

TO: Chief Executive Officers
Chief Instructional Officers
Career Education Deans
Regional Consortia Chairs

FROM: Anthony Cordova, Vice Chancellor
Workforce and Economic Development Division

RE: Additional Information Needed for Fiscal Year 2024-25 Perkins 2-Year Comprehensive Local Needs Assessments

The purpose of the memo is to outline additional information needed from all 72 districts for the fiscal year 2024-25 2-year Comprehensive Local Needs Assessments (CLNAs). As stated within the Perkins V Act, 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 technical education (CTE) and include the results of the CLNA in the local application. Eligible recipients are defined as community college districts. Each of the 72 districts must make available to its college(s) and submit a CLNA with the fiscal year 2024-25 local application.

Based on review of CLNAs submitted in the NOVA system for fiscal year 2024-25 and guidance received from the U.S. Department of Education's Office of Career, Technical, and Adult Education (OCTAE), additional information is needed for each of the 72 CLNAs to meet the full requirements of Section 134(c)(2)(E) within the Perkins V Act. Specifically, each district shall provide the Chancellor's Office with the following information:

A description of progress toward implementation of equal access to high-quality career and technical education courses and programs of study for all students, including—

- 1. Strategies to overcome barriers that result in lower rates of access to, or performance gaps in, the courses and programs for special populations** [134(c)(2)(E)(i)];
- 2. Providing programs that are designed to enable special populations to meet the local levels of performance** [134(c)(2)(E)(ii)]; and
- 3. Providing activities to prepare special populations for high-skill, high-wage, or in-demand industry sectors or occupations in competitive, integrated settings that will lead to self-sufficiency** [134(c)(2)(E)(iii)].

The current criteria for high-skill, high-wage, or in-demand industry sectors or occupations are outlined in the Chancellor's Office [March 11, 2024 "Perkins FY 2024-25 Headcount, Local Application, and Comprehensive Local Needs Assessment Guidance" memo](#). The nine special population student groups outlined in the Perkins Act are:

1. individuals with disabilities;
2. individuals from economically disadvantaged families,
3. including low-income youth and adults;
4. individuals preparing for nontraditional fields;
5. single parents, including single pregnant women;
6. out-of-workforce individuals;
7. English learners;
8. homeless individuals;
9. youth who are in, or who have aged out of, the foster care system; and
10. youth with a parent who is on active duty in the military.

Submission Process for Additional Information

Districts can submit the answers to the three bolded items outlined above with the fiscal year 2024-25 Quarter 1 report due in the NOVA system **no later than October 31, 2024**. Districts also have the option to edit the current fiscal year 2024-25 local application and submit the answers as a file upload within the 'Forms – Comprehensive Local Needs Assessments (CLNA)' section of the application. Districts who choose to edit the current local application will need to follow local approval processes and meet the October 31, 2024, submission deadline.

The Chancellor's Office needs timely submission of the additional information required for the CLNAs to be in full compliance with federal legislation. For questions regarding this memo, contact the Perkins program team: PerkinsSupport@CCCCO.edu.

cc: LaCandice Ochoa, Dean
Workforce and Economic Development Division

Peter Callas, Director
California Department of Education