

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

Introduction

The *Strengthening Career and Technical Education for the 21st Century Act*, informally known as *Perkins V*, supersedes the *Carl D. Perkins Career and Technical Education Improvement Act of 2006*. The information within this *Guidelines* document applies to the July 1, 2024 – June 30, 2025 Grant Year. This document is an informational companion to the 2025 *Application*.

Purpose

The purpose of this *Act*

Definitions

For the purposes of Perkins V postsecondary non-competitive *Applications*, the following definitions apply:

ACTIVITY. — a specific course of action to achieve one or more of the objectives of a project in the time period specified.

ADMINISTRATION. — activities necessary for the proper and efficient performance of the eligible agency or eligible recipient's duties under this Act, including the supervision of such activities. Such term does not include curriculum development activities, personnel development, or research activities. (Sec. 3 (1)).

ARTICULATION AGREEMENT. — a written commitment—

(A) that is agreed upon at the State level or approved annually by the lead administrators of—

CAREER AND TECHNICAL EDUCATION AREAS (CREDIT BEARING). — 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. —

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ELIGIBLE AGENCY. — 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. — The term “eligible institution” means—

- (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

FULL PARTICIPATION. — 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. — **H**igher **E**ducation **G**eneral **I**nformation **S**ervices **C**odes. 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.

(A) **IN GENERAL.** -- The term “individual with a disability” means an individual with any disability (as defined in section 3 of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102)).

(B) **INDIVIDUALS WITH DISABILITIES.** -- The term “individuals with disabilities” means more than 1 individual with a disability. (Sec. 3 (28)).

LOCAL ADVISORY COUNCIL (LAC). — required group of at least ten members including representatives of the local workforce in CTE fields that correspond with programs offered by the institution, as well as administrators of those programs at the institution.

NONTRADITIONAL STUDENTS. — persons who elect to enter a career or technical education program which prepares them for entry into a career for which individuals from one gender comprise less than 25% of the individuals employed in such occupation or field of work.

NONTRADITIONAL FIELDS. — occupations or fields of work, such as careers in computer science, technology, and other current and emerging high skill occupations, for which individuals from one gender comprise less than 25 percent of the individuals employed in each such occupation or field of work. (Sec. 3 (33)).

OBJECTIVE. — a statement of a specific end that will support one or more program goals. It must:

- (A) be stated in quantifiable terms;
- (B) specify a date or time period for its achievement; and
- (C) identify the resources needed to achieve it in that time period.

OUT-OF-WORKFORCE INDIVIDUAL. — The term “out-of-workforce individual” means—

(A) an individual who is a displaced homemaker, as defined in section 3 of the Workforce Innovation and Opportunity Act (29 U.S.C. 3102); or

(B) an individual who—

(i)(I) has worked primarily without remuneration to care for a home and family, and for that reason has diminished marketable skills; or

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

(A) incorporates challenging State academic standards, including those adopted by a State under section 1111(b)(1) of the Elementary and Secondary Education Act of 1965;

(B) addresses both academic and technical knowledge and skills, including employability skills;

(C) is aligned with the needs of industries in the economy of the State, region, Tribal community, or local area;

(D) progresses in specificity (beginning with all aspects of an industry or career cluster and leading to more occupation-specific instruction);

(E) has multiple entry and exit points that incorporate credentialing; and

(F) culminates in the attainment of a recognized postsecondary credential. (Sec. 3 (41)).

REGISTERED PROGRAM. — is a degree program or a credit or noncredit diploma or certificate program, included in the NYSED Inventory of Registered Programs (IRP) as meeting the necessary standards of quality.

SINGLE PARENT. — an individual who is not

Invitation to Apply for Formula Funding

The New York State Education Department's (NYSED's) *Office of Postsecondary Access, 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. NYSED reserves the right to reduce or refuse funding for any specific activity it deems duplicative.

Memorandums of Understanding / Articulation Agreements

Memorandums of Understanding (MOUs) and/or Articulation Agreements with secondary schools, Local Education Agencies, institutions of higher education, and/or BOCES programs shall be appended to the *Application*.

Making Applications Available for Review

Perkins Grant recipients shall make their applications available for review upon request by the Local Workforce Development Board and/or local NYSED Office of Vocational Rehabilitation in order to facilitate the coordination of Career and Technical Education with job training and the provision of Career and Technical Educational services to persons with disabilities.

Programs of Study

All degree and credit-bearing certificate programs supported by Perkins V funds must be registered by SED as meeting the quality standards in the Regulations of the Commissioner of Education. Evidence of registration is a copy of the SED registration letter for the program or its inclusion in the current Inventory of Registered Programs at the institution. SED will not approve use of Perkins funds to support the development of new programs or the development of major changes to a registered program unless registration evidence is present.

Distance education and learning must reflect the quality practices and capability as described on: <http://www.highered.nysed.gov/ocue/ded/>

Colleges and Universities located in or operating in New York State that offer degree or certificate programs in which a major portion (50% or more) of the requirements may be completed through distance education must have those programs registered in the distance education format with the Office of College and University Evaluation (OCUE) of the SED.

Essential Program Operation Dates

All dates are subject to change.

Goals

Perkins Grant Officer Responsibilities

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. The Perkins Grant

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

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 offered at the institution address current and anticipated 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

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 2 dates)
- 4.) Tentative agendas for the next two meetings

As Perkins V requires increased collaboration with workforce representatives, institutions are encouraged to **develop advisory councils for each program supported with Perkins funding.**

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-

Office of Civil Rights Compliance

Sub-recipients will comply with, and conduct Perkins funded activities in accordance with: (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendments of 1972 and the Final Rule of April 2024, (3) Section 504 of the Rehabilitation Act of 1973, (4) the Age Discrimination act of 1975, (5) the Americans with Disabilities Act of 1992 updated in 2010 and as amended, and (6) the U.S. Office for Civil Rights' *Guidelines for Eliminating Discrimination*

Uses of Funds

Perkins V Goals shall improve programs and address the needs of students based on the results of the

industry, including the latest workplace equipment, technologies, standards, and credentials;

- X supporting the implementation of strategies to improve student achievement and close gaps in student participation and performance in CTE programs;
- X providing faculty, specialized instructional support personnel, career guidance and academic counselors, or paraprofessionals, as appropriate with opportunities to advance knowledge, skills, and understanding in pedagogical practices, including evidence-based pedagogical practices (as reasonably available);
- X training faculty, administrators, specialized instructional support personnel, career guidance and academic counselors, or paraprofessionals, as appropriate to provide appropriate accommodations for individuals with disabilities;
- X training faculty specialized instructional support personnel, career guidance and academic counselors, and paraprofessionals in frameworks to effectively teach students, including a particular focus on students with disabilities and English learners, which may include universal design for learning, multi-tier systems of supports and positive behavioral interventions and support;
- X training for the effective use of community spaces that provide access to tools, technology, and knowledge for learners and entrepreneurs, such as makerspaces or libraries;

3. Provide within CTE the skills necessary to pursue high-skill, high-wage or in-demand industry sectors or occupations;

4. Support integration of academic skills into CTE programs and programs of study to support CTE participants at the postsecondary level in achieving academic skills;

- 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 serbtors, s4 Tm0 areer students with

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 benefit individual students
 - o Under item 5 in the Uses of Funds section, exceptions may be made for expenditures that reduce or eliminate out-of-pocket expenses for special populations students participating in CTE programs. The institution must justify any such expenditures and NYSED reserves the right to deny any such activities or expenditures that constitute supplanting.
- x Payment of tuition for students currently enrolled in high schools.
- x Payment for tuition, internships or apprenticeships for students.
- x Equipment for administrative, faculty or staff use.
 - o For example: computers for student use in a lab are often allowable; computers for administrative, faculty, or staff use are not.
- x Furniture, e.g.: chairs, desks, tables, file cabinets, bookcases.
 - o Reasonable accommodations for Career and Technical Education students with disabilities are generally the responsibility of the institution.
- x Food services, refreshments, banquets, or meals.
- x Promotional items such as bumper stickers, pencils, pens, or T-shirts.
- x Remodeling not directly connected to accessibility to Career and Technical Education instruction, or services, or to the use or installation of project-purchased equipment.
 - o NYSED cannot approve any remodeling for aesthetic purposes, or any remodeling that would normally constitute an institutional responsibility.
- x Travel outside of the United States.
- x Payment for memberships in professional organizations.
- x Subscriptions to journals or magazines.

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**.

- 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

- 4.) How will this change (or these changes) impact the students who would formerly have been served by the grant? Are there any plans in place to make sure these students receive the assistance they would have had under the original budget plan? [For example, if the institution proposes moving funding originally intended to pay for tutoring to funding for travel, are there plans in place to ensure that the students who would formerly have received the tutoring still get the academic assistance they need?]
- 5.) How will Perkins students benefit from this new plan?
- 6.) What evaluation criteria will the institution use to measure the success of the proposed changes?
- 7.) If applicable, please provide any additional information related to these proposed changes.

Conditions and Requirements of Accepting the Perkins V Formula Funded Grant Award for the Fiscal Year 2025

By accepting Perkins V funding, recipients agree to adhere to all content and regulations in the *Strengthening Career and Technical Education for the 21st Century* 10.0000092 Ou

- 5.) The use of Perkins funds is governed by the **Fiscal Guidelines for Federal and State Aided Grants**, available on the NYSED website: <http://www.oms.nysed.gov/cafe/guidance/> and by the NYS State Comptroller's determination which prohibits the use of Federal grant funds to purchase promotional favors (pens, pencils, T-shirts, bumper stickers, etc.).

An advance project payment of 20 percent will be sent to grant recipients by the Grants/Finance Unit. As additional funds are needed, subsequent payments may be requested by submitting the FS-25 Form to the Grants/Finance Office. Final claims are

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

ASSURANCES - NON-CONSTRUCTION PROGRAMS

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 Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327-333), regarding labor standards for federally assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Prote.00000912 f1 0 0 1 10 612 792 reW* nBT/F1 11.04 Tf1 0 od DW* nBT/F1 11.QP50000912

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. 7-97), Prescribed by 2 CFR Part 200, Authorized for Local
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