Department of Education

P. O. BOX 2120

Richmond, Virginia 23218-2120

**CAREER AND TECHNICAL EDUCATION MEMO NO. 216-23**

**DATE:** January 30, 2023

**TO:** CTE Administrators

**FROM:** Dr. J. Anthony Williams, Interim Director

Office of Career, Technical, and Adult Education

# SUBJECT: 2023-2024 Perkins Local Plan and Budget Application for Career and Technical Education

In compliance with the Strengthening Career and Technical Education for the 21st Century Act (Perkins V), the [2023-2024 Perkins Local Plan and Budget Application](https://www.cteresource.org/media/hgmf42xi/2023-2024_perkins_local_plan_and_budget_application.xlsm) for Career and Technical Education must be submitted annually. Based on requirements authorized by the Standards of Quality and Perkins V, the school division must submit its application to the Virginia Department of Education 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 28, 2023. In order to obligate Perkins funds on July 1, 2023, school divisions must adhere to the submission due date. To prepare your local plan and budget, please use the [2023-2024 Perkins Local Plan and Budget Application](https://www.cteresource.org/media/hgmf42xi/2023-2024_perkins_local_plan_and_budget_application.xlsm) template.

The local plan for career and technical education 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 Excel (.xls, .xlsx, or .xlsm) formatted files. When the application has been uploaded to OMEGA, you or an authorized superintendent’s designee must approve the application in OMEGA by April 28, 2023. 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 returned to the Office of Career, Technical, and Adult Education by email to [CTE@doe.virginia.gov](mailto:CTE@doe.virginia.gov) or fax to (804) 530-4560.

If you have questions or need additional information, please contact the Office of Career, Technical, and Adult Education at [CTE@doe.virginia.gov](mailto:CTE@doe.virginia.gov) or at (804) 786-4206.

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