

The Strengthening Career and Technical Education
for the 21st Century Act
(Perkins V)

Fiscal Year 2025

Guidelines



New York State Education Department

Non-Discrimination Statement

The New York State Education Department does not discriminate based on age, color, religion, sex, creed, disability, marital status, veteran status, national origin, race, gender, transgender status, genetic predisposition or carrier status, or sexual orientation in its educational programs, services and activities. Portions of any publication designed for distribution can be made available in a variety of formats, including Braille, large print or audiotape, upon request. Inquiries regarding this policy of
QRQGLV FULPLQDWLRQ VKRXOG EH GLUHFHWG WR WKH 'HSDUWPH
530, Education Building, Albany, NY 12234.

FERPA Statement

The New York State Education Department (NYSED) is the regulating authority for education in New York State. NYSED is Federal Educational Rights and Privacy Act (FERPA) exempt as per the United
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exceptions to FERPA's prohibition against nonconsensual disclosure of personally identifiable information from education records, some of which are briefly mentioned below. Under certain conditions (specified in the FERPA regulations), a school may ~~consensually disclose~~ personally identifiable information from education records: to authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the U.S. Secretary of Education and State and local educational authorities for audit or evaluation of Federal or State supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs

Introduction

The Strengthening Career and Technical Education for the 21st Century Act, informally known as

CAREER AND TECHNICAL EDUCATION AREAS (CREDIT BEARING). ² are the sub baccalaureate programs that fall within Higher Education General Information Survey (HEGIS) codes: 5000 (Business and Commerce Technologies), 5100 (Data Processing Technologies), 5200 (Health Service and Paramedical Technologies), 5300 (Mechanical and Engineering Technologies), 5400 (Natural Science Technologies), and 5500 (Public Service Related Technologies).

CONSORTIUM. ² two eligible postsecondary institutions collaboratively offering career and technical education and services. Consortia shall demonstrate how the programs offered through the partnership are mutually beneficial to all members within the partnership and agree that funds are used only for programs authorized under Perkins V. Each member institution in a consortium shall meet the NYSED standard of Size, Scope, and Quality on its own. Funds may not be reallocated to individual members of the consortium for purposes or programs benefitting only one member of the consortium.

ELIGIBLE AGENCY. ² The term “eligible agency” means a State board designated or created consistent with State law as the sole State agency responsible for the administration of career and technical education in the State or for the supervision of the administration of career and technical education in the State. (Sec. 3 (18)).

ELIGIBLE INSTITUTION. ² The term “eligible institution” means ²

- (A) a consortium of two of the entities described in subparagraphs (B) through (H);
- (B) a public institution of higher education that offers and will use funds provided under this title in support of career and technical education courses that lead to technical skill proficiency or a recognized postsecondary credential, including an industry-recognized credential, a certificate, or an associate degree. All educational institutions must be able to generate \$50,000 and meet criteria for size, scope, and quality;
- (C) a local educational agency providing education at the postsecondary level;
- (D) an area career and technical education school providing education at the postsecondary level;
- (E) an Indian Tribe, Tribal organization, or Tribal education agency that operates a school or may be present in the State;
- (F) a postsecondary educational institution controlled by the Bureau of Indian Education or operated by or on behalf of any Indian Tribe that is eligible to contract with the Secretary of the Interior for the administration of programs under the Indian Self-Determination and Education Assistance Act (25 U.S.C. 5301 et seq.) or the Act of April 16, 1934 (25 U.S.C. 5342 et seq.);
- (G) a tribally controlled college or university; or
- (H) an educational service agency. (Sec. 3 (20)).

ELIGIBLE RECIPIENT. ² The term “eligible recipient” means ²

- (A) a local educational agency, an area career and technical education school, an

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FULL PARTICIPATION. ² involves providing the supplementary and other services to **special populations** (see below) that enable them to succeed in the career and technical education program.

HEGIS CODES. ² Higher Education General Information Services Codes. Only Career and Technical Education programs registered by NYSED within the HEGIS Code range of 5000-5599 are eligible for Perkins V funding. (See definition for Career and Technical Education Areas.)

INDIVIDUAL WITH A DISABILITY. ²
(A) IN GENERAL. -- The term ³

PROGRAM OF STUDY. ² The term “program of study” means a coordinated, nonduplicative sequence of academic and technical content at the secondary and postsecondary level that ²
(A) inco

(H) youth who are in, or have aged out of, the foster care system; and

(I) youth with a parent who ²

(i) is a member of the armed forces (as such term is defined in section 101(a)(4) of title 10, United States Code); and

(ii) is on active duty (as such term is defined in section 101(d)(1) of such title. (Sec. 3 (48)).

SUPPORT SERVICES ² The term “support services” means services related to curriculum modification, equipment modification, classroom modification, supportive personnel (including paraprofessionals and specialized instructional support personnel), and instructional aids and devices. (Sec. 3 (50)).

Invitation to Apply for Formula Funding

7KH 1HZ <RUN 6WDWH (GXFDWLQJ) Office of Postsecondary Access, 1 <6 (' V
Support and Success invites eligible institutions to apply for formula-funding under the
Strengthening Career and Technical Education for the 21st Century Act (Perkins V)

Perkins V provides funds for postsecondary programs to improve the quality of career and technical education for students at sub-baccalaureate degree granting institutions. Successful applicants will describe a maximum of five (5) Goals with measurable objectives designed to improve CTE programs and to establish success in the three (3) required Core Indicators of Performance for CTEA 1 (credit bearing) programs and/or for CTEA 2 (non-credit bearing) programs.

Applications will be reviewed for adherence to the federal Perkins legislation and compliance with the New York State Perkins Guidelines. Applications that meet the requirements and standards of the legislation and Guidelines will be approved. Eligible applicants that do not meet the requirements will be notified and given the opportunity to submit missing or modified information. NYSED reserves the right to withhold Application approval and funding until institutions submit Applications that are complete and in keeping with both the Perkins V legislation and the New York State Perkins Guidelines.

Supplementing and Not Supplanting

Perkins Grant recipients may supplement but shall not supplant activities and expenditures funded by the institution and/or other sources. NYSED reserves the right to reduce or refuse funding for any specific activity it deems to be supplanting institutional responsibilities.

Nonduplication of Services

Perkins Grant recipients shall not use Perkins funds to duplicate activities and expenditures funded by other sources.

Essential Program Operation Dates

* All dates are subject to change.

Perkins Application due to NYSED	6/28/2024
CTEA -1 & CTEA -2 CERTIFIED 2022-2023 data due	9/27/2024
Equipment Installation by	12/27/2024
Equipment Verification Form due	1/10/2025

Core Indicators of Performance

All Goals and their activities and expenditures must focus on improving program quality and performance based on needs identified in the Comprehensive Local Needs Assessment

Additionally, activities and expenditures must address each of the three Core Indicators of Performance. All Applications shall address all three Core Indicators.

Postsecondary Perkins Grant Core Indicators of Performance

1P1: Postsecondary Retention and Placement

The percentage of CTE concentrators who, during the second

Perkins Grant Management

Management Plan

The Management Plan must describe how the institution will monitor the progress of Goals,

Perkins Grant Officer Responsibilities

Each institution receiving Perkins funds must designate one individual to serve as the

Reporting

Institutions must submit the following reports during the Grant Year. NYSED reserves the right to add reporting requirements if NYSED and/or USDOE require further information.

Application Due 6/28/2024

The Application is a companion document to these Guidelines. It contains the materials Grant Officers must complete and return to NYSED for their institutions to be considered for Perkins V funding.

Budget Amendments Deadline 3/14/2025

Institutions must propose to NYSED any potential changes to their budgets during the Grant Year. NYSED must approve these proposed changes before institutions may institute the changes. A Budget Amendment consists of two parts: the FS-10-A and the Budget Narrative. Grant Officers should submit as many Budget Amendments as are necessary in order to spend their full allocations.

Equipment Verification Form Due 1/10/2025

This form confirms for NYSED that the institution has installed all equipment funded by the Grant and that said equipment is ready for student use prior to the Spring semester.

Interim Report Due 2/7/2025

The Interim Report provides NYSED with an update on the progress of, and any delays or issues with, the implementation of the activities and expenditures during the Grant Year. Generalized statements about progress or difficulties will not suffice; this report must contain sufficient detail and quantifiable data to show what the Goals have accomplished to date and explain any difficulties.

Directions for Developing a Perkins Local Advisory Council ±2025

As a condition of accepting Perkins funding, Grant recipients are required to establish and maintain a Perkins Local Advisory Council (LAC). The primary goal of the Council is to review data and information to ensure that programs are aligned with the institution's workforce needs, and to provide recommendations for how the institution(s) may better align programs to meet these needs. The Chair of this Council should be a person with administrative oversight responsibilities of one or more of the academic programs on which the Council will focus its attention, such as a dean or vice president at the institution.

The Council must meet at least twice per year: once in the fall and once in the spring. The spring meeting should be held prior to the **Application** due date in order to accommodate input and recommendations from the Council; if timing makes this impossible, members may offer their input on the Application via e-mail. **7 KH PLQXWHV RI HDFK PHHWLQJ PXVW GR involvement in the development of the**

The Membership Form for the Perkins Local Advisory Council ±2025 (located in the Application) must be complete and must include:

- 1.) A minimum of 10 members and their pertinent information
- 2.) Dates, members present, and meeting minutes of the last two Local Advisory Council meetings
- 3.) Local Advisory Council meeting dates for the coming year (minimum of 214(t)8(i)8(o)10(n)reW* nBT

Support for One-Stop Career Center System / WIOA Information

All Perkins postsecondary grantees shall use a portion of their allocated funds to support their local One-Stop Career Center System and maintain information concerning the status of partnership with the Local Workforce Development Board (LWDB) to support the local Career Center System, according to the following conditions:

1. No formal Memorandum of Understanding (MOU) has been negotiated by the LWDB.

The grantee must retain a description of the status of negotiations with the LWDB, including a description of barriers preventing the development of an MOU.

2. A formal MOU has been negotiated by the LWDB.

The grantee must retain a copy of the MOU, which must detail the career services supported by Perkins grant funds in the local Career Center System and negotiated infrastructure costs.

Office of Civil Rights Compliance

Sub-recipients will comply with, and conduct Perkins funded activities in accordance with: (1)

Uses of Funds

Perkins V Goals shall improve programs and address the needs of students based on the results of the Comprehensive Local Needs Assessment. Local Advisory Council advice must be sought in planning programs and services.

Eligible institutions must work cooperatively with approved One-Stop delivery systems; local providers of education, training, and services; and community-based organizations (CBOs) to offer integrated service systems to special populations, avoid duplicat

- x a continuum of work-based learning opportunities, including simulated work environments;
- x industry-recognized certification exams or other assessments leading toward a recognized postsecondary credential;
- x efforts to recruit and retain CTE program faculty, administrators, specialized instructional support personnel, career guidance and academic counselors, and paraprofessionals;
- x where applicable, coordination with other education and workforce development programs and initiatives, including career pathways and sector partnerships developed under the WIOA and other Federal laws and initiatives that provide students with transition-related services, including the Individuals with Disabilities Education Act (IDEA);
- x expanding opportunities for students to participate in distance CTE and blended-learning programs;
- x expanding opportunities for students to participate in competency-based education programs;
- x improving career guidance and academic counseling programs that assist students in making informed academic and CTE decisions, including academic and financial aid counseling;
- x supporting the integration of employability skills into CTE programs and programs of study;
- x supporting programs and activities that increase access, student engagement, and success in science, technology, engineering, and mathematics fields (including computer science and architecture) for students who are members of groups underrepresented in such subject fields;
- x providing CTE, in a school or other educational setting, for adults or out-of-school youth to upgrade technical skills;
- x supporting career and technical student organizations, including student preparation for and participation in technical skills competitions aligned with CTE program standards and curriculum;
- x making all forms of instructional content widely available, which may include use of open educational resources;
- x supporting the integration of arts and design skills, when appropriate, into CTE programs and programs of study;
- x partnering with a qualified intermediary to improve training, the development of public-private partnerships, systems development, capacity-building, and scalability of the delivery of high-quality CTE;
- x support to reduce or eliminate out-of-pocket expenses for special populations participating in CTE, including those participating in dual or concurrent enrollment programs or early college high school programs, and supporting the costs associated with fees, transportation, child care, or mobility challenges for those special populations; or
- x other activities to improve CTE programs; and

6. Develop and implement evaluations of the activities carried out with funds under this part, including evaluations necessary to complete the Comprehensive Local Needs Assessment and the local report.

In addition, local recipients can pool resources with other local recipients to support the implementation of programs of study through the professional development activities described above.

Prohibited Uses of Funds

- x Expenditures that directly

Budgets

A proposed Budget must include two parts:

- 1.) The Form FS-10: Proposed Budget for a Federal or State Project
 - a. The FS-10 is located at: www.oms.nysed.gov/cafe/forms
 - b. Under the Budgets heading, select and complete the FS-10 in Excel
 - i. This form was last updated 3/15; this update is i

Budget Amendments

An approved **Application** constitutes a commitment by the institution to carry out the activities and expenditures described therein. Should the institution wish to explore making programmatic changes to the planned activities and expenditures, it must seek and receive NYSED approval.

Grant Officers may contact their Perkins Grant Liaisons at any time to discuss the feasibility of potential changes and whether the changes would require e-mail approval and/or Budget Amendments.

For p U R J U D P P D W L F P R G L I L F D W L R Q A p p l i c a t i o n s i n s t i t u t i o n s w i l l submit the proposed changes to NYSED via e-mail for consideration. The institution may only move forward with the proposed changes if NYSED provides express written approval for those changes.

If the proposed programmatic changes also meet any of the threshold criteria listed below, the institution must also submit a proposed Budget Amendment to NYSED:

A.

- 1.) Round proposed expenditures to the nearest dollar. Do not round upwards from that amount. Sufficient detail is required for each budget category to allow reviewers to understand how the requested figure was calculated.
- 2.) All columns and lines on the form must be completed so that calculations for salaries, fringe benefits, and indirect costs may be verified.
- 3.) The Grants/Finance Office no longer accepts TBA, TBD, or any similar notations within this document.
- 4.) Code each item by Goal number.
- 5.) Lists of proposed acquisition of supplies and equipment must include unit prices.
- 6.) Lists of proposed acquisition of supplies and equipment must be itemized.
- 7.) The final page is the Budget Summary. On this page, make sure to check all sub-totals against those in the budget.
- 8.) One copy must be marked, in red ink ³ 2 U L J L Q D O 6 L J Q D W X U H & R S the original signature, in blue ink, of the D S S O L F D Q W ¶ V F K L H I H [H F X or designee.
- 9.) Send three photocopies in addition to the Original.

2.)

Budget Codes (as listed on Form FS-10):

Code 90-

10. The institution shall comply with the requirement of establishing and maintaining a functioning Perkins Local Advisory Council consisting of a minimum of ten (10) active members that meets at least twice a year.

11. The institution shall comply with and conduct Perkins-funded activities in accordance with the following legislation or any subsequent versions as they may be released:
 - (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendments of 1972, (3) Section 504 of the Rehabilitation Act of 1973, (4) the Americans with Disabilities Act of 1990, and as amended, and (5) the U.S. Office for Civil Rights' Guidelines for Eliminating Discrimination and Denial of Services in Vocational and Technical Education on the Basis of Race, Color, National Origin, Sex and Handicap.

Assurances and Certifications for Federal Program Funds

New York State Education Department

The following assurances and certifications are a component of the application. By signing the Attestation of Compliance in the Application the signatory is ensuring accountability and compliance with applicable State and federal laws, regulations, and grants management requirements.

Federal Assurances and Certifications, General:

- x Assurances ±Non-Construction Programs
- x Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters
- x Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion ± Lower Tier Covered Transactions

Federal Assurances and Certifications, ESEA:

The following are required as a condition for receiving any federal funds under the Elementary and Secondary Education Act. (ESEA)

- x ESEA Assurances
- x School Prayer Certification

7. Will comply, or has already complied, with the requirements of Titles II and III of the uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328), which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§ 276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874) and the Contr 61cAssr k aorps

17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and 2 CFR Part 200, Audits of States, Local Governments, and Non-Profit Organizations.
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

Standard Form 424B (Rev. 797), Prescribed by 2 CFR Part 200, Authorized for Local
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