



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

FROM: Sandra Sanchez, Interim Vice Chancellor
Workforce and Economic Development Division

CC: LaCandice Ochoa, Dean
Workforce and Economic Development Division

RE: FY 2023-24 Perkins Title I, Part C Application Guidance

In preparation for the FY 2023-24 Perkins Title I, Part C application, the Chancellor's Office has prepared guidance regarding application requirements and important deadlines. The Perkins program continues to innovate in the use of Perkins V federal funding to better serve our students to meet the State Perkins V Core Indicators of Performance, and the Chancellor's Office [Vision for Success](#) Goals. The 2023-2024 Perkins Title I, Part C application must be certified and submitted by the Chief Business Officer or designee of each district within the NOVA system by **May 31, 2023** for Chancellor's Office Regional Monitors to review and approve by **July 1, 2023**.

Background

The Strengthening Career and Technical Education for the 21st Century Act (Perkins V) was signed into law on July 31, 2018, and took effect on July 01, 2019. The law reauthorizes and updates the Carl D. Perkins Career and Technical Education Act of 2006 to ensure career and technical education (CTE) programs meet the demands of the twenty-first-century economy. Perkins V represents an important opportunity to expand opportunities for every student to explore, choose, and follow career and technical education programs of study and career pathways to earn credentials of value. The Local Application under Perkins V is comprised of elements from the comprehensive local needs assessment, data analysis and performance improvement, application narrative, annual work plan, Uniform Budget, and Acknowledgement of Grant Processes document.

In alignment with student equity at the core of Perkins V, community college districts should emphasize designing appropriate programs to ensure students from all backgrounds succeed in reaching their educational and career goals while striving to eliminate achievement gaps for all.

Allocations

For FY 2023-24, the funding allocations were determined based on 2020-21 economically disadvantaged criteria for students enrolled in Career Technical Education (CTE) programs and unduplicated headcounts by district and college. An additional memorandum will be distributed containing the FY 2023-24 funding allocations.

Accountability: Core Indicators

Accountability and continuous improvement remain key tenets in Perkins V. Districts are required to either accept the state proposed targets or negotiate new reasonable targets with their Chancellor's Office Regional Monitor. Districts are recommended to refer to the last 3-years actual performances while negotiating the targets for FY 2023-24. For district planning purposes the 2023-24 Core Indicator Reports have been loaded online at:

- [Perkins V 2021-22 Core Indicator Reports](#)

Comprehensive Local Needs Assessment (CLNA)

As stated within the Perkins V, Section 134(c) (2), to be eligible to receive financial assistance, an eligible recipient must conduct a comprehensive local needs assessment (CLNA) related to career and technical education and include the results of the needs assessment in the local application. **To avoid duplication of efforts, the CLNA should be aligned with other institutional self-assessment by leveraging all requirements.** The CLNA is updated every two years; therefore, the next required CLNA will be due in fiscal year 2024-25. The Chancellor's Office will be issuing guidance on the 2024-25 CLNA and its alignment with the Strong Workforce Regional planning efforts in the coming year. For further information regarding the CLNA, please visit our [Perkins V website](#).

Activities

Colleges are required to refer to their CLNA that utilizes disaggregated data to determine the difference between the State Determined Levels of Performance and the college's Actual Level of Performance, then create activities that will address any gaps and list those activities within the FY 2023-24 local application. The 2022-23 CLNA may be found following these steps within [NOVA](#):

- All Programs
- Perkins
- Title 1C
- Applications
- Choose your district's FY 2022-23 Application
- Choose the Preview and Submit tab
- Navigate to the Local Needs Assessment: Summary of the Results of the Comprehensive Local Needs Assessment (CLNA)
- The CLNA will be shown as a PDF document.

Districts should only spend funds on activities that will contribute to the program improvement and increase student outcomes. Activities should be tied directly to CTE top codes listed in CLNA and meet Perkins V allowable uses and regulations.

Budget

Districts should budget their allocation based on the results of the most current CLNA. Any budget change above 10% of the total allocations will require approval from the CO Regional Monitor after initial certification. Budget for equipment and/or capital outlay should be reasonable and aligned to the purpose of the project as outlined in federal regulations ([2 CFR Part §200.439](#)). Equipment and capital outlay expenditures must be approved by the Chancellor’s Office and purchased in accordance with local procurement policies and procedures.

Program of Study

Under Perkins V, colleges must create sequences of academic and CTE coursework that help students attain a postsecondary degree, industry-recognized certificate, or credential. A program of study is a coordinated, nonduplicative sequence of academic and technical content at postsecondary level that may begin at the secondary level. As part of the local application, colleges are required to utilize findings from the CLNA to inform how to improve programs of study and make them more easily accessible to diverse and underserved populations of students. To avoid duplication of efforts, the programs of study should be aligned with other institutional efforts to align and support career pathways.

Reporting Deadlines

Quarterly Reporting	
August 31, 2023	FY 2022-23 Final Fiscal Report Due*
October 15, 2023	Quarter 1 Fiscal Report Due
January 15, 2024	Quarter 2 Fiscal Report Due
April 15, 2024	Quarter 3 Fiscal Report Due
July 15, 2024	Quarter 4 Fiscal Report Due
August 31, 2024	Final Fiscal Report Due*

***Must be submitted before FY 2023-24 Quarter 1 report is reported.**

Key Dates for FY 2023-24 Perkins 1C Application

FY 2023-24 Perkins 1C Application Tentative Key Dates	
March 31, 2023	Perkins V 2023-24 Title 1-C applications open in NOVA
May 31, 2023	Deadline to submit FY 2023-24 Perkins 1C applications in NOVA
July 1, 2023	Perkins V 2023-24 Title 1-C grants become effective

Contacts

Please contact your Chancellor's Office Regional Monitor for specific technical assistance questions: [Regional Assignments by Monitor](#). For technical issues related to NOVA, please submit a [Help Desk ticket](#).

Resources

The following resources may be referred to when planning for the 2023-24 Perkins 1C Local Application:

- ❖ [Core Indicator Reports](#)
- ❖ [Datamart \(MIS\)](#)
- ❖ [Student Vocational and Technical Education Act \(VTEA\) Data Elements](#)
- ❖ [Perkins V Act](#)
- ❖ [Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#)
- ❖ *(External)* [The Administrator's Handbook on EDGAR: 5th Edition by Brustein & Manasevit, PLLC, Attorneys at Law](#)