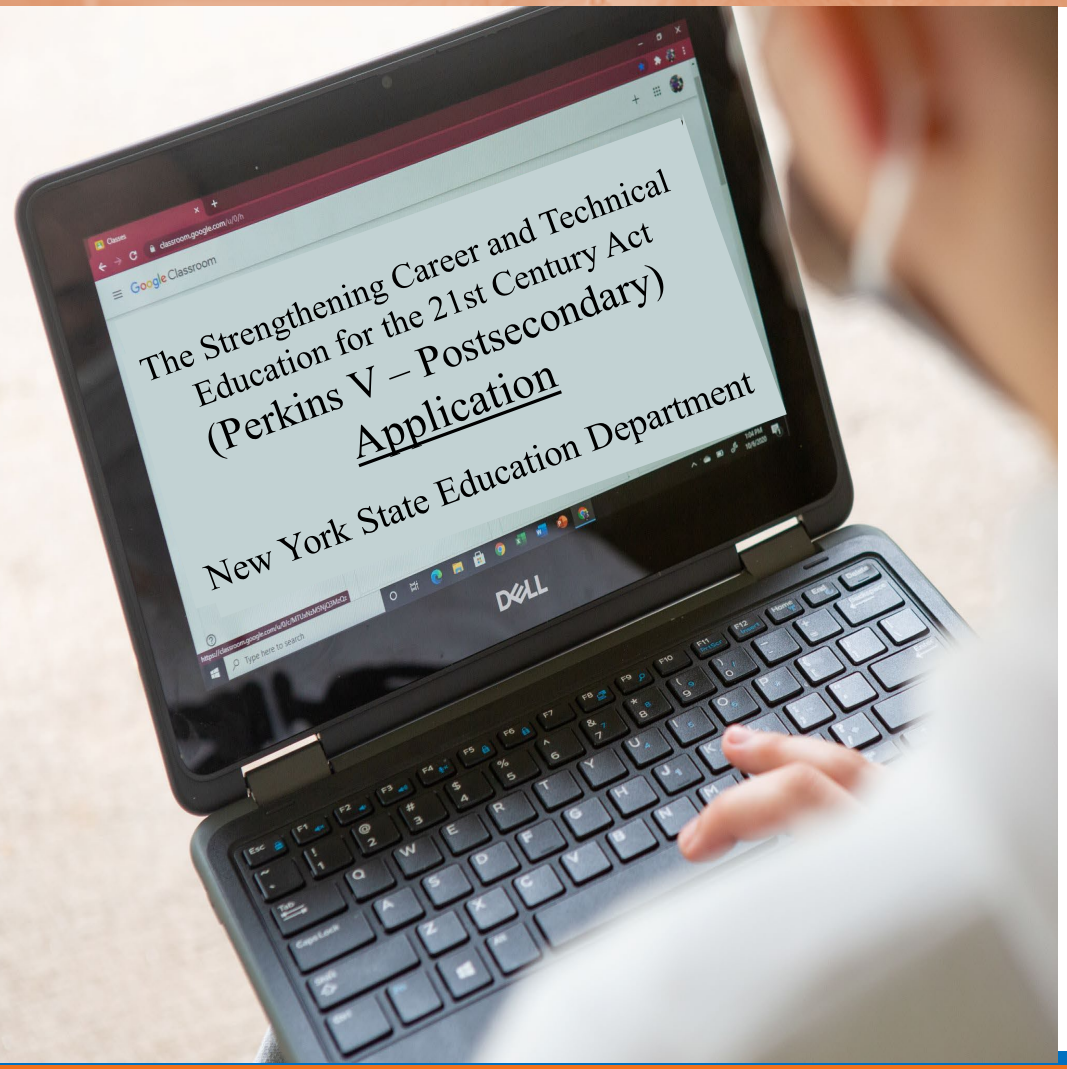

The Strengthening Career and Technical Education for the 21st Century Act

Guidance for Completing and Submitting the

Perkins V Postsecondary Grant Application

New York State Education Department

CTE TECHNICAL ASSISTANCE CENTER OF NY

This webinar was created by the CTE Technical Assistance Center of New York on behalf of NYSED and does not constitute official guidance from NYSED. Grant Officers should always refer to the Grant Guidelines and reach out to their Grant Liaisons with questions.

Perkins V Postsecondary Grant
PURPOSE OF THE TRAINING

To provide guidance to Perkins Grant recipient institutions in preparing a fully complete Perkins V Postsecondary Grant Application for approval by the Office of Postsecondary Access, Support and Success.

- Perkins V Postsecondary Grant Purpose
- Tips and Resources
- Application Checklist
- Forms and Assurances
- Organizational Chart(s)
- Membership Form for the Perkins Local Advisory Council
- The Comprehensive Local Needs Assessment (CLNA) Link to Goals Chart
- Programs of Study
- Uses of Funds
- Goal Format(s): Goal Objectives Chart
- Preparing and Submitting the Perkins V Application

Perkins V Postsecondary Grant PURPOSE

To develop more fully the **academic, career** and **technical skills** of **postsecondary students** who elect to enroll in career and technical programs, by challenging institutions to **improve programs** designed to prepare individuals to work in a technologically advanced society and by offering funding to achieve this goal.

Perkins Grant Guidelines (page 4).

Perkins V Postsecondary Grant
TIPS AND RESOURCES

Tips

- **The Application must be fully completed** to be considered for funding:
  - ✓ Goals, Activities and Expenditures = institutional needs as determined in the *Comprehensive Local Needs Assessment*.
  - ✓ The maximum number of Goals is five. Goal 1 serves Students with Disabilities. *Applications with more than five Goals will be returned for revisions.*
- **Download** and **save** the Application.
- Complete the Application in the saved **Word document**.
- **Do not alter or delete any portion**, instructions or formatting otherwise the Application will be categorized as incomplete.
- The Application has **no page limit.**

Materials/Resources

- Perkins Postsecondary Career & Technical Education Program
- Perkins Grant Application (Word)
- Perkins V Guidelines
- Perkins V Comprehensive Local Needs Assessment Guidance Document
- Institution's Comprehensive Local Needs Assessment (Excel)
- Instructions in the Application

Perkins V Postsecondary Grant
THE APPLICATION CHECKLIST

Item	Page	Document
1	4	Grant Application Information Form
2	5	Attestation of Compliance
3	6	Designated Signatory Form
4	7	Management Plan Form
5	8	Membership Form for the Perkins Local Advisory Council
6	9	CLNA Link to Goals Chart
7	10	Programs of Study
8	12	Uses of Funds
9	13	Goal Format(s)
10	--	FS-10 (Budget)
11	--	Budget Narrative
12	--	Minutes from the last two LAC Meetings
13	--	Tentative Agendas for the next LAC Meetings
14	--	Organizational Chart(s)
15	--	Memorandums of Understanding/Articulation Agreements established since July 1, 2022

- The **Application Checklist** must be submitted as part of the Application and will serve as the **Table of Contents.**
- **All application Items #1-15** must be filled out completely and submitted = Application for Approval.
- The highlighted items will be covered in this training.

Perkins V Postsecondary Grant
FORMS AND ASSURANCES

Item	Page	Document
1	4	Grant Application Information Form
2	5	Attestation of Compliance
3	6	Designated Signatory Form
4	7	Management Plan Form
5	8	Membership Form for the Perkins Local Advisory Council
12	--	Minutes from the last two LAC Meetings
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Perkins V Postsecondary Grant
FORMS AND ASSURANCES

Item	Page	Document
1	4	Grant Application Information Form
2	5	Attestation of Compliance
3	6	Designated Signatory Form

Item		
1	**Grant Application Information Form**	=> For the new Fiscal Year, enter the **Institution Name** and Contact Information for the **Perkins Grant Officer**, and **Institution President.**
2	**Attestation of Compliance**	• Perkins V funding Grant recipients **must agree to comply** with: a) The Strengthening Career and Technical Education for the 21st Century Act (Perkins V), Grant Guidelines; and b) Three documents contained within the Grant Guidelines : 1.) *Conditions and Requirements of Accepting Perkins Funding*, 2.) *Statement of Assurances* and 3.) *Assurances and Certifications for Federal Program Funds*. => **The President/CEO must sign and date in blue ink.**
3	**Designated Signatory Form**	The President/CEO of the institution may designate individual(s) to sign Perkins documents in the President/CEO's stead, **should the President/CEO be unavailable**. The Designated Signatory takes responsibility for the Perkins matters at hand on behalf of the President/CEO. => **The President/CEO, and First/Second Designated Signatory must sign in blue ink.**

Perkins V Postsecondary Grant
MANAGEMENT PLAN FORM

Item	Page	Document
4	7	Management Plan Form

The Management Plan Form (Item 4):

- Identify the name, title and contact information of the individual at the institution who will **assume responsibility for administration of the Perkins Grant** in the event of the departure of the current Grant Officer. This person will assume temporary responsibility until a new Grant Officer is hired.
- Include a **detailed narrative description of the process, timelines, and plan** the institution will use to find a long-term replacement Grant Officer.
- Define the **name, title, and responsibilities of all program administrators**.

Perkins Grant Guidelines – Perkins Grant Management (page 17)

Perkins V Postsecondary Grant
Organizational Chart(s)

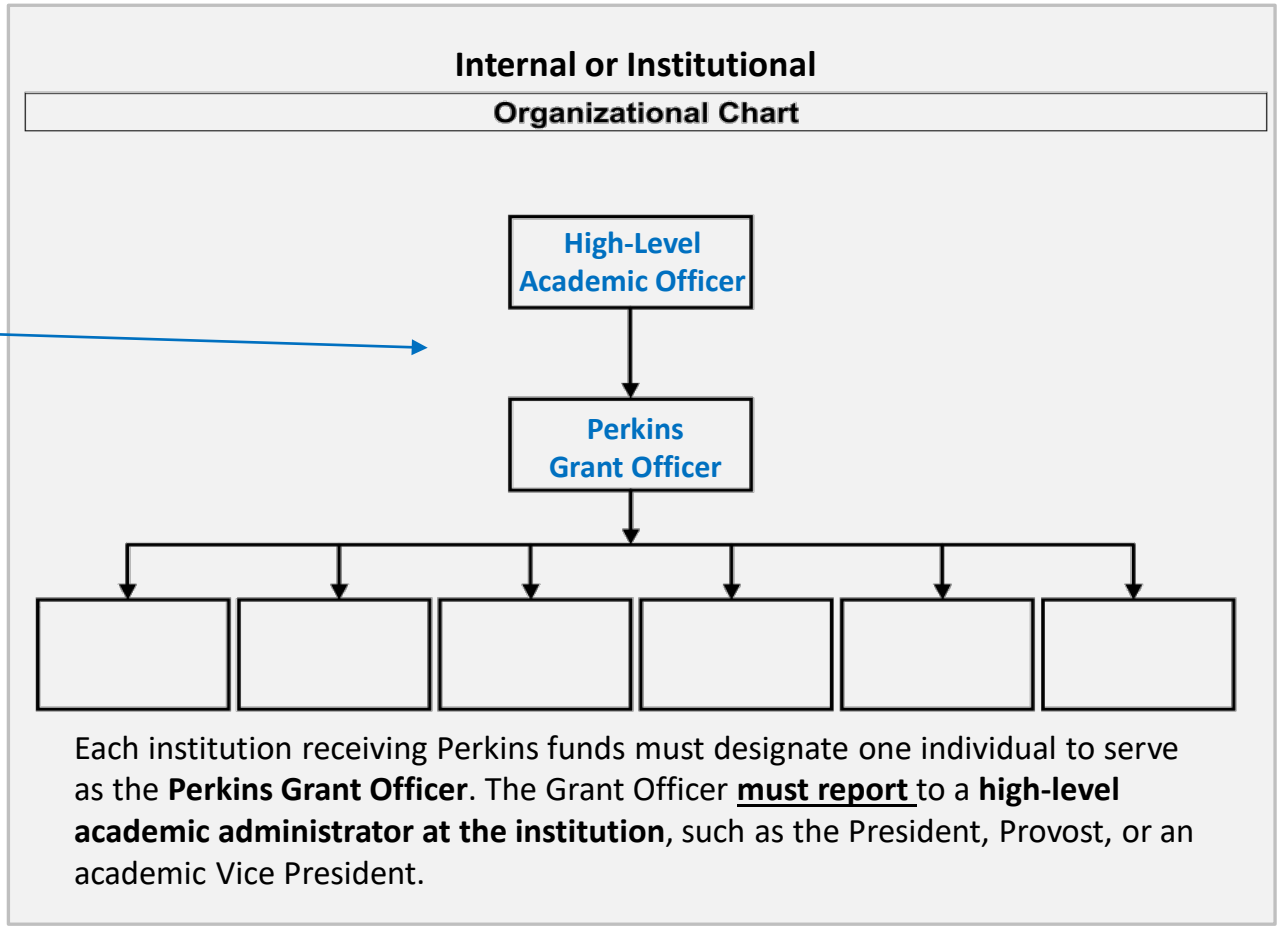
Item	Page	Document
14	--	Organizational Chart(s)
15	--	Memorandums of Understanding/Articulation Agreements

- Organizational Chart(s) are placed at the **end of the Application as Item 14.**

- All Grant applicants must submit an **internal or institutional organizational chart** that reflects the **Perkins Grants Officer** reporting to at least one **high-level Academic Officer**.

- **Institutions in consortium*** must include an organizational chart showing reporting lines from **consortium partners** to the **primary recipient institution**.

Institutions in consortium must submit Memorandums of Understanding (MOU) with the Application* => Appended to the Application Package as **Item 15. (*These MOUs are in addition to any required for individual, non-consortium applicants*.)



Each institution receiving Perkins funds must designate one individual to serve as the **Perkins Grant Officer**. The Grant Officer **must report** to a **high-level academic administrator at the institution**, such as the President, Provost, or an academic Vice President.

Perkins Grant Guidelines (page 17)

Perkins V Postsecondary Grant
Perkins Local Advisory Council Members

Item	Page	Document
5	8	Membership Form for the Perkins Local Advisory Council
12	--	Minutes from the last two LAC Meetings
13	--	Tentative Agendas for the next LAC Meetings

Primary Goal of the LAC is to review data and information to ensure the CTE programs offered at the institution address current and anticipated workforce needs and provide recommendations how the institution may better align programs to meet these needs.

- Grant recipients are required to establish and maintain a **Perkins Local Advisory Council (LAC).**
- The LAC **meets at least twice per year** (fall and spring).
- The LAC must have at least **10 total members** from two groups: (1) business or industry related to the applicant institutions' CTE Programs and (2) department chairs, faculty, or other appropriate representatives from the institution offering the programs. Additional members *may* be included.
- **The Membership Form *(Item 5)* must be complete and include**:
  1.) A minimum of **10 members,** their pertinent information, and the Groups represented *(Groups #1-7 are defined in Perkins Grant Guidelines, page 20).*
  2.) Dates, members present, and **meeting minutes** of the **last two Local Advisory Council meetings =>** *(Insert as Item #12 of the Application Package)*
  3.) **LAC meeting dates for the coming year** (minimum of 2 dates)
  4.) **Tentative agendas for the next two meetings =>** *(Insert as Item #13 of the Application Package)*

Perkins Grant Guidelines – Directions for Developing a Perkins Local Advisory Council (page 20); Definition (page 9); Membership Form (page 21).

Perkins V Postsecondary Grant

COMPREHENSIVE LOCAL NEEDS ASSESSMENT LINK TO GOALS CHART

Item	Page	Document
6	9	CLNA Link to Goals Chart

- ✓ **Focus Perkins Funding** on the **needs identified in Chart 8** of the **Comprehensive Local Needs Assessment (CLNA).**
- ✓ **Determine priorities - during which grant year(s) the needs will be addressed** - Year 1 and/or Year 2
- ✓ **Programs with the most need** are to be addressed in **one or more of the Perkins Funded Goals** unless the **institution or another source of funding** will support the Programs.
- ✓ The institution must demonstrate how **other sources of funding** will sufficiently address programs in order to justify spending Perkins funds on the next most important needs.

Comprehensive Local Needs Assessment (CLNA)

Identify Needs and Gaps to improve program quality and performance and to meet the needs of students

Develop Program Goals* (Activities and Services) to address the Needs and Gaps

=

The focus of **Perkins Grant Allocation** during the next two Grant Years.

*Goals serve as the organizational framework for activities and expenditures and must focus on improving program quality and performance based on the needs identified by the *CLNA = the roadmap of needs and gaps for the focus of Perkins Grant Funds.*

Item	Page	Document
6	9	CLNA Link to Goals Chart

Perkins V Postsecondary Grant
COMPREHENSIVE LOCAL NEEDS ASSESSMENT LINK TO GOALS CHART

Chart 8: Summary of Needs to be Addressed

DIRECTIONS: Based on the analysis of the completed CLNA , identify needs (no minimum or maximum number) that will be addressed through Perkins funding. Please list the needs below. Refer back to the needs identified in each section of the CLNA Summary. **Section 4 of the Perkins Local Application will ask for detailed action steps and budget items that correspond with the plan to address identified needs.**

CATEGORY OF NEEDS	NEEDS IDENTIFIED (PULLED DIRECTLY FROM CLNA TABS)	ADDITIONAL CLARIFICATION/ JUSTIFICATION
Needs pertaining to alignment of current programs of study with industry needs (Chart 2)	Need #1	
Needs pertaining to programs where performance indicator targets are not being met (Chart 3)	Need #2	
Needs pertaining to programs where certain aspects of size, scope, and quality targets need improvement (Chart 4)	Need #3	
Needs pertaining to successful program of study implementation (Chart 5)		
Needs pertaining to staff recruitment and retention (Chart 6)		
Needs pertaining to access and equity for all students (Chart 7a)		
Needs pertaining to access and equity for special populations (Chart 7b)		

Perkins V Program Goals Address the Gaps and Needs Identified

All Program Goals Encompass the Core Indicators of Success (1P1, 2P1, 3P1)

The *CLNA Chart 8 Summary of Needs to be Addressed* identifies the highest areas of need.

+

An Institution develops specific Perkins V Goals for the needs identified.

=

The **focus** of **Perkins Grant Allocation** during the **next two Grant Years**.

Item	Page	Document
6	9	CLNA Link to Goals Chart

Perkins V Postsecondary Grant
COMPREHENSIVE LOCAL NEEDS ASSESSMENT LINK TO GOALS CHART

All Applications (Program Goals, Activities, Expenditures) must address all three Postsecondary Grant Core Indicators of Performance.
Each goal need not address each indicator.

1P1: Postsecondary Retention and Placement

The percentage of CTE concentrators who, during the second quarter after program completion, remain enrolled in postsecondary education, are in advanced training, military service, or a service program that receives assistance under title I of the National and Community Service Act of 1990 (42 U.S.C. 12511 et seq.), are volunteers as described in section 5(a) of the Peace Corps Act (22 U.S.C. 2504(a)), or are placed or retained in employment.

2P1: Earned Recognized Postsecondary Credential

The percentage of CTE concentrators who receive a recognized postsecondary credential during participation in or within 1 year of program completion.

3P1: Non-Traditional Program Enrollment

The percentage of CTE concentrators in career and technical education programs and programs of study that lead to non-traditional fields.

Perkins Grant Guidelines (pages 6 and 15).

Item	Page	Document
6	9	CLNA Link to Goals Chart

Perkins V Postsecondary Grant
COMPREHENSIVE LOCAL NEEDS ASSESSMENT LINK TO GOALS CHART

UTILIZING THE RESULTS OF THE CLNA TO SET PERKINS V POSTSECONDARY GRANT GOALS

Perkins Grant Guidelines (page 16).

**Special Populations definition: Perkins Grant Guidelines (page 10).*

Maximum of Five Goals.
These Goals must improve program quality and student performance and increase access/opportunities for **Special Populations***.

Focus on what your college can achieve and needs, as determined by the needs identified the **CLNA Chart 8.**

Each Goal must be **concrete, measurable, and precise** and must have a **central organizational drive** toward which all activities and expenditures within that Goal work.

Goal 1 must address how the institution will devote at least **5% of total allocation to serving CTE Students with Disabilities**.

Goals are **unique** to your CTE programs' needs and the needs of your region.

All Core Indicators of Success (1P1, 2P1, 3P1) **must** be addressed in **at least one** Goal. Goals **may** address more than one Core Indicator, but this is not mandatory.

Item	Page	Document
6	9	CLNA Link to Goals Chart

Perkins V Postsecondary Grant
COMPREHENSIVE LOCAL NEEDS ASSESSMENT LINK TO GOALS CHART

QUESTIONS TO GUIDE GOAL SETTING *(page 13 of the Perkins V CLNA Guidance Document)*

Note: *Your institution considered and responded to these questions in the CLNA. Please connect the CLNA and Application content.*

- For each Program, what are possible next steps or actions based on your CLNA results?
- Which elements of CTE programs are the strongest? The weakest? Which of the weaker elements could be addressed to have the largest impact on student performance?
- Which specific subpopulations are struggling the most in your programs? Are there root causes of these challenges that can be addressed immediately? Which ones need a more comprehensive long-term plan?
- Which performance indicators are you struggling with the most? What strategies can help address those needs?
- Are there immediate employer needs in your community that you can help meet? What about longer-term needs toward which you can start building a pipeline?
- What observations from the CLNA warrant further investigation?
- How will Goals for this round of Perkins V funding tie into your long-term vision for your college's CTE programs?

Perkins V CLNA Guidance Document

Item	Page	Document
6	9	CLNA Link to Goals Chart

Perkins V Postsecondary Grant
COMPREHENSIVE LOCAL NEEDS ASSESSMENT LINK TO GOALS CHART

Process Steps to guide the completion of the Comprehensive Local Needs Assessment Link to Goals Charts

#	Identified Need from Chart 8 of the CLNA	Addressed with Perkins Funds	Addressed by the Institution or Other Funding Sources
1.	Underrepresentation of males	✓	
2.	Underrepresentation of females	✓	
3.	Retention of Students with Disabilities	✓	
4.	Updated Technology	✓	
5.	Faculty Professional Development	✓	
6.	Need Addressed by other Funding Source (Name)		✓ Name: *Early High School College Grants* How Addresses the Need

1. List and Number each identified Need from the CLNA Summary Chart 8.

2. For each identified Need, determine if the need will be addressed with Perkins V Goals and Funds or by the institution or another funding source.

3. Identify the other sources of funding and describe how the other sources of funding will address the need.

Item	Page	Document
6	9	CLNA Link to Goals Chart

Perkins V Postsecondary Grant
COMPREHENSIVE LOCAL NEEDS ASSESSMENT LINK TO GOALS CHART

For the Identified Needs to be addressed by Perkins V Funds and Goals:

#	Identified Need from Chart 8 of the CLNA	Year	#	Perkins V Goal	Indicator of Performance	Program Name(s)
1.	Underrepresentation of males	1	2.	Increase Non-Traditional Program Enrollment	3P1	Nursing Program Early Childhood Education
2.	Underrepresentation of females	1				
3.	Retention of Students with Disabilities	Both	1.	Increase retention, placement and post-secondary credentialling of students with disabilities = Goal 1 requirement	1P1, 2P1	
4.	Updated Technology	Both				
5.	Faculty Professional Development	Both				

1. Determine priorities – Grant year(s) the Need will be addressed by the Perkins V Grant (e.g., Year 1, Year 2, or both).

2. Create a Perkins V Program Goal to address each Need.

3. Combine related Needs into common Perkins V Goals and assign a number to each Perkins V Goal.

4. Identify the Indicator(s) of Performance. Ensure all <u>three</u> Performance Indicators are addressed by the Perkins V Goals.

5. Identify the CTE Program(s) that are impacted by the identified need.

Item	Page	Document
6	9	CLNA Link to Goals Chart

Perkins V Postsecondary Grant
COMPREHENSIVE LOCAL NEEDS ASSESSMENT LINK TO GOALS CHART

COMPLETING THE COMPREHENSIVE LOCAL NEEDS ASSESSMENT LINK TO GOALS CHART IN THE APPLICATION

- ✓ Complete a **separate chart** for EACH identified Need.
- ✓ **Copy and Paste: Identified Need #_ , Year(s) This Need will be Addressed** and **Chart** for EACH Identified Need from the ***CLNA Chart 8*** (e.g., 5 needs = 5 charts).

Identified Need #_*1*_: *Underrepresented Males*

Year(s) This Need will be Addressed (2024 and/or 2025): *2024*

Program Name	Perkins-Funded Goal #(s)	Other Funding Source(s)	How Other Funding Sources Address Needs
Nursing Program Early Childhood Edu	2		

1) List the need and number

2) List which year(s) this need will be addressed (Year 1, Year 2, or both).

3) List the programs and the number of the Perkins Funded Goal(s) (numbers 1-5).

4) Identify other sources of funding, if applicable.

5) Describe how the other sources of funding will address the need.

Perkins V Postsecondary Grant
PROGRAMS OF STUDY

Item	Page	Document
7	10	Programs of Study

Perkins V requires each eligible recipient to have a minimum of one program of study as defined in the law Section 3(41).

Number	Program Name	HEGIS Code	Perkins Funded [YES or NO]
1			
2			
3			
4			

1. *List the* programs of study *that meet all criteria of the* Federal definition *(in the Application).*
2. *Indicate if* Perkins Funds *will be used to support the program, either during Year 1 or Year 2 of the Grant.*

Number	Program Name	HEGIS Code	Perkins Funded [YES or NO]
1			
2			
3			
4			

3. *List all* New York State registered CTE programs *within the HEGIS range 5000-5599 at the institution.*
4. *Indicate if* Perkins Funds *will be used to support the program, either during Year 1 or Year 2 of the Grant.*

*Note that funds must be used based on the outcomes of the CLNA.

Perkins Grant Guidelines (pages 10 & 13).

Perkins V Postsecondary Grant
USES OF FUNDS – NARRATIVE RESPONSES

Item	Page	Document
8	12	Uses of Funds

Item 8 – Uses of Funds

Using…

a) Results of the **Comprehensive Local Needs Assessment.**

b) Advice and input from the **Local Advisory Council.**

c) Information entered in ***Item 6 – CLNA Link to Goals Chart*** of the Application.

d) Collaboration and coordination outcomes with external agencies (e.g., workforce representatives, approved One-Stop delivery systems; local providers of education, training, and services; and community-based organizations (CBOs))

…**Provide narrative responses for each of the 7 items**.

Perkins Grant Guidelines (pages 24-26).

Perkins V Postsecondary Grant
Goal Format(s)

Item	Page	Document
9	13	Goal Format(s)

Comprehensive Local Needs Assessment (CLNA)

Identify Needs and Gaps (Chart 8) to improve program quality and performance and to meet the needs of students

Develop Program Goals* (Activities and Services) <u>to address</u> the Needs and Gaps

=

The focus of **Perkins Grant Allocation** during the next two Grant Years.

✓ Applicants must complete a ***Goal Format*** for <u>*each*</u> Goal and a ***Goal Objective Chart*** within the *Goal Format.*

*Goals serve as the <u>organizational framework</u> for activities and expenditures and must focus on improving program quality and performance based on the needs identified by the *CLNA = the roadmap of needs and gaps for the focus of Perkins Grant Funds.*

Perkins V Postsecondary Grant
Goal Format(s)

Item	Page	Document
9	13	Goal Format(s)

GOALS RECAP

- **Maximum of 5 Goals.** These Goals must **improve program quality** and **student performance** and **increase access/opportunities for Special Populations**.
- **Goal 1** must address how the institution will devote at least 5% of total allocation to serving **CTE Students with Disabilities**.
- Goals **focus** on what **your institution** can achieve, as determined by the needs identified and current data from the **CLNA.**
- Goals must be **concrete, measurable, precise, comprehensive** and **cohesive.** All **goal activities** must work together toward **measurable objectives**.
- Each Goal must have a **central organizational drive** toward which all activities and expenditures within that Goal work.
- **Goals encompass the three Core Indicators of Performance** (1P1: Postsecondary Retention and Placement, 2P1: Earning of Postsecondary Credentials, and 3P1: Non-traditional Program Enrollment).

Perkins Grant Guidelines (page 16).

Perkins V Postsecondary Grant
Goal Format(s)

Item	Page	Document
9	13	Goal Format(s)

- ✓ *For each Perkins V Goal, copy and paste all Items (#1-9, pages 13-17) within the Goal Format section of the Application (e.g., 5 Goals = 5 Goal Formats).*
- ✓ *Complete a separate Goal Format for EACH Perkins V Grant Goal.*

Goal Format Item #	
1). Institution/Consortium Name:	=> Enter the *Name of Institution*
2). Goal Number: X of Y	=> Enter the Perkins Grant *Goal Number (x)* of *Total Number of Goals (y)*
3). Goal Title:	=> Goal Titles should concisely indicate the primary objective and/or activity. e.g., *"Improve the Nursing Program's Student Retention Rate"*
4). Goal Director:	=> Enter the *Goal Director's Name* *Title:* *Telephone Number:* *E-mail Address:*

Perkins V Postsecondary Grant
Goal Format(s)

Item	Page	Document
9	13	Goal Format(s)

5) Goal Narrative:

Goal Narrative Section	
a) List the CTE program(s) this Goal will address	=> Defined in **Item #6 CLNA Link to Goals Chart** of the Application.
b) Explain the rationale for addressing these programs based on the results of the CLNA.	=> The CTE Programs addressed by the Goal are defined in **Item #6 CLNA Link to Goals Chart** of the Application. Please **describe** the need identified in the CLNA.*
***c)** Provide the projected number of CTE students this Goal will serve.	=> The total projected student enrollment for the Goal's CTE Program(s).
***d)** List the Core Indicator(s) of Performance this Goal will address.*	=> Defined in Item **#6 CLNA Link to Goals Chart** of the Application. Each Goal **must** address at least one Core Indicator but **may** address more.
e) Identify which Uses of Funds this Goal will include.	=> **Perkins Grant Guidelines** (pages 24-26) - list of Uses of Funds. => See **Item #8 Uses of Funds** in the Application => Select just the Uses of Funds for the Goal *(not required to address all six)*
f) Describe any coordination with external agencies, especially workforce representatives.	=> **External agencies** could include workforce representatives, approved One-Stop delivery systems; local providers of education, training, and services; and community-based organizations (CBOs)

**Items c) and d) are relevant for choosing the measures and writing measurable objectives (Goal Objectives Chart)*

Perkins V Postsecondary Grant
Goal Format(s)

Item	Page	Document
9	13	Goal Format(s)

6.) Goal Objectives Chart

- For each Goal, write **Measurable Objective(s)** that directly support the Goal.
- Each Goal may have numerous **measurable objectives** that are **ambitious, realistic,** and **attainable**.

Tips for Writing Measurable Objectives:

1. CONSIDER CLNA DATA SOURCES

- Use CLNA data to identify program needs/gaps = Best Data to Measure Outcomes.
- What are the starting points for each student subgroup and program?
- Where do you want to be in two years of the Grant?
- When is progress measured (e.g., each semester, or each grant year)?
- How will you know if the improvement target is achieved? = Outcome Measure (number and percentage).

2. DETERMINE BASELINES AND BENCHMARKS

- Determine the programs and student populations not meeting targets (CLNA Data Chart 3) = Program Baselines
- Consider the gaps where you are now and where you need to be at the end of the 2-year grant = Benchmarks
- Break them down in measurable steps along the way.
- Each Goal must address one or more of the three Core Indicators of Performance (1P1, 2P1, 3P1).

3. BE SPECIFIC!

- What are realistic, ambitious, and reasonable Objectives to achieve?
- Specify student populations and the specific programs.
- Targets/Benchmarks need to close the gap and yet be attainable.
- The total number of students served should be sufficient to justify the amount of funds budgeted.

Perkins V Postsecondary Grant
Goal Format(s)

Item	Page	Document
9	13	Goal Format(s)

6.) Goal Objectives Chart

Example: Goal Title: ***Improve the Nursing Program's Student Retention Rate***

Measurable Objectives Specific program-level improvements that are ambitious, realistic and attainable.	Current Data Points Data from the most recent year (CLNA) = current performance in the area targeted for improvement (Baseline).	Aspirational Data Points The goal for improvement that you aim to achieve (Benchmark).
Consider Data Sources from the CLNA *Specify Time Period/Date, CTE Program, Student Subgroup, Metric, Baseline and Benchmark.*	*Specify Time Period/Date, CTE Program, Student Subgroup, and Baseline Data as a number and as a percentage.*	*Specify Time Period/Date, CTE Program, Student Subgroup, Benchmark Target as a number and as a percentage.*
Improve the Nursing Program's retention rate from 85% to 90% in the 2024 Grant Year. => *(1P1: Postsecondary Retention and Placement)*	In the 2023 Grant Year, the Nursing Program retained 85 out of 100 students, for a rate of 85%.	For the 2024 Grant Year, the Nursing Program aims to retain 90 students out of 100, for a new retention rate of 90%.

Video Examples for creating Perkins V Measurable Objectives:

Tips for Writing Measurable Objectives | Example 1 | Example 2 | Example 3 | Example 4 | Example 5

Perkins V Postsecondary Grant
Goal Format(s)

Item	Page	Document
9	13	Goal Format(s)

7.) Goal Timeline

- Provide a **month-to-month timeline** of **activities** and the **positions responsible** for managing the Goal's Measurable Objectives and Activities.
- All activities must **work together toward the measurable objectives**.
- Goal activities may **supplement** but not supplant and not **duplicate services** provided by the institution or other funding sources.
- All Goal activities/expenditures must **end by June 30,** the last day of the Grant Year.
- All Grant Year activities and expenditures must be **evaluated within that Grant Year (June 30)**.

Perkins Grant Guidelines (page 16).

Perkins V Postsecondary Grant
Goal Format(s)

Item	Page	Document
9	13	Goal Format(s)

8.) Goal Staff

- List the **names** and **titles** of all persons who will be assigned **to the Goal** and **funded by the Perkins Grant**.
- Include the **Full-Time Equivalent (FTE)** and **salary**, but do not include fringe benefits.
- All Staff expenditures must match those entered in the **FS-10 Budget Form** and **be coded to the Goal.**

BUDGET CATEGORY	CODE
Professional Salaries	15
Support Staff Salaries	16
Purchased Services	40

9.) Goal Budget

- When determining the Goal Budget:
  - **Supplies and equipment** must be **itemized** and include **unit cost**.
  - **Itemize travel costs** (e.g., dates of travel, costs for meals, lodging and the mode of transportation)
- Goal Costs must **appear** and **be coded to the Goal** on the **FS-10 Budget Form**.

Category	Code	Goal Costs
Professional Salaries	15	$
Non-Professional Salaries	16	$
Purchased Services	40	$
Supplies and Materials	45	$
Travel Expenses	46	$
Employee Benefits	80	$
Indirect Costs	90	$
Minor Remodeling	30	$
Equipment	20	$
Goal Total		$

Perkins Grant Guidelines (page 16).

Perkins V Postsecondary Grant
PREPARING THE APPLICATION FOR SUBMISSION

- ✓ **Insert/Append Items #10-15** in the Application document. => Include MOUs/Articulation Agreements and the original FS-10 Form.
- ✓ Ensure all required **signatures** have been obtained and are in **blue ink.**
- ✓ Number all Application pages consecutively.
- ✓ Go to the **Checklist (page 3).** Confirm (✓) that all items are included and update the page numbers to correspond to the completed Application.
- ✓ Note that the entire Application should be printed single-sided.

Item	Page	Document
1	4	Grant Application Information Form
2	5	Attestation of Compliance
3	6	Designated Signatory Form
4	7	Management Plan Form
5	8	Membership Form for the Perkins Local Advisory Council
6	9	CLNA Link to Goals Chart
7	10	Programs of Study
8	12	Uses of Funds
9	13	Goal Format(s)
10	--	FS-10 (Budget)
11	--	Budget Narrative
12	--	Minutes from the last two LAC Meetings
13	--	Tentative Agendas for the next LAC Meetings
14	--	Organizational Chart(s)
15	--	Memorandums of Understanding/Articulation Agreements established since July 1, 2021

Resource: Review *Preparing the Application for Submission* and *Submitting the Application* sections on page 2 of the Application.

Perkins V Postsecondary Grant
PREPARING THE APPLICATION FOR SUBMISSION

- ✓ The **hard copy Application Package to be mailed** must include:
  a. One **complete original set** of required materials with the President or CEO's original signature in **blue ink**.
  b. Three additional copies of the **FS-10**
- ✓ Print the Application Package and FS-10 **single-sided**.

Resource: Review *Preparing the Application for Submission* and *Submitting the Application* sections on page 2 of the Application.

Perkins V Postsecondary Grant
SUBMITTING THE APPLICATION

1) **E-mail the complete Application Package to:**
   PSPerkins@nysed.gov

2) **Mail** a hard copy of the complete **Application Package** (and 3 copies of FS-10) to:

   [Liaison's name here]
   New York State Education Department
   Office of Postsecondary Access, Support and Success
   89 Washington Avenue, Room EBA 971 – Perkins Grant
   Albany, NY 12234

Resource: Review *Preparing the Application for Submission* and *Submitting the Application* sections on page 2 of the Application.

Perkins V Postsecondary Grant
GRANT RESOURCES

NYSED Website	http://www.nysed.gov/postsecondary-services/perkins-postsecondary-career-technical-education-program
Perkins V Postsecondary Grant Guidelines	https://www.nysed.gov/sites/default/files/2024-perkins-grant-guidelines.pdf
Perkins V Postsecondary Grant Application	https://www.nysed.gov/sites/default/files/2024-perkins-grant-application_0.docx
Comprehensive Local Needs Assessment (CLNA)	http://www.nysed.gov/common/nysed/files/2023-clna-final.xlsx
Perkins V Comprehensive Local Needs Assessment Guidance Document	https://nyctecenter.org/images/CLNA_Guidance_Document.pdf
Developing Goals and Objectives for the Perkins V Application	https://nyctecenter.org/developing-goals-objectives-for-the-2023-perkins-v-application
Perkins V Guidance: Collecting Postsecondary Retention and Placement Information	https://nyctecenter.org/images/Guidance_Document_for_Perkins_V_Post-Grad_Placement_Final.docx
Nontraditional Employment & Training Program (NET)	https://www.netprogram.org/
Resources for Stakeholder Recruitment	https://nyctecenter.org/resources-for-stakeholder-recruitment
NYSED Grants/Finance Website Forms page	http://www.oms.nysed.gov/cafe/forms/

Contact OPASS:
New York State Education Department | Office of Postsecondary Access, Support, and Success | Perkins V
89 Washington Avenue, Room EBA 971 | Albany, NY 12234 | 518-474-3719