PERKINS V STATE PLAN PORTAL

User Training
Fiscal Year (FY) 2022
Participation Guidelines & Tips

• Please stay muted during the training.
• Use the hand-raise feature for the presenter’s attention.
• Type your questions in the chat box. Questions will be answered at the end of the session.
Agenda

• Introductions
• Key Dates & Guide Information
• System Login & User Access
• Required Items for FY 22
• System Demo
• Questions & Answers
• Contact Information
Key Dates & Guide Information

• April 11, 2022 – Perkins State Plan Portal Opens
• May 20, 2022 – Deadline to Submit State Plan Revisions and Budgets
• The OMB Guide is posted, and the User Guide will be posted on PCRN at: https://cte.ed.gov/grants/state-plan
• The training recording and slides will be posted on the PCRN Learning Center.
## Perkins Regional Coordinators (PRCs)

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System Login

• To access the Perkins Web Portal, go to: https://perkins.ed.gov

• Click I Agree after reviewing the warning message.

• System will display the login page.
System Login (cont’d)

- Enter your email and password and click **Login**.
- Click **Forgot Password** if you need to reset your password.
Perkins Web Portal Home Page

- **Submit Your Report:** Provides access to all reporting modules.

- **View & Download Reports:** Provides access to previous submissions.

- **User Help Center:** Contains user guide, recorded training video, and Help Desk contact information.
User Access

- DATE staff will register accounts for new State Directors
- User account requests must be submitted by the State Director through Request Access feature.
Required Items for FY 2022

I. Cover Page

II. State Plan Narrative Revisions:
   a) Plan Development and Consultation
   b) Program Administration and Implementation
   c) Fiscal Responsibility
   d) Accountability for Results
      • Required if submitting narrative revisions, pursuant to section 122(a)(2)(B) of Perkins V.

III. Budget

IV. State Determined Performance Levels (SDPLs):
   a) Secondary
   b) Postsecondary
      • Required if submitting State determined performance levels revisions, pursuant to section 113(b)(3)(A)(ii) or section 113(b)(3)(A)(iii) of Perkins V.
Step 1. Cover Page

- Confirm and update the information as applicable:
  
  A. State Name
  
  B. Name of the Eligible Agency Submitting Plan on Behalf of State
  
  C. Person at, or officially designated by, the eligible agency, responsible for answering questions
  
  D. Individual serving as the State Director for Career and Technical Education
  
  E. State Plan Revision
  
  F. Submission of Perkins V State Plans as part of a Workforce Innovation and Opportunities Act (WIOA) combined State Plan
  
  G. Governor's Joint Signatory Authority of the Perkins V State Plan
  
  H. Lead Individuals Completing This Plan

- Click Save and Continue to mark the section completed.
Step 2. Narrative Descriptions

- Two options for submitting revisions:
  - Enter the information manually
  - Upload the revised documents

- Enter revision description for the uploaded files.

- Click **Save Draft** or **Save & Continue** to save the uploaded file.
Steps 2a through 2d – Narrative Descriptions

- If the option **Enter narrative information in the web forms** was selected, steps 2a through 2d, will be added to your required steps.

- Click **Skip This Step**, if you are not revising these narrative descriptions.

- Text fields are auto-filled from the prior program year.

- For each description, the State will revise, select **Check here to revise this narrative description** and enter revisions in the text box provided.

- Click **Save Draft** or **Save & Continue** once completed.
Narrative Revisions Triggered by SDPL Revisions

If a State revise one or more State Determined Performance Levels (SDPLs), some narrative revisions may be needed, and others will be required:

• **2.A.1** State may need to revise this response to describe any change to stakeholder consultation related to the revised SDPL(s) if they changed from the consultation process that was already in their State Plan.

• **2.D.3.a** State may need to revise this response to describe any changes to opportunities for the public to comment on the revised SDPL(s) if they changed from the public comment opportunities already described in their State Plan.
If a State revises one or more State Determined Performance Levels (SDPLs), some narrative revisions may be needed, and others will be required:

- **2.D.3.b** State will need to provide an explanation of the revised SDPL(s).

- **2.D.3.c** State will need to provide a description of how the revised SDPL(s) set by the eligible agency align with levels, goals, and objectives of other Federal and State laws.
Step 3. Budget

- Eligible agencies must provide a budget for fiscal year (FY) 2022.
- Budget is organized into 14 line items.
- Each cell on the budget form must contain a digit, or "0" (zero).
- Cells that are shaded are calculated automatically or not required to be collected.
- Once you complete the updates click Save & Continue to check the data against business rules and mark the section completed.
Step 4. State Determined Performance Levels (SDPL)

- This step lists the indicators that you provided data for in the prior year.
- Click **Skip this Step**, if the State is not revising the SDPLs (first, review the SDPLs in steps 2a and 2b).
- The State may revise the SDPL for any of the core indicators.
- You can add/update optional and program quality indicators here if needed.
- Click **Save Draft** or **Save & Continue** to save any changes.
Step 4a. State Determined Performance Levels – Secondary

- Click **Skip this Step**, if the State is not revising the SDPLs.

- The State may revise the SDPL for any of the core indicators.
  - PY 2020 – 2021 SDPL fields cannot be edited in this year’s revision

- For each indicator, the State will revise, select **Revise indicator** and enter revised performance levels in the fields provided.

- Enter the evidence supporting the revisions of State determined performance levels in the text box provided and upload supporting documentation as needed.
Step 4b. State Determined Performance Levels – Postsecondary

- Click **Skip this Step**, if the State is not revising the SDPLs.

- The State may revise the SDPL for any of the core indicators.
  - PY 2020 – 2021 SDPL fields cannot be edited in this year’s revision.

- For each indicator, the State will revise, select **Revise indicator** and enter revised performance levels in the fields provided.

- Enter the evidence supporting the revisions of State determined performance levels in the text box provided and upload supporting documentation as needed.
Minimum Evidence in Support of Revised SDPLs

Revisions for subsequent years per section 113(b)(3)(A)(ii) of Perkins V

1. A written response to the comments provided by stakeholders during the public comment period.

Revisions due to “Unanticipated Circumstances” per section 113(b)(3)(A)(iii) of Perkins V

1. A description of the unanticipated circumstances that arose in the State.

2. A written response to the comments provided by stakeholders during the public comment period.
Step 5. Submit for Review

- Once all steps have been completed, the State Director will certify and submit the State Plan revisions and budget for OCTAE review.
Certification

- Request State Director’s PIN by clicking on **Forgot PIN**.
- Enter your PIN and Title/Agency name and click **Submit My Report**.
- System auto-populates Submission Date.
State Plan Portal
Live Demo!
Questions & Answers

• Please use the chat feature to enter your questions.

View & use the chat
Contact Information

- For questions during the reporting period, contact your Perkins Regional Coordinator.

- For any technical issues, contact the Perkins Help Desk: perkins-help@aemcorp.com
Thank You!

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