



OFFICE OF CAREER AND TECHNICAL EDUCATION  
89 WASHINGTON AVENUE, ROOM 315 EB  
ALBANY, NEW YORK 12234  
(518) 486-1547; FAX: (518) 402-5114  
<http://p12.nysed.gov/cte/>

TO: District Superintendents  
Superintendents of Schools  
Public School Administrators  
Nonpublic School Administrators  
Charter School Administrators

From: Amy Cox, Director of Career Readiness and Workforce Partnerships

Date: May 6, 2020

Re: Guidance on Secondary Perkins V Local Applications in Response to COVID-19

On March 31, 2020, the U.S. Department of Education's Office for Career, Technical and Adult Education (OCTAE) issued guidance to the states about the Perkins V program year beginning on July 1, 2020. The guidance gives increased flexibility resulting from the COVID-19 shutdown for local application submission deadlines.

Based on the federal guidance, the New York State P-12 Office of Career and Technical Education (CTE) is able to extend the deadline for the 2020-2021 Perkins secondary application submission from June 1, 2020 to September 1, 2020. This additional time, if needed, allows applicants to finalize all sections of their 2020-21 applications.

Please note that this extension does not allow prior Perkins recipients to carry over 2019-20 funds into the 2020-2021 program year. Current recipients needing to amend 2019-20 grant budgets are encouraged to contact the Office of CTE through the office mailbox ([EMSCCTE@nysed.gov](mailto:EMSCCTE@nysed.gov)) to provide information about proposed changes.

Prior NYSED guidance directed applicants to complete the Comprehensive Local Needs Assessment (CLNA) by April 30, 2020 in order to inform the application originally due June 1, 2020. While completed 2020-21 applications may now be submitted as late as September 1, 2020, the CLNA must be submitted no later than June 30, 2020. Electronic submission is required. Please send completed CLNA workbook Excel files to the CTE office mailbox at [EMSCCTE@nysed.gov](mailto:EMSCCTE@nysed.gov) and identify the school/BOCES name and CLNA Submission in the subject line (i.e., Anywhere CSD CLNA Submission). Revised submission deadlines are reflected on the Office of CTE's [web page](#).

The CTE office will be using the submission of the CLNA by June 30, 2020 as an entity's intent to file for funds. While applications must be submitted by September 1, 2020, we encourage all eligible applicants to send completed applications as soon as possible.

Events brought about by the COVID-19 pandemic may have revealed needs related to remote learning. The CLNA does not call for a specific review of capacity to deliver CTE or work-based learning instruction remotely, but we encourage all applicants to assess how well they are able to provide continuity of CTE learning experiences during school closures. Targeting Perkins funds to improve remote instruction may meet needs across content areas. Applicants proposing use of funds for improvement of remote instruction should provide a summary of recent experience with data that identifies the gaps in ability to provide instruction during school closures.

The Office of CTE will be developing a webinar on application guidance and will advise eligible applicants of its posting on the office's [web page](#) and by email.

Any questions regarding the 2020-21 Perkins application process can be directed to the Office of CTE at [EMSCCTE@nysed.gov](mailto:EMSCCTE@nysed.gov).