

Perkins V Monitoring Guidelines



Office of Career-Technical Education

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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 post-secondary 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 not supplant non-federal funds expended to carry out CTE activities. If an activity was funded by 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 post-secondary 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

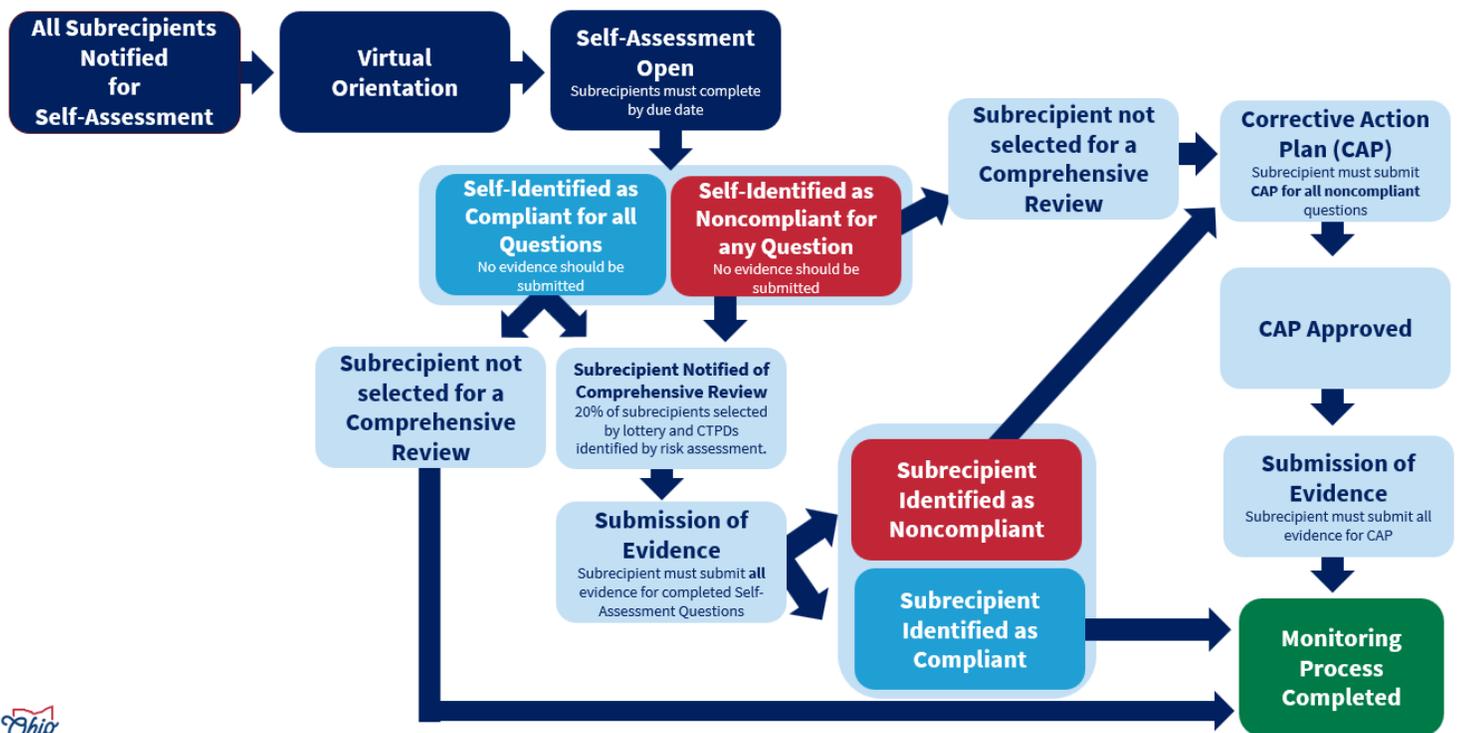


Figure 1: Flow Chart of the FY2025 Perkins Monitoring Process

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.

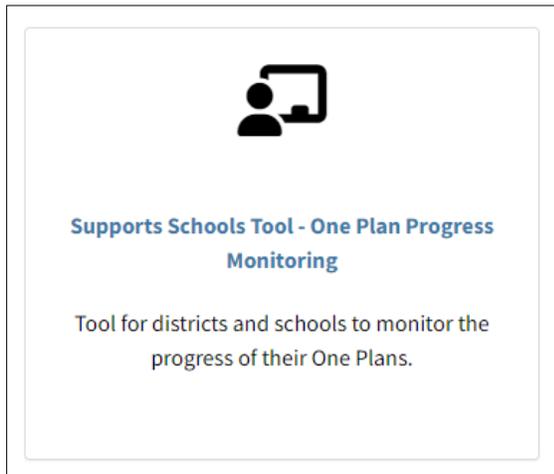


Figure 2: Supports Schools Tool tile in ED STEPS application in MyOhio.

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 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 FY2026 CTE Perkins Monitoring Survey** within the **Questions** tab in the system. Answer all questions in each of the sections: **Stakeholder Engagement, Continuous Improvement, Equipment Tracking** and **Required Use of Funds**.
3. **Remember, no documents should be uploaded in the Self-Assessment process unless selected for a Comprehensive Review.**
4. 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 17, 2025**.
5. After submission of the Self-Assessment, the consultant assigned to the subrecipient may schedule a meeting to seek clarification or request more information.
6. Those subrecipients who have self-reported as **compliant** 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 19, 2025**.

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.

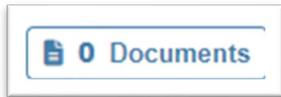


Figure 3: Document box in each question requiring documentation.



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.

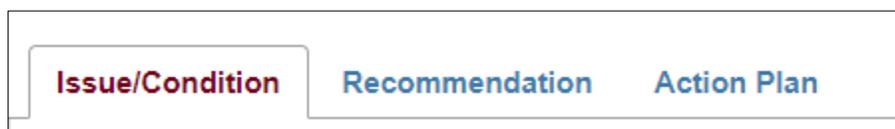


Figure 5: In the Issue/AP tab, clicking the Issue ID number will show these tabs for completing an Action Plan.

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 the 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 for compliance must be uploaded to the system by the end of the school year or **June 1, 2026**.

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

Note: Supporting evidence should only be uploaded if the subrecipient is selected for a comprehensive review or designated by your assigned program specialist.

SECTION A - STAKEHOLDER ENGAGEMENT

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

Perkins V requires ongoing consultation with a diverse group of stakeholders as part of both the comprehensive local needs assessment, the development of the local application and the program improvement plan. The following question assesses how the subrecipient continues to engage stakeholders in a meaningful and sustained way beyond initial CLNA completion.

Requirement 1: Stakeholder Engagement

Has the subrecipient documented ongoing stakeholder engagement with a diverse group of participants between **July 1, 2024, and June 30, 2025**, to inform program design, the delivery of CTE, and the evaluation of the CLNA and local application processes, as well as the Program Improvement Plan, using meetings, surveys tools, focus group summaries or other methods of communication?

Note: The CLNA is a biennial review, with the last one conducted in fiscal year 2024. The local application process for FY25 is a four-year process. Include relevant timeline information when applicable.

Compliance Status (select one):

- The subrecipient conducted ongoing stakeholder engagement and has documentation of those activities.
- The subrecipient did **not** conduct or document continued stakeholder engagement as required.

Narrative Response:

Describe how the subrecipient engaged a diverse group of stakeholders to support the implementation of stakeholder engagement activities, including how their input was gathered and used to inform CTE program decisions.

Comprehensive Review-Evidence Example:

Subrecipients may provide a combination of evidence, such as meeting attendance sheets, agendas, meeting minutes, recordings, survey results summaries, or other relevant documentation, that best represent your stakeholder engagement efforts.

SECTION B-CONTINUOUS IMPROVEMENT

Requirement B.1: Continuous Improvement

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

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

Compliance Status Statement:

Highlight an example of how the subrecipient utilized Perkins' funding for the continuous improvement of students in special populations.

Describe the strategy or initiative your subrecipient implemented, the specific need it addressed, how Perkins V funds were used, and any outcomes, progress, or lessons learned. You may also include how this work aligns with your CLNA, Local Application, or broader goals related to inclusion and opportunity.

Comprehensive Review-Evidence Example:

Support your example with quantitative or qualitative evidence, as available. Relevant evidence may include:

- Disaggregated student participation or performance data

- Program documentation or activity summaries
- Stakeholder feedback or meeting notes
- Outreach materials

Requirement B.2: Program Improvement Plan

[Perkins V, Sec. 123](#)

Perkins requires all subrecipients to submit a local program improvement plan (PIP) for each federal indicator that does **not** meet at least 90% of the state-identified target.

Was the subrecipient required to complete a Local PIP?

- Yes**
- No**

Compliance Status:

- Implementation of checkpoint one from all required Local PIP(s) has been completed.
- Implementation of checkpoint one from all required Local PIP(s) has not been completed.

Comprehensive Review-Evidence Example:

Provide documentation showing **Checkpoint One evidence** for **each** performance indicator that required a Local PIP (e.g., data analysis summary, root cause identification, stakeholder input documentation, or planned improvement strategies).

SECTION C- EQUIPMENT TRACKING

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

To ensure compliance with Uniform Guidance Part 200.439 regarding equipment and capital expenditures, a robust equipment tracking system must be implemented that effectively tracks the purchase, location, and disposal of all equipment acquired with federal Perkins Funds.

Compliance Check:

- An equipment tracking system is in place for tracking the purchase, location, and disposal of equipment purchased using federal Perkins Funds.
- No equipment was purchased with Perkins funds.

What processes are implemented in the equipment tracking system to ensure accurate tracking of the purchase, location, and disposal of equipment funded by federal Perkins Funds.

Comprehensive Review-Evidence Example:

Attached is a sample of the equipment tracking documentation, including inventory logs, asset tags, and disposal records, for items purchased with Perkins funds.

SECTION D-REQUIRED USES OF FUNDS

Requirement C. 1: Career Exploration Activities

[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.

Compliance Check:

- Career exploration and career development activities are provided through an organized, systematic framework aligned to CLNA priorities.
- Perkins funds were **not** used to support career exploration activities.

Comprehensive Review – Evidence Examples:

1. Job descriptions and time and effort documentation for any salaries funded for career exploration.
2. Materials from career exploration activities (e.g., lesson plans, flyers, inventories, advising frameworks).

Requirement C. 2: Professional Development

[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.

Compliance Check:

- Professional development was provided using Perkins funds, aligned to CLNA priorities.
- Perkins funds were **not** used for professional development activities.

Comprehensive Review – Evidence Example:

1. Agendas, sign-in sheets, training materials, certificates of completion, and CLNA alignment documentation.
2. Job descriptions and time and effort documentation for any salaries funded for career exploration.

Requirement C.3: Training in High-Wage/In-Demand Skills

[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.

Compliance Check:

- Subrecipient provided training aligned to high-skill, high-wage, or in-demand sectors using Perkins funds.
- The subrecipient did **not** provide training for needed skills with Perkins funds.

Comprehensive Review – Evidence Example:

1. Course syllabi, program of study maps, employer input, labor market data alignment, and student outcome data.
2. Job descriptions and time and effort documentation for any salaries funded for career exploration.

Requirement C.4: Integration of Academic and CTE Skills

[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.

Compliance Check:

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

Comprehensive Review-Evidence Example:

1. Lesson plans, curriculum documents, interdisciplinary projects, or co-teaching models.
2. Job descriptions and time and effort documentation for any salaries funded for career exploration.

Requirement C.5: Program Improvement Elements

[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.

Compliance Check:

- Subrecipient supported implementation of CTE program elements that increased student achievement using Perkins funds.
- The subrecipient did **not** use Perkins funds for this purpose.

Comprehensive Review – Evidence Example:

1. Documentation of instructional improvements, credential attainment efforts, or pathway implementation.
2. Job descriptions and time/effort documentation for any salaries funded for career exploration.

Requirement C.6: Evaluation of Funded Activities

[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.

Compliance Check:

- Subrecipient developed and implemented an evaluation of activities funded by Perkins.
- Subrecipient did not evaluate Perkins-funded activities.

Comprehensive Review – Evidence Example:

1. Program evaluation reports, data dashboards, surveys, analysis reports, or CLNA evaluation summaries.
2. Job descriptions and time/effort documentation for any salaries funded for career exploration.

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.