Department of Education

P. O. BOX 2120

Richmond, Virginia 23218-2120

**CAREER AND TECHNICAL EDUCATION MEMO NO. 185-21**

**DATE:** November 23, 2021

**FROM:** George R. Willcox, Director, Operations and Accountability

Office of Career, Technical, and Adult Education

# SUBJECT: 2022-2023 Perkins Local Plan and Budget for Career and Technical Education and Comprehensive Local Needs Assessment

In compliance with the Strengthening Career and Technical Education for the 21st Century Act (Perkins V), the [2022-2023 Local Plan and Budget for Career and Technical Education](http://cteresource.org/Perkins_V/Secondary_CTE_PlanFY23.xlsm) must be submitted annually. Based on requirements authorized by the Standards of Quality and Perkins V, school divisions must submit its application to the Virginia Department of Education (VDOE) in “[substantially approvable form](http://www.ecfr.gov/cgi-bin/text-idx?SID=e9431226eaef3d0f5b58363e0b2a2cfd&node=se34.1.76_1708&rgn=div8)” via the *Online Management of Education Grant Awards* (OMEGA) not later than April 29, 2022. In order to obligate Perkins funds on July 1, 2021, school divisions must adhere to the submission due date. To prepare your local plan and budget, please use the [2022-2023 Perkins Local Plan and Budget template](http://cteresource.org/Perkins_V/Secondary_CTE_PlanFY23.xlsm).

The local plan application for career and technical education (CTE) is managed through the OMEGA reporting system. After the local plan and budget have been approved by your school board, the application must be uploaded to OMEGA. The OMEGA system will support 2007, 2010, or 2016 Excel formatted files. The application must be uploaded and submitted to OMEGA and be approved through the school division levels to the VDOE at OMEGA Level 5 by the April 29, 2022 deadline. The original application cover page with appropriate signatures must be retained and filed in the school division, and a copy of the signed form must be submitted to the Office of Career, Technical, and Adult Education by email to [cte@doe.virginia.gov](mailto:cte@doe.virginia.gov).

Perkins V requires eligible school divisions to conduct a Comprehensive Local Needs Assessment (CLNA) related to career and technical education (CTE) and to update the CLNA not less than once every two years. Please complete the [2022-2023 Comprehensive Local Needs Assessment (CLNA) Template](https://www.doe.virginia.gov/home/showpublisheddocument/19772/638042929744500000) and submit to [cte@doe.virginia.gov](mailto:cte@doe.virginia.gov) by Friday, April 29, 2022. The [2022-2023 Comprehensive Local Needs Assessment (CLNA) Guidance Document](https://www.doe.virginia.gov/home/showpublisheddocument/19770/638042929741070000) is provided to inform school divisions in conducting its CLNA.

If you have questions or need additional information, please contact Dr. David Eshelman, Director, Workforce Development and Initiatives, or William Hatch, Coordinator, Planning, Administration, and Accountability, Office of Career, Technical, and Adult Education at [CTE@doe.virginia.gov](mailto:CTE@doe.virginia.gov) or at (804) 786-4206.

GRW/aar

Attachment: CLNA Information

# 2022-2023 Perkins Local Plan and Budget for Career and Technical Education and Comprehensive Local Needs Assessment

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Tips for opening the CLNA Template and Guidance Document:

* In Internet Explorer, click on the link and select Open in the pop-up box.
* In Chrome, right click on the link and select Open Link in a New Window. It will automatically place the link in a new browser window. Click Enter and the document will load at the bottom of your screen in Word to open.
* In Chrome, right click on the link and select Copy Link Address. Open a new tab and paste the link into the search bar and click enter. The document will load at the bottom of your screen in Word to open.