Accumulation: Decrease the average number of units accumulated by CCC students earning associate degrees.

SWP Metrics:

Workforce: Increase the percent of exiting students who report being employed in their field of study.

SWP Metrics:

Equity: Reduce equity gaps across all of the above measures through faster improvements among traditionally underrepresented student groups.



SWP Metrics:

SWP Metrics

Note: For each SWP Metrics selected above, NOVA will populate the below table with the metric name and historical data from LaunchBoard. You will be asked to set targets for how much this project will impact the selected metrics. Depending on the duration of this plan, the below table may include columns to set targets for just FY 2020-21 or both FY 2020-21 and 2021-22.

Metric	2017-18 Actuals	2018-19 Actuals	2019-20 Actuals	2020-21 Target	2021-22 Target
	%	%	%	%	%

Note: The following two questions will appear in NOVA only if you chose “Continuation of existing project” in Section 1. If this is a New Plan, you may skip to the next section.

What is Working?

Explain what has been successful with your existing plan and why you did or did not meet target metrics.

What are you changing?

Explain what you will be changing in order to be more successful.



Section 8 - Work Plan: Objectives

Objective	
<p>The objective can be a single grant-period project, or the description of the objective can provide information on how this plan supports the Vision for Success goals or Regional strategies over a longer term.</p>	
<p>Objective Name</p> <input type="text"/>	<p>Objective Type</p> <input type="text"/>
<p>Description of Objective</p> <p>Description of the objective must be quantifiable and measurable (e.g., bridge supply/demand gap of 500 workers, industry priority for workers with social work experience, faculty professional development in pedagogy, etc.).</p> <input type="text"/>	
<p>How will this objective address the Regional Strategy Plan?</p> <input type="text"/>	
<p>Description of Alignment with Sector Strategy/Regional Priority</p> <p>Show how the project will inform a potential Sector Strategy/Regional Priority.</p> <input type="text"/>	



Section 9 – Work Plan: Activities

Activity

Describe the who, what, and when of your Workplan.

Note: In NOVA, the Objectives set in the previous section will appear in the dropdown menu under “Objective that applies to this activity”

Activity Name

Objective that applies to this activity

Brief description of Activity and significance of activity to outcome

Key deliverables and how this activity contributes to a successful project outcome in the current grant period.

SWP Metrics

Select the SWP Metrics and performance outcomes that align with the projected activity.

Note: In NOVA, you will be able to choose from the subset of metrics identified in Section 7. This question asks you to specify which metric will be impacted by this activity.

Regional Priority Sector

Select the Regional Priority Sector that this activity will address. If you do not know your Regional Priority Sectors, contact your Regional Consortia.

Note: In NOVA, you will be asked to choose from a dropdown list of all sectors as priorities vary per region.

Responsible Person(s)

Dependencies

Contributions of others required for successful project outcome.

Proposed Completion Date



Section 10 – Budget

Note: In NOVA, you will be asked to complete budgets for each fiscal year your plan covers. All budget items entered will be specific to a single fiscal year. If you choose a duration of only one year in Section 1, only FY 2020-21 will appear on the budget page. The system will automatically total all budget items.

Budget Items for FY 2020-21

Budget Item	
<i>Note: In NOVA, the “Institution” field will be a dropdown menu of the Lead Institution and Partner Institutions listed in Section 3.</i>	
Budget Item Title	Institution
Expenditure Type	Fund Amount
Is this expenditure one-time or ongoing?	
<input type="checkbox"/>	One-time
<input type="checkbox"/>	Ongoing
Activity that applies to this budget item	
<i>Note: In NOVA, you will be asked to select from a dropdown list of activities defined in Section 9</i>	
<input type="text"/>	
Brief description of expenditure	
<input type="text"/>	

Budget Items for FY 2021-22

Budget Item	
<i>Note: In NOVA, the “Institution” field will be a dropdown menu of the Lead Institution and Partner Institutions listed in Section 3.</i>	
Budget Item Title	Institution
Expenditure Type	Fund Amount
Is this expenditure one-time or ongoing?	
<input type="checkbox"/>	One-time
<input type="checkbox"/>	Ongoing



Activity that applies to this budget item

Note: In NOVA, you will be asked to select from a dropdown list of activities defined in Section 9

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Brief description of expenditure

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Section 11 – Forecast

Note: In NOVA, this section will be prefilled with a forecast section for each institution and each fiscal year in the project’s duration. Each institution’s budgeted funding for the applicable fiscal year will also be included.

You may leave these estimates at 25%, 50%, 75%, and 100% if you estimate uniform expenditures over the fiscal year. However, if there is anything in your plan which may impact spending such as hiring or purchasing during Q1, we recommend adjusting these percentages accordingly.

The below fields are not populated with budget information from the above section, but we still recommend completing this exercise to think through your project’s rate of expenditures over the term.

FY 2020-21 Estimated Expenditures

Budgeted Institution Name:

Total: \$	Estimated Quarterly Expenditures			
	Q1	Q2	Q3	Q4
	Percent			
	Dollars	\$	\$	\$

FY 2021-22 Expenditures

Budgeted Institution Name:

Total: \$	Estimated Quarterly Expenditures			
	Q1	Q2	Q3	Q4
	Percent			
	Dollars	\$	\$	\$



Section 12 – Allied Health

Note: This section only applies to plans which target Allied Health Professions. If your plan does not, you may skip this section.

Clinical Sites Training Information

Add Training Site
Add clinical training site information
Site Name <input style="width: 100%; height: 20px;" type="text"/>
What degree or certificate programs require training at this site? Degree/Certificate program TOP Code(s) <i>Note: NOVA will allow users to select multiple TOP codes</i> <input style="width: 100%; height: 20px;" type="text"/>
Provide License Number <u>OR</u> Employer Identification Number
<input type="checkbox"/> License Number <input style="width: 400px; height: 20px;" type="text"/>
<input type="checkbox"/> Employer Identification Number (EIN) <input style="width: 400px; height: 20px;" type="text"/>
Estimated number of students participating at this site <input style="width: 250px; height: 20px;" type="text"/>



Section 13 – Success Story (Optional)

Success Story

Optional: Please share a success story for collaborative purposes and to help establish best practices

Title

Responsible Person

Challenge

Success Story

Outcomes