# **2020–21 Perkins Local Application**

## **Local Educational Agency (LEA) Substantially Approvable Local Application Plan**

LEA Name (please, no acronyms):

[Add text here]

Perkins Coordinator Name:

[Add text here]

**Overview**

The federal Strengthening Career and Technical education for the 21st Century Act (Perkins V) legislation (Section 134[b]) requires local recipients of Perkins V funds to submit an annual local application plan (local application) in order to qualify for receipt of these federal funds. Typically, the local application is received no later than May 15 in any given calendar year. After review and discussion by CDE staff, the secondary local application is approved by July 1 of the calendar year and Perkins funds are ready for use by secondary local recipients, for expenditure in the upcoming fiscal year.

In general, the Perkins local application describes what activities will be undertaken to improve, enhance, and expand high-quality career technical education (CTE) programs, in accordance with the 12 Essential Elements of a High-Quality College and Career Pathways, as put forward by the California Workforce Pathways Joint Advisory Committee (CWPJAC). Additionally, as part of the local application submission, local recipients are required to provide a detailed budget on how they plan to allocate and expend funds on the proposed activities. Implementing the local application through the proposed activities should result in an improvement in the accountability indicators as identified in the Perkins V legislation.

The CDE has created a Draft Assurance Local Application Plan Form that LEAs and Adult Schools (collectively, local secondary recipients) will need to complete to confirm they have a **Substantially Approvable Local Application plan**, as specified by the flexibilities laid out by the US Department of Education. A **Substantially Approvable Local Application Plan** would allow secondary Perkins V recipients receive funding starting July 1, 2020. This document requires local secondary Perkins V recipients to provide assurances that they will continue to work on specified activities, provide a detailed budget, and review their data as laid out in the full local application. The sections of the Substantially Approvable Local Application Plan laid out below follows the seven sections in the full local application.

**The Substantially Approvable Local Application Plan**

The State Board of Education and the California Department of Education (CDE) has determined that an LEA may submit a 2020–21 Perkins Local Application Plan that is “substantially approvable” according to flexibility granted by the federal Office of Career, Technical, and Adult Education of the U.S. Department of Education (pursuant to 34 C.F.R. § 76.708) in the Programs Grant Management System (PGMS) by June 15, 2020.

By completing and submitting this form, each Perkins V applicant agrees to:

1. Complete and submit a full application for approval by a date specified by the CDE before filing a quarterly claim.
2. Provide a “budget revision,” not a rewrite and re-submission of Section IV, for new spending resulting from an updated Comprehensive Local Needs Assessment (CLNA)/Stakeholder Engagement meeting after the submission and approval of an initial budget (Section V).

**Submission Instructions:**

1. Give this file a name that starts with the LEA name (please, no acronyms) followed by “Substantially Approvable Local Application Plan 2020–21.” For example, Los Angeles Unified School District’s file would be named, “Los Angeles Unified, Substantially Approvable Local Application Plan 2020–21.”
2. Email it as an attachment to [perkins@cde.ca.gov](mailto:perkins@cde.ca.gov) no later than June 15, 2020.

## **Section I: Assurances**

Required as normal.

## **Section II: Stakeholders**

* The LEA has a list of district office employees who are in charge of each of the special populations for the previous grant year (2019–20) and the LEA will update that list for the 2020–21 Perkins Local Application Plan.
* The LEA has a list of CTE teachers from the previous grant year (2019–20), each of whom has a CTE-eligible credential and industry experience that matches the sector of the pathway assigned to them, and the LEA will update that list for the 2020–21 Perkins Local Application Plan.

The LEA agrees to the statements identified in Section II.

[Initial here]

## **Section III: State Determined Performance Levels**

This is a view-only section in the full local application as laid out in the PGMS.

## **Section IV: Comprehensive Local Needs Assessment (CLNA)**

* The LEA held a district-wide CTE advisory committee meeting during the 2019–20 school year with at least one member from industry and one member from the LEA for each industry sector for which the LEA offers a pathway program. Based on the convening of a district-wide CTE advisory committee meeting(s), the LEA reviewed evaluative data with respect to general and special populations of CTE participants, the “11 Elements of a High Quality CTE Pathway Self-Review” or its equivalent, and made recommendations for improvement.
* The LEA will assure that the following will be addressed as part of the CLNA development process:

(a) disaggregated student performance;

(b) alignment to labor market information;

(c) requirements for sufficient size, scope, and quality;

(d) implementation of programs and programs of study;

(e) recruitment, retention, and training of teachers, faculty, and staff; and

(f) progress toward improving access and equity.

* The LEA will develop and carry out a specific, step-by-step plan for consulting with stakeholders in developing a CLNA to inform the LEA’s 2020–21 Local Application Plan. That plan includes:
* the date of the meeting,
* method by which the meeting will be conducted (online or in-person),
* an agenda,
* a list of stakeholders to be invited,
* a list of stakeholders who have accepted the invitation,
* a description of the handouts planned that will guide the identification of needs that will lead to strategies that could make it all the way into your strategic spending plan (Section V’s budget).
* The LEA recognizes that every budget line item that appears in its quarterly claims must have a “nexus” to an identified need or strategy from their CLNA with Stakeholder Engagement, or to the recommendations for improvement from their “district-wide CTE advisory committee” meeting that approximates it.

The LEA agrees to the statements identified in Section IV.

[Initial here]

## **Section V: Budget Builder**

* The LEA recognizes that every budget line item that appears in its quarterly claims must have a “nexus” to an identified need or strategy from their CLNA with Stakeholder Consultation, or to the recommendations for improvement from their “district-wide CTE advisory committee” meeting.
* The LEA has a list of its 2019–20 CTE spending including the sites, the pathways at each site, the sequence of courses of each pathway at each site, how much spending each received from non-supplementary grant sources (e.g., general fund, LCAP), how much in Perkins funds each pathway from each site by object code and by category of allowable spending:

1. Instruction (Including Career Technical Student Organizations);
2. Professional Development;
3. Curriculum Development;
4. Transportation & Child Care for Economically Disadvantaged Participants;
5. Special Populations Services;
6. Research, Evaluation, & Data Development;
7. Career & Academic Guidance and Counseling for Students Participating in CTE Programs (limited to 10%);
8. Administration or Indirect Costs (limited to 5% or the LEA's Indirect Rate). (e.g., from the LEA’s 2019-20 Perkins profile in PGMS under the “Fiscal” tab).

* The LEA has a plan to update this spending plan in light of changes in the number or sequencing of pathways and with respect to the requirement that all spending must have a nexus to an identified need or strategy from their CLNA with Stakeholder Consultation.

The LEA agrees to the statements identified in Section V.

[Initial here]

## **Section VI: Budget Viewer**

This is a view-only section in the full local application as laid out in the PGMS.

## **Section VII: Local CTE Program Changes Update**

* The LEA will be able to describe and summarize any changes in the number of pathways, the length or sequencing of pathways or any other major strategic changes in achieving the aims of the Perkins grant and California’s Federal Perkins V State Plan (formerly the “2008–2012 California State Plan for Career Technical Education”) and will do so while meeting the minimum requirements of a high quality CTE program as defined by the Federal Perkins V law.

The LEA agrees to the statements identified in Section VII.

[Initial here]

**“Status” Tab**

This is a view-only section that tracks the submission & approval of your 2020–21 Perkins Application.

## **Signature**

Electronic Signature:

Date:

Printed Name of Signer:

Title of Signer:

California Department of Education, Posted May 2020