



STATE OF INDIANA

Governor's Workforce Cabinet

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To: Superintendents, CTE Directors, Public School Corporations, Public Charter Schools

From: Jerris Cross, Assistant Director of CTE / Grants Administrator

Subject: Establishing a New CTE District or Joining an Existing CTE District

Date: 20 November 2020

As part of an ongoing review of policies and procedures related to the *Strengthening Career and Technical Education for the 21st Century Act* (Perkins V; PL 115-224), the Governor's Workforce Cabinet is implementing procedures related to the establishment of new CTE Districts and eligible recipients as defined in this Act.

Perkins Eligible Recipient Overview

A local educational agency (LEA) can become a Perkins Eligible Recipient and receive a local-level distribution formula allocation if the LEA—

- joins an existing Area CTE District consortium (recommended), or
- works with the Governor's Workforce Cabinet / Office of CTE to form a new CTE District.
- To form a new CTE District, an LEA must be eligible for an allocation of more than \$15,000 as calculated by the formula outlined in Perkins V, Section 131(a).
- An LEA not meeting the minimum allocation requirement can apply for a waiver in specific situations outlined in Section 131(c)(2) [[Perkins V Text](#)].

Section 3(21) Eligible Recipient. – The term “eligible recipient” means—

- (A) a local educational agency (including a public charter school that operates as a local educational agency), an area career and technical education school, an educational service agency, an Indian Tribe, Tribal organization, or Tribal educational agency or a consortium, eligible to receive assistance under section 131; or
- (B) an eligible institution or consortium of eligible institutions eligible to receive assistance under section 132.

Section 131(c) Minimum Allocation.—

(1) In general.—Except as provided in paragraph (2), a local educational agency shall not receive an allocation under subsection (a) unless the amount allocated to such agency under subsection (a) is greater than \$15,000. A local educational agency may enter into a consortium with other local educational agencies for purposes of meeting the minimum allocation requirement of this paragraph. [See Section 131(f) for *Consortium Requirements*.]

Joining an Existing CTE District

To join an existing CTE District, contact the current CTE Director of that District to discuss joining the consortium. If you need assistance identifying the CTE District or Director, please contact Jerris Cross at jecross@gov.in.gov or 317-234-0217. This method is recommended.

Creating a New CTE District

Note: The deadline to submit the following is February 26th, 2021. This is an intensive process that may take approximately one (1) year to complete and funds are not available until the process is complete and approved.

LEAs that wish to establish a new Area CTE District must complete the following steps:

1. Identify an Area CTE Director who—
 - a. is appropriately licensed; a CTE Director must have a CTE Director or Building-Level
i. Administrator license; it is highly recommended that the incumbent have experience in CTE;
 - b. will serve as the Chief Grant Administrator for the eligible recipient;
 - c. is allowed to communicate freely with the GWC and Office of CTE;
 - d. has the authority to act as an agent of the eligible recipient.
2. Complete a Comprehensive Local Needs Assessment (CLNA); results of the CLNA will be used to complete the 5-year Local Plan, *Application of New CTE Districts*, and the *Perkins Basic Grant Local Application*.
3. Complete a 5-year Local Plan outlining how the new CTE District will:
 - a. meet Size, Scope, and Quality (SSQ) definitions outlined by the GWC [Attachment A];
 - b. address the *Requirements for Uses of Funds* outlined in Section 135(b) [Attachment B];
 - c. avoid duplication of CTE program offerings or provide an explanation addressing why a duplication of CTE program offerings is valid and supportable;
 - d. build the capacity to manage and administer Perkins grant funds, including meeting all deadlines set by the Office of CTE;
 - e. complete all data-related requirements and fiscal and narrative reports;
 - f. monitor for unallowable expenditures and adhere to Federal grant guidance outlined in 2 CFR
i. 200, EDGAR, and USDOE Memos;
 - g. prepare a preliminary budget delineating planned expenditures for the first five (5) years of CTE program implementation;
 - h. respond to the questions outlined in the *Application for New CTE Districts*.
4. Once Steps 1 through 3 are complete, the Office of CTE will work with the new CTE District's Director to set up required accounts (e.g., InTERS).

Contact Jerris Cross at jecross@gov.in.gov with any questions.