PROGRAM MEMORANDUM

DATE: January 11, 2022

TO: State Directors of Career and Technical Education

FROM: Adam R. Flynn-Tabloff
Chief, Program Administration and Accountability Branch
Division of Academic and Technical Education

SUBJECT: Requirements and Instructions for the Submission of Perkins V State Plan Revisions and Budgets for Fiscal Year (FY) 2022 Grant Awards – OMB Approval Number: 1830-0029

Pursuant to the Guide for the Submission of Perkins V State Plans (OMB Approval Number: 1830-0029, Exp. 4/30/2022), I am pleased to provide our office’s requirements and submission instructions for each eligible agency (state) to receive its Fiscal Year (FY) 2022 grant award under the Carl D. Perkins Career and Technical Education Act of 2006, as amended by the Strengthening Career and Technical Education for the 21st Century Act (Public Law 115-224) (Perkins V, the Act, or statute). These requirements and submission instructions apply to states whether they submitted a Perkins V state plan separately or as part of a Workforce Innovation and Opportunities Act (WIOA) combined state plan. We expect to issue FY 2022 Perkins V grant awards on July 1, 2022 (initial award), and October 1, 2022 (supplemental award), with funds available for a 15-month performance period from July 1, 2022 through September 30, 2023. We are issuing this information as we await final FY 2022 Congressional appropriation for Perkins V.

Requirements for FY 2022 Perkins V Grant Awards

Each State must prepare the following:

- State plan narrative revisions, if any, pursuant to section 122(a)(2)(B) of Perkins V;
- Budget for your FY 2022 grant award (please use your FY 2021 Perkins V allocation for planning purposes); and
- State determined performance levels (SDPLs) revisions, if any, pursuant to section 113(b)(3)(A)(ii) of Perkins V.
Please note that this memo does not cover the requirements and submission instructions for a state to make an amendment to a Perkins State Plan pursuant to 34 CFR § 76.140 or a modification to a WIOA Combined State Plan pursuant to section 102(c)(3) of WIOA and 34 CFR § 463.145. A state that needs to make such amendments to a Perkins State Plan must contact its Perkins Regional Coordinator for those requirements and submission instructions. States that submitted a WIOA Combined State Plan must submit a two-year modification of that state plan to the U.S. Departments of Labor and Education by March 15, 2022, as outlined in the Program Memorandum OCTAE 22-2 (Modification Requirements for Workforce Innovation and Opportunity Act (WIOA) State Plans for Program Years (PYs) 2022 and 2023) signed on December 14, 2021, by Jennifer Mishory.

**Required Review of Perkins Related Activities and Updating of Comprehensive Local Needs Assessments**

Pursuant to section 122(a)(2)(B) of Perkins V, after the second year of the 4-year period covered by a state plan, states must conduct a review of activities assisted under Perkins V to inform any revisions of that state plan. This review coincides with the requirement that eligible recipients update their comprehensive local needs assessments (CLNAs), which must occur not less than once every 2 years, per section 134(c)(1)(B) of Perkins V.

Our office recognizes that many states have modified and improved their CLNA templates and/or guidelines for their eligible recipients. Thus, we anticipate, at a minimum, receiving those updated templates and/or guidelines as a part of related state plan revisions. Additionally, if you are currently emphasizing or promoting high-wage occupations in your work with eligible recipients, we would be eager to learn more about your efforts.

Further, as you work with eligible recipients on the completion of their updated CLNAs and the preparation of their FY 2022 applications, we hope you will encourage them to set their sights on expanding opportunities for students to prepare for high-wage occupations – these are the jobs of the future, and focusing the limited Perkins V dollars on expanding and improving options for young people and adults to prepare for them will ensure more individuals ultimately access careers that pay family-sustaining wages.

**Revision of State Determined Performance Levels**

A state may revise its state determined performance levels (SDPLs) for one or more years under the Perkins V statute. Pursuant to section 113(b)(3)(A)(ii), prior to the third program year covered by the state plan, each eligible agency may revise the state determined levels of performance for any of the core indicators of performance for

---

1 Pursuant to Narrative Section II, Item B.2.g of the OMB-approved Perkins V State Plan Guide, each state was required to include a copy of the comprehensive local needs assessment template and/or guidelines that the eligible agency will require of eligible recipients to meet the requirements of section 134(c) of Perkins V.
the subsequent program years covered by the state plan.² To the extent practicable and based upon the availability of requisite data, any adjustments to SDPLs must be done in accordance with requirements outlined in section 113(b)(3)(A)(i)(III) of Perkins V. The eligible agency shall submit such revised SDPLs to the Secretary, along with evidence supporting the revisions, after the state’s public comment period. Pursuant to section 113(b)(3)(B)(ii), the state’s public comment period must commence not less than 60 days prior to submission of the state plan revisions. Additionally, the comment period should be conducted in accordance with the process the state described in its Perkins V state plan.³ Evidence for the revised SDPLs should include, at a minimum, a written response to the comments provided by stakeholders during the public comment period. Once approved by the Secretary, the SDPLs will be incorporated into the state’s Perkins V state plan.

**Submission Process**

Each state must submit the applicable items listed above to the Perkins State Plan Portal; however, states that included Perkins as part of a WIOA combined state plan must instead submit any narrative revisions as part of its two-year modification to the WIOA State Plan Portal and any other applicable items to the Perkins State Plan Portal.

**Submission Timeline and Support**

Each state must submit the applicable items listed above to the Perkins State Plan Portal no later than the close of business on Friday, May 20, 2022, however, states that included Perkins as part of a WIOA combined state plan must instead submit any narrative revisions as part of its two-year modification to the WIOA State Plan Portal by Tuesday, March 15, 2022. Online training sessions regarding the submission of items to the Perkins State Plan Portal will be held for state career and technical education directors and their staff in February of 2022. Further details will be sent under separate cover and posted to the Calendar on the Perkins Collaborative Resource Network at [https://cte.ed.gov](https://cte.ed.gov).

Please feel free to contact your Perkins Regional Coordinator if you have any questions regarding the requirements and submission instructions for your FY 2022 Perkins V grant award. A state-by-state listing of these staff members is available at [https://cte.ed.gov/contact/staff-by-state-responsibility](https://cte.ed.gov/contact/staff-by-state-responsibility).

We look forward to continuing to work with you as you implement your Perkins V state plan and provide all students with access to and success in high-quality career and technical education programs.

---

² Pursuant to section 123(a)(5) of Perkins V, an eligible agency may not adjust performance levels for any core indicators that are subject to, and while executing, an improvement plan pursuant to section 123(a) of Perkins V.

³ Pursuant to Narrative Section II, Item D.3.a of the OMB-approved Perkins V State Plan Guide, each state was required to provide a description of the process for public comment under section 113(b)(3)(B) of Perkins V as part of the development of the state determined levels of performance.