Frequently Asked Questions for the Perkins V Comprehensive Local Needs Assessment

This resource provides answers to common questions regarding the CLNA based on interviews conducted with several colleges that have previously completed CLNAs. This document was created by Brockport Research Institute and does not constitute official NYSED guidance.

Q1. *When does the next Comprehensive Local Needs Assessment (CLNA) need to be completed?*

A. The next CLNA must be submitted in spring 2026.

Q2. *What is the purpose of the CLNA?*

A. The purpose of the Comprehensive Local Needs Assessment is to ensure that local program decision-making is data- and need-driven and provides equitable support for programs and students. The CLNA is designed to help colleges take an in-depth look at their entire local and regional CTE system, identifying areas where targeted programs can lead to increases in student success in college and careers. Through the CLNA, colleges can establish powerful partnerships with local stakeholders to build a common vision for the future of CTE in their local communities. The CLNA must assess all CTE programs, which helps eliminate any bias in favor of or against any particular programs. The Perkins V Program and its funds are designed to respond to the prioritized regional workforce needs, with particular attention as appropriate to the underrepresented populations of students through identifying gaps in program and student performance. If implemented thoughtfully, the CLNA should help each college better meet the needs of its students and community. Data-driven decision-making is crucial to the success of New York's CTE programs.

Q3. *What is the relationship of the CLNA to Perkins V funding?*

A. The Strengthening Career and Technical Education for the 21st Century (Perkins V) Act requires that all applicants for funding complete a CLNA to assess all CTE programs. The Assessment results will identify gaps in student/program performance, including selected special populations. The needs identified from the CLNA, Chart 8 - Summary of Needs to Be Addressed, will be key in completing your Application's Goals. Colleges cannot apply for Perkins V funding without completing a CLNA.

Q4. *Is completing a CLNA required to receive Perkins V funding?*

A. Yes. All applicant institutions must complete a CLNA prior to applying for Perkins V funding. The Perkins Application should focus expenditures and activities on program needs identified in your CLNA. The Application should also focus, to the extent practical, on the gaps and needs of underrepresented student subpopulations.

Q5. *How often do I need to complete a CLNA?*

A. While the legislation requires institutions to complete a CLNA at least every two years, it is up to the states to determine if a CLNA should be completed once a year or once every two years. New York State has determined that institutions must complete a CLNA every two years. CTE

programs that are not evaluated at least biennially using the Comprehensive Local Needs Assessment will not be eligible for Perkins V funding.

Q6. *Whom should I contact for help in completing my CLNA?*

A. Technical assistance is available through the NYSED Office of Postsecondary Access, Support and Success (OPASS). Check the website for updates or contact a Perkins Grant Liaison.

Q7. *How specific do the Goals have to be?*

A. The more specific and targeted your Goals can be to your college's needs, the better. The CLNA is designed to help you set Goals based on data and the needs of your community and CTE programs. Tailor your Goals to what you find in the CLNA as well as your college's unique strengths and weaknesses. See the section *Utilizing the Results of the CLNA,* in the CLNA Guidance Document. Goals should be specific to a program, a population of students and/or define the amount of improvement. Goals should address the shortcomings or gaps found in the CLNA. In addition to being specific, Goals need to be measurable and must be completed within the grant year.

   The Goal Objectives Chart in the Application is where the institution must show how it will measure the success of a given Goal. Please read the directions for this section of the Application carefully, and consider the examples provided in the Application.

Q8. *Do all Goals have to be specific to the Performance Indicators?*

A. While applicant institutions must address all three Core Indicators within their Applications, they need not focus on all three Core Indicators in each individual Goal.

Q9. *Can a CLNA be used to determine priorities for other funding?*

A. Your CLNA should give you a comprehensive look at the needs of your community, region, and your CTE programs based on program and student performance. Depending on your college's needs and resources, you may find that you can use the CLNA as a guide in your efforts to obtain or utilize funding from sources other than the Perkins Grant.

Q10. *Can our college use other measures of success internally used by our college/program instead of the provided Performance Indicators?*

A. Within the Application, institutions **must** use the Core Indicators provided by the federal legislation. However, institutions also need to develop, within the Application, a Goal Objectives Chart. Within this chart institutions must determine their own Measurable Objectives, Current Data Points, and Aspirational Data Points. These may coincide with measures of success already in place at the college or within certain programs, but OPASS recommends creating new measures of success that fit the Goal and expenditures/activities in question.

Q11. *How do I identify Stakeholders from special populations?*

A. Consider networking with the Department of Labor, the Department of Child and Family Services, local and regional K- 12 high schools/school districts, and your regional Workforce Development Board for contacts. Also, college alumni from special populations are an ideal source. Please see our comprehensive list of special populations contacts:
   i. Link to online resource
   ii. Link to download PDF

Q12. *Can Perkins funding be used in combination with other funding sources to address goals and needs identified by the CLNA?*

A. Perkins V funding can and should be used in tandem with other funding and resources to which your college has access. The more resources you are able to put toward meeting the needs determined by your CLNA, the more likely you are to succeed in meeting your Perkins V goals. Within the Perkins Application, there is a section that requires institutions to identify which funds they are dedicating to which needs/gaps.

Q13. *My institution has more than 30 programs. Do we have to assess them all and how should we complete our CLNA?*

A. The CLNA must evaluate all CTE programs at your institution, per the legislation and Guidelines. The CLNA should identify gaps in program and student performance in career pathways that are a priority (top five regional industry/business) to your local region. If necessary, your institution can add additional rows or sheets.

Q14. *Our college has very few students represented by some of the Perkins special populations. Do we still have to write a Goal for this subpopulation?*

A. The CLNA requires that outreach efforts to special populations be conducted and their needs assessed. However, with the exception of serving students with disabilities, Goals are not required for other special populations. At least 5% of your total allocation must be devoted to serving students with disabilities, and that funding and those activities must be contained within Goal 1.

Q15. *How will my institution find out about its allocation each year?*

A. NYSED informs institutions via e-mail each spring of their anticipated allocations for the upcoming Grant Year.