An Introductory FAQ: the Perkins Grant, the CLNA, the Guidelines, and the Application

This document provides short, simple answers to basic questions about the Perkins Grant, the CLNA, the Guidelines, and the Application. This resource may be helpful to Grant Officers and people recently assigned to work with Perkins, particularly those assigned to work on the CLNA. For more detailed information, please refer to the documents on these websites: The New York State Education Department's Postsecondary Perkins website and The CTE Technical Assistance Center (TAC)'s website.

What is the Perkins Grant?

- Perkins is a federal grant. It flows from the federal level to the state level, and then to state community colleges.

Why is it called Perkins?

- "Perkins" is the informal name for **The Strengthening Career and Technical Education for the 21st Century Act.** You may also hear people refer to Perkins as Perkins V (the current iteration of the grant), or CTEA or VTEA (previous iterations).

What is Perkins for?

- The Perkins Grant provides federal funding to state community colleges to support Career and Technical Education (CTE) Programs.

Who receives Perkins funding?

- Unlike some other grants, Perkins does not get dispersed to specific students. Instead, it goes to the colleges to support their CTE programs.

What do CTE programs do?

- Most CTE programs involve hands-on learning and prepare students for technical careers.

What are some examples of CTE programs?

- Veterinary technology, automotive mechanics, barbering, and nursing are some examples of CTE programs.

What do colleges usually do with Perkins funding?

- Colleges use Perkins funds to support their CTE programs by buying equipment, supplies, and materials, as well as hiring tutors and advisors, among other uses.

What is a Grant Officer?

- Each college that receives Perkins funding must assign one individual to serve as Grant Officer. This person is responsible for overall management of the grant at that college and serves as a liaison to members of the college community, as well as to NYSED.

What is New York State's role in Perkins administration?

- The New York State Education Department (NYSED) administers and monitors Perkins in New York State.

What is an LAC?

- LAC stands for Local Advisory Council. Each college applying for Perkins must have a group of at least ten faculty and local industry representatives, as well as others, that make up an LAC. The Council's work serves the institution on an ongoing basis. It meets at least twice per academic year.

What is the goal of the LAC?

- The LAC puts college faculty in touch with local industry members, so that college representatives are always aware of industry needs, and can tailor curriculum, internships, etc., such that the students are well-prepared to work in local industry after graduation.

What is the CLNA?

- The CLNA is the Comprehensive Local Needs Assessment. Each college applying for Perkins funding must complete a CLNA every other year.

Where can I find the CLNA?

- The CLNA is posted here: https://www.nysed.gov/postsecondary-services/perkins-postsecondary-career-technical-education-program

What is the purpose of the CLNA?

- The purpose of the CLNA is to ensure that local program decision-making is data-driven and equitable. The CLNA requires that each institution host conversations among stakeholders. Using data as a foundation, these conversations focus on what the colleges and their local industries need, including which programs and student special populations need support, and what the college should spend its funding on for the next two years to address any gaps.

What stakeholders must be involved in the CLNA?

- College faculty and administrators, along with members of local industry, and various other stakeholders as described in the document's directions, must complete the CLNA.

What is the difference between the LAC and the Stakeholder Group?

- The LAC, or Local Advisory Council, is a group of people made up primarily of faculty and local industry representatives, as well as others at the college and in the local community. This group's goal is to provide regular and ongoing communication between college representatives and local industry representatives. It meets at least twice each academic year, and ideally more frequently. This group's membership may change over time, but it is a longstanding Council that serves its institution on an ongoing basis.

  The Stakeholder Group is a much larger collection of people gathered specifically to work on the CLNA. The LAC forms the core of the Stakeholder Group, which also includes other members of the college community, the local community, special populations as defined in Perkins, and others as listed in the CLNA. Other members of this group may include career advisors and administrators, workforce development board representatives, students, and native organizations. This group should meet throughout

the CLNA process, beginning when the CLNA is issued, and continuing until the CLNA is completed and submitted the following spring.

Along what timeline should colleges complete the CLNA?

- Each applicant institution must submit a CLNA to NYSED every second year. The CLNA is typically due in the Spring. NYSED issues the CLNA approximately one year before institutions must turn in the completed CLNA. The Stakeholder Group should begin meeting when the CLNA is issued and should continue meeting until the CLNA is completed and submitted. The data collection process should begin when the CLNA is issued. The Stakeholder Group should give ongoing feedback as the college conducts the CLNA and should review the final product before it is submitted to NYSED.

What are the Perkins Guidelines?

- The Perkins Guidelines make up the foundational document of the grant. Issued each spring by NYSED, the guidelines contain the core information Grant Officers and others at the colleges will need to learn about the grant and how to administer it.

Where can I find the Perkins Guidelines?

- The Perkins Guidelines are located here: https://www.nysed.gov/postsecondary-services/perkins-postsecondary-career-technical-education-program

What is the Perkins Application?

- Each spring, institutions must submit Applications for Perkins funding. These Applications call for information required by USDOE and NYSED. Applications must explain, based on the findings of the CLNA, how institutions propose to spend their Perkins funding for the upcoming year.

Where can I find the Perkins Application?

- The Perkins Application is located here: https://www.nysed.gov/postsecondary-services/perkins-postsecondary-career-technical-education-program

How does the CLNA relate to the Application?

- The findings within the CLNA dictate how the institution must spend its funding. The institution should plan its programming and expenditures in keeping with these findings, aiming to fill needs and gaps as determined in the CLNA.