



TO: Chief Executive Officers
Chief Instructional Officers
Chief Business Officers
Career Education Deans
Regional Consortia Chairs
Centers of Excellence

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

RE: Perkins FY 2024-25 Headcount, Local Application, and Comprehensive Local Needs Assessment Guidance

The purpose of this guidance memo is to outline updates to the Perkins V headcount, local application, and Comprehensive Local Needs Assessment (CLNA) process for fiscal year 2024 – 25. The Chancellor’s Office Perkins program has made updates in order to support local use of Perkins V federal funding for equitable student outcomes, improving California’s postsecondary Core Indicators of Performance, and aligning with [federal guidance](#) from the U.S. Department of Education’s Office of Career, Technical, and Adult Education (OCTAE), as well as the Chancellor’s Office [Vision 2030 goals](#). The FY 2024-25 Perkins local application including new 2-year Comprehensive Local Needs Assessments (CLNAs) must be certified and submitted by the Chief Business Officer or designee of each community college district within the NOVA system by **May 31, 2024** for [Chancellor’s Office Regional Monitors](#) to review and substantially approve by July 1, 2024.

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 1, 2019. The law reauthorized and updated 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 CTE programs of study and career pathways to complete their educational goals and achieve a positive workforce outcome. The local application under Perkins V is comprised of a CLNA, application narrative related to local uses of funding, a budget proposal, and targets for meeting the State Determined Levels of Performance (SDLPs) for the core indicators.

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

Headcount and FY 2024 – 25 Allocations

For FY 2024-25, the Perkins funding allocations will be determined based on 2022-23 economically disadvantaged criteria for students enrolled in CTE programs and unduplicated headcounts by district and college. Districts must verify and certify student headcounts in NOVA prior to receiving FY 2024-25 funds, as the headcount information is used in the Perkins 1C funding allocation formula. The Chancellor’s Office has made 90% of the FY 2023-24 (current) year allocation amounts available in NOVA for colleges and districts to begin developing the FY 2024 – 25 local application. An additional memo will be distributed containing the final FY 2024-25 funding allocations once the Chancellor’s Office receives the federal award letter and funding split from the California Department of Education (CDE).

The Preliminary Reports 1 and 2 for FY 2024-25 headcount certification will be attached to this memo and posted on the [Perkins program webpage](#). Districts can also review this [NOVA Perkins YouTube video](#) for a step-by-step guide to certify your district’s headcount.

Accountability: Core Indicators of Performance

Accountability and continuous improvement remain key tenets in Perkins V. Districts are required to either accept the state determined targets or negotiate new and reasonable targets with their Chancellor’s Office Regional Monitor. Districts are recommended to refer to the last 3-years’ actual performance when negotiating the core indicator targets for FY 2024-25. For planning purposes, the 2024-25 Core Indicator Reports are available on the MIS website: [Perkins V 2022-23 Core Indicator Reports](#).

Updated CTE Program Investment Criteria

For FY 2024-25, CTE programs **must meet 2 of the 3 criteria below** to qualify for investment with Perkins V funding:

- **High-skill** is defined as any program of study from a California community college career education program.

- **High-wage is** defined as any occupation meeting or exceeding the median wage in the college’s [assigned region](#).
 1. The regional wage criteria is determined by calculating the median of the median for all occupations where 2022 wage data is available in the region.
 2. An exception can be made for occupations that do not meet the high-wage criteria. The exception must show that the program of study earnings outcomes (which trains to the occupation) exceeds the regional average for the region by at least 10%. This data can be found on the Strong Workforce Program dashboard (<https://www.calpassplus.org/Launchboard/SWP.aspx>) using the “SWP Exiting Students Who Attained the Living Wage” metric.

- **In-demand** is defined as any occupation in the college’s assigned region that:
 1. Has new job growth projected for the period 2022 through 2027 within the region; and,
 2. Meets or exceeds the median annual job openings for the region.

The Chancellor’s Office has asked the Statewide Accelerator Center of Excellence (COE) to distribute occupational information in a data tool for each of the eight (8) regions. The wage and projection estimates used to establish qualifying occupations will be based on 2022 historical wage and

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employment data and 2027 projected employment estimates; the data source used will be Lightcast (2023.4 – QCEW Employees, Non-QCEW Employees, and Self-Employed). Please contact the statewide COE for more information about the data (email: info@coeccc.net).

Consolidated Local Application Questions

In an effort to streamline reporting requirements for colleges and districts, as well as ensure local Perkins funding investments are used appropriately, the Chancellor's Office has consolidated the prior list of local application questions into eight (8) multi-part questions outlined in the following categories:

1. CTE Course Offerings and Activities
2. Partnerships with Local Workforce Development Agencies
3. Support for Students from Special Population Groups
4. Work-based Learning Opportunities
5. Dual or Concurrent Enrollment
6. Professional Development
7. Core Indicator Achievement
8. Develop, Implement, and Share Local Evaluations

Perkins funding may be used to develop, coordinate, implement or improve CTE program needs as identified in the comprehensive local needs assessment (CLNA).

New 2- Year Comprehensive Local Needs Assessment (CLNA)

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 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 FY 2024-25 local application. To assist districts, the Chancellor's Office has created a CLNA guide attached to this memo and posted on our [Perkins V website](#).

Programs 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.

Budget

Colleges and districts should create FY 2024 – 25 budgets for Perkins investments based on the results of the most current CLNA and the updated CTE program investment criteria mentioned above. Any budget change above 10% of the total allocations will require approval from the Chancellor's Office 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.

Perkins Office Hours Series

To assist colleges and districts with completing the FY 2024-24 headcount, local application, and CLNA process, the Chancellor’s Office Perkins team will be offering Office Hours for the field.

Perkins Program Office Hours Series	
Dates	<ul style="list-style-type: none"> Thursday, March 21, 2024 Thursday, April 18, 2024 Thursday, May 16, 2024
Time	<ul style="list-style-type: none"> 1:00-2:30 PM
Zoom Info	<p>Join Zoom Meeting</p> <p>One tap mobile: US: +16694449171,87108396734# or +16699006833,87108396734#</p> <p>Meeting URL: https://cccconfer.zoom.us/j/87108396734</p> <p>Meeting ID: 871 0839 6734</p>

Key Dates for FY 2024-25 Perkins Headcount, Local Application, and CLNA

Tentative Key Dates*	
March 11, 2024	Headcount Open for Certification
April 10, 2024	Deadline to complete Perkins Headcount Certification for FY 2024-25
March 15, 2024	FY 2024-25 Perkins Local Application Opens
March 21, 2024	Perkins Office Hours (Series Kickoff) (Information below)
May 31, 2024	Deadline to submit FY 2024-25 Perkins Local Applications and CLNAs in NOVA
July 1, 2024	Perkins FY 2024-25 Title 1-C grants become effective

*Dates are subject to change based on technological updates needed for the NOVA system and the receipt of the FY 2024-25 federal funding award letter.

Upcoming Reporting Deadlines

Quarterly Reporting	
April 15, 2024	Quarter 3 Fiscal Report Due for FY 2023-24
July 15, 2024	Quarter 4 Fiscal Report Due for FY 2023-24
August 31, 2024	Final Fiscal Report Due for FY 2023-24*

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October 15, 2024	Quarter 1 Fiscal Report Due for FY 24-25
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*Must be submitted before FY 2024-25 Quarter 1 report will be made available to complete.

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 preparing for the FY 2024-25 Perkins 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](#)

cc: Dr. Aisha Lowe, Executive Vice Chancellor, ESLEI
LaCandice Ochoa, Dean, Workforce and Economic Development Division
Peter Callas, Director, California Department of Education