



MEMORANDUM

November 10, 2021

21-015 | Via Email

TO: Chief Executive Officers
Chief Instructional Officers
Chief Business Officers
Career Education Deans
Regional Consortia Chairs
Technical Assistance Providers

FROM: Sheneui Weber, Vice Chancellor
Workforce and Economic Development Division

CC: Peter Callas, Director, Career and College Transition, California Department of Education (CDE)
Sandra Sanchez, Assistant Vice Chancellor, Workforce and Economic Development
Ioanna Iatridis, Dean, Workforce and Economic Development

RE: FY 2022-23 Comprehensive Local Needs Assessment Guidance Memorandum

This memorandum is to provide guidance for districts to update their Comprehensive Local Needs Assessment (CLNA) as part of their FY2022-23 Perkins IC local application and is to be updated every two years. In the coming year, due to the overlap in requirement for both the Strong Workforce Program regional plans and the CLNA, the Chancellor's Office will provide guidance in 2022 on the integration and streamlining of efforts in the development of a SWP regional plan that integrates the CLNA elements that would meet both Perkins and SWP regional plan requirements. Since the SWP regional plans require an annual update, our goal is that these updates will capture all the elements required for the CLNA annually so there is no need in the future to conduct a separate CLNA review.

As stated within the Strengthening Career and Technical Education for the 21st Century Act (Perkins V), Section 134 (c) (2), to be eligible to receive financial assistance, an eligible recipient must conduct a comprehensive local needs assessment related to career and technical education and include the results of the needs assessment in the local application (Perkins IC application to be submitted through the NOVA system- www.nova.cccco.edu).

For the 2022-2023 CLNA we are asking you to update the plan you submitted in 2020-2021 to reflect what has occurred over the past two years as well as what you intend to achieve in the next two years.

Below are the sections of your plan that need to be updated with links to the documents/data that you will need to provide/review for the update you will be submitting.

Chancellor's Office

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The Comprehensive Local Needs Assessment must be completed prior to the submission of the Local Applications and must include the following:

1. Alignment to Labor Market Information (LMI) can be found at the Center of Excellence website linked [here](#).
2. Student Performance on Required Performance Indicators (Disaggregated) as defined in Appendix A: Postsecondary Core Indicators of Performances. District performance data can be found [here](#).
3. Program Size, Scope, and Quality to meet the needs of all Students as defined in Appendix A: District Core Indicators of Performances by Program/TOP Code can be found on the Perkins V website linked [here](#).
4. Progress towards Implementation of CTE Programs of Study as defined in Appendix A: District Core Indicators of Performances by Program/TOP Code can be found on the Perkins V website linked [here](#).
5. Improving recruitment, retention, and training of CTE professionals, including underrepresented groups. Please reference the National Alliance for Partnerships in Equity (NAPE) linked [here](#).
6. Progress towards equal access to CTE programs for all students. Please reference the Joint Special Populations Advisory Committee (JPSAC) website linked [here](#).

Your Local Applications must address the findings of the CLNA.

Important dates relevant to the CLNA:

Date	Item
December 14, 2021	Comprehensive Local Needs Assessment Webinar
March 15, 2022	Local Application Opens in NOVA
May 15, 2022	Local Application Deadline
July 1, 2022	Start of 2022-2023 Perkins Title I-C grants

Recipient may refer to Key Questions to Ask during CLNA development Process in Appendix C on the Chancellor’s Office website (Linked [Here](#)) as a guideline.

To assist colleges with the CLNA requirements, the California Community Colleges Chancellor's Office will be hosting an informational webinar. Instructions on how to join are as follows:

- **Date and Time:** Tuesday, December 14, 2021 from 10:00am to 11:00am Pacific Time
- **Meeting link:** https://cccconfer.zoom.us/webinar/register/WN_1fD_hi4CQnyXabMWtqVByg

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- **Telephone conference line:** US: +1 669 900 6833 or +1 346 248 7799 or +1 253 215 8782 or +1 312 626 6799 or +1 646 876 9923 or +1 301 715 8592
- **Participant Passcode:** 661929

The webinar will review the CLNA template and inform applicants on the process, including how to submit and present findings, give tips on incorporating results into your local application, and will provide overall strengthening of regional alignments to the *Vision for Success* and Guided Pathways. It is recommended that one to two administrators (project director and CTE Dean) from your district attend the webinar. The presentation will also be made available after the webinar.

For questions, please contact your project monitor or send an email to Perkinssupport@cccco.edu :

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