



Mike DeWine, Governor
Paolo DeMaria, Superintendent of Public Instruction

MEMORANDUM

To: Secondary Perkins Grant Coordinators
From: Jon Beard, Assistant Director, Local Needs Assessments
Date: March 26, 2020
Re: Updated Guidance on CLNA and Local Application approvals

The cancellation of OCTA's Spring Conference has unfortunately limited our ability to communicate directly about the Comprehensive Local Needs Assessment and Local Application. Perkins V has explicit requirements for the involvement of stakeholders in making data-driven decisions. The Office of Career-Technical Education recognizes that the mandated school building closures and other local coronavirus responses may impact different stakeholder groups differently across the state, and is providing this additional specific guidance to help you prioritize your stakeholder engagement efforts if they have been compromised.

The Office of Career-Technical Education encourages the use of electronic communications during this period of social distancing. As such, during the review of the Comprehensive Local Needs Assessment and Local Application, the department will be reviewing for evidence of the following minimal levels of stakeholder engagement:

1. an initial attempt to engage required stakeholders; and
2. required stakeholders having had the opportunity to review and comment on a draft of the Comprehensive Local Needs Assessment.

This evidence may be documented by a Memo to File indicating the date(s) and method(s) of attempted contact, along with a summary of responses received (please maintain copies of all such communications in your files). Please submit the Memo to File as a PDF attachment to the Comprehensive Local Needs Assessment and Local Application and label the file "Name of Eligible Recipient – Stakeholder Engagement Documentation".

Because stakeholder knowledge of, and input into, the performance of CTE delivery systems and results is so important in the legislation and our state program, we call your special attention to providing full and complete information in response to the following questions in the CLNA. We encourage you to get data required by these elements to your local stakeholders for feedback at your earliest opportunity, so your submission is not delayed. Please note that stakeholder engagement can be electronic, and we encourage you to think about email and web-based surveys as appropriate.

While all the questions of the CLNA and Local Application are important, the following elements rise in criticality and are core to a successful submission. We strongly encourage you to ensure these answers are well-documented, as per the review criteria.

- Stakeholder Documentation: Local Recipient Leadership Team
- Stakeholder Documentation: Stakeholder Engagement Committee
- Part A, Question 2 (Program Compliance)
- Part B-1, Question 1 (Size and Scope)
- Part B-1, Question 3 (Quality)
- Part B-2, Question 1 (Growth industries and occupations)
- Part C, Question 4 (Gaps in student retention)
- Part D, Question 5 (Demographics of faculty and staff)
- Part E, Question 1 (Disparities in program participation)
- Summary of Priorities (All Tabs)

Please pay close attention to the Review Criteria for these questions in particular, and do not hesitate to contact your assigned Administrative Field Services consultant for clarification if and as needed.

As with responses to all questions, clear, complete and concise responses are appreciated. Thank you for your attention to these critical issues.