

Perkins V Monitoring Guidelines



Office of Career-Technical Education

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Department of
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Workforce

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Perkins V Monitoring Guidelines

Introduction

The Strengthening Career and Technical Education (CTE) for the 21st Century Act, also known as Perkins V, was signed into law on July 31, 2018. The purpose of funding under Perkins V is to develop more fully the academic knowledge and employability skills of secondary and postsecondary education students who elect to enroll in CTE programs.

The Ohio Department of Education and Workforce (ODEW) and the Department of Higher Education are required to monitor local subrecipients to assure compliance with fiscal and management requirements of Perkins V, other federal and state legislation, rules, regulations, and policies. The Perkins V grant monitoring process provides an opportunity to assess local performance and outcomes and to identify successes and opportunities that local subrecipients have encountered in meeting their goals for continuous improvement.

Perkins V Local Use of Funds

Perkins V funds made available to subrecipients shall be used to support CTE programs that are of sufficient size, scope and quality to be effective.

Each subrecipient that receives funds shall use such funds to develop, coordinate, implement or improve CTE programs to meet the needs identified in the Comprehensive Local Needs Assessment. These needs may include:

1. Providing career exploration and career development activities through an organized, systematic framework designed to aid students, including in the middle grades, before enrolling and while participating in a CTE program, in making informed plans and decisions about future education and career opportunities and programs of study;
2. Providing professional development for teachers, faculty, school leaders, administrators, specialized instructional support personnel, career guidance and academic counselors, or paraprofessionals;
3. Providing within career-technical education the skills necessary to pursue high-skill, high-wage or in-demand sectors, or occupations;
4. Supporting integration of academic skills into CTE programs and programs of study;
5. Planning to carry out elements that support implementation of CTE program and programs of study that result in increased student achievement; and
6. Developing and implementing an evaluation of the activities funded by Perkins including evaluations necessary to complete the comprehensive needs assessment.

Perkins V funds shall supplement and shall not supplant non-federal funds expended to carry out CTE activities. If an activity was funded with state or local funds it cannot be funded with Perkins V funds in the subsequent years.

Selection Process for Monitoring Review

Perkins subrecipients will be selected for the monitoring process annually through the **Selection Criteria for Monitoring Review**.

1. Through a **risk assessment**, ODEW identifies any subrecipient identified as high-risk. These subrecipients are automatically selected for a **Comprehensive Review**.
2. One-third of all Career-Technical Planning Districts (CTPD) and one-third of postsecondary institutions are selected each year for submission of the **Self-Assessment** which requires no documentation.
3. Of the one-third, 20% will be selected by lottery to participate in a Comprehensive Review as well as any subrecipient upon completion of the assessment who self-reports as noncompliant. Subrecipients selected for a Comprehensive Review will require the submission of **supporting documentation**.

Perkins V Monitoring Process

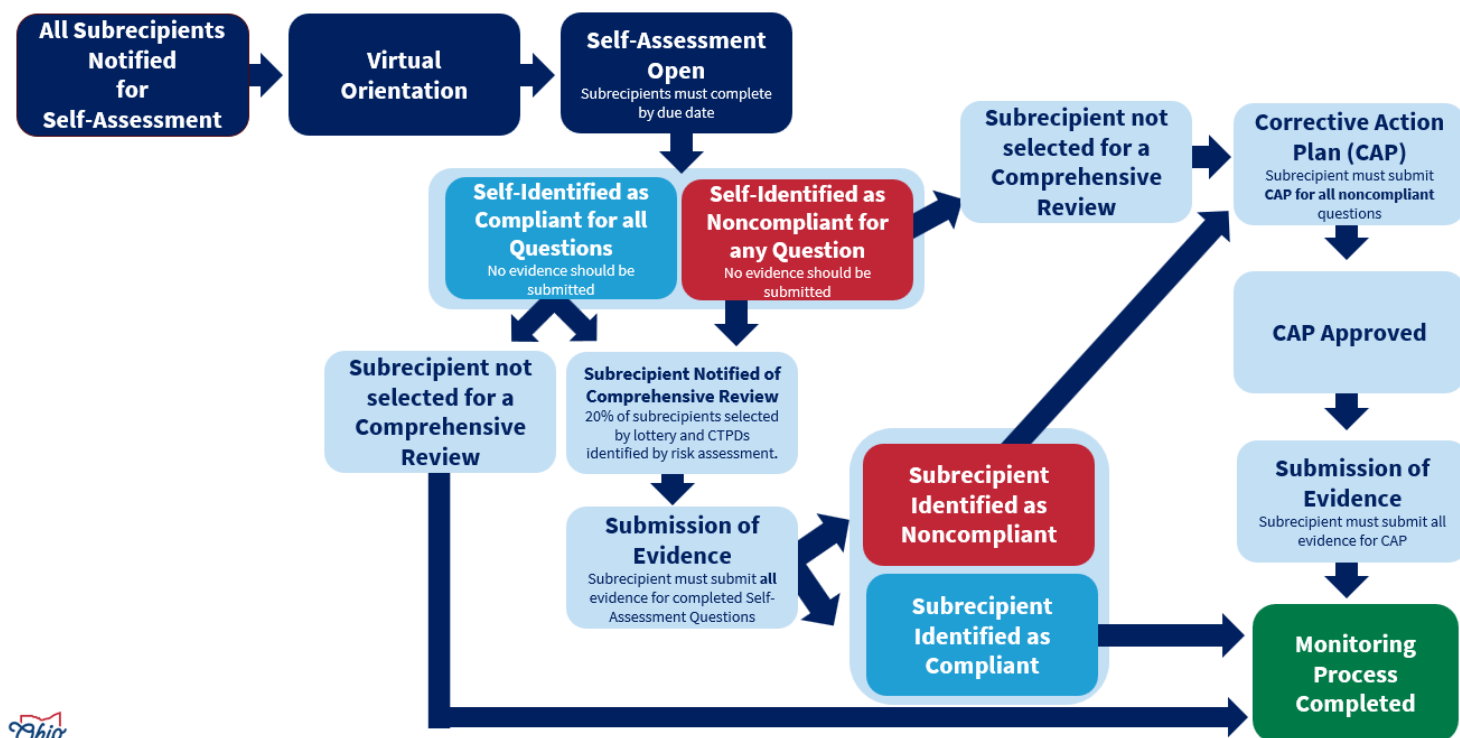


Figure 1: Flow Chart of the FY2025 Perkins Monitoring Process

All selected subrecipients will be **notified** to complete the Self-Assessment by email. They will then be invited to attend a **Virtual Orientation** to prepare for the monitoring process.

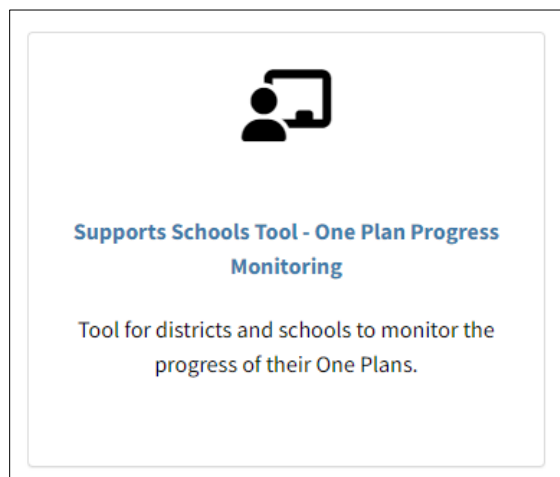


Figure 2: Supports Schools Tool tile in ED STEPS application in MyOhio.

The **Self-Assessment** can be accessed in the MyOhio [OH|ID](#) ED STEPS application in the **Supports Schools Tool – One Plan Progress Monitoring** tile.

Subrecipients are **not required** to provide any documentation for a Self-Assessment and may self-identify as compliant to each question. If a subrecipient self-identifies as noncompliant for any question, they will be required to upload documentation in a Comprehensive Review.

Any subrecipient that does not submit the Self-Assessment by the established deadline Assessment will automatically be required to complete a Comprehensive Review and if

applicable, ODEW or the Department of Higher Education may conduct an on-site review.

STEP 1: SELF-ASSESSMENT

All subrecipients selected for monitoring must complete the following steps:

1. In the [OH|ID](#) MyOhio portal, access the ED STEPS application. Select the **Supports Schools Tools – One Plan Progress Monitoring** tile (Figure 2, above) and then select the **CTE Perkins Monitoring** link.
2. **Start the FY2025 CTE Perkins Monitoring Survey** within the **Questions** tab in the system. Answer all questions in each of the sections: **Stakeholder Engagement, Continuous Improvement, Fiscal Management, and Required Use of Funds.** Remember, **no** documents should be uploaded in the Self-Assessment process.
3. After answering each question in each section, change the **Completion Status** drop-down in the **Survey List** section to **Completed**. The completed Self-Assessment is due by **November 18, 2024**.
4. After submission of the Self-Assessment, the consultant assigned to the subrecipient may schedule a meeting to seek clarification or request more information.
5. Those subrecipients who have self-reported as **complaint** will have completed the Perkins Monitoring process. Those who have self-reported as **noncompliant** will continue to **submit all documentation for each Self-Assessment question** through a **Comprehensive Review**.

STEP 2: COMPREHENSIVE REVIEW

The subrecipients who self-identified as noncompliant, those subrecipients identified through the risk assessment process as high-risk for noncompliance, and the 20% selected by the random lottery will be notified by email to upload supporting documentation for all Self-Assessment questions as the **Comprehensive Review**. The deadline for submitting all documentation is **December 16, 2024**.

1. In the [OH|ID](#) MyOhio portal, access the ED STEPS application. Select the **Supports Schools Tools – One Plan Progress Monitoring** tile (Figure 2, above) and then select the **CTE Perkins Monitoring** link.
2. Under the **Questions** tab, in the **Survey List**, change the **Completion Status** dropdown to **In Progress**.
3. For all questions in each section, click the **Documents** box and click on the **Add Documents** or **Import Documents** button to upload documentation for each question.

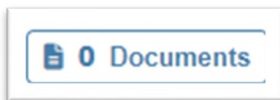


Figure 3: Document box in each question requiring documentation.



Figure 4: Document on File box.

4. After submitting documentation in each section, change the completion status dropdown in the **Survey List** section to **Completed**.
5. After submission of the comprehensive review, the consultant assigned to the subrecipient may schedule a meeting to seek clarification or request more information before a noncompliant determination.
6. Each noncompliant section will prompt the system to create an **Issue** with an **Issue ID number** in the **Issue/Action Plan tab** of the Monitoring system. The Issue created could simply require Technical Assistance to be Closed or the Issue created could need an Action Plan for compliance. Clicking on the **Issue ID** number will open the file to **View the Issue** and read the **Recommendation** for compliance.

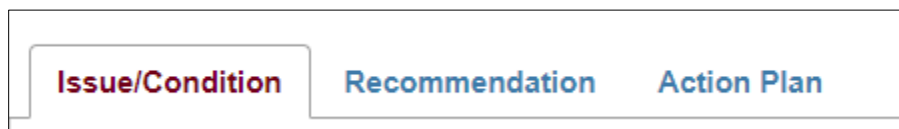


Figure 5: In the Issue/AP tab, clicking the Issue ID number will show these tabs for completing an Action Plan.

7. If a corrective **Action Plan** is required by the subrecipient, evidence must be submitted in the **Action Plan** tab and approved by the Department consultant.

STEP 3: ACTION PLAN

The Department consultant will mark each question in the self-assessment as complaint or noncompliant. Each noncompliant answer will require a creation of a corrective **Action Plan** within **30 days** of notification. The Action Plan should address the acts that the subrecipient will take to become complaint before the end of the school year. The timelines and directions for completing the Action Plans will be included in the email notification sent through the Monitoring application.

All documentation of compliance must be uploaded in the system by the end of the school year or **June 2, 2025**.

STEP 4: COMPLIANT STATUS AND COMPLETION OF MONITORING PROCESS

Upon review of all submitted documentation of compliance, the subrecipient will be notified through email that the Perkins Monitoring process is complete.

On-Site Review

If selected for an on-site review, the subrecipient may be asked to provide additional evidence.

Self-Assessment Questions

A. STAKEHOLDER ENGAGEMENT

Requirement 1

[Perkins V, Sec. 134 \(d\)\(e\)](#)

*In conducting the comprehensive local needs assessment and developing the local application the subrecipient has **continued consultation** of a diverse body of stakeholders on an ongoing basis.*

The subrecipient has documented stakeholder engagement annually that supports input on updates to the comprehensive local needs assessment, supports programs of study are relevant to local workforce needs, identifies and encourages opportunities for work-based learning, and ensures Perkins funds are used in a coordinated manner with other local resources.

- The subrecipient completed stakeholder engagement reflecting workforce needs and demonstrating disaggregated Perkins performance indicator data through meetings, surveys, and/or other communication between **July 1, 2023 - June 30, 2024**, and has documented the engagement through sign-in sheets, meeting minutes, survey results, recordings, and/or other evidence.
- The subrecipient did not conduct continued consultation of stakeholder engagement.**

Required evidence:

1. Documentation of the diverse body of stakeholders' names and roles, who participated in the annual engagement.
2. Documentation including meeting attendance sheet, agendas, meeting minutes, recording, summary of survey results, and all other documentation describing stakeholder engagement activities that support compliance with Perkins V, Section 134 (d)(e).

Requirement 2 (Secondary Only)

[Ohio Administrative Code, Rule 3301-61-03 \(E\)](#)

Career-technical advisory committees reflecting career fields and authorized by local boards of education engaged business/industry and postsecondary representatives and utilize input from professional associations, labor, government, and the community. Advisory committees identified new and emerging careers; advised current programs on curriculum, assessment, work-based learning, facilities and equipment; and engaged educators to improve and expand programs; and ensure the quality of the program using the Department's quality program standards.

- The subrecipient held an advisory committee meeting, in-person and/or virtually, for each career field in this career-technical planning district (CTPD) from **July 1, 2023- June 30, 2024**, to discuss performance, program quality, and workforce needs. The

CTPD has documented the advisory committee meetings through sign-in sheets, meeting minutes, agenda, recordings, and/or other evidence.

- The subrecipient did not conduct an advisory council meeting for all career fields.**

Required evidence:

1. Documentation of each career field advisory committee meetings with participating committee members names and titles.
2. Documentation including meeting attendance sheet, agendas, meeting minutes, recording, survey results, and all other documentation describing advisory committee meetings that support compliance with Ohio Administrative Code, Rule 3301-61-03 (E).

B. CONTINUOUS IMPROVEMENT

Requirement 1

[*Perkins V, Sec 124 \(b\)*](#)

Perkins supports continuous improvement for eliminating inequities for students, especially for students in special population groups.

- The subrecipient has aligned the use of Perkins funds to the needs demonstrated in the comprehensive local needs assessment and developed at least one SMART goal in the Perkins Plan to measure the outcome of continuous improvement.
- The subrecipient did not complete the Perkins Plan.**

Required evidence:

1. List SMART goal(s) from the Perkins Plan.
2. Provide a narrative update on the progress of implementation of using Perkins funds to improve the intended outcome of each of the SMART goals listed.

Requirement 2

[*Perkins V, Sec. 123*](#)

Perkins requires all subrecipients to submit a local performance improvement plan (PIP) for each federal indicator that does not meet at least 90% of the state-identified target. Subrecipients must implement a plan for improvement in the year following the year of the reported data.

- The subrecipient was not required to complete a local PIP.
- The subrecipient has at least one approved local PIP with a SMART goal for each federal indicator.
- The subrecipient did not complete a local PIP as required.**

Required evidence:

1. List each SMART goal from each local PIP for each federal indicator required to implement a plan.
2. Provide a narrative update on the progress of implementation of using Perkins funds to improve the intended outcome of each of the SMART goals listed.

C. FINANCIAL COMPONENTS

Requirement 1

[Uniform Guidance Part 200.430 Compensation—Personal Services](#)

- Time and Effort documentation is on file for every employee paid partially or completely with federal Perkins Funds.
- Perkins funds did not support stipends, salaries, and/or fringe benefits.

Required evidence:

1. For each employee partially or fully paid using Perkins funds, provide a list of the position descriptions.
2. For each employee provided a stipend paid from Perkins funds, provide a description descriptions and a reason for the stipend.

Requirement 2

[Uniform Guidance Part 200.439 Equipment and Capital Expenditures](#)

- A system is in place for tracking the purchase, location, and disposal of equipment purchased using federal Perkins Funds.
- Perkins funds did not support the purchase of equipment.

Required evidence:

1. A tracking documentation for equipment purchased with Perkins funds is attached.

D. REQUIRED USES OF FUNDS

Requirement 1

[Perkins V, Section 135 \(b\) \(1\)](#)

Funds made available to eligible recipients under this part shall be used to support career and technical education programs that are of sufficient size, scope and quality to be effective and that—

Provide career exploration and career development activities through an organized, systematic framework designed to aid students, including in the middle grades, before enrolling and while participating in a CTE program, in making informed plans and decisions about future education and career opportunities and programs of study... as aligned to the comprehensive local needs assessment priorities.

- Career exploration and career development activities are provided through an organized, systematic framework designed to aid students, including in the middle grades, before enrolling and while participating in a CTE program, in making informed plans and decisions about future education and career opportunities and programs of study as aligned to the comprehensive local needs assessment priorities.
- Perkins funds were not used to support career exploration activities.

Required Evidence:

1. Provide supporting documentation for the career exploration and development activities.

Requirement 2

[Perkins V, Section 135 \(b\) \(2\)](#)

Funds made available to eligible recipients under this part shall be used to support career and technical education programs that are of sufficient size, scope and quality to be effective and that—

Provide professional development for teachers, faculty, school leaders, administrators, specialized instructional support personnel, career guidance and academic counselors, or paraprofessionals... as aligned to the comprehensive local needs assessment priorities.

- The subrecipient provided professional development for teachers, faculty, school leaders, administrators, specialized instructional support personnel, career guidance and academic counselors, or paraprofessionals as aligned to the comprehensive local needs assessment priorities.
- Perkins funds were not used for professional development activities.

Required Evidence:

1. Provide supporting documentation for professional development provided for teachers, faculty, school leaders, administrators, specialized instructional support personnel, career guidance and academic counselors, or paraprofessionals.

Requirement 3

[Perkins C, Section 135 \(b\) \(3\)](#)

Funds made available to eligible recipients under this part shall be used to support career and technical education programs that are of sufficient size, scope and quality to be effective and that—

Provide within career-technical education the subrecipient provided the skills necessary to pursue careers in high-skill, high-wage or in-demand sectors or occupations... as aligned to the comprehensive local needs assessment priorities.

- The subrecipient provided training for needed skills necessary to pursue careers in high-skills, high-wage or in-demand sectors or occupations with Perkins funds.
- The subrecipient did not provide training for needed skills with Perkins funds.

Required Evidence:

1. Provide supporting documentation for the provided training.

Requirement 4

[Perkins C, Section 135 \(b\) \(4\)](#)

Funds made available to eligible recipients under this part shall be used to support career and technical education programs that are of sufficient size, scope and quality to be effective and that—

Support integration of academic skills and career and technical education programs and programs of student... as aligned to the comprehensive local needs assessment priorities.

- Subrecipient supported integration of academic skills into CTE programs and Program of Study with Perkins funds.
- The subrecipient did not support integration of academic skills into CTE programs with Perkins funds.

Required Evidence:

1. Provide supporting documentation for supporting integration of academic skills into CTE programs with Perkins funds.

Requirement 5

[Perkins C, Section 135 \(b\) \(5\)](#)

Funds made available to eligible recipients under this part shall be used to support career and technical education programs that are of sufficient size, scope and quality to be effective and that—

Plan and carry out elements that support implementation of CTE program and programs of study that result in increased student achievement... as aligned to the comprehensive local needs assessment priorities.

- Subrecipient planned and carried out elements that support implementation of CTE program and programs of study that result in increased student achievement with Perkins funds.
- The subrecipient did not support implementation of CTE programs that increased student achievement with Perkins funds.

Required Evidence:

1. Provide supporting documentation for supporting implementation of CTE pathways and programs that increased student achievement with Perkins funds.

Requirement 6

[Perkins C, Section 135 \(b\) \(6\)](#)

Funds made available to eligible recipients under this part shall be used to support career and technical education programs that are of sufficient size, scope and quality to be effective and that—

Develop and implement evaluations of the activities carried out with funds including evaluations necessary to complete the comprehensive local needs assessment and the local report card... as aligned to the comprehensive local needs assessment priorities.

- The subrecipient developed and implemented an evaluation of the activities funded by Perkins including evaluations necessary to complete the comprehensive local needs assessment.
- The subrecipient did not use Perkins funds to develop and implement an evaluation of activities funded by Perkins.

Required Evidence:

1. Provide supporting documentation for developing and implementing an evaluation of activities funded by Perkins.

Resources for Help

GENERAL ASSISTANCE

For general assistance, please contact your assigned [Administrative Field Service \(AFS\) Education Program Specialist](#).

ED STEPS

For technical assistance in ED STEPS, please contact Tawanna Fields-Mphande at Tawanna.fields-mphande@education.ohio.gov.